

## **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 Thornsby	Viridian	<a href="mailto:terry@viridian-design.net">terry@viridian-design.net</a>
Rick Stump	Viridian	<a href="mailto:rick@viridian-design.net">rick@viridian-design.net</a>
Rich Hertel	HCCSC	<a href="mailto:rhertel@hccsc.k12.in.us">rhertel@hccsc.k12.in.us</a>
Robb Fultz	ACB	<a href="mailto:rfultz@acbgeneralcontractor.com">rfultz@acbgeneralcontractor.com</a>
Paul Wybo	ACB	<a href="mailto:pwyo@acbgeneralcontractor.com">pwyo@acbgeneralcontractor.com</a>
Andy Hall	JGBowers	<a href="mailto:ahall@jgbowers.com">ahall@jgbowers.com</a>
Kyle Rennaker	JGBowers	<a href="mailto:krennaker@jgbowers.com">krennaker@jgbowers.com</a>
Taylor Mason	Hall Aluminum	<a href="mailto:chriss@hallaluminum.com">chriss@hallaluminum.com</a>
Mike Martin	Timekey Glazing	<a href="mailto:mike@timekey.us">mike@timekey.us</a>

### **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](mailto: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	<a href="mailto:terry@viridian-design.net">terry@viridian-design.net</a>
✓	Rick Stump	Viridian	<a href="mailto:rick@viridian-design.net">rick@viridian-design.net</a>
	John Trout	HCCSC	<a href="mailto:JTrout@hccsc.k12.in.us">JTrout@hccsc.k12.in.us</a>
	Chuck Brimbury	HCCSC	<a href="mailto:CRBrimbury@hccsc.k12.in.us">CRBrimbury@hccsc.k12.in.us</a>
	Christina Linker	HCCSC	<a href="mailto:CLinker@hccsc.k12.in.us">CLinker@hccsc.k12.in.us</a>
✓	Rich Hertel	HCCSC	<a href="mailto:RHertel@hccsc.k12.in.us">RHertel@hccsc.k12.in.us</a>
	Dr. Russ Degitz	HCCSC	<a href="mailto:RDegitz@hccsc.k12.in.us">RDegitz@hccsc.k12.in.us</a>
	ROBB FULTZ	ACB	<a href="mailto:rfultz@acbgeneralcontractor.com">rfultz@acbgeneralcontractor.com</a>
	Paul Wybo	ACB	<a href="mailto:pwyo@acbgeneralcontractor.com">pwyo@acbgeneralcontractor.com</a>
	Andy Hall	JGBOWERS	<a href="mailto:ahall@jgbowers.com">ahall@jgbowers.com</a>
	Taylor Mason	HALL ALUMINUM	<a href="mailto:chriss@hallaluminum.com">chriss@hallaluminum.com</a>
	Kyle Rennaker	JGBowers	<a href="mailto:krennaker@jgbowers.com">krennaker@jgbowers.com</a>
	Mike Martin	Timekey glazing	<a href="mailto:Mike@timekey.us">Mike@timekey.us</a>

## Huntington County Community School Corporation

### HNHS – Window Replacement

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

#### **A/E Team:**

Mr. Terry Thornsby– 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.
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- 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](mailto: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](mailto: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**