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**NOTICE TO BIDDERS**

Sealed proposals are requested for the Ricoh Copy Center Cunningham Memorial Library, Bid Number B0028697. Proposals will be received for the above contract at the Office of the Procurement Department, Indiana State University, Facilities Management and Procurement Building, 951 Sycamore Walk, Terre Haute, Indiana 47809, until 2:00pm Local Time on January 16, 2026. There will be no in-person Public Bid Opening. The Bids will be opened at 2:15pm on the due date and read aloud via Teams conference call. For conference call access call 812-228-8187 and enter conference ID: Will be Issued in Addendum followed by #.

Bidding Documents may be downloaded from the ISU Plan Room at <http://www.indstateplanroom.com/> on **December 17, 2025** for \$5.50 per person/download which covers all downloads for that particular Project. Bidders must register for a free account the first time they access the website. Bid Documents may be ordered for purchase on CD, for \$7.50 per CD, or on paper copy at applicable printing costs from Rapid Reproductions, Inc., 129 South 11<sup>th</sup> Street, Terre Haute, IN 47807 (812-238-1681 Toll Free 800-736-7084).

Proposals are to be made on the Bid Form published in the Project Manual, based on Form 96 (Revised), as prescribed by the State Board of Accounts. As a mandatory requirement the Proposal shall be accompanied by a certified check; cashier's check or a Bid Bond (AIA A310) for an amount not less than 5% of the total bid price for Base Bid(s) and all add Alternates. See Section 00 10 10 Instructions to Bidders 3.01 for Bid Bond Requirements

Bidder(s) receiving awards shall be required to provide acceptable surety in the form of a Performance and Labor and Materials Payment Bond for the full amount of the award. Include the cost of all bonds and insurance in the Bid amount.

Indiana State University is a Tax Exempt Institution and Indiana Sales Tax for products permanently incorporated in work shall not be included as part of the Bid or on any Application for Payment.

All Bidders must comply with All State and Federal Non-Discrimination laws.

Responsive bidders may not have an active dispute, claim, or litigation with Indiana State University.

Indiana State University reserves the right to accept or reject any Bid and to waive any irregularities in Bidding. Any proposal received after the time fixed herein shall be returned unopened.

No bid may be withdrawn after the opening of Bids without the consent of Indiana State University for a period of One Hundred Twenty (120) days after the time of opening Bids.

There will not be an actual Pre-Bid conference meeting for the Project. A copy of a Pre-Bid Information sheet will be included with the Bidding Documents. Bidders shall review the information sheet and the contained information will become a part of the Bidding Documents.

Pre-Bid site visits have been scheduled at 11:00am on January 6th, 2026 at the Cunningham Memorial Library, 510 North 6 1/2 Street, Terre Haute, Indiana 47809.

Contract Award shall be to a Single Prime Bidder for all single Base Bid project work or the Contract Award may be to multiple Single Prime Bidders for multiple Base Bid Package project work. The prime Bidder(s) shall be an experienced and qualified Contractor(s) having successfully completed a minimum of three (3) projects of similar size and scope. The Bid form for this Project requires the Bidder to submit evidence of successful installation of similar projects (minimum of three projects), including customer information, scope, dates, Contract dollar amounts. With their Bid the Bidder shall submit their most current audited financial statement and vendor trade credit references as evidence of financial capability to perform the work.

**All questions relating to this Project shall be addressed to:**

**Scott Tillman, Department of Facilities Management**  
**Phone 812-237-8198 E-mail [scott.tillman@indstate.edu](mailto:scott.tillman@indstate.edu)**

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INDIANA STATE UNIVERSITY BOARD OF TRUSTEES

By: Seth Hinshaw  
Vice President for Finance and Administration, University Treasurer  
Indiana State University

END OF SECTION 00 10 00