



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

April 1, 2021

SUBJECT: Roof Replacement and Restoration
Hillsboro Junior High School
Hillsboro C.U.S.D. No. 3
Hillsboro, Montgomery County, Illinois re: H-R 150-0651

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 March 31, 2021 at 2:00 p.m. The following were in attendance:

Hurst-Rosche, Inc.	Tim Downen
Taylor Roofing	Andy Warner
Shay Roofing	Glenn Wenzel
Joiner Sheet Metal and Roofing	Chris Beck
Lakeside Roofing	Dennis Woods

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

- Bids will be received until 2:00 p.m. local prevailing time on Friday, April 9, 2021. A public bid opening will be held at the Hillsboro C.U.S.D. No. 3 Unit Office. 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 deposit 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 shall submit two copies of their bid.
- Bidders will be required to provide bid security of a sum no less than 10% of the bid sum.

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

Mr. David Powell
Page Two
April 1, 2021

- Bids will be required to be submitted on a condition of irrevocability for a period of 30 days.
- The Owner requires the project to be substantially complete by July 30, 2021.
- The last date to submit RFI's is April 2, 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 is April 6, 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 or corrections to the minutes, please notify our office in writing.

Sincerely,

HURST-ROSCHE, INC.



Timothy L. Downen, AIA, LEED AP

TLD:bz

Enclosures

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

Andy Warner Taylor Roofing (618) 580-8707 awarner@taylorroof.com

GLENN WENZEL SHAY ROOFING, INC. 618 410 0329 GWENZEL@SHAYROOFING.COM

Chris Beck Joiner-S.M.R., 618-664-9488 / Chrisb@joiner-smr.com

Dennis Woods Lakeside Roofing 618-344-2800 dennis@lakesideroofing.com