

## INSTRUCTIONS TO BIDDERS

Owner City of Evansville, Department of Metropolitan Development  
Civic Center Complex Room 306  
1 N.W. Martin Luther King, Jr. Blvd., Evansville, IN 47708

Project/Work: AHTF Home Repair Program – 847 E Gum (Rebid)

Owner Representative: Kory Kempf [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) 812-436-7815

### **GENERAL**

The **Department of Metropolitan Development** (DMD) is seeking a licensed General Contractor to perform roof replacement/repair, siding/soffit/fascia replacement/repair, chimney tuckpointing, drywall repair, plumbing work, wall paneling, and basic flooring repair as detailed in the Scope of Work attached hereto. The addresses for the scope of work is located in Evansville, Indiana, more specifically 847 E Gum St., Evansville, IN 47713.

Each line item is to be priced separately on *(B-1) Bidder's Itemized Proposal* with the line items totaled at the bottom for a grand total.

General contractors can self-perform or have a team of subcontractors to execute the work.

**Basic photographs of the work are included in the Scope of Work document. Additional photos will be available upon request. Should an On-Site walk-through be required, please contact Kory Kempf as soon as possible and no later than January 29, 2025.**

Submission of a Bid shall constitute an unconditional agreement and acknowledgement by the Bidder to be bound by all terms and conditions set forth herein and in any of the documents assembled or referred.

By submitting a Bid, the Bidder agrees the bid proposal and prices(s) contained herein shall be valid for ninety (90) days from the bid opening.

Instructions and requirements printed on any sample form included or any form not so included but required to be completed, signed or furnished by a Bidder as part of a Bid Submission or after receipt and opening of Bids shall be deemed requirements established by these Instructions to Bidders to the same extent as if fully restated herein.

Bidder shall be licensed in Vanderburgh County to perform the Scope of Work.

### **CLARIFICATIONS AND ADDENDA**

If a Bidder finds conflicts, errors, discrepancies or ambiguities in the Contract Documents or any sample form, or if the Bidder is in doubt as to the intended meaning of any portion or provision therein, the Bidder shall at once give written notice thereof to the Owner's Representative, at least three (3) consecutive calendar days prior to the Bid Date. No Bidder shall be allowed any extra compensation or time extension by reason of any conflict, error, discrepancy or ambiguity of which the Bidder had actual knowledge or reasonably should have known and which he/she failed to report within the period and in the manner required by these Instructions To Bidders.

All questions must be submitted by email to Kory Kempf at [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) no later than 3:00 pm on February 5, 2025.

Any material changes, clarifications or interpretations of the Contract Documents will be issued except by written or graphic Addenda mailed, delivered to record holders of Contract Documents or posted online at [www.evansville.gov/bidding](http://www.evansville.gov/bidding) not less than three (3) days prior to the Bid Date. All such Addenda must be acknowledged by the Bidder and will become a part of the Contract Documents. The Owner will not be responsible for or bound by any oral or written interpretations or clarifications of the Contract Documents which anyone presumes to make on its behalf, except by an Addendum issued in accordance with this Section.

## **BID SUBMISSION**

Sealed Bids for “**AHTF Home Repair Program – 847 E Gum (Rebid)**” will be received at the offices of the Department of Metropolitan Development, Room 306, Civic Center Complex, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708, until **3:00 p.m. CDT, on Friday, February 6, 2025.**

All Bid Documents shall be placed within a sealed envelope which shall be plainly labeled on the outside with the name and address of the Bidder along with the Project name and Due Date.

If forwarded by mail, the sealed envelope must be enclosed in another envelope addressed to:

Department of Metropolitan Development, Room 306 Civic Center Complex,  
1 NW MLK Jr Blvd.  
Evansville, IN 47708  
Attention: Kory Kempf, Re: AHTF-HRP – 847 E Gum

All Bid Documents as herein prescribed must be submitted with and as integral parts of each Bid Submission and shall be subject to all requirements of the Contract Documents, including drawings and these Instructions To Bidders. Bid Documents must be properly filled in and completed in every material respect and without interlineations, excisions, special conditions, qualifications or exceptions. Each Bid Document requiring a signature shall be signed by an individual duly authorized to execute such document on Bidder's behalf. A bid executed by a corporation, joint venture, or other entity with an assumed name shall have the legal and correct name thereof followed by the word "by" and the signature and title of the officer or other person authorized to sign for it.

The Bid Documents to be thus submitted by each Bidder shall consist of all of the following:

- ✓ Bidder's Itemized Proposal and Declarations (B-1)
- ✓ Bidder Information (B-2)
- ✓ Non-Collusion Affidavit (NS-1)
- ✓ Drug Testing Policy-to be submitted by Contractor (DR-1)
- ✓ Minority and Women Business Enterprise Program (M/WBE)
- ✓ Equal Employment Opportunity (EEO-1)

- ✓ Certifications of Nonsegregated Facilities (CF-1)
- ✓ 5% Bid Bond (B-3) & Indiana Bid Form 96 Revised 2013
- ✓ Responsible Bidding Ordinance Form (RBO-5 & 6)
- ✓ Conflict of Interest/Familial Disclosure Form (CID-1)
- ✓ E-VERIFY Affidavit (EV-1)

Bid Security in the form of a Bid Bond or Certified Check in an amount not less than five percent (5%) of the bid price. No cash or personal checks accepted. Such Bid Security shall serve as security to ensure the execution of the Agreement and the furnishing of other required documents by the successful Bidder, including Performance and Payment Bonds. A sample Bid Bond form is included in the Project Manual and such form, or such other form as may be approved in advance by Owner, shall be utilized if such a bond is furnished as Bid Security. A Bid Bond shall be executed by a surety company licensed to transact such business in the State of Indiana and qualified as a surety under the underwriting limitations on the current list of "Surety Companies Acceptable on Federal Bonds," as published in the U.S. Treasury Department Circular No. 570; the Bidder shall also furnish as part of the Bid Submission a signed power of attorney establishing the authority of the person executing such Bid Bond on behalf of the surety. Bid Security shall be held until the Contract is executed with the successful Bidder. In the event that all bids are rejected, the Bid Security of all Bidders will be returned upon request. No "Annual" bid bonds, cash deposits or cashiers' checks will be accepted.

The Bidder shall provide a unit price for each item listed on the Itemized Proposal and carry out the extension for each item. Where written prices and numerical prices are entered for an item, if a discrepancy exists, the written price shall govern and shall be used in the computation of the extended price.

Any Bid received after the designated time of Bid opening, for any reason, will be rejected and returned to the Bidder unopened. Indiana Statutes require that any Bid containing alterations or erasures shall be rejected. The Owner reserves the right to reject any or all Bids, and to waive any technicalities relative to bidding. The Owner reserves the right to award a Contract based on line-item prices.

Bids may be withdrawn in person by a Bidder during normal hours of business prior to the time fixed for opening of Bids. In the event of a valid withdrawal of a Bid, the Bid Security of the withdrawing Bidder will be returned promptly. No Bid may be withdrawn after opening of Bids has commenced except after expiration of such period following the Bid Date as specifically provided by law, plus any extension thereof as provided elsewhere in these Instructions To Bidders. Bidder's failure to provide all completed documentation may result in Bid being deemed non-responsive.

Foreign corporations transacting business in the State of Indiana shall comply with the requirements established by I.C. 23-1-49.

**TAX EXEMPT STATUS** - Do not include taxes in bid figures. The City and County are exempt from sales tax. An exemption certificate will be provided upon request.

**VENDOR SELF SERVICE** - The City of Evansville has developed a vendor self-service site that will allow you to register as a vendor and obtain information about your City/County accounts. All vendors are required to

register at <https://cityofevansvillein.munisselfservice.com/vss/default.aspx> The registration site will guide you through the completion of your company profile that will be used to manage your account in the future. A W-9 is required to become active and can be found at the following link: <http://www.irs.gov/pub/irs-pdf/fw9.pdf> If you are an MBE (Minority Business Enterprise) or WBE (Women Business Enterprise) or DBE (Disadvantaged Business Enterprise), please upload any applicable certifications.

## **CONTRACT AWARD**

It is **anticipated** a decision will be made on Friday, February 7, 2025, with a contract expected by mid- to late-February.

## **POST-BID REQUIREMENTS**

Within three (3) business days of notification by Owner, the apparent lowest responsive Bidder will be required to submit additional documents and satisfy additional requirements as conditions to such Bidder being found by the Owner to be a responsible Bidder, as follows:

### **CERTIFICATE OF INSURANCE**

Contractor shall maintain limits as set forth in the Draft Contract which includes General Liability insurance coverage in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate; and workers' compensation insurance as required by Indiana law. Certificate of Insurance and workers' compensation insurance policies shall be on file with Owner before Notice to Proceed is given.

***END OF INSTRUCTIONS TO BIDDERS***

## NOTICE TO BIDDERS

Sealed Bids for **“AHTF Home Repair Program – 847 E Gum (Rebid)”** will be received at the offices of the Department of Metropolitan Development, Room 306, Civic Center Complex, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708, until **3:00 p.m. CDT, on February 6, 2025**. Any bids received after the designated time, for any reason, will be returned unopened.

Bids shall be delivered in a sealed envelope and clearly marked:

**“AHTF Home Repair Program – 847 E Gum (Rebid)”**

The Board of Public Works and Department of Metropolitan Development reserves the right to reject any or all bids and to waive any irregularity in the bids and in the bidding process. Bids may be held for a period not exceeding sixty (60) days from the date of the opening of the bids for purpose of awarding the Contract. A Five Percent (5%) Bid Bond shall be submitted with the bid and a One hundred percent (100%) Performance Bond shall be delivered to the owner within ten (10) days after the contract has been awarded.

Bidding information and documents may be obtained at [www.evansvillegov.org/bidding](http://www.evansvillegov.org/bidding) or by calling the Department Of Metropolitan Development (812) 436-7815.

Should an on-site walk-through be requested, please contact Kory Kempf at (812) 436-7815 [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) as soon as possible, and no later than January 29, 2025.

Department of Metropolitan Development

Kolbi K. Jackson, Executive Director

**BIDDER'S ITEMIZED PROPOSAL**

**Instructions to Bidders:**

*This form shall be utilized by all Bidders. Except as otherwise specifically provided, all parts shall be fully and accurately filled in and completed and notarized.*

Project: **AHTF Home Repair Program – 847 E Gum (Rebid)**      Date: \_\_\_\_\_

To:      City of Evansville, Department of Metropolitan Development  
            Civic Center Complex Room 306  
            1 N.W. Martin Luther King, Jr. Blvd.  
            Evansville, IN 47708

**BID SHEET – AHTF HOME REPAIR PROGRAM – 847 E GUM**

*[Please make this Page 1 of your submission]*

Line-Items – 847 E Gum		
#	Line-Item Description	Line-Item Total
1	Roof repair/replace	\$
2	Chimney tuckpointing	\$
3	Soffit, siding, fascia repair/replace	\$
4	Window caulking	\$
5	Kitchen drywall repair and paint	\$
6	Bathroom plumbing	\$
7	Bathtub wall panel	\$
8	Bathroom flooring repair	\$
9	Kitchen lighting repair	\$

**TOTAL AMOUNT:** \_\_\_\_\_

**WRITTEN AMOUNT:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**BIDDER INFORMATION**

**Bidder Name:** \_\_\_\_\_  
(print)

**Bidder Address**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Bidder is a/an [mark one]:**

\_\_\_ Individual      \_\_\_ Partnership      \_\_\_ Indiana Corporation

\_\_\_ Foreign (Out of State) Corporation

\_\_\_ Joint Venture

\_\_\_ MBE      \_\_\_ WBE      \_\_\_ VBE

\_\_\_ Other: \_\_\_\_\_

*[The following must be answered if the Bidder or any of its partners or joint venture parties is a foreign corporation. Note: To do business in or with the City of Evansville, foreign corporations must register with the Secretary of the State of Indiana as required by Indiana Code 23-1-49 et seq General Corporation Act as stated therein and expressed in the Attorney General's Opinion #2, dated January 13, 1958.]*

Corporation Name:

Address:

Date registered with the State of Indiana:

Indiana Registered Agent:

Name:

Address:

847 E Gum – (2)

1. On all roof sections 3/12 pitch or greater, remove existing roof down to the decking. Protect the attic from debris. New decking shall match the existing. Any new framing shall be to code. Recover entire roof with the #20 felt paper and 25-year Tamko or equal asphalt seal down shingles. Install new metal starters, metal flashing, and counter flashing at all intersections, chimney flashing and new plumbing vent boots. Install new “Cor-a-vent” ridge vent with ridge caps or approve equal. The decking and framing of the roof on the front left corner of the home is to be repaired and the settling resolved. Assure the gutters and downspouts are clean and free from all debris and operating as they should. Assure area around the home is free from debris as possible when complete. Owner to choose in stock roof color. Provide all necessary material to complete this work.
2. Remove and replace any loose or missing mortar on the brick chimneys on the home. The new mortar is to match the original mortar in style & color as close as possible. Repair areas are to be clean of debris when completed. Include all materials and labor needed to complete.
3. Repair and/or replace the damaged or missing siding, soffit & fascia on the home. Owner has some of the missing parts of the soffit. All new materials are to match the existing as close as possible. All repairs are to be completed in orderly fashion. Include all materials & labor to complete.
4. All existing windows on the home are to have a premium exterior grade caulk applied around the perimeter where the window framing and vinyl siding material connect. New caulking is to be clear in color and applied in a neat manner.
5. Repair the damaged drywall area in the first-floor kitchen and hallway. Repaired areas are to have a coat of quality primer installed when complete. The repaired areas are to have two coats of a quality paint installed to finish. The paint is to match the existing wall paint in style and color as close as possible. Owner understands the color may not be an exact match. Include all materials & labor needed to complete.

6. Assure all the supply lines and drains for the second-floor bathroom are functional, operational and have adequate water pressure. Install a new tub faucet similar to the existing style. New faucet is to be Moen or equal in quality. Allow \$125.00 for new faucet. Include any new plumbing, materials and labor that will be needed to repair.
  
7. Install a new, White, glue up shower panel kit around the existing second floor tub complete. The new shower kit is to be from tub to the existing crown molding on the back (window) wall and right side (opposite of faucet). The new shower wall material is to be used to cover and seal in the boxed in area (faucet end) complete including next to counter area. Include any white mildew resistant caulking required to assure leak free installation. New shower walls are to be installed to manufactures specifications. Shower walls are to be Allen & Roth or equal in quality. Allow \$675.00 for the new shower walls. Some trim will need to be removed to install walls and new may be needed at completion. Include any new materials and labor that will be needed to repair.
  
8. Repair all areas of deteriorated floor decking/underlayment to accept new waterproof vinyl plank flooring in the second-floor bathroom complete. The new flooring is to be waterproof Shaw or equal in quality. Owner to choose in stock floor color. Include any materials that is needed to complete the flooring installation and trim. Allow \$3.75 sq. ft. for the new flooring.
  
9. The first-floor kitchen lights are not functional. Troubleshoot the electrical issues in the kitchen area to assure lighting and switches are operating as they should. Allow \$100.00 for new kitchen ceiling lights. Owner to choose in stock light fixtures. Include any wiring, switches and fixtures that is needed to complete.