

Huntington County Community School Corporation
HNHS Window Replacement
Pre-Bid Meeting Minutes

Project # 2025.0012

Meeting Date: Monday, November 17, 2025

Issue Date: Thursday, November 20, 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.

Those Present:

Terry Thornsbury	Viridian	terry@viridian-design.net
Rick Stump	Viridian	rick@viridian-design.net
Rich Hertel	HCCSC	rher tel@hccsc.k12.in.us
Robb Fultz	ACB	r fultz@acbgeneralcontractor.com
Paul Wybo	ACB	pwybo@acbgeneralcontractor.com
Andy Hall	JGBowers	ahall@jgbowers.com
Kyle Rennaker	JGBowers	krennaker@jgbowers.com
Taylor Mason	Hall Aluminum	chriss@hallaluminum.com
Mike Martin	Timekey Glazing	mike@timekey.us

1. ITEMS DISCUSSED:

- The Pre-Bid Meeting and Building walk-thru was held on Monday, November 17, 2025, beginning at 3:30PM.
- Introduction were made.
- The Project is a public bid project.
- The Project shall meet the requirements outlined in the Indiana Common Wage Act. Specification Section 007375.
- The Project is tax exempt.
- The bid form needs to be filled out completely and include all items listed on the bid checklist.
- The Project contains a \$150,000 Contingency Allowance that is to be included in the base bid.
- A (5%) Bid Bond and Performance and (100%) Payment Bond are required on the project.
- Drawing and Specifications: hardcopies are available on [\$250] deposit from Eastern Engineering at 1239 Wells Street, Fort Wayne. Contractors may order (1) electronic copy of Bid Docs at no cost.
- Questions during bidding are to be submitted to rick@viridian-design.net.
 - Last Day for questions is **Monday, November 24, 2025, at 12 noon.**
 - **NO SUBSTITUTIONS** will be considered after bids are received.
- Bid submission of the contractors that have not / do not visit the site will be rejected as per the specification requirements.
- **ADDED SCOPE OF WORK**
 - Contractor is to provide and install 3M Safety Film (per the specifications) to Door #1 Vestibule sliding doors, sidelights, and transoms, and to Door #309 door and sidelight

- **ADDITIONAL DISCUSSIONS**

- The gypsum board bulkhead that is construction in the Science Block hallway between Doors #2 and #3 is attached to the existing building structure. After curtainwall installation, patch and paint bulkhead to match original conditions.
- The gypsum board bulkhead in the cafeteria is constructed with metal framing and attached to existing building structure. The access panel(s) in the bulkhead is/are to remain. After curtainwall installation, patch and paint bulkhead to match original conditions.
- The existing shades in the cafeteria that are attached to the underside of the gypsum board bulkhead shall be removed, salvaged, stored, and reinstalled.
- The existing vertical blinds in classrooms 130 (near Door #10) and 336 (near Door #34) shall be removed, salvaged, stored, and reinstalled.
- Contractor is to coordinate with owner's preferred roofing contractor for any work to be performed including but not limited to modifications, extensions, patching, etc. so as not to void any warranties that may be in place.

- 2. **ATTACHMENTS**

- See attached Pre-Bid Meeting Sign-in Sheet.
- See attached Pre-Bid Meeting Handout.

- 3. **PROJECT DATES:**

- **Building Walk Through:** Bidders may coordinate additional site visits with Mr. Rich Hertel (RHertel@hccsk.k12.in.us).
 - Bid submission of contractors that have not / do not visit the site will be rejected.
- **Sealed Bids Due:** Wednesday, December 3, 2025, at 1:00PM (EST), at the HCCSC Administrative Center, 1415 Flaxmill Road, Huntington, Indiana 46750
- **Anticipated Construction Start:** May 22, 2026 – to be coordinated with the school.
- **Substantial Completion:** Friday, September 18, 2026.

- 4. **TOUR:**

- Existing locations of curtainwall and storefront systems to be replaced were visited and reviewed.
- Roofing conditions were visited and observed where curtainwall systems are to be replaced.
- Existing [carpet] flooring in the Locker Lounge was discussed as it relates to curtainwall replacement.
- Existing [interior] wall panels systems that intersected curtainwalls were visited and reviewed. It is important to understand that the intersecting wall panels sit within a wall receiver channel that is attached to the curtainwall to be removed in classrooms 130 (near Door #10) and 336 (near Door #34). The wall panels will need to be stabilized during demolition and construction and ultimately reattached to the new curtainwall in the same locations.
- The existing fin-tube hydronic piping is suspended from the curtainwall system. The piping will need to be temporarily detached, stabilized and supported during demolition and construction and ultimately resuspended to the new curtainwall.

- 5. **Meeting Adjourned.**

PROJECT: HNHS – Window Replacement

DATE: November 17, 2025

SIGN-IN SHEET

PLEASE PRINT CLEARLY. PLEASE LEAVE A BUSINESS CARD, IF AVAILABLE.

PRESENT ✓	NAME	COMPANY	E-MAIL
✓	Terry Thornsberry	Viridian	terry@viridian-design.net
✓	Rick Stump	Viridian	rick@viridian-design.net
	John Trout	HCCSC	JTrout@hccsc.k12.in.us
	Chuck Brimbury	HCCSC	CRBrimbury@hccsc.k12.in.us
	Christina Linker	HCCSC	CLinker@hccsc.k12.in.us
✓	Rich Hertel	HCCSC	RHertel@hccsc.k12.in.us
	Dr. Russ Degitz	HCCSC	RDegitz@hccsc.k12.in.us
rob fultz	ACB		rfultz@acbgeneralcontractor.com
Paul Wybo	ACB		pwybo@acbgeneralcontractor.com
Anny Hall	JGBowers		ahall@jgbowers.com
Taylor Mason	Hall Aluminum		chris@hallaluminum.com
Kyle Rennaker	JGBowers		krennaker@jgbowers.com
Mike Martin	Timekey glazing		Mike@timekey.us

Huntington County Community School Corporation

HNHS – Window Replacement Pre-Bid Meeting – Monday, 11/17/2025 @ 1530PM

A/E Team:

Mr. Terry Thornsberry – Architect (Viridian Architectural Design)
Mr. Rick Stump – Senior Architect / Project Manager (Viridian Architectural Design)

Project Notes:

- The Project is a public bid project.
- The Project does have to meet the requirements outlined in the Indiana Common Wage Act. Spec Section 007375.
- The Project is tax exempt.
- The bid form needs to be filled out completely and include all items listed on the bid checklist.
- The Project contains a Contingency Allowance that is to be included in the base bid.
- A Bid Bond and Performance and Payment Bond are required on the project.
- Drawing and Specifications: hardcopies are available on [\$250] deposit from Eastern Engineering at 1239 Wells Street, Fort Wayne. (1) electronic copy of Bid Docs at no cost.
- Questions during bidding are to be submitted to rick@viridian-design.net. Last Day for questions **Monday, November 24, 2025, at 12 noon.**

Project Dates:

Building Walk Through:

Immediately following the Pre-Bid Meeting on **11/17/2025**.

If addition inspection is needed contact Rich Hertel at rherTEL@hccsc.k12.in.us

Sealed Bids Due:

Wednesday, December 3, 2025, at 1pm

Huntington County Community School Corporation – Administrative Center

1415 Flaxmill Road, Huntington, IN 46750-8806

Anticipated Construction Start:

May 22, 2026 – to be coordinated with the school

Substantial Completion:

Friday, September 18, 2026