

## NOTICE TO BIDDERS

Notice is hereby given that sealed bids will be received:

**By:** Lebanon Community School Corporation  
**For:** Lebanon Middle School Release 1 – Early Site Package  
**Deliver to:** Lebanon High School, 510 Tiger Way, Lebanon, IN 46052  
**Date & Time:** March 21, 2024, at 2:00pm (local time)

Bids received after that time will be returned unopened. Bids will be publicly opened and read aloud.

All work for the complete construction of the project shall be performed under the form of contract set forth in the Bidding Documents. Two copies of bid forms shall be submitted on forms provided in the project manual and shall be executed in accordance with the current edition of the Indiana Board of Accounts Form 96 – “Contractor’s Bid for Public Works”, with a financial statement complying with Section III of Form 96, and a satisfactory Bid Bond or certified check pursuant to I.C. 36-1-12-4.5, payable to the Lebanon Community School Corporation. Bid Security shall be in the amount of not less than 5% of the total base bid price. Should a successful Bidder withdraw their Bid, fail to provide the required payment and performance bonds, or execute the contract, the Owner may then declare the Bid Security forfeited as liquidated damages.

Bids shall be placed in a sealed envelope plainly labeled to indicate the following:

Addressed to:  
The Lebanon Community School Corporation  
1810 N. Grant St.  
Lebanon, Indiana 46052

**Attn. Lebanon Middle School Release 1 – Early Site**  
Bid Package Number & Name  
Name and return address of the Bidder

All bid proposals shall be in full compliance with the bid documents which are on file with the Owner.

Copies of the Bidding Documents may be obtained from the Eastern Engineering plan room at <http://distribution.easternengineering.com> per the options and prices listed on the Order page. All charges for bidding documents are non-refundable. Bid Invitations inclusive of the Bid Documents will be sent out via Meyer Najem Construction, LLC’s SmartBid – Document Management Software.

A Pre-Bid Meeting is scheduled for **March 6th, 2024, at 10:00a.m. local time at Lebanon Middle School, 1800 N. Grant Street, Lebanon, In 46052.** Attendance at the Pre-Bid Meeting may be required for a Bid to be considered responsive.

Questions, or requests for equal status, shall be directed in writing (via email) to (please copy each):

**Attention: Skip Keltner**  
**Meyer Najem Construction, LLC**  
317-577-0007 Ext. 152  
[skeltner@meyer-najem.com](mailto:skeltner@meyer-najem.com)

**Attention: Hillary Scott**  
**Meyer Najem Construction, LLC**  
317-577-0007 Ext. 168  
[hscott@meyer-najem.com](mailto:hscott@meyer-najem.com)

Board of School Trustees  
Lebanon Community School Corporation

**SECTION 01 12 00 – MULTIPLE CONTRACT SUMMARY**

**LEBANON MIDDLE SCHOOL – RELEASE 1 – SITE WORK  
1800 N. GRANT STREET, LEBANON, IN 46052**

**Current Bid Packages**

Bid Package #01 – Site Work

**A. General Scope Items: (Applies to ALL Bidders and Bid Packages)**

1. All work necessary for the completion of the project, as documented both in Drawings, Specifications, Scope of Work, and Contract Manual. Review/Incorporate all drawings, general notes, and plan notes, which refer to each contractor's scope of work.
2. Reference and include additions/changes/deletions per updated/addenda documents issued from Meyer Najem Construction (MNC) & Architect/Engineers.
3. All items listed below are to assist in coordination for contractor's scope. It will be the contractor's responsibility to coordinate their scope of work with the contract documents.
4. In addition to the Contract Drawings, contractor shall review and include, but not be limited to the following items: Specification Sections: Contract Manual (Complete), Division 00 (Complete) and Division 01 (Complete). The requirements of the Instructions to Bidders, General Conditions, Bidding and Contract Forms are a part of the work of every Bid Package.
5. Throughout items listed below, specific detail references are identified for informational purposes. The detail references do not limit the scope of work and serve only to describe the scope of work for inclusion of all similar details within the bid for each Bid Package/Scope.
6. Any notes on the drawings or specifications that describe responsibility for work shall not be utilized, exclusively, for determining scope of work requirements (e.g., "by general contractor" or "by electrical contractor"). These notes shall not be used to limit or exclude any scope of work. Responsibility for work shall be as indicated in this scope of work. In the event the responsibility is undefined in the Bid Package Scope of Work, the drawings and specifications shall be followed.
7. For all items listed below and terms "include" and "provide" means "furnish and install" unless noted otherwise.
8. Provide all trade specific permits, fees, inspection costs associated with this scope of work (as applicable). Primary building permit will be submitted and paid for by the Owner.
9. Include approved licensing required to work in the project location, both local and state.
10. All Contractors and Sub-contractors for IDOA Public Works projects valued at over \$300,000 MUST be pre-qualified through the Public Works Certification Board, prior to Board Approval of Contract or will be grounds for bid to be rejected as non-responsive. Pre-qualification requires submission of an application for review by the Public Works Certification Board members. The Prime Bidder is REQUIRED to submit a copy of their current IDOA Certification with the Bid.
11. This project does NOT require prevailing, Davis-bacon nor union wages.
12. This Project **is Tax Exempt.**
13. Review and include as they may apply to this bid package the Sections 01 21 00 (Allowances) and 01 23 00 (Alternates) of the contract documents.

14. When working on, near or adjacent to finished or existing surfaces to remain, protect those surfaces from damage. Damages caused will be repaired at the cost of the trade contractor causing the damage and not the Owner or MNC.
15. Contractor is responsible for means and methods of performing their work. Each trade is responsible for providing all construction accessories, equipment, tools, access/aerial aids, etc. to perform their work. Contractor is responsible for reviewing and understanding existing conditions and construction phasing.
16. Any contractor who desires to put a trailer or store material on site must do so with the approval of MNC, and at location as directed by MNC. (Cost of installing, disconnecting and usage of any electricity shall be borne by trade contractor requiring such services)
17. This project is being constructed near residential areas and Owners operational facilities. Contractor shall take all precautions to not impact or disrupt the operations of this and the adjacent residents. All work must accommodate the required access and egress to the existing buildings and neighborhoods. All pedestrian and vehicles egress and access that are adjacent to the work of this project shall be continuously maintained throughout the duration of this work. Each contractor is responsible for providing their own traffic control measures as necessary/required.
18. Contractor shall reference Specification Section 01 14 00 – Work Restrictions & Hours for requirements associated with deliveries. One item for coordination around pick-up and drop-off zones is the following: Contractor shall attempt to limit all deliveries and/or traffic to and from the construction areas to times that will not impact the operations of the School (i.e., pick-up & drop-off, bus and student traffic, football games, etc.). When interference with the Owner's operations cannot be avoided, the Contractor shall be responsible to provide a spotter, flagger, etc. to control traffic.
19. Contractor shall perform all work in strict accordance with Project Requirements and all OSHA Rules and Regulations, and Silica Standard for Construction 1926.1153.
20. Contractor shall provide handrails, flagging, signage, spotters, etc. and they shall be in place for the duration of the fall hazard created by this Bid Package. Contractor is responsible for all temporary fall protection measures and signage to comply with OSHA requirements.
21. Contractor is responsible to purchase their own set of construction documents (as needed) for the construction of the project once awarded.
22. Provide daily and routine cleaning as outlined in Specification Sections 01 50 00 and 01 74 19.
23. Contractor shall clean their work area daily. Failure to perform this task and debris that is left by the contractor or the contractor's subcontractor, the said contractor that created the debris will be responsible for the hourly rate cost for MNC to remove the debris.
24. All project personnel are required to check in with MNC's Site Superintendent upon mobilizing to site to obtain a School ID, sign in and watch a Safety Video.
25. All contractors and contractor's subcontractors, etc. will be required to check-in with MNC's Site Superintendent prior to work activities each individual day.

26. This School is a tobacco, vaping, alcohol, and drug free institution / workplace and is strictly prohibited. All workers while on the property shall adhere to this rule. Any violators will be removed from the premise.
27. Escalation costs for all labor, materials, equipment, and consumables shall be included in the bid pricing, based upon the anticipated project duration.
28. Every trade while on site is responsible and required to monitor and maintain the cleanliness of treads and tires on equipment and vehicles being used for material delivery, handling and/or installation, prior to moving across roadways. Should any debris, dirt etc. be tracked out of the work site, and it is determined by MNC that you are the responsible party, you will be required to provide proper removal and cleanup.
29. Contractor shall include all required labor for pre-checkout, start-up, and commissioning of equipment.
30. Supports, Unistrut, wood blocking and other items that are not explicitly shown in the drawings shall be included by the contractor requiring the support, etc. Wood blocking and backing indicated on the drawings, or required at walls and ceilings, etc. to provide a complete and functioning installation of the equipment shall be provided by this Bid Package.
31. It is the responsibility of each contractor to provide clean materials and equipment at the time of project turnover.
32. Contractors will be subject to the following media and promotional guidelines as it applies to the project. Company Logos will not be allowed on materials, trailers, fencing, storage facilities, etc. unless approved in writing by the Owner and MNC. Furthermore, contractor or contractor's subcontractors are not permitted to advertise or feature the project by website, television, newspaper, magazine, social media or any other promotional or media output unless specifically approved in writing by the Customer and MNC.
33. Contractors performing excavations are responsible for calling/requesting utility (public and/or private) locates. MNC will not request utility locates. The contractor performing the excavation must request the utility locates.
34. Materials, debris, excess soils, excavated soils etc. hauled off site shall be hauled in accordance with regulations and disposed of legally. Each contractor is responsible for removal of their own spoils from the project site.
35. All pumping necessary to keep excavations and trenches free from water during the entire progress of this work shall be the responsibility of the contractor who is responsible for said excavations and trenches. This excludes groundwater remediation. Water shall be discharged per the approved SWPPP. Clean up of sediment around storm water control measures is the responsibility of the contractor causing the need for said clean up.
36. The Owner, Town/City, local Fire Department, and all additional Authorities Having Jurisdiction have the right to perform a walkthrough and request corrective action at any time during construction. A Certificate of Occupancy will be required at the end of the project.
37. Contractor shall reference Specification Section 00 89 13 Construction Schedule – Preliminary Outline that will be issued via addendum and shall review in detail the CM

drawings, for site coordination, general notes, and life safety throughout distinct phases (time frames) of the project.

38. This project will utilize Lean Construction Principles and will require attendance to pull planning sessions/scheduling, weekly work plan meetings and daily huddles for all field supervision to develop and facilitate an agreed upon detailed schedule. Contractor shall include required mobilizations and provide adequate manpower / crews and overtime to complete the scope of work as indicated and maintain this schedule. Refer to Specification Section 01 32 00 for additional requirements.
39. In connection with above line item, contractor is responsible for reviewing, understanding, and acknowledging the Preliminary Construction Schedule Outline in Specification Section 00 89 13, including any issued CM Drawings, regarding sequencing and shall include all mobilizations as required. As **noted**, certain trades / activities may be required to have **multiple crews, overtime and / or shift work**. Contractor **shall provide** adequate manpower / crews and overtime in his bid price to maintain this schedule. Premium costs for Phasing, Utility / System Tie-Ins, Overtime, Weekend and Second Shift work shall be included as dictated in the Preliminary Construction Milestone Schedule. **NO** additional monies will be provided for failure to do so. Educate all field personnel of Phasing and Bid Package requirements indicated.
40. Contractors whose scope of work requires access and or work to the roofing system are responsible for maintaining and protecting the roof.
41. All contractors shall note any instance where additional detailing or information is necessary prior to proceeding with any work. These conditions should be communicated by the bidder prior to contract finalization.
42. Include all materials and labor for mockup conditions per drawings and specifications, if required.
43. Provide all materials for attic stock under this scope of work per specifications requirements.
44. Contractor is responsible and shall include labor and equipment necessary to receive, unload, handle, and stage all materials provided by their scope of work.
45. Operation of any construction equipment (those vehicles that are not legal to operate on streets) outside of construction fence/limits shall be minimized and accompanied by a person walking next to the equipment flagging to ensure that the equipment does not affect adjacent public pedestrian and vehicle traffic.
46. Contractor is responsible for all submittals, shop drawings, samples "colors," closeout documentations required by the project. These documents shall be submitted in digital format to MNC in accordance with the project activities to not delay material acquisition etc. As a general requirement, all submittals are to be received by the Construction Manager within three (3) weeks following formal contract award, unless agreed upon differently. Contractor will be required to submit to the Construction Manager a list of material and equipment that will have a lead time of greater than three (3) weeks and will take longer than the required three (3) weeks to compile submittals for. This list will be due to the Construction Manager within seven (7) days following formal award.

47. Contractor shall be responsible for providing, installing, and maintaining of their own certified scaffolding systems, ladders, lifts, equipment, per OSHA guidelines and requirements, as required to complete the scope.
48. Provide all testing and quality control measures per the applicable specifications. Third party testing will be provided and paid for by the Owner.
49. Owner shall have the right of first refusal on all items being removed from the building or site. The contractor shall coordinate removal of all salvageable items with the Owner. At Owner's request or items shown on the demolition plan to be salvaged, shall either be turned over to the Owner or stored in a location designated by the Owner or their representative. Items of salvageable value to the Contractor may be removed with the Owner or their representative's permission. The Contractor shall not store these items on site. Failure to coordinate with the Owner and/or their representative in writing prior to proceeding with demolition or removal of materials and equipment may result in a deductive change order in the amount of the replacement value of the noted items.
50. Contractor is responsible for providing field engineering and surveying for their own scope of work, including all horizontal and vertical control, as required. Provide all layout for this scope of work.

END OF - A. GENERAL SCOPE ITEMS (APPLIES TO ALL BIDDERS AND BID PACKAGES)

**BID PACKAGE #01 – SITEWORK****Scope Specific Inclusions:**

All work per Specification Sections

00 & 01	Complete
311000	Site Clearing
312000	Earth Moving
313513.16	Cement Soil Stabilization
331415	Site Water Distribution Piping
341000	Storm Utility Drainage Piping
334600	Subdrainage

Work Included but not limited to: (Provide all material, labor/installation, and equipment for the following, unless noted otherwise below)

**General**

1. Refer to and include General Scope Items 1-50 on Pages 2-6 of Multiple Contract Summary Section 01 12 00, these shall apply to ALL BID PACKAGES.
2. Contractor shall include the work required under each contract area as set forth in this bid package.
3. Provide all labor, material, scaffolding, hoisting & equipment necessary to complete this Bid Package.
4. Subcontractor has visited the project site and is aware of existing conditions.
5. Notify all utility companies and coordinate all work with respective utility companies.
6. All field engineering and surveying required for this bid package is to be provided by this contractor. This includes all horizontal and vertical control.
7. Provide all material, labor, equipment, and mobilizations necessary to supply and install the complete Earthwork and Utilities scope of work, including but not limited to, site demolition, stripping of topsoil, stockpiling topsoil, redistribution of topsoil, grading to proposed sub-grades for building pad and all pavements, utilities – (water, sanitary and storm systems), including all related accessories, as per the documents and the below items, required for this project. Haul all excess topsoil / spoils off site.
8. This bid package is to include an as-built survey by a registered land surveyor confirming all horizontal and vertical control was installed per Contract Documents. This is to include but not limited to: Pavement Subgrades, Sidewalk Subgrades, Storm Sewer System, Sanitary Sewer, and Water.
9. Refer to Specification Section 01 50 00 Temporary Facilities and review for scope items which shall be included in the Bid Package.
10. Bidders shall be aware of an ongoing active construction project due south of the Transportation facility (LCSC NEW Central Elementary School). There is new work adjacent to the Transportation project that shall be protected and worked around by the bidding vendors of LCSC Transportation Facility. Any damages shall be remedied by the damaging vendor at their sole cost.
11. Bidder of this bid package is to include all work listed herein as it will be the Contract scope of work. Should any part of the scope of this Bid Package be doubled up with another Bid Package, one of the bid packages will be asked for a deductive change order.

**Site Clearing & Demolition**

1. Clear site (include grubbing, pavement removal, and other removal) as required to strip topsoil.
2. Remove all vegetation on site within property boundaries.
3. Strip and stockpile/haul off topsoil if required.
4. This contractor to provide their own means and methods during the duration of their scope to haul any of their debris off site for proper disposal.

**Site Work – Mass Excavation**

1. Ensure streets remain clean during the duration of this scope, clean as required.
2. This Bid Package is responsible for all rough grading for site, includes placement of material per grading requirements. This scope of work is responsible for all importing or exporting of materials (fill, topsoil, etc.) required to accommodate site grading.
3. Includes material and placement of all materials to rough grade, including topsoil, backfill, etc.
4. Rough grade all green areas and spread topsoil to finish elevations – refer to Geotechnical Report for topsoil depth.
5. Coordinate with Site Superintendent and testing agency during sub grade testing. Provide tri-axel for testing purposes.
6. All finish grade elevations shall be lower than the building slab.
7. Backfill of all walks, curbs, paths, curb islands, etc.
8. This Bid Package is responsible to haul off and legally dispose of (all excess spoils) in accordance with the scope of work. Approved spoils may be utilized to build up the building pad or structural fill, providing the phasing works out with the project schedule and the soils meet all geotechnical requirements. Contractor shall haul excess spoils off site.
9. The Sitework Contractor shall include (4% to 6%) cement modification of the subgrade soils using Equipment as Specified by INDOT and INDOT Standard Specification 215. Reference the Subsurface Investigation & Geotechnical Recommendations, as provided by Alt & Witzig, using the following directions:
  - i. Any cut areas will need to be cement modified to a depth of 14” after reaching subgrade elevations.
  - ii. At “fill” areas, in locations as identified in iii. below, all initial subgrades after removal of pavement and/or topsoil will need to be cement modified, to a depth of 14”. All additional lifts of fill materials shall also be modified, to a depth of 14”.
  - iii. Provide cement modification of the subgrade under all new building pads and new standard and heavy-duty asphalt pavement areas.

**Erosion Control**

1. Furnish install a complete erosion control system as required by the contract documents and local requirements.
2. Develop, install, maintain, remove (at direction of Site Superintendent), and complete inspection reporting of erosion control, per SWPPP for the duration of the project.
3. Provide, install, and maintain and remove construction entrance per SWPPP requirements.
4. Coordinate installation of silt fencing with the location with proposed utility installations and temporary construction entrance, fencing, gates that will surround the property boundaries.
5. Provide and install and maintain all required inlet protection and rock rip rap measures for new and existing storm inlets.
6. Include removal of all temporary erosion control measures and correction of disturbed area from removal on a timetable as directed by the Site Superintendent.
7. Include any Tree Protection per Plans
8. Include all work per SWPPP Notes & Details, along with City of Lebanon Erosion Control Measures as indicated in the contract documents

**Utilities (General-All Systems)**

1. All work shall be performed in strict accordance with all OSHA rules and regulations.
2. Install all utilities per state and local city/county standards (including materials, installation details, and guidelines).
3. Protect all existing water mains, gas mains, storm lines, overhead power lines and telecom services.
4. Provide utility piping with the proper separation protection piping/sleeves per standard requirements.
5. Coordinate with local utility providers and Site Superintendent to perform all required utility taps into existing utilities.
6. All excavation and backfill for utilities.
7. Coordinate with Electrical Contractor for new site lighting and conduit runs.
8. Coordinate with Gas Utility Company for new gas service to the building and routing.
9. Perform all required testing for this scope including but not limited to leakage, infiltration, and defluctive testing.
10. Provide and install all proper materials for utility trench backfill including all recommended lifts with proper compaction to meet AHJ requirements.
11. NOTE: All excess spoils from utility work excavation if not utilized to be hauled off-site to a suitable location (include hauling permit if required).
12. This Bid Package is responsible for all utility work as shown on the utility plan. Reference the Utility Plan, and Plumbing drawings. Reference each Bid Package scope of work for respective division of work/scope.
13. Backfill all utilities within pavement areas with compactible fill which meets requirements set forth in the Geotechnical Report.

**Water System**

1. Provide and install all domestic water / fire utility work complete as indicated in the drawings.
2. Extend required water service line(s) into the building and stub 1'-0 A.F.F. with flange.
3. This Bid Package to perform test and disinfect of its system to allow for continuation of the water lines by the plumbing trade AND continuation of the fire service line by the Bid Package #08 - Mechanical.
4. Provide and install the post-indicator valve (PIV) & fire department connection (FDC) located in-line for the fire water service. Coordinate the final location of the PIV & FDC with Site Superintendent and Fire Department.
5. Provide and install thrust blocking as required.
6. Provide and install all required fire hydrant(s).

**Storm Sewer System**

1. Provide and install all storm structures (water quality structures, manholes, inlets, grates, end sections, and the complete underground detention system and concrete collars for a complete storm sewer system.
2. Connection to and continuation of roof drain or gutters/downspouts piping as required to connect to storm piping. Reference civil, building elevations, roof plans and plumbing plans for locations at building.
3. Provide and install all storm structures (water quality structures, manholes, etc.)

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**Work Excluded:**

1. Asphalt Pavement
2. Concrete Paving

Multiple Contract Summary

01 12 00

3. Concrete Paving Joint Sealants
4. Decorative Metal Fences & Gates
5. Site Furnishings
6. Turf & Grasses
7. Plants
8. Primary Construction Layout
9. Engineering
10. Soil Testing
11. Utility Tap & Usage Fees

END OF BID PACKAGE