

## NOTICE TO BIDDERS

Sealed bid proposals for the M.S.D. Warren Township: Walker Career Center – Dental Clinic Remodel will be received by the MSD of Warren Township at the Education & Community Center, 975 North Post Road, Indianapolis, Indiana 46219 until 2:00 p.m. on May 24, 2012. Bids shall be delivered in a sealed envelope indicating “Sealed Bid Enclosed”, the Bidder’s name and address, and “M.S.D. Warren Township: Walker Career Center – Dental Clinic Remodel”. The bids shall be noted for date and time upon receipt. All bids will be publicly opened and read aloud after the deadline. Bids received after 2:00PM will be returned unopened.

The Construction will include but not be limited to: 1. General construction. 2. Plumbing including medical gas, 3. Electrical and Technology, 4. minor HVAC. The Work will include coordination with a separate contract previously awarded for provision of Dental Equipment.

Bidders are encouraged to provide evidence of recent experience in the construction of dental clinics. The successful Contractor will be required to provide plumbing and associated work complying with NFPA 99 relative to Health Care facilities.

The M.S.D. Warren Township: Walker Career Center – Dental Clinic Remodel Work as hereinafter defined and clarified will be executed under one (1) prime contract, received on a lump sum basis. The proposal shall include all labor, material, and services necessary to complete the Work in strict accordance with the construction drawings, specifications and project manual prepared by Stair Associates, Inc., 9641 Commerce Dr., Carmel, IN 46032. A Bid Bond will not be required.

There shall be no pre-bid meeting. Bidders wishing to review the space should contact Stair Associates.

Bid documents shall be available on or after May 7, 2012 and may be obtained with a refundable deposit of \$50.00 (per set), by prospective Bidders from, Eastern Engineering, 9901 Allisonville Road, Fishers, IN 46038, Phone: (317) 598-0661; fax: (317) 598-0630; or over the web at [www.easternengineering.com](http://www.easternengineering.com). A “Bidder” is defined as any person or entity submitting a Bona Fide bid for the Work as defined in the Project Manual and as described above. Other subcontractors and material suppliers may purchase plans. Bids will be executed on proposal forms furnished by the Architect/Engineer, which are in accordance with the Indiana State Board of Accounts Form No. 96, as required by the Statutes of the State of Indiana. Contractors will be required to complete their work within the specified period as provided.

THE METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP BOARD OF EDUCATION,  
Anthony R. Mendez, Secretary

**SECTION 00 01 00 - INSTRUCTIONS TO BIDDERS**

**BID OPENING TIME & LOCATION**

1. Sealed bid proposals for the M.S.D. Warren Township: Walker Career Center – Dental Clinic Remodel will be received by the MSD of Warren Township at the Education & Community Center, 975 North Post Road, Indianapolis, Indiana 46219 until 2:00 p.m. on May 24, 2012. Bids shall be delivered in a sealed envelope indicating “Sealed Bid Enclosed”, the Bidder’s name and address, and “M.S.D. Warren Township: Walker Career Center – Dental Clinic Remodel”. The bids shall be noted for date and time upon receipt. All bids will be publicly opened and read aloud after the deadline. Bids received after 2:00PM will be returned unopened.
2. Local contractors are encouraged to bid this project as a separate prime contractor or as a sub-contractor to a prime-bidding contractor. A list of prime bidding contractors may be obtained from the office of the Engineer or from [www.easternengineering.com](http://www.easternengineering.com).

**LOCATION & EXAMINATION OF SITES**

3. The site of this work is indicated in the Project Manual.
4. Bidders are required to inform themselves of the conditions under which the work is to be performed, the site of the work, the obstacles that may be encountered and all other relevant matter concerning the work to be performed. No subsequent extras will be allowed due to any claim of lack of knowledge of conditions at site or any matter or thing concerning which the Bidder could have fully informed itself prior to the bidding.

**METHOD OF BIDDING**

5. Bids are invited for the construction and completion of the above-mentioned project under the prime contracts specified in #1 above.

**DRAWINGS & SPECIFICATIONS**

6. Work shall be performed in accordance with Specifications prepared by Stair Associates Inc. 9641 Commerce Drive, Carmel, Indiana 46032 (317) 228-1900, fax (317) 228-1700.
7. These contract documents are on file and may be examined at the MSD Warren Township, the Office of the Engineer (Stair Associates, Inc.), Plan Room of Bid Tool, Construction League of Indianapolis, Construction News Service of Indiana, Construction Software Technology, McGraw-Hill / F.W. Dodge Corporation, National Construction News, and Reed Construction Data.
8. Copies of contract documents may be obtained, with a refundable deposit of \$50.00 (*checks / money orders are to be made payable to MSD Warren Township*) from prospective prime bidders, by contacting Eastern Engineering, 9901 Allisonville Rd, Fishers, IN 46038 by phone: (317) 598-0661; fax: (317) 598-0630 or over the web at [www.easternengineering.com](http://www.easternengineering.com). Other subcontractors and material suppliers may purchase plans. Bids will be executed on proposal forms furnished by the Engineer, which are in accordance with the Indiana State Board of Accounts Form No. 96 as required by the Statutes of the State of Indiana.
9. Full amount of deposit for up to (3) sets will be refunded to each actual prime bidder who turns in a bid at the bid opening and who returns documents in good condition within 10 days after date set for receiving bids. Deposits will be refunded to other Contractors who return documents 7 days prior to date set for receiving bids.

**PREPARATION & SUBMISSION OF BIDS**

10. Bids will be executed on proposal forms prepared by the Architect/Engineer, and on Indiana State Board of Accounts State Form No. 96, as required by statutes of the State of Indiana.
11. Bid Bond shall not be required
12. Amounts shall be written with ink or typewriter in words and figures. Should there be any discrepancies between the words and figures indicating any amount in the proposal, the amount written in words shall be taken as the correct amount.
13. Any bid not signed by the Individual making same shall have attached to it a Power of Attorney evidencing authority to sign the bid in the name of the person for whom it is signed.
14. A bid signed for a partnership shall be signed by all of the partners, or by an attorney-in-fact. If signed by an attorney-in-fact, there shall be attached to the bid a Power of Attorney, evidencing authority to sign the bid, executed by the partners.
15. Bids which are submitted by a corporation shall have the correct name thereof and the signatures of the president (or other authorized officer of the corporation) and secretary, manually written below the corporate name, following the word "By" \_\_\_\_\_, and shall have affixed the corporate seal.
16. Each bid shall be enclosed in a sealed envelope, properly marked with the name and place of business of the bidder, and bearing the following caption:

**MSD Warren Township**

**Walker Career Center – Dental Clinic Remodel**

17. Any bidder may withdraw his bid at any time prior to the scheduled time for receipt and opening of bids.
18. No bid shall be withdrawn after the opening of bids, without consent of Owner, for a period of 60 days after said opening.

**TIME OF COMPLETION**

19. Contractor shall commence work upon notification, and shall have the site completed, ready for occupancy within the period of time indicated with his bid. See Section 010100, Summary of Work.

**ADDENDA TO CONTRACT DOCUMENTS**

20. If any person contemplating submitting a bid for the proposed work is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, he may submit to the Architect/Engineer a written request for an interpretation thereof. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of the contract documents will be made by addendum duly issued. A copy of such addendum will be mailed or delivered to each person receiving a set of such contract documents, and to such other prospective bidders as shall have requested that they be furnished with a copy of such addendum.
21. Owner shall not be responsible for any other explanation or interpretation of the contract documents.
22. An addendum issued by the Owner or the Owner's attorney or the Owner's Architect/Engineer during the time of bidding shall be covered in the proposal and, in closing contract, shall become a part thereof.

**REJECTION OF BIDS: INFORMALITIES**

23. Owner reserves the right to reject any or all bids and to waive any informality or errors in bidding for a period of 90 days.

**END OF SECTION 000100**