

**DOCUMENT 00 11 13
NOTICE TO BIDDERS****1.01 FROM: THE BOARD OF SCHOOL TRUSTEES (HEREINAFTER REFERRED TO AS OWNER):**

- A. Lebanon Community School Corporation
- B. 1810 North Grant Street
- C. Lebanon, IN 46052
- D. BY: Mr. Tom Merritt; Board Secretary; Publish Dates: October 10, 2017 and October 17, 2017.

1.02 TO: POTENTIAL BIDDERS

- A. Notice is hereby given that sealed proposals will be received by the Owner FOR:
 - 1. Roof Replacement project at an educational facility located at 1800 North Grant Street, Lebanon, Indiana 46052.
- B. UNTIL 1:00 p.m. local standard time on October 31, 2017, at the Lebanon Community School Corporation Administration Building, located at:
 - 1. 1810 North Grant Street
 - 2. Lebanon, IN 46052
- C. AT WHICH TIME, all proposals will be opened and publicly read aloud.
- D. Attendance at the scheduled pre-bid meeting is a MANDATORY condition of bidding the project. The pre-bid meeting will be held at:
 - 1. 10:00 a.m., local time, on October 18, 2017, at Lebanon Middle School located at 1800 N. Grant St., Lebanon, IN 46052. Meet in the Lebanon Middle School Office to sign in.

1.03 PROPOSALS

- A. Proposals received after the hour and date set for the receiving of proposals will be returned unopened.
- B. Proposals shall be submitted, in duplicate, consisting of the Bid Supplement furnished by the Consultant, with all blanks properly filled in, along with Indiana State Board of Account Form No. 96 (2013), Parts I and II, as required under the statutes of Indiana.
- C. Proposals must also be accompanied by a certified check, cashier's check, money order or a satisfactory Bid Bond executed by the bidder and an acceptable surety company, as required; made payable to the Owner for not less than five percent (5%) of the total bid price and delivered in a sealed opaque envelope showing the Bidder's name and address.
- D. All prime contractors submitting bids on the projects shall encourage qualified minority subcontractors to perform any portions of the work in the project not performed by the Contractor's own forces. Bidders shall submit written evidence that quotations have been solicited from qualified minority subcontractors with his bid.

1.04 PROJECT INFORMATION

- A. Work shall be in accordance with specifications and drawings prepared by the Architect/Consultant (hereinafter referred to as Consultant).
 - 1. STR-SEG (STR Building Resources LLC)
 - 2. Attn: Mr. Andy Robison
 - a. Project Manager
 - b. Contact email: arobison@str-seg.com
 - 3. 16848 Southpark Drive, Suite 300
 - 4. Westfield, IN 46074
 - 5. Phone: 262-253-4700

- B. Documents are on file, and may be examined at the Consultant's office or the Owner's Administration office. Bidders may also obtain complete sets of documents, for a fifty dollar (\$50.00) non-refundable fee for each set, from Eastern Engineering, 9901 Allisonville Road, Fishers, IN 46038.
 - 1. Contact Eastern Engineering at (317) 598-0661 to obtain a Project Order Form.
 - 2. Submit a request, by mail or fax, including your company name, address, phone/fax number, and the project name(s), with a check payable to **STR Building Resources LLC**.

1.05 CONTRACT AWARD

- A. The project is intended to be let as a single, prime contract. Base and Alternate bids shall be submitted as described in the Bidding Documents.
- B. The Owner reserves the right to accept or reject any bid or waive any informality or errors in bidding for a period of sixty (60) days from bid date. It is the Owner's intent to award contracts within thirty (30) days.
 - 1. Should Bidder withdraw his bid within sixty (60) days after bid date without written consent of the Owner, or fail to execute a satisfactory contract, including required bonds, within ten (10) days after written notice of acceptance of Bid, the Owner may declare the Bid Security forfeited as liquidated damages, not as penalty.
- C. The successful Bidder shall furnish an approved Performance Bond, Labor and Material Payment Bond in an amount equal to one hundred percent (100%) of the Contract Amount, with an approved surety company and said Bond shall remain in full force and effect for a period of twelve (12) months after date of acceptance of the Work.
 - 1. Bonds shall be furnished at time of written Notice to Proceed with the Work.

END OF DOCUMENT