



Oak Hill United School Corporation

PRE-BID MEETING

August 13, 2026

OWNER



Oak Hill United School Corporation

- Dr. Sheri Hardman, Superintendent
- Troy Pond, Director of Facilities
- Anne Liddick, Converse Elementary Principal
- Dawn Collins, Swayzee Elementary Principal
- Shawn Means, Oak Hill Jr High Principal
- Brad Smith, Oak Hill High Principal



ARCHITECT



Gibraltar Design

- Caleb Davis, Graduate Architect
- cdavis@gibraltardesign.com
- (317) 843-4675



THE SKILLMAN TEAM



ACCOUNT EXECUTIVE

- Victor Landfair
- vlandfair@skillman.com

PROJECT MANAGER

- David Foster
- dfoster@skillman.com
- (317) 727-7094

SITE MANAGER

- Brennan Gillespie
- bgillespie@skillman.com
- (317) 474-3839

ASSISTANT PROJECT MANAGER

- Cody Kempf
- ckempf@skillman.com
- (317) 677-6570

ADMIN. ASSISTANT

- Amy Richards
- arichards@skillman.com
- (317) 499-6156

SCOPE OF WORK

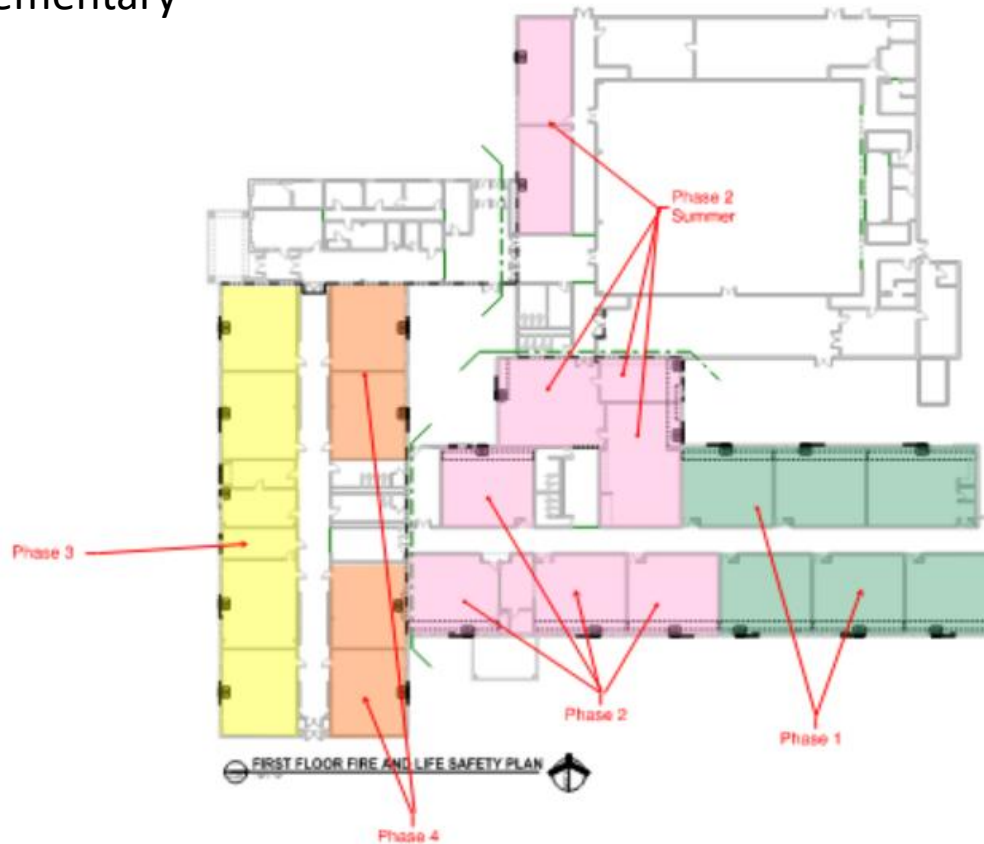


- Replacing the HVAC units in the classrooms at Swayzee, Converse, and the Jr. High. Includes framing in bulkheads, reworking the controls at all the locations as well as at the high school, replacing ceilings, painting, flooring and electrical.
- \$10 million construction budget
- 12 Month overall project duration broken into 3-month phases

FLOOR PLANS / SITE PLANS



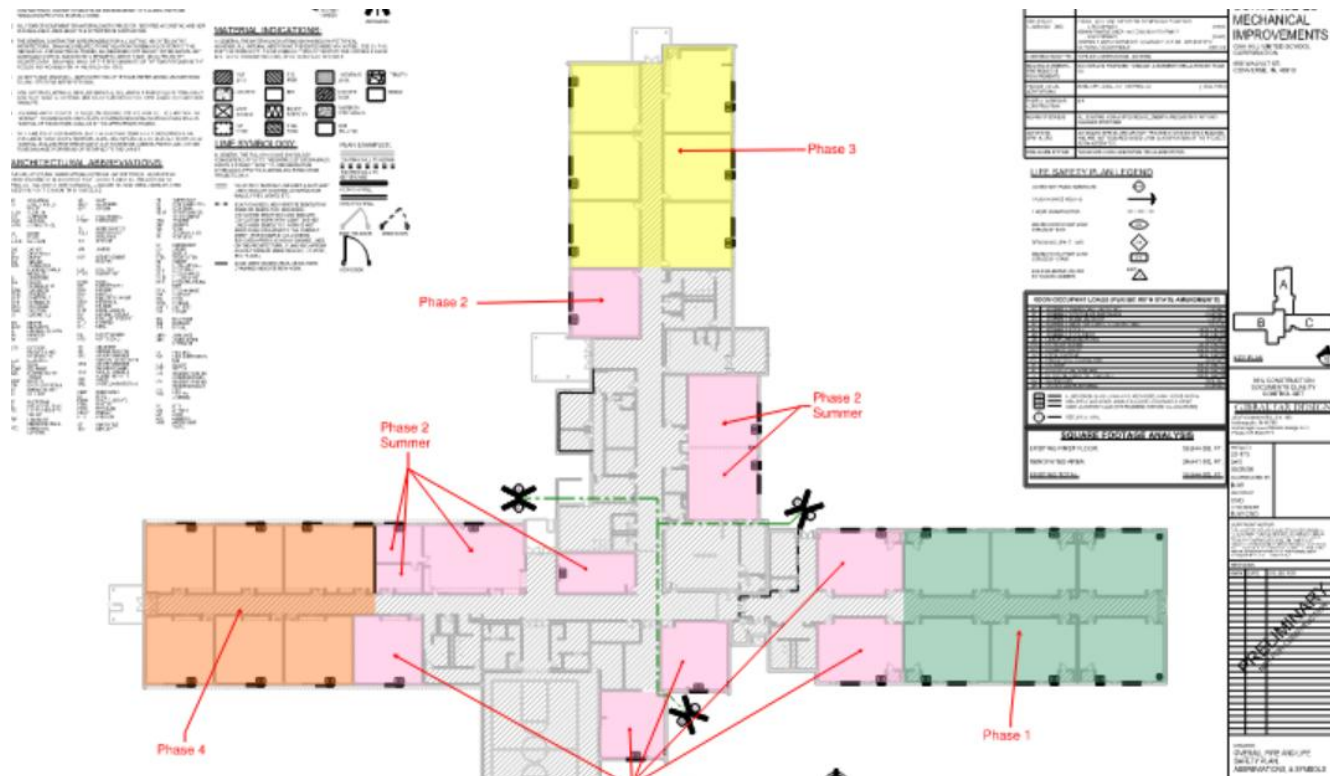
Swayzee Elementary



FLOOR PLANS / SITE PLANS



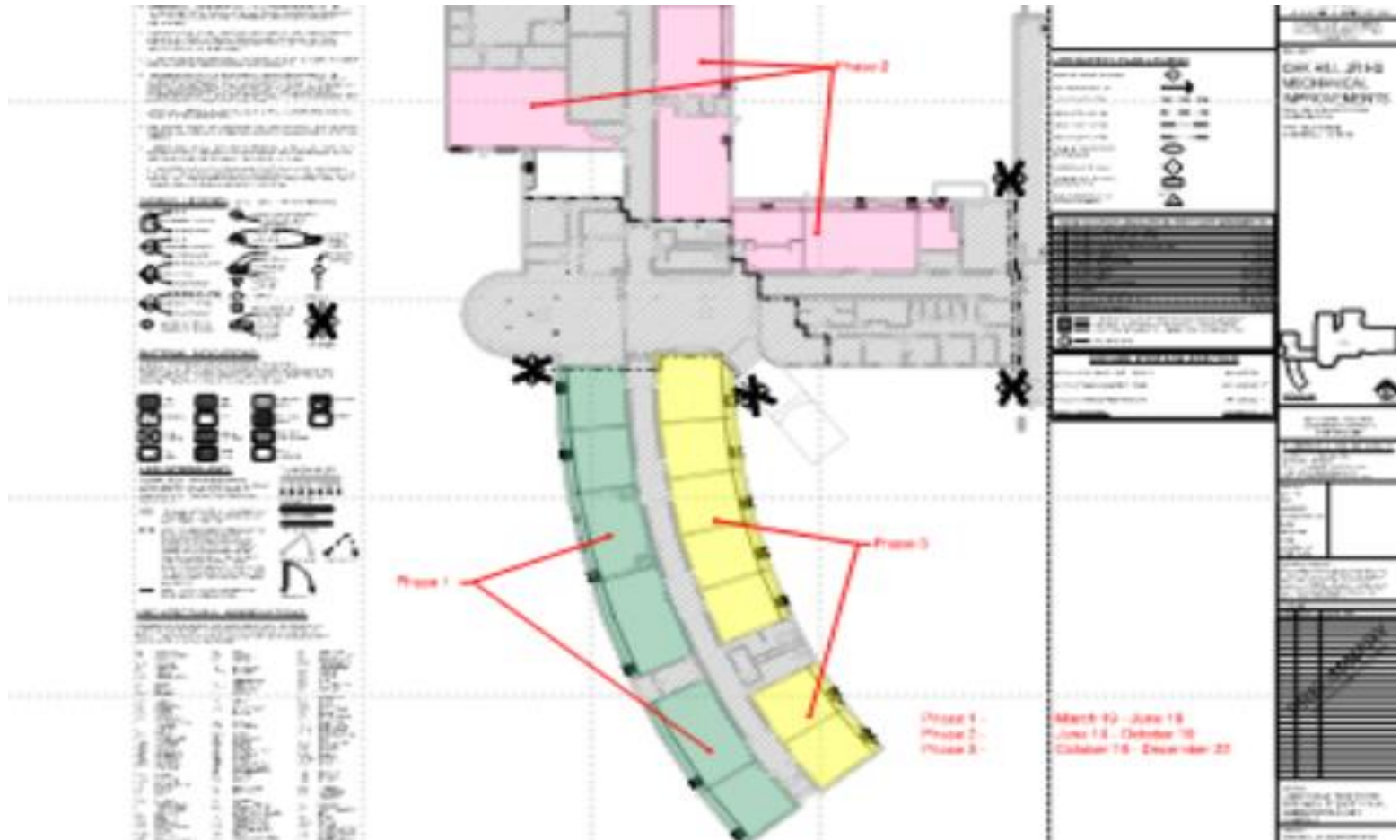
Converse Elementary



FLOOR PLANS / SITE PLANS



Jr. High



MULTIPLE CONTRACT SUMMARY



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

- **All fencing shown in the logistic plans to be included within Bid Category #1 – General Trades.**
- **Refer to clarifications within your bid category per addendums #1 & #2.**

BID CATEGORIES



BID CATEGORY NO. 1	GENERAL TRADES
BID CATEGORY NO. 2	HVAC & CONTROLS
BID CATEGORY NO. 3	ELECTRICIAL & FIRE

SITE LOGISTICS PLAN



SPECIAL REQUIREMENTS



- Skillman issued hard hat stickers will be issued during orientation when you start work onsite.

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**

ALTERNATES



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

- **None at this time.**

ALLOWANCES



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

3.02 CONTINGENCY ALLOWANCES

Allow a lump sum additional work required but not indicated on Drawings or reasonably anticipated.

A.	Bid Category No.1	General Trades	\$100,000
B.	Bid Category No.2	HVAC/Plumbing	\$150,000
C.	Bid Category No.3	Electrical	\$50,000

3.03 MAN-HOUR ALLOWANCES

A.	Bid Category No.1	General Trades	50 Man-Hours
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INSTRUCTIONS TO BIDDERS



Review Section 00 10 00 for Instructions to Bidders.

- **Bid Opening August 26, 2026**
- **Pre-Award Meetings August 27/28, 2026**

eBid Submission Instructions



How to submit a bid electronically through the online plan room

- 1) Bidders need to register and sign-in to the plan room, in order to submit a bid.
- 2) Click on the project listing then click 'Submit Bid' button.
- 3) Save your completed bid form and required forms as PDFs.
All bid documents can be in one pdf or separate pdf documents can be uploaded.
- 4) Click 'Submit Bid' next to the job name on the information tab.
- 5) Attach bid form and required bid documents per the project specifications.
Click 'Submit Bid' at bottom of screen.
- 6) You will receive a confirmation screen, stating that, "Your Bid Submission has been saved successfully."
You will receive a confirmation email confirmation, indicating your submission was received.

Completely Secure

- The bids can't be viewed by anyone, even authorized people, until the bid day/time is past. Keeping the process secure and fair for all bidders.
- Only after close time and only those with authorization can download, open and review the submitted bids
- Every one is working together within the online plan room and completely secure.

Support is Available

If you have any questions contact Tamara at
Tamara.Tincher@easternengineering.com
or (317) 827-6083.

Project listing

Project Name	Location	Estimate	Post Date	Close Date	Status
IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175	Indianapolis, IN	\$1,000,000	10/10/2022	10/10/2022	Open
IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175	Indianapolis, IN	\$1,000,000	10/10/2022	10/10/2022	Open
IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175	Indianapolis, IN	\$1,000,000	10/10/2022	10/10/2022	Open
IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175	Indianapolis, IN	\$1,000,000	10/10/2022	10/10/2022	Open
IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175	Indianapolis, IN	\$1,000,000	10/10/2022	10/10/2022	Open

Click on Submit Bid

IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175

COMPANY CONTACT: [Name], [Title], [Phone], [Email]

PROJECT INFORMATION: [Project Name], [Location], [Estimate]

BID INFORMATION: [Bid Amount], [Bid Date]

ATTACHMENTS: [Upload PDFs]

Click Submit Bid

Drag file here or click browse to select your pdfs

Submit Bid for IND04 - CENTRAL - AHU-1A Rehabilitation & DDC Upgrade - #20222175

ATTACHMENTS: [Upload PDFs]

Click Submit Bid



• Fishers, IN (866) 884-4115 • Muncie, IN (800) 884-4115 • Ft. Wayne, IN (866) 782-4115
• Champaign, IL (217) 359-3261 • Perrysburg, OH (419) 661-9841 • Novi, MI (248) 707-1890

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: David Foster
dfoster@skillman.com

All RFIs must be received before: **August 18, 2026**
2:00 PM

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: Caleb Davis

cdavis@gibraltair.com

317-843-4675

CONSTRUCTION TIMELINE



Review Section 01 32 00 – Schedules & Reports.

Anticipated Construction Start Date: March 2027

Anticipated Construction

Completion Date: April 2028

BID TO AWARD TIMELINE



- Public Bid Opening (eBid) – August 26, 2026
- Pre-Award Meeting – August 27/28, 2026
- School Board approval: September 14, 2026
- Notice to Proceed – September 15, 2026

All Subcontractor & Products Lists

must be submitted by: **August 28, 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.

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.

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 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.**

BID OPENING



Date: August 26, 2026

Time: 2:00 PM

Location: eBid (Virtual Bid Opening)

PRE-AWARD INTERVIEWS



- August 27/28, 2026

Q & A



Oak Hill United School Corporation

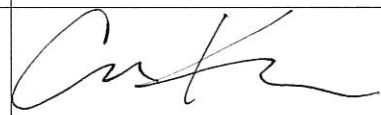
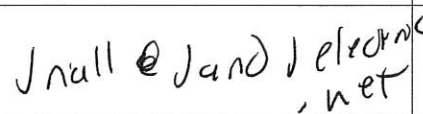
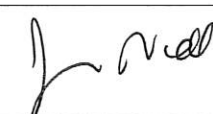
TSC PROJECT NO.: 224160



DATE: August 13, 2026

PRE-BID MEETING SIGN-IN SHEET

SIGNATURE

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
OAK HILL UNITED SCHOOL CORP	Dr. Sheri Hardman		
OAK HILL UNITED SCHOOL CORP	Troy Pond		
THE SKILLMAN CORPORATION	David Foster	dfoster@skillman.com	
THE SKILLMAN CORPORATION	Cody Kempf	ckempf@skillman.com	
THE SKILLMAN CORPORATION	Victor Landfair	vlandfair@skillman.com	
GIBRALTAR DESIGN	Caleb Davis	cdavis@gibraltar.com	
J&J ELECTRIC	John Nall	 jnall@jandjelectric.net	
BENCHMARK MECHANICAL	Jason Cox	jcox@benchmarkmechanical.com	

Oak Hill United School Corporation



DATE: August 13, 2026

TSC PROJECT NO.: 224160

PRE-BID MEETING SIGN-IN SHEET

SIGNATURE

COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
W.R. DUNKIN	Brian Heck	bheck@wrdunkin.com	
JGBOWERS	Kyle Ledbetter	kledbetter@jgbowers.com	
CORE MECHANICAL SERVICES	Matt Nafziger	Matt.nafziger@core-m-s.com	
PAINTERS AND ALLIED TRADES UNION	Isrrael Alarcon	Isrrael@iupatdc91.org	
Gibson-Lewis	Brian Palmer	bpalmer@nceusa.com	
Electric Plus	Evan Cardwell	ecardwell@electricplus.com	
Fissel Electric	Ed Miller	fesi.ed@frontier.com	

Oak Hill United School Corporation



DATE: August 13, 2026

TSC PROJECT NO.: 224160

PRE-BID MEETING SIGN-IN SHEET

			SIGNATURE
COMPANY REPRESENTED	ATTENDEE NAME	EMAIL ADDRESS	PHONE NUMBER
Brown-W-Brown	Todd March	Todd@66gc.us	574-7808426
Indiana Flooring	Cam DiRuzza	cdiruzza@ 5201 ^{Indcl.}	765-623-9604