

NOTICE TO BIDDERS

- A. Sealed bids to provide all equipment, labor, and material to complete project titled:
Alumni Center Carpet Replacement
will be received by Mark Keever, Purchasing Coordinator, Ball State University, Purchasing Conference Room, 3401 N Tillotson Ave, Muncie, IN until **11:00 A.M. EST Thursday, February 9, 2012**. Bids will then be opened and read aloud.
- B. Bidding documents are on file and may be examined at the following locations or on their website:
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| BSU Facility Management Office
3401 N Tillotson Ave
Muncie IN 47306
www.bsu.edu/facilities | BX Indiana Construction League
1200 S Madison Ave LL20
Indianapolis IN 46225
www.construction-league.com |
| Bid Tool Plan Center
One Oakbrook Terrace #510
Oak Brook, IL 60181
www.bidtool.net | ISQFT Indpls Planroom
9901 Allisonville Rd
Fishers IN 46038
www.ISQFT.com |
| M.A.C.I.A.F
3215-A Sugar Maple Ct
South Bend IN 46628
www.planroom@constructionsite.org | Reed Construction/Production
30 Technology Pkwy S #500
Norcross, GA 30092
www.reedepr.com |
- C. Scope of Work to include, but not limited to: Replacing carpet as indicated on plans. Alternate for Deduct of labor for specified rooms.
- D. Pre-bid meeting: **9:00 AM EST Tuesday, January 31, 2012**. in the Purchasing Conference Room, 3401 N Tillotson Ave, Muncie, IN, Ball State University, Muncie IN 47306
<http://www.bsu.edu/map/>
- E. Bid Documents, which include project manual, drawings, specifications, bid forms and other related documents, (available in CD format only) may be obtained by contacting Mark Keever, Purchasing Coordinator or Purchasing Services, Service & Stores Building, 3401 N. Tillotson Avenue, Muncie IN 47306, Tel: (765) 285-1532, Fax:(765) 285-1756.

- F. Bid documents are also available to subcontractors upon request.

- G. Bids shall be properly executed, addressed to Ball State University Board of Trustees, submitted on Contractors Bid For Public Works Form 96, (revised 2009) as prescribed by the Indiana State Board of Accounts giving financial data as recent as possible and in no event older than 90 days.

- H. Each bid shall be accompanied by a certified check or bank draft, made payable to the order of Randall B Howard, Vice President for Business Affairs & Treasurer of Ball State University, Muncie, Indiana, or by an acceptable bidder's bond for an amount not less than 5 percent of the total bid price

- I. All copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope marked SEALED BID. The envelope shall be addressed to Ball State University Board of Trustees and shall be identified with the Project name, the Bidder's name and address and, if the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope marked "SEALED BID ENCLOSED" on the face thereof.

- J. The contractor awarded work shall be required to furnish an acceptable surety bond in the full amount of the contract.

- K. Ball State University reserves the right to reject any bids or all bids, to make any combination thereof, to waive any informalities therein, and to return unopened any bids received after the time fixed herein.

- L. Bids received after the designated time for closing will be returned unopened. Bids may be withdrawn prior to the designated time, but no bids shall be withdrawn for a period of sixty (60) days thereafter.

- M. Visit web page
<http://cms.bsu.edu/About/AdministrativeOffices/Purchasing/PublicWorks.aspx>
to view current plan holder llist, bid results and addendums and to obtain the Bid Document Request form.

BALL STATE UNIVERSITY
By: Randall B Howard
Vice President for Business
Affairs and Treasurer