

## **MOUNT VERNON COMMUNITY SCHOOL CORPORATION**

### **Mt. Vernon High School Bus Lot Expansion**

#### **ADDENDUM NO. 1**

Date of Issue: December 17, 2025

This Addendum is issued before Award of Contract to inform the Bidders of revisions to the Bidding Documents, of which includes all Bid Package Contracts.

All requirements contained in the Bidding Documents shall apply to this Addendum. The general character of the work called for in this Addendum shall be the same as originally set forth in the applicable portions of the Bidding Documents for similar work, unless otherwise specified under this Addendum. All incidental work necessitated by this Addendum, as required to complete the work, shall be included in the bid even though not particularly mentioned in this Addendum.

This Addendum forms a part of, modifies the Bidding and Contract Requirements, and the specifications and drawings dated December 05, 2025. This Addendum is hereby made a part of the Bidding Documents and shall be included in the Contract.

Acknowledge receipt of this Addendum in the appropriate space on the Bid Form. Failure to do so may subject the Bidder to disqualification.

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To: ALL BIDDERS OF RECORD

#### **GENERAL NOTES:**

**GN-1:** The prebid meeting was held on December 16, 2025. A copy of the meeting minutes and attendee sign-in sheet are included with this Addendum.

**GN-2:** The bid opening time has changed to 3:00 PM on January 8, 2026.

#### **CHANGES TO SPECIFICATIONS:**

N/A

#### **CHANGES TO DRAWINGS:**

N/A

Attachments:

1. Pre-bid Meeting Minutes and Sign-in Sheet

END OF ADDENDUM NO. 1



# **MVCSC High School Bus Lot Expansion Pre-Bid Meeting Minutes**

Place: Mt. Vernon Administration Building

Date: December 16, 2025

Time: 10:00 AM

## **1. Introductions**

- a. Attendees introduced themselves.
- b. AECOM Hunt has been managing projects on the school campus for the past 4 years.

## **2. Sign-In Sheet Distribution**

- a. See attached sign in sheet.

## **3. Project Overview**

- a. Scope of Work Overview
  - i. This project consists of an expansion to the existing bus parking lot for improved circulation and connectivity. Work consists of grading, minor storm sewer, asphalt paving, and landscaping.
- b. Single Prime Contract
- c. Plans & Specs are available on Eastern Engineering's ePlanroom for free download.
- d. Bidders are welcome to walkthrough the project site after today's meeting. Bidders are also welcome to walkthrough the project site 9am through 3pm any weekday.

## **4. Summary (01 10 00)**

- a. Exhibit A – Preliminary Site Lighting Drawing
  - i. As reference to bidders. The school will have separate contract for electrical scope within the parking lot during this project's duration.
- b. Exhibit B – AECOM Hunt Safety Program



5. L100A Bus Lot Striping Plan

- a. This drawing shows the layout of the striping scope of work.

6. Project Schedule

- a. Work must be completed during Summer Break at the conclusion of the 2025-26 School Year.
  - i. 05/28/26 – Last Day of School
  - ii. 05/29/26 – Work May Begin
  - iii. 08/02/26 – Project Completion Deadline

7. Bidding & Award Schedule

- a. First Addendum issued – 12/17/25
- b. Last day for questions – 01/05/26
- c. Last day for substitutions – 01/05/26
- d. Last Addendum issued – 01/06/26
- e. **Bid Day – January 08, 2026, at 3 PM**
  - i. **In boardroom in Administration Building, 2<sup>nd</sup> floor. This new time will be addressed in the first addendum.**
  - ii. **Bidders are to drop off bid packages at front entrance vestibule. There will be a table with Hunt staff there receiving bids. The bids will be time stamped when received. Bidders are welcome to head upstairs to 2<sup>nd</sup> floor, the boardroom where bids will be read publicly.**
- f. De-scope meetings will be scheduled with the two low bidders immediately after bids are received.
- g. School Board meeting for contract approval – 01/12/26
- h. Award Contracts – 01/14/26

8. Instructions to Bidders – Section 00 21 00

- a. Project Name, Bid Category No., and Description on the outside of your Bid envelope.
- b. Certified check or Bid Bond (Note: Bond must be signed by Surety and Principal) Refer to (00 43 13).



- c. Include your company's Financial Statement (00 41 00).
    - i. Custom letter with company letter head
  - d. Include the Contract Responsibility Certification (00 21 00, 1.13).
  - e. Completely execute the Form No. 96 and Bid Form (00 42 00).
  - f. Include AIA Form A305 "Contractor's Qualification Statement" (00 11 00, 1.04 A.1).
  - g. Properly and completely execute the Supplemental Bid Form (00 42 00).
  - h. The 2 low bidders are to provide a Sub and Supplier list within 24 hours of bid opening (00 43 33).
9. Supplemental Instructions to Bidders (Owner's Responsible Bidder Policy) – Section 00 21 50
10. School Rules, E-Verification, and Criminal History Reporting (01 10 00, 1.8)
- a. Tobacco free campus
  - b. Awarded contractor is to provide documentation of background checks on employees on site. There is no specific required agency to run these background checks.
11. Allowances (01 21 00)
- a. \$50,000
12. Project management & Coordination (01 31 00)
13. Software Requirements ACC Build (01 31 50)
- a. ACC Build is the online project management software utilized for submittals, RFIs and punch list for this project.
14. Questions and Clarifications
- a. All pre-bid questions should be submitted via email to Luke Johnson, AECOM Hunt project manager, at [luke.johnson@aecom.com](mailto:luke.johnson@aecom.com) **no later than 01/05/26.**



**Mount Vernon Community School Corporation****Mt. Vernon High School Bus Lot Expansion****Pre-Bid Meeting 12/16/25**

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