

REQUEST FOR QUOTE
CARMEL CLAY SCHOOLS
WEST CLAY ELEMENTARY SCHOOL WALKING PATH

Notice is hereby given that Quotes for the Project referenced herein will be received:

By: Carmel Clay Schools
5201 E. Main Street
Carmel, IN 46033

For: *West Clay Elementary School Walking Path*
3495 West 126th Street
Carmel, IN 46032

At: *Carmel Clay Educational Services Building*
5201 E. Main Street
Carmel, IN 46033

Until: 3:00 p.m. (local time), *October 6, 2021*

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 317-762-3960, 541018590#](#)

Phone Conference ID: 541 018 590#

All work for the complete construction of the project will be under a prime contract with the Owner based on proposals received and on combinations awarded. The Project will be managed by The Skillman Corporation, Construction Manager for *Carmel Clay Schools*.

Construction shall be in full accordance with the Proposal Documents which are on file with the Owner and may be examined by prospective proposers at the following locations:

Office of the Construction Manager
The Skillman Corporation
3834 S. Emerson Avenue, Building A
Indianapolis, IN 46203

www.skillmanplanroom.com

Contractors submitting Quote for the performance of any Work as specified in this building project should make such proposals to *Carmel Clay Schools*.

The Owner reserves the right to accept or reject any proposal and to waive any irregularities. All proposals may be held for a period not to exceed 30 days before awarding contracts.

A pre-quote meeting will be held virtually through TEAMS at 3:00 p.m. *on September 28, 2021.*

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 317-762-3960,,230192589#](#) United States, Indianapolis

Phone Conference ID: 230 192 589#

SCOPE OF WORK:

- A. *Replacement of stone walking path around the pond at West Clay Elementary School*
- B. *Provide walking path to HOA sidewalk*
- C. *Provide new concrete sidewalk*
- D. *Provide new traffic signage*
- E. *Plans and Specifications*
 - a. *Cover Sheet*
 - b. *G1.0*
 - c. *Specifications Volume 1.*

SCHEDULE:

- A. *Project will start immediately upon award.*
- B. *Pre-Quote Meeting-September 28, 2021*
- C. *Quote Received and Open on October 6, 2021*
- D. *Notice to Proceed October 7, 2021*
- E. *Completion on or about November 30, 2021*

PROJECT ADMINISTRATION

- A. **Points of Contact**
 - a. *Todd Fenoglio Director of Facilities*
 - b. *Kurt Sivilich – Fanning Howey*
 - c. *The Skillman Corporation*
 - i. *Pat Portteus VP*
 - ii. *Tyler Barker PM*
 - iii. *Brad Pawloski APM*
 - iv. *Randy Whipple Site Manager*
 - v. *Connie Patton Admin Assistant*

- B. **Meetings**

Each Contractor shall be required to have presence at each of the following project meetings a representative acceptable to the Construction Manager. The designated representative shall have sufficient authority and knowledge to make decisions for the Contractor he is representing on matters affecting this Project.

- a. *Pre-Construction October 12, 2021*
- b. *Progress Meetings Every Other week there after until complete.*

- C. Administrative Responsibilities Of Contractor
- a. Contractor 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.
 - b. Contractor shall also familiarize himself with other items to be incorporated into the Work including equipment and Work by the Owner.
 - c. Contractor shall cooperate with the Construction Manager in notifying him when the Work is at a stage to require the services of other Contractors and shall notify the Construction Manager in the event that such other Contractors do not carry out their responsibilities in connection with such notification.
- D. Contractors 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 Contractors 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. Contractor 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.
- E. Contractors 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.

PRIME CONTRACTORS USE OF PREMISES

- A. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
- B. Owner Occupancy: Allow for Owner occupancy and use by the public.
- C. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site.

OWNERS RIGHT TO MAINTAIN OPERATIONS

- A. During the course of this Project, normal and customary functions and operations must be maintained. The Contract Documents are intended to define a strict separation between the school activities of students and staff from the activities of the construction project.
- B. The Construction Manager, Architect, and Owner will not tolerate any visible or audible actions initiated or responded to by any employees of Contractors on this Project toward any students, teachers, or staff members at the school system. Violators shall be promptly removed from the site.

- C. The Owner intends to instruct students, teachers, and staff to refrain from communications with Contractor's personnel working on this Project. All communication with Owner and staff shall be through the Construction Manager.
- D. Contractors 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.
- E. Contractors and 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 or other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.

PERMITS, FEES, AND NOTICES

- A. The Contractor shall secure and pay for 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 Contractor doing the relocation.
- B. 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.
- C. Inspections of installed work shall be performed by the governing authority as arranged for by the Contractor. Work shall not be covered until approved.
- D. Contractor shall give notices and comply with laws, ordinances, rules, regulations, and orders of public authorities bearing on the performance of his Work. If a Contractor 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 Contractor 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.

LABOR AND MATERIALS

- A. Unless otherwise specifically noted, the Contractor 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 Contractor 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. Contractors and 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 or other noxious behavior on the site is strictly prohibited. Violators shall be promptly removed from the site. Smoking is not permitted on school property or within school buildings.
- D. Contractors will conduct criminal background checks (extent of and/or service to be used will be established by the Owner) on every employee assigned to work on the Project and clear them through the National Sex Offender Registry prior to their assignment to Project. Contractors will require the same of sub-contractors.
- E. ID Badges will be issued by The Skillman Corporation upon receipt of verification from the Contractor that the employee/subcontractor employee or independent contractor has a satisfactory record to work on the Project.
- F. E-Verify Compliance: Pursuant to I.C. 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (Program). Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists. Also, pursuant to I.C. 22-5-1.7, Contractor must execute an affidavit affirming that the Contractor does not knowingly employ an unauthorized alien and confirming Contractor's enrollment in the Program, unless the Program no longer exists, shall be filed with the Owner prior to the execution of this contract. This contract shall not be deemed fully executed until such affidavit is delivered to the Owner.

Contractor and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that contractor or its subcontractor subsequently learns is an unauthorized alien. If Contractor violates this provision the Owner shall require Contractor to remedy the violation not later than thirty (30) days after the Owner notifies Contractor. If Contractor fails to remedy the violation within the thirty (30) day period, the Owner shall terminate the contract for breach of contract. If Owner terminates the contract, Contractor shall be liable to the Owner for actual damages in addition to any other contractual remedies. There is a rebuttable presumption that Contractor did not knowingly employ an unauthorized alien if Contractor verified the work eligibility status of the employee through the Program.

Prior to performing any work, Contractor shall require each subcontractor to certify to Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. Contractor shall maintain on file a certification from each subcontractor throughout the duration of this contract or project which is the subject of this contract. If Contractor determines that a subcontractor is in violation of this provision, Contractor may terminate its contract with the subcontractor for such violation. In Accordance with I.C. 5-16-13 Contractor must provide the E-Verify Case Number of every employee that works on the project. This requirement includes the contractor's subs and suppliers to the fourth (4th) tier.

- G. The Owner is requiring that all contractors' personnel and their onsite employees and subcontractors submit to expanded history and child protection index check. Contractors shall enroll in the Safe Vendor Program through Safe Hiring Solutions www.safehiringsolutions.com. Enrollment in Safe Vendor will ensure contractors employees are vetted in accordance with I.C. 20-26-5-10 for expanded criminal history and expanded child protection index check. Contractor is responsible for the cost of enrollment and employee background check. All contractors' personnel and employees, once cleared for work will be issued a project identification badge that must be worn at all times while on site. All contractors/subcontractors employees shall provide name, address, picture state driver's license or picture identification card and/or Safe Vendor Card to The Skillman Corporation Site Manager upon request.
- H. All contractors down to the 4th Tier Sub Contract must maintain general liability insurance in at least the following amounts: Each Occurrence Limit of \$1,000,000 and General Aggregate Limit of \$2,000,000. Other requirements and limits may apply see specification section 00 08 20 Schedule of Insurance Requirements.

VERIFICATIONS OF EXISTING DIMENSIONS

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

PROJECT SECURITY

- A. Contractor 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.

COORDINATION OF WORK

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

PAYMENT TERMS

- A. Progress Payment shall be submitted on AIA G732 with an approved schedule of values.
- a. SOV should identify Labor and Materials for each scope of work.
 - b. Submit Payment request monthly with pencil draft approval 10 days prior.

- B. Final Payment shall be made within 60 days of satisfactory punch list completion. Include the following with final payment.
 - a. Final Waivers
 - b. Warranties

PROJECT DOCUMENTATION

- A. *Provide submittals per the specification on Ecomm*
- B. *Provide Request for Information through Ecomm*
- C. *Provide Change Order Request through Ecomm*
- D. *Provide a one-year labor and materials warranty*

CERTIFICATE OF INSURANCE:

- A. Provide Certificate of Insurance naming ***Carmel Clay Schools, Fanning/Howey*** and ***The Skillman Corporation*** as Additional Insured's. See attached, Exhibit A.

Carmel Clay Schools

West Clay Elementary School Walking Path