



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

March 5, 2020

SUBJECT: Roof Replacement  
St Elmo High and Elementary School  
St Elmo CUSD #202  
St Elmo, Fayette County, Illinois re: H-R 150-0830

Mrs. Julie Healy  
Superintendent  
St Elmo CUSD #202  
1200 North Walnut Street  
St Elmo, Illinois 62458

Dear Mrs. Healy:

A pre-bid meeting for the subject project was held at the St Elmo High School on March 5 at 10:00 A.M. The following were in attendance:

Taylor Roofing  
Bartch Roofing  
Mid-State Construction and Roofing  
Geissler Roofing  
Glandt Roofing  
Hock Architectural Metals  
Hurst-Rosche, Inc.

Mr. Downen reviewed the scope of work for the Base Bid of and Alternate Bid #1 and reminded the contractors of the following:

- Bids will be received until 2:00 p.m. local prevailing time on Thursday, May 14. The public bid opening will occur at the High School gymnasium.
- 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).
- A non-refundable deposit of \$25 (\$35 if mailed) is required if contractors need a full set of Drawings / Specifications. Bidder can obtain clean bid forms for a \$10 fee.
- Bidders will be required to submit their bid under a condition of irrevocability for a period of 30 days.
- Submit two copies of your bid on clean bid forms. Ensure you include the bid form supplements.
- Bid security in the sum of 10% of your bid sum is required.
- The Owner reserves the right to reject any or all bids, to waive any informality in bidding and to accept the bid deemed most favorable to the Owner.

Scott Hunt, PE  
Office Manager

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- The last time for contractors to submit a request for interpretation is May 7. Please use the form provided in the specification manual and e-mail all questions to [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com)
- The last day for Hurst-Rosche to issue an addenda will be May 11. Addendum #1 is in the works.
- The bid opening will be at 2 PM at the high school gymnasium. This will be clarified by Addendum #1.
- All costs associated with the preparation and submission of a bid are the sole responsibility of the contractor.
- All future site visits shall be coordinated with Roger Mitchell of St Elmo CUSD. Roger's phone number is 618-292-2684.

The meeting was adjourned.

Q – Are there any local plumbers that work with the school district?

A – Yes, the district regularly works with Merz out of Effingham and M&M Plumbing out of St Elmo.

Q – Is the contractor responsible for obtaining a plumbing permit for the roof drain work?

A – Not to our knowledge, please contact the Village of St Elmo and Fayette County as deemed necessary.

Q – Are the wood nailers indicated throughout the details to be new or existing wood nailers?

A – Wood nailers shown at the existing roof system to remain are also existing to remain. New wood nailers shall be provided at the area of roof replacement as necessary to match the new substrate thickness.

Q – Is there a specific manufacturer of roof drains required?

A – Hurst-Rosche will investigate and clarify by addenda if necessary.

Q – There is a conflict on the High School roof plan on all new versus salvaged and reinstalled sheet metal.

A – Refer to “unless noted otherwise” portion of the note. Salvage and reinstall sheet metal as indicated on Drawings.

Q – Are there any unit prices for the replacement of gypsum or metal deck?

A – No.

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