

NOTICE TO BIDDERS

Specification No. 26-S5-93178-03140

Due: Tuesday, December 16, 2025, at 2:00 PM (Local Time)

Notice is hereby given that sealed proposals to furnish all labor, equipment, and materials necessary to satisfactorily complete the following project titled "Lower Level Office Renovation - Robert D. Orr Center" will be received in Procurement at the university located in the Support Services Building until 2:00 PM (local time) on Tuesday, December 16, 2025. There will be a formal bid opening at approximately 2:05 PM (local time) in the Support Services Training Room. Results of the bid opening will be posted thereafter on Procurement Services' website:

<https://www.usi.edu/procurement/competitive-bids-and-results>

Copies of Plans and Specifications may be obtained by accessing website <http://www.usiplanroom.com/> using your company's active account information. If your company is not currently registered, please do so by clicking "Register for an account." Registered bidders may download files at no cost.

There will be a Pre-Bid Meeting for this project on Tuesday, December 2, 2025, at 1:00 PM Local Time in the Orr Center Lower Level.

Bid bond in the amount of no less than five percent of total to accompany sealed bid. The successful bidder will be required to furnish performance and payment bonds for one hundred percent (100%) of their contract amount prior to execution of the contract.

Successful bidder must provide a certificate of insurance, as well as the requisite endorsement naming the University of Southern Indiana as additional insured prior to issuance of the contract. All bidders are to submit a certificate of insurance with their bid package. USI shall carry and maintain Builder's Risk or Installation Floater coverage for this project.

The University of Southern Indiana reserves the right to reject any proposal or all proposals, to make any combination thereof, and waive any informality therein, and to return unopened any proposal received after the time fixed above.

No bid may be withdrawn after the opening of bids for a period of sixty (60) days without the consent of the University of Southern Indiana.

Jeffrey M. Sponn
Director of Procurement and Risk Management