



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

February 5, 2021

SUBJECT: Roof Replacement and Restoration
Ramsey Elementary School
Ramsey CUSD #204
Ramsey, Fayette County, Illinois

re: H-R 150-2770

Mrs. Melissa Ritter
Superintendent
Ramsey CUSD #204
702 W. Sixth Street
Ramsey, Illinois 62080

Dear Mrs. Ritter:

A pre-bid meeting for the subject project was held at the Ramsey Elementary School on February 4 at 3:00 P.M. for the above referenced project. The following were in attendance:

Hurst-Rosche, Inc.
Jim Taylor Roofing
Joiner Roofing
Lakeside Roofing
Tremco Roofing
Tremco Roofing

Mr. Tim Downen
Mr. Tim Atwood
Mr. Dusting Bankston
Mr. Pat McGlynn
Mr. Dan Janssen
Mr. Scott Harris

Mr. Downen reviewed the scope of work, including required unit price, and reminded the contractors of the following:

- Bids will be received until 3:00 p.m. local prevailing time on Tuesday, February 16, 2021. A public bid opening will be held in the same room as 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.
- Bidders may request a hard copy of the drawings and specifications from Hurst-Rosche, Inc. for a non-refundable amount of \$20.00 (\$30.00 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 and major material suppliers as provided in project manual.

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

Mrs. Melissa Ritter
Page Two
February 5, 2021

- 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 60 days. The school board meeting is scheduled for Thursday, February 18.
- Work may begin approximately on June 1. The Owner requires the project to be substantially complete by July 2, 2021.
- The last date to submit RFI's is February 9, 2021. Please use the form supplied in the project manual and e-mail to tdownen@hurst-rosche.com.
- The last date to issue an addendum will be February 11, 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 statues related to school district work also apply.

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:af

Enclosures

Name: Company: Phone: Email:

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

Tim Atwood Jim Taylor 618-233-2424 tatwood@taylorroof.com

Dustin Bankston Joiner Roofing 618-791-4355 dustin@joinersmv.com

Daniel Janssen Tremco Roofing 217-306-5610 djanssen@tremcoinc.com

Scott Harris TREMCO 618-781-5299 sharris@tremcoinc.com

Pat McGlynn Lakeside Roofing 618-344-2800 pat@lakesideroofing.com