

INVITATION TO BID

The Capital Improvement Board of Managers of Marion County (hereafter “Owner”), invites interested parties to submit sealed bids, **on or before the bid date set forth below**, with respect to the following Project – 24-1-ICC Sound System Upgrade - - as further described in the Bidding Requirements and Contract Documents for the Project (collectively “Bidding Documents”).

Commencing on October fifteenth, complete copies of the Bidding Documents may be obtained from Repro-Graphix, Inc., 437 North Illinois St., Indianapolis, IN (Ph: (317) 637-3777; website:www.reprographix.com), by payment of the reproduction and delivery costs for such Bidding Documents, which amount is not refundable.

A pre-bid meeting and walk through regarding the Project (“Pre-Bid Meeting”) will be held on the seventeenth day of October, 2024, commencing at 10:00 AM. (local time). The Pre-Bid Meeting will be held at Owner’s Administrative Offices located in the Indiana Convention Center, 100 South Capitol Avenue, Indianapolis, IN 46225. Attendance at the Pre-Bid Meeting is mandatory for bidders and a bidder’s failure to attend will be grounds for its bid being deemed non-responsive.

Owner will accept bids on the Project until 2:00PM (local Indianapolis time) on the fourteenth day of November, 2024, at its Administrative Offices (receptionist desk) located at the Indiana Convention Center, 100 South Capitol Avenue, Indianapolis, Indiana. Bids shall be executed and submitted using the bid forms included in the Bidding Documents. Each bidder shall submit two complete paper copies of its bid and an electronic copy (on a USB flash drive or other memory device that is P.C. compatible) in a sealed envelope marked to the attention of Tom Boyle and shall include on the lower left hand corner of the envelope, in **bold letters**, the notation “**SEALED BID – 24-1-ICC Sound System Upgrade**”. All Bids timely received will be opened publicly and will be read aloud (“Bid Opening”) and interested parties are invited to attend the Bid Opening. Bids received after the submittal deadline will not be considered and will be returned unopened.

Bids shall remain valid for at least sixty (60) days following the Bid Opening (“Bid Period”). If the Owner awards a contract during the Bid Period, the selected Bidder shall promptly execute the contract and otherwise proceed in accordance with and subject to the requirements of the Bidding Documents.

Each Bid must be accompanied by a Bid Bond (in the form included within the Bidding Documents, or a substantially equivalent form approved by the Owner, and written by a surety licensed in the State of Indiana) or by a Certified Check. The amount of the Bid Bond or Certified Check shall be not less than five percent (5%) of the total Bid amount, including add alternates (if any). Such bid security shall be subject to forfeiture in the event the contract is awarded to a Bidder during the Bid Period and that Bidder fails to execute the contract or otherwise proceed in accordance with its Bid and/or the requirements of the Bidding Documents. All Bids not accompanied by an appropriate Bid Bond or Certified Check may be rejected as non-responsive.

If a contract is awarded it will be to the lowest “responsible and responsive” Bidder in accordance with Ind. Code 36-1-12. The selected Bidder will enter into a contract directly with the Owner. The selected Bidder will also be required to furnish a Performance Bond and a Payment Bond (in the forms included within the Bidding Documents or substantially equivalent forms approved by the Owner), each in the full amount of the Contract Sum and written by a surety licensed in the State of Indiana.

The Owner reserves the right to reject any and all Bids and to waive any irregularities and/or informalities.

CAPITAL IMPROVEMENT BOARD OF
MANAGERS OF MARION COUNTY

Date: 10/7/2024