



**ZCHS Locker Room Addition – Bid
Category 09 Rebid
PRE-BID MEETING**

October 8, 2025



ZCHS Locker Room Addition – Bid Category 09 Rebid

1000 Mulberry St., Zionsville, IN 46077

OWNER



Zionsville Community Schools

- **Dr. Rebecca Coffman, Superintendent**
- **Matthew Doublestein, Asst. Superintendent of Operations**





Fanning Howey Associates

- **Jennette Moline, Project Manager**
317-848-0966
jmoline@fhai.com
- **Gregg Dixon, Construction Administrator**
317-349-4190
gdixon@fhai.com



THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Victor Landfair
317-783-6151
vdlandfair@skillman.com

PROJECT MANAGER

- Jacob Bower
317-318-5795
jbower@skillman.com

ASST. PROJECT MANAGER

- Nick Holman
317-800-3952
nholman@skillman.com

SITE MANAGER

- Rick Lyons
317-954-0027
rlyons@skillman.com

ADMIN. ASSISTANT

- Brandi Holmes
317-783-6151
bholmes@skillman.com

SCOPE OF WORK



- New locker room and gymnasium building addition
- Renovation of existing locker room space
- New interior painting
- Preparation and repainting of existing walls
- High performance coatings

MULTIPLE CONTRACT SUMMARY



**Review Section 01 12 00 – Multiple Contract Summary.
Review all Specification Sections that are in your Scope
of Work.**

BID CATEGORIES



BID CATEGORY NO. 9

Painting

SPECIAL REQUIREMENTS



All Contractors and their Sub-contractors must be enrolled in SafeVendor. Please visit: www.safevisitorsolutions.com/safevendor-app-agreement to create your account with SafeVendor.

Every worker on the project must have their expanded criminal history and sex offender clearance thru Safe Vendor prior to arriving on site.



REQUIRED FOR EVERY CONTRACTOR

- **No subscription is required**
- **Current set of documents**
- **Issues tracking**
 - Safety
 - QA/QC
 - Noncompliance
 - Work Completion List
 - Punch List
- **As-built record drawings**

INDIANA PUBLIC WORKS LAW 5-16-13



- Tier 1 – Self-Perform 15% of Contract
- Qualification through D.O.A.
- Written Drug Testing Plan with Bid (IC 4-13-18-5)
- Minimum Insurance Requirements (\$1M/Occurrence, \$2M/Aggregate)
- Mandatory Enrollment in E-Verify (Case Verification # for ea./employee)
- Cannot Pay Employees in Cash
- Retain Payroll Records for 3 Years
- Contractor Must Comply With:
 - Fair Labor Act
 - Indiana's Workers Comp Insurance
 - Indiana's Unemployment Comp
- Mandatory Training Based Upon Number of Employees

**FAILURE TO COMPLY MAY RESULT IN DEBARMENT FROM
PUBLIC WORKS PROJECTS FOR 4 YEARS**

ANTICIPATED CHALLENGES



- Shared parking lot for construction and public access
- Coordination of Work with typical school operating hours
- Restricted laydown areas and delivery times

ALTERNATES



No Alternates listed.

ALLOWANCES



Review Section 01 21 00 for Allowances that apply to your Scope of Work.

A. BC09 Painting

\$ 50,000

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Bidder Q/A forthcoming via Addendum**

RFI PROCESS



Each Bidder is encouraged to contact the Architect and Construction Manager if problems occur or questions arise in analyzing the Drawings and Specifications, where additional clarification or information would be helpful in the preparation of a proper bid.

Submit all questions in writing to: Jacob Bower, jbower@skillman.com

All RFIs must be received before: **10/17/25**
5:00PM

SUBSTITUTION REQUESTS



Prior to receipt of bids, the Architect will consider proposals for substitution of materials, equipment, and methods only when such proposals are submitted in writing within the time period stated before the date and time set for receipt bids, and are accompanied by full and complete technical data and other information required by the Architect to evaluate the proposed substitution.

Request for product approval shall be submitted on the Substitution Request Form and sent to: Jacob Bower

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: December 1, 2025

Anticipated Construction

Completion Date: September 1, 2026

BID TO AWARD TIMELINE



- Receipt of Bids: October 29, 2025
- Pre-Award Meeting: October 30, 2025
- Anticipated Notice to Proceed: November 12, 2025

All Subcontractor & Products Lists

must be submitted by: October 31, 2025

BID FORM



Review and fully complete the Bid Form 00 31 00



Complete all alternates on the Bid Form that may affect your Scope of Work.

BIDDERS' REMINDER LIST



	YES	NO
Have you properly and completely executed the Bid Form (Section 00 31 00)?		
Is the Bid Total written in both words and figures?		
Are the Alternate quantities in both words and figures and noted as Add or Deduct?		
Is the Non-Collusion Affidavit, part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or Bid Bond? (Note: bond must be signed by Surety and Principal)		
Have you included your company's Financial Statement?		
Have you included your Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6.		
Have Subcontractors and Products List to the Construction Manager within 24/48 Hours of the Bid for Apparent Low Bidders.		
On the outside of the envelope containing your Bid have you indicated: The Project Name Bidder's Name Bid Category No. Date and Time of Bid Opening Owner's Address Address to Where Bid is to be Delivered if different from Owner's Address		

**IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED,
DATED, OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.**

CONSTRUCTION DOCUMENTS



Construction Documents are available at:
www.skillmanplanroom.com

Bidding Contractors are required to pay for printed Documents. The electronic files are available at no cost.

PRE-AWARD INTERVIEWS



- October 30, 2025

BID OPENING



Date: October 29, 2025

Time: 2:00 PM

Location: Zionsville Community Schools
900 Mulberry St.
Zionsville, IN 46077



ZIONSVILLE
— COMMUNITY SCHOOLS —