



Hurst-Rosche, Inc.  
James W. Roth, PE, PLS  
President

January 5, 2022

SUBJECT: HVAC Improvements  
Brownstown High School  
Brownstown C.U.S.D. 201  
Brownstown, Fayette County, Illinois

re: H-R 150-3321

Mr. Michael Shackelford  
Superintendent  
Brownstown C.U.S.D. 201  
421 South College Ave.  
Brownstown, Illinois 62418

Dear Mr. Shackelford:

A pre-bid meeting for the subject project was held at the Brownstown High School Library on January 4, 2022 at 10:00 AM. The following were in attendance:

Tim Downen	Hurst-Rosche, Inc.
John Bertolino	JEN Mechanical
John Terneus	Henson Robinson
Pat Gebber	Merz Heating

Mr. Downen reviewed the scope of work and reminded the contractors of the following:

- Bids will be received until 2:00 PM local prevailing time on Thursday, January 13, 2022.
- Contractor will be responsible for ordering equipment and all materials immediately after contract execution and shop drawing approvals, regardless of the first day available for construction. Contractor will be responsible for storing and insuring equipment and materials until the first day available for construction (approximately June 1, 2022). See Section 01 20 00 in the project manual for additional information.
- Plans are available for free view at our Hillsboro office at 1400 E. Tremont Street, at several plan houses, and on our website at [www.hurst-rosche.com](http://www.hurst-rosche.com).
- Bidders may request a hard copy of the drawings and specifications from Hurst-Rosche, Inc. for a non-refundable amount of \$25.00 (\$35.00 if mailed), or at a minimum, bidders must obtain clean copies of bid forms from Hurst-Rosche, Inc. by paying a non-refundable amount of \$10.00 to submit a bid for this project.
- Contractor should submit two copies of their bid and bid should include list of subcontractors as provided in project manual.
- Bidders will be required to provide bid security of a sum no less than 10% of the bid sum.
- Bids will be required to be submitted on a condition of irrevocability for a period of 45 days.

Jeremy Connor, PE  
Vice-President of Operations

1400 E. Tremont St.  
Hillsboro, IL 62049  
(t) 217.532.3959  
(f) 217.532.3212

[www.hurst-rosche.com](http://www.hurst-rosche.com)

Mr. Mike Shackelford  
Page Two  
January 5, 2022

- The Owner requires the project to be substantially complete by July 29, 2022. **Should the Contractor fail to complete the Work within such time, Contractor agrees to compensate and will apply to the Owner for each and every day of such delay in completion of the Work beyond the Contract Tim the sum of Five Hundred Dollars (\$500) per day for Work not completed by the substantial completion date as liquidated damages.**
- The last date to submit RFI's is January 6, 2022. Please use the form supplied in the project manual and e-mail to [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com).
- The last date to issue an addendum will be January 10, 2022.
- The school district's standard board meeting is January 17. Action will be taken on submitted bids at that time.
- Owner is exempt from payment of Federal and Illinois Department of Revenue's Use and Sales Tax on material entering permanently into structure.
- Background checks, no smoking on school property and other Illinois statutes related to school district work also apply.
- The owner will be responsible for removing materials from the rooms to receive work, prior to work beginning.
- Questions asked during the meeting that will be addressed by addenda include CFM requirements, outside air regulation and location of thermostats. Addendum #1 will be issued soon and will re-enforce the thought that gas line connection is not required for the units.

The meeting was adjourned and all interested attended a walk-through of the project site.

If there are any additions or corrections to the minutes, please notify our office in writing.

Sincerely,

HURST-ROSCHE, INC.



Timothy L. Downen, AIA, LEED AP

TLD:bz

Enclosures

Brownstown USD Pre-bid

Name: Company: Phone: E-mail:

Tim Downen Hurst-Rosche 217-532-3959 tdownen@hurst-rosche.com

John Bertolillo Jew Mech 618-779-1698 phil@jewmechanical.com

John Ternicus HRCO 217-544-8451 John.t@henson-robinson.com

PAT GEBBER MENZ MECHANICAL 217-342-2323 pat.gebber@menzac.com  
821-7419