

## NOTICE TO BIDDERS

- A. Sealed bids to provide all equipment, labor, and material to complete a Ball State University Public Works project titled:  
**EHS Office Area – Elliott Wagoner Building**  
will be received by June Sanders, Senior Purchasing Agent, Ball State University, Purchasing Services, Service & Stores, 3401 N Tillotson Ave, Muncie, IN until **11:00 A.M. EST, Tuesday, November 14, 2023**. 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:
- BSU Facilities Planning & Management Office  
3401 N. Tillotson Ave  
Muncie, In 47306  
[www.bsu.edu/facilities](http://www.bsu.edu/facilities)
- C. **Scope of Work to include, but not limited to:** Interior remodel to create new office area for our EHS Department.
- D. Pre-bid meeting: **Thursday, November 2, 2023 @ 11:00 A.M. EDT** at Service & Stores 3401 N Tillotson, Purchasing Services Door 3, Ball State University, Muncie, IN Conference Room  
<http://www.bsu.edu/map/>
- E. Bid Documents, which include project manual, drawings, specifications, bid forms and other related documents, (available electronically) may be obtained by contacting June Sanders, Senior Purchasing Agent or Purchasing Services, Service & Stores Building, 3401 N. Tillotson Avenue, Muncie IN 47306, Tel: (765) 285-1532, Fax:(765) 285-5505.
- 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 2013), 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 must be accompanied by the contractor's Minority, Women's, and Veteran Business Participation Plan, advising whether, and if so how the contractor will utilize Minority, Women's and Veteran owned enterprises as subcontractors or material suppliers on the project.

- I. Each bid shall be accompanied by a certified check or bank draft, made payable to the order of Alan Finn, Vice President for Business Affairs and Treasurer for 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.
- J. 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.
- K. The contractor awarded work shall be required to furnish an acceptable surety bond in the full amount of the contract.
- L. The Contract shall be awarded in accordance with the provisions of IC 5-16-13. Pursuant to IC 5-16-13-7, the provisions of the law are incorporated by reference in each public works contract and Contractor agrees that pursuant to IC 5-16-13-8 the public works project will not be structured other than in the contractor tier structure required by law. Contractor shall be required to comply in all respects with the provisions of IC 5-16-13 commencing with public works contracts, including but not limited to training programs, document preservation and availability of inspection and suspected worker misclassification procedures which commence with public works contracts. The provisions pursuant to IC 5-16-13-10 (c), public works contracts commencing after December 30, 2016 include requirements for prequalification by the Indiana Department of Administration (IDOA).
- M. In accordance with IC 22-5-1.7-11.1, Contractors entering into a contract with the Owner will be required to enroll in and verify the work eligibility status of all newly hired employees through the E-Verify Program and execute an affidavit certifying compliance with the law in the form included in the Contract Documents.
- N. Ball State University reserves the right to reject any bids or all bids, to make any combination thereof, to waive any informality therein, and to return any unopened bids received after the time fixed herein.
- O. 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.
- P. Visit <http://cms.bsu.edu/About/AdministrativeOffices/Purchasing/PublicWorks.aspx> web page to view current plan holder list, bid results and addendums and to obtain the Bid Document Request form.

BALL STATE UNIVERSITY  
By: Julie Hopwood  
Associate Vice President for Business  
Affairs and Auxiliary Services