



MSKTD & ASSOCIATES

ARCHITECTURE ENGINEERING INTERIOR DESIGN

1715 MAGNAVOX WAY, FORT WAYNE, INDIANA 46804 PH. 260-432-9337

930 NORTH MERIDIAN, INDIANAPOLIS, INDIANA 46204 PH. 317-917-1190 MSKTD.COM

ADDENDUM NO. 1

**KENDALLVILLE PUBLIC LIBRARY RENOVATION FURNITURE PACKAGE
MAIN AND LIMBERLOST BRANCHES
MSKTD Project No.: 8045
October 23, 2025**

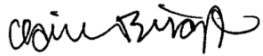
This addendum is issued as a supplement to the plans and specifications and shall be considered an integral part of the same.

<u>ITEM</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1.1	Prebid Meeting	Attached are the Prebid Meeting Minutes dated October 21, 2025.
1.2	Prebid Meeting	Direct communication with the owner, Mindy London, is not allowed. Contact Claire Bright (cab@msktd.com) for any questions.
1.3	Prebid Meeting	The maintenance building at the Main Kendallville Public Library site will be used for furniture storage.
1.4	Prebid Meeting	Stage each phase in corresponding area. The library will close the space if needed and reopen once furniture is assembled and in place.
1.5	Prebid Meeting	All spaces will have carpet flooring with the exception of rooms K001, K002, K129, K130, K135, K148, L109, and L111. All other floors are a resilient flooring.
1.6	Specifications Section 001116 – Invitation to Bid	Refer to attached, revised specification items in bold.
1.7	Specifications Section 002213 – Supplementary Instructions to Bidders	Refer to attached, revised specification items in bold.
1.8	Specifications Section 011000 – Summary	Refer to attached, revised specification items in bold.

<u>ITEM</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
1.9	Specifications Section 016000 – Product Requirements	Refer to attached, revised specification items in bold.
1.10	Furniture Specifications	Refer to attached, revised page number 38, item code S38.
1.11	Furniture Specifications	Refer to attached, revised page number 39, item code S39.
1.12	Furniture Specifications	Refer to attached, revised page number 40, item code S40.

Respectfully submitted,

MSKTD & ASSOCIATES, INC.



Claire Bright, Interior Designer

Attachments: Prebid Meeting Minutes
Attendance Sheet
Spec Sections 001116, 002213, 011000 & 016000
Furniture Specifications S38, S39 & S40



Kendallville Public Library Main & Limberlost Branches – FFE Package

Project Name

October 21, 2025, 10:00 a.m.

Meeting Date & Time

Kendallville Public Library

8045

Location of Meeting

MSKTD Project Number

Prebid Meeting

Type of Meeting

Attendees

See attached sign-in sheet.

Items discussed at prebid meeting

1. Introduction of Owner and Project Design Team / Contact Information

- a. Kendallville Public Library Team (Owner)
221 South Park Avenue, Kendallville, IN 46755, phone: (260) 343-2016
 - 1) **Mindy London**, Executive Director
Email: mlondon@kendallvillelibrary.org
- b. Project Design Team - MSKTD & Associates
1715 Magnavox Way, Fort Wayne, Indiana 46804, phone: (260) 432-9337
 - 1) **Claire Bright**, Interior Designer, cab@msktd.com
 - 2) Amber Kolkman, Senior Interior Designer, alk@msktd.com
 - 3) Bob Patton, Project Architect, rip@msktd.com

2. Project Overview / Drawings / Specifications

- a. Project Address:
 - 1) Site 1 - Kendallville Public Library, 221 South Park Avenue, Kendallville, IN 46755.
 - 2) Site 2 - Limberlost Branch Library, 164 Kelly Street, Rome City, IN 46784.
- b. Bidding Documents, Electronic Only: 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.
- c. Project Summary: The project consists of new furniture and furnishing for Kendallville Public Library and the Limberlost Library.

3. Project Schedule dates are adjusted to align with new bid due date.

- a. October 23, 2025 - First planned addendum issued
- b. October 29, 2025 - Last day for bidder questions / clarifications at 4:00 p.m.
- c. October 31, 2025 - Second planned addendum issued
- d. **November 3, 2025 - Bid due date - due to MSKTD & Associates office (1715 Magnavox Way, Fort Wayne, IN 46804) by 2:00 pm ET**

- e. Sealed bids will be brought up to Kendallville for a public bid opening at KPL at 11:00 am ET on November 4, 2025.
- f. November 11, 2025 – Board meeting to award contract
- g. November 13, 2025 – Anticipated Notice to Proceed Date
- h. Furniture Installation Schedule:
 - 1) Phase 1 – 02/09/2026 – 02/13/2026
 - a) KPL – Phase 1 (pink area)
 - b) KPL – Phase 2 (green area)
 - c) Limberlost – Phase 1 (pink area)
 - d) Limberlost – Phase 2 (green area)
 - 2) Phase 2 – 04/06/2026 – 04/10/2026
 - a) KPL – Phase 3 (orange area)
 - b) Limberlost – Phase 3 (orange area)
 - 3) Phase 3 – 05/26/2026 – 05/30/2026
 - a) KPL – Phase 4 (red area)
 - b) Limberlost – Phase 4 (red area)
 - 4) Phase 4 – 06/01/2026 – 06/05/2026
 - a) KPL – Phase 5 (blue area)
 - 5) Phase 5 – 06/30/2026 – 07/03/2026
 - a) KPL – Phase 5B & C (blue area)
- i. August 1, 2026 – Anticipated Final Completion Date

4. Construction Site Access Conditions

- a. On-Site Work Hours: Limit work to between 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise approved by the owner.
 - 1) Weekend/2nd shift Hours not permitted.
 - 2) Coordinate with Owner on any utility interruptions.
- b. Typical Library Hours at the **Main Branch** are:
 - Monday – Thursday – 9:00 a.m. – 8:00 p.m.
 - Fridays – 9:00 a.m. – 5:00 p.m.
 - Saturdays - 9:00 a.m. – 3:00 p.m.
 - Sundays – Closed
- c. Typical Library Hours at the **Limberlost Branch** are:
 - Mondays & Thursdays – 9:00 a.m. – 8:00 p.m.
 - Tuesdays & Wednesdays - 9:00 a.m. - 6:00 p.m.
 - Fridays – 9:00 a.m. - 5:00 p.m.
 - Saturdays – 9:00 a.m. - 3:00 p.m.
 - Sundays – Closed
- b. Library Closures at both branches are:
 - November 26, at 4:00 p.m. – November 29.
 - a) Reopening November 30, at 9:00 a.m.
 - December 24 – December 26.
 - January 1, 2026
 - April 3, 2026
 - May 25, 2026
- d. Furniture storage is being evaluated, clarification will be forthcoming in the addendum.
- e. All library stacks are to be moved by the owner and/or others.

- f. The elevator is not to be used for any reason by the contractors during construction.
- g. Construction Access and Deliveries.
- h. Staging area is being evaluated, clarification will be forthcoming in the addendum.
- i. General Housekeeping Items (dust control, protection)

5. Project Site Walk-Through Time

- a. At conclusion of pre-bid meeting there was a tour of Kendallville Main Branch and the Limberlost Branch in Rome City. MSKTD will provide dimensions for cord length for areas in construction zones.

6. Bid Date / Instructions: Dates are adjusted to align with new bid due date. (See specifications for full bid form)

- a. Bids Submittal, Printed: Owner will receive sealed Lump Sum and shall be received for a prime contract.
- b. Bids will ONLY be received and accepted at the Office of MSKTD & Associates, Inc. (1715 Magnavox Way, Fort Wayne, IN 46804) until **November 3, 2025, at 2:00 p.m. (local time)**.
- c. No bids will be accepted after 2:00 p.m. (local time).
- d. No electronic bids will be accepted.
- e. Sealed bids will be brought up to Kendallville for a public bid opening at Kendallville Public Library (221 South Park Avenue, Kendallville, IN 46755) and read aloud at 11:00 am ET on November 4, 2025.
- f. Any questions with the bid form and requirements should be directed to Claire Bright (cab@msktd.com) at MSKTD & Associates.
- g. This is a Tax-Exempt project.
- h. The contractor is responsible for any permits required by the local AHJ.
- i. Planned Addendum Dates
 - 1) First Addendum issue date: **October 23, 2025.**
 - 2) **Last day for questions / clarifications: October 29, 2025, before 4:00 pm.**
 - a) Submit all questions to Claire Bright (cab@msktd.com)
 - 3) Second (final planned) Addendum date: **October 31, 2025**

7. Documents required to be submitted with bid:

- a. Bid Bond (5%) of the bid amount.

8. Additional Requirements for successful bidder:

- a. Insurance covering Workmen's Compensation, Public Liability and Property Damage
- b. A Performance Bond and Payment Bond in the amount of 100% of the contract price shall be required upon notification of the successful bidder prior to signing of the contract.
- c. Contractor's Qualification Statement

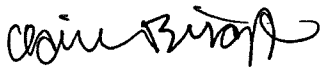
9. Questions:

- a. Are they apart of any purchasing group?
Yes, Omnia.
- b. Are you only accepting lump sum from one dealer?
MSKTD answered yes, but upon further review we will allow two dealers.
- c. Any substitutions or alternates?
MSKTD answered no, due to an extensive research on pieces, but upon further review we will allow substitutions or alternates for S38, S39, and S40. We will provide clarification in the addendum.

- d. Are submittals due with lump sum pricing or can those be provided at a later date?
Later date.
- e. What are the flooring materials throughout?
Mainly carpet except for where there is currently hard surface. We will provide clarification on hard vs soft for casters.
- f. Are the phases for furniture the same across both KPL and Limberlost?
No, they are different.
- g. Clarifications of doors for use.
Refer to phasing plans for locations.

Respectfully submitted,

MSKTD & ASSOCIATES, INC.



Claire Bright, Interior Designer

CAB/mb

Attachments

cc: Attendees



ATTENDANCE SHEET

PROJECT:

Kendallville Public Library and Limberlost Branches – Furniture Bid Package

PROJECT NUMBER:

MSKTD #8045

DATE:

10/21/2025 – 10:00 AM (Pre-Bid Meeting)

NAME	COMPANY/DEPT	E-MAIL	PHONE
Andrea Flores	Office Interior	aflores@oiplaces.com	574 876-6976 260 422 8709
HEATHER HOGVER	WORKSPACE	hhogver@WORKSPACE SOLUTIONS	
DAVID MAGNUS	JG Bowers	dmagnus@jg bowers.com	765-618-7645
SHANNA BONEWITZ	INNOVATE	sbonewitz@innovatecommercialinteriors.com	260-490-0410
Heather Johnson	Custer	heather.johnson@custerinc.com	
Brooke Pressley	Custer	Brooke.Pressley@custerinc.com	260-515-7455
Tyler Grier	TI SOURCE	TGRIE@TI-SOURCE.COM	260-483-1608

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: **November 3, 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 **November 4**, 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

DOCUMENT 002213 - SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

1.1 INSTRUCTIONS TO BIDDERS

A. Instructions to Bidders for Project consist of the following:

1. AIA Document A701-2018, "Instructions to Bidders."
2. The following Supplementary Instructions to Bidders that modify and add to the requirements of the Instructions to Bidders.

1.2 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS, GENERAL

- A. The following supplements modify AIA Document A701-2018, "Instructions to Bidders." Where a portion of the Instructions to Bidders is modified or deleted by these Supplementary Instructions to Bidders, unaltered portions of the Instructions to Bidders will remain in effect.

1.3 ARTICLE 2 - BIDDER'S REPRESENTATIONS

A. Add the following to 2.1:

1. .7 The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Owner. The Owner is Tax Exempt. The tax exempt number is 0003123375 LOC #001. See General Sales Tax Exemption Certificate attached in the Project Specifications.
2. .8 The Bidder is a properly licensed Contractor according to the laws and regulations of Indiana and meets qualifications indicated in the Bidding Documents.
3. .9 The Bidder has incorporated into the Bid adequate sums for work performed by Installers whose qualifications meet those indicated in the Bidding Documents.

1.4 ARTICLE 3 - BIDDING DOCUMENTS

A. 3.1 - Distribution:

1. Add the following to 3.1.1:
 - a. Obtain electronic Bidding Documents as instructed in the Invitation to Bid.

B. 3.2 - Modification or Interpretation of Bidding Documents:

1. Add the following to 3.2.2:
 - a. Submit Bidder's Requests for Interpretation using form acceptable to the Architect and submitted via email to Claire Bright (cab@msktd.com).

C. 3.3.1.1 – Substitutions

1. Add the following paragraph:

- a. Substitutions are only permitted for the following items S38, S39, and S40. Products included in the specifications are the Basis of Design. Substitutions shall meet or exceed those listed in the specifications. Other manufacturers may be submitted for review as “equal” provided they meet or exceed the quality, performance, durability, comfort, dimensions, visual characteristics, and warranty as those specified in the bid documents. The establishment of proof that said “equal” product is equal to the product specified, shall be the responsibility of the Bidder, then submitted for approval by the Architect. Bidder is required to provide electronic documentation showing a side by side comparison of the basis of design chair verse the substitution request. Include a photograph, product data and specifications, performance, durability, warranty, dimensions and finish information.**
- b. Voluntary equal substitutions will NOT be considered on any products other than those stated above.**
- c. Equal substitutions will be reviewed and accepted only if the product meets the specified item. Substitutions must be submitted electronically to Claire Bright (cab@msktd.com) by 5:00 p.m., local time, on Monday, October 27, 2025, no exceptions for late substitutions. All substitutions must be labeled with the original specified item number it will be replacing from the bid package as well as model numbers, finishes, fabrics, options selected, etc.**
- d. Chair trials are required for submitted substitutions. Bidder to coordinate the delivery of chair trials with Claire Bright (cab@msktd.com) to ensure the owner receives chairs no later than October 29, 2025 for review.**
- e. Approved substitutions will be noted in the final addenda. Approved substitutions are due with original bids.**

D. 3.4 - Addenda:

1. Add the following to 3.4.1:

- a. Addenda will be available via Eastern Engineering.**

2. Delete 3.4.3 and replace with the following:

- a. 3.4.3 Addenda may be issued at any time prior to the receipt of bids.**

1.5 ARTICLE 4 - BIDDING PROCEDURES

A. 4.1 - Preparation of Bids:

1. Add the following to 4.1:

- a. 4.1.9 Owner may elect to disqualify a bid due to failure to submit a bid in the form requested, failure to bid requested alternates, failure to complete entries in all blanks in the Bid Form, or inclusion by the Bidder of any alternates, conditions, limitations or provisions not called for.
- b. 4.1.10 Bids shall not include sales and use taxes as the Owner is tax exempt.

B. 4.2 - Bid Security:

- 1. Add the following to 4.2.1:
 - a. Provide bid security 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.

C. 4.3 - Submission of Bids:

- 1. Add the following to 4.3.1:
 - a. Submit printed bids at the time and place indicated in the Invitation to Bid.

D. 4.4 - Modification or Withdrawal of Bids:

- 1. Add the following to 4.4.1:
 - a. .1 Such modifications to or withdrawal of a bid may only be made by persons authorized to act on behalf of the Bidder. Authorized persons are those so identified in the Bidder's corporate bylaws, specifically empowered by the Bidder's charter or similar legally binding document acceptable to Owner, or by a power of attorney, signed and dated, describing the scope and limitations of the power of attorney. Make such documentation available to Owner at the time of seeking modifications or withdrawal of the Bid.

E. 4.6 - Subcontractors, Suppliers, and Manufacturers List Bid Supplement:

- 1. Add 4.6.
- 2. Add the following to 4.6:

- a. 4.6.1 Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products no later than two business days following Architect's request. Include those subcontractors, suppliers, and manufacturers providing Work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Architect.

1.6 ARTICLE 5 - CONSIDERATION OF BIDS

A. 5.2 - Rejection of Bids:

1. Add the following to 5.2:

- a. 5.2.1 Owner reserves the right to reject a bid based on Owner's and Architect's evaluation of qualification information submitted following opening of bids. Owner's evaluation of the Bidder's qualifications will include: status of licensure and record of compliance with licensing requirements, record of quality of completed Work, record of Project completion and ability to complete, record of financial management including financial resources available to complete Project and record of timely payment of obligations, record of Project site management including compliance with requirements of authorities having jurisdiction, record of and number of current claims and disputes and the status of their resolution, and qualifications of the Bidder's proposed Project staff and proposed subcontractors.

1.7 ARTICLE 6 - POSTBID INFORMATION

A. 6.1 - Contractor's Qualification Statement:

1. Add the following to 6.1:

- a. 6.1.1 Submit Contractor's Qualification Statement no later than two business days following Architect's request.

B. 6.3 - Submittals:

1. Add the following to 6.3.1:

- a. .4 Submit information requested in 6.3.1. no later than two business days following Architect's request.

1.8 ARTICLE 7 - PERFORMANCE BOND AND PAYMENT BOND

A. 7.1 - Bond Requirements:

1. Add the following to 7.1.1:

- a. .1 Both a Performance Bond and a Payment Bond will be required, each in an amount equal to 100 percent of the Contract Sum.

B. 7.2 - Time of Delivery and Form of Bonds:

1. Replace the first sentence of 7.2.1 with the following:

- a. The Bidder shall deliver the required bonds to Owner no later than 10 days after the date of a Notice of Intent to Award and no later than the date of execution of the Contract, whichever occurs first. Owner may deem the failure of the Bidder to deliver required bonds within the period of time allowed a default.

2. Replace 7.2.3 with the following:

- a. 7.2.3 Bonds shall be executed and be in force on the date of the execution of the Contract.

1.9 ARTICLE 8 - ENUMERATION OF THE PROPOSED CONTRACT DOCUMENTS

A. 8.1 - Proposed Contract Documents:

1. Replace .5 in 8.1 with the following:

- a. .5 Enumeration of Drawings: The Drawings constituting a portion of the proposed Contract Documents are identified on the Cover Sheet or Title Sheet of the Drawings titled Kendallville Public Library Furniture Bid Package dated October 14, 2025.

2. Replace .6 in 8.1 with the following:

- a. .6 Enumeration of Specifications: The Specifications constituting a portion of the proposed Contract Documents are identified on the Table of Contents Sheet of the Project Manual titled Kendallville Public Library Furniture Bid Package dated October 14, 2025.

3. Replace .7 in 8.1 with the following:

- a. .7 Addenda: Portions of the Addenda constituting a portion of the proposed Contract Documents will be enumerated in the Owner/Furniture Contractor Agreement.

4. Replace .8 in 8.1 with the following:

- a. .8 Other Exhibits: Other Exhibits constituting portions of the proposed Contract Documents will be identified in the Bidding Documents and be enumerated in the Owner/Furniture Contractor Agreement.

1.10 ARTICLE 9 - EXECUTION OF THE CONTRACT

A. Add Article 9.

B. Add the following to Article 9:

1. 9.1 Subsequent to the Notice of Intent to Award, and within 10 days after the prescribed Form of Agreement is presented to the Awardee for signature, the Awardee shall execute and deliver the Agreement to Owner through Architect, in such number of counterparts as Owner may require.
2. 9.2 Owner may deem as a default the failure of the Awardee to execute the Contract and to supply the required bonds when the Agreement is presented for signature within the period of time allowed.
3. 9.3 Unless otherwise indicated in the Bidding Documents or the executed Agreement, the date of commencement of the Work shall be the date of the executed Agreement.
4. 9.4 In the event of a default, Owner may declare the amount of the Bid security forfeited and elect to either award the Contract to the next responsible bidder or re-advertise for bids.

END OF DOCUMENT 002213

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This section includes the work of other contracts. The Contractor's use of the premises, and the good ordered in advance.
- B. The project includes providing all furniture, furnishings, equipment, tools and services for the installation of the specified furniture.

1.3 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

1.4 PROJECT INFORMATION

- A. Project Identification: Furniture procurement and installation 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
- B. Owner: Kendallville Public Library.
 - 1. Owner's Representative: Mindy London.
- C. Architect: MSKTD & Associates, Inc.
- D. Architect's Representative: Claire Bright, 260-432-9337 and/or cab@msktd.com.

1.5 WORK COVERED BY CONTRACT DOCUMENTS

- A. **Bids to be submitted in sealed envelope by 2:00 p.m., local time, Monday, November 3, 2025 to MSKTD & Associates, Inc., 1715 Magnavox Way, Fort Wayne, IN 46804, attention: Claire Bright.**
- B. **Substitutions to be submitted electronically by 5:00 p.m., local time, Monday, October 27, 2025 to Claire Bright, cab@msktd.com.**
- C. **Chair Trial for Substitutions to be coordinated with Claire Bright (cab@msktd.com) for delivery no later than Wednesday, October 29, 2025.**
- D. **Deadline for questions regarding bid is 4:00 p.m., local time, Wednesday, October 29, 2025. Final addendum will be issued Friday, October 31, 2025.**
- E. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:
 - 1. Providing, shipping, unloading, identifying, verifying quantities, determining condition of, and installing every item specified and listed in the Furniture Specifications Section of this document.
 - 2. Removing debris from project site daily. Furniture Contractor is required to remove all boxes, debris, packing materials, etc. from premises before leaving the job site. Owner's or building contractor dumpster or trash containers may NOT be used. All such debris shall be removed at the end of each installation day and in a timely manner after items are determined to be in proper condition.
 - 3. Where either the term "furnish" or "install" is used in the contract documents, the Furniture Contractor shall provide both the furnishing and installation of the given items. Where the term "provide" is used in contract documents, the Furniture Contractor will include such items as part of the contract for Owner installation.
 - 4. After winning bidder receives confirmation to proceed with ordering furniture, vendor to set an appointment with Claire Bright of MSKTD & Associates, to review each item awarded prior to any furniture order being placed. At this meeting, bidder will be responsible to bring the following items:
 - a. All field verified dimensions, notes, conflicts, data/power coordination, and site questions.
 - b. All plans redrawn with corrected dimensions, correct size of furniture to be ordered, and correct placement.
 - c. If finishes originally specified in document are not available, bring alternative physical samples of every finish (wood, paint, plastic trim, fabrics, etc.) for final verification.
 - d. Furniture installation cannot begin in a given area until Owner determined building construction punch items sufficiently complete to allow installation without confusion as to the status of incomplete construction and damaged surfaces.
- F. Type of Contract:

1. **Project will be vended under one or two furniture contracts. Bidders must bid every item, or bid will not be considered a complete bid and will be disqualified. Submit equal substitutions for review as stated in 002213 Supplementary Instructions to Bidders, for S38, S39, and S40. Approved substitutions will be included in the final addendum.**

1.6 PHASED CONSTRUCTION

- A. Construct the Work in phases, with each phase substantially complete as indicated on the Phasing Plan documents, attached.
 1. Furniture installation shall be coordinated with the completion of the building construction. Each phase may require a separate mobilization by vendors. Furniture installation is scheduled to occur in accordance with Schenkel Construction's construction schedule.
- B. Before commencing Work of each phase, request an updated copy of Contractor's construction schedule, showing the sequence, commencement and completion dates for all phases of the Work.
- C. Do not install any furnishings until punchlist items are completed by the Contractor and/or until Owner, Architect have approved installation to commence.

1.7 WORK PERFORMED BY OWNER

- A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.
- B. Preceding Work: Owner will perform the following construction operations at Project site. Those operations are scheduled to be substantially complete before Work under this Contract begins.
 1. Relocation and reinstallation of library shelving and equipment.

1.8 WORK UNDER OWNER'S SEPARATE CONTRACTS

- A. Work with Separate Contractors: Cooperate fully with Owner's separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under Owner's separate contracts.
- B. Preceding Work: Owner will award separate contract(s) for the following construction operations at Project site. Those operations may be substantially complete or may be partially conducted simultaneously with Work under this Contract.
 1. Relocation and reinstallation of library shelving and equipment.

1.9 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFCI) PRODUCTS

- A. Work labeled “Not in Contract” (NIC) or “Owner Furnished Owner Installed” (OFOI) will be furnished and installed under separate contract. Furniture contractor is NOT responsible for any moving of the existing items or the art installation.

1.10 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Limits on Use of Site: Limit use of Project site to Work in areas indicated and for the Phasing required. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, public, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 - c. There is no loading dock.
 - d. Elevator not permitted for use.
 - e. Refer to Phasing Plan for access to spaces, each floor is accessible from the exterior.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
- D. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping, and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.

1.11 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy Project site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

1.12 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work to between 7 a.m. to 5 p.m., Monday through Friday, unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
 1. Weekend Hours: Not permitted.
 2. Hours for Utility Shutdowns: Coordinate with Owner on any utility interruptions.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging for temporary utility services according to requirements indicated:
 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, Dust, and Odors: Coordinate operations that may result in high levels of noise and vibration, dust, odors, or other disruption to Owner occupancy with Owner.
 1. Notify Owner not less than two days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Smoking and Controlled Substance Restrictions: Use of tobacco products, alcoholic beverages, and other controlled substances on Owner's property is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.13 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.

3. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- D. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings and published as part of the U.S. National CAD Standard.
 3. Included as part of the Furniture Specifications are coded abbreviations representing each type of item being specified. Icons on furniture plans are keyed based on these abbreviations also. Refer to the key as follows:

Code	Item
S	Seating
T	Tables
PO	Private Office
ST	Storage

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.01 SUBMITTALS

- A. Substitutions: Substitutions are only permitted for the following items; S38, S39, and S40. Products included in the specifications are the Basis of Design.**
- B. Voluntary equal substitutions will NOT be considered on any products other than those stated above.**

1.02 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packing system, comply with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
 - 5. Store products to allow for inspection and measurement of quantity or counting of units.
 - 6. Store materials in a manner that will not endanger Project structure.
 - 7. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather protection requirements for storage.
 - 8. Protect stored products from damage.

1.03 PRODUCT WARRANTIES

- A. Warranties specified shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturers disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.

1. Manufacturers Standard Form: Modified to include Project-specific information and properly executed to cover material and workmanship for a period of 10 years from date of final acceptance.
 2. Fabric for systems furniture to be available for a minimum of 10 years.
- C. Submittal Time: Comply with requirements in Division 1 Section A Closeout Procedures.

PART 2 - PRODUCTS

2.01 PRODUCT OPTIONS

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged, and unless otherwise indicated, that are new at time of installation.
1. Provide products complete with accessories, trim finish, fasteners, and other items needed for a complete installation and indicated use and effect.

PART 3 - EXECUTION (Not Used)

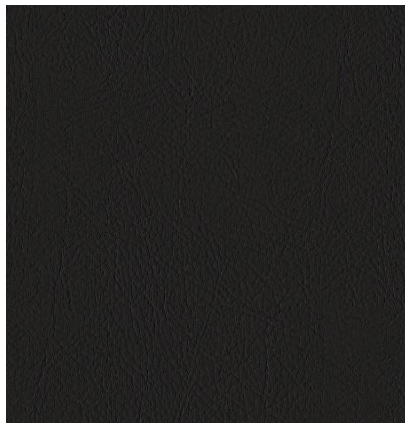
END OF SECTION 016000

FURNITURE SPECIFICATION

ITEM CODE:	S38	QUANTITY:	LOCATION:
Manufacturer:	Steelcase	1	K140
Contact:	Jenna Fillman		
Email/Phone:	jfillman@steelcase.com / 616.822.8282		
Model Name:	Leap 462 Series Plus Work Chair		
Model Number:	46296179		
Description:	Ergonomic task chair with adjustable arms, adjustable height, seat depth, lumbar support, and pneumatic seat height. Passive seat edge angle, upper back force, variable back stop, LiveBack technology with 500 pound weight capacity, upholstered seat and back on casters. Frame falls under lifetime warranty and all other parts are 12 year warranty.		
Dimensions:	31 3/4"W x 21 3/4 - 24 3/4"D x 38 3/4 - 42 1/2"H		

REFERENCE IMAGE ONLY


FABRIC + FINISH SPECIFICATION

BACK: Designtex - Tour, Color: Fortnight	SEAT: Designtex - Tour, Color: Fortnight	BASE/FRAME/SEAT SHELL/OUTERBACK: Black
REFERENCE IMAGE ONLY	REFERENCE IMAGE ONLY	REFERENCE IMAGE ONLY
		

FURNITURE SPECIFICATION

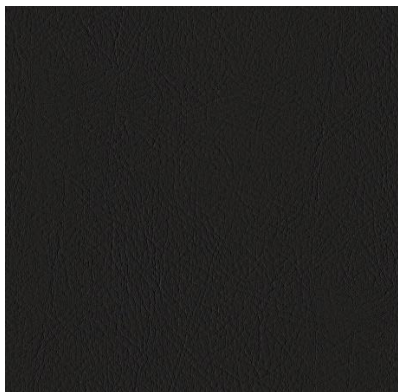
ITEM CODE:	S39	QUANTITY:	LOCATION:
Manufacturer:	Steelcase	1	K119
Contact:	Jenna Fillman	3	K128
Email/Phone:	jfillman@steelcase.com / 616.822.8282	1	K136
		4	K137
Model Name:	Think 465 Series Work Chair	1	K141
Model Number:	465A000	1	K142
Description:	Ergonomic task chair with adjustable arms, adjustable height, seat depth, lumbar support, and pneumatic seat height. Passive seat edge angle, LiveBack flexor system, upholstered seat and back on casters. 400 pound weight capacity. Frame falls under lifetime warranty and all other parts are 12 year warranty.	1	K146
		2	K150
		2	K161
		3	K162
		2	K176
		1	L107
		2	L120
Dimensions:	28 1/4"W x 22 - 24 1/4"D x 37 1/4 - 42"H		

REFERENCE IMAGE ONLY

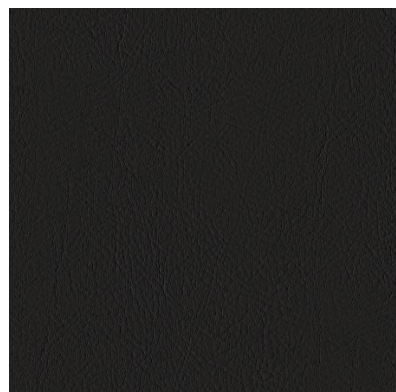

FABRIC + FINISH SPECIFICATION

BACK: Designtex - Tour, Color: Fortnight	SEAT: Designtex - Tour, Color: Fortnight	BASE/FRAME/SEAT SHELL/OUTERBACK: Black
--	--	--

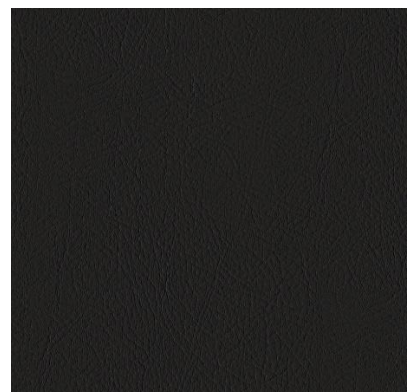
REFERENCE IMAGE ONLY



REFERENCE IMAGE ONLY



REFERENCE IMAGE ONLY



FURNITURE SPECIFICATION

ITEM CODE:	S40	QUANTITY:	LOCATION:
Manufacturer:	Steelcase	1	K136
Contact:	Jenna Fillman		
Email/Phone:	jfillman@steelcase.com / 616.822.8282		
Model Name:	Think 465 Series Stool		
Model Number:	465B000		
Description:	Ergonomic task stool with adjustable arms, adjustable height, seat depth, lumbar support, and pneumatic seat height. Passive seat edge angle, LiveBack flexor system, upholstered seat and back. 400 pound weight capacity. Frame falls under lifetime warranty and all other parts are 12 year warranty.		
Dimensions:	28 1/2"W x 22 - 24 1/4"D x 44 - 53 3/4"H		

REFERENCE IMAGE ONLY


FABRIC + FINISH SPECIFICATION

BACK: Designtex - Tour, Color: Fortnight	SEAT: Designtex - Tour, Color: Fortnight	BASE/FRAME/SEAT SHELL/OUTERBACK: Black
REFERENCE IMAGE ONLY	REFERENCE IMAGE ONLY	REFERENCE IMAGE ONLY
