



**Purchasing and
Central Receiving**

951 Sycamore Street
Terre Haute, Indiana 47809
812-237-3600
Fax 812-237-3599

May 22, 2023

CERTIFIED RETURN RECEIPT REQUESTED

Tennis Courts Unlimited, Inc.
P.O. Box 156
Watervliet, MI 49098

Re: B0028138, Tennis Court Repairs 2023

Relative to the above specification, we accept your Base Bid (Repair of low areas and crack repair in Area 1) of \$53,105.00, Alternate #1 (Complete resurfacing of Area 1) in the amount of \$22,000.00, Alternate #2 (Repair of low areas and crack repair in Area 2) in the amount of \$30,050.00; and Alternate # 3 (Complete resurfacing of Area 2) in the amount of \$22,000.00 for a total of \$127,155.00. By this letter, we authorize your firm to perform the work pending receipt of your Performance Bond (labor and material payment bond) in the amount of \$127,155.00 (100%) and a Certificate of Insurance. These documents must be received within 10 days from the receipt of this letter or your firm may forfeit the bid and bid surety. All bonds and insurance must have an A.M. Best rating of not less than an "A". In Addition, all bonds must conform with the American Institute of Architects AIA Document 312 (2010 version or later) and shall be executed by such sureties as are named in the list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. Certificate(s) of Insurance shall include an endorsement of a Waiver of Subrogation in favor of the owner for Commercial General Liability Insurance, Umbrella Liability Insurance, Worker's Compensation and Employers Liability Insurance and Business Auto Insurance.

Assuming Indiana State University receives the documentation requested in the letter, then this letter serves as a "Notice to Proceed" to order material and equipment needed in order to assure the completion of the project by the specified completion date.

The surety bond shall contain the following paragraph:

"The said surety for value received hereby stipulates and agrees that no change, extension of time, alterations, or additions to the terms of the contract, or to the work to be performed there under, or the specifications accompanying them, shall in any way affect its obligations on this bond, alteration or addition to the terms of the contract, or to the work specifications."

Such surety bond shall remain in full force and effect for one (1) year from the date of final acceptance of the work, and until a duly authorized representative of Owner executes a release of bond. Such bond will not be executed as of a date prior to the execution of the contract for this work.

Please use this as our letter of intent for you to place on order any needed materials for this project.

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Award letter
05/22/2023

Please note:

1. Certificate of insurance is to name Indiana State University and Indiana State University Board of Trustees as additional insured in regard to commercial general liability, automobile liability and umbrella liability insurance.
2. Certificate of insurance must show a 30-day written notice of cancellation to Indiana State University.
3. Contractor must furnish a listing of sub-contractors

Please contact ISU Finance and Administration's Kathy Abernathy at (812) 237-3554 for information relating to how to set up an escrow agreement between your financial institution and Indiana State University.

Upon receipt of the above documents, our purchase order for the project will be issued. Original of this document will be mailed. We look forward to working with you on this project.

Sincerely,



Mike Bonnett
Purchasing

pc: Diann McKee, Finance and Administration
Dillon Garver, Purchasing
Michele Barrett, Public Safety
Dave Ellis, Environmental Safety
Bryan Duncan, Facilities Management
Pat Teeters, Facilities Management
Kathy Abernathy, Finance and Administration
File