

**ADDENDUM TWO**

**2025 Roofing Work at Sand Creek Elementary for:  
Jennings County School Corporation**

34 W Main Street  
North Vernon, Indiana 47265

**MARTINRILEY** architects ▪ engineers  
221 West Baker Street  
Fort Wayne, Indiana 46802  
260-422-7994

Commission No.: F25083  
Addendum Date: November 7, 2025

**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 contracts sets of drawings and specifications.

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

**CLARIFICATIONS:**

(5) Existing PRV Units are now being replaced with COOK ACE-D roof mounted/direct drive mechanical units - see attached Cook Cut Sheet. (3) of the existing units being replaced are located on the N.I.C area previously replaced, protect N.I.C roof areas with protection board (1/2” plywood over 2” XPS)

**CHANGES TO THE SPECIFICATIONS:**

N/A

**CHANGES TO THE DRAWINGS:**

Sheet R101 - ROOF PLAN - **REMOVE AND REPLACE** Sheet R101 ROOF PLAN with new updated sheet R101 ROOF PLAN attached at the end of this Addendum Two:

Noted Changes:

- a. 1/R101 - Roof Plan - **ADD** - Detail Work Description Note #22 - EXISTING POWER ROOF VENTILATOR CURB TO REMAIN AT EXISTING HEIGHT. REPLACE EXISTING POWER ROOF VENTILATOR MECHANICAL UNIT WITH COOK ACE-D DOWNBLAST CENTRIFUGAL ROOF MOUNTED/DIRECT DRIVE EXHAUST VENTILATOR, CATALOG NUMBER 100C15DH, AREA 5C - SEE DETAIL 3/ADD 1
  - a. (2) PRV mechanical units have been noted on the roof plan to be replaced with the noted mechanical unit.

Sheet ADD 1 - Partial Roof Plan - N.I.C - **ADD** new sheet attached at the end of this Addendum Two:

Noted Changes:

- a. **ADD** - Detail Work Description Note #22 - EXISTING POWER ROOF VENTILATOR CURB TO REMAIN AT EXISTING HEIGHT. REPLACE EXISTING POWER ROOF VENTILATOR MECHANICAL UNIT WITH COOK ACE-D DOWNBLAST CENTRIFUGAL ROOF MOUNTED/DIRECT DRIVE EXHAUST VENTILATOR, CATALOG NUMBER 100C15DH, AREA 5C - SEE DETAIL 3/ADD 1
  - a. (3) PRV mechanical units have been noted on the roof plan to be replaced with the noted mechanical unit.

**END OF ADDENDUM NUMBER TWO**

Attachments:

Prebid Meeting Minutes

Prebid Attendee List

Sheet ADD 1

Sheet R101

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# PREBID MEETING MINUTES

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Project: 2026 Roofing Work at Sand Creek Elementary for:  
Jennings County School Corporation

Meeting Date: November 20, 2025  
Commission No: F25083

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I. Design Team Introduction:

1. Philip Marsh, Business Manager - Ph: 812-346-4483 x1028, [pmarsh@jcsc.org](mailto:pmarsh@jcsc.org)
2. Roy Herr, Director of Buildings & Grounds - Ph: 812-352-1921, [rherr@jcsc.org](mailto:rherr@jcsc.org)
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 Scope of roofing work includes roof projects identified as Project R-1

PROJECT R-1

1. Base Work R-1:

- a. The removal of the existing fully adhered flexible sheet roof system down to the deck on roof area <5C> replacement with new 90 mil flexible sheet roof system, as identified on the contract documents for Sand Creek Elementary School

2. Alternate R-1-A:

- a. The removal of the existing fully adhered flexible sheet roof system down to the deck on roof area <5D> and replacement with new 90 mil flexible sheet roof system, as identified on the contract documents for Sand Creek Elementary School

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, November 28<sup>th</sup>, 2025 in order to fairly disseminate all information to all bidders in the Addendum date of issuance of Monday, December 1<sup>st</sup>, 2025. **Be certain all questions have been asked, as the submission of bids by the contractor suggests there are no questions regarding ambiguity and we 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 Jennings County School Corporation's Administration Building, located at 34 West Main Street, at the following dates/times.
  - a. Project R-1 – Bids are Due at 1:00pm, Wednesday, December 3<sup>rd</sup>, 2025
3. Bids will be opened and read immediately after submission of proposals at the Administration Building conference room.
4. Board approval will occur within 60 days of bid opening, and a notice to proceed with pre-contractual documents and submittals/shop drawings thereafter.
  - a. Expectation is that Board review will take place on January 8, 2026.
5. It is the intent of the owner to have work start after May 25, 2026 and have work completed prior to August 5, 2026

V. Additional items

1. Bidders may obtain bidding documents from Eastern Engineering, 9901 Allisonville Rd, Fishers, IN 317-598-0661.
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, at the office of **MARTINRILEY architects-engineers**
4. 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. List of Subcontractors (if any)
  - f. Non-Collusion Affidavit
  - g. Schedule of Construction and Material Procurement
5. Performance Bond and Labor and Material Payment bond will be required for these projects in an amount equal to **100%** of the contract sum.
6. Abide by rules and regulations on each project site identified in the project manual
7. A Pre-construction Conference will be held prior to any commencement of work.
8. Contractor shall file a schedule of the wages to be paid laborers, workmen or mechanics on this project
9. General Conditions shall be AIA Document A201, 2007 Edition, entitled, "General Conditions of the Contract for Construction" included within the Project Manual
10. Insurance guidelines are outlined in the project manual – see AIA Document A101 – 2017 Exhibit A – Insurance and Bonds.
11. Refer to Payment Procedures in the project manual for all application for payment requirements
12. Shop drawing submittal procedures are clearly identified in the project manual
13. The owner intends to continue to occupy the site and existing building the entire construction period
14. The Contractor will have limited use of premises, including the site. Keep all driveways and entrances clear. Do not use these areas for parking or material storage.
15. Any damage to building or site incurred due to the roofing operations are the responsibility of the Contractor to repair back to the original condition.
16. See section 01 1000 – Summary of Work for work sequence.
17. See section 01 2100 – Allowances for contingency allowances to be included in Base Work Bids.
  - a. Project R-1: \$15,000
18. Refer to section 01 7000 - Closeout Procedures for submission for final application for payment with releases and supporting documentation. As part of these closeout procedures the contractor is responsible to generate a punch list and submit it to the architect prior to **MARTINRILEY** generating a punch list.

19. 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.
20. 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.
21. Contractor is also responsible for daily interior inspections to verify the presence of water infiltration (if any), need for interior clean-up.
22. Water and electricity are available for the contractor to use at the Owners discretion. Toilet and wash facilities are the responsibility of the contractor see section 01 5000 - Temporary Facilities and Controls in the project manual
23. 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.
24. Electrical equipment to be raised shall be completed by the Contractor with electrical disconnect and reconnect performed by qualified personnel.
25. No illegal immigrants or individuals with felony convictions are allowed to work on premises. Prior to start of work provide owner with a certified background check of all workers on site including subcontractors who will be vendors. The owner reserves the right to refuse any person access to the site they deem unsafe to students and staff.

VI. Review Drawings  
1. Drawings for Project R-1

### PRE-BID ATTENDEE LIST

2026 Roofing Work at Sand Creek Elementary for: Jennings County School Corporation

The following individuals have registered their attendance at the Pre-Bid held Thursday, November 20, 2025 at 1:00pm, local time, at the JCSC Administration Building, 34 West Main Street, North Vernon, Indiana 47265

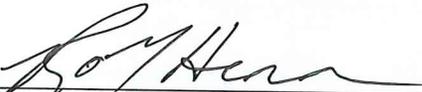
CLARENCE WHITE  
(printed name)

  
(signature)

MARTIN - RILEY A/E  
(firm/company)

260-445-7332 # CWHITE & MARTIN - RILEY.COM  
(phone, fax & e-mail)

Roy Herr  
(printed name)

  
(signature)

JCS C  
(firm/company)

812-592-1245 rherr@jcs.c.org  
(phone, fax & e-mail)

JUSTIN BURDINE  
(printed name)

  
(signature)

NU-TEC ROOFING  
(firm/company)

317-701-6088 JBURDINE@NUTECROOFING.COM  
(phone, fax & e-mail)

Trenton Kirchner  
(printed name)

  
(signature)

foster contracting  
(firm/company)

317-354-7597 nelson@fostercontracting.net  
(phone, fax & e-mail)

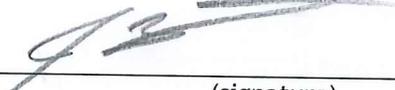
Brendon Fromm  
(printed name)

  
(signature)

Hornius Roofing  
(firm/company)

317-654-7884 bfromm@horniusroofing.com  
(phone, fax & e-mail)

Jason Bishop  
(printed name)

  
(signature)

Quality Roofing  
(firm/company)

317-600-8543 jasonbishop@myroofcare.com  
(phone, fax & e-mail)

Aristo Santamaria  
(printed name)

Ugc

(firm/company)

Aristo Santamaria  
(signature)

(919) 665-2346

(phone, fax & e-mail)

Keith Rogers  
(printed name)

Koch Mech

(firm/company)

Keith Rogers  
(signature)

Dan S @ Dave Omarq. Com

812-346-1624 (phone, fax & e-mail)

George Mantz  
(printed name)

Royalty Roofing

(firm/company)

George Mantz  
(signature)

812-525-3275 gmantz@royaltyroofing.com  
(phone, fax & e-mail)

Kevin Thompson  
(printed name)

South Central Roofing  
(firm/company)

Kevin Thompson  
(signature)

812-579-5733, admint@scroof.com  
(phone, fax & e-mail)

Ronald Gouldin  
(printed name)

Blackmore & Buckner  
(firm/company)

Ronald Gouldin  
(signature)

317-223-4060 RGouldin@tectamercia.com  
(phone, fax & e-mail)

(printed name)

(firm/company)

(printed name)

(firm/company)

(printed name)

(firm/company)

(signature)

(phone, fax & e-mail)

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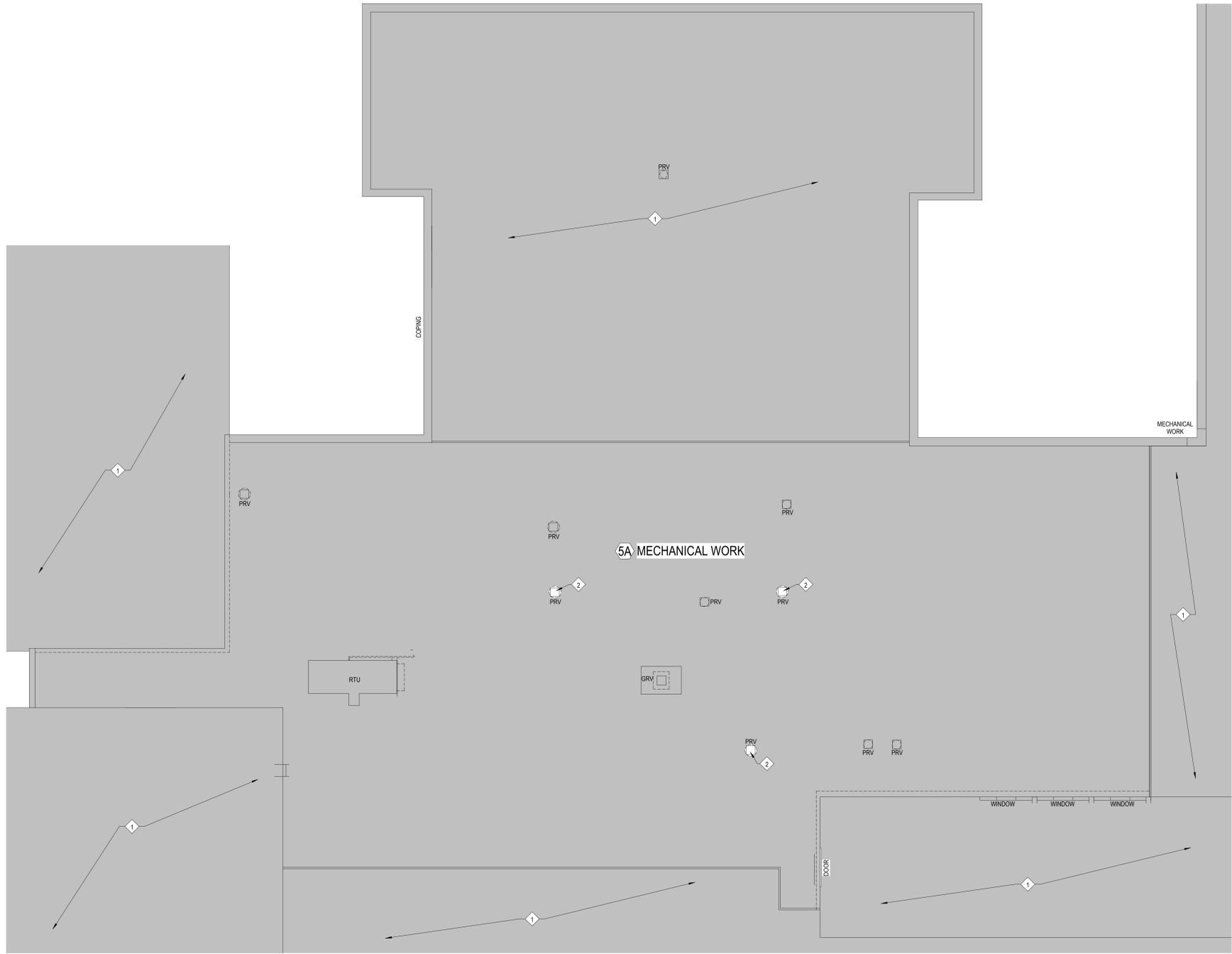
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(phone, fax & e-mail)



**3 PRV Mechanical Unit Replacement Photos**  
3" = 1'-0"

- ◇ Plan Work Description Notes - Addendum
- 1 NO WORK AND OR MATERIALS TO BE STORED/PERFORMED IN THIS AREA
  - 2 EXISTING POWER ROOF VENTILATOR CURB TO REMAIN AT EXISTING HEIGHT. REPLACE EXISTING POWER ROOF VENTILATOR MECHANICAL UNIT WITH COOK ACE-D DOWNBLAST CENTRIFUGAL ROOF MOUNTED/DIRECT DRIVE EXHAUST VENTILATOR, CATALOG NUMBER 100C15DH, AREA 5A - SEE DETAIL 3/ADD 1



**1 Partial Roof Plan - N.I.C**  
1/8" = 1'-0"



**2 Key Plan**  
N.T.S.

2026 ROOFING AND RELATED WORK AT:  
**SAND CREEK ELEMENTARY SCHOOL**  
1450 W COUNTY RD 500 N  
North Vernon, IN 47265



221 West Baker Street  
Fort Wayne, Indiana 46802  
TEL. 260.422.7994  
FAX. 260.426.2067

ALL DESIGN AND CONSTRUCTION SERVICES ARE PROVIDED BY THE DESIGN AND CONSTRUCTION TEAM AND THE PROJECT TEAM. THE PROJECT TEAM IS NOT RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE PROJECT TEAM IS NOT RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE PROJECT TEAM IS NOT RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.

REVISION: DATE:

DRAWN BY: CLW  
COMMISSION NUMBER: F25083

REVIEWED BY: Checker  
DATE: 2025-11-7

**ADD 1**

ADDENDUM 1

F25083 SAND CREEK ELEMENTARY  
SCHOOL 11/26/25 AM  
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