

INVITATION to SUBMIT QUOTE

Project & Location: *Location:*
2016 Coping, Sheet Metal, & Sealant Work
Wells County Public Library
200 West Washington Street
Bluffton, Indiana 46714

Owner & Location: Board of Trustees
Wells County Public Library
200 West Washington Street
Bluffton, Indiana 46714
260-824-1612 Office
Stephanie Davis, Library Director
sdavis@wellscolibrary.org

Design Consultant: Foursquare Solutions
308 South Washington Street
Monroeville, Indiana 46773
260-623-3273 Office
Luther Mock, Design Consultant
260-438-1983 Mobile
lmock@foursquaresolutions.com

Quote Date & Time:
The Wells County Public Library will receive sealed quotes until 2:00 p.m. local time on July 6, 2016 at the office of Foursquare Solutions (address above), for coping, sheet metal, & sealant work at the Wells County Public Library as detailed in the Scope of Work Document.

All Quotes received at such place, date and time will be publicly opened and read aloud. Quotes received after such time will be returned to the respective Contractor unopened.

Pre-Quote Meeting:
A **Mandatory** Pre-quote Conference will be held on June 30, 2016 @ 10:00 am at the Wells County Public Library for the purpose of reviewing the scope of work, quote documents, and a tour of proposed work area.

Quoting Instructions and Information:
Quotes shall be properly and completely executed on Indiana State Board of Accounts, Form 96, Revised 2010, Part I. Submit all original Quote Information and two (2) complete copies.

The quote envelope or transmittal cover sheet shall be marked "2016 Coping, Sheet Metal, & Sealant Work at Wells County Public Library Quote". The name of the Contractor shall be clearly indicated. **Quotes are to be in effect for 60 days.**

No Quote will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears to the Wells County Public Library upon any debt or contract, or, who has failed to execute, in whole or in part in a satisfactory manner, any contract with the Wells County Public Library; or, who is a defaulter as to surety or otherwise, upon any obligation to the Wells County Public Library. Contractor who enters into a contract with the Wells County Public Library shall submit a Vendor Disclosure Statement relating to financial interests, potential conflicts of interests and current and pending contracts or procurements.

Project Manual includes the following:

- Invitation to Submit Quote
- Contractor's Bid for Public Work – Form 96 (revised 2010)
- Quote Form Supplement
- Scope of Work

Project Description:

The work will be performed under a single prime contract for defined coping, sheet metal, and sealant work at the north elevation limestone tower of the Wells County Public Library. The work will be awarded to the best responsive contractor. The Wells County Public Library reserves the right to reject any or all quotes. Faxed or emailed electronic quotes using the Quote Form Supplement will be accepted; however, 2 hard copies of both the Contractor's Bid for Public Work – Form 96 and the Quote Form Supplement with original signatures will be required and will be accepted by the end of business hours (5:00 p.m. local time) at the office of the Design Consultant.

Construction Schedule:

Work under this contract may commence upon entering into a contract. The intent is to have all work performed during proper weather conditions and completed by September 30, 2016.

Wells County Public Library reserves the right to reject any and all quotes; is not obligated to accept the lowest quote; and may waive any formalities in quoting procedure. Wells County Public Library does not discriminate on the basis of race, color, religion, gender, national origin age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Date: June 23, 2016

By: Board of Trustees
Wells County Public Library

END OF SECTION