

**SECTION 00020
NOTICE TO BIDDERS**

BALL MEMORIAL HOSPITAL - ENDOSCOPY/HISTOLOGY/MEP
MUNCIE, INDIANA

PART I – GENERAL

A. Project Information:

The following information and special instructions are being furnished to prospective Bidders desiring to submit Bids for the Work on the following project.

1. Project Name: Ball Memorial Hospital – Endoscopy/Histology/MEP Infrastructure.
2. Project Description: IU Health /Ball Memorial Hospital is undertaking a project to renovate an area of the 2nd floor of the North Tower to house Endoscopy, renovate the 3rd floor of the West Building to house Histology, and provide MEP Infrastructure upgrades for the building in general and to serve these areas. A new mechanical penthouse will be constructed on the roof above the 2nd Floor North – Endoscopy area.
3. Project Location: Ball Memorial Hospital, Muncie, Indiana
4. Contract Documents Prepared by:

Architect:

BSA LifeStructures
9365 Counselor's Row, Suite 300
Indianapolis, IN 46240

Contact: Danny Berger
E-mail: dberger@bsalifestructures.com
Phone: (317) 819-2068
Fax: (317) 819-7288

MEP Engineer:

Moore Engineers, PC
Two Meridian Park Plaza, Suite 150
12400 N Meridian St.
Carmel, IN 46032-6990

Contact: John Wilczynski
E-mail: jdwilczynski@moore-engineers.com
Phone: 317-848-5045
Fax: 317-848-2765

Structural Engineer:

Fink Roberts & Petrie, Inc.
4040 Vincennes Circle, Suite 300
Indianapolis, IN 46268

Contact: Randy Schmidt
E-mail: rschmidt@frpinc.com
Phone: (317) 872-8400
Fax: (317) 876-2408

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Contractor:

Hagerman, Inc.
10315 Allisonville Road
Fishers, IN 46038

Contacts: Gary Smith, Dave McMath
E-mail: grsmith@hagermangc.com;
dmcmath@hagermangc.com
Phone: (317) 577-6836
Fax: (317) 577-6841

B. Instructions to Bidders

1. The following bidding instructions are a component part of each Bid wherein they are applicable.
2. Submission and Receipt of Bids will be received for the following work packages:
 - a. Bid Item #1 – Drywall Systems and Acoustical Ceilings
 - b. Bid Item #2 – Roofing
 - c. Bid Item #3 – Tile Flooring / Walls
 - d. Bid Item #4 – Resilient Flooring and Carpet
 - e. Bid Item #5 – General Trades
 - f. Bid Item #6 – Paint and Wall Covering
 - g. Bid Item #7 – Mechanical, HVAC, Plumbing
 - h. Bid Item #8 – Instrumentation and Control for HVAC
 - i. Bid Item #9 – Fire Protection
 - j. Bid Item #10 – Electrical
3. Structural Steel work for the 4th floor mechanical penthouse has already been bid. Most demolition work on 2nd Floor has been completed or will be completed by previously awarded work. Roof equipment demolition and roofing demolition in the area of the new penthouse has been previously bid. Bidders are to refer to specific scope notes in section 01010 for clarification of remaining demolition work to be included in bid.
4. Deliver all sealed Bids on Thursday, May 24, 2012 before 2:00 P.M. local time to:
Hagerman, Inc.
10315 Allisonville Road
Fishers, IN 46038-2071
Attn: Gary R. Smith
5. **Faxed bids will not be accepted.**

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C. Bid Documents

1. The bidding documents include the following:
 - a. Project Contract/Subcontract Manual and Project Technical Specifications covering Divisions 00 through 12 and 21 through 28.
 - b. Project Drawings.
2. Procurement: Bid documents will be available on or after May 4, 2012 and may be obtained from the printer listed below:

Eastern Engineering Supply
9901 Allisonville Road
Fishers, IN 46038

Phone: (317) 598-0661
Fax: (317) 598-0630

Preferred method of contact is through the Eastern Website at
www.easternengineering.com

Eastern Engineering will maintain a plan holder list and project information on their website which may be accessed at **www.easternengineering.com**. Instructions for viewing project information are as follows:

- Select the “Bid A Job” tab
- Select “Public Jobs”
- Select “Project” and view the “Information” tab, “Plan Holders” tab, “Addenda” tab, or select “Place Order” as needed

Please be certain your contact information (address, phone and fax number and especially your e-mail address) is current on Eastern’s Plan Room website. Addenda and Clarification Notifications are primarily distributed via e-mail through the Plan Room.

3. **Primary Sub Bidders:** A list of approved primary sub bidders has been developed by IU Health and Hagerman. Approved primary sub bidders have or will be notified of their approved status. Approved Primary Sub bidders will receive one download or CD at no cost.
4. Hard copy sets or additional downloads can be purchased directly from Eastern Engineering. Bidders can request hard copy, CD, or download for additional sets. Refer to the Eastern Engineering web site for costs and ordering of these additional sets of documents.
5. **SUB-SUB CONTRACTORS AND SUPPLIERS UNDER THE PRIMARY SUB BIDDERS.** The sub-sub-contractors and suppliers bidding to the primary sub bidders

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shall purchase any documents needed or review / obtain them through the primary sub bidders. If a sub-subcontractor under the primary sub bidder or a supplier would like to purchase the documents, please refer to Eastern Engineering's web site for costs of these documents and order directly from Eastern Engineering.

6. Reference Sets: For the convenience of Bidders, complete sets of documents will be on file at:
Hagerman, Inc.
10315 Allisonville Road
Fishers, IN 46038-2017
Phone: (317) 577-6836
Fax: (317) 577-6841

Architects/Engineers/Consultants: BSA and Moore Engineering, LLC, will also have sets in their offices for reference.

D. Prebid Conference

1. A pre-bid conference for all parties interested in bidding the project will be held Tuesday, May 15, at 3:00 PM at Ball Memorial Hospital. Meeting will be held in the Auditorium. Representatives of the Owner, Contractor, and the Architect/Engineer will be present to answer questions regarding the project and bidding procedures. All prospective Bidders are urged to attend.

E. Examining the Site

1. Scheduled opportunities to visit the site are as follows:
 - a. Opportunity for a general walk through the areas being renovated (2N – 3W) will be available immediately after the pre-bid conference on Tuesday, May 15, 2012 at approximately 4:00 P.M. All prospective Bidders are encouraged to take advantage of this opportunity.
 - b. A specific walk through for Mechanical/HVAC/Plumbing and the Controls contractor will be held starting at 5:00 P.M. on Tuesday, May 15, 2012. This will access areas of hospital affected by infrastructure work not in the specific renovation areas. These areas are currently occupied and in operation, so access is improved after 5:00 P.M.
 - c. A specific walk through for Electrical contractors will be held starting at 5:00 P.M. on Wednesday, May 16, 2012. Bidders will meet in the main lobby of the Hospital. This will access areas of hospital affected by infrastructure work not in the specific renovation areas. These areas are currently occupied and in operation, so access is improved after 5:00 P.M.
 - d. Additional arrangements to visit and examine the site in addition to the

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scheduled times above may be made by contacting Gary Smith or Dave McMath at Hagerman, Inc. via e-mail at grsmith@hagermangc.com or dmcmath@hagermangc.com or fax to (317) 577-6841. Questions during the bidding period should be directed to Gary Smith or Dave McMath at the above e-mail and fax.

F. General Instructions

1. Each Bid shall have the amount clearly and legibly written with ink or typewriter on the prepared Bid Form, a "Sample" of which is bound herein.
2. Each Bidder shall submit two (2) complete copies of its Bid.
3. Each Bidder submitting a Bid represents that he/she has read and understands the Bidding Documents and Scope of Work. Each Bidder represents that he/she has visited the site and has adequately familiarized himself/herself with the existing conditions.
4. No additional cost to the Owner will be allowed by the Subcontractor's failure to avail him/her of a complete and thorough on-site inspection of existing conditions.
5. The description or naming of materials, products and equipment in the bidding documents is done for the purpose of establishing the Reference Standard of required function, dimension, appearance and quality, and not for the purpose of limiting competition.
 - a. It shall be the Bidder's responsibility to meet the listed requirements if he intends to utilize any of the Acceptable Manufacturers in lieu of the Reference Standard.
6. Substitutions and Approvals during Bidding.
7. Whenever products or materials are specified as "Standards" or they are otherwise named, approval of other equal quality products shall be obtained by requesting in writing and presenting for evaluation such product or material to the Architect no later than five (5) days prior to date set for receipt of Bids. Submittals circumventing the above time frame will not be processed. Substitutions will be considered from Prime Bidders only. It should be noted that MEP manufacturers and products have been reviewed with the Owner and are a result of that review.
8. Refer to Section 00121, Substitution Request Form, for form to be used to request substitutions and approvals.

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9. If approval is granted, product or material will be added by addendum.
10. No direct reply will be made to any requests for changes, but changes approved by the Architect will be stated in an addendum issued to all Prime Bidders by the Contractor.
11. Related requirements are described in Section 01630, Product Options and Substitutions.
12. Bids shall not be withdrawn for a period of ninety (90) days after the receipt of Bids, without the consent of the Owner and Contractor.
13. The Contractor/Owner reserve the right to reject any and all Bids and waive any informality in the bidding.
14. Separate Subcontracts will be awarded for various sections and Alternates (if any) as desired for this Work.
15. A complete list of Subcontractors and Suppliers/Manufacturers of Materials and Equipment (a sample Subcontractor/Material Supplier List follows this Section 00100 – Instructions to Bidders) is to be provided by 4:00 P.M. the day following the bid due date. After approval of this list by the Contractor, Architect/Engineer and Owner, the list shall not be changed unless authorized in writing, said change resulting in a cost savings to the Owner or otherwise to the Owner’s best interest. Additional unit prices for changes in the Work shall also be provided at the request of the Owner, Architect/Engineer, and Contractor.
16. Bidders shall also be prepared to submit a Bid Breakdown including, but not limited to, labor, materials, Sub-subcontractors, overhead, profit, etc. if/when required.
17. Safety: 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.
 - b. Part 1910 – Occupational Safety and Health Standards, Chapter VIII of Title 29, Code of Federal Regulations.
 - c. Part 1926 – Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.
18. Drug Testing: The Owner and/or Contractor reserve(s) the rights to perform random drug testing on any worker on the site at any given time throughout the project.

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19. Construction Schedule: Each entity submitting a Bid, unless exception is taken in writing, 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 General and Supplemental Conditions and Section 01015 (Schedule) for further schedule requirements.
20. Taxes, Permits, Inspections: Indiana State Gross Retail and Use Tax: This statement shall apply to all Subcontractors bidding any division of Work.
 - 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 "Sales Tax").
 - b. IU Health is exempt from State Sales tax for this Project. A copy of Hagerman Inc.'s General Sales Tax Exemption Certificate is included in this section as an attachment.
21. Permits: See Specification Section 01010 for which permits will be provided by the Owner / Contractor and which shall be included in the Subcontractor's scope of work and pricing.
22. Diversity Utilization Program. IU Health in keeping with its policy of community service and involvement desires to encourage the participation of Minority and Woman owned businesses. The Sub-contractors are to implement a Diversity Plan / Program that demonstrates efforts to include such businesses in the bid process.
 - a. The requirement for minority Business participation for the Owner's project is 20% and for Women-owned business participation is 5%. Bidders are to submit documentation of Diversity Participation per section 01350 – Diversity Utilization.
23. Non-Collusion Affidavit. Bidders are to complete and submit the "Non-collusion Affidavit" (copy of which is in section 00400 – Supplements to Bid Form) with the bid.
24. Bidders are to adhere to the IU Health "Mandatory Contractor Orientation Requirements for Healthcare Projects" dated February 14, 2012, a copy of which is included following section 00700 as a part of the "Conditions of the Contract".
25. These "INSTRUCTIONS TO BIDDERS" are a part of the Bidding and Contract/Subcontract Documents.

END OF SECTION