

REQUEST FOR QUOTES

FROM:

1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):

- A. City of Muncie
- B. Address:
300 N. High street
Muncie, IN, 47305

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

- A. US Architects LLP
- B. Address:
9200 W. Smith St
Yorktown, IN 47396

1.03 DATE: February 3, 2021

1.04 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction of a renovated lobby space at the **Clerk office Muncie City Hall before 8:45 am local standard time on the 24th day of February 2021**, for:
- B. Project: A renovation for Muncie City Hall Lobby
- C. Major components: Metal studs, sheathing, glazing/framing, counter.
- D. Quotes will be publicly opened and read aloud in the City Hall at the Board of Works meeting at 9:00 am on 2/24/2021.
- E. Quote documents for a stipulated sum contract may be obtained in electronic PDF format from the office of the Architect, by emailing: kgary@usarchitectsmuncie.com. There is no cost for receiving the documents electronically. Quoters must register with US Architects.
- F. Contractors desiring printed documents shall pay for the cost of printing, shipping and handling. Reprographic services are provided by US Architect, 9200 W. Smith St, Yorktown IN 74396. Phone: 765-405-1220.
- G. Wage Scale does not apply to this project.
- H. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 10 percent of the quoted Amount.
- I. Successful quoters will be required to furnish Performance and Payment Bonds for one hundred percent (100%) of their Contract prior to execution of Contract.
- J. Make quotes to City of Muncie City Hall lobby renovation. Final contract may be entered into with City of Muncie
- K. Quoters are required to complete Bid Form 96. Bidders may supplement this form as appropriate.
- L. Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.
- M. The Owner reserves the right to accept or reject any or all offers and waive any irregularities in quoting.

END OF SECTION