



**Pre-Bid Meeting Notes**

**Project:** Ottawa and Glandorf Elementary Schools Storage Buildings  
**Date:** February 28, 2024  
**Time:** 10:00 AM  
**Place:** Ottawa-Glandorf Local School District, 630 Glendale Avenue, Ottawa, Ohio 45875

**Introductions:**

- All in attendance signed Attendance Sheet (see attached).
- Architect's Project No.: 47-2904-23 and 48-2905-23

**Bid Date:** Tuesday, March 12, 2024, at 2:00 p.m. received by Don Horstman, Superintendent for Ottawa-Glandorf Local School District.

**Questions (RFI):** E-mail to [sandy@technicondesigngroup.com](mailto:sandy@technicondesigngroup.com)

**Response to Questions (from Pre-Bid meeting or emails received before the meeting):**

1. Provide sound insulation at all restroom walls at Ottawa Elementary Storage Building.
2. During construction, General Contractor shall separate Schedule of Values and Pay Apps for both Glandorf Elementary and Ottawa Elementary Buildings.
3. Glandorf soffit can be installed level or parallel with roof slope.
4. Owner requests General Contractor to avoid deliveries between 7:30 am – 8:30 am and 2:30 pm – 3:30 pm. Monday thru Friday.

Ottawa Storage building

Pre-bid

2-28-24

Name	Company	Email
Don Horstman	Ottawa - Glandorf	
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