



MEMORANDUM

To: PROSPECTIVE BIDDERS
From: INDIANOLA COMMUNITY SCHOOL DISTRICT AND
SNYDER & ASSOCIATES, INC.
Date: DECEMBER 5, 2016
Subject: INDIANOLA HIGH SCHOOL GREENHOUSE IMPROVEMENTS
INDIANOLA, IOWA

NOTICE TO BIDDERS
NOTICE OF LETTING
INDIANOLA HIGH SCHOOL GREENHOUSE IMPROVEMENTS
BID PACKAGE #1 AND BID PACKAGE #2

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising the improvements as stated below must be filed before 10:00 a.m. (in accordance with the designated clock in the district office), January 18, 2017, at the Indianola Community School District office, 1304 East 2nd Avenue, Indianola, Iowa.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 10:00 a.m., January 18, 2017, at the Indianola Community School District office, 1304 East 2nd Avenue, Indianola Iowa, for consideration by the Indianola Community School Board at its meeting on February 13, 2017. Indianola Community Schools shall award the bid to the lowest, responsive, responsible bidder meeting specifications. However, the district reserves the right to reject any and all bids and to waive informalities or irregularities as allowed by law.

Time for Commencement and Completion of Work. Work on the improvements shall begin on or before the date specified in a written Notice to Proceed. The anticipated date for the Notice to Proceed is February 14, 2017. The improvements will be separated into two contracts. Substantial completion for bid package #1, the site improvements shall be on or before May 15, 2017, construction shall start for the greenhouse on May 16, 2017 and all construction activities shall be completed by August 1, 2017.

Bid Security. Each bidder shall accompany its bid with bid security as security that the successful bidder will enter into a contract for the work bid upon and will furnish after the award of contract a performance and payment bond, in form acceptable to Indianola Community School District, for the faithful performance of the contract, in an amount equal to one hundred percent of the amount of the contract. The Contractor shall also furnish a copy of its' Certificate of Insurance showing coverage is being provided consistent with that stated in the bid documents. The bidder's security shall be in the amount fixed in the Instruction to Bidders and shall be in the form of a cashier's check, a certified check, or a bank money order drawn on a FDIC insured bank in Iowa or on a FDIC insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States; or a bid bond on the form provided in the contract documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the specifications.

Contract Documents. Copies of the contract documents are available for viewing from Art Sathoff, Superintendent, located at 1304 East 2nd Avenue, Indianola, Iowa. Copies of the project documents may be obtained at no cost from Snyder & Associates, Inc. 2727 SW Snyder Blvd., Ankeny, Iowa 50023.

Electronic contract documents are available at no cost by clicking on the "Bids" link at www.snyder-associates.com and choosing Indianola High School Greenhouse Improvements project on the left. Project information, engineer's cost opinion, and planholder information is also available at this website. Plan downloads require the user to register for a free membership at QuestCDN.com.

Preferences. By virtue of statutory authority, preference will be given to products and provisions grown and coal produced within the State of Iowa to the extent lawfully required under Iowa statutes. In accordance with Department of Labor Rules located at 875 IAC 156.2, the Owner requests a statement from each bidder regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the labor commissioner and available online at: <http://www.iowaworkforce.org/labor/bidderstatusform.pdf>. This statement shall require each bidder to certify whether the bidder is a resident bidder or non-resident bidder. Failure by any bidder to provide a completed statement with its bid may result in the Owner rejecting the bid as non-responsive.

Sales Tax Exemption. Sales or use tax shall not be included in the bid. A sales tax exemption certificate will be available for all materials purchased for incorporation in the project.

General Nature of Public Improvement. This project includes all materials, equipment, transportation and labor needed to complete the site and greenhouse improvements at the high school as follows:

Project Description:

This project will be broken down into two separate bid packages. The site package will be constructed first. Coordination between contractors is required.

Bid Package #1:

Work includes all labor, materials, and equipment necessary for the construction of the site improvements including: grading, storm sewer improvements, gas service stub, water service stub, electric service stub, conduit stub for future, gravel drive placement, PCC sidewalk, and surface restoration as shown in the construction documents.

Bid Package #2:

Work includes all labor, materials, and equipment necessary for the construction of the greenhouse including: gravel floor, gas service connection, water service connection, electric service connection, greenhouse and all interior components as shown in the construction documents.

Bid Package #2 – Add Alternate #1:

Work includes all labor, materials, and equipment necessary for the construction of the greenhouse including: 4" depth 'T' shape PCC pavement within greenhouse as shown in construction documents.

The project shall be paid for from cash as may be legally available. Final payment to the Contractor shall be made as allowed by Iowa law.

This Notice is given by authority of the Indianola Community School District

Johna Clancy, Secretary of the Board
Indianola Community School District