

2026 - Zionsville Community Schools
District Wide Improvements
TSC PROJECT NO.: 225030



DATE: December 17, 2025

PRE-BID MEETING SIGN-IN SHEET

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
ZIONSVILLE COMMUNITY SCHOOLS	Matthew Doublestein	mdoublestein@zcs.k12.in.us	
ZIONSVILLE COMMUNITY SCHOOLS			
THE SKILLMAN CORPORATION	Jacob Bower	jbower@skillman.com	
THE SKILLMAN CORPORATION	Nick Holman	nholman@skillman.com	
THE SKILLMAN CORPORATION	Victor Landfair	vdlandfair@skillman.com	
FANNING HOWEY			
FANNING HOWEY			
3D PRO	Greg Wire	gwire@3dproinc.com	765.483.8124

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
GILLIATTE GENERAL CONTRACTORS	Dave Alexander	dalexander@gilliatte.com	(317) 638-3355 office
LEHMAN'S MECHANICAL CONTRACTORS	Travis Ayers	t.ayers@lehmansmechanical.net	
C-CAT	Charlie Whitlow	cwhitlow@C-Cat.com	317) 986-7687
INDIANAPOLIS STAGE SALES AND RENTAL, INC.	Aaron Seelig	aaron@indystage.com	317-635-9430
QUALITY PLUMBING & HEATING, INC.	Kimberly Jackson	k.jackson@qph.com	(765) 450-4008
JBM	Drew Walters	dwalters@jbmcontractorscorp.com	317.344.2732
SEXON MECHANICAL	Dave Misener	dmisener@sexsonmechanical.com	

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
SEXON MECHANICAL	Jesse Heckaman	jheckaman@sexsonmechanical.com	
SEXON MECHANICAL	Cyndi Weaver	cweaver@sexsonmechanical.com	
BARTH ELECTRIC CO., INC.	Michael Wanninger	mwanninger@barthelectric.com	
RL TURNER	Aaron Albright	aalbright@rlturner.com	
RL TURNER	Jeff Pratt	jpratt@rlturner.com	
RL TURNER	Sam Medlen	smedlen@rlturner.com	
RL TURNER	Adam Owens	aowens@rlturner.com	
OPEN CONTROL SYSTEMS	Megan Tobias-Schreiber	mtobias@envelopgroup.com	

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
OPEN CONTROL SYSTEMS	Scott Knauer	sknauer@envelopgroup.com	
OPEN CONTROL SYSTEMS	Bob Shea	rshea@envelopgroup.com	
	Aaron Seelig		
	Bobby Beliles		
	Chris Cox		
	Chuck Richardson		
	Colonel May		
	Darin Hutson		
	Matthew Harrison		
	Jeff Watson		
	Joel Fenske		
	John Crum		
	Mark		
	Michael Miller		

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COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
	Rob Clayton		
	Robert Shea		
	Eric Worley		



2026 - Zionsville Community Schools District Wide Improvements

PRE-BID MEETING

December 17, 2025



2026 - Zionsville Community Schools District Wide Improvements

- Zionsville Community Highschool
- Zionsville Middle Schools
- Zionsville West Middle School
- Boone Meadow Elementary
- Stonegate Elementary
- Union Elementary
- Eagle Elementary

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**
317-439-4190
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

- To be Determined

ADMIN. ASSISTANT

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

SCOPE OF WORK



- Auditorium Renovation at Zionsville High School
- PAC Lighting & A/V Renovations at Zionsville High School
- Athletic Field & Pool Sound Systems at Zionsville High School
- Asphalt, Curbs & Walks at Boone Meadow, Stonegate and Zionsville West Middle School
- Track Resurfacing at Zionsville West Middle School
- Main Entrance Canopy & Columns at Eagle Elementary
- Stage Flooring, Lighting & Curtains at Zionsville Middle Schools and Zionsville West Middle School
- Temperature Controls at Zionsville West Middle School & Union Elementary
- PA / Fire Alarm at Boone Meadow, Stonegate, Union & Zionsville West Middle School

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. 1 – ASPHALT PAVING (ALL BUILDINGS)

BID CATEGORY NO. 2 – GENERAL TRADES (ALL BUILDINGS)

BID CATEGORY NO. 3 – PLUMBING & HVAC (ZCHS ONLY)

BID CATEGORY NO. 4 – ELECTRICAL & TECHNOLOGY (ZCHS, ZWMS & ZMS)

BID CATEGORY NO. 5 – HVAC CONTROLS (ZWMS & UNION)

BID CATEGORY NO. 6 – PUBLIC ADDRESS & FIRE ALARM (BME & SGE)

BID CATEGORY NO. 7 – PUBLIC ADDRESS & FIRE ALARM (UNION & ZWMS)

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



- **Constrained schedule durations**
- **Manpower during summer months**
- **Work Within Owner Occupied Spaces**
- **Coordination of work with other contractors**

ALTERNATES



Review Section 01 23 00 for Alternates that may alter your Scope of Work.

- **No alternates for this project**

ALLOWANCES



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

BID CATEGORY NO. 1 – ASPHALT PAVING (ALL BUILDINGS)	\$150,000
BID CATEGORY NO. 2 – GENERAL TRADES (ALL BUILDINGS)	\$300,000
BID CATEGORY NO. 3 – PLUMBING & HVAC (ZCHS ONLY)	\$150,000
BID CATEGORY NO. 4 – ELECTRICAL & TECHNOLOGY (ZCHS, ZWMS & ZMS)	\$150,000
BID CATEGORY NO. 5 – HVAC CONTROLS (ZWMS & UNION)	\$50,000
BID CATEGORY NO. 6 – PUBLIC ADDRESS & FIRE ALARM (BME & SGE)	\$50,000
BID CATEGORY NO. 7 – PUBLIC ADDRESS & FIRE ALARM (UNION & ZWMS)	\$50,000

INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Guideline Schedule forthcoming via Addendum**
- **Combination bids for multiple bid categories are acceptable**
- **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: **1/02/26 at 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: March 2026

Anticipated Construction

Completion Date: July 2027

BID TO AWARD TIMELINE



- Receipt of Bids: January 14, 2026
- Pre-Award Meeting: January 15 & 16th, 2026
- Anticipated Notice to Proceed: February 11th, 2026

All Subcontractor & Products Lists

must be submitted by: **January 16th, 2026**

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



- **January 15th & 16th, 2026**
- **Specific times for each Bid Category will be issued via Addendum**

BID OPENING



Date: Wednesday January 14, 2026

Time: 2:00 PM

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

Q & A

