



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

March 24, 2020

SUBJECT: HVAC Replacement  
Hillsboro High School – Gymnasium Building  
Hillsboro C.U.S.D. #3  
Hillsboro and Coffeen, Montgomery County, Illinois

re: HR 150-3209

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 24, 2020, at 10:00 A.M. The following were in attendance:

Hillsboro C.U.S.D. No. 3  
Hurst-Rosche, Inc.  
EL Pruitt  
France Mechanical  
Bruce Unterbrink Construction

Mr. Fred Butler  
Mr. Tim Downen  
Mr. Aaron Green  
Mr. Nathan Allen  
Mr. Bruce Unterbrink

The meeting was opened by Mr. Downen.

Mr. Downen reviewed the scope of work, including Package A for equipment manufacturers and Bid Package B and its alternate bid for bidders, and reminded the contractors of the following:

- Pricing for Package A will be received from equipment providers until 2:00 p.m. local prevailing time on April 1, 2020
- Bids for Bid Package B will be received until 2:00 p.m. local prevailing time on April 9, 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](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 \$45.00, 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.
- 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 under a condition of irrevocability for a period of 45 days.
- Construction may begin on Monday, June 1. The Owner requires the project to be substantially complete by July 31, 2020.

Scott Hunt, PE  
Office Manager

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- The last date to submit RFI's for Package A is March 26 at 4:30 p.m. and the last time to submit RFI's for Bid Package B is April 3 at 4:30 p.m. 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 for Package A will be March 27 at 4:30 p.m. and the last date to issue an addendum for Bid Package B will be April 6, 2020.
- Bids and equipment pricing will be discussed, and contract awarded at the April 14 board meeting.
- 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.
- Mr. Fred Butler offered that the only other work occurring in the gymnasium would be bleacher replacement on the stage.

Q – How will equipment warranties be handled?

A – We will investigate this and issue a clarification or change by addenda as necessary.

Q – Will bleachers be removed so that we have flat floor to do overhead ductwork?

A – No, the bleachers in question are on the stage where no overhead work is occurring. The concrete bleachers on the other side of the gym are not removeable – scaffolding will be required to complete this overhead work.

The meeting was adjourned, and everyone proceeded to a walk-through.

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

Sincerely,

HURST-ROSCHE, INC.

A handwritten signature in blue ink that reads "Amanda Fuller for TLD". The signature is written in a cursive, flowing style.

Timothy L. Downen, AIA, LEED AP

cc: All in attendance