



Invitation to Quote

Date: June 29, 2016

Projects: Southport Branch Library
Roof Recover Project
2630 East Stop 11 Road
Indianapolis, IN 46227

Warren Branch Library
Roof Recover Project
9701 East 21st Street
Indianapolis, IN 46229

Invited

Vendors: Blackmore and Buckner
Horning Roofing
JMH Roofing
Smither Roofing

I. Invitation:

This Invitation to Quote ("ITQ") is offered to known Vendors to submit separate lump-sum quotes for the each of the two (2) Branch Libraries Roof Re-Cover Projects listed above ("Projects".)

Quotes will be received by The Indianapolis Public Library at the

Library Services Center
2450 North Meridian Street
Indianapolis, IN 46208
Until 1:00 p.m. local time
July 20, 2016

The received Quotes will be opened publically and read aloud at this time. Quotes received after this time will not be considered. Quotes may not be submitted by fax or e-mail.

The Quote may be held by the Indianapolis Public Library ("IndyPL") for a period not to exceed sixty (60) days before awarding contract. IndyPL reserves the right to reject any or all Quotes, and the right to waive any irregularities in the process.

IndyPL shall award the Projects to the lowest, responsible, and responsive Vendor pursuant to Indiana Code § 36-1-12-5. IndyPL is not committed to awarding the Projects to the same Vendor nor committed to awarding to separate vendors.

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The term Vendor ("Vendor") denotes those firms submitting a Quote in response to this ITQ. The term Contractor ("Contractor") is used to define the firm or firms selected to complete the Projects described in this ITQ.

II. Attachments:

Attachment A	E-Verify Affidavit.
Attachment B	Draft Agreement A105 Owner –Contractor with modifications.
Attachment C	<u>For Reference Only</u> – Southport Library Roof Plan, A5, prepared by Brandt, DeLap & Nice, Inc., dated February 15, 1973.
Attachment D	<u>For Reference Only</u> – Southport Library Mechanical Roof Plan, M120, prepared by arcDESIGN and Henneman Engineering, Inc., dated October 28, 2015.
Attachment E	<u>For Reference Only</u> – Warren Library Roof Plan, A202, prepared by Odle McGuire Shook, dated December 31, 2015.

III. Project Schedule:

June 29, 2016	Invitation to Quote distributed to invited Vendors via email.
June 30, 2016	Project sites available for visits. Response of planned visits are requested.
July 11, 2016	5:00 p.m. deadline for questions from invited Vendors.
July 13, 2016	Noon, IndyPL responses to questions distributed to invited Vendors.
July 19, 2016	Last day Project sites available for visits.
July 20, 2016	Quotes due at the time and location noted above.
August 23, 2016	Target date to issue a Purchase Order.
October 1, 2016	Target date for beginning work on sites.
November 1, 2016	Target substantial completion date of the Projects.

IV. Project Scope and General Description:

1. The two branch libraries are twins. They were designed and built at the same time, and are mirror images of one another.
2. Both Project sites were originally installed with tar and gravel built-up systems over rigid insulation in 1972.
3. Both Project sites received fully adhered Carlisle .060 EPDM roofs over the existing roofs in 1992 by Smither Roofing.
4. All new work shall meet all manufacturer's recommendations and requirements to achieve a 15 year manufacturer's warranty.
5. Vendor shall provide a 2 year labor and installation warranty.
6. Remove and replace all existing flashing materials at all penetrations, curbs, and perimeters with new .060 EPDM flashing materials.
7. Remove and replace all existing metal drip-edge materials.
8. Clean existing membrane using power washer and membrane cleaning solution prior to installation of new membrane.

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9. Install new .060 fleece back EPDM roofing membrane over existing EPDM membrane using manufacturer's recommended adhesive.
10. Both Project sites are currently undergoing interior renovation projects. Coordinate all access and construction activities with contractors on site.

V. Notes:

1. Provide all materials, accessories, and equipment required for the Projects.
2. Parking will be available for the Contractor's use.
3. Remove all debris off the work site daily. Use of IndyPL's dumpster is not allowed. Space in the parking lot will be available for a Contractor provided dumpster.
4. Provide record documents for the new work.
5. The Projects are to occur so as to not disrupt Branch activities. The Contractor shall closely schedule the Projects with Facilities and Branch staff.
6. The Contractor shall work closely with Facilities staff for access control to the Project Site to ensure the site is always secure.
7. IndyPL, as a Municipal Corporation, is Indiana State Sales tax-exempt and will provide the tax exempt certificate and supporting documentation upon Notice of Intent to Award a Contract.
8. The Contractor shall be responsible for the security of all their equipment, supplies, and construction materials during the Projects.
9. The Contractor is to provide all necessary protection for adjacent surfaces and materials.

VI. Questions and Site Visits:

1. To ensure consistency of the process, invited Vendors shall direct all questions concerning the Invitation to Quote via e-mail to Mike Coghlan at mcoghlan@indypl.org.
2. All questions shall be received by the deadline noted above. IndyPL responses will be shared with all invited Vendors via e-mail by the deadline noted above.
3. The Project sites are available for Vendors to inspect the existing conditions prior to submitting a quote. Vendors are to bring ladders to facilitate access to the roof surfaces.

VII. Form of the Quote:

1. Submit on Company letterhead two separate a Lump-sum Quotes, one for each of the two the Projects.
2. Include in the Quotes an allowance of \$3,000 for each Project for unforeseen conditions.
3. Include in the Quotes an acknowledgement of the receipt of any IndyPL issued addenda used in the preparation of the Quote.
4. List in the Quotes the manufacturer to be used in the performance of the Work.
5. Include in the Quotes any comments on the attached draft AIA Document A105-2007 Owner – Contractor Agreement, as modified.
6. Include in the Quotes a statement regarding the proposed Project Schedule.

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7. Submit a notarized version of the E-Verify Affidavit.
8. Provide 1 original and 1 copy of the Quotes for use by IndyPL.
9. Address the Quote to the attention of Mike Coghlan, Facilities Project Manager.

VIII. Vendor Requirements:

1. The Contractor must agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-3 during the hiring process for all employees hired after the date of the Agreement. The Contractor must agree to require its subcontractors who may perform work under the Agreement to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. IndyPL may terminate a resulting Agreement for default if the Contractor fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by IndyPL of such breach. As a condition to submitting a Quote and to entering into an Agreement, the Contractor must execute the E-Verify Affidavit, which shall be an exhibit to the Agreement. As part of the Quote, the Vendor shall execute the E-Verify Affidavit which is included as Attachment A.
2. By submission of a Quote, an invited Vendor certifies that:
 - a. The invited Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of IndyPL.
 - b. No person or selling agent has been employed or retained to solicit or secure the work upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.
 - c. Pursuant to Indiana Code § 5-22-16.5-8(b), the invited Vendor is not engaged in any investment activities in Iran.
3. IndyPL may, by written notice to the Vendor, terminate the right of the Vendor to proceed under the agreement upon one (1) calendar day notice, if it is found that gratuities in the form of entertainment, gifts or otherwise were offered or given by the Vendor, or any agency or representative of the Vendor, to any officer or employee of IndyPL with a view toward securing or amending, or the making of any determinations with respect to the performance of such contract; provided that the existence of facts upon which IndyPL makes such findings shall be an issue and may be reviewed in any court of law. In the event of such termination, IndyPL shall be entitled to pursue the same remedies against the Vendor as IndyPL could pursue in the event of default by the Vendor.
4. For breach or violation of these certifications, IndyPL shall have the right to annul the contract without liability.
5. Vendors are advised that materials contained in the Quotes are subject to the Indiana Public Records Act, Indiana Code § 5-14-3 *et seq* (IPRA). After the

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- contract award, the entire Quote may be viewed and copied by any member of the public, including news agencies and competitors. Invited Vendors claiming a statutory exception to the IPRA shall place all confidential documents in a sealed envelope marked confidential, and shall indicate in the Quote and on the outside of the envelope the nature of the confidential documents. IndyPL reserves the right to make determinations of the claimed confidentiality of the marked documents.
6. The Contractor shall secure and maintain insurance policies meeting all statutory limits. In addition, the Vendor shall secure and maintain a \$5 Million umbrella policy for the entirety of the Project. Policies shall be endorsed to name the following as additional insureds: The Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, volunteers, representatives, agents, contractors, licensees, and successors. A certificate of insurance indicating compliance with these requirements shall be submitted prior to commencing the Project.
 7. IndyPL is committed to providing an equal opportunity for participation of Minority, Women, or Veteran Owned Business ("XBE") firms in all IndyPL business. IndyPL extends to each individual, firm, vendor, supplier, Contractor and subcontractor an equal opportunity to compete for IndyPL business and strongly encourages voluntary utilization of disadvantaged and/or minorities to reflect both industry and community ethnic composition.
 8. It is the desire of IndyPL to measure participation of XBE firms in the procurement of goods and supplies, in the retention of professional services, and in the construction and renovation of facilities. Vendors, who meet the City of Indianapolis or State of Indiana criteria of XBE firms or similar requirements for out-of-state firms, should indicate the appropriate certification and include a copy of such certification(s) in its Quote.
 9. Any Contractor in performing work under an Agreement resulting from this ITQ shall not discriminate against any worker, employee or applicant because of race, creed, color, religion, gender, national origin, age, disability or veteran status, nor otherwise commit an unfair employment practice. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are dealt with during employment, without regard to their race, creed, color, religion, gender, national origin, age, disability or veteran status.
 10. News releases pertaining to this ITQ or the Projects shall not be made without written prior approval of IndyPL.
 11. The Contractor shall provide documentation to IndyPL evidencing all necessary licenses required to perform the prior to the awarding of the contract.
 12. The Contractor shall be required to participate in the IndyPL Electronic Fund Transfer ("EFT") invoice payment program for the electronic transfer of funds directly to the Contractor's designated banking account for payment of approved invoices.

ATTACHMENT A

E-Verify Affidavit

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Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with the Indianapolis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if E-Verify no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the Indianapolis Public Library, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor): _____

By (Written Signature):

(Printed Name):

(Title):

Important – Notary Signature and Seal Required in the Space Below

STATE OF _____ SS:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____ 2016.

My commission expires: (Signed)

Residing in _____ County, State of _____.

DRAFT AIA Document A105™ - 2007

Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

AGREEMENT made as of the « » day of « » in the year «2016»
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

«Indianapolis-Marion County Public Library»
«2450 North Meridian Street»
«Indianapolis, Indiana 46208 »

and the Contractor:
(Name, legal status, address and other information)

«TBD »
« »
« »

for the following Project:
(Name, location and detailed description)

« Southport Branch Roof Recover Project
Warren Branch Roof Recover Project
»

The Architect:
(Name, legal status, address and other information)

«Not Applicable »

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

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ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

- .1 this Agreement signed by the Owner and Contractor;
- .2 the Invitation to Quote issued by the Owner and dated June 29, 2016, including all attachments;
- .3 Invitation to Quote – Addendum [REDACTED], dated [REDACTED], 2016;
- .4 Contractor’s Quote, including all attachments, [REDACTED], 2016; and
- .5 written orders for changes in the Work issued after execution of this Agreement.

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The number of calendar days available to the Contractor to substantially complete the Work is the Contract Time. The date of commencement of the Work shall be the date of this Agreement unless otherwise indicated below. The Contractor shall substantially complete the Work, no later than [REDACTED], subject to adjustment as provided in Article 10 and Article 11.

ARTICLE 3 CONTRACT SUM

§ 3.1 Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:

TBD

§ 3.3 Unit prices, if any, are as follows: _____.

§ 3.4 Allowances included in the Contract Sum, if any, are as follows: _____.

§ 3.5 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner: TBD

§ 3.6 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work.

ARTICLE 4 PAYMENT

§ 4.1 Based on Contractor's Applications for Payment approved by Owner, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

§ 4.1.1 TBD

§ 4.1.3 Owner shall pay the remaining balance of the Contract Sum after final completion and acceptance of the Work.

§ 4.1.4 Provided that an Application for Payment is received by Owner not later than the 1st day of a month, the Owner shall make payment of the certified amount, less retainage equal to ten percent (10%) of said certified amount, to the Contractor not later than the 28th day of the same month. If an Application for Payment is received by Owner after the application date fixed above, payment, less ten percent (10%) retainage shall be made by the Owner not later than Thirty (30) days after Owner approves the Application for Payment.

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall provide Contractor's general liability and other insurance as follows: Contractor shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of the Agreement, which policies shall protect against any loss or claim arising from or relating to this Agreement, Contractor's activities or presence at the Facilities, and any negligent act or omission of Contractor or its employees and/or agents or subcontractors in connection with the Services provided under this Agreement, and shall cover the contractual indemnification liability assumed by Contractor pursuant to this Agreement:

(A) Commercial General Liability Insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence for bodily injury and property damage, Two Million Dollars (\$2,000,000) per occurrence for products and completed operations liability, Two Million Dollars (\$2,000,000) fire damage, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Contractor's activities at the Facilities. Any deductible shall be at Contractor's cost;

(B) Workers' Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Contractor's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000);

(C) Property Insurance coverage for all tools, materials, equipment and other items owned, borrowed or leased by Contractor shall be Contractor's responsibility. Owner shall not be responsible for such tools, materials, equipment and other items owned, borrowed or leased by Contractor. Owner shall not be responsible for equipment and materials to be installed at the Facilities by Contractor until such time that the equipment or materials are installed by Contractor and such installation is deemed substantially complete;

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(D) Automobile Liability insurance with a limit of not less than Two Million Dollars (\$2,000,000) combined single limit and covering for all owned, non-owned and hired vehicles and insuring, at a minimum, against loss, damage or liability for bodily injury, death and property damage;

(E) Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverage's prescribed above in clauses (A), (B) and (D) above, which such policy shall be written on an occurrence basis; and

(F) All insurance policies addressed in clauses (A), (C), (D) and (E) above shall be endorsed to name the following as additional insureds:

Indianapolis-Marion County Public Library and its trustees, directors, officers, employees, volunteers, representatives, agents, contractors, licensees and successors.

All insurance policies required hereunder (i) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to Owner, (ii) shall provide for a waiver of rights of subrogation against the additional insured's on the part of the insurance carriers, (iii) shall be written with insurance companies licensed to do business in the State of Indiana and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (iv) shall provide for no less than thirty (30) days advance written notice to Owner prior to cancellation, non-renewal or material modification.

Contractor shall deliver to Owner, prior to providing the Services under this Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to Owner by the aforementioned time, or if any of such policies are canceled, Owner shall have the right to terminate this Agreement immediately and/or deny Contractor access to the Facilities.

These insurance provisions are minimum requirements and shall not relieve Contractor of its indemnity, defense and hold harmless obligations.

If Contractor's insurance contains a deductible (or self-insured retention amount), Contractor shall disclose the amount, and be responsible for payment of any claim equal to or less than the deductible (or self-insured retention amount). Owner reserves the right to reject insurance policies with a deductible (or self-insured retention amount) in excess of \$15,000 for which adequate financial strength of the Contractor cannot be demonstrated to the satisfaction of Owner.

§ 5.2 The Owner shall provide property insurance to cover the value of the Owner's property, including any Work provided under this Agreement. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

§ 5.3 The Contractor shall obtain an endorsement to its general liability insurance policy to cover the Contractor's obligations under Section 8.12.

§ 5.4 Each party shall provide certificates of insurance showing their respective coverages prior to commencement of the Work.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against each other and any of their subcontractors, suppliers, agents and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance or other insurance applicable to the Work.

§ 5.6 These insurance requirements are intended to satisfy the minimum insurance requirements required by Ind. Code § 5-16-13-10.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 THE CONTRACT

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 THE WORK

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 INTENT

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

ARTICLE 7 OWNER

§ 7.1 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 7.1.1 If requested by the Contractor in writing prior to Contractor commencing the Work required hereunder, and the Contractor has no other reasonably practicable way of obtaining the information, the Owner shall furnish surveys reasonably necessary for Contractor to complete the Work required by the Contract Documents, as well as a legal description of the site. Contractor shall be liable to Owner for any and all costs incurred by Owner in providing such surveys and information.

§ 7.1.2 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, the Owner shall obtain and pay for other necessary approvals, easements, assessments and charges.

§ 7.2 OWNER'S RIGHT TO STOP THE WORK

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

§ 7.3 OWNER'S RIGHT TO CARRY OUT THE WORK

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Contract Sum shall be adjusted to deduct the cost of correction from payments due the Contractor.

§ 7.4 OWNER'S RIGHT TO PERFORM CONSTRUCTION AND TO AWARD SEPARATE CONTRACTS

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

§ 7.4.3 Costs caused by delays or by improperly timed activities or defective construction which result from the action or inaction of Contractor shall be borne by the Contractor. The Owner shall not be liable to the Contractor and/or any Subcontractor for claims or damages of any nature caused by or arising out of delays. Contractor's sole remedy against Owner for delays shall be the allowance of additional time for completion of the Work.

§ 7.5 OWNER'S DETERMINATION THAT CONTRACTOR IS NOT RESPONSIBLE

If Owner makes a determination that Contractor or any lower tier contractor has violated §§ 8.3, 8.4, 8.13, or 8.14 of this agreement, pursuant to Ind. Code § 5-16-13-15 (b)(2) the Owner shall find that the Contractor is not responsible and shall determine for how long a period the Contractor was not responsible. In determining the length of time the Contractor was not responsible, the Owner shall take into consideration the severity of the violation.

ARTICLE 8 CONTRACTOR

§ 8.1 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies or omissions discovered to the Owner.

§ 8.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's information a Contractor's construction schedule for the Work.

§ 8.3 SUPERVISION AND CONSTRUCTION PROCEDURES

§ 8.3.1 The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor represents and confirms it is a Tier 1 Contractor as defined by Ind. Code § 5-16-13-4 (1). The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner the names of subcontractors (defined as Tier 2 contractors, Tier 3 contractors, or Lower tier contractors accordingly as defined by Ind. Code § 5-16-13-4 (2)-(4)) or suppliers for each portion of the Work. The Contractor shall not contract with any Tier 2 contractor, Tier 3 contractor, or Lower tier contractor or supplier to whom the Owner has made a timely and reasonable objection.

§ 8.3.3 Pursuant to Ind. Code § 5-16-13-9 the Contractor shall contribute to the project at least 15% of the total contract price as determined at the time of the award of contract. The Contractor may contribute in work performed by the Contractor's employees, materials supplied by the Contractor, services supplied by the Contractor's employees, or any combination of the above-mentioned contributions.

§ 8.4 LABOR AND MATERIALS; EMPLOYMENT REQUIREMENTS

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.4.3 Pursuant to Ind. Code § 5-16-13-11(1) The Contractor affirms under penalties of perjury that Contractor does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC 22-5-1.7-3. Contractor is not required to verify the work eligibility status of all newly hired employees of Contractor through the E-Verify program if the E-Verify program no longer exists. Additionally, the Contractor is not required to participate if Contractor is self-employed and does not employ any employees.

Contractor shall not knowingly employ or contract with an unauthorized alien, as that term is defined in 8 U.S.C. § 1324a(h)(3). Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien.

Contractor shall require his/her/its subcontractors, who perform work under this contract, to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

Prior to commencement of Work, Contractor shall provide Owner the E-Verify case verification number for each individual required to be verified pursuant to Ind. Code § 22-5-1.7.

Owner may terminate the Agreement for default if Contractor fails to cure a breach of this Section 8.4.3 no later than thirty (30) days after being notified by Owner of such breach.

§ 8.4.4 Contractor shall not pay cash to any individual employed by the Contractor for work done by the individual on the Work.

§ 8.4.5 Contractor shall be in compliance with and shall require any lower tier contractor to comply with the Fair Labor Standards Act of 1938, as amended.

§ 8.4.6 The Contractor shall and shall require any lower tier contractor to keep the payroll and related records (“payroll records”) of the Contractor and any other tier of contractor for a period of three years after completion of the Work. The payroll records shall be available for inspection by the Indiana Department of Workforce Development at any time during this retention period.

§ 8.4.7 Contractor shall and shall require any lower tier contractors to be in compliance with all laws and regulations for workers compensation, workers occupational disease compensation and unemployment compensation as required by Ind. Code § 5-16-13-11 (4) and (5).

§ 8.4.8 Contractor shall and shall require any lower tier contractors to be in compliance with all laws and regulations for drug testing, including without limitation, Ind. Code § 4-13-18-1 through Ind. Code § 4-13-18-7, as required by Ind. Code § 5-16-13-11 (6).

§ 8.4.9 The Contractor shall and shall require any Tier 2 contractors to comply with the provisions of Ind. Code § 5-16-13-12 regarding access by employees to training or apprenticeship programs.

§ 8.5 WARRANTY

The Contractor warrants to the Owner that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; (3) Contractor shall comply with all requirements, specifications, directives and material handling and installation requirements of any and all material suppliers providing materials, systems and/or components for use in the Work, including all technical specifications, product guides, installation instructions and the like; (4) for a minimum of two years from the date of final completion and acceptance by the Owner of the Work, all labor and material shall be free of defects in workmanship and installation; (5) for a minimum of fifteen years (or longer as provided by the applicable manufacturers) the materials, components and/or systems included in the Work shall be free from any and all defects, including defects in the installed product for fiber, backing and manufacturing; and (6) the Work will conform to the requirements of the Contract Documents.

§ 8.6 TAXES

The Contractor shall pay sales, consumer, use and similar taxes that are legally required when the Contract is executed.

§ 8.7 PERMITS, FEES AND NOTICES

§ 8.7.1 The Contractor shall obtain all construction/improvement permits and other permits, approvals, licenses and inspections necessary for proper execution and completion of the Work. Owner shall pay for any and all filing fees associated therewith.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify Owner in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules and regulations.

§ 8.8 SUBMITTALS

The Contractor shall promptly review, approve in writing and submit to Owner Shop Drawings, Product Data, Samples and similar submittals required by the Contract Documents. Shop Drawings, Product Data, Samples and similar submittals are not Contract Documents.

§ 8.9 USE OF SITE

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents and the Owner.

§ 8.10 CUTTING AND PATCHING

The Contractor shall be responsible for cutting, fitting or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 CLEANING UP

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery and surplus material; and shall properly dispose of waste materials.

§ 8.12 INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Owner's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

§ 8.13 MISCLASSIFICATION

The Contractor shall not misclassify workers employed by the Contractor. If Owner suspects misclassification of one or more workers employed by Contractor or by any lower tier contractor, the Owner may request, pursuant to Ind. Code § 5-16-13-14, that the Indiana Department of Workforce Development investigate the suspected worker misclassification. The Indiana Department of Workforce Development may refer the matter to the appropriate agency or official upon a finding that worker misclassification has occurred based on a review of information and/or records submitted to the Department by the Owner.

§ 8.14 STATUTORY VIOLATIONS

§ 8.14.1 The Owner is required to report pursuant to Ind. Code § 5-16-13-15 (b) (1) the following suspected statutory violations by the Contractor or any lower tier contractor to the appropriate agency: 1) Suspected violations by the Contractor of the E-Verify provisions of this contract shall be reported to the Indiana Department of Labor, 2) Suspected violations of the state minimum wage law or the Fair Labor Standards Act of 1938, as amended, shall be reported to the Indiana Department of Labor, 3) Suspected violations by the Contractor or lower tier contractors of the worker's compensation or occupational diseases statutes shall be reported to the Worker's Compensation Board of Indiana; and 4) Suspected violations by the Contractor or lower tier contractors of the unemployment insurance statutes shall be reported to the Indiana Department of Workforce Development.

§ 8.14.2 For violations other than those listed in **§ 8.14.1** above, the Owner shall notify the Contractor of any suspected violations or breaches of state law as required by Ind. Code § 5-16-13-15 (b)(2). The notification shall be signed by the chief executive officer of the Owner and shall be sent by a method that enables the Owner to verify receipt of the notice. The Contractor shall have 30 days after notice is received to remedy the violation or breach. The Contractor may continue work during the 30-day remedy period.

ARTICLE 9 ARCHITECT NOT APPLICABLE.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract Sum and Contract Time being adjusted accordingly in writing.

§ 10.2 The Owner will have authority to order minor changes in the Work not involving changes in the Contract Sum or the Contract Time and not inconsistent with the intent of the Contract Documents. Such orders shall be binding

on the Owner and Contractor. The Contractor shall carry out such orders promptly.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 CONTRACT SUM

The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 APPLICATIONS FOR PAYMENT

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Owner an itemized Application for Payment for Work completed in accordance with the values, if any, stated in the Agreement. Such Application shall be supported by data substantiating the Contractor's right to payment as the Owner may reasonably require. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall be free and clear of liens, claims, security interests or other encumbrances adverse to the Owner's interests, and Contractor shall, as a condition precedent to Owner's obligation to make any payment to Contractor, tender to Owner written and signed, verified partial waivers of all liens and claims with each application for payment, executed by Contractor and Contractor's subcontractors and material suppliers on the form provided by Owner.

§ 12.3 CERTIFICATES FOR PAYMENT

The Owner will, within seven days after receipt of the Contractor's Application for Payment, either issue a Certificate for Payment for such amount as Owner determines is properly due, or notify the Contractor of the Owner's reasons for withholding approval in whole or in part.

§ 12.4 PROGRESS PAYMENTS

§ 12.4.1 After Owner has issued a Certificate for Payment, payment shall be made in the manner provided in the Contract Documents; provided, however, that Owner may tender payment to Contractor without issuing a Certificate for Payment and such tender of payment shall not eliminate Contractor's obligation to submit Applications for Payment for future payment requests as provided in paragraphs 12.2.1 and 12.2.2.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier.

§ 12.4.3 The Owner shall not have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 SUBSTANTIAL COMPLETION

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Work or designated portion thereof is substantially complete, the Owner will make an inspection to determine whether the Work is substantially complete. When the Owner determines that the Work is substantially complete it shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial

Completion and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 FINAL COMPLETION AND FINAL PAYMENT

§ 12.6.1 Upon receipt of a final Application for Payment, Owner will inspect the Work. When the Owner finds the Work acceptable and the Contract fully performed, it will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment, including release and payment of all retainage as provided in Article 4 above, shall not become due until the Contractor submits to the Owner releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or material supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury or loss to employees on the Work, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by Owner as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS

§ 15.1 ASSIGNMENT OF CONTRACT

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 TESTS AND INSPECTIONS

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Owner requires additional testing, the Contractor shall perform those tests.

§ 15.3 GOVERNING LAW

The Contract shall be governed by the law of the State of Indiana.

ARTICLE 16 TERMINATION OF THE CONTRACT

§ 16.1 TERMINATION BY THE CONTRACTOR

If the Owner, without justification, fails to make payment as provided in Section 12.4.1, the Contractor may, upon thirty (30) days' written notice to the Owner, terminate the Contract and recover from the Owner payment for Work executed through the date of such termination.

§ 16.2 TERMINATION BY THE OWNER FOR CAUSE

§ 16.2.1 The Owner may terminate the Contract if the Contractor

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Warren Branch Library Roof Recover Project
The Indianapolis Public Library

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
- .3 persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
- .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

§ 16.2.2 When any of the above reasons exist, the Owner, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§16.2.5 Nothing contained in this Agreement shall limit in any manner any and all rights or remedies otherwise available to Owner by reason of a default by Contractor under this Agreement, including, without limitation, the right to seek full reimbursement from Contractor for all costs and expenses incurred or to be incurred by Owner by reason of Contractor's default hereunder and which Owner would not have otherwise incurred if Contractor had not defaulted hereunder. Contractor shall not under any circumstances be compensated for lost anticipated profits or costs resulting from the termination.

§ 16.3 TERMINATION BY THE OWNER FOR CONVENIENCE

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed through the date of such termination.

ARTICLE 17 OTHER TERMS AND CONDITIONS

§17.1 **Equal Opportunity.** The Contractor and the Contractor's Subcontractors shall not discriminate against an employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.

§17.2 **Investment Verification Requirements Of Ind. Code § 5-22-16.5-13.** Pursuant to Ind. Code § 5-22-16.5-13(b), Contractor certifies that Contractor is not engaged in any investment activities in Iran.

§17.3 **Records.** Contractor shall maintain complete and accurate records of all documents associated with providing the Services under this Agreement. All such records shall be available for inspection and audit by Owner, its designee, or the Indiana State Board of Accounts. Failure to maintain accurate records and valid licenses, registrations, certifications, or insurance shall constitute breach of this Agreement and may result in termination of the Agreement.

§17.4 **Laws, Rules, and Regulations.** In performing the Work, Contractor warrants that it has knowledge of, understands, and shall comply with all applicable federal, state, and local laws and regulations, including without limitation, those laws and regulations relating to public works, environment, health, safety, and welfare, discrimination in employment, conflicts of interest, and accounting records and requirements. SHOULD ANY APPLICABLE LAW OR REGULATION CHANGE DURING THE TERM OF THIS AGREEMENT, CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLIANCE WITH THE VERSION OF SUCH LAW OR REGULATION IN FORCE AT THE TIME THE SERVICES ARE PROVIDED UNDER THIS AGREEMENT.

§17.5 Permits and Licenses. Contractor and any of its approved sub-contractors shall obtain and keep in effect all permits, licenses, registrations, insurance certificates, and other certificates or approvals required for every aspect of the Work performed under this Agreement. At the request of Owner, Contractor shall provide Owner with copies of all licenses, permits, registrations, insurance certificates, and other certificates and approvals related to performing the Work described under this Agreement. Contractor and any of its employees and subcontractors will comply with all applicable licensing standards, certification standards, accrediting standards and any other laws or regulations governing the Work to be provided by Contractor pursuant to this Agreement. Owner shall not be required to reimburse Contractor for any services performed when Contractor or its employees, contractors or subcontractors are not in compliance with such applicable standards, laws or regulations. Contractor shall give Owner immediate verbal and written notice of any revocation or cancellation of any required license, permit, registration, and insurance certificate or approval. If the Contractor is a foreign (out-of-state) entity, it shall be required to furnish a certificate from the Secretary of State of Indiana showing that the entity is registered and authorized to transact business in the State of Indiana.

§17.6 Records; Audit. Contractor shall maintain books, records, documents, and other evidence directly pertinent to performance of the Work under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. Contractor shall also maintain the financial information and data used by Contractor in the submission or preparation of any cost submission, statement or summary submitted to Owner or any funding agency. Owner shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine, inspect, audit, and copy directly pertinent books, documents, papers and records of Contractor involving any transaction related to this Agreement. The periods of access and examination as described herein shall continue until any disputes, claims, or litigation arising out of the performance of this Agreement has been resolved.

§17.7 Non-Appropriation. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by Owner are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then Owner shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding.

§ 17.8 Right to Direct Suspension of Work. Owner may, at any time and for any reason, direct Contractor to delay or suspend the Work under this Agreement for a period of time. Such direction shall specify the period during which the Work is to be stopped. If Owner directs Contractor to delay or suspend the Work for a reason other than necessity arising by reason of any act or omission of Contractor or Contractors subcontractors or material suppliers, or any of their respective agents or employees, Contractor shall be entitled only to payment of that portion of total compensation that therefore has not been paid to Contractor to the date of such suspension on account of the Work actually and satisfactorily performed by it prior to such delay or suspension. Contractor shall resume the Work upon the date specified in such direction or upon such other date as Owner may thereafter specify upon reasonable notice to Contractor.

§ 17.9 Limitation of Liability.

§ 17.9.1 Owner shall not, under any circumstances, be liable for any damages (whether foreseen, unforeseen, actual, consequential, or otherwise) suffered by the Contractor, its agents, or subcontractors (or anyone else for whom the Contractor may be liable) arising from or in connection with any injury or damage suffered while on or around the specific project site or any portion thereof.

§ 17.9.2 Notwithstanding anything to the contrary contained elsewhere in this Agreement, in no event shall the Contractor or any subcontractors or material suppliers claim or receive any consequential or other special damages, or lost profits on account of any claim submitted in connection with this Agreement, including, without limitation, expenses arising from Owner's performance or nonperformance of the terms of this Agreement, or otherwise, or claim damages for delay for any reason, for which the exclusive and sole remedy shall be an extension of the time for completion of the services, if such is warranted and permitted by Owner.

§ 17.10 Mechanics Liens. Contractor will pay when due all claims for services, material or labor incurred at Contractor's request in the performance of this Contract. To the fullest extent permitted by law, Contractor will indemnify, defend and hold harmless owner and the Project from and against any and all mechanics' liens or stop notices of any kind or character whatsoever that may be recorded, filed or served with respect to the Project by Contractor or Contractor's Subcontractors or material suppliers arising out of or in any manner connected with the performance of this Contract or any subcontract made pursuant to or in connection with the performance of this Contract. Contractor will, at its own expense, defend any and all actions based upon such mechanics' liens or stop notices and will pay all charges of

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The Indianapolis Public Library

attorneys and all costs and other expenses arising therefrom. If Contractor fails to defend any such action to Owner is a party, Owner may defend itself with counsel of its choice, and Contractor will indemnify Owner from and against all costs and fees incurred by Owner in such action. If any such lien or stop notice is recorded or served with respect to the Project or Contractor's Subcontractors or material suppliers arising out of or in any manner connected with the performance of this Contract, Contractor will, at its sole cost and expense, immediately record or file, or cause to be recorded or filed, in the office of the appropriate public official in which such lien or stop notice was recorded, or with person(s) on whom such notice was served, a bond executed by a good and sufficient surety, and approved by Owner, in a sum equal to two (2) times the amount of such lien or stop notice, which bond will guarantee the payment of any amounts that Contractor's subcontractors or material suppliers may recover on the lien or stop notice together with any attorneys' fees and costs of suit in the action, if any, that such Subcontractors or material suppliers may recover therein.

This Agreement entered into as of the day and year first written above.

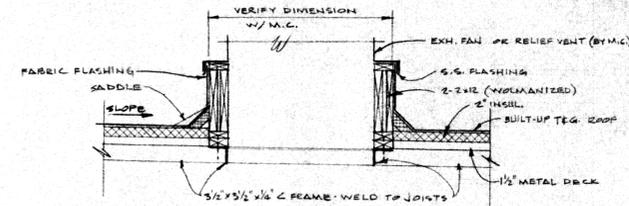
OWNER (Signature)

«M. Jacqueline Nytes »
«Chief Executive Officer »

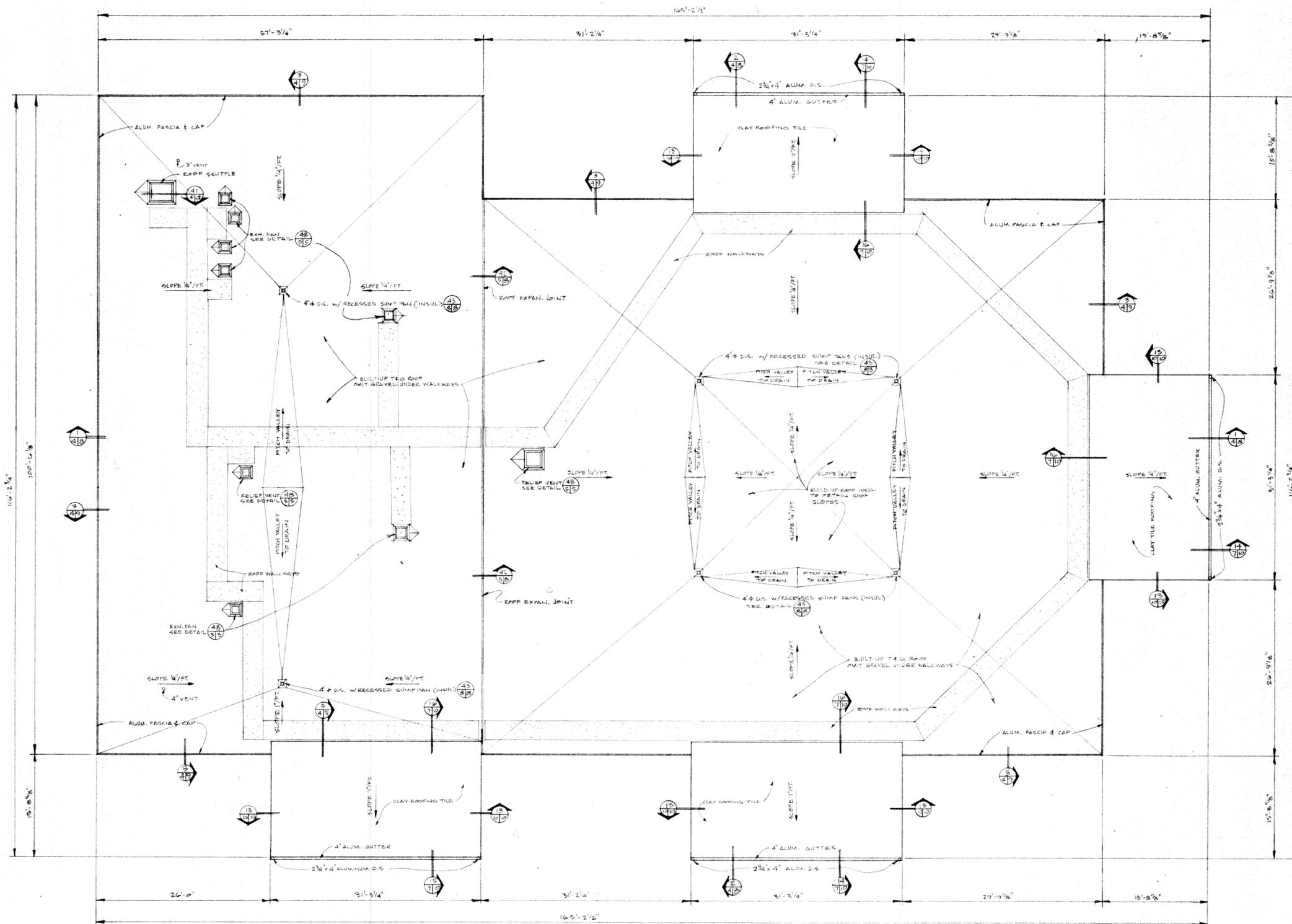
(Printed name and title)

CONTRACTOR (Signature)

(Printed name and title)



ROOF CURB DETAIL
SCALE: 3/4" = 1'-0"



ROOF PLAN
SCALE: 1/8" = 1'-0"



ATTACHMENT C
Invitation to Quote
Southport Branch Library Roof Recover Project
Warren Branch Library Roof Recover Project
The Indianapolis Public Library
June 29, 2016

For Reference Only

CERTIFIED BY: *David Mice*

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REVISION	

Certified By:

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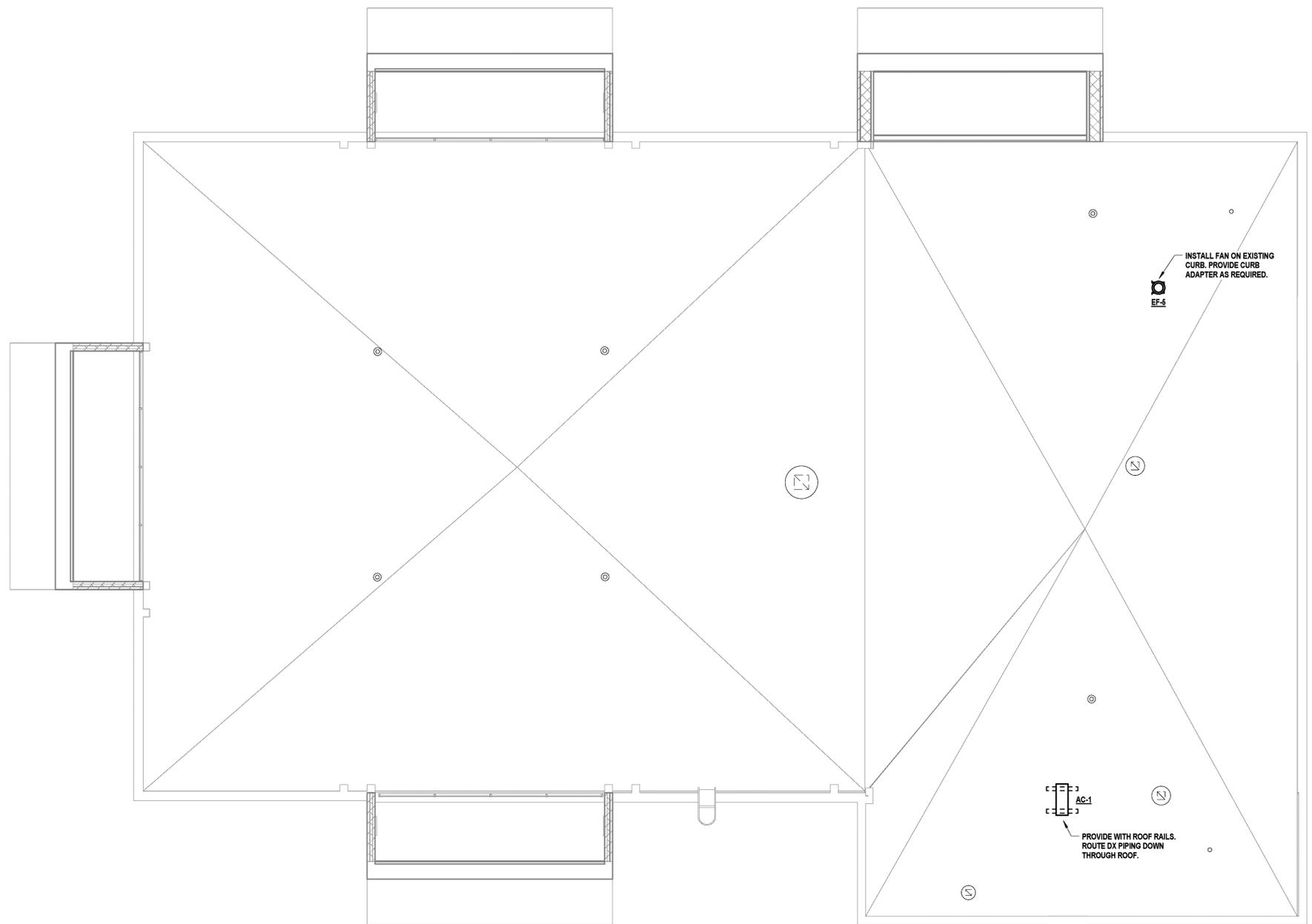
Revisions		Description
#	Date	

Drawn By:	Author
Checked By:	Checker
Project Status:	BID SET
Date:	10.28.2015

Title: **Roof Plan - Mechanical**

Project: **Indy PL - 15149
Southport Branch Renovation**
2630 East Stop 11 Road, Indianapolis, IN 46227

Drawing Number: **M120**

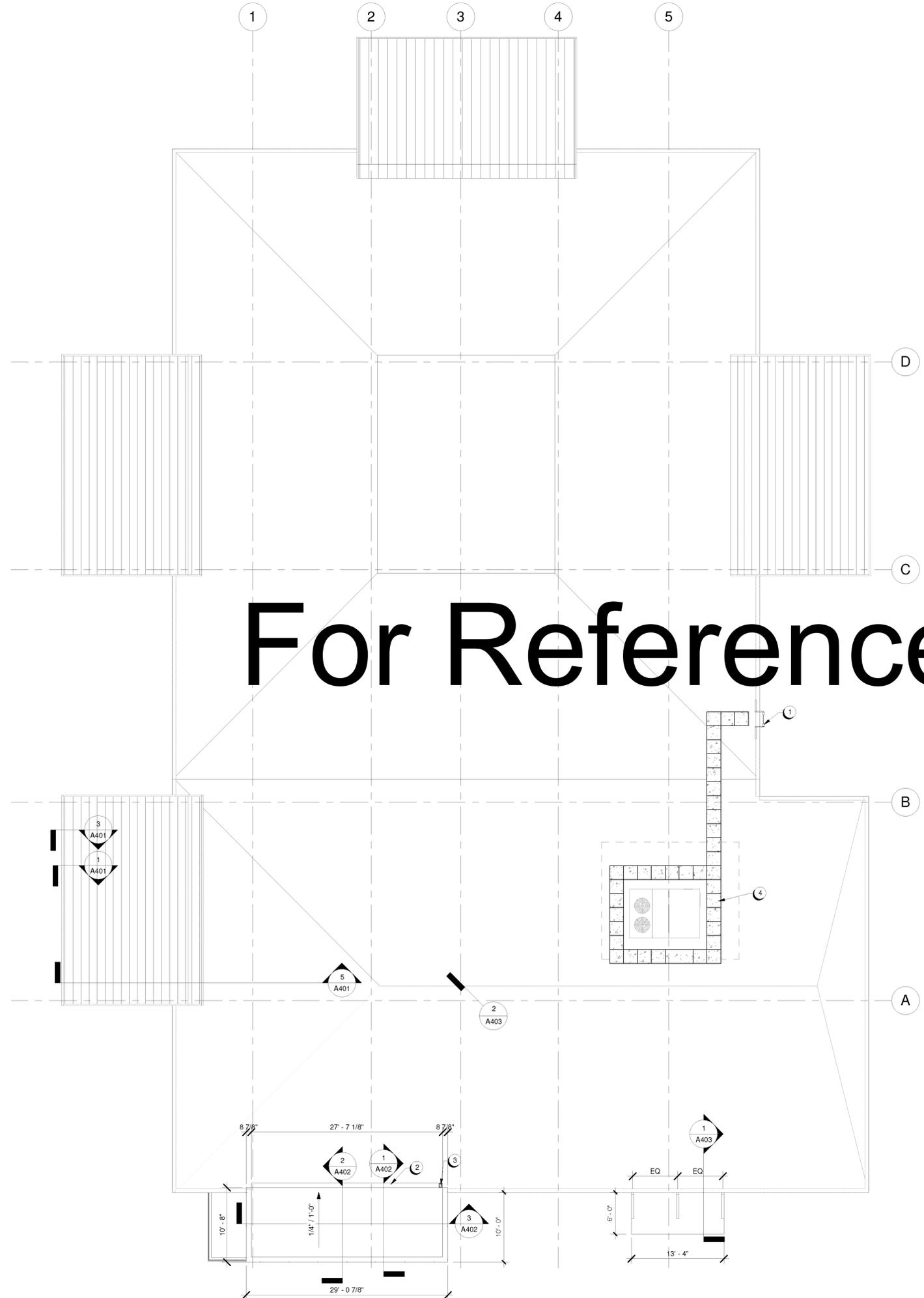


ATTACHMENT D
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Southport Branch Library Roof Recover Project
The Indianapolis Public Library
June 29, 2016

1 Roof Plan - Mechanical
1/8" = 1'-0"

For Reference Only





For Reference Only

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 Invitation to Quote
 Southport Branch Library Roof Recover Project
 Warren Branch Library Roof Recover Project
 The Indianapolis Public Library
 June 29, 2016

**ROOF PLAN
 GENERAL NOTES**

- A REFER TO WALL SECTION DRAWINGS FOR ADDITIONAL INFORMATION.
- B REFER TO 'P' AND 'M' SERIES DRAWINGS FOR ADDITIONAL INFORMATION ASSOCIATED TO MECHANICAL EQUIPMENT ROOF PENETRATIONS.
- C FIELD VERIFY ALL DIMENSIONS, CONDITIONS AND LOCATIONS OF ROOF PENETRATIONS WHETHER NEW OR EXISTING.
- D MAINTAIN WATER TIGHTNESS OF ALL ITEMS ON THE ROOF INCLUDING BUT NOT LIMITED TO MECHANICAL UNITS AND OTHER ROOF PENETRATIONS.
- E PROVIDE POSITIVE DRAINAGE OF ALL ROOF AREAS WHETHER SHOWN OR NOT.
- F PROVIDE FLASHINGS, PITCH POCKETS AND ALL OTHER DETAILING REQUIRED BY ROOFING MANUFACTURER; REMOVE ANY UNUSED ITEMS.
- G ALL WOOD BLOCKING, NAILERS, ETC. USED IN ROOF CONSTRUCTION TO BE TREATED WOOD.
- H STORING AND/OR STOCKPILING OF MATERIALS ON EXISTING ROOF AREAS IS PROHIBITED.
- J DOWNSPOUTS ARE 5"x4" UNLESS NOTED OTHERWISE.
- K VERIFY MATERIAL OF EXISTING ROOF BEFORE BEGINNING. WHERE FLASHING INTO EXISTING ROOF MATERIALS, FOLLOW RECOMMENDATIONS ESTABLISHED BY THE NRCA ROOFING MANUAL.

**ROOF PLAN
 NOTES**

- 1 PROVIDE NEW, OSHA-APPROVED ROOF-ACCESS LADDER WITH LADDER COVER.
- 2 PROVIDE PRE-FINISHED ALUMINUM GUTTER.
- 3 PROVIDE PRE-FINISHED ALUMINUM DOWNSPOUT.
- 4 PROVIDE CONCRETE PAVERS.



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www.omscorp.net
 Planning, Architecture
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429 North Pennsylvania Street
 Suite 403
 Indianapolis, Indiana 46204
 317.842.0000
 Fax 317.917.0616
 oms@omscorp.net

CERTIFIED

Carol J. Skibinski

REVISIONS

No.	Description	Date

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Project number 15018
 Date 12/31/15
 Drawn by GAP, TSN
 Checked by GJS, MRM
 Designed by GAP

A202

ROOF PLAN



ROOF PLAN

SCALE: 1/8" = 1'-0"

Addendum One – Invitation to Quote

Date: July 5, 2016
Projects: Southport Branch Library
Warren Branch Library
Roof Recover Projects

Invited
Vendors: Blackmore and Buckner
Horning Roofing
JMH Roofing
Smither Roofing

1. Question: Section IV. of the ITQ indicates that there are already 2 roofs in place on both branches. Indiana Building Code requires complete tear-off with 2 roofs present (i.e. a third roof does not meet the building code.) Will IndyPL revise the scope of the Projects?

Answer: There is conflicting information on the existing roof conditions in our files. IndyPL requested our roof maintenance vendor to make exploratory cuts and investigations of both roofs. Southport and Warren Branch Libraries existing roof construction have the same system and there is only one roof installed on the buildings.

1. Metal Deck.
2. 2 layers 1.75" ISO mechanically attached.
3. Tapered Saddles mechanically attached around drains.
4. Fully Adhered EPDM Roof.



Regarding: Invitation to Quote, Addendum One
Date: July 5, 2016
Projects: Southport Branch Library
Warren Branch Library
Roof Recover Projects
Page: 2 of 2

