Cooper STEM III Renovation – Asbestos Abatement
Ball State University
BSU Project No. 2020 - 002.04 CO
May 27, 2021

I. Project Team
A. Owner’s Representative(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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B. Consultant’s Representative(s):
Not Applicable for this project – Project designed by BSU – FPM.

A. Availability of Contract Documents.
   1. Contract documents are available through the BSU purchasing website by request. Drawings and Specifications are dated May 19, 2021.
B. Interpretation of Contract Documents.
   1. Any questions (RFI’s) need to be emailed to the architect of record, Paul Sternberg & Anthony Rench. Email address indicated above.
   2. The last day for RFI’s is end of business on June 1, 2021 to allow all questions to be answered via addenda prior to the bid due date.
C. Addenda.
   1. None issued to date.
D. Substitutions.
   1. If there are substitution requests, these need to be requested **pre-bid**, for review and consideration. Substitutions will not be allowed post bid.

III. Bidding Procedures.
A. Bidding Date: Tuesday, June 8, 2021 @ 2:00 P.M. EDT
   Bid Submission: June Sanders – Ball State University, Purchasing Services – 3401 N. Tillotson Ave., Muncie, IN 47306
   Bid Opening: Phone-in Number (415-655-0002) Access Code (132-877-7597)
B. Bidding Form and Other Documents.
   1. Indiana Form 96 (Revised 2013).
      a. Fill out Part II., Section II. Plan and Equipment Questionnaire.
      b. Attach Part II., Section III. Contractor’s Financial Statement.
   3. Quote Response Form, Document 00 42 13
      Appendix A (due with bids)
         1. Receipt of Addenda.
         2. Project Completion
      Appendix B. Bid Price Breakout (due with bids)
         1. Phase 1 – Cooper Life and Cooper Nursing complete, Cooper Physical floors 3 (except flooring) and 4.
         2. Phase 2 – Cooper Physical south Ground and First Floors.
         3. Phase 3 - Cooper Physical main Ground through Second Floor, Third Floor flooring, and Penthouse
      Appendix C. Unit Prices (due with bids)
         1. Abate and Remove Fume Hood or Sink Cabinet with transite panels
         2. Abate and Remove Wall-Mounted Glassware Drying Rack
         3. Abate and Remove Movable Chemical Cart
IV. Scope of Project.
A. Summary of Work.
   1. Remove all asbestos containing material (ACM) from the existing building constructed during the 1960’s, including pipe insulation, spray-applied fire proofing and insulation, floor tile, and suspended ceilings.
B. Project Schedule.
   1. Work hours for the project are 7am - 7pm. If work needs to happen over the weekend, the BSU Project Manager needs to be notified and give authorization.
   2. The project will be accomplished in three phases, one in 2021 and two in 2023.
      - Start of Phase 1: August 16, 2021
      - Completion of Phase 1: December 3, 2021
      - Start of Phase 2: May 15, 2023
      - Completion of Phase 2: June 16, 2023
      - Start of Phase 3: June 19, 2023
      - Completion of Phase 3: July 21, 2023
C. Access to Project Area.
   1. Limited to areas indicated on Drawings
   2. Parking for the project will be coordinated at a later date. All vehicles parked on campus are required to obtain a BSU parking pass and costs of such must be included in your bids.
D. Coordination with Other Projects or Building Occupancy.
   1. The Owner intends to occupy the Ground, First, and Second Floors of Cooper Physical (CP) portion of the Project until June 16, 2023.
E. Other
   1. Due to Covid-19, BSU’s policy will require all workers working in BSU occupied buildings to wear a mask. This includes construction workers.
   2. There are no allowances required in the bid documents.
   3. There are no alternates associated with this project.
   4. There are no unit prices required associated with this project.

V. Questions.

VI. Tour of Project Site – please contact Anthony Rench

END