

PROJECT MANUAL

INVITATION FOR BID # NS-19-12

LANDSCAPING, CENTRAL PLAZA

BIDS DUE: Friday, October 7, 2011 @ 2:00 pm

ISSUED September 23, 2011

Northern Kentucky University
Don Johnson, CPSM, CPSD, C.P.M.
Associate Director, Procurement
Lucas Administrative Center, Suite 617
1 Nunn Drive
Highland Heights, KY 41099

**NORTHERN KENTUCKY UNIVERSITY
LANDSCAPING: CENTRAL PLAZA
INVITATION FOR BID, NS-19-12**

Contents

CONTRACT DOCUMENT	PAGES
NOTICE OF ADVERTISEMENT	2
FORM OF PROPOSAL	9
SPECIAL INSTRUCTIONS, TERMS & CONDITIONS	1
INSTRUCTIONS TO BIDDERS	15
GENERAL TERMS & CONDITIONS	41
SPECIFICATIONS	13
PREVAILING WAGE DETERMINATION	10
WORKING DRAWING(S)	1
ADDENDA	(ISSUED AS REQUIRED)

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NOTICE OF ADVERTISEMENT

BRIEF SCOPE OF WORK:

Work includes purchase and installation of landscaping trees, shrubs, plants, soils, soil amendments, and all materials required for the NKU Central Plaza area, as specified on the contract drawings, plant schedule and specifications. All Plant material shall be of the size and type specified.

PROJECT TIMETABLE:

Invitation for Bid Issued	Friday, September 23, 2011
Last Date for Questions	Thursday, September 29, 2011 @ 12:00 Noon
BIDS DUE	Friday, October 7, 2011 @ 2:00 pm
Construction start date	October 10, 2011
Substantial Completion	November 15, 2011
Final Completion	November 30, 2011

Contract award will be made immediately upon evaluation of bids.

PRE-BID SITE VISIT:

All contractors and subcontractors shall visit the site to check and verify existing conditions before submitting a bid. Any discrepancies discovered between existing conditions and those shown on drawings or noted in the specifications shall be reported immediately to NKU in writing, so all bidders can be given proper information as to existing conditions. Failure to make this required inspection before submitting a response will be taken as acceptance by the contractor of the conditions as they exist in the field, whether shown on the drawings or noted in the specifications, and as shown on the owner's drawings and noted in the specifications. No subsequent claims for extra compensation arising from existence of discrepancies between actual conditions and those shown on drawings and/or noted in specifications will be considered.

Parking is available for a fee in any of the three campus garages.

Click Here for [MAP of Campus](#)

Click Here for [Driving Directions](#)

BONDS:

A 5% bid bond is required. Performance and payment bonds of 100% will be required of the successful bidder.

Performance and Payment Bonds will be required of the successful bidder.

PREVAILING WAGE:

This IS a prevailing wage job.

CONTACT FOR BID PACKAGE AND DRAWINGS:

RFP Package and Drawing may be purchased (non-refundable) from American Reprographics Co.: 800.966.2260 or 513.326.2300 or www.qcrepro.com

SUBMITTAL OF BID:

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its bid response in a **sealed package** addressed to:

Don Johnson, CPSM, CPSD, C.P.M.
Associate Director, Procurement
Lucas Administrative Center, Suite 617
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal. All requests for additional information and all questions should be directed to Don Johnson, Procurement Services: johnsondon@nku.edu.

Both inner and outer envelopes/packages should bear respondent's name and address, and clearly marked on package(s) as follows:

**IFB NS-19-12
LANDSCAPING: CENTRAL PLAZA**

Note: Bids received after the closing date and time will not be considered.

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SPECIAL INSTRUCTIONS & CONDITIONS

Northern Kentucky University has sent out soil samples for testing and will issue the soil test results by addendum by September 29, 2011. Bidders will be able to utilize the soil testing results to determine the soil amendments required in this contract to meet our specifications.

Only the nine page "Form of Proposal" needs to be submitted. Bidders do not have to submit the entire project manual

BID BOND: A bid bond form is included as part of this "Form of Proposal" if you need one, however one provided by your Surety is acceptable.

SECTION 13: Effective July 1, 2011 we must now have proof of registration in good standing with the Secretary of State as either a domestic or foreign corporation.

SECTION 17: This contract will not be subject to EEO reporting requirements.

ARTICLE 29: There are no liquidated damages associated with this contract.

ARTICLE 35: All of the insurance requirements must be met except that there is no need for a specific builders risk coverage.

End – Special Conditions