

The New Willow Lake Elementary
The Metropolitan School District of Washington Township

SECTION 00050
NOTICE TO BIDDERS

1. Notice is hereby given that sealed Bids will be received:
By: **The Metropolitan School District of Washington Township**

For: **Willow Lake Elementary**
7535 Harcourt Road
Indianapolis, Indiana 46240

At: **The Metropolitan School District of Washington Township (CEC Building)**
8550 Woodfield Crossing Blvd.
Indianapolis, Indiana 46240

Until: **1:00 P.M. (EST), Wednesday, January 10, 2018.**
Bids received after this time will be returned unopened.

2. A Bid Proposal is requested for all work Including:
Bid Scope 042 Masonry
Bid Scope 060 Carpentry and General Trades
Bid Scope 071 Roofing and Flashings
Bid Scope 083 Glass & Glazing
Bid Scope 092 Drywall and Ceilings
Bid Scope 096 Carpeting & Tile
Bid Scope 099 Painting & Coatings
Bid Scope 114 Food Service Equipment
Bid Scope 126 Bleachers, Stage & Athletic Equip
Bid Scope 142 Elevator
Bid Scope 211 Fire Protection
Bid Scope 220 Plumbing & HVAC
Bid Scope 260 Electrical
Bid Scope 329 Landscaping

Combination bids for multiple packages will be accepted.

3. A Pre-Bid meeting will be held on Wednesday, December 20th, 2017 at 1PM at 8550 Woodfield Crossing Blvd to discuss key bidding requirements answer questions regarding the Bidding Documents.

4. Completed Bid should be enclosed in a sealed opaque envelope and addressed and noted as follows:

Metropolitan School District of Washington Township
Mr. Marvin Murdock, Owners Representative
8550 Woodfield Crossing Blvd.
Indianapolis, Indiana 46240

Project No.: **IN17102**
Bid for Work on: **Willow Lake Elementary School**
Bid Scope No.: **As appropriate for the Scope being bid**
Date: **1.10.2018**

If the bid is sent by mail, the sealed Bid Envelope shall be enclosed in a separate Mailing Envelope with the notation "SEALED BID ENCLOSED" on the face of the envelope.

The New Willow Lake Elementary
The Metropolitan School District of Washington Township

6. Bids received prior to the due date and time will then be publically opened and read aloud.
7. All Bid proposals shall be in full accord with the Bidding Documents, which may be examined by prospective Bidders at the following locations:

Smoot Construction	CSO Architects
2001 West 18th Street	8831 Keystone Crossing
Indianapolis, IN	Indianapolis, IN 46202
8. Obtaining and returning documents:
 - a. Bidders may obtain complete sets of Bidding Documents from Repro Graphix Inc., 437 North Illinois Street, Indianapolis, IN 46204, (317) 637-3377. Order online: Order online: www.Reprographix.com, ePlanroom or by Fax: 317-637-3415.
 - b. It is the responsibility of the primary bidder to distribute documents, and recover them, from any subcontractors who are assisting them in their bidding effort.
 - c. Bidders may request the use of their shipper account. Bidders with open accounts may request shipping and packaging of bid documents to be billed on their account. Documents will NOT be shipped until receipt and clearance of proper deposit and shipping costs for initial sets of documents and/or fee(s) for additional sets if ordered.
 - 1) Contractors may view project on ePlanroom, but must be signed in to place order
 - 2) Company Checks may require bank clearance before document order can be processed.
 - 3) Credit Card & debit card deposits not accepted.
 - 4) Cashiers or Certified Bank Checks or Money Order payments will be processed immediately upon receipt. Hand delivery or overnight express delivery of order and payment is recommended to expedite turn around.
 - 5) Checks and Money Orders for shipping and/or additional sets shall be made out to "Repro Graphix Inc... – MSDWT Willow Lake Elementary"
 - 6) All deposit checks should be made payable to: The Metropolitan School District of Washington Township
 - d. Shipping costs and the payment of a refundable deposit for the documents must be paid before documents will be released to the bidder. Additional project manuals, full or half size drawing sets, and/or partial sets by discipline or specification section of the Bidding Documents may be purchased from Repro Graphix Inc. Refundable deposits must be paid in advance for each set of documents ordered. Partial sets by discipline or specification sections purchased and addenda issued must be returned along with the primary bidding sets in order for any deposits to be refunded.
 - 1) All purchased documents will be printed on an individual basis, and orders will be filled within 2-3 business days of receipt of written request and payment of deposit, shipping costs and printing costs. Large orders will be confirmed with an anticipated ship date. All written requests for prints or specifications must contain specific print order instructions (i.e. Bid Package Number, Project Manual, spec section, etc.

The New Willow Lake Elementary
The Metropolitan School District of Washington Township

- e. All documents will be tracked and one Addenda set will be issued automatically to all registered recipients of each complete set of Bidding Documents only. Addenda will be sent directly to the registered bidder. Addenda will also be available for viewing on the e-plan room site immediately upon release with each full set of bidding documents. It is the responsibility of the primary bidder to distribute documents, and recover them, from any subcontractors who are assisting the prime contractor in their bidding effort.
 - f. Bidders shall be required to pay all shipping and handling costs associated with obtaining and returning the Bidding Documents to Repro Graphix Inc.. Addenda will must be returned at bidders expense. All shipping, in both directions, shall be via FedEx, UPS or shall be hand delivered to Repro Graphix Inc.. Bidders specifying "ground" shipping of documents, they should be advised that delivery may take up to 5 days. The cost of return shipping and handling is not refundable.
 - g. All Bidding Documents shall remain the property of the Owner and all bidders shall return all bid documents, drawings, project manuals, addenda and single sheets, bound, complete and in good condition, within 14 days after the bid opening date.
 - 1) Documents shall be returned to Repro Graphix Inc.. at the address noted above with a copy of the original transmittal(s) to the Bidder.
 - 2) The initial deposit(s) will be returned to the Bidder in a timely fashion. Deposit will be returned when ALL full and partial drawing sets, project manuals and individual pages issued to that bidder have been returned and accounted for. No partial deposits will be processed.
 - h. THE METROPOLITAN SCHOOL DISTRICT OF WASHINGTON TOWNSHIP IS NOT RESPONSIBLE FOR DOCUMENT PROCUREMENT TRANSACTIONS, TIME INVOLVED IN PROCESSING ORDERS OR DEPOSIT REFUNDING PROCEDURES. Companies are encouraged to contact Repro Graphix Inc.. in advance to verify payment conditions, ordering procedure, anticipated delivery dates, document return dates and deposit refund procedures.
9. Should a successful Bidder withdraw his Bid, or fail to execute a satisfactory Contract by providing Payment and Performance Bonds, Certificate(s) of Insurance, Subcontractor and Materials Listing, and any other required documents within the required time periods after notice of acceptance of his Bid, the Owner may declare the Bid as non-responsive and declare the Bid Security forfeited as liquidated damages, not as penalty.
10. Bid Security in the amount of (10%) of the Bid must accompany each Bid in Accordance with the Instructions to Bidders
11. The successful Bidder will be required to furnish Performance and Payment Bonds for one hundred percent of their contract amount prior to execution of Contracts
12. Contractors submitting bids for the performance of any work as specified in this building project should make such bids to Metropolitan School District of Washington Township. Contractors are advised that the Contract as finally entered into with any successful Bidder may be entered into with either the School Corporation or the Building Corporation or certain portions of the Contract may be entered into by both the School Corporation and the Building Corporation.
13. The owner reserves the right to accept or reject any Bid (or Combination of bids) and to waive any irregularities in bidding. All bids may be held for a period not to exceed 120 days before awarding contracts.

END OF
SECTION 00050