

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

NOTE: Interested bidders shall submit to the Construction Manager.

A. Project Information

1. Project Name: Lafayette Meadows Elementary School Addition & Renovation, Fort Wayne, Indiana
2. Project Description:
 - a. Refer to the following for detailed explanation/information: Division 1, Section 01 0110 – Summary of Work (breakdown of the Bid Items).

3. Project Location:

Lafayette Meadows Elementary School
11420 Ernst Road
Roanoke, IN 46783

4. Contract Documents prepared by:

MKM architecture + design

119 West Wayne Street
Fort Wayne, IN 46802
Phone: (260) 422-0783
Contact Person: Dodd Kattman

Hagerman, Inc.

Construction Manager
510 West Washington Blvd.
Fort Wayne, IN 46802
Phone: (260) 424-1470
Fax: (260) 422-3129
Contact Person: Mitch Miller, Project Manager

B. Special Instructions to Bidders

1. The following bidding instructions are a component part of each Bid wherein they are applicable:

- a. Submission and Receipt of Bids:
 - 1) Bid Item(s): **Bid Items 1 through 12.**
 - a) The Construction Manager will receive bids for the following Bid Item(s) of the Project:
2. Refer to Section 01 0110 – “Summary of Work” for a breakdown of Bid Item(s).
3. Bid Delivery: **DELIVER BIDS TO LAFAYETTE MEADOWS ELEMENTARY SCHOOL**
 - a. Deliver bids by **June 15, 2018 at 2:00 p.m. (STD) to:**

Attn: Hagerman, Inc, C/O Mitch Miller mmiller@hagermangc.com
11420 Ernst Road Fort Wayne, IN
46814

- 1) Bids submitted on the bid opening date will be received from 8:00 a.m. up to the hour of 2:00 p.m. Fort Wayne, Indiana, time on **June 15, 2018.**
- 2) Bids received after time and date designated for receipt of bids may be returned declined. Bidders assume full responsibility for timely delivery of bids.
- 2) **FOR BIDS BEING HAND DELIVERED OR SENT VIA USPS:** All copies of Bid, Bid Security and all other Documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope addressed to Hagerman, Inc., Attn: Mitch Miller, 11420 Ernst Road, Fort Wayne, IN 46814. Mark the envelope in the lower left corner:

Bid for Lafayette Meadows Elementary School Addition &
Renovation. List bid item number(s) and brief description
of appropriate bid item(s).
- 3) In addition, include on the face of the envelope the Bidder’s name, address, and telephone number.

C. Bid Documents

1. The bidding documents include the following:
 - a. Project Specifications covering Divisions 0 through 33.
 - b. Project Drawings
2. Procurement: **Bid documents will be available on or after May 21, 2018** and may be obtained from the locations listed below:

Hagerman, Inc.

510 West Washington Blvd.
Fort Wayne, IN 46802
Phone: (260) 424-1470

All printing will be the responsibility of the sub-contractor.

3. Reference Sets: For the convenience of Bidders, complete sets of documents will be sent via SmartBid Invite and are on file and available at Eastern Engineering's Virtual Planroom: <http://www.easternengineering.com> or are available at the office of Eastern Engineering located at 1239 North Wells Street, Fort Wayne, IN 46802. Bidders may purchase bid documents directly from Eastern Engineering. Should you have any questions, contact Mitch Miller at 260-424-1470 or by email at mmiller@hagermangc.com.

D. Examining the Site

1. Arrangements to visit and examine the site in accordance with the General Instructions to Bidders may be made by contacting Mitch Miller, at Hagerman, Inc., Fort Wayne office, phone (260) 424-1470. Questions during the bidding period should be directed to Mitch Miller at the Hagerman, Inc. office.

E. Pre-bid Conference

1. Please contact Mitch Miller at Hagerman, Inc. for all bidding inquiries

F. General Instructions

1. Each Bid shall have the amount clearly and legibly written with ink or typed on the prepared Bid Form.
2. 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.
3. No additional cost to the Owner will be allowed by a Bidder's failure to conduct a complete and thorough on-site inspection of existing conditions prior to submitting its Bid.
4. 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.

It shall be the Bidder's responsibility to meet the above requirements if Bidder intends to utilize any of the Acceptable Manufacturers in lieu of the Reference Standard.

- a. Substitutions and approvals during bidding.
 - 1) 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 seven (7) calendar days prior to date set for receipt of Bids. Submittals made after the above time frame will not be processed. Substitutions will be considered from Prime Bidders only.
 - a) If approval is granted, product or material will be added by addendum.
 - b) No direct reply will be made to any requests for changes, however changes approved by the Architect will be stated in an addendum issued to all Prime Bidders by the Construction Manager.
 - 2) Related requirements are described in Specifications -Product

Options and Substitutions.

5. Bids shall be good for a period of sixty (60) days after the receipt of Bids.
6. The Construction Manager reserves the right to reject any and all Bids and waive any informality in the bidding.
7. Separate Subcontracts will be awarded for various sections and Alternates (if any) as desired for this Work.
8. A complete list of Sub-contractors and Suppliers/Manufacturers of Materials and Equipment (a sample Sub-contractor/Material Supplier List follows this Section) is to be included with the Bids. After approval of this list by the Construction Manager, 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 Construction Manager.
9. 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.
10. Bonds
 - a. Bid Bonds will not be required. However, each Bidder shall identify the amount to be added to their Bid if Performance and Payment bonds are required for their portion of the work. The Owner and Construction Manager will jointly determine which Subcontractors must provide Performance and Payment bonds. If Performance and Payment bonds are required they must adhere to the following criteria. See Voluntary Alternates section of Bid Form for additive cost for P&P Bond(s).
 1. Such bonds shall be written in an amount equal to 100% of the total Subcontract amount, and the premium cost thereof is to be indicated in the Subcontractor's Bid.
 2. The bonds shall be furnished on AIA Documents A312, Performance & Payment Bond. The successful Bidder shall require the Attorney-In-Fact that executes the required Bonds on behalf of the Surety to affix thereto a certified and current copy of his Power of Attorney.

3. The Surety on the Performance Bond and Payment Bond shall be released not earlier than one (1) year after the date of the Construction Manager's final settlement with the Subcontractor or substantial completion, whichever is later.

11. Safety

- a. 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:
 - 1) Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 91-596.
 - 4) Part 1910 – Occupational Safety and Health Standards, Chapter VIII of Title 29, Code of Federal Regulations.
 - 3) Part 1926 – Safety and Health Regulations for Construction, Chapter XIII of Title 29, Code of Federal Regulations.

12. Drug Testing

- a. The Owner and/or Construction Manager reserve(s) the rights to perform random drug testing on any worker on the site at any given time throughout the project.

13. Construction Schedule

- a. Time is of the essence and therefore Bids shall be based upon performing the Work in full and strict accordance with the Project Schedule.
- b. 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 his Work on or ahead of the Preliminary Construction Schedule. Refer to Section 01 0115 (Schedule) for further schedule requirements.

14. Taxes, Permits, Inspections

- a. Indiana State Gross Retail and Use Tax: This statement shall apply to all Subcontractors bidding any division of Work.

- 1) Lafayette Meadows Elementary School is a **TAX EXEMPT** entity. All Bids shall be submitted **without** the inclusion in the bid price for the amounts, if any, of Gross Retail and Use Tax (generally called the “Sales Tax”).
 - b. The Construction Manager will provide and pay the local building permit from the City of Fort Wayne.
 - c. The cost of all other required permits, fees, deposit bonds and inspections as required by governing agencies shall be borne by the Subcontractor, and are to be included in each Bidder's Bid.
15. These “INSTRUCTIONS TO BIDDERS” are a part of the Bidding and Contract Documents.

END OF SECTION