

## NOTICE TO BIDDERS

**PROJECT:** Earlham College  
NSF Supported Renovation for the Natural Sciences  
801 National Road West  
Richmond, IN 47374-4095

**OWNER:** Earlham College  
801 National Road West  
Richmond, IN 47374-4095

**ARCHITECT:** Holabird & Root  
140 S. Dearborn Street  
Chicago, IL 60603

**CONSTRUCTION  
MANAGER:** Crane Rentals, Inc..  
700 Northwest Second Street  
Richmond, Indiana 47374

## **PART 1 - NOTICE TO BIDDERS**

DATE: May 9, 2012

RE: Earlham College  
NSF Supported Renovation for the Natural Sciences  
801 National Road West  
Richmond, IN 47374-4095

Notice is hereby given, that sealed proposals will be received:

By: Crane Rentals, Inc.  
700 Northwest Second Street  
Richmond, Indiana 47374

For: Earlham College – Stanley Hall Partial Demolition  
801 National Road West  
Richmond, IN 47374-4095  
**Contract 06B – NSF General Trades**  
**Contract 08B – NSF Aluminum, Windows, Glass**  
**Contract 09D – NSF Drywall & Acoustical Ceiling**  
**Contract 09E – NSF Floor Coverings**  
**Contract 09F – NSF Painting**  
**Contract 12B – NSF Science Casework**  
**Contract 15D – NSF Mechanical**  
**Contract 16B – NSF Electrical**

At: Carpenter Hall, Earlham College  
801 National Road West  
Richmond, Indiana 47374

**ATTN: Darrell Shepherd**

Until: 3:00 PM EST ON Thursday, May 31, 2012

Proposals received after the hour and date set for receiving of proposals will be returned unopened.

Bids shall be executed in accordance with the Bid form enclosed, with Non-Collusion Affidavit, accompanied by a satisfactory Bid Bond or deposit payable to Crane Rentals,

Inc., for not less than five percent (5%) of the aggregate Base Bid and all Alternate Bids, and delivered in a sealed envelope showing the bidder's name and address.

Bid proposals will be received for separate subcontracts as defined in the project manual. Each bidder for a subcontract will be required to obtain a minimum of one complete set of bidding documents.

Only complete sets of Bidding Documents will be available to Bidders. No partial sets will be issued.

A **Pre-Bid Conference** will be held on **Thursday, May 24, 2012 @ 11:00 am** in the room 035 Stanley Hall at Earlham, 801 National Road West, Richmond, Indiana.

Bid Documents and Contract Documents may be obtained for a non-refundable charge by contacting Eastern Engineering, 2810 North Wheeling Avenue, Muncie, IN 47303, phone: (765) 284-3119.

The Owner reserves the right to accept or reject any bid and to waive any irregularities in bidding. The Base Bid may be held for a period not-to-exceed ninety (90) days before awarding Contracts. All Alternate Bids may be held for a period not-to-exceed sixty (60) days after signing Notice to Proceed.

Should a successful bidder withdraw his bid, or fail to execute a satisfactory Contract, within ten (10) days after notice of acceptance of bid, the Owner may declare the Bid Security forfeited as liquidated damages, not penalty.

The successful bidder shall furnish a Subcontract Performance Bond (SF-502) and Subcontract Labor and Material Bond (SF-503) in an amount equal to one hundred percent (100%) of the Contract sum with an approved surety company and said bond shall remain in full force and effect for a period of one (1) year after date of final acceptance of the work.

## **PART 2 - BID SUBMITTALS**

The following forms must be submitted in duplicate with each bid to qualify for acceptance:

1. Bid Form With Non-Collusion Affidavit
2. Contractor's Qualification Statement (AIA A305, 1986 ED)

Contractor's financial qualification statement shall be in the form of AIA Document A305, 1986 Edition, or the Contractor's previous 12-month corporate financial statement.

3. Bid Bond (AIA Document A310, 1970 ED)

4. Material And Subcontractor List

At the time of receipt of the Bids, the Trade Contractor shall submit in duplicate on the forms provided, and in the manner described in the instructions, a listing of the names of subcontractors, persons, or organizations proposed for the principal portions of the Work and a listing of materials.

5. Contractor Safety Information

6. Certification Regarding Small Businesses, Minority Owner Firms and Women's Business Enterprises

### **PART 3 - CONTRACT FORMS**

1. The forms of contract to be entered into by and between the Owner and the Contractor are made a part of the Contractor Documents by reference. Forms of contract will be furnished to the successful bidder for purposes of executing contract.

- a. SUBCONTRACT  
Crane Subcontract Agreement
- b. SUBCONTRACT PERFORMANCE BOND (SF 502)  
The form of Bonds to be used for this Project shall be SF 502: Subcontract Performance Bond
- c. SUBCONTRACT LABOR AND MATERIAL BOND (SF 503)  
The form of Bonds to be used for this Project shall be SF 503, entitled: Subcontract Labor and Material Bond
- d. CERTIFICATE DESIGNATING AUTHORIZED SIGNATURE (SF310)

### **PART 4 - LIEN CERTIFICATION / CERTIFICATE OF INSURANCE**

1. The forms of Lien Certification and Certificate of Insurance to be executed by the Contractor are made a part of the Contract Documents by reference.

- a. STATEMENT OF SUBCONTRACTOR (SF320)  
The Contractor shall submit, as described in the General Conditions, three (3) copies of SF320 CM Statement of Contractor to the Hunt Construction Group, Inc. Each copy shall bear the wet signature of the authorized

person and shall be notarized.

- b. **AFFIDAVIT AND PARTIAL WAIVER OF CLAIMS AND LIENS AND RELEASE OF RIGHTS (SF330)**  
The Contractor shall submit, as described in the General Conditions, three (3) copies of SF330 Affidavit and Partial Waiver of Claims and Liens and Release of Rights. Each copy shall bear the wet signature of the authorized person and shall be notarized.
- c. **AFFIDAVIT AND FINAL WAIVER OF CLAIMS AND LIENS AND RELEASE OF RIGHTS (SF340)**  
The Contractor shall submit, as described in the General Conditions, three (3) copies of SF 340 Affidavit and Final Waiver of Claims and Liens and Release of Rights. Each copy shall bear the wet signature of the authorized person and shall be notarized.
- d. **CONSENT OF SURETY COMPANY TO FINAL PAYMENT (AIA G707)**  
The Contractor shall submit, as described in the General Conditions, AIA Document G707, April 1994 Edition entitled: Consent of Surety to Final Payment.
- e. **SUPPLEMENTAL ATTACHMENT FOR ACORD CERTIFICATE OF INSURANCE 25-S (AIA G715)**  
The contractor shall submit, as described in the General Conditions, AIA Document G715, 1991 Edition entitled: Supplemental attachment for accord of insurance 25-S.

## **PART 5 - SAMPLE FORMS**

1. Forms to be used during construction shall be provided by the Contractor; samples of which are included. Forms issued will become part of the Contract Documents in accordance with General Conditions of Contract.
  - a. **APPLICATION AND CERTIFICATE FOR PAYMENT (SF26), AND APPLICATION AND CERTIFICATE FOR PAYMENT (AIA G702CMA, G703)**  
Applications for Payment shall be submitted in three (3) copies on Hunt Form SF26, Subcontractor Payment Application and AIA Forms G702CMA and G703, 1992 Edition, Application and Certificate for Payment forms. Forms shall include the Schedule of Values as Approved by the Construction Manager, the amounts requested for the particular partial payment and all other information listed on the form. Each copy shall bear the wet signature of the authorized person and shall be notarized. The form shall be accompanied by such data substantiating the

Subcontractors right to such partial payment.

- b. CERTIFICATE DESIGNATING AUTHORIZED SIGNATURE (SF-310)
- c. STATEMENT OF SUBCONTRACTOR (SF-320)
- d. AFFIDAVIT AND PARTIAL WAIVER OF CLAIMS AND LIENS AND RELEASE OF RIGHTS (SF-330)
- e. AFFIDAVIT AND FINAL WAIVER OF CLAIMS AND LIENS AND RELEASE OF RIGHTS (SF-340)
- f. SUBCONTRACTOR CHANGE ORDER (CF19C)  
When changes occur in the work of Contract Documents of such magnitude as to alter the Contract Time and/or Sum, the Construction Manager will issue written authorization for that change, as described in the General Conditions, on CF19C entitled: Subcontract Change Order
- e. ARCHITECTS SUPPLEMENTAL INSTRUCTIONS (AIA G710)  
Minor changes in the Work, not involving an adjustment in the Contract time and/or Sum, or for Orders to correct non-conforming or defective Work will be issued in the form of AIA Document G710, 1992 Edition, entitled, Architects Supplemental Instructions, or contained in the Construction of Field Observation Reports.
- f. CERTIFICATE OF SUBSTANTIAL COMPLETION (AIA G704 CMA)  
The Certificate of Substantial Completion shall be in the form of AIA Document G704 CMA, 1992 Edition, and will be issued by the Architect as described in the General Conditions.
- g. CONSENT OF SURETY TO REDUCTION IN OR PARTIAL RELEASE OF RETAINAGE (G707A)  
When reduction of partial release of retainage is authorized by the Owner, the Contractor shall submit, as described in the General Conditions, AIA Document G07A, 1994 Edition, entitled Consent of Surety to Reduction In or Partial Release of Retainage.

END OF NOTICE TO BIDDERS