

**SECTION 00 00 10
INVITATION TO BID**

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Pre-qualified bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: EHES Media Center Renovation
Project Location: Eastern Hancock Elementary School,
10450 E. 250 N., Charlottesville, IN 46117
- C. Owner: CSC of Eastern Hancock County
10370 E. 250 N., Charlottesville, IN 46117
 - 1. Owner's Representative: Adam Kinder, Director of Business and Operations
- D. Architect: Luminaut
702 North Capitol Avenue
Indianapolis, Indiana, 46204
317.672.7838
- E. The Work shall be completed under one (1) Prime Contract with the Owner including but not limited to:
 - 1. Renovations to the Elementary School Media Center including:
 - a. Interior Demolition,
 - b. Ten (10) new offices,
 - c. New carpet, wall base and paint,
 - d. New ceiling grid with new cross bars and 2x2 ceiling tiles,
 - e. Operable partition walls,
 - f. Minor MEP work to accommodate upgrades.

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: August 6, 2024.
 - 2. Bid Time: 2:00 p.m., local time.
 - 3. Location: Eastern Hancock Administrative Building, 10370 East 250 N., Charlottesville, Indiana, 46117
 - 4. Bids shall be delivered in a sealed envelope indicating "Sealed Bid Enclosed," the Bidder's name and address, the name and phone number of the Bidder's contact person, and "EHES Media Center Renovation".
 - 5. Bids will be publicly opened and read aloud after the deadline.

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of ten (10) percent of the bid amount. Security may be supplied as certified check, cashier's check or Bid Bond for ten (10)

percent of the base bid plus all additive Alternate bids payable to Eastern Hancock Schools.

- B. No bids may be withdrawn for a period of sixty (60) days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID CONFERENCE

- A. A prebid conference for all bidders will be held at the project site: Eastern Hancock Administration Building, 10370 East 250 North, Charlottesville, Indiana, 46117, on July 18, 2024 at 10:00 a.m., local time. A walk-thru of the worksite will be provided after the pre-bid meeting. Prospective bidders are requested, but not required, to attend.

1.5 DOCUMENTS

- A. Online and Printed Procurement and Contracting Documents: Obtain on or after July 16, 2024 by contacting Eastern Engineering Supply, Inc.: 9901 Allisonville Road, Fishers, IN, 317.598.0661, www.easternengineering.com. Online access will be provided to all registered bidders and suppliers. Only complete sets of documents will be issued.
 - 1. Cost associated with digital and printed plans and specification obtained from Eastern Engineering Supply, Inc., are and will be incurred at the expense of the Bidder and are non-refundable.

1.6 TIME OF COMPLETION

- A. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be in compliance with Indiana statues regarding pre-qualification.
- B. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.
- C. 110% performance and payment bonds will be required from successful bidders. Bonds shall be made only with approved surety companies and said bonds shall remain in force and effect for a period of twelve (12) months from the date of completion and acceptance of the longest guarantee provided under the contractor's contract.

END OF SECTION 00 00 10