

**SECTION 00100
NOTICE TO BIDDERS**

**IVY TECH COLLEGE OF INDIANA
NMC INFRASTRUCTURE IMPROVEMENTS
INDIANAPOLIS, INDIANA**

Ivy Tech Community College of Indiana, hereinafter referred to as the “Owner”, furnishes the following information and special instructions to prospective Bidders desiring to submit Bids for the Work on the following project.

A. Project Information

1. Project Name: Ivy Tech College of Indiana
NMC Infrastructure Improvements

2. Project Description: Ivy Tech Community College of Indiana is undertaking a project to complete a first floor renovation and replacement of the electrical and mechanical systems throughout. Scope of work will consist of, asbestos abatement, select demolition, concrete slabs repairs, masonry restoration, drywall, painting, flooring, ceilings, building accessories, plumbing, fire protection, HVAC, and electrical work on the existing floors of the North Meridian Center and Glick Technology Center building at the Main Indianapolis Campus.
 - a. Refer to the following for detailed explanation/information: Division 1, Section 01 10 00 – Summary of Work, Division 1, Section 01 21 00 – Allowances; Division 1, Section 01 22 00 – Unit Prices; and Division 1, Section 01 23 00 – Alternates/Alternatives.

3. Project Location: Ivy Tech Community College of Indiana
Region #8
2820 N. Meridian Street
Indianapolis, Indiana 46208

Contract Documents Prepared by:

Architect:

Schmidt Associates
415 Massachusetts Ave
Indianapolis, IN 46204

Contact: Kevin Shelley
E-mail: kshelley@schmidt-arch.com
Phone: 317-263-6226
Fax: 317-263-6224

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Construction Manager:

Hagerman, Inc.
10315 Allisonville Road
Fishers, IN 46038-2017

Contact: Jay Bangert
E-mail: jbangert@hagermangc.com
Phone: 317-577-6836
Fax: 317-713-0635

B. Special Instructions to Bidders

1. The following bidding instructions are a component part of each Bid wherein they are applicable:

a. Submission and Receipt of Bids:

The Owner will receive sealed Bids for the following Bid Items of the Project:

1) Bid Package No. 02 Bid Items:

Bid Item No. 01 – Pre-Purchased Mechanical System
Bid Item No. 02 – Pre-Purchased Electrical System

2) Bid Package No. 03 Bid Items:

Bid Item No. 01 - Demolition and Asbestos Abatement
Bid Item No. 02 - General Trades
Bid Item No. 03 - Drywall
Bid Item No. 04 – Acoustical Ceiling
Bid Item No. 05 - Flooring
Bid Item No. 06 – Paint and Wall Covering
Bid Item No. 07 – Plumbing NMC Building
Bid Item No. 08 – Mechanical NMC Building
Bid Item No. 09 – Electrical & Telecommunications
NMC Building
Bid Item No. 10 – Mechanical/Plumbing Glick Building
Bid Item No. 11 – Electrical Glick Building

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2. Refer to Section 01 10 00 – “Summary of Work” for a breakdown of Bid Items.

3. Bid Delivery:

a. Bid Package No. 02

Deliver all sealed Bids on **March 4th Tuesday** before 2:00 p.m. to:

Ivy Tech Community College – Security Desk in the lobby of North Meridian Center Building
Attn: Greg Silcox
50 West Fall Creek Parkway
Indianapolis, IN 46208

- 1) Bids submitted on the bid opening date will be received from 12:00 p.m. to 2:00 p.m., Indianapolis, Indiana time on March 4th, 2014.
- 2) **Faxed bids will not be accepted.** Bids received after the time and date designated for receipt of bids shall be returned unopened. Bidders assume full responsibility for timely delivery of bids.
- 3) All copies of Bid, Bid Security and all other Documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope addressed to Ivy Tech Community College, Attn.: Greg Silcox. Mark the envelope in the lower left corner:

Bid for the IVY TECH COLLEGE OF INDIANA –
NMC INFRASTRUCTURE IMPROVEMENTS,
INDIANAPOLIS, INDIANA. Bid Package #2 – bid
item number and brief description of applicable bid
item.
- 4) In addition, include on the face of the envelope the Bidder’s name, address, and telephone number. If bid is sent by mail or messenger service, the sealed envelope shall be enclosed in a separate mailing envelope with the notation “**BID ENCLOSED**” on the face thereof and must be received at the

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designated location of the bid opening prior to 2:00 p.m. on March 4th, 2014. If Bid is hand delivered, deliver to the recipient's office as noted above.

- 5) Bidder shall submit four (4) copies of Bid Form and all required documents/forms.
 - 6) Bid Opening: Bids will be opened, publicly read, and tabulated at Ivy Tech Community College – NMC Room 535, 50 West Fall Creek Parkway, Indianapolis, IN. Check with campus security for the room number. Bid Opening will be at approximately 2:20 p.m. Indianapolis, Indiana time on March 4, 2014.
- b. Bid Package No. 03

Deliver all sealed Bids on **March 18th Tuesday** before 2:00 p.m. to:

Ivy Tech Community College – Security Desk in the lobby of North Meridian Center Building
Attn: Greg Silcox
50 West Fall Creek Parkway, North Drive
Indianapolis, IN 46208

- 1) Bids submitted on the bid opening date will be received from 12:00 p.m. to 2:00 p.m., Indianapolis, Indiana time on March 18th, 2014.
- 2) **Faxed bids will not be accepted.** Bids received after the time and date designated for receipt of bids shall be returned unopened. Bidders assume full responsibility for timely delivery of bids.
- 4) All copies of Bid, Bid Security and all other Documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope addressed to Ivy Tech Community College, Attn.: Greg Silcox. Mark the envelope in the lower left corner:

Bid for the IVY TECH COLLEGE OF INDIANA –
NMC INFRASTRUCTURE IMPROVEMENTS,

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INDIANAPOLIS, INDIANA. Bid Package #3 – bid item number and brief description of applicable bid item.

- 4) In addition, include on the face of the envelope the Bidder's name, address, and telephone number. If bid is sent by mail or messenger service, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "BID ENCLOSED" on the face thereof and must be received at the designated location of the bid opening prior to 2:00 p.m. on March 4th, 2014. If Bid is hand delivered, deliver to the recipient's office as noted above.
- 5) Bidder shall submit four (4) copies of Bid Form and all required documents/forms.
- 6) Bid Opening: Bids will be opened, publicly read, and tabulated at Ivy Tech Community College – NMC Room 535, 50 West Fall Creek Parkway, Indianapolis, IN. Check with campus security for the room number. Bid Opening will be at approximately 2:20 p.m. Indianapolis, Indiana time on March 18, 2014.

C. Bid Documents

1. The bidding documents are as defined in paragraph 1.1 of the "Instructions to Bidders", AIA Document A701 – 1997 – revised, following this Section.
2. Procurement: Bid documents will be available on or after February 17th, 2014, and may be obtained from the printer:

Repro Graphix, Inc.
437 N Illinois St
Indianapolis, IN 46204

Phone: 317/637-3377
Fax: 317/637-3415
Contact: Distribution Office

Preferred method of contact is through the Repro Graphix Website at www.reprographix.com

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All bidders may obtain and purchase drawings and specifications through the printing company. Cost of reproduction of additional sets required is the responsibility of the Bidder. Hagerman, Inc. will coordinate with the printing company and interested bidders.

Repro Graphix will maintain a planholder list and project information on their website which may be accessed at **www.reprographix.com**. Instructions for viewing project information are as follows:

- a. Select What's Bidding and then Click Here to go to Plan Room.
- b. Select Public Jobs.
- c. Select Project.
- d. View Job Details.
 - 1) Select Plan Holders, or
 - 2) Select View Plans or
 - 3) Select Place Order.

Please be certain your contact information (address, phone and fax number and especially your e-mail address) is up to date and kept current on Repro Graphix's Plan Room website. We often use e-mail addresses to forward Addenda and Clarification Letters to Plan Holders.

4. Reference Sets: For the convenience of Bidders, complete sets of documents will be on file at:

Construction Manager:

Hagerman, Inc.
10315 Allisonville Road
Fishers, IN 46038-2017
Phone: 317-577-6836 Fax: 317-713-0635

Architect:

Schmidt Associates
415 Massachusetts Ave
Indianapolis, IN 46204
Phone: 317-263-6226 Fax: 317-263-6224

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Plan Rooms:

McGraw-Hill Construction/Dodge
8900 Keystone Crossing, Suite 540
Indianapolis, IN 46240
Phone: 317/817-9110 Fax: 317/571-8201

BX Indiana Construction League
1200 South Madison Avenue, Lower Level 20
Indianapolis, IN 46225
Phone: 317/423-7080 Fax: 317/423-7094

Reed Construction Data Electronic Plan Room
www.reedbulletin.com

Indianapolis ISQFT Planroom
9901 Allisonville Road
Fishers, IN 46038
Phone: 317/248-1293 Fax: 317/248-1295

D. Examining the Site

1. Arrangements to visit and examine the site in accordance with the General Instructions to Bidders may be made by contacting Jay Bangert at Hagerman, Inc. via e-mail at jbangert@hagermangc.com or fax to 317-713-0635. Questions during the bidding period should be directed to Jay Bangert at the above e-mail and fax.

E. Prebid Conference

A prebid conference for all parties interested in bidding the project will be held on the following: General Overview and Tour Pre-Bid for Bid Packages No. 2 & 3, Friday, February 21st, 2014, at 10:00 a.m. in the NMC Building Room 502 and the Electrical and Mechanical Room Tour Prebid for specifically Bid Package No. 3 bid items 01, 7, 8, and 9 will be held at Friday, February 28th, 2014, at 10:00 a.m. in the NMC Building Room 502 and both meetings are Indianapolis, Indiana time. Representatives of the Owner, Construction Manager and the Architect/Engineer will be present to answer questions regarding the project and bidding procedures. Due to the complexity and phasing of the project, all prospective Bidders are required to attend

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(please refer to the specific bid packages and bid items for specific pre-bids. The prebid conference will be held at the Ivy Tech Fall Creek Building [NMC], 50 W. Fall Creek Parkway, Indianapolis, Indiana 46204 in Room 502.

F. Common Wage Rate

1. As required by Indiana Code 5-16-7, any firm that is awarded a construction contract by a public entity for a construction of a public works project shall pay for each of three classes (skilled, semi-skilled, and unskilled) of work, a scale of wages not less than the Common Construction Wage. A committee of 3 representatives was established to determine the common wage. Their determination is attached hereto and incorporated herein. The successful Bidder and its subcontractors shall comply with said determination and Indiana Code 5-16-7 (Wage Scale of Contractors' and Subcontractors' Employees). The successful Bidder and its subcontractors shall submit to the Construction Manager prior to performing any Work a schedule of the wages that are to be paid to its laborers and workers on the Project. Certified payrolls are to be submitted to the Construction Manager.

G. Compliance with Ivy Tech State Board of Trustees Resolution 2004-32

1. Bidders shall be required to comply with the terms of the State Board of Trustees Resolution 2004-32 (Use of Apprentices in Certain Construction or Remodeling Projects) which is included as a supplement to this section 00210. When reviewing this Resolution, give special attention to the fact that all contractors, subcontractors and sub-subcontractors with contracts over \$35,000 must submit a Resolution No. 2004-32 statement showing how compliance will be achieved.
2. The apparent low bidder and the next two (2) lowest bidders shall provide appropriate documentation to confirm compliance with State Trustee Resolution 2004-32 as generally defined in the document "Contractor and Subcontractor Responses and Documentation for Ivy Tech Community College, State Trustee Resolution 2004-32" within 24 hours of the bid as so requested by the Construction Manager. Award is based upon receipt of this acceptable documentation.

H. Compliance with Additional Bidding and Contract Requirements for Ivy Tech Community College.

1. Successful bidders shall be required to comply with the Additional Bidding

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and Contract Requirements for Ivy Tech Community College relating to Schedule of Wages, Apprentices and Trainees, Certified Payroll, and Drug Testing per the document entitled “Additional Bidding and Contract Requirements for Ivy Tech Community College” included as a supplement to this section 00210.

2. For all contracts in excess of five hundred thousand dollars (\$500,000), the Owner, as required by its by-laws, shall determine the lowest and best bidder for award of the contract according to statute, at a public hearing, as part of a regularly scheduled and noticed meeting of the Board of Trustees of Ivy Tech Community College, or such special meeting thereof as the Owner may determine to be necessary or appropriate. To the fullest extent permitted by law, the Owner shall have discretion to determine the lowest and best bidder based on the information known or made available to it at the time of its decision.

I. Subcontractor / Supplier list.

Bidders shall provide to the Construction Manager two (2) copies of Subcontractor / Supplier List within 24 hours of the receipt of bids. Form is to be signed by person signing the bid form. The provisions of the General Conditions govern this process. If the work subcontracted is over \$35,000, acknowledgement of compliance to Resolution 2004-32 must be noted on the form, followed up by appropriate confirming paperwork by the subcontractor / sub-subcontractor.

J. General Instructions

1. Refer to Instructions to Bidders, AIA Document A701 – 1997 – revised, following this Section for General Instructions.
2. Note also the following supplemental information:
 - a. Substitutions and Approvals during Bidding.
 - 1) Refer to Section 00121, Substitution Request Form, for form to be used to request substitutions and approvals.
 - b. Related requirements are described in Section 01630, Product Options and Substitutions.

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- c. Bidders shall also be prepared to submit a Bid Breakdown including, but not limited to, labor, materials, Subcontractors, overhead, profit, etc. if / when required.
- d. Bid Security
 - 1) Bid Security in the amount of ten percent (10%) of the bid amount (base bid plus additive alternates) must accompany each bid in accordance with the Instructions to Bidders and Indiana Law.
- e. Performance Bond and Payment Bond
 - 1) A Performance Bond and Payment Bond in the amount of one hundred percent (100%) of the Contract Amount will be required of the successful bidders in accordance with the Instructions to Bidders.
- f. Safety
 - 1) The joint and several phases of construction hereby contemplated are to be governed, at all times, by applicable provisions of the Indiana and Federal Law(s), including, but not limited to, the latest Amendments of the following:
 - a) Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 91-596.
 - a) Part 1910 – Occupational Safety and Health Standards, Chapter VIII of Title 29, Code of Federal Regulations.
 - b) Part 1926 – Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.
- g. Drug Testing
 - 1) The Owner and/or Construction Manager will implement the Drug Testing policy / program as described in the Additional Bidding and Contract Requirements for Ivy Tech Community

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College included as a supplement to this section 00210.

- h. Construction Schedule
 - 1) Time is of the essence and Bids shall be based upon performing the Work in full and strict accordance with the Project Schedule.
 - 2) Each entity submitting a Bid indicates it can and will have its own workers, Subcontractors, materials and equipment available to keep its Work on or ahead of the Preliminary Construction Schedule. Refer to Section 00700 (General Conditions), and Section 00310 (Schedule) for further schedule requirements.

- i. Taxes, Permits, Inspections
 - 1) Indiana State Gross Retail and Use Tax: This statement shall apply to all Contractors bidding any division of Work in anticipation of a direct contract with the Owner.
 - a) All Bids shall be submitted **without** inclusion in the bid price for the amounts, if any, of Gross Retail and Use Tax (generally called the “Sales Tax”) for materials and properties that are to be purchased by the Bidder that will become a permanent part of the Project.
 - b) Ivy Tech Community College of Indiana is Sales Tax Exempt for this Project and a copy of their Sales Tax Exemption Form follows this section.
 - 2) Except for the building permit, the cost of all required permits, fees and inspections as required by governing agencies shall be borne by the Contractor. Contractors are to include the cost of Permits and Fees in their Bids.
 - 3) State approval and fees incidental thereto will be obtained and paid for directly by the Contractor.

- j. Ivy Tech Community College values diversity and seeks to provide opportunities for Minority Business Enterprises (MBE), Women’s

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Business Enterprises (WBE) and Veteran Business Enterprise (VBE) companies to participate in its construction and renovation projects.

Bidders shall take all necessary and reasonable steps to ensure that MBEs, WBEs and VBEs have the maximum opportunity to compete for and perform work included in the contract documents.

Bidders shall indicate MBE/WBE/VBE subcontractor participation on the MBE/WBE/VBE subcontractor plan submitted as part of their sealed bid package.

The low bidder and the second and third, if requested, shall verify MBE/WBE/VBE participation by submitting proof of such certification for each such subcontractor listed, and for themselves, if appropriate, subsequent to bid opening. Refer to Section 00450, Diversity Program Good Faith Effort Form, to be used for Diversity and approvals.

The awarding of contracts will be made to the lowest and best bidder when all other requirements have been met.

- k. This “NOTICE TO BIDDERS” is a part of the Bidding and Contract Documents.

END OF SECTION