

NOTICE TO BIDDERS

Notice is hereby given that sealed Bids will be received:

By: The Indianapolis-Marion County Public Library Board of Trustees
For: Library Services Center
Conference Room 221 Renovation Project
At: The Library Services Center
2450 North Meridian Street
Indianapolis, IN 46208
OR Bids to be received via email to PurchasingRFP@indypl.org
Until: Date and Time: October 8, 1pm, 2024

At the date, time, and location noted above, The Indianapolis-Marion County Public Library ("IndyPL") will receive sealed Bids ("Bids") for the Project which will be publicly opened and read aloud. Bids received after that time will be returned unopened by IndyPL. The Bidder shall be responsible for all work required to complete the Project as described in the Bidding Documents. All Bids shall be in full accordance with the Bidding Documents.

Copies of the Drawings, Project Manual, and Addenda (together "Bidding Documents") will be available for pick-up or delivery through the online planroom operated by ReproGraphix at www.reprographix.com. Planroom registration is free. The charge for the documents will be listed on the online planroom. Payment may be made by check, credit card, or cash. No deposits will be accepted. Make checks payable to ReproGraphix. All payments and costs of Bidding Documents are non-refundable. Repro Graphix is located at 427 North Illinois Street, Indianapolis, IN 46204 and can be contacted at (317) 637-3377.

Bidders shall ensure that they have obtained complete sets of Bidding Documents and shall assume the risk of any errors or omissions in Bids prepared by reliance on incomplete sets of Bidding Documents.

A Bid Security in the amount of five percent (5%) must accompany each Bid in accordance with the Instructions to Bidders. Bid Security shall be a certified check or bid bond. All checks and bid bonds shall be made payable to the Indianapolis-Marion County Public Library. Bids may be held for a period not to exceed sixty (60) days before awarding contract. Bids shall be properly and completely executed on the Bid Form provided in the Bidding Documents.

The successful Bidder will be required to furnish Performance and Labor & Material Bonds for 100% of their contract amount before execution of contracts. Bonds shall be maintained in accordance with I.C. 36-1-12-12 and I.C. 36-1-12-14.

A Pre-Bid Conference and Site Tour will be held at the Library Services Center Executive Conference Room, 2450 North Meridian Street, Indianapolis, IN, 46208 at 9:30am local time, on September 24, 2024. All prospective Bidders are strongly urged to attend the Pre-Bid Conference.

Selection of the Bidder is scheduled to occur at the regular IndyPL Board Meeting on October 28.

It is the Policy of IndyPL that Minority Business Enterprises ("MBE"), Women Business Enterprises ("WBE"), Veteran Business Enterprises ("VBE") and Disability-Owned Business Enterprises ("DOBE") shall have the maximum feasible opportunity to participate in the performance of contracts. Consequently, IndyPL has established the following percentage utilization goals for certified MBE, WBE, VBE, and DOBE participation on this Project, based upon the Contract Price as awarded to the successful Bidder:

- MBE: fifteen percent (15%);
- WBE: eight percent (8%);
- VBE: three percent (3%); and
- DOBE: one percent (1%).

The Indianapolis Public Library reserves the right to reject any or all bids and the right to waive any irregularities in bidding. The Indianapolis Public Library shall award the contract to the lowest responsible and responsive bidder pursuant to I.C. 36-1-12-4 (b) (8).