

SECTION 002000 - NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received

- by: The Board of Trustees
c/o Executive Director, Finance
Ivy Tech Community College Northeast- Region 3
3800 North Anthony Boulevard
Fort Wayne, Indiana 46805
- for: North Campus Exterior Wayfinding Signage
Ivy Tech Community College Northeast
4900 St. Joe Road
Fort Wayne, Indiana 46835
- at: College Business Office
Ivy Tech Community College Northeast
3800 North Anthony Boulevard, Room 1510
Fort Wayne, Indiana 46805
- until: 2:00 p.m. local time, February 29, 2012. Bids received after that time will be returned unopened.
- bid opening: Bids will be publicly opened and read aloud immediately following in Room 1361 at Ivy Tech Community College Northeast, 3800 North Anthony Boulevard.
- prebid: 2:00 p.m. local time, February 22, 2012, in Room 1361 at Ivy Tech Community College Northeast, 3800 North Anthony Boulevard.

Each bid proposal shall include all labor, material, and services necessary to complete the project in strict accordance with the drawings and specifications as prepared and on file in the offices of:

- the Architect: MSKTD & Associates, Inc.
1715 Magnavox Way
Fort Wayne, Indiana 46804
(260) 432-9337
Contact: Jerry Noble, Architect (jdn@msktd.com)
- the Signage Consultant: Fravert Services, Inc.
133 West Park Drive
Birmingham, AL 35211
(205) 940-7180
- the Owner: Ivy Tech Community College Northeast
3800 North Anthony Boulevard
Fort Wayne, Indiana 46805
(260) 480-4213

The bids shall be unified and shall be received for a single prime contract.

Bids shall be properly and completely executed in accordance with the Instructions and Supplementary Instructions to Bidders and shall be submitted on the bid form provided in these specifications, Section 003100. **Four copies of the bids shall be submitted.**

The bid shall also be accompanied by a bid bond, Section 003300, in the amount of 10 percent of the bid. Other required documents to be submitted with the bid include the following:

Section 003000	Bidder's Reminder List
Section 003200	Resolution No. 2004-32

Contractor is to include an allowance of \$2,500.00 in bid. Allowance is to be used for changes in scope resulting from unforeseen conditions at the site. Allowance can only be used with written approval by Architect and Owner. Any unused allowance must be returned to the Owner.

A Performance Bond and Payment Bond in the amount of 100 percent of the contract price shall be required upon notification of the successful bidder(s) prior to signing of the contract.

Bids shall not be modified, withdrawn or canceled, without the Owner's written consent, for a period of ninety (90) calendar days commencing from the day bids are received.

Wage rates shall not be less than the common wage scale included in this manual.

Indiana State Gross Retail and Use Tax is not to be included in the Bid Price, as Ivy Tech is tax exempt. The provision shall apply both to transactions between Ivy Tech and the Prime Contractor, the Prime Contractor and any Subcontractors, and to transactions between the material suppliers and the Prime Contractor.

Successful bidders shall be required to comply with the terms of the State Board of Trustees Resolution No. 2004-32 which is reprinted in Section 00320 and further explained in Section 003250. When reviewing this Resolution, give special attention to the fact that all contractors, subcontractors, sub-subcontractors, etc., with contracts over \$35,000.00 must submit a Resolution No. 2004-32 statement showing how compliance will be achieved.

The successful bidder will be required to furnish insurance covering Workmen's Compensation, Public Liability and Property Damage and any other which may be required, before the contract can be signed and issued.

The Owner reserves the right to waive any and all formalities and informalities or to reject any and all bids. The Owner shall accept bids which, in his judgement, are in his own best interests. Bids received after the time set to receive bids shall be returned unopened.

Documents may be picked up at Eastern Engineering, 1239 Wells Street, Fort Wayne, Indiana 46808. No deposit is required for prime contractors (limit 1 set). Subcontractors may purchase their sets directly from Eastern Engineering. Electronic documents (full sets only) will also be available for purchase (by all contractors) if desired.

Ivy Tech Community College Northeast is committed to equal opportunity employment without regard to race, religion, physical or mental disability, age, veteran status, color, creed, national origin, or sex.

END OF NOTICE TO BIDDERS