



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

February 25, 2020

SUBJECT: Calhoun High School Door Replacement
Calhoun Unit District 40
Hardin, Calhoun County, Illinois re: H-R 270-2896

Dr. Katie Sievers
Superintendent
Calhoun Unit School District 40
101 Calhoun Avenue
Hardin, Illinois 62047

Dear Dr. Sievers:

A pre-bid meeting for the subject project was held at the Calhoun Unit District 40 Unit Office at 10:00 A.M. The following were in attendance:

Calhoun Unit District 40	Mr. Rod Hart
Gardner / L&M Glass	Mr. Dale Davis
Walden Painting	Mr. Adam Walden
Hurst-Rosche, Inc.	Mr. Tim Downen

Mr. Downen reviewed the scope of work for the base bid and all alternate bids and reminded the contractors of the following:

- Bids will be received until 2:00 p.m. local prevailing time on March 10, 2020.
- 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 \$25.00 (\$35 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 30 days.
- The Owner requires the project to be substantially complete by Friday, August 7, 2020.
- The last date to submit RFI's is March 3, 2020. 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 March 5, 2020. Addendum #1 is currently being prepared.

Scott Hunt, PE
Office Manager

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www.hurst-rosche.com

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- 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.

The meeting was adjourned and everyone proceeded to a walk-through of the building.

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