

## INVITATION TO QUOTE

Notice is hereby given that MSD of Wayne Township (“Owner”), by and through its Board is requesting sealed quotes for furnishing labor, services, supplies, materials, tools, equipment, and transportation necessary for the Chapel Glen Elementary 2018 HVAC and Related Routine Operation, Repair, and Maintenance Work. Each project will exist and proceed independently of other projects, both physically and conceptually and this is not a single project. There will be separate projects and multiple, individual projects at different locations and dates.

**The sealed quotes for each project will be received until April 20, 2018, at 9:00 a.m. (EST). Quotes must be delivered via email to 1) gmoore@catalystcmi.com and pete.just@wayne.k12.in.us or 2) during business hours to:**

**Pete Just  
MSD of Wayne Township  
1220 S High School Rd  
Indianapolis, IN 46241**

All Quotes received at such place, date, and time will be opened and read aloud in public at the address listed above immediately after the posted time. All quotes received after such time will not be considered and returned to the respective quoter unopened.

All work for the completion of each project shall be performed under one or more prime contracts with the Owner. The form of the contract is set forth in the Quote Documents. Two copies of quote forms shall be submitted on forms provided in the Quote Documents and project manual, and shall be properly executed in accordance with the current edition of the IN SBOA Form 96. Quoters must complete the entire quote forms including a statement of experience, proposed plan or plans for performing the work, the equipment the Quoter has available for performance of the work, non-collusion affidavit, and financial statement complying with IN SBOA Form 96. Quoters must include a satisfactory Bond or certified check payable to the MSD of Wayne Township. Security shall be in the amount of not less than 1% of the Quoter’s total contract price. Should a successful Quoter within ten (10) days after written notice of acceptance of quote withdraw its quote, fail to provide the required payment and performance bonds, or execute a satisfactory contract, the Owner may then declare that Security forfeited as liquidated damages, not as a penalty.

Wage rates shall not apply to any project. All Contractors and Sub-Contractors shall comply with all applicable laws including but not limited to the requirements of Ind. Code § 5-16-13 et seq. and as detailed in the Quote Documents. Contractor must also be able to and meet all requirements found in applicable public works and contract statutes.

The Quote Documents for each project, including the Plans and Specification are on file with the Owner and may also be examined at the following locations:

Catalyst Construction Management Inc., 5158 E 65th Street, Indianapolis, IN 46220  
Gibraltar Design, 9102 N Meridian St #300, Indianapolis, IN 46260

Copies of the Quote Documents for each project may also be obtained using

[https://catalystoncloud.egnyte.com/fl/huNhyvWXnF/Chapel\\_Glen\\_Elementary\\_-\\_HVAC\\_Proposal](https://catalystoncloud.egnyte.com/fl/huNhyvWXnF/Chapel_Glen_Elementary_-_HVAC_Proposal)

Costs associated with digital and printed plans and specifications are and will be incurred by and at the expense of the quoter and are non-refundable. **Quoters must send an email to [gmoore@catalystcmi.com](mailto:gmoore@catalystcmi.com) in order to be added to a distribution list to allow the quoter to receive communications, notices, and addendums related to the Quote documents.**

Prior to approval and execution of the Owner’s contract and in the event the contract price is less than \$200,000, the Owner will consider waiving the requirement of the Contractor(s) who is the successful Quoter for a project to furnish an approved Performance and Labor and Materials Payment Bond in the amount of 100% of the contract amount, which normally covers the faithful performance of the contract and the payment of all obligations arising hereunder. Unless waived or not required under Indiana law, performance and payment bonds shall remain in full

force and effect for a period of one year after the Owner's acceptance of the work and Owner's final settlement with the successful Quoter.

The Owner expects to award separate contract(s) for the work to the lowest, responsible and responsive Quoter(s) for each project. The Owner reserves the right to hold quotes, including any alternates, for up to 60 days from the date of the quote opening. The Owner reserves in its sole discretion the right to reject any and all quotes, is not obligated to accept the lowest or any other quote, and may waive any irregularities, discrepancies, omissions, variances or informalities in the Quoting procedure.

Questions regarding each project, or requests for equal status, can be directed in writing to the construction manager:

Greg Moore, Catalyst Construction Management Inc., 5158 E 65th Street, Indianapolis, IN 46220  
[gmoore@catalystcemi.com](mailto:gmoore@catalystcemi.com)

By: Pete Just  
Chief Operations & Technology Officer