

PUBLIC BIDDING REQUIREMENTS

PART 1 – PROJECT REQUIREMENTS

Requirements apply to all construction, alternation, or repair of a public building or other public work or improvement owned by Ivy Tech.

PART 2 – CONSTRUCTION COSTS FROM \$0 TO \$25,000

1. Requires public bids.
2. Bidders must turn in their bid forms per 5-16-1-2.
3. Bids to be opened in person or virtually.
4. Requires either:
 - A. Publish notice in the manner provided in 5-16-1-3, OR
 - B. Invite bids from not less than three (3) persons, firms, limited liability companies, or corporations, known to deal in the work proposed to be done, by mailing a notice for the work not less than three (3) days before the time fixed for receiving bids indicating that plans and specifications are on file in a certain office.
5. Award to the lowest and best bidder (which means lowest bidder, unless they can be proven not be responsive and/or responsible).

PART 3 – PROJECTS FROM \$25,000 TO \$150,000:

1. Bidders must turn in their bid forms per 5-16-1-2 at a specific time and place, to be opened at the same time.
2. Requires a licensed architect or engineer to prepare, and place on file in Systems Office, plans and specification of the building or improvements south to be constructed, erected, altered, or repaired.
3. Invite not less than three (3) persons, firms, limited liability companies, or corporations know to deal in the work proposed to be done (as outlined in IC 5-16-1-1.9, 2014).
4. Award to the lowest and best bidder (which means lowest bidder, unless they can be proven not to be responsive and/or responsible).

PART 4 – PROJECTS FROM \$150,000 TO \$200,000

1. Requires all of the above, plus:
2. Requires notice of the project which must include a description of the work to be done and be given in at least one (1) newspaper of general circulation printed and published in the county in which the

work is to be done.

3. Must twice publish a notice indicating that drawings, plans, and specifications are on file at the office and calling for sealed proposals for the work by a day fixed in the publications. The time lapse between the date of publication and the date of receiving bids is governed by the size of the contemplated project and is in the discretion of the board, commission, trustee, officer, or agent publishing the notice. In no event shall the lapsed time be more than six (6) weeks.

PART 5 – PROJECTS FROM \$200,000 AND UP

1. Requires all of the above, plus:
 - A. Approval of the Facilities Design Council.

PART 6 – SELF-PERFORMED WORK BY IVY TECH

1. Work performed by Ivy Tech Community College under \$150,000, refer to section 5-16- 1-1.5. Action may need to be taken by the Board and/or public notice if the size of the project is over \$100,000.
2. Emergency Procedures for unseen public works projects: Reference 5-16-1-1.6

PART 7 – MECHANICAL SYSTEMS BIDDING REQUIREMENTS

1. There is a desire to have the ability to select the mechanical equipment on the bid on cost, performance, existing systems, or other criteria.
2. Ivy Tech requires that the following process and bid form layout to be followed for the procurement of the mechanical equipment as noted in Item 10 below.
3. The equipment and associated work will be priced separately to be added to the base bid.
4. The total price of base bid and selected equipment (one piece from each equipment to be priced) must create a complete and fully functional system.
5. Design team to confirm that all potential mechanical equipment will function in the proposed design.
6. Bidder Requirements:
 - A. Installation of all mechanical equipment, ducts, piping, accessories, etc. shall be included in the mechanical bid. Fill in costs for the following mechanical equipment sub-sections. Include all mechanical equipment accessories, utility connections, etc. as part of base bid.
 - B. Equipment price shall include all additional electrical, gas, and other utility connections for each equipment price and any additional work associated with the equipment installation.
 - C. Equipment prices shall also include any additional supports, anchors, training, programming, building automation connections, protocols, or other accessories required so that the selected unit will perform as the design intends.

- D. At minimum, one manufacturer shall be filled out for each sub-section. If equipment is not provided for each section, the bid will be considered incomplete.
 - E. The costs for the selected equipment plus the mechanical bid category will be equal to the total mechanical bid cost.
 - F. Designer will develop Criteria for evaluation of the mechanical equipment selection.
- 7. If multiple bid packages, related bid packages (electrical and any other bid packages) must provide pricing for any additional connections, supports, etc. for each piece of equipment.
 - 8. The following equipment will be bid as separate pieces of equipment (where applicable):
 - A. Air Handling Units
 - B. Boilers
 - C. Chillers
 - 9. One piece of equipment from each area must be selected as part of the project.
 - 10. Sample Bid Form:

MECHANICAL BID PACKAGE

		Equipment Selection (Required to Complete Base Bid)				Alternate Bids
Contractor	Base Bid	AHU Manufacturer 1	AHU Manufacturer 2	Chiller Manufacturer 1	Chiller Manufacturer 2	Alternate #1
Mechanical Contractor A	\$Bid Amount (less equipment to be selected)	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount
Mechanical Contractor B	\$Bid Amount	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount
Mechanical Contractor C	\$Bid Amount	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Equipment amount and any necessary additional work	\$Alternate Bid Amount

ELECTRICAL BID PACKAGE (If multiple bid packages)

		Equipment Selection (Required to Complete Base Bid)				Alternate Bids
Contractor	Base Bid	AHU Manufacturer 1	AHU Manufacturer 2	Chiller Manufacturer 1	Chiller Manufacturer 2	Alternate #1
Electrical Contractor A	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount
Electrical Contractor B	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount
Electrical Contractor C	\$Bid Amount	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	Any additional electrical work associated with the equipment.	\$Alternate Bid Amount