

## **INVITATION TO BID**

Catholic Charities Terre Haute as Agent for R.C. Archdiocese of Indianapolis Properties, Inc. will receive sealed bids for the Ryves Youth Center Kitchen Renovation in the City of Terre Haute, Indiana until 10:00 AM on the 18<sup>th</sup> day of August, 2009 at the office of the Department of Redevelopment, City Hall, 17 Harding Ave., Room 301, Terre Haute, Indiana at which time and place all bids will be publicly opened and read aloud.

Bids will be received on the basis of a single lump sum and alternates for complete construction as described in the Instructions to Bidders. The work is to include all labor, materials, equipment, tools and appliances, transportation, all applicable taxes, permits and everything required for the entire performance and completion of the work in every detail.

All work shall be in strict accordance with this Invitation to Bid and the bidding Contract Documents as prepared by Tudor Design, P.C. Any bids received after the above specified time and date will be returned to bidders unopened. Bids shall be accompanied by the General Contractor's Proposal Contents as stated in the specifications.

Bidding and Contract Documents including Drawings and Specifications may be examined in the office of the architect, Tudor Design, P.C., 1100 Ohio St., Terre Haute, Indiana, 47807, (812) 238-1211, Fax – (812) 232-0860 and at the Dept. of Redevelopment, City Hall, 17 Harding Avenue, Room 301, Terre Haute, Indiana.

Plans and specifications will be available for distribution July 28, 2009. Copies of all documents must be obtained at the office of the architect, Tudor Design, P.C., 1100 Ohio St., Terre Haute, IN 47807. Each set of the project manual, including specifications and drawings, will be furnished to prime bidders for a deposit of \$50.00 per set made payable to Tudor Design, P.C. Eighty percent (80%) of the deposit will be refunded if drawings and specifications are returned in good condition within 10 days after the bid opening. No Bidding or Contract Documents will be available for purchase from Terre Haute Department of Redevelopment or Catholic Charities Terre Haute.

No bids shall be withdrawn for a period of sixty (60) calendar days after the bid opening without written consent of the Engineer.

Do not include sales tax in the bid amount. The owner is exempt from payment of Indiana Sales Tax and Use Tax. The owner will furnish the contractor with the necessary exemption number upon request.

A certified check or bank draft, payable to the order of R.C. Archdiocese of Indianapolis Properties, Inc., negotiable U.S. Government Bonds (at par value), or a satisfactory Bid Bond executed by the Bidder and acceptable surety, in an amount equal to five percent (5%) of the total amount of the bid shall be submitted with each bid.

Bid Guaranty will be returned to unsuccessful bidders upon selection of the successful bidder. Bid Guaranty of the successful bidder will be returned upon the signing of contracts. Bids may be held not to exceed sixty (60) days from the date of Bid Opening for the purpose of reviewing the Bids and investigating the qualifications of the Bidders, prior to the award of a Contract.

Contractor receiving award shall furnish at the directive of the Owner, an approved Performance Bond, Labor and Material Payment Bond in an amount at least equal to 100% of the contract amount.

The bidders are requested to meet with the owner and architect for a pre-bid conference at Ryves Hall, 1356 Locust Ave., Terre Haute, IN on August 11, 2009 at 10:00 AM local time. Bidders not attending the pre-bid conference and submit a bid may not be considered.

Contractors shall be aware that this project is covered under the provisions of the Davis-Bacon Prevailing Wages Act. All labors and mechanics shall be paid at a minimum according to the prevailing wages indicated in the Wage Decision contained in the project manual.

The work to be performed under this contract is on a project assisted under a program providing direct Federal financing assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u, and Executive Order 11246 as amended.

Catholic Charities Terre Haute does business in accordance with the Federal Fair Housing Laws and promotes fair housing in the community. It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, or national origin; in the sale or rental of housing or residential lots, in advertising the sale or rental of housing, in the financing of housing, in the provision of real estate brokerage services, in the appraisal of housing, and blockbusting is also illegal.

The Contractor must insure that all employees and applicants for employment are not discriminated against because of their race, religion, color, gender, national origin, handicaps, or familial status. Women and Minority Owned Businesses qualified to perform the work contemplated by this solicitation are encouraged to bid.

The time completion of the project shall be 120 days after the notice to proceed. R.C. Archdiocese of Indianapolis Properties, Inc. reserves the right to reject any or all bids or waive any informality in the bidding to the extent permitted by law.

Each bid must be enclosed in a sealed envelope marked:

Bid For: Catholic Charities Terre Haute  
Ryves Youth Center Kitchen Renovation Bid opening  
Bid opening August 18, 2009 at 10:00 AM  
"Name and Address of Bidder"

Agent: Adrian Tudorica, Architect  
Tudor Design, P.C.  
1110 Ohio St.  
Terre Haute, IN 47807  
812-238-1211

Dated this 21st day of July, 2009