

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), Friday, November 1, 2017.**
Bids received after this time will be returned unopened.

2. A Bid Proposal is requested for all work Including:

Bid package 033: Building and Site Concrete
Bid package 051: Steel, Stairs, Railings and Misc. Metals
Bid package 331: Site Work and Utilities

Combination bids for multiple packages will be accepted.

3. A Pre-Bid meeting will be held on Friday, October 20, 2017 @ 1:00 P.M. EST, in the conference room at the Smoot Construction site trailer, 7535 Harcourt Road, Indianapolis, Indiana to discuss key bidding requirements, answer questions regarding the Bidding Documents. After the meeting attendees will be given a brief tour of the construction site. Attendance at the Pre Bid Meeting and Site Tour is strongly encouraged!

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 Package No.: **033 or 051 or 331**
Date: **11.01.2017**

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.

5. Bids received prior to the due date and time will then be publicly opened and read aloud.

6. 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 18 th Street	8831 Keystone Crossing
Indianapolis, IN	Indianapolis, IN 46202

7. Obtaining and returning documents:
- a. Bidders for Bid Package 033 Building & Site Concrete, 051 Steel, Stairs and Miscellaneous Metals and 331 Site Work and Utilities 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 payments will be charged a 3% processing fee and processed immediately upon receipt.
 - 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"
 - 5) 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.

- 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.
8. 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.
9. Bid Security in the amount of (10%) of the Bid must accompany each Bid in Accordance with the Instructions to Bidders
10. 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
11. 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.
12. 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 60 days before awarding contracts.

END OF
SECTION 00050