

ISU Form PBA-18

Pre-Bid Conference Agenda / Information

DATE: February 17, 2020

TIME: 10:00am

LOCATION: Skype Meeting

To attend the Pre-Bid by phone call 812-237-5920 and enter conference ID **4718016** or by computer link to the Skype Meeting at <https://meet.indstate.edu/patrick.teeters/S2ZL6KWY>

Introduce Project: University Apartments Unit 3 Window Replacement B002743617

Main Contact:

Greg Luken, Director Housing Facilities Phone **812-237-3558** E-mail gregory.luken@indstate.edu

Introduce Owner's Team:

Jim Jensen, Director Operations and Maintenance 812-237-8194 e-mail jim.jensen@indstate.edu

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

Bill Williams, UA Maintenance 812-237-3851 e-mail Bill.Williams@indstate.edu

Jim Taylor, HFO Maintenance Coordinator 812-237-4551 e-mail james.taylor@indstate.edu

Bidding Documents:

The Bid Documents are available for download on-line at the ISU Plan Room website <http://www.indstateplanroom.com/> (Download of Bid Documents is free).

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 001010 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: **February 25, 2021** Bids Due: **2:00pm** Bids Opened: **2:15pm** By Skype Conference call
For conference call access call 812-237-5920 and enter conference ID **572144**.

Type of Bid: Single Prime

Award Date: Within seven (7) days or less

Alternates:

Alternate No. 1: UA Unit # 3 South Wing Window Replacement per Bidding Documents

Allowances:

Allowance # 1: 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. Any unused Allowance monies shall be returned to the Owner at Project closeout by Change Order.

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 Award preparing submittals and procuring material. Actual Work shall begin on or about May 12, 2021 with all Work substantially completed by August 1, 2021. **No windows may be removed until the replacement windows are on-site ready to be installed.** Final closeout shall be within thirty (30) calendar days thereafter. A warranty walk-through will be held 11 months after 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:

The building will be vacant so work hours are at Contractors discretion

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 Specification Section 015010

Material storage: On-site

Parking: See Section 003000 1.07 for requirements.

Communication: Job Superintendent shall have a cellular phone.

Fire Protection: See Section 003000 1.09 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 003000 1.06 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 001030 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 001040 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.

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

Site Visits

Exterior site visits are permitted at the Bidder's discretion. To schedule an interior apartment site visit contact Greg Luken at 812-249-3038 or Bill Williams at 812-237-3851 a minimum of 24 hours prior to planned visit. Bidders are reminded to wear facial PPE equipment and to practice social distancing while on the campus of Indiana State University.

