ADDENDUM No. 2
February 04, 2020

RE: V.S.T.O.P. and Immersive Learning Office Suites – Oakwood Building
Ball State University
BSU Project No. 2020 – 012.01 OW

FROM: Ball State University
Facilities Planning and Management
Showalter Building
3401 North Tillotson Avenue
Muncie, Indiana 47306

TO: Prospective Bidders

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated January 10, 2020 as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form Supplements. Failure to do so may subject Bidder to disqualification.

This Addendum is issued in accordance with the provisions of the Instructions to Bidders (AIA A701, 1997 Ed.) and Supplementary Instructions to Bidders Documents of the Project Manual.

As requested by BSU Construction personnel, the Bid Date for this project will change from February 10, 2020 @ 1:00 PM EST to February 18, 2020 @ 1:00 PM EST. As a result of this date change, the last day for Contractor questions will also change from February 03, 2020 @ 5:00 PM EST to February 11, 2020 @ 5:00 PM EST.

This Addendum was created to address the following items.

CHANGES TO THE SPECIFICATIONS

1. Specification Section 00 43 00 – Bid Form Supplements (Bid)
   a. Remove and replace only Page 1 of this Specification Section so to change the Bid Date from “February 10, 2020” to “February 18, 2020.” Refer to Attached Documents.

2. Specification Section 00 45 00 – Representations and Certifications (Bid)
   a. Remove and replace only Page 1 of this Specification Section so to change the Bid Date from “February 10, 2020” to “February 18, 2020.” Refer to Attached Documents.

3. Specification Section 00 45 39 – MBE / WBE /Veteran Participation Plan
   a. Remove and replace only Page 3 and Page 4 of this Specification Section so to change the Bid Date from "February 10, 2020" to "February 18, 2020." Refer to Attached Documents.

4. Specification Section 06 41 00 – Architectural Wood Casework
   a. Add Section 2.7 which states the following:
2.7 HARDWARE

a. Hardware: BHMA A156.9, types recommended by fabricator for grade specified.

b. Adjustable Shelf Supports: Standard side-mounted system utilizing recessed metal shelf standards or multiple holes for pin supports and coordinated shelf rests, polished chrome finish, for nominal 1 inch (25 mm) spacing adjustments.

c. Drawer and Door Pulls: “U” shaped wire pull, steel with satin finish, 4 inch centers (100 mm).

d. Catches: Magnetic
   1. Basis of Design: 245.52.403 manufactured by Hafele America Co.

e. Drawer Slides:
   1. Type: Full Extension.
   2. Static load Capacity: As required by drawer size but not less than 100-pound class.
   4. Stops: Integral type.
   5. Features: Provide self-closing / stay closed type.
   6. Acceptable Manufacturers:
      a. Accuride International, Inc.
      c. Hafele America Co.

F. Hinges: European style concealed self-closing type, steel with satin finish

END OF ADDENDUM No. 2
To: Ball State University Board of Trustees  
Ball State University  
Muncie, Indiana  47306  

Project: V.S.T.O.P. and Immersive Learning Office Suite  
Oakwood Building  

BSU Project No. 2020 – 012.01 OW  

Bid Date: February 18, 2020  

Submitted by: (Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)  

(full address)  

In accordance with Document 00 21 14 - Instructions to Bidders (AIA A701-2018), we include the Bid Form Supplements Appendices listed below. The information provided shall be considered an integral part of the Bid Form.  

These Appendices are as follows:  

Appendix A  Receipt of Addenda/Project Completion: If applicable, acknowledge receipt of all Addenda and fill in or acknowledge Completion time/Project Schedule.  

Appendix B  Alternatives: When used, include the Cost variation to the Bid Price applicable to the Work described in the Contract Documents.  

Appendix C  Unit Prices: When used, include a listing of unit prices specifically requested by the Contract Documents.  

Appendix D  Principal Subcontractors: When used, include the names of all Primary Subcontractors and the portions of the Work they will perform.  

Appendix E  Supplementary General Construction Information: When used, list the requested Supplementary General Construction Information.  

Appendix F  Supplementary Mechanical Information: When used, list the requested Supplementary Mechanical Information.  

Appendix G  Supplementary Electrical Information: When used, list the requested Supplementary Electrical Information.  

Appendix H  Supplementary Telecommunication Information: When used, list the requested Supplementary Telecommunication Information.
SUBMITTAL SCHEDULE OF APPENDICES

a. All bidders shall submit with their Bid the following Appendices:
   APPENDIX A – Receipt of Addenda/Project Completion
   APPENDIX B – Alternatives
   APPENDIX D – Principal Subcontractors

b. The Low bidder, and the second and third bidders if requested, shall execute and submit to the Owner the remaining SUBCONTRACTOR AND MATERIAL QUESTIONNAIRES.

Submit to the Owner: Finance Office, 2000 West University Avenue, Muncie, Indiana, 47306; the following appendices within forty-eight (48) hours after date and time for receiving bids:

   APPENDIX E – Supplementary General Construction Information
   APPENDIX F – Supplementary Mechanical Information
   APPENDIX G – Supplementary Electrical Information

BID FORM SUPPLEMENTS SIGNATURE(S)

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

__________________________________________
(Authorized signing officer)

__________________________________________
(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF __________________________ ss: __________________________
COUNTY OF __________________________

__________________________________________ being duly sworn, deposes and says that he/she is ___________________________________________ of the above __________________________ and that the __________________________ (Name of Organization)
statements contained in the foregoing Bid Form Supplements are true and correct.

Subscribed and sworn to before me this __________________________ day of __________________________, __________________________.

__________________________________________
Notary Public

My Commission Expires: __________________________
County of Residence: __________________________
APPENDIX A - RECEIPT OF ADDENDA/PROJECT COMPLETION

1. ADDENDA

   The Bidder acknowledges receipt of the following Addenda:

   Addendum No. _____  Dated ________________
   Addendum No. _____  Dated ________________
   Addendum No. _____  Dated ________________
   Addendum No. _____  Dated ________________
   Addendum No. _____  Dated ________________
   Addendum No. _____  Dated ________________

2. PROJECT COMPLETION

   If this Bid is accepted, we will:

   Commence on site work on the Date of Reward and
   Substantially Complete the Work by Friday, July 03, 2020.
APPENDIX B - ALTERNATIVES

The following amounts shall be added to or deducted from the Base Bid Sum. Refer to Section 01 23 00 - Alternates: Schedule of Alternates.

Alternate No. 1

Install Type " CPT-1 " flooring in Room No. 142, Room No. 159, Room No. 159A, Room No. 159C, Room No. 159D, Room No. 159E, and Room No. 159F instead of type " CPT-2 " flooring.

(Add) $ ____________________

Alternate No. 2

Infill the remaining fifteen (15) existing louver openings located around the perimeter of the existing facility. Refer to Detail 4/A104.

(Add) $ ____________________

Alternate No. 3A

Existing building controls system is a Trane Tracers SC control system. All new project controls and programming must be compatible with the existing system via BACnet. Contractor to provide pricing for Trane Tracer SC controls. Refer to General Note 22, drawing M000.

(Add) $ ____________________

Alternate No. 3B

Existing building controls system is a Trane Tracers SC control system. All new project controls and programming must be compatible with the existing system via BACnet. Contractor to provide pricing for Automated Logic controls. Refer to General Note 22, drawing M000.

(Add) $ ____________________

Alternate No. 3C

Existing building controls system is a Trane Tracers SC control system. All new project controls and programming must be compatible with the existing system via BACnet. Contractor to provide pricing for Johnson Controls controls. Refer to General Note 22, drawing M000.

(Add) $ ____________________
APPENDIX C - UNIT PRICES

This Appendix is NOT APPLICABLE to this project. This project will not contain any Unit Prices.
APPENDIX D - PRINCIPAL SUBCONTRACTORS

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

D. Indicate YES/NO if Subcontractor is required to be pre-qualified (contract value greater than $300,000). If yes, indicate certification expiration date.

<table>
<thead>
<tr>
<th>WORK SUBJECT</th>
<th>SUBCONTRACTOR</th>
<th>Pre-Qualified</th>
<th>Pre-Qualification Certification Expiration Date</th>
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</thead>
<tbody>
<tr>
<td>Demolition</td>
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<tr>
<td>GWB Partitions</td>
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<tr>
<td>Flooring Finishes</td>
<td></td>
<td></td>
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<tr>
<td>Painting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Casework</td>
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<tr>
<td>Lay-In Ceiling System</td>
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<tr>
<td>Roofing – If needed as result of new Mechanical Work</td>
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</tbody>
</table>
APPENDIX E – SUPPLEMENTARY GENERAL CONSTRUCTION INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demolition</td>
<td></td>
<td></td>
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<tr>
<td>Carpet Tile / VET Tile</td>
<td></td>
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<tr>
<td>Paint</td>
<td></td>
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<tr>
<td>Casework</td>
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<tr>
<td>Lay-In Ceiling System</td>
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<tr>
<td>Roofing – If needed as result of new Mechanical Work</td>
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<tr>
<td>Mechanical</td>
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<tr>
<td>Electrical</td>
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<tr>
<td>Plumbing</td>
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</tr>
</tbody>
</table>
APPENDIX F - SUPPLEMENTARY MECHANICAL INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<tbody>
<tr>
<td>Demolition</td>
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<tr>
<td>Salvage</td>
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<tr>
<td>Package Roof Top Air Handlers</td>
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<td></td>
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<tr>
<td>Air Terminal Units w/ Reheat Coils</td>
<td></td>
<td></td>
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<tr>
<td>Fin Tubed Radiant Heaters</td>
<td></td>
<td></td>
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<tr>
<td>Ductwork and Accessories</td>
<td></td>
<td></td>
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<tr>
<td>Diffusers, Grilles, and Registers</td>
<td></td>
<td></td>
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<tr>
<td>Hydronic Piping</td>
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<tr>
<td>Natural Gas Piping</td>
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<tr>
<td>Fire Protection Piping</td>
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<tr>
<td>Domestic Water Piping</td>
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<tr>
<td>Sanitary Plumbing</td>
<td></td>
<td></td>
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<tr>
<td>HVAC Instrumentation and Controls</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX G – SUPPLEMENTARY ELECTRICAL INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conductors and Cables</td>
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<tr>
<td>Lighting Control Devices</td>
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<tr>
<td>Wiring Devices</td>
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<tr>
<td>Lighting</td>
<td></td>
<td></td>
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<tr>
<td>Digital Addressable Fire Alarm System</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# APPENDIX H – SUPPLEMENTARY TELECOMMUNICATION INFORMATION

A. The following Work will be performed (or provided) by subcontractors and their performance of the Work will be coordinated by us:

B. We submit the following list of manufactures (or fabricators) of materials, applications, and specialties. All such materials, appliances, and specialties to be of such characteristics, design and construction will meet the requirements of the Construction Documents. The Bidder will make no changes to this list after submission, without a written request by the bidder and approval by the Owner.

C. Provide additional copies of this page as needed for a complete listing.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification for Communication Systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications Copper Horizontal Cabling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
DOCUMENT 00 45 00

REPRESENTATIONS AND CERTIFICATIONS (BID)

The following form must be submitted with the Bid along with additional copies as requested in the Project Manual.

To: Ball State University Board of Trustees
   Ball State University
   Muncie, Indiana 47306

Project: V.S.T.O.P. and Immersive Learning Office Suites
         Oakwood Building

BSU Project No. 2020 – 012.01 OW

Bid Date: February 18, 2020

Submitted by: (Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

(full address)

LIST OF APPENDICES

In accordance with Document 00 21 14 - Instructions to Bidders (AIA A701-2018) and Document 00 22 13 - Supplementary Instructions to Bidders (BSU A701-2018), we include the Representations and Certifications Appendices listed below. The information provided shall be considered an integral part of the Bid Form.

All bidders shall submit with their Bid the following Appendices:

Appendix 1 Nondiscrimination Compliance Statement: Complete the included document.
Appendix 2 Contractor’s Certification of Self-Performance: Complete the included document.
Appendix 3 Contractor’s Certification of Authorized Employment: Complete the included document.
Appendix 4 Drug Testing Plan: Complete the included document.
Appendix 5 Contractor’s Certification of Training Program Compliance: Complete the included document.
Appendix 6 Contractor’s Certification of Pre-Qualification: Complete the included document.
Appendix 7 Bidder’s Check List: Complete the included document.
SUBMITTAL SCHEDULE OF APPENDICES

A. All bidders shall submit with their Bid the following Appendices:
   APPENDIX 1 – Nondiscrimination Compliance Statement
   APPENDIX 2 – Contractor’s Certification of Self-Performance
   APPENDIX 3 – Contractor’s Certification of Authorized Employment
   APPENDIX 4 – Drug Testing Plan
   APPENDIX 5 – Contractor’s Certification of Training Program Compliance
   APPENDIX 6 – Contractor’s Certification of Pre-Qualification
   APPENDIX 7 – Bidder’s Check List

REPRESENTATIONS AND CERTIFICATIONS SIGNATURE(S)

(Bidder - please print the full name of your Proprietorship, Partnership, or Corporation)

(Authorized signing officer)

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF ____________________________ ss: ____________________________ (seal)
COUNTY OF ____________________________

____________________________________ being duly sworn, deposes and says that he/she is
____________________________________ of the above ____________________________ and that the statements
contained in the foregoing Supplements to Bid Form are true and correct.

Subscribed and sworn to before me this ___________ day of ____________, __________.

____________________________________ Notary Public

My Commission Expires: ____________________________

County of Residence: ____________________________
APPENDIX 1 - NONDISCRIMINATION COMPLIANCE

The Contractor and their Subcontractors and Suppliers shall perform, observe and comply with all applicable state, municipal, and federal laws, rules, regulations and Executive Orders pertaining to nondiscrimination against employees or applicants for employment because of race, color, religion, national origin, sex, disability, or ancestry. When required by such laws, rules, regulations, and Executive Orders, the Contractor and their Subcontractors and Suppliers shall include nondiscrimination provisions in all contracts and purchase orders.

The signature below hereby certifies full compliance with the conditions outlined in the paragraph above regarding nondiscrimination.

(Bidder - Please print full name of your proprietorship, partnership, or corporation)

(Name - Authorized Signing Officer)

(Title)

(Signature)

(Date)
APPENDIX 2 – CONTRACTOR’S CERTIFICATION OF SELF-PERFORMANCE

In accordance with Indiana Code 5-16-13-9 as amended, each Contractor (Tier 1) that submits a bid for a public works project is required to contribute at least fifteen percent (15%) of the total Contract Price as determined at the time the contract is awarded. Contribution shall consist of one or more of the following:

A. Work performed by the Contractor’s employees.
B. Materials supplied directly by the Contractor
C. Services provided directly by the Contractor’s employees

The successful Bidder must comply with all provisions of the statute or the contract is subject to cancellation. In addition, upon Owner’s Request Contractor will provide a Compliance Affidavit and supporting documentation with each Certification for Payment in accordance with Document 00 72 14 General Conditions A201-2017, Section 3.4.1.1 and Section 9.3.1.7.

I hereby certify that I have read and understand the “Contractor Self-Performance” provision of the General Conditions of the Contract and that the Bid Proposal includes a sufficient quantity of Work to comply with the provisions of the Statute. I understand that written verification of self-performance may be required. Each successful Bidder will be required to comply with all applicable provisions of Indiana Code 5-16-13-9 as amended or the Contract will be subject to cancellation.

________________________________________
(Bidder - Please print full name of your proprietorship, partnership, or corporation)

________________________________________
(Name - Authorized Signing Officer)

________________________________________
(Title)

________________________________________
(Signature)

________________________________________
(Date)
APPENDIX 3 – CONTRACTOR’S CERTIFICATION OF AUTHORIZED EMPLOYMENT

In accordance with Indiana Code 5-16-13-11 and 22-5-1.7 as amended, each Contractor in any tier of a public works project shall not knowingly employ unauthorized aliens. In accordance with Indiana Code, every contractor shall enroll in and verify the work eligibility status of all employees hired after June 30, 2015 using the U.S. Citizenship and Immigration Services (USCIS) E-Verify program, unless the E-Verify program no longer exists.

The successful Bidder and its sub-contractors at all levels must comply with all provisions of the statute or the contract is subject to cancellation. In addition, Contractor will provide supporting documentation to the Owner with its Applications for Payment to verify compliance with this requirement, in accordance with Document 00 52 14 Owner-Contractor Agreement Form A101-2017, Section 8.7.2.

I hereby certify that I have read and understand the “Contractor’s Certification of Authorized Employment” provision of the Contract for Construction and that the undersigned and proposed and actual sub-contractors at all tiers will comply with the provisions of the Statute. I understand that written submission of E-Verify case verification number for each employee is required. Each successful Bidder will be required to comply with all applicable provisions of Indiana Code 5-16-13-11 and 22-5-1.7 as amended or the Contract will be subject to cancellation.

On behalf of and as authorized by the Contractor, I affirm and depose that the Contractor does not knowingly employ unauthorized aliens.

(Bidder - Please print full name of your proprietorship, partnership, or corporation)

(Name - Authorized Signing Officer)

(Title)

(Signature)

(Date)

AN EXECUTED COPY OF THIS FORM AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED BY SUBCONTRACTORS AT ALL TIERS PRIOR TO COMMENCING WORK.
APPENDIX 4 – DRUG TESTING PLAN

In accordance with Indiana Code 4-13-18 as amended, each Contractor that submits a bid for a public works project that is estimated to cost $150,000 or more is required to submit with the bid a written drug plan. Among other things, the law sets forth specific requirements that must be in the plan for a program to test the employees of the Contractor and Subcontractors for drugs. The successful Bidder must comply with all provisions of the statute or the contract is subject to cancellation. In addition, upon Owner’s Request Contractor will attach a Compliance Affidavit to each Application and Certification for Payment in accordance with Document 00 72 14 General Conditions A201-2017, Section 9.3.1.6 and Section 13.7.

I hereby certify that I have read and understand the “Drug Testing Program” provision of the General Conditions of the Contract. I understand that a written plan for a program to test employees of the Contractor and Subcontractors is required to be submitted with the bid and that each successful Bidder will be required to comply with all applicable provisions of Indiana Code 4-13-18 as amended or the Contract will be subject to cancellation.

(Bidder - Please print full name of your proprietorship, partnership, or corporation)

(Name - Authorized Signing Officer)

(Title)

(Signature)

(Date)
APPENDIX 5 - CONTRACTOR’S CERTIFICATION OF TRAINING PROGRAM COMPLIANCE

In accordance with Indiana Code 5-16-13-12 as amended, each Contractor (all Tiers) employing ten (10) or more employees shall provide access to a training program applicable to the tasks to be performed in the normal course of the employee’s employment. Access shall be provided through one or more of the following:

1. An apprenticeship program.
2. A program offered by Ivy Tech Community College of Indiana.
3. A program offered by Vincennes University
4. A program established by or for the contractor.
5. A program offered by an entity sponsored by the United States Department of Labor, Bureau of Apprenticeship and Training
6. A program that results in the award of an industry recognized portable certification.
7. A program approved by the United States Department of Transportation, Federal Highway Administration.
8. A program approved by the Indiana Department of Transportation.

Each Contractor (Tier 1) and each Subcontractor (Tier 2) that employs fifty (50) or more journeyman is required to participate in an apprenticeship or training program that meets the standards established by or has been approved by any of the following:

1. The United States Department of Labor, Bureau of Apprenticeship and Training
2. The Indiana Department of Labor
3. The United States Department of Transportation, Federal Highway Administration.
4. The Indiana Department of Transportation.

The successful Bidder and its sub-contractors must comply with all provisions of the statute or the contract is subject to cancellation. In addition, upon Owner’s Request, Contractor will provide a Compliance Affidavit and supporting documentation to verify compliance with this requirement, in accordance with Document 00 52 14 Owner-Contractor Agreement Form A101-2017, Section 8.7.5.

I hereby certify that I have read and understand the “Contractor Training Program” provision of the General Conditions of the Contract and that the undersigned and proposed and actual lower Tier contractors will comply with the provisions of the Statute. I understand that written verification of number of qualifying employees and participation in the training program(s) may be required. Each successful Bidder will be required to comply with all applicable provisions of Indiana Code 5-16-13-12 as amended or the Contract will be subject to cancellation.

(Bidder - Please print full name of your proprietorship, partnership, or corporation)

(Name - Authorized Signing Officer)

(Title)

(Signature)

(Date)
APPENDIX 6 - CONTRACTOR’S CERTIFICATION OF PRE-QUALIFICATION COMPLIANCE

In accordance with Indiana Code 5-16-13-10(c) as amended, each Contractor (all Tiers) with a contract value of $300,000 or more shall be pre-qualified by the Indiana Department of Administration (IDOA) or Indiana department of Transportation (INDOT) according to the type and value of the work to be performed. A copy of the Bidder’s certification shall be attached to the Bidding Documents.

The successful Bidder and its sub-contractors must comply with all provisions of the statute or the contract is subject to cancellation. The Contractor will provide supporting documentation to verify compliance of the proposed subcontractors with this requirement within 48 hours of receipt of Bids.

I hereby certify that I have read and understand the Pre-Qualification compliance provision of Section 4.1.11 of AIA Document A701-2018 - Instructions to Bidders and that the undersigned and proposed and actual lower Tier contractors will comply with the provisions of the Statute. I understand that written verification of pre-qualification may be required. Each successful Bidder will be required to comply with all applicable provisions of Indiana Code 5-16-13-10(c) as amended or the Contract will be subject to cancellation.

(Bidder - Please print full name of your proprietorship, partnership, or corporation)

(Name - Authorized Signing Officer)

(Title)

(Signature)

(Date)
# APPENDIX 7 – BIDDER'S CHECK LIST

The following eleven (11) items must be completed and submitted with the Bid. Please check off each item to be sure that this information is included in the Bid package.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Check Off All Items Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contractors Bid For Public Works Form No. 96 (Revised): This document is inserted loose in the Project Manual or included with Project Document CD.</td>
<td>☐</td>
</tr>
<tr>
<td>2.</td>
<td>Plan and Equipment Questionnaire: See Contractors Bid for Public Works Form No. 96 (Revised) Part II. Section II. All five (5) questions must be answered and submitted with the Bid. Use a separate sheet titled Plan and Equipment Questionnaire if necessary and attach to Form 96.</td>
<td>☐</td>
</tr>
</tbody>
</table>
| 3.   | Financial Statement:  
   a. See Contractors Bid for Public Works Form No. 96. Attachment of bidder’s financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid.  
   b. Balance Sheet: If your firm’s financial statement is older than ninety (90) days submit a current Month End Balance Sheet. Attach this information to your financial statement and submit with your bid. | ☐ |
| 4.   | Bid Security: A Certified Check, Bank Draft or Bid Bond in an amount not less than five percent (5%) of the Total Bid. | ☐ |
| 5.   | Bid Form Supplements – See Project Manual, Table of Contents, Division 00 – Procurement and Contracting Requirements, Document 00 43 00. This document and all applicable appendices must be completed and submitted with your bid. Failure to comply may result in rejection of your bid. Document 00 43 00 may be bound in the project manual, inserted loose or included with the Project Document CD. If Document 00 43 00 is bound, make photocopies and submit number of copies listed in item 10 below with your bid. | ☐ |
| 6.   | Representations and Certifications – See Project Manual, Table of Contents, Division 00 – Representations and Certifications, Document 00 45 00. This document and all appendices must be completed and submitted with your bid. Failure to comply may result in rejection of your bid. Document 00 45 00 may be bound in the project manual, inserted loose or included with the Project Document CD. If Document 00 45 00 is bound, make photocopies and submit number of copies listed in item 10 below with your bid. | ☐ |
7. Minority, Women and Veteran Participation Plan – See Project Manual, Table of Contents, Division 00 – Minority, Women and Veteran Participation Plan, Document 00 45 39. MBE / WBE / VBE Subcontractor Plan, and Documentation of Effort to meet MBE / WBE / VBE Participation Form must be completed and submitted with your bid. Failure to comply may result in rejection of your bid. Document 00 45 39 may be bound in the project manual, inserted loose or included with the Project Document CD. If Document 00 45 39 is bound, make photocopies and submit a copy with each copy of your bid.


9. Pre-Qualification Compliance – See AIA Document A701-2018 - Instructions to Bidders, Section 4.1.11 for requirements. Copy of IDOA or INDOT Pre-Qualification Certification shall be submitted with each copy of your Bid. Failure to comply may result in rejection of your bid.

10. Bidders Check List: Submit this Document with all blanks checked off indicating submission of required documents.

11. Two (2) copies of all documents requested are to be submitted. One copy shall be marked as original with original signature.
MINORITY, WOMEN’S, AND VETERAN BUSINESS PARTICIPATION PLAN

The Bidder/Firm is expected to submit with its bid/proposal a Minority, Women’s and Veteran Business Participation Plan. Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), and Veteran’s are defined below. In this plan, the Bidder / Firm must show that they are certified racial minority, woman-owned, and/or veteran enterprises participating in the project. Participation may be as a subcontractor or second tier participation with common suppliers (e.g., office supplies, courier services). The Bidder / Firm must indicate the name of the MBE / WBE / Veteran with which it will work; the contact name and phone number at the MBE/WBE/Veteran; the service supplied by the MBE / WBE / Veteran; and the specific dollar amount from the project that will be directed toward each MBE / WBE / Veteran.

The award of the Contract will be made to the lowest and best Bidder when all other requirements have been met and good faith efforts have been taken. Failure to provide the completed Participation Plan at the time of bid/proposal submission may result in the rejection of the bid/proposal. Questions involving the Minority, Women’s, Veteran Business Participation Plan should be directed to the Ball State University Purchasing Department at 765 – 285 - 1532.

The Owner, at its discretion, may waive in part or in whole the minority business enterprise requirement if in the opinion of the Owner it would be impractical, or not in the best interest of the Owner.

Definitions:

I. “Minority Business Enterprise” (MBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is 51% unconditionally owned and controlled by one or more persons who are a United States citizen and members of a racial minority group.

II. “Women’s Business Enterprise” (WBE) means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is 51% unconditionally owned and controlled by one or more persons who are a United States citizen; and whose gender is female.

III. “Veteran” means an individual, partnership, corporation, limited liability company, or joint venture of any kind that is 51% unconditionally owned and controlled by one or more persons who are a United States citizen and served active-duty in the United States military.
DOCUMENT 00 45 39
MBE / WBE / VETERAN PARTICIPATION PLAN

MBE/WBE/Veteran Program Forms:

A. With the Bid:
   1. **MBE / WBE / Veteran Subcontractor Plan form** - Bidders shall indicate minority business enterprises accepted by completing this form and placing (MBE / WBE / Veteran) after the name listed on the Principal Subcontractor Questionnaire submitted with the Bid.
   2. **MBE / WBE / Veteran Documentation of Effort form** - Submit, on this form, an explanation of what efforts to obtain MBE / WBE / Veteran participation for this project. Documentation of all outreach, contacts, and responses should be included. Reasons for acceptance or non-acceptance shall be so stated. Submission of incomplete explanations and documentation may result in the Bid being rejected.

B. Within Seven (7) days after bid opening:
   1. **MBE / WBE / Veteran Letter of Intent to Perform form** – The low Bidder, and the second and third, if requested, shall complete and submit as per the instructions on the form. The low Bidder, and the second and third, if requested, shall indicate MBE / WBE / Veteran participation by Subcontractors and material suppliers by placing MBE / WBE / Veteran after the names listed on the Subcontractor and Material Questionnaire submitted in accordance with the ADVERTISEMENT FOR BID.
   2. Bidders shall also submit proof of MBE / WBE / Veteran certification for each MBE / WBE / Veteran listed. Certification shall be by: State of Indiana Department of Administration Minority Business Development; Indiana Regional Minority Development Council; or Indiana Department of Transportation, VetBiz Registry.
**MBE / WBE / VETERAN SUBCONTRACTOR PLAN**

**PROJECT TITLE**  
V.S.T.O.P. and Immersive Learning Office Suite – Oakwood Building

**BIDDER**  
_______________________________________________  
**BID DATE**  
Feb. 18, 2020

The following minority/women/veteran owned firms will be participating in the project according to the following schedule:

<table>
<thead>
<tr>
<th>Indicate MBE/WBE/Veteran</th>
<th>MBE / WBE Firm</th>
<th>Trade</th>
<th>Amount</th>
<th>Contact Name</th>
<th>Phone</th>
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**THIS DOCUMENT MUST BE INCLUDED IN YOUR SEALED BID PACKAGE**
V.S.T.O.P. and Immersive Learning Office Suites
Oakwood Building

DOCUMENT 00 45 39
MBE / WBE / VETERAN PARTICIPATION PLAN

DOCUMENTATION OF EFFORT TO MEET MBE / WBE / VETERAN PARTICIPATION

MBE / WBE / Veteran Program Documentation is hereby submitted for the project listed below:

PROJECT TITLE V.S.T.O.P. and Immersive Learning Office Suites – Oakwood Building
BIDDER _____________________________________________ BID DATE  Feb. 18, 2020

Describe below your efforts to obtain minority/women's/veteran business enterprises participation for this project. Attach a copy of all solicitation efforts, e.g., ads that were published or networking events, etc.

☐ Unable to locate MBE / WBE / Veteran engaged in _____________________________________________ (Trade)

☐ Unable to secure competitive price in ________________________________________________ (Trade)

☐ Other (See attached description)

LIST BELOW THE MBE / WBE / VETERAN FIRMS CONTACTED INDIVIDUALLY FOR THIS PROJECT

<table>
<thead>
<tr>
<th>Indicate MBE/WBE/Veteran</th>
<th>MBE/WBE Firms Contacted (list company and commodity)</th>
<th>Type of Attempt</th>
<th>Date(s) Attempted</th>
<th>Quote Rec’d – Not Low</th>
<th>No Response</th>
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THIS DOCUMENT MUST BE INCLUDED IN YOUR SEALED BID PACKAGE
DOCUMENT 00 45 39
MBE / WBE / VETERAN PARTICIPATION PLAN

MBE / WBE / VETERAN LETTER OF INTENT TO PERFORM

(To be completed by the MBE / WBE and submitted to jasanders3@bsu.edu by successful bidder prior to contract award.)

The MBE / WBE / Veteran status of the undersigned must be confirmed prior to contract award. The undersigned intends to perform work in connection with the above project as a:

☐ Contractor   ☐ Subcontractor   ☐ Supplier   ☐ Joint Venture

The undersigned has agreed to provide the following work, trades, services or supplies:

________________________________________________________________________

at the following price: $ ______________________

The following commencement and completion dates for subcontracted work is:

Commencement Date: ____________________  Completion Date: ____________________

The undersigned will enter into formal contract or purchase order agreement with ___________________________ for the above work, trades, services or supplies contingent upon prior execution of a contract between said company and ___________________________.

________________________________________________________________________

Name of Minority/Women Contractor (please print)

________________________________________________________________________

Address

________________________________________________________________________

Phone No.

________________________________________________________________________

Company Office Name & Title (please print)

________________________________________________________________________

Signature