

St. Gregory School
School Entrance and Offices
350 Samuels Loop
Cox's Creek, KY 40013

This project is for the new school entrance and offices at St. Gregory School and is being sent to select general contractors. The project scope includes but is not limited to:

Select demolition, new wood framing with brick veneer, Sidewalks, asphalt and other sitework, Electrical, Plumbing and mechanical Work, Cabinetry, drywall, and other finish work. In addition, there will be some mechanical and electrical changes in the existing building to accommodate the new construction, and plumbing will need to be tied into existing plumbing on the site.

Bids are due no later than 3:00 pm (EST) on July 30th, on the bid form issued by the architect. Bids can be dropped off at Keyes Architects located at 4717 Preston Highway, Louisville, KY 40213 or can be sent via email to Kelly Cooper kcooper@keyesarchitects.com. It is the responsibility of the general contractor to verify their bid was received if sending via email. Keyes Architects will then tabulate all bids to present to St. Gregory. There will be no public bid opening. Once a contractor is selected bid results will be available.

The cost of a 100% payment and performance bond must be included in the base bid. Proof of contractor's bond availability is required at bidding. Builders risk insurance will be by Owner.

Two pre-bids are scheduled for this project. Pre-Bids will be held as follows onsite located at 350 Samuels Loop, Cox's Creek, KY:

July 16th & July 23rd at 3:00pm

Note that any bidding general contractors must attend at least one pre-bid meeting. All subcontractors or vendors are welcome at both pre-bid meetings. The school building will not be available at any other time. Questions, notes and attendance lists will be available after each meeting.

Throughout the bidding, questions should be directed via email to:

Debby Bird – dbird@keyesarchitects.com – Project Related Questions
Kelly Cooper – kcooper@keyesarchitects.com – Procedural Related Questions

****Please note that the last day for questions is July 25th at 4 pm****

All general bidders must register with the Architect to receive bid packages, addenda and further information.

Keyes Architects & Associates (502) 636-5113
Attn: Kelly Cooper
kcooper@keyesarchitects.com

Bid packages containing the project description, bid form, drawings and specifications will be available for purchase from:

Zen Reprographics
(502) 587-1951
648 South 8th Street, Louisville, KY
www.zenrepro.com

Please note that all printing and shipping costs are the responsibility of the bidder.

St. Gregory is interested in saving all possible sales taxes. To achieve this, all bidders and suppliers must be aware of the following:

- This project will be bid including sales tax for all materials and labor (per standard practices), however, whenever possible, for materials and equipment, the owner will make checks payable from invoices directly to the vendors to be distributed by the general contractor. This way the owner will not have to pay the sales taxes. Upon selection, the general contractor, owner and architect will have an initial startup meeting to explain the tax saving process and go over the paperwork with examples of previous projects (if necessary) where this system has been used.
- The selected general contractor will produce a standard schedule of values and payment application that will include a line item for each trade listing approximate material and labor costs separately.
- Upon award to the general contractor, the owner will furnish the owner's tax exempt information for this project. The general contractor will contact all the necessary suppliers/vendors to create accounts in the name of the owner (tax exempt information given) in care of the general contractor. In this way, all invoices will flow to the general contractor for insertion into monthly draws. **No invoices are to go directly to the owner.**
- When monthly draws are submitted, they are to include a list of all invoices to be paid and copies of all invoices from the suppliers/vendors. The general contractor will also submit a monthly draw with a schedule of values and invoice for payment of labor. Keyes Architects will then verify all information and create a new cover letter (if necessary) so the owner can pay the general contractor a single check for all labor and individual checks for each supplier/vendor listed in the monthly draw. **No invoices are to be paid individually by the owner unless approved by the architect and listed on the schedule of values.** It is our understanding that any materials purchased directly by the general contractor (or any subcontractors) cannot save the taxes and taxes would still be owed on the purchase by the contractor.

St. Gregory School and Keyes Architects & Associates reserves the right to reject or accept any and all bids, or waive any informality of any bids, which it deems to be in the best interest of St. Gregory School

END OF PROJECT DESCRIPTION