

**ADDENDUM ONE**

Southwest Allen County Schools - 2025 Roofing and Related Work at Homestead High School  
4310 Homestead Rd  
Fort Wayne, IN 46205

**MARTINRILEY** architects ▪ engineers  
221 West Baker Street  
Fort Wayne, Indiana 46814  
260-422-7994

Commission No.: F24096  
Addendum Date: 2025.03.13

**Conditions:** The following clarifications, amendments, additions, deletions, revisions and modifications are a part of the contract documents and change the original documents only in the manner and to the extent stated.

Copies of the Addendum shall be bound with all contract sets of drawings and specifications.

**Receipt:** Addendum Number One shall be acknowledged by Bidders on their Bid Form.

**CLARIFICATIONS:**

N/A

**CHANGES TO THE SPECIFICATIONS:**

N/A

**CHANGES TO THE DRAWINGS:**

N/A

**END OF ADDENDUM NUMBER ONE**

Attachments:  
Prebid Meeting Minutes  
Prebid Attendee List

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# PREBID MEETING MINUTES

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Project: SACS 2025 Roofing and Related Work at Homestead High School:

Meeting Date: March 13, 2025 at 10:00am  
Commission No: F24096

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I. Design Team Introduction:

1. Craig Campbell, Director of Maintenance
  - a. Office: 206-431-2080
  - b. Email: [campbell@sacs.k12.in.us](mailto:campbell@sacs.k12.in.us)
2. Mike Hamilton, Principal, **MARTINRILEY architects•engineers**
  - a. Office: 260-422-7994
  - b. Cell: 260-223-9014
  - c. Email: [mhamilton@martin-riley.com](mailto:mhamilton@martin-riley.com)
3. Clarence White, Project Manager, **MARTINRILEY architects•engineers**
  - a. Office: 260-422-7994
  - b. Cell: 260-445-7332
  - c. Email: [CWhite@Martin-Riley.com](mailto:CWhite@Martin-Riley.com)

II. Scope of Work:

The project include the removal of the existing 4-ply BUR down to the deck on roof areas <8A>, <8B>, <21A>, <21B>, <36>, <41A>, and <41B> and <54> replaced with new 80-mil Polyvinyl Chloride (PVC) roof system.

III. Units prices

1. Unit Prices are specific to this project and are included on the Contractor's Bid Supplement to Form 96.

IV. Timeline

1. Address all questions to **MARTINRILEY** by **5pm Friday, March 21, 2025**, in order to fairly disseminate all information to all bidders in the Addendum date of issuance of **Monday, March 24, 2025**. **Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity and are submitting bids that will result in a complete project. Failure to do so will result in contractor's compliance with the Owner or Architects interpretation, at no contract increase.**
2. Bids are due at Central Maintenance Office, located at 4810 Homestead Rd, Fort Wayne, IN 46814 at the following dates/times.
  - a. Project R-1 – Bids are Due at **1:00pm, Wednesday, March 26<sup>th</sup>, 2025**

3. Bids will be opened and read immediately after submission of proposals at Transportation Conference Room of the SACS Central Maintenance Office, located at 4810 Homestead Rd, Fort Wayne, IN 46814.
4. It is the intent of the owner to have work start after **following award of work and execution of AIA A101, Owner – Contractor Agreement Form** and have work completed prior to **August 05, 2025**.

V. General Items

1. Bidders may obtain bidding documents from Eastern Engineering, 1239 N Wells St, Fort Wayne, IN 46808.
2. The owner reserves the right to accept or reject any and all bids and to waive any informalities in bidding.
3. Questions relating to the project should be directed to Clarence White or Mike Hamilton, at the office of **MARTINRILEY architects-engineers**
4. It is the Contractor's responsibility to assure that they or their subcontractors visit each project and verify existing conditions prior to the date of bid. Contractors will be required to sign in at the main office prior to the site visit. The buildings will be open to Contractor's for field investigation after the following times:
  - a. High Schools – 2:30 pm

VI. Project Requirements

1. All bids shall be accompanied by the following completed documents:
  - a. Form 96 (Current Edition) as prescribed by Indiana State Board of Accounts
  - b. Contractor's Bid Supplement to Form 96
  - c. 5% Bid bond
  - d. Cert of Insurance
  - e. Roofing Contractor's Manufacturer's Certification
  - f. Roofing Contractor's Installer's Certification
  - g. List of Subcontractors (if any)
  - h. Non-Collusion Affidavit
  - i. Schedule of Construction and Material Procurement
2. Performance Bond and Labor and Material Payment bond will be required for these projects in an amount equal to **100%** of the contract sum.
3. Abide by rules and regulations on each project site identified in the project manual
4. A Pre-construction Conference, to be held at the jobsite and scheduled 2-weeks in advance of the start of work, is a requirement for the successful bidder.
5. Prior to the start of work, the successful bidder is to provide the Architect, for review and approval, shop drawings and data sheets for all products/materials to be utilized on this project – Shop drawing submittal procedures are clearly identified in the project manual.
6. A Port-o-let is required, and its location will be identified at the Preconstruction Conference. No Contractor personnel will be allowed into the building.

7. Contractor shall submit, for owner approval, background checks on all employees working on this project prior to the start of work (See Specification Section 00 11 10 – SACS Background Check Requirements).
8. The successful Contractor shall comply with all OSHA Construction Standards & Regulations (29 CFR 1926).
9. Insurance guidelines are outlined in the project manual – see SACS certificate of insurance requirements and AIA Document A101 – 2017 Exhibit A – Insurance and Bonds.
10. Refer to Payment Procedures in the project manual for all application for payment requirements.
11. Contractor designated parking will be at a location identified at the Preconstruction Conference.
12. Any damage to a building or site incurred due to the roofing operations are the responsibility of the Contractor to repair back to the original condition.
13. School Hours are 7:40am to 2:30pm; Student - drop off and pick-up traffic is typically between 7:00am – 7:45am and 2:00pm – 3:00pm, respectively.

VII. Other Requirements

1. See section 01 1000 – Summary of Work for work sequence.
2. See section 01 2100 – Allowances for contingency allowances to be included in Base Work Bids.
  - a. Project R-1: \$20,000
  - b. Contingency Allowance shall be used only as directed at the Owner's purposes and only by approved designated amounts to be charged to the contingency allowance.
3. Refer to section 01 7000 - Closeout Procedures for submission for final application for payment with release and supporting documentation. As part of these closeout procedures the contractor is responsible for generating a punch list and submit it to the architect prior to **MARTINRILEY** generating a punch list.
4. Smoking is not permitted on any SACS properties, including electronic vapor, or smokeless tobacco.
5. It will be the Contractor's responsibility to photograph or videotape any existing conditions of adjoining construction and site improvements that might be misconstrued as damage caused by selective demolition operations.
6. It will be the Contractor's responsibility to provide temporary barricades and/or forms of protection to protect Owner's personnel and general public from injury due to selective demolition work.
7. Contractor is also responsible for daily interior inspections to verify the presence of water infiltration (if any), need for interior clean-up.
8. It shall be the responsibility of the Contractor to verify the presence and location of latent buried objects within a roofing system. Contractor shall repair any damage to buried elements as a result of the removal operations at the cost of the Owner. Any succeeding

occurrences of identical events shall be the responsibility of the Contractor to repair at his own cost.

9. Electrical equipment to be raised shall be completed by the Contractor with electrical disconnect and reconnect performed by qualified personnel.

VIII. Review Drawings

1. Drawings for Project R-1
2. Bid project per drawings, specifications, and addendum(s). Contractors will be held accountable to the bidding documents.

### PRE-BID ATTENDEE LIST

SACS 2024 Roofing and Related Work at Homestead High School and Haverhill Elementary School:

The following individuals have registered their attendance at the Pre-Bid held Thursday, March 13, 2025 at 10:00am, local time, at the Central Maintenance Office, 4810 Homestead Road, Fort Wayne, Indiana 46814

CIRILU CAMPBELL  
(printed name)  
SACS  
(firm/company)

  
(signature)  
  
(phone, fax & e-mail)

DR KOZMA  
(printed name)  
MCGUFF ROOFING  
(firm/company)

  
(signature)  
765-748-0157 jk@mcguffroofing.com  
(phone, fax & e-mail)

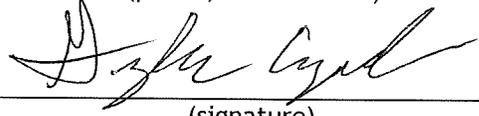
NATE ELLENBERGER  
(printed name)  
FORT WAYNE ROOFING  
(firm/company)

  
(signature)  
nellenberger@TECTAAMERICA.COM  
(phone, fax & e-mail)

Josh Kessie  
(printed name)  
CMS Roofing  
(firm/company)

  
(signature)  
Josh.Kessie@CMSROOFINGINC.COM  
(phone, fax & e-mail)

GRAYLAN CUNNINGHAM  
(printed name)  
JM  
(firm/company)

  
(signature)  
G.SCOTTCUNNINGHAM@GMAIL.COM  
(phone, fax & e-mail)

Hunter Rivers  
(printed name)  
Centimark  
(firm/company)

  
(signature)  
513-519-9589 Hunter.Rivers@Centimark.com  
(phone, fax & e-mail)

ZACH RIVERS  
(printed name)

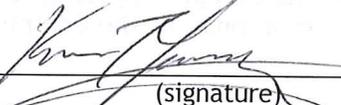
CENTIMARK ROOFING  
(firm/company)

  
(signature)

ZACH.RIVERS@CENTIMARK.COM  
(phone, fax & e-mail)

KEVIN YOUNG  
(printed name)

SCHUST CONSTRUCTION  
(firm/company)

  
(signature)

(260) 410-1705 KY@SCHUSTCONSTRUCTION  
(phone, fax & e-mail)

CLARENCE WHITE  
(printed name)

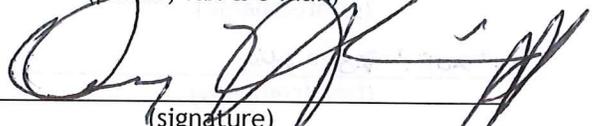
MARTIN-RILEY A/E  
(firm/company)

  
(signature)

(260) 445-7332, cwhite@martin-riley.com  
(phone, fax & e-mail)

DON SCHMIDT  
(printed name)

MARTIN RILEY A/E  
(firm/company)

  
(signature)

(260) 750-2420 DSCHMIDT@MARTIN-RILEY.COM  
(phone, fax & e-mail)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(firm/company)

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