

SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

SUMMARY

1.1 THE INSTRUCTIONS IN THIS DOCUMENT SUPPLEMENT AIA A701, INSTRUCTIONS TO BIDDERS.

1.2 RELATED DOCUMENTS

- A. Document 00 41 00 - Bid Form.
- B. Document 00 41 01 - Form 96.
- C. Document 00 43 36 - Proposed Subcontractors Form.

INVITATION

2.1 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the School Administration Office at 215 E. Parkway Drive Cambridge City, 47327, Door #33 before 2:00 p.m. local standard time on 01/28/2025.
- B. The Bid, bid security, and other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to the party indicated below and shall be identified with the Project name, and the Bidder's name and address. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.
 - 1. Western Wayne Schools
 - 2. Superintendent of Schools
 - 3. Andy Strover
 - 4. 215 E. Parkway Drive
 - 5. Cambridge City, 47327
 - 6. Door #33
- C. Offers submitted after the above time will be returned to the bidder unopened.
- D. Offers will be opened publicly immediately after the time for receipt of bids, and forwarded for appropriate action by the Board. All interested parties are invited to attend public bid opening.

2.2 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work for a single Prime Contract to complete project named 5-6394 Western Wayne Schools Additions & Renovations - Bid Package #1 for a Stipulated Sum contract, in accordance with Contract Documents.

2.3 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, including general construction Work.
- B. Project Location:
 - 205 E. Parkway Dr.
 - Cambridge City, Indiana 47327.

2.4 CONTRACT TIME

- A. Identified Contract Time in the bid documents. Refer to Phasing Plan. Final Completion date is critical due to requirements of Owner's operations. Therefore contract will include liquidated damages of \$3,000 per day past completions dates per Phasing Plan.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.1 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form, Supplements To Bid Forms and Appendices identified.

3.2 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Owner's Project Number 5-6394, as prepared by Architect, and with contents as identified in the Project Manual.

3.3 AVAILABILITY

- A. Bid documents may be obtained in Electronic PDF format online at Eastern Engineering Plan Room www.easternengineering.com (765) 284-3119.

3.4 EXAMINATION

- A. Bid Documents may be viewed at the office of Owner which is located at Administration Office 215 E. Parkway Drive Cambridge City, 46327, Door #33.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- C. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.5 INQUIRIES/ADDENDA

- A. Direct questions to Architect, email; dawnk@gmb.com and amperc@gmb.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Clarifications requested by bidders must be in writing no later than 01-17-2025. The reply will be in the form of an Addendum.

3.6 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Provide sufficient information to determine acceptability of proposed substitutions.
 - 3. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered:
 - a. Requests submitted in writing by bidders no later than 01-17-2025
- C. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum.
- D. See Section 01 25 00 - Substitution Procedures for additional requirements.

SITE ASSESSMENT

4.1 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

4.2 PREBID CONFERENCE

- A. A mandatory bidders conference has been scheduled for 9:00 a.m. on the 14th day of January at the location of project site at door #33.

QUALIFICATIONS

5.1 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, license to perform work in the State.

5.2 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.1 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.1 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. If no contract is awarded, all security deposits will be returned.

7.2 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and a Labor and Material Payment bond.
- B. Include the cost of performance assurance bonds and Labor and Material Payment bond in the Bid Amount 100% of the Contract Sum.

7.3 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.
- B. Owners Insurance Requirements
 - 1. Worker's Compensation & Disability Requirements: Statutory
 - 2. Employer's Liability: \$100,000
 - 3. Comprehensive General Liability
 - a. Section 1. Bodily Injury: \$1,000,000 each occurrence, \$2,000,000 aggregate
 - b. Section 2. Property Damage: \$1,000,000 each occurrence
 - 4. Comprehensive Umbrella Liability: \$1,000,000 each occurrence, \$2,000,000 each aggregate
 - 5. Malpractice/Errors & omissions: \$1,000,000 per claim Insurance, \$2,000,000 each aggregate

7.4 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature.



3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

7.5 ADDITIONAL BID INFORMATION

- A. All bidders will be requested to complete the Supplements To Bid Forms.
- B. Submit the following Supplements concurrent with bid submission:
 1. Form 96.
- C. Submit the following Supplements 48 hours after bid submission:
 1. Document 00 43 36 - Proposed Subcontractors Form: Include the names of all other Subcontractors not previously requested on the bid form and the portions of the Work they will perform.

OFFER ACCEPTANCE/REJECTION

8.1 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

8.2 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.

END OF SECTION