

ISU Form PBA-20A/E

Pre-Bid Site Visit Agenda / Information

DATE: March 21, 2024
TIME: 10:00am
LOCATION: HMSU North Entrance

Introduce Project: HMSU North ADA Ramp Renovations, Bid Number B0028128

Architect/Engineer: ISU Department of Facilities Management

Main Contact: Scott Tillman, ISU Architect/Construction Manager
Phone 812-237-8298 E-mail scott.tillman@indstate.edu

Introduce Owner's Team:

Bryan Duncan, Dir Capital Planning & Improvements 812-237-8195 e-mail bryan.duncan@indstate.edu
Mark Pupilli, Mechanical/Electrical Rep: 812-237-8185 e-mail mark.pupilli@indstate.edu
Pat Teeters, Contract Administrator: 812-230-6141 (cell) e-mail 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 \$5.00 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 11th 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 Purchasing Department
Facilities Management and Purchasing Building
951 Sycamore Street
Terre Haute, Indiana 47809

Bid Date: **April 2, 2024** Time: **Due by 2:00pm into ISU Purchasing**

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 504 477 545 followed by #.

Type of Bid: Single Prime

Award Date: Within seven (7) days or less

Three (3) Base Bids

1. Rebuild existing ADA Ramp In place as shown on Drawings and per Specifications
2. Construct a new ADA designed ramp as shown on the Drawings and per Specifications
3. Construct a new ADA sloped grade entrance as shown on the Drawings and per Specifications

Alternates:

1. Construct the ISU Logo as shown on the Drawings (add to Base Bid # 3 only)
2. Install the under canopy lighting as shown on the drawings (add to Base Bid # 3 only)

Allowances:

1. A \$5,000.00 Allowance shall be included in Base Bid # 1, a \$10,000.00 Allowance shall be included in the Base Bid # 2 and a \$20,000.00 Allowance shall be included in the Base Bid # 3 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, No Unit Prices Requested

Construction Dates:

The Contractor shall begin Work within seven (7) days after Award preparing submittals and procuring material. Actual Work shall begin on or about May 13, 2024 with all Work substantially completed by August 2, 2024. Final closeout shall be within sixty (60) 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

Material storage: On-site and Off-site

Parking: See Section 00 30 00 1.08 for requirements

Communication: Job Superintendent shall have a cellular phone.

Fire Protection: See Section 00 30 00 1.10 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 72 Hours prior notification of any closings, areas to be blocked off or utility shutdowns.

Smoking Policy: See Section 00 30 00 1.07 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. Exterior visits are at Bidder discretion. Contact Scott Tillman to schedule interior visits.

Owner Comments:

- 1. New item added to Section 00 20 00 Bid Form. Submission of signed Bid Form certifies compliance.

COMPLIANCE WITH LAWS

The Bidder shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances including but not limited to Indiana Code 5-16 and all provisions required thereby to be included herein are hereby incorporated by reference. Bidder warrants Contractor and any subcontractors shall obtain and maintain all required permissions, permits, licenses, registrations, accreditations, certifications, and approvals, and shall comply with all employment, labor, EEOC, E-verify, health, safety, and environmental statutes, rules, or regulations related to the products and services offered under this agreement. Bidder and any principals of the Contractor certify compliance with the requirements of Indiana Code § 5-16-1-9 Application of Indiana Code 5-22-16.5 (e.g. Company has not and will not participate in any investments or activities in Iran and refrains from engaging in any new investments or activities in Iran).

- 2. June 7th – 9th is the Indiana Special Olympics on campus. There will be numerous curious special athletes in the area of the work residing in Hines Hall. The Contractor shall secure the work site during this period to discourage special visitors.
- 3. Mandatory Tier II Reporting Requirement for Projects has been reduced from \$500,000.00 to equal to or greater than **\$150,000.00**. The Tier II spend report, in Excel format, must be submitted with each Application for Payment. Failure to submit with the Application for Payment will result in payment being withheld. A copy of the reporting form in Excel was uploaded with the Bidding Documents to the Plan Room and is available there for download.

Contractor questions:

e.c. Electronic Project Folder