

**Monroe County C.S.C.  
Highland Park Elementary School  
Flooring Replacement  
INVITATION FOR BIDS**

Notice is hereby given that the Board of School Trustees of Monroe County Community School Corporation will receive sealed proposals, for flooring replacement at Highland Park Elementary School, until 2:00 p.m. owner's local time, March 7, 2013 and not thereafter, at the Director of Building Operations office for Monroe County Community School Corporation, MCCSC Service Center, 560 E. Miller Drive, Bloomington, IN 47401. Bids will be opened on March 7, 2013 at 2:00 p.m. in the Large Group Meeting Room, MCCSC Service Center, 560 E. Miller Drive, Bloomington, IN 47401.

Bid documents shall be available on or after February 15, 2013 and may be obtained with a refundable deposit of \$25.00 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).

There will be a pre-bid meeting on Tuesday, February 26 at 4:30 p.m. at Highland Park Elementary School, 900 Park Square, Bloomington, IN 47403. Busses leave the building at 4:00, so bidders must NOT arrive at the building prior to 4:15. Time shall NOT be allocated for field measurements at this time, Contact Mrs. Debra S. Moore at (812) 330 7720 to schedule time for field measurements.

The proposal must be accompanied by a certified check made payable to Monroe County Community School Corporation in an amount equal to not less than five percent (5%) of the base bid, or an acceptable bidder's surety bond made payable to the Monroe County Community School Corporation in a SPECIFIC AMOUNT of not less than five percent (5%) of the bid, executed by a Surety Company authorized to do business in the State of Indiana. The certified check or Bidder's Bond shall be a guarantee that said bidder will, if the Contract is awarded to him, execute within fifteen (15) days from the acceptance of his proposal a contract for the Work and furnish acceptable surety bonds as set forth in the Specifications. If the Contractor does not execute the Contract within the fifteen (15) day period, or has failed to furnish acceptable surety bonds as indicated, the Owner reserves the right to award the contract to the most responsive and responsible bidder and the bid security will be forfeited.

Bids shall be properly and completely submitted on Contractor's Bid for Public Bidding Form No.96 (revised 2005) as prescribed by the State Board of Accounts for the State of Indiana, in addition to the Bid Form included in these Specifications.

A Financial Statement is a required attachment to Form 96.

Attention of bidders is particularly called to the requirement as to condition of employment to be observed under the Contract. All bidders must conform to the anti-discrimination provisions of the Indiana law.

The Monroe County Community School Corporation reserves the right to reject any and all bids and to waive any defects or irregularities if deemed to be for the best interest to the Corporation. Bidder's attention is called to the Instructions to Bidder section of the Project Manual.

Martha Street, Secretary  
Board of School Trustees  
Monroe County Community School Corporation  
Bloomington, IN 47401



**SECTION 001000 - INSTRUCTIONS TO BIDDERS**

**BID OPENING TIME & LOCATION**

1. Sealed bid proposals for Monroe County C.S.C. , Highland Park – Flooring Replacement will be received by the Monroe County Community School Corporation at the reception counter for the Office of the Director of Building Operations, 560 East Miller Drive, Bloomington, Indiana, 47401 in the large group meeting room until 2:00 P.M., owner's local time, on March 7, 2013. The bids shall be noted for date and time upon receipt. All bids will be publicly opened and read aloud after the deadline for receipt of bids. Bids received after **2:00 P.M.** will be returned unopened.
2. Local contractors are encouraged to bid this project as a 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 printer.

**LOCATION & EXAMINATION OF SITE**

3. The work is located at the following:  
**Highland Park Elementary School**  
**900 Park Square**  
**Bloomington, Indiana 47403**
4. Bidders are required to familiarize 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.
5. There will be a pre-bid meeting on Tuesday, February 26 at 4:30 p.m. at Highland Park Elementary School, 900 Park Square, Bloomington, IN 47403. Busses leave the building at 4:00, so bidders must NOT arrive at the building prior to 4:15. Bidders shall be allocated time for field measurements after the meeting. Contractors report to the main entry. **Responsive Bidders are expected to attend.** Building visits subsequent to the Pre-Bid must be coordinated through Ms. Debra S. Moore at M.C.C.S.C. Extended Services (812) 330-7720.

**METHOD OF BIDDING**

6. Bids are to be awarded as one (1) prime contract.

**DRAWINGS & SPECIFICATIONS**

7. Work shall be performed in accordance with Drawings and Specifications prepared by Stair Associates Inc. 9641 Commerce Dr., Carmel, IN 46032 - (317) 228-1900, FAX (317) 228-1700.
8. Drawings and Specifications are on file and may be examined at the following locations:
  - a. Office of the Director of Building Operations
  - b. Office of the Architect/Engineer.
  - c. Plan Rooms:

MCGRAW HILL DODGE  
8900 KEYSTONE CROSSING  
SUITE 540  
INDIANAPOLIS, IN 46240  
TEL: 317-817-9110  
FAX: 317-571-8201

REED CONSTRUCTION DATA  
30 TECHNOLOGY PARKWAY SOUTH  
SUITE 100  
NORCROSS, GA 30092  
800-424-3996

BIDTOOL.NET  
ONE OAKBROOK TERRACE, STE 510  
OAKBROOK TERRACE, IL 60181  
888-506-7613

BX INDIANA CONSTRUCTION LEAGUE  
1200 S. MADISON AVE., STE LOWER LEVEL 20  
INDIANAPOLIS, IN 46225  
317-423-7080

ISQFT PLAN ROOM  
9901 ALLISONVILLE RD.  
FISHERS, IN 46038  
317-248-1293

MACIAF  
3215-A SUGAR MAPLE COURT  
SOUTH BEND, IN 46628  
574-289-7785

EASTERN ENGINEERING  
9901 ALLISONVILLE ROAD  
FISHERS, IN 46038  
PHONE: 317-598-0661  
FAX: 317-598-0630  
WWW.EASTERNENGINEERING.COM

9. Prospective prime contractors may obtain up to three (3) full Project Manuals for a refundable deposit of \$25.00 per set and may be obtained from the printer, 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). Deposits shall be in the form of checks or money orders, and be made payable to **Monroe County Community School Corporation**. Additional sets of drawings or specifications may be purchased by bidders, subcontractors or material suppliers.
10. Full amount of deposit for up to three (3) sets will be refunded to each bidder who submits a bid at the bid opening and who returns documents in good condition within 30 days after date set for receiving bids.

**PREPARATION & SUBMISSION OF BIDS**

11. Bids will be executed on proposal forms prepared by the Architect-Engineer, and on Indiana State Board of Accounts Form No. 96, (current revision) as required by statutes of the State of Indiana.
12. Each bid must be accompanied by a Bid Bond or certified check for 5% of the base bid plus all add alternate bids payable to **Monroe County Community School Corporation**. 110% Performance and payment bonds will be required from the successful bidder. Bonds shall be made only with approved surety companies and said bonds shall remain in force and effect for a period of twelve (12) months from the date of Substantial Completion and acceptance of the longest guarantee provided under the contractor's contract.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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:

**Monroe County C.S.C. , Highland Park – Flooring Replacement**

**SEALED BID**

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

**TIME OF COMPLETION**

20. Contractor shall commence work upon notification, and shall have the building completed, ready for occupancy within the period of time indicated with his bid. See Section 010100, Summary of Work.
21. The work is primarily interior, no extensions due to weather shall be considered.

**LIST OF SUBCONTRACTORS & SUPPLIERS**

22. Within 24 hours after opening of bids, each bidder shall deliver to Architect-Engineer a list of other subcontractors and suppliers, which he proposes to use if awarded the Contract. The list shall be submitted on forms prepared and furnished by the Architect-Engineer and with names, addresses and catalog numbers, etc., to extent indicated by such forms.

23. Changes in such lists may be made only by agreement between Bidders and Owner prior to the execution of a contract. The lists, with any such modifications, shall then become a part of each contract and shall be binding upon the contractors as to the subcontractors, materials and equipment used in connection with the project.

**SUBMITTAL SCHEDULE**

24. The Submittal Schedule must be forwarded to the Architect or Engineer no more than seven (7) days after the Contractor receives the Notice to Proceed. Electronic copies are available, upon request from Stair Associates, Inc., at no additional cost.

**ADDENDA TO CONTRACT DOCUMENTS**

25. 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.
26. Owner shall not be responsible for any other explanation or interpretation of the contract documents.
27. 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.

**CONSTRUCTION WAGE**

28. The value of the work does not require wage rates to be set.

**BONDS REQUIRED**

29. Successful bidder shall furnish a "Performance Bond" and a "Labor and Material Payment Bond" equal to the contract price made payable to **Monroe County Community School Corporation**. The performance and payment bond must specify that (1) a modification, omission or addition to the terms and conditions of the contract, plans, specifications, drawings, or profile; (2) a defect in the contract; or (3) a defect in the proceedings preliminary to the letting and awarding of the contract; does not discharge the surety. The surety of performance and payment bond shall not be released until one (1) year after final settlement with the contractor. The payment bond shall be binding on the contractor, the subcontractor, and their successors and assigns for the payment of all indebtedness to a person for labor and services rendered. The payment bond must state that it is for the benefit of the subcontractors, laborers, material suppliers and those performing services.

**REJECTION OF BIDS: INFORMALITIES**

30. Owner reserves the right to reject any and/or all bids and to waive any informality in bidding.

**END OF SECTION 001000**