



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

March 2, 2021

**SUBJECT:** Asbestos Floor Tile Abatement  
Beckemeyer Elementary School and Hillsboro High School  
Hillsboro C.U.S.D. No. 3  
Hillsboro, Montgomery County, Illinois

re: H-R 150-0511

Mr. David Powell  
Superintendent  
Hillsboro C.U.S.D. No. 3  
1311 Vandalia Road  
Hillsboro, Illinois 62049

Dear Mr. Powell:

A pre-bid meeting for the subject project was held at the Hillsboro C.U.S.D. No. 3 Unit Office on February 23 at 1:30 P.M. The following were in attendance:

|                   |               |
|-------------------|---------------|
| Hurst-Rosche      | Tim Downen    |
| Schemel Co.       | Kelly Swawson |
| MSG               | Aaron Zeller  |
| AC Environmental  | Dustin Calcam |
| General Waste     | Tim Wieneke   |
| Great Western     | Randy Snider  |
| Triple A Asbestos | Jeff Austif   |
| Owens Abatement   | Scott Owens   |
| Brock Industrial  | Bob Weeks     |

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

- Bids will be received until 2:00 p.m. local prevailing time on Thursday, March 4, 2021. A public bid opening will be held in the same location as the pre-bid meeting. Ensure your bid is time stamped by District staff upon entrance into the building. The address of the facility is listed in the project manual in case you cannot attend in person and need to mail your bid. Contractor is responsible for delivery times if bid is mailed.
- Plans are available for free view at our Hillsboro office at 1400 E. Tremont Street, at several plan houses, and at 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 \$20.00 (\$25.00 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.

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)

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- 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 30 days. However, the school board meeting is scheduled for March 9.
- The Owner requires the project to be substantially complete by Friday, July 23, 2021.
- The last date to submit RFI's is February 25, 2021. 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 March 1, 2021.
- 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.

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

Sincerely,

HURST-ROSCHE, INC.



Timothy L. Downen, AIA, LEED AP

TLD:bz

Enclosure

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

Kelly Swanson Schemel Co 513-547-2558

Aaron Zeller MSG 636-262-4310 AZELLER@MAASITL.com

Dustin Calcani AC Environmental 217-710-5186 Dustin@acenviro.com

Tim Wiencke General Waste 618-465-0269 twienckeLL@gmail.com

RANDY SNIDER GREAT WESTERN 618-535-2335 RANDY@GWAER.HUGHES.NET

Jeff Austin Triple A Asbestos 217-823-4394 jeff@tripleasbestos.com

Scott Owens Owens Abatement 618-367-0502 owensabatementllc@frontier.com

Bob Weeks Bracl Inc 314-540-3888 BobbyWeeks@braclgroup.com