NOTICE TO BIDDERS

The Community Development Department of the City of Muncie (CD) is seeking a qualified Insulation Installation Contractor to replace two existing rooftop air heating and cooling units with appropriate size units for areas to be served at the Inside Out Community Development Corporation at 300 N. Madison Street, Muncie, Indiana. The spray foam, latex intumescent, and any necessary materials are part of the project and to be provided by the Contractor.

A qualified contractor will enter into a contract with the Community Development Department of the City of Muncie. A brief Scope of Work follows:

- Work with the Inside Out staff to refine the details of the project and the installation.
- This project will be subject to the Davis Bacon Act. The wage rate schedule is enclosed.
- Of note: The owner of a business working on the job is required to submit a certified payroll for each week that work is done on the job. Owners are required to submit hours worked on the job for their personal time on the job but not required to show other payroll documentation.

This project will be funded through the City's Community Development Block Grant and the winning Contractor **MUST** be registered on the **SAM.gov** website prior to contract being signed. A packet, including federal requirements, quote submittal forms, scope of work, and Davis-Bacon Wage Rate Schedule is on file at the Community Development Office located on the third floor of City Hall, 300 N. High St., Muncie, IN 47305, (765) 747-4825. Further questions may be submitted to Brad King at bking@cityofmuncie.com.

Responses must be submitted as described below in a sealed, opaque envelope marked with the bidder's name, address and telephone number and bearing the following caption: "*Quote for: CDBG Inside Out Insulation Installation Opening Date: Wednesday, October 19, 2016*."

Responses must be filed in the office of the City Clerk, 300 N. High St., Muncie, IN by **8:45 AM** on **Wednesday, October 19, 2016**. Bid responses will be opened by the Board of Public Works and Safety on Wednesday, October 19, 2016 at 9:00 AM. Bid responses may be held by the Board of Works for a period not to exceed sixty (60) days. The Board of Works has the right to reject any and all bid responses.

To arrange a site visit or to ask questions, contact:
Brad King, Planner 1 (765) 747-4825 or bking@cityofmuncie.com