

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	<a href="mailto:mdoublestein@zcs.k12.in.us">mdoublestein@zcs.k12.in.us</a>	
ZIONSVILLE COMMUNITY SCHOOLS			
THE SKILLMAN CORPORATION	Jacob Bower	<a href="mailto:jbower@skillman.com">jbower@skillman.com</a>	
THE SKILLMAN CORPORATION	Nick Holman	<a href="mailto:nholman@skillman.com">nholman@skillman.com</a>	
THE SKILLMAN CORPORATION	Victor Landfair	<a href="mailto:vdlandfair@skillman.com">vdlandfair@skillman.com</a>	
FANNING HOWEY			
FANNING HOWEY			
3D PRO	Greg Wire	<a href="mailto:gwire@3dproinc.com">gwire@3dproinc.com</a>	765.483.8124

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
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@sexonmechanical.com	

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
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	<a href="mailto:jpratt@rlturner.com">jpratt@rlturner.com</a>	
RL TURNER	Sam Medlen	<a href="mailto:smedlen@rlturner.com">smedlen@rlturner.com</a>	
RL TURNER	Adam Owens	<a href="mailto:aowens@rlturner.com">aowens@rlturner.com</a>	
OPEN CONTROL SYSTEMS	Megan Tobias-Schreiber	<a href="mailto:mtobias@envelopgroup.com">mtobias@envelopgroup.com</a>	

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
OPEN CONTROL SYSTEMS	Scott Knauer	<a href="mailto:sknauer@envelopgroup.com">sknauer@envelopgroup.com</a>	
OPEN CONTROL SYSTEMS	Bob Shea	<a href="mailto:rshea@envelopgroup.com">rshea@envelopgroup.com</a>	
	Aaron Seelig		
	Bobby Beliles		
	Chris Cox		
	Chuck Richardson		
	Colonel May		
	Darin Hutson		
	Matthew Harrison		
	Jeff Watson		
	Joel Fenske		
	John Crum		
	Mark		
	Michael Miller		

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
	<b>Rob Clayton</b>		
	<b>Robert Shea</b>		
	<b>Eric Worley</b>		



---

# **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**



# ARCHITECT



## Fanning Howey Associates

- **Jennette Moline, Project Manager**  
317-848-0966  
[jmoline@fhai.com](mailto:jmoline@fhai.com)
- **Gregg Dixon, Construction Administrator**  
317-439-4190  
[gdixon@fhai.com](mailto:gdixon@fhai.com)



# THE SKILLMAN TEAM



## ACCOUNT EXECUTIVE

- Victor Landfair  
317-783-6151  
[vdlandfair@skillman.com](mailto:vdlandfair@skillman.com)

## PROJECT MANAGER

- Jacob Bower  
317-318-5795  
[jbower@skillman.com](mailto:jbower@skillman.com)

## ASST. PROJECT MANAGER

- Nick Holman  
317-800-3952  
[nholman@skillman.com](mailto:nholman@skillman.com)

## SITE MANAGER

- To be Determined

## ADMIN. ASSISTANT

- Brandi Holmes  
317-783-6151  
[bholmes@skillman.com](mailto: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](http://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](mailto: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 11<sup>th</sup>, 2026

**All Subcontractor & Products Lists**

**must be submitted by: January 16<sup>th</sup>, 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 <b>Bid Form</b> (Section 00 31 00)?		
Is the <b>Bid Total</b> written in both words and figures?		
Are the <b>Alternate</b> quantities in both words and figures and noted as <b>Add or Deduct</b> ?		
Is the <b>Non-Collusion Affidavit</b> , part of the Bid Form, signed, & notarized?		
Have you enclosed a certified check or <b>Bid Bond</b> ? (Note: bond must be signed by Surety and Principal)		
Have you included your company's <b>Financial Statement</b> ?		
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 <b>24/48</b> 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](http://www.skillmanplanroom.com)

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

# PRE-AWARD INTERVIEWS



- January 15<sup>th</sup> & 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

