

DOCUMENT 001116 - INVITATION TO BID

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified Bidders are invited to submit Bids for Project as described in this Document in accordance with the Instructions to Bidders.
- B. Project Identification: New furniture at Kendallville Public Library System, including the Limberlost Branch Library.
 - 1. Project Locations:
 - a. Site 1 - Kendallville Public Library, 221 South Park Avenue, Kendallville, IN 46755.
 - b. Site 2 - Limberlost Branch Library, 164 Kelly Street, Rome City, IN 46784
- C. For the terms of this document the OWNER shall be as follows:
 - 1. Owner: Kendallville Public Library.
- D. For the terms of this document the OWNER'S REPRESENTATIVE shall be as follows:
 - 1. Owner's Representative: Mindy London.
- E. For the terms of this document the ARCHITECT shall be interchangeable with INTERIOR DESIGN FURNITURE SPECIFIER. The INTERIOR DESIGN FURNITURE SPECIFIER shall be known as follows:
 - 1. Architect: MSKTD & Associates, Inc., 1715 Magnavox Way, Fort Wayne, IN 46804.
- F. For the terms of this document the CONTRACTOR shall be interchangeable with FURNITURE DEALER/VENDOR.
- G. Project Description: Project consists of providing new furniture, including installation at Kendallville Public Library and Limberlost Library.

1.2 BID SUBMITTAL AND OPENING

- A. Bid Submittal, Printed: 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: October 30, 2025.
 - 2. Bid Time: 2:00 p.m., local time.
 - 3. Location: Office of MSKTD & Associates, Inc., 1715 Magnavox Way, Fort Wayne, IN 46804.
 - 4. Bids will be thereafter opened in the presence of the Bidders and read aloud on October 31, at 11:00 a.m. local time, at the Kendallville Public Library, 221 South Park Avenue, Kendallville IN 46755.
 - 5. Board will award the Bids at the next meeting thereafter of said Board.
 - 6. Bid Submittal, Electronic: **Not allowed.**

1.3 BID SECURITY

- A. Submit bid security with each Bid in the amount of 5% of the bid amount and in the stipulated form identified in the Instructions to Bidders. Bid security shall be a certified check or bid bond and shall be the bidder's guarantee that said bidder will, if the contract is awarded to said bidder, execute within ten (10) days of acceptance of the bid, a Contract for the work bid upon. All bid bonds shall be made payable to the Owner and be executed by a surety company authorized to do business in the State of Indiana. No bids may be withdrawn for a period of 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 MEETINGS

- A. Prebid Meeting, In Person: A prebid meeting for all Bidders will be held at the Kendallville Public Library on October 21, 2025, at 10:00 a.m., local time. Prospective prime Bidders are requested to attend.
- B. Bidders' Questions: Architect will provide responses at Prebid conference to Bidders' questions received up to two business days prior to conference. Submit requests for clarification and interpretation using method indicated in Instructions to Bidders.

Site Walkthrough Meeting: A site walkthrough meeting on both locations for all Bidders will start at Kendallville Public Library location immediately following the Prebid meeting and then reconvene at the Limberlost Library immediately following. Prospective prime Bidders are requested to attend.

1.5 BIDDING DOCUMENTS

- A. Bidding Documents, Electronic: Obtain access on or after October 14, 2025, by contacting Eastern Engineering, 1239 North Wells Street, Fort Wayne, IN 46808 (260) 426-3119. Online access will be provided to all registered Bidders and Sub-Bidders and suppliers.

1.6 TIME OF COMPLETION

- A. By submitting a Bid, Bidder represents that Bidder will begin the Work on receipt of the Notice to Proceed and will complete the Work within the Contract Time indicated in the Bidding Documents.

1.7 LIQUIDATED DAMAGES

- A. Work is **NOT** subject to liquidated damages.

1.8 BIDDER'S QUALIFICATIONS

- A. Licenses: Bidders must be properly licensed under the laws governing their respective trades.
- B. Insurance and Bonds: A Performance Bond, separate Labor and Material Payment Bond, and insurance in a form acceptable to Owner will be required of the successful Bidder.
- C. Contractor's Qualification Statement: A completed AIA Document A305, "Contractor's Qualification Statement," with all exhibits will be requested from one or more Bidders following receipt of Bids.

END OF DOCUMENT 001116