



INVITATION TO BIDDERS

Date: January 16, 2020

Re: Made At Plainfield
Reeves Road
Plainfield, IN 46168

The Skillman Corporation Project No. 219710

Please be advised that the Bidding Documents for the above Project are ready for ordering. Bids will be solicited for the following work categories:

- 1 - Earthwork & Site Utilities
- 2 - Building Concrete
- 3 - Structural Steel

Subcontractors and Material Suppliers may receive FREE ELECTRONIC FILES of plans and specifications by following these steps:

1. Go to www.skillmanplanroom.com.
2. Select the Project
3. Click on "Place Order".
4. Click on "Create New Company and select a user name and password, or if a returning company, log in as usual.
5. There is no cost for the electronic files of the bidding documents, however all bidders should follow these steps to ensure timely notification of any updates or Addenda.

Bidders desiring printed documents shall pay for the cost of printing, shipping and handling. Reprographic Services are provided by: Eastern Engineering. Please contact Connie Patton, Admin Assistant at Skillman, cbpatton@skillman.com or Sean Keefe at Eastern Engineering, Sean.Keefe@easternengineering.com for any questions regarding Ordering or Downloading the Bidding Documents. All other questions can be directed to **Andrew Huehls**, ahuehls@skillman.com.

Bids are due February 7, 2020 at 2:00 PM (local time) at The Skillman Corporation Main Office, 3834 S. Emerson Avenue, Indianapolis, IN 46203. **Bids are to be submitted on Bid Form** and may be hand delivered, faxed to (317) 782-2926 or emailed to ahuehls@skillman.com. Bids will be opened Privately.

Payment and Performance Bonds as outlined in 0010 00 Instructions to Bidders

Bids are to include applicable Indiana Sales Tax

All work for the complete construction of the Project will be under multiple Sub Contracts with The Skillman Corporation on bids received and on combinations awarded. The Construction Manager will manage the construction of the Project.

The Skillman Corporation reserves the right to accept or reject any Bid (or combination of Bids) and to waive any irregularities in bidding. All Bids may be held for a period not to exceed 60 days before awarding contracts.

THE SKILLMAN CORPORATION

Connie Patton,
Administrative Assistant

SECTION 01 12 00 - MULTIPLE CONTRACT SUMMARY

PART 1 GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Sub Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to Work of this Section.

1.02 SUMMARY

- A. The intent of this Section is to indicate the Work required by the Subcontractors and to provide information regarding the duties, responsibilities, and cooperation required by the Contractors, with similar requirements for the subcontractors and suppliers.
- B. Owners right to maintain current operations
- C. Occupancy requirements
- D. Work by Owner
- E. Permits, fees, and notices
- F. Labor and materials
- G. Verifications of existing dimensions
- H. Project security
- I. Coordination of work
- J. Time of commencement and completion
- K. Schedule of contract responsibilities

1.03 WORK UNDER SEPARATE CONTRACTS

- A. Sub Contracts are defined to include the following contracts described in the Schedule of Contract Responsibilities included hereinafter; and each is recognized to be a major part of the project, with Work to be performed concurrently and in close coordination with Work of other Sub Contracts.
- B. The "Contract Documents," as defined in the General Conditions, include "the Drawings." Although Drawings are grouped and identified by classification of the Work, Contractors shall be responsible for their Work as specified herein and as indicated on the Drawings. Although the majority of the Drawings are "to scale," Contractors are directed to use indicated dimensions for determining material quantities and for other reasons. No additional monies will be allowed due to

Contractors using "scaling instruments" to determine material quantities or for other reasons.

- C. Separate sub contracts will be awarded as per the "**Schedule of Contract Responsibilities**" (see Part 3 – Execution). Contractors shall include Work required by the Specifications and Drawings for each contract area defined in the Schedule.
- D. Work for the complete construction of the Project will be under multiple sub contracts with The Skillman Corporation. The Construction Manager will manage the construction of the Project.
- E. Each Contractor shall be responsible for demolition and disposal of existing items relative to his Contract.

1.04 ADMINISTRATIVE RESPONSIBILITIES OF SUB CONTRACTORS AND CM

- A. The Construction Manager shall be responsible for the maintenance of the Construction Schedule and management of every phase of the Work.
 - 1. Each Subcontractor shall read the Specifications and Drawings for other separate Contracts for fixed equipment and the like to be incorporated or attached or built in to the Work; and familiarize himself with the requirements and responsibilities of other Contracts to enable the required coordination and supervision.
 - 2. Each Subcontractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
 - 3. Each Subcontractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Subcontractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.
- B. Subcontractors shall cooperate with and assist the Construction Manager in the preparation of construction progress and procedures, schedule of product deliveries, and their effect on the overall project progress and completion. Other Subcontractors shall cooperate in getting their Work and the Work of their subcontractors completed according to the schedule as prepared and maintained by the Construction Manager. Each Subcontractor shall immediately notify the Construction Manager of a delay in delivery of products or the scheduled date of completion that may affect the total progress of construction.
- C. The Owner will furnish the topographical survey, either as a part of these Drawings or separately, giving the general topographical lines existing at the site and the property lines.
- D. Subcontractors required to make connections to existing utilities, especially sewerage where gravity flow occurs, shall verify grades and locations at points of such connections and shall notify the Construction Manager of circumstances which would adversely affect the proper flow or connection to such facilities.

1.05 SUB CONTRACTORS USE OF PREMISES

- A. General: During the construction period, the Sub Contractors jointly shall have full use of the premises for construction operations, including use of the site. Each Sub Contractor's use of the premises is limited only by the Owner's right to perform work or to retain other Subcontractors on portions of the Project.

1.06 OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. Subcontractors must expend their best effort toward protection of the health, safety, and welfare of occupants on the Owner's property during the course of Work on this Project.
- B. Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner may establish. Employees shall be properly and completely clothed while working. Bare torsos, legs and feet will not be allowed. Possession or consumption of alcoholic beverages or drugs, tobacco, and other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on the project site.

1.07 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
 - 1. The Construction Manager will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
 - 2. The Construction Manager will obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
 - 3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
 - 4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.08 WORK BY OWNER

- A. The Owner may elect to complete certain Scopes of Work outside the provisions of these Contract Documents. Subcontractors shall not restrict or interfere with the Owner's right to the Project to accomplish this Work.

1.09 PERMITS, FEES, AND NOTICES

- A. The Construction Manager will secure the general building permit for the Owner. Each Subcontractor shall secure and pay for other permits, governmental fees, and licenses necessary for the proper execution and completion of his Work, which are applicable at the time the bids are also received. Fees to relocate utilities on Owner's property shall be included in the bid of the Subcontractor doing the relocation.

1. State filing fees for plan approval are the responsibility of the Owner and will be paid by the Owner.
- B. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
- C. Shutdowns of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide 2 days written notice of shutdown to Construction Manager and Owner.
- D. Inspections of installed work shall be performed by the governing authority as arranged for by the Subcontractor. Work shall not be covered until approved.
- E. Each Subcontractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Subcontractor observes that the Contract Documents are at variance therewith, he shall promptly notify the Construction Manager in writing, and necessary changes shall be adjusted by appropriate notification. If a Subcontractor performs Work knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear the costs attributable thereto.

1.10 LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Subcontractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of his Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.
- B. Each Subcontractor shall enforce strict discipline and good order among his employees or other persons carrying out Work of his Contract and shall not permit employment of unfit person or persons or anyone not skilled in the task assigned to them.
- C. Include Written Drug Testing Plan that covers all employees of the bidder who will perform work on the public work project and meets or exceeds the requirements set in IC 4-13-18-5 or IC 4-13-18-6 with Bid.

1.11 CUTTING AND PATCHING

- A. Refer to Section 01 73 10 - Cutting and Patching, for provisions on this subject.

1.12 VERIFICATIONS OF EXISTING DIMENSIONS

- A. When verification of existing dimensions is required, the Subcontractor requiring said verification for the construction or fabrication of his material shall be the Subcontractor responsible for the procurement of the field information.

1.13 PROJECT SECURITY

- A. Each Subcontractor shall take all reasonable precautions to prevent injury, damage or loss to people and property in, on and adjacent to the project. This shall include not only their own work or property but that of other contractors and the Owner.
- B. If deemed necessary by The Construction Manager a project wide security program may be developed for the purpose of preventing damage or loss at the project site or property adjacent thereto. Once accepted by the Owner, contractors shall comply.

1.14 SCHEDULE OF CONTRACT RESPONSIBILITIES - SCOPE

- A. Subcontractors shall submit their proposals based on the work included under each contract area as listed herein. Include Work necessary for a complete project, as shown on the Drawings and called for in the Specifications.
- B. Questions concerning the phasing or "Schedule of Contract Responsibilities" should be directed to the Construction Manager, who will be the interpreter and be responsible for this Schedule of Contract Responsibilities and Contract Breakdown, prior to submitting proposals and during construction.
- C. The requirements of Division 1 are a part of the Work of each and every contract area. The Contractor for any one contract area shall be familiar with the Work and requirements of all other contract areas.
- D. Certain Specification Sections describe Work to be performed under several contract areas. (Example: 06100 - Rough Carpentry.) Provide Work of this nature as required for each contract area whether or not enumerated in the Schedule of Contract Responsibilities.
- E. The Drawings and Specifications as furnished for each of the Contracts is for the convenience of the Contractor in preparing a proposal for this Project. However, each Contractor is responsible to review the complete set of Drawings and Specifications to assure that Work required to be installed to complete his phase of the Work is included in his proposal. This "Schedule of Contract Responsibilities" is a definition of the work as it is to be bid in separate contracts. Where a specific item of Work is not defined, but is normally inherent to a trade, or is included in the scope of the applicable technical revision, it will be the responsibility of that Contractor to include the Work in his proposal.
- F. This "Schedule of Contract Responsibilities" is to aid each Subcontractor in defining the Scope of Work to be included in his proposal. However, omissions from this "Schedule of Responsibilities" do not relieve the Subcontractor from including in his proposal that Work which will be required to complete his Contract. Each Subcontractor should read the "Schedule of Contract Responsibilities" completely to familiarize himself with the Work of other Subcontractors that may have Work in adjacent areas and to coordinate the interfacing problems that may occur as the work is assembled and constructed.
- G. Where specific Work is to be completed under a particular phase of the Project and the Work is wholly or partially completed by other trades because of the type of work involved or jurisdictional trade agreements, the Subcontractor will be responsible to subcontract the Work as necessary to complete the Work included in his Contract. No

delay in the Work will be allowed due to the failure of the Subcontractor to subcontract related work required by jurisdictional trade agreements.

1.15 COORDINATION OF WORK

- A. Each Subcontractor is responsible to coordinate his Work with the Work of other trades and other Contractors and requirements of the Owner. The Contractor must make space allowances for Work of other Subcontractors; provide necessary openings where indicated or implied by the Drawings and Specifications. Each Subcontractor is responsible to protect his own Work.

1.16 TIME OF COMMENCEMENT AND COMPLETION

- A. The Contractor shall commence work within ten (10) days after being notified in writing to proceed and shall complete the Work within the time limitations established in the Form of Agreement.
1. It is anticipated that construction will start within 30 calendar days after receipt of bids.
 2. Construction shall be complete per schedule.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

3.01 SCHEDULE OF CONTRACT RESPONSIBILITIES

3.02 GENERAL REQUIREMENTS

A. PROVIDED BY THE CONSTRUCTION MANAGER

Section	01 32 00	Schedules and Reports
Section	01 45 10	Testing Laboratory Services
Section	01 51 50	Temporary Water
Section	01 51 80	Temporary Fire Protection
Section	01 53 20	Tree and Plant Protection
Section	01 57 60	Project Signs
Section	01 56 80	Erosion Control
Section	01 71 50	Final Cleaning
Section	01 72 00	Field Engineering

B. PROVIDED BY ALL SUBCONTRACTORS AS APPLICABLE

Section	01 12 00	Multiple Contract Summary
Section	01 25 00	Contract Modification Procedures
Section	01 28 00	Schedule of Values
Section	01 29 00	Applications for Payment
Section	01 31 00	Project Meetings
Section	01 32 00	Schedules and Reports
Section	01 33 00	Submittal Procedures
Section	01 40 00	Quality Requirements
Section	01 45 10	Testing Laboratory Services (Paragraph 1.05)
Section	01 50 50	Temporary Facilities and Controls
Section	01 51 10	Temporary Electricity, Lighting and Warning Systems
Section	01 51 50	Temporary Water

Section	01 51 80	Temporary Fire Protection
Section	01 54 60	Environment Protection
Section	01 54 80	Utility Protection
Section	01 55 00	Access Roads and Parking Areas
Section	01 56 20	Dust Control
Section	01 56 30	Water Control
Section	01 56 80	Erosion Control
Section	01 56 90	Housekeeping and Safety
Section	01 59 20	Offices and Sheds
Section	01 60 00	Product Requirements
Section	01 72 50	Work Layout
Section	01 73 10	Cutting and Patching
Section	01 77 00	Contract Closeout
Section	09 00 00	Finish Schedule

All Subcontractors shall provide their Superintendents with radios capable of handling multiple channels and compatible with radios used by the Construction Manager.

C. PROVIDED BY DESIGNATED SUBCONTRACTORS

Section	01 52 10	Construction Aids and Temporary Enclosures
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3.03 **BID CATEGORIES**

GENERAL CLAIRIFICATIONS

1. THE ARCHITECT'S SPECIFICATION SECTIONS NOT LISTED IN BELOW SCOPES OF WORK ARE INCLUDED FOR REFERENCE ONLY.

A. **BID CATEGORY NO. 1 – Earthwork & Site Utilities**

General Requirements in Paragraph 3.02.B above.

Section	01 51 50	Temporary Water
Section	01 52 10	Construction Aids and Temporary Enclosures
Section	01 53 10	Fences
Section	01 53 20	Tree and Plant Protection
Section	01 55 00	Access Roads and Parking Areas
Section	01 56 20	Dust Control
Section	01 56 30	Water Control
Section	01 56 80	Erosion Control
Section	31 20 10	Earthwork – Building

Project Specific Clarifications:

1. Provide all erosion control measures including construction entrances. Bid Category No. 2 to provide and maintain concrete washout. Erosion control blanket to be in future bid package.
2. Provide all site water, sanitary, and storm utilities.
3. Provide field engineering and layout for your own work.
4. Provide traffic control measures when required for completion of your work.

5. Provide fire protection and domestic water main to first flange above finished floor. Provide fire department connections and post indicator valves, including service vaults and equipment as noted on site utility plan.
6. Provide road cleaning/sweep while performing work on site.
7. Bid Category No. 2 to provide foundation backfill, and drainage course under slab on grade.
8. Site demolition for ADA ramps on property south of Reeves Road (Reference C104) to be in future bid package.
9. Provide temporary fencing and gates as indicated on site logistics plan.
10. Provide temporary construction entrances, parking/lay down areas and crane pad as indicated on site logistics plan. Provide nine inches (9”) of number fifty-three (#53) stone at parking/laydown area.

B. BID CATEGORY NO. 2 – Building Concrete

General Requirements in Paragraph 3.02.B above.

Section	03 30 00	Cast In Place Concrete
Section	07 13 26	Self-Adhering Sheet Waterproofing
Section	31 20 10	Earthwork – Building

Project Specific Clarifications:

1. Provide and maintain concrete washout.
2. Provide foundation excavation, backfill, including drainage course under slab on grade.
3. Provide grouting of all column bases.
4. All spoils generated from excavation shall be taken to a designated area on site.
5. Provide all foundation and under-slab insulation.

C. BID CATEGORY NO. 3 – Structural and Misc. Steel

General Requirements in Paragraph 3.02.B above.

Section	05 12 00	Structural Steel Framing
Section	05 12 13	Architecturally Exposed Structural Steel Framing
Section	05 21 00	Steel Joist Framing
Section	05 31 00	Steel Decking

Project Specific Clarifications:

1. Any cleaning or demucking of top of footings prior to steel erection shall be the responsibility of this Bid Category.
2. Provide all stairs and associated railings.
3. Provide all shelf angles, relief angles, and other miscellaneous metals indicated on the A-Series drawings.

END OF SECTION 01 12 00