



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

April 13, 2022

SUBJECT: Ag Building Addition  
Hillsboro High School  
Hillsboro C.U.S.D. No. 3  
Hillsboro, Montgomery County, Illinois re: H-R 150-0022

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 Hillsboro C.U.S.D. No. 3 Unit Office on April 12, 2022 at 3:00 PM. The following were in attendance:

Tim Downen	Hurst-Rosche, Inc.
John Bond	R.W. Boeker
Bruce Unterbrink	Bruce Unterbrink Construction

Mr. Downen reviewed the scope of work and reminded the contractors of the following:

- Bids will be received until 2:00 PM local prevailing time on Tuesday, May 3, 2022. Ensure Hurst-Rosche or District personnel time stamp your bid upon arrival.
- Plans are available for free view at our Hillsboro office at 1400 E. Tremont Street, at several plan houses, and on 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 deposit of \$60.00 (\$70.00 if mailed), or at a minimum, bidders must obtain clean copies of bid forms from Hurst-Rosche, Inc. by paying a non-refundable deposit of \$10.00 to submit a bid for their 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 of 45 days.
- The Owner requires the project to be substantially complete by December 9, 2022. The first day of construction listed is June 1, 2022 but a slightly earlier start (during school year) would be fine if timing of contract execution allows.
- The last date to submit RFI's is April 19, 2022. Please use the form supplied in the project manual and e-mail to [tdownen@hurst-rosche.com](mailto:tdownen@hurst-rosche.com).

Jeremy Connor, PE  
Vice-President of Operations

1400 E. Tremont St.  
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[www.hurst-rosche.com](http://www.hurst-rosche.com)

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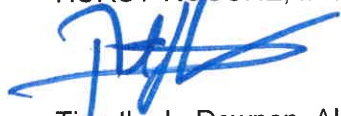
- The last date to issue an addendum will be April 26, 2022.
- Owner is exempt from payment of Federal and Illinois Department of Revenue's Use and Sales Tax on material entering permanently into structure.
- Background checks, no smoking on school property and other Illinois statutes related to school district work also apply.

The meeting was adjourned and all interested attended a walk-through of the project site.

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

Hillsboro CUSD - Ag. Bldg. Add. Pre-Bid

Name:	Company:	Phone:	Email:
Tim Downen	Hurst-Rosche	217.532.3959	tdownen@hurst-rosche.com

JOHN BOND	R.W. BOEKER	618-781-2098	Jbond@rwboeker.com
BRUCE UNTERBRINK	(BUCK)	618-664-4005	BUCK@SBCGLOBAL.NET