

**SECTION 00 01 00  
INSTRUCTIONS TO BIDDERS**

**10/3/2024**

The following information and special instructions are being furnished to pre-qualified Bidders desiring to submit Bids for the Work on the following project.

**NOTE: Bids for this project will only be accepted from bidders who have been pre-qualified.**

A. Project Information

1. Project Name: Renovation of Wayne HS Kitchen & Cafeteria
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:

Wayne High School  
9100 Winchester Rd.  
Fort Wayne, Indiana 46819

4. Contract Documents prepared by:

**Design Collaborative Inc.**

200 E. Main St. Suite 600

Fort Wayne, IN 46802

Phone: (260) 489-9079

Contact Person: Jeremiah Hatfield

[jhatfield@designcollaborative.com](mailto:jhatfield@designcollaborative.com)

**Hagerman, Inc.**

Construction Manager

510 West Washington Blvd.

Fort Wayne, IN 46802

Phone: (260) 424-1470

Fax: (260) 422-3129

Contact Person: Courtney Boyd, Assistant Project Manager

[cboyd@hagermangc.com](mailto:cboyd@hagermangc.com)

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:

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- 1) The Construction Manager will receive bids from pre-qualified bidders for the following Bid Item(s) of the Project:

**Bid Items #1- #13**

2. Refer to Section 01 0110 – “Summary of Work” for a breakdown of Bid Item(s).
3. All bidders are to adhere to the following guidelines for RFI’s during the bidding process: All RFI’s shall be submitted to Jacob Buckland, [jbuckland@hagermangc.com](mailto:jbuckland@hagermangc.com), no later than 2:00 PM on October 31, 2024.
4. Bid Delivery:
  - a. Sealed bids, whether hand delivered or mailed, must be sent to the main office at the Fort Wayne Community Schools district facility building at the following location:

**Fort Wayne Community Schools  
Attn: Jacob Buckland  
1519 Catalpa St.  
Fort Wayne, IN 46802**

- 1) **Bids submitted on the bid date will be received by 2:00 PM on November 7, 2024.**
- 2) FOR BIDS BEING HAND DELIVERED OR SENT VIA USPS:  
Mark the envelope in the lower left corner:

Bid for Renovation of Wayne HS Kitchen & Cafeteria

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.
- 4) Bids will not be accepted via email and Bids received after time and date designated for receipt of bids will be returned declined. Bidders assume full responsibility for timely delivery of bids.

C. Bid Documents

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1. The bidding documents include the following:
  - a. CM Documents Front End Specifications & Bid Packages with Instructions
2. Procurement: Bid documents will be available and may be obtained from the locations listed below: N/A.
3. Reference Sets: For the convenience of Bidders, complete sets of documents will be available via Building Connected. Invite to pre-qualified bidders only. Should you have any questions, contact Jacob Buckland at 260-424-1470 or by email at [jbuckland@hagermangc.com](mailto:jbuckland@hagermangc.com). Note: all printing of project documents will be the responsibility of each bidder.

**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 Nikki Holt, at Hagerman, Inc., Fort Wayne office, phone (260) 424-1470. Questions during the bidding period should be directed to Jacob Buckland at the Hagerman office.

**E. Pre-bid Conference**

1. There will be a pre-bid conference on October 14, 2024, at the following location:

**Wayne High School  
9100 Winchester Rd.  
Fort Wayne, IN 46819**

**If any bidders would like to complete a walkthrough of Wayne High School they will be able to visit the site and check in at the main office between 10:00 AM and 11:30 AM on October 14, 2024.**

**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, all bid packages, construction drawings, specifications, and summary

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of work.

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 or all related documents 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.
    - 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 bidders by the Construction Manager.
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

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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 & Performance/Payment bonds will be required.** They must adhere to the following criteria;
    1. Such bonds shall be written in an amount equal to 100% of the total Bid and Subcontract amount, and the premium cost thereof is to be indicated in the Subcontractor's Bid.
    2. Bid Bonds shall be submitted with the Bid on AIA A310-2010.
    3. Upon Subcontract execution, the Performance/Payment 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.
    4. 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.
    5. Each Bidder shall identify the amount to be deducted to their Bid if Performance and Payment bonds are not required for their portion of the work. See P&P Bonds section of Bid Form for deductive cost for P&P Bond(s).
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,

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Public Law 91-596.

- 5) 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 or suppliers bidding any division of Work.
    - 1) Wayne High School is a **TAX EXEMPT** entity. All Bids shall be submitted **without** the inclusion in the bid price for the amounts of any 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.

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END OF SECTION