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**Date: January 23, 2026**

## **ADDENDUM NO. 1**

### **2026 Roofing Projects at Various Locations for East Allen County Schools**

**Construction Documents dated January 6, 2026**

#### **NOTICE TO ALL PLAN HOLDERS OF RECORD:**

All bidders are instructed to read and to note the following described changes, corrections, clarifications, omissions, deletions, approvals and statements pertinent to the Contract Bid and Construction Documents. The following addendum items modify, change, delete from or add to, the requirements of the contract documents for this project. The articles contained in the addendum take precedence over the requirements of the previously published contract documents. Where any article of the contract specifications or any detail of the contract drawings is modified, or any paragraph, subparagraph or clause thereof is modified or deleted by the articles contained in this addendum, the unaltered provisions of that article, paragraph, subparagraph or clause shall remain in effect. All Contractors shall acknowledge receipt of this Addendum in the space provided in the Bid Proposal Packet.

This Addendum No. 01 is issued in accordance with the provisions of "The General Conditions of the Contract for Construction", Article 1, "Construction Documents" and becomes a part of the Contract Documents as provided therein. This Addendum includes:

#### **Item No. 1 – Clarifications and General Information:**

1. Pre-Bid sign-in sheet is attached to this Addendum #1.
2. Pre-Bid Agenda is attached to this Addendum #1

#### **Item No. 2 – Specifications**

1. No Changes at this time.

**Item No. 3 – Drawings**

1. No Changes at this time.

**Item No. 4 – Questions**

1. No Questions at this time.

End of Addendum No. 1





**RE:** Pre-Bid Conference

**Meeting Date:** January 15, 2025

**Project:** 2026 Roofing Projects

### INTRODUCTIONS

**Owner:** East Allen County Schools  
Dr. Pat McCann – Assistant Superintendent of Administrative Services  
Chris Baker – Director of Facilities

**Engineer/Project Manager:** Sean Mettert, PE, Sr. Project Manager, The Etica Group, Inc.

### BID DUE DATE

1. Bids will be due at **2:00 p.m.** local time on **Wednesday, January 28, 2026** at the **Administrative Offices of East Allen County Schools, 1240 State Road 930 East, New Haven, IN 46774.**
2. The bids will be **publicly** opened and taken under advisement for review and recommendation by the **Owner and Engineer.**

### DESCRIPTION OF PROJECT

The overall project consists of 2 projects that will be bid as separate projects and may be awarded as such to separate Contractors.

Project One consists of Base Work and four alternate bids. The Base Work is for the removal of existing asphalt built-up roof systems and replacement with new 2-ply modified bitumen roof systems at **New Haven High School, New Haven Primary School and EACS Career Center.** Alternate one and two bids are for the removal of existing asphalt built-up roof system and replacement with a new 2-ply modified bitumen roof system on 2 additional roof areas at **New Haven Primary School**, alternate three bid is for the removal of existing asphalt built-up roof system and replacement with a new 2-ply modified bitumen roof system on 1 additional roof area at **New Haven High School**, and alternate four bid is for the removal of existing asphalt built-up roof system and replacement with a new 2-ply modified bitumen roof system on 1 additional roof area at **EACS Career Center.**

Project two consists of Base Work and three alternate bids. The Base Work is for the removal of existing asphalt built-up roof systems and replacement with new 2-ply modified bitumen roof systems at **Woodlan JR/SR High School, and Leo JR/SR High School.** Alternate One bid is for the removal of the existing asphalt built-up roof system and replacement with a new 2-ply modified bitumen roof system on three additional roof areas at **Woodlan JR/SR High School.** Alternate two bid is for the removal of the existing asphalt built-up roof system and replacement with a new 2-ply modified bitumen roof system on one additional roof area at **Prince Chapman Academy.** Alternate bid Three is for the various repairs of the existing gravel surfaced asphalt built-up roof systems on the various identified roof areas at **Prince Chapman Academy.**

## INSTRUCTION TO BIDDERS

1. Take note of the public bidding requirements in the Instructions to Bidders and in the Supplementary Conditions to the General Conditions.
2. It is asked that all questions and /or requests be addressed directly to **The Etica Group** in writing, by e-mail. The answers, qualifications, or information noted during this meeting or during phone conversations that differ from the bidding documents are not to be considered official unless noted in an Addendum.
3. A Bid Security of **5%** or a certified check made out to **East Allen County Schools** for **5%** of the bid amount is required with the bid.
4. Items bidders must consider when preparing their bid.
  - a. The cost of Performance and Payment Bonds of **100%** of the contract amount are to be **included in** the contractor's bid as required.
  - b. The successful bidder must provide a Certificate of Insurance with EACS listed as the additional insured.
  - c. The school corporation's tax-exempt number **will be provided to the successful bidders.**
5. For consideration, a Bid Form must be submitted in duplicate, sealed in an envelope, and delivered to **the administration building by the designated time. The clock in the board room will be used as the "official" clock for determining when receipt of bids will be closed.**
6. Bids must be submitted on the State Board of Accounts Form 96-Revised and Supplementary Bid Form provided in the project manual.
7. Bids shall be guaranteed for **60** days.
8. Take note that, in the event of any inconsistency between the drawings and specifications or within either document that is not clarified by addendum, the better quality or greater quantity shall be provided.
9. As multiple projects are designated, any contractor may bid on any single project or combination of projects without forfeiture of their bid security, as long as they state "No Bid" on each line item for which they are not providing a bid, including all alternates within that project.

## CONTRACT INFORMATION

1. The Owner/Contractor Agreement will be **AIA document A101 2017 Edition.**

## PROJECT SCHEDULE:

1. **Wednesday, January 28, 2026** – Receipt of Bids
2. **Tuesday, February 17, 2026** – Recommendation to School Board
3. **Wednesday, February 18, 2026** – Notice to Proceed
4. Contractor will be able to begin preparation of submittals and project planning **immediately** upon receiving the "Notice to Proceed". A pre-construction meeting will be required with the Owner and Engineer before construction work can begin.
5. All work may begin following the 2025/2026 School year, which is tentatively **May 20, 2026**
6. **Substantial Completion – August 6, 2026**

### SPECIAL NOTES

1. **East Allen County Schools facilities and grounds are TOBACCO FREE SITES. This means that the use of any tobacco products, including vaping & e-cigarettes on the school property is prohibited.**
2. **Contractors wishing to make follow-up visits to the building sites must contact Chris Baker at (260.446.0100 ext. 2003) to set up a time. Do not attempt to visit the sites or buildings without prior arrangements.**
3. **All addendum questions are to be submitted by 12:00 pm on Friday, January 23, 2026. An addendum will be issued by end of business Friday January 23, 2026.**

#### **Current Items to be listed:**

- No items have currently been identified.

### SUPPLEMENTARY GENERAL CONDITIONS:

1. Financial irresponsibility or past record of failure to perform any work as determined by the Owner shall be a valid reason for the Owner's objection to any proposed subcontractor by the Successful Contractor.
2. The successful Contractor will be required to establish an escrow account at a banking institution approved by the Owner, however, if the Owner agrees, the Contractor may elect to have the Owner hold retainage. The Owner however, will not be required to, nor will they pay interest on the retainage it holds.

### SUMMARY GENERAL

1. Owner will maintain access and occupy all sites during construction. Contractor is to coordinate/communicate any/all possible disruptions to the Owner's operations.

### CONTINGENCY ALLOWANCE –

1. A contingency Allowance of \$7,500 is to be included in each of the Base Bids for project one and project two.