

## BID REQUEST NOTICE TO BIDDERS

Sealed proposals are requested for the Lincoln Quad South Courtyard Renovations, Bid Number B0024578. Proposals will be received for the above contract at the Office of the Department of Purchasing, Indiana State University, Facilities Management and Purchasing Building, 951 Sycamore Street, Terre Haute, Indiana 47809, until 2:00pm Local Time, May 19, 2016 and then will be opened and read aloud.

Bidding Documents may be downloaded from the ISU Plan Room at <http://www.indstateplanroom.com/> on **May 3, 2016** at no cost. Bidders must register for a free account the first time they access the website. Bid Documents on CD's may be ordered for purchase from Rapid Reproductions, Inc, 129 South 11<sup>th</sup> Street Terre Haute, IN 47807 (812-238-1681 Toll Free 800-736-7084) at a cost of \$7.50 per CD.

Proposals are to be made on the Bid Form published in the Bid Request. 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.

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 reject any proposal or all proposals and to waive any informality therein, and to return unopened any proposal received after the time fixed herein.

No Bid may be withdrawn after the opening of Bids without the consent of Indiana State University for a period of One Hundred Twenty (120) days after the time of opening Bids.

A Pre-bid conference has been scheduled for 10:30am, Local Time, May 11, 2016 in the Lincoln Quad Commons Building Lower Level, 650 N 6<sup>th</sup> Street, Terre Haute, Indiana 47809. *Representatives of each of the Bidders are strongly urged to attend.*

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 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 or by the next business day following the 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:**

**Bryan Duncan ISU Facilities Management Department**

**Phone 812-237-8195 E-mail [bryan.duncan@indstate.edu](mailto:bryan.duncan@indstate.edu)**

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By: Diann E. McKee

Senior Vice President for Finance and Administration and University Treasurer  
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