

**ISU Form PBA-24/AE**

**Pre-Bid Site Visit Agenda / General Information**

DATE: February 6, 2025  
TIME: 10:00am  
LOCATION: New Theater East Entrance Lobby

**Introduce Project:** New Theater Building Dressing Room/Restroom Remodel, Bid Number B0028532

**Architect/Engineer:** ISU Department of Facilities Management/R.E. Dimond and Associates

Main Contact: Scott Tillman Phone 812-237-8198 Cell 812-878-4251 E-mail [scott.tillman@indstate.edu](mailto:scott.tillman@indstate.edu)

Other A/E Contacts: Dale Warner R.E. Dimond e-mail [dale.warner@redimond.com](mailto:dale.warner@redimond.com)

**Introduce Owner's Team:**

Bryan Duncan, Dir Capital Planning & Improvements 812-237-8195 e-mail [bryan.duncan@indstate.edu](mailto:bryan.duncan@indstate.edu)

Mark Pupilli, Mechanical/Electrical Rep: 812-237-8185 e-mail [mark.pupilli@indstate.edu](mailto:mark.pupilli@indstate.edu)

Pat Teeters, Contract Administrator: 812-230-6141 (cell) e-mail [patrick.teeters@indstate.edu](mailto:patrick.teeters@indstate.edu)

**Bidding Documents:**

Bidding Documents are available for download on-line from the ISU Plan Room at <http://www.indstateplanroom.com/> for \$5.50 which covers all downloads for that particular Project. Note: Bidders must register for a free account the first time they access the website.

The Bid Documents may be ordered on CD (at a cost of \$7.50 per CD) or on paper copy (at applicable printing costs) from:  
Rapid Reproductions, Inc. 812-238-1681  
129 South 11<sup>th</sup> Street  
Terre Haute, IN 47807

**Forms for Bidding:**

Refer to Section 00 10 10 Instructions to Bidders Part 3 for the forms required for Bidding and when they are due.

**Submit Bids and other information to:**

Office of the ISU Procurement Department  
Facilities Management and Procurement Building  
951 Sycamore Street  
Terre Haute, Indiana 47809

Bid Date: **February 18, 2025** Time: **2:00pm into ISU Procurement Office**

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 104 373 296 followed by #.

**Type of Bid:** Single Prime

**Award Date:** Within seven (7) days or less

**Base Bid:** Renovation of Dressing Room/Restroom per Specifications and Drawings

**Alternate # 1:** Purchase and install new lockers. See Sheet A101 Plan Note 14 for specifics

**Allowances:** A \$10,000.00 Allowance shall be included in the Base Bid for Unforeseen Conditions and General Construction Contingency. It is solely at the discretion of the Architect/Engineer/Owner what costs may be applied to this Allowance.

**Supplier/Subcontractor list:** Appendix A, submit with Bid

**Unit Prices:** Appendix B, submit with Bid

**Construction Dates:** The Contractor shall begin Work within seven (7) days after with all Work substantially completed by May 16, 2025. Final closeout shall be within thirty (30) calendar days thereafter. A warranty walk-thru may be held eleven (11) months from the date of substantial completion

**Tax Exempt (non profit)**

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

**Hours of Construction:**

Normal 7:00am-4:00pm Afterhours maybe arranged with the Owner

**Permits and fees:**

Include with Bid

**Asbestos or other hazardous materials:**

None Anticipated; if suspicious material is encountered, stop work immediately in the area and contact the Owner for clearance or removal.

**General Project Information and Requirements:**

Site protection: See Specifications Section 01 50 10 Temporary Facilities for Renovation Projects

Material storage: On-site in work area

Parking: See Section 00 30 00 1.09 for requirements

Communication: Job Superintendent shall have a cellular phone.

Fire Protection: See Section 00 30 00 1.11 C for requirements

Salvage: The Owner has the right of first salvage. The Owner will supply a list of any items, not slated for reuse, which the Owner wishes to salvage. All items to be salvaged will be delivered to a location on the ISU campus as directed by the Owner.

Coordination With Owner: A minimum of 48 Hours prior notification of any closings, areas to be blocked off or utility shutdowns.

Smoking Policy: See Section 00 30 00 1.08 for Rules

**MBE/WBE/VBE Participation:**

Indiana State University is committed to diversity and non-discrimination in all aspects of its operations. Refer to Section 00 10 30 for full information and links to websites of MBE/WBE/VBE Firms, Each Prime contractor should actively solicit and include certified minority, women and veteran owned subcontractors in bid submissions if economically feasible.

The Minority, Women's and Veteran's Business Enterprise Participation Plan Section 00 10 40 shall be **submitted with the Bid** of all Bidders. This Participation Plan will be considered during the proposal evaluation process. A standalone editable (fill in the blanks) PDF file has been uploaded to the plan room with the Bidding Documents to aid the Bidders in the submission of this required form.

**Mandatory Tier II Reporting (New dollar threshold)**

Mandatory Tier II Reporting Requirement for Projects equal to or greater than **\$150,000.00**.

MBE/WBE/VBE utilization in the performance of this Contract must be reported with each Application for Payment using the ISU Business Diversity Spend Reporting Form for Construction/Renovation/Facilities Repair Projects

Compliance with Owner's Mandatory Tier II Reporting Requirement is a condition for the approval of an Applications for Payment

Contact Mike Bonnett in ISU Purchasing Department 812-237-3600 with any questions.

**Additional Site Visits:**

None Scheduled. Contact Scott Tillman to schedule additional visits.

**Owner Comments:**

---

---

---

---

---

**Contractor questions:**

---

---

---

---

---

---

---

---

---

---

e.c. Electronic Project Folder