ADDENDUM NUMBER TWO

To the Drawings and Project Manual

Dated: 28 March 2018
BSU Project No. 2017 – 095.01 WB

Entitled: WHITINGER BUSINESS BUILDING – INTERIOR REMODEL

Client Name: Ball State University

MUNCIE, INDIANA

Prepared By:

Jeremy J. Welu
Indiana Registration No. AR10600206

Addendum Dated: 28 March 2018

DELV Project Number: 2017-047
GENERAL ITEMS / CLARIFICATIONS

1. Note that the Bid date and time has changed to the following:
   a. April 6, 2018 @ 10:30 A.M. EDT
      Location: Purchasing Conference Room
      Service & Stores Building
      3401 N. Tillotson Avenue
      Muncie, Indiana 47306

QUESTIONS / CLARIFICATIONS

1. Question: Please confirm existing finish floor deck heights for floors 1, 2, and 3.
   a. Response: 14’-8” Floor to Floor heights. The Third floor height to deck varies based on sloped steel.

2. Question: Please address lead abatement scope and responsibility. Will the owner directly contract this work outside of this bid scope? Also, will they include re-testing prior to us starting work? When would this work be anticipated to be completed prior to us starting work?
   a. BSU will not be performing any lead abatement. Contractor to follow all OSHA standards on lead paint removal. Reference spec section 00 26 26.26 Existing Lead Information.

3. Question: Please provide information on what type of temporary barricade we are to include for areas we will need to section off.
   a. Temporary barricade, where needed, to be secure and contained from other building users.

4. Question: Please define project working hours. Can all work occur during a single shift or will night hours be required for demolition activities?
   a. Demolition can occur during normal working hours.

5. Question: Is the existing building fireproofed? If so, is the underside of the deck fireproofed or just beams and columns?
   a. The existing structure including the metal deck is not rated.
6. Question: Are we to provide new fire extinguishers as shown on Life Safety Plan? If so, please provide specification section.
   a. Response: Fire extinguishers are existing to remain

7. Question: For wall type L, are we to assume the gyp board will be glued or screwed to existing substrate? Also, please confirm this gyp board is to be 5/8” and not ½”.
   a. Response: Wall type L was updated in Addendum One to be ½” gyp board. The gyp board is to be adhered and screwed to existing panels.

8. Question: What is the height of the risers?
   a. Response: Existing risers should be 4”

9. Question: 2nd Floor Plan A120 Demo Plan has note 4 in Room 212B. (Note 4 demo existing floor, install new.) Finish Plan IF 101 has existing shown for this room. Please advise.
   a. Response: IF 101 has been revised to show new carpet in Room 212B.

10. Question: Cpt-3 is on Finish Legend, but not on Finish Plans. Please advise.
    a. Response: Cpt-3 is not used.

11. Question: Are the new framed glass openings at classroom entrances to be aluminum frame or HM? Please provide elevation callouts and/or head details for these locations. Will these opening require a new bulkhead?
    a. Response: Openings into classrooms are to be HM. Refer to drawings A500-6 and A500-7 for frame details.
    b. The following classrooms will have HM frame glass openings as shown on drawing A500-1: 139, 140, 141, 142, 151, 152, 153, 154, 304, 306, 308, 311
    c. The following classrooms will have HM frame glass openings as shown on drawing A500-2: 136, 138
    d. The following classroom will have all glass storefront as shown on A500-3: 216C

12. Question: Are we to assume there is finish flooring below light gauge risers?
    a. Response: Risers in existing classrooms should not have finished floor below them.

13. Question: Note 3 and 4 on Electrical Power and Fire Alarm Drawings references to “cut existing partition wall as required”. There are many existing and new locations for outlets that this will affect and will add considerable costs if we are to conceal conduits in the
wall. At all locations where outlets are being installed at an existing wall condition would exposed wire mold be acceptable?

a. Response: It is preferred to conceal conduit in the walls. Owner assisted investigation into existing wall system to verify that it is reasonable for existing walls that are furred out or laminated with a layer of drywall.

14. Question: It is not clear on how the existing wall panels are supported. Once ceilings are removed within rooms will these wall require temporary or even potentially permanent bracing to deck? Please advise.

a. Response: Panels are attached to existing ceilings. Most conditions keep one side of the existing ceiling which would provide necessary support until new ceiling is installed.

15. Question: Can you confirm that new ceiling heights will match existing heights?

a. Correct, new ceilings will be at the same height as the existing heights.

16. Question: Drawing E212 shows 2 new poke thru’s in classroom 216C however the data drawing T221 shows 4 new poke thru’s in classroom 216C. Do they want 2 or 4.

a. Response: Provide 4 new poke thru’s per T221 drawing.

17. Question: T-drawings general note A call for Ball State to Demo projectors, A/V wall plates, Call Boxes etc. However, if you go to the A Drawings note 13 states the contractor is supposed to take down the projectors and turn them over to the owner? Which is correct?

a. Response: T-drawings general note A is to be used. Ball State is to Demo projectors, A/V wall plates, Call Boxes etc.

18. Question: The spec’s for the millwork contractor to be AWI Certified. Can this be changed?

a. Response: BSU would like the millwork contractor to be AWI certified.

19. Question: Is there a place in the building to store chairs that are being reinstalled or do we need to hall them off site and return them when reinstalled?

a. Response: The furniture can be stored:

(1) In one of the classrooms that is being remodeled (preferred storage option)

(2) BSU will find a place on site
(3) BSU’s off site storage facility can be used. If the furniture is moved off site BSU will take care of the hauling

20. Question: Note #1 on M120 says to remove lines up through the roof and remove condenser unit. Is the roof under Warranty? What type of roof is it?

   a. Response: Roof is not under warranty and is a ballasted EPDM roof.

CHANGES TO THE PROJECT MANUAL

1. SECTION 00 43 00 BID FORM SUPPLEMENTS (BD-LD)
   a. Bid dates has been updated to be April 06, 2018 @ 10:30 A.M.

2. SECTION 00 45 00 REPRESENTATIONS AND CERTIFICATIONS (BID)
   a. Bid dates has been updated to be April 06, 2018 @ 10:30 A.M.

3. SECTION 00 45 39 MBE/WBE/VETERAN PARTICIPATION PLAN
   a. Bid dates has been updated to be April 06

B. SECTION 011000 – SUMMARY
   b. Modify sub-paragraph 19.B. to read as follows (changes are in bold):

   B. On-Site Work Hours: Normal and disruptive work in the existing building can be done during normal business working hours of 8:00 a.m. to 6:00 p.m., Monday through Friday.
      1. Weekend Hours: Friday at 6:00 p.m. – Monday at 8:00 a.m.
      2. Off Hours: 6:00 p.m. to 8:00 a.m. daily on week days.

END OF ADDENDUM NUMBER TWO
CHANGES TO THE DRAWINGS

ARCHITECTURAL

1. DRAWING IF 101
   a. Finishes have been updated. Refer to clouded areas on attached drawing.

Revision Specifications:

Section 00 43 00, Section 00 45 00, Section 00 45 39, Section 01 10 00

Revision Drawings:

IF101
DOCUMENT 00 43 00
BID FORM SUPPLEMENTS (BID-LD)

This 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, IN 47306

Project: Whitinger Business Building
         Interior Remodel

BSU Project No. 2017 – 095.01 WB

Date: April 06, 2018 @ 10:30 AM EDT

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) and Document 00 22 13 - Supplementary Instructions to Bidders (BSU A701), 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.

Document Origination Date: June 1, 2009
Document Revision Date: October 12, 2016
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 C – Unit Prices
   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
   APPENDIX H – Supplementary Telecommunication 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: __________________________ (seal)

COUNTY OF __________________________

______________________________ being duly sworn, deposes and says that he/she is

______________________________ of the above __________________________ and that the

(Title) __________________________ (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:

<table>
<thead>
<tr>
<th>Addendum No.</th>
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<td>Addendum No.</td>
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<td>Addendum No.</td>
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<td>Addendum No.</td>
<td>Dated</td>
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<tr>
<td>Addendum No.</td>
<td>Dated</td>
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</tbody>
</table>

2. PROJECT COMPLETION

If this Bid is accepted, we will:

Commence on site work on the 7th of May 2018 and

Substantially Complete the Work by the 3rd of August 2018.

3. LIQUIDATED DAMAGES

The Bidder has read Paragraph 2, Appendix A, Bid Form Supplements, Document 00 43 00 and understands the Contract Documents requirements for project schedule and provisions for liquidated damages as set forth in the Supplementary Conditions (Document 00 73 13), Paragraph 9.11 of Article 9.

(Initialed by signing officer)
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

Manual projection screens in lieu of motorized

(Add) (Deduct) $ ______________________
APPENDIX C - UNIT PRICES

Not applicable to this project.
### 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 is 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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<tr>
<td>HVAC</td>
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<td>ELECTRICAL</td>
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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.

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<thead>
<tr>
<th>ITEM</th>
<th>SUBCONTRACTOR</th>
<th>MANUFACTURER/SUPPLIER</th>
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<td>Demolition</td>
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<tr>
<td>Interior Partitions</td>
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<td>Doors and windows</td>
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<td>Door Hardware</td>
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<td>Painting</td>
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<td>Carpet and Flooring</td>
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<td>Lay-in Ceiling</td>
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<td>Millwork</td>
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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.

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<th>ITEM</th>
<th>SUBCONTRACTOR</th>
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<td>Fire Suppression Systems</td>
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<td>TAB – Testing, Adjusting &amp; Balancing</td>
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<td>HVAC Instrumentation &amp; Controls</td>
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<td>Hydronic Piping</td>
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<td>Insulation</td>
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<td>Metal Ducts</td>
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<td>Duct Accessories</td>
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<td>Diffusers, Registers &amp; Grilles</td>
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<td>Ceiling Radiant Panels</td>
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**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.

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<tr>
<td>Firestopping</td>
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<td>Raceways &amp; Fittings</td>
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<td>Occupancy Sensor Lighting Controls</td>
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<td>Conductors &amp; Cables</td>
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<td>Low Voltage Transformers</td>
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<td>Enclosed Switches &amp; Circuit Breakers</td>
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<td>Panelboards</td>
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<td>Boxes &amp; Enclosures</td>
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<td>Wiring Devices</td>
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<td>Fuses</td>
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<td>Luminaire Type ‘R1-B’</td>
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<td>Luminaire Type ‘RLA-8’</td>
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<td>Luminaire Type ‘RLA-12’</td>
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</table>
Luminaire Type 'DL-1'

Luminaire Type 'XC'

Drivers
### 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.

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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, IN 47306

Project:  Whitinger Business Building
          Interior Remodel

BSU Project No.  2017 – 095.01 WB

Date:  April 06, 2018 @ 10:30 AM EDT

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) and Document 00 22 13 - Supplementary Instructions to Bidders (BSU A701), 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 ______________________________

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 ____________, ____________.

My Commission Expires: ______________________________

County of Residence: ______________________________

__________________________________________

Notary Public

__________________________________________

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 9.3.1.7, Document 0073 13 Supplementary Conditions.

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 employee unauthorized aliens. 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.

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 9.3.1.6, Document 0073 13 Supplementary Conditions.

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 employees 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.

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 the Supplementary 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)

AN EXECUTED COPY OF THIS FORM AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED BY APPLICABLE SUBCONTRACTORS AT ALL TIERS PRIOR TO COMMENCING WORK.
## APPENDIX 7 – BIDDER’S CHECK LIST

The following nine (9) 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>Check Off All Items Submitted</th>
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<tbody>
<tr>
<td>1. 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>
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<tr>
<td>2. 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>
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</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. | ☐ |
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<td>7.</td>
<td>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.</td>
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<td>8.</td>
<td>Employee Drug Testing Plan – See Supplementary Instructions to Bidders, Subparagraph 4.1.10 and Supplementary Conditions, Subparagraph 9.3.1.6 and Paragraph 13.9 for requirements.</td>
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<td>9.</td>
<td>Pre-Qualification Compliance – See Supplementary Instructions to Bidders, Subparagraph 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.</td>
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<td>10.</td>
<td>Bidders Check List: Submit this Document with all blanks checked off indicating submission of required documents.</td>
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<td>11.</td>
<td>Two (2) copies of all documents requested are to be submitted. One copy shall be marked as original with original signature.</td>
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MBE/WBE/VETERAN PARTICIPATION PLAN

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.
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 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 theADVERTISEMENT 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 PARTICIPATION PLAN**

**MBE/WBE/VETERAN SUBCONTRACTOR PLAN**

**PROJECT TITLE**  Whitinger Business Building Interior Remodel

**BIDDER**  __________________________________________  **BID DATE**  April 06, 2018

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

<table>
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<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**
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  Whiting Business Building Interior Remodel

BIDDER  ____________________________________________________________  BID DATE  April 06, 2018

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>
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<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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MBE/WBE/VETERAN PARTICIPATION PLAN

THIS DOCUMENT MUST BE INCLUDED IN YOUR SEALED BID PACKAGE
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
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Owner-furnished products.
5. Contractor-furnished, Owner-installed products.
6. Access to site.
7. Coordination with occupants.
8. Work restrictions.

1.3 PROJECT INFORMATION

A. Project Identification: Whiting Business Building Interior Remodel, BSU Project No. 2017-095.01 WB

1. Project Location: Ball State University Campus, Whiting Business Building, Muncie, IN 47303.

B. Owner: Ball State University

1. Owner's Representative: David Post – dspost@bsu.edu (765-285-2820)

C. Architect: Jeremy Welu, AIA – DELV Design, 212 W. Tenth St., Indianapolis, IN 46202 (317-296-7400).

D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents:

1. MEP Engineering: Loftus Engineering, Inc., 201 South Capitol Ave., Suite 310, Indianapolis, IN 46225 (317-352-5822)

2. Technology: Design 27, 5366 Winthrop Ave, Indianapolis, IN 46220

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work for the Project is defined by the Contract Documents and consists of the following:

1. This project consists of the renovation of approximately 16,355 SF. The renovation consist of updating the finishes and ceilings in 19 classrooms spread over three floors.

B. Type of Contract:

1. Project will be constructed under a single prime contract.
1.5 OWNER-FURNISHED PRODUCTS

A. Owner will furnish products indicated as such in the drawings. The Work includes receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections.

1.6 CONTRACTOR-FURNISHED, OWNER-INSTALLED PRODUCTS

A. Contractor shall furnish products indicated as such in the drawings. The Work includes unloading, handling, storing, and protecting Contractor-furnished products as directed and turning them over to Owner at Project closeout.

1.7 ACCESS TO SITE

A. General: Contractor shall have access full access to the Project area for construction operations during construction period.

B. Use of Area: Limit use of Project area to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.8 COORDINATION WITH OCCUPANTS

A. Partial Owner Occupancy: Owner will occupy areas within the building adjacent to this area during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.

2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.

1.9 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On-Site Work Hours: Normal and disruptive work in the existing building can be done during normal business working hours of 8:00 a.m. to 6:00 p.m., Monday through Friday.

1. Weekend Hours: Friday at 6:00 p.m. – Monday at 8:00 a.m.

2. Off Hours: 6:00 p.m. to 8:00 a.m. daily on week days.

3. Hours for Utility Shutdowns: Off Hours and Weekend Hours with prior coordination with and approval by owner.

C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
1. Notify Owner not less than 2 days in advance of proposed utility interruptions.
2. Obtain Owner's written permission before proceeding with utility interruptions.

D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

1. Notify Owner not less than 2 days in advance of proposed disruptive operations.
2. Obtain Owner's written permission before proceeding with disruptive operations.

E. Employee Identification: Contractor must provide identification tags for all Contractor personnel working on Project. After hours, personnel will be required to use identification tags to access the project site.

1.10 SPECIFICATION AND DRAWING CONVENTIONS

A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.

B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:

1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
2. Abbreviations: Materials and products are identified by abbreviations as scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000