



## **Huntington County Community School Corporation Lincoln Elementary School Reroofing Project**

**Project # 2025.002**

**March 13, 2025**

### **ADDENDUM NO. A-1**

This addendum is issued as a supplement to the plans and specifications and shall be considered an integral part of the same. Acknowledgement of receipt of this addendum is required on the Bid Form.

**Item:** A-1.1  
**Location:** General  
**Description:** Incorporate the Pre-Bid Meeting Minutes held March 11, 2025 and issued March 13, 2025 into the contract documents.

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**Huntington County Community School Corporation**  
**Lincoln & Flint Springs Elementary School Reroofing Project**  
**Pre-Bid Meeting Minutes**

**Project #** 2025.0002 & 2025.0003

**March 11, 2025**

**Minutes Issued: March 13, 2025**

**Location: Lincoln Elementary School Cafeteria**

**Those Present:**

Rich Hertel	HCCSC	<a href="mailto:RHertel@hccsc.k12.in.us">RHertel@hccsc.k12.in.us</a>
Rick Stump	Viridian Architectural Design	<a href="mailto:rick@viridian-design.net">rick@viridian-design.net</a>
Nate Fast	Viridian Architectural Design	<a href="mailto:nate@viridian-design.net">nate@viridian-design.net</a>
Devin Shively	Morris & Sons Roofing	<a href="mailto:devin@morrisandsonsroofing.com">devin@morrisandsonsroofing.com</a>
Jeffery Acton	Millwood Construction	<a href="mailto:jeffery@millwoodconstruction.com">jeffery@millwoodconstruction.com</a>

**ITEMS DISCUSSED:**

1. Sign-in Sheet was made available and all attendees were asked to sign in.
2. Introductions were made of the Design Team Personnel.
3. The project is a public bid project, and the Indiana Common wage Act (Section 007375), not a wage scale, applies to the project, see the requirements listed in the specifications.
4. There are a few checklists in the documents for the contractor to verify that all items are submitted. Section 004393 Bid Submittal covers items to be included in the bid submission, and 007400 Contractor Checklist covers items needed to execute the contract.
5. The project is tax exempt. There is a 5% Bid Bond and 100% Performance and Payment Bond.
6. There is a Contingency Allowance (Section 012100) that is to be included in the base bid.
7. There is an Alternate (Section 012300) that is to be indicated on the Bid Form.
8. There are Unit Costs (Section 012200) that are to be indicated on the Bid Form.
9. Lincoln Elementary School Reroofing Project coincides with Flint Springs Elementary School Reroofing Project. If the Contractor is awarded both projects, a voluntary deduction may be provided on the Bid Form. Please handwrite this information on both Bid Forms.
10. HCCSC is a **NO** tobacco campus to include all cigarettes, chewing tobacco, e-cigarettes, etc.
11. Bidders were allowed to inspect the site following the Pre-Bid. If Bidders wish to visit and inspect the site on another date please contact Rich Hertel at [RHertel@hccsc.k12.in.us](mailto:RHertel@hccsc.k12.in.us).
12. Construction will start between April to May 2025, to be coordinated with the school.

13. The project has a Substantial Completion deadline of Wednesday November 26, 2025. However, the school prefers that the roofing work is complete before school starts in August.
14. Drawings and specification books can be ordered / picked up at Eastern Engineering in Fort Wayne (1239 Wells Street, Fort Wayne, IN, P: 800-782-4115). Bidders must purchase drawings from Eastern Engineering in order to be on Bidder List and Receive addenda updates. Complete hard copy sets can be purchased for a \$250 refundable deposit. Sets may be returned that are complete, reasonably clean, and free of pen / pencil or highlighter marks within 10 days from Bid date.
15. All questions and requests for substitutions shall be submitted to Nate Fast via email ([nate@viridian-design.net](mailto:nate@viridian-design.net)) no later than 12 noon Tuesday, March 18, 2025 for consideration.
16. Huntington County Community Schools will be receiving sealed Bids for the Lincoln and Flint Springs Elementary School Reroofing projects up until 1:00 pm on Tuesday, March 25, 2025 at the HCCSC Administrative Center: mailing address: 1415 Flaxmill Road, Huntington, Indiana 46750. Bid opening will be immediately after.
17. Questions asked during the Pre-Bid Meeting and walk-through will be addressed in a forthcoming addendum.

Any revisions to these minutes, please notify the undersigned.

Respectfully submitted,

A handwritten signature in black ink that reads "Nate Fast". The signature is stylized and written in a cursive-like font.

Nate Fast, Architect  
Viridian Architectural Design, Inc.