



Hurst-Rosche, Inc.

James W. Roth, PE, PLS  
President

February 13, 2023

Mrs. Kathy Clark  
Superintendent  
Johnston City CUSD #1  
200 East 12<sup>th</sup> St.  
Johnston City, IL 62951

RE: New District Office  
Johnston City CUSD #1  
Johnston City, Illinois  
HR #390-1521

Dear Mrs. Clark:

A pre-bid meeting for the above project was held at the Johnston City CUSD #1 Unit office on February 13, 2023, at 10:00 A.M. See the attached sign in sheet for attendance.

The meeting was opened.

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

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- Bids will be received until 10 a.m. local prevailing time on Tuesday, February 21, 2023 at Johnston City CUSD #1 unit office.
- Plans are available for viewing at our Marion office at 200 North Market Street, at several plan houses, and on our website ([www.hurst-rosche.com](http://www.hurst-rosche.com)).
- Pre-Bid was Not MANDATORY.
- Contractor shall submit two copies of their bid and bid should include a list of subcontractors.
- Bidders will be required to provide bid security of a sum no less than 5% of their bid sum.
- Bids will be required to be submitted under a condition of irrevocability for a period of 30 days.
- The Owner requires the project to be substantially complete by July 31, 2023. Liquidated damages are \$1000/day.
- The last date to submit RFI's is February 16, 2022. Please use the form supplied in the project manual and e-mail to [ktabor@hurst-rosche.com](mailto:ktabor@hurst-rosche.com).
- An addendum, if needed, will be issued no later than February 17, 2023.
- As a state of Illinois school project, the owner is exempt from paying sales tax, and the project shall be tobacco and drug free.
- Background checks can be scheduled and performed by the local Regional Office of Education located in Marion, IL. Contractor will be responsible for costs.
- Contractor is required to provide the builders risk insurance.
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David D. Pool, AIA, NCAB

James L. Siefert, PE

200 N. Market  
Marion, IL 62959  
(t) 618.998.0075

Questions:

Q - Is the floor tile hot?

A - Due to the year the building was constructed we do not believe it to be hot.

Meeting Minutes  
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Q- Does the school want the existing light fixtures turned over to them?  
A- Yes, the contractor will turn over existing light fixtures that are removed.

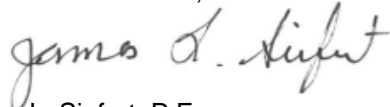
These meeting notes are considered a part of the contract bid documents.

The meeting was adjourned.

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

Sincerely,

HURST-ROSCHE, INC.

A handwritten signature in cursive script that reads "James L. Siefert".

Jim L. Siefert, P.E.

JLS

Enclosures

HURST-ROSCHE, INC.

ATTENDANCE RECORD

Project No.: HR 390-1521
Project: District Office
Johnston City CUSD #1
Johnston City, Williamson Co., IL

Meeting Description: Pre-Bid Meeting
Date: February 13, 2023

Attendant

Table with 4 columns: Name, Representing, Phone, E-mail. Rows include Jim Siefert, Jim Hepp, Tom Burns, Tommy Burns, Keith Pritchett, Rusty Pritchett, Jason Linton, Paul Woolf, Jake King, John Browning, Ken Johnson, Mike Williams, Blaine Thompson-Burley, Kathy Clark, Bobby Lakotich.