

Notice to Bidders City of Evansville, Indiana

The Evansville Redevelopment Commission will receive sealed bids for the “North Main Street Bollards – Evansville, Indiana” 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 8:00 A.M. CST, on June 18, 2024. All bids will be opened and read aloud on June 18, 2024, during the scheduled Redevelopment Commission meeting beginning at 8:30 A.M. CST in Room 301, Civic Center. Any bids received after the designated time, for any reason, will be returned unopened. All interested contractors, manufacturers and suppliers are encouraged to attend. Award is planned to be made at a public meeting of the Evansville Redevelopment Commission on July 2, 2024. In accordance with the “Americans with Disabilities Act”, persons with disabilities requiring assistance and/or accommodation related to the accessibility to documents and participation are encouraged to contact the Department of Metropolitan Development at (812) 436-7823. Requests for additional auxiliary aides and services are requested to be submitted not later than 10 days prior to the meeting, though we will make every effort to accommodate late requests.

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

“North Main Street Bollards - Evansville, Indiana”

The Evansville Redevelopment Commission and the Department of Metropolitan Development reserve 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.

The Scope of Work and all required bidding documents and contract documents may be examined at the Department of Metropolitan Development, Room 306 of the Civic Center Complex, Evansville, IN 47708 or can be found electronically at the Department of Metropolitan Development’s website:

www.evansvillegov.org/bidding

Critical Times and Dates:

Issued for Bid: May 21, 2024

Last Day for Bid Questions: June 17, 2024

BID DUE DATE: June 18, 2024 - 8:00 a.m. CST - Room 306 Civic Center

For questions regarding the project or the bid documents, contact Adam Rice by email arice@evansville.in.gov

This Work will be funded by the City of Evansville. The City of Evansville is committed to achieving significant utilization of Minority and Women Business Enterprises (M/WBE) in the community’s purchasing efforts. Goals have been established to provide an atmosphere of equal opportunity for all vendors to participate in procurement opportunities including the purchasing of products, services, and contracts. (See City of Evansville Municipal Code 3.90.110-180)

Department of Metropolitan Development
Kolbi Jackson, Executive Director

INSTRUCTIONS TO BIDDERS

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

Project Name: North Main Street Bollards - Evansville, Indiana

Owner's Representative: Adam Rice, arice@evansville.in.gov

Bid Due Date: June 18, 2024 - 8:00 a.m. CST

GENERAL

The Redevelopment Commission is seeking a licensed Contractor to perform the Scope of Work detailed below.

Submission of a Bid shall constitute an unconditional agreement and acknowledgement 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 sixty (60) 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 Adam Rice at arice@evansville.in.gov no later than 3:00 pm on June 17, 2024.

Any material changes to the Bid will posted online at www.evansvillegov.org/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

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 Boulevard, Evansville, IN 47708

Attention: Adam Rice, Regarding North Main Street Bollards

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 Bid 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:

- “Part 1 - Bidder’s Itemized Proposal and Bid Sheet (B-1)”
- “Part 2 - Bidder Information (B-2)”
- “Part 3 - Non-Collusion Affidavit (NC-1)”
- “Part 4 - Drug Testing Policy (to be submitted by Contractor)”
- “Part 5 - Minority and Women Business Enterprise Program”
- “Part 6 - Equal Employment Opportunity (EEO-1)”
- “Part 7 - Certifications of Nonsegregated Facilities (NSF-1)”
- “Part 8 - 5% Bid Bond

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 Contract and the furnishing of other required documents by the successful Bidder. 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.

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 as required herein 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.

BID EVALUATION AND AWARD

Award of the Contract will be made to the lowest, responsive and responsible Bidder, where the Bid is reasonable and does not exceed the funds available for the project. The Owner reserves the right to reject all Bids and may waive or allow a Bidder to correct errors, omissions or other irregularities in Bid Documents that are found not to have afforded the Bidder a substantial competitive advantage over other Bidders.

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; public liability insurance for bodily injury 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.

E-VERIFY DOCUMENTATION

The Bidder shall submit verification that it is enrolled in and participating in the E-Verify program.

END OF INSTRUCTIONS TO BIDDERS ###

Scope of Work

North Main Street Bollards - Evansville, Indiana

Forty-nine illuminated bollards were installed along North Main Street between Division Street and Morgan Avenue as part of the Jacobsville Complete Streets project in 2017-2018. Since that time, these bollards have experienced ongoing vandalism. The City of Evansville Department of Metropolitan Development seeks bids from a qualified contractor to disconnect the electrical services to these bollards, remove the current acrylic lenses, and cap the bollards with new metal plates.

The city wishes to leave the existing wiring in place to the largest extent possible such that the bollards could potentially be replaced with alternate fixtures in the future. To that end, the contractor shall remove the wiring only from the breakers to the contacts within the lighting control panel for each circuit at each location. In the lighting control panel, contractor shall take the load side wires off, wire nut individually, and tag and label each “disconnected” with the current date. Within the panel, change the bussing, and label each affected breaker as “spare” and date the change on the index.

The city has purchased new metal cap plate assemblies for the 49 bollards and will supply to contractor. The contractor shall remove the existing white acrylic lenses from the bollards using the tool provided, strip the old gasket off the metal bollard, and install new gasket and metal cap plate with the screws provided. Some acrylic lenses are already missing due to vandalism. At these locations, remove any remaining acrylic and gasket. The existing LED lights and wiring within the bollards shall remain unaltered. New metal caps can be installed without conflict with internal elements.

Electrical panel locations:

The 49 bollards are serviced from three electrical service panels located along North Main Street. These panels also feed traffic lights along North Main Street – do not interrupt service to the traffic lights.



Panel 1 is located at 401 N Main Street, northeast corner of Main and Michigan, at the north edge of the parking lot.

- Based on record plans, the bollards are circuits 2, 4, 6, and 8. Verify before disconnecting.

North Main Street Bollards - Evansville, Indiana



Panel 2 is located at 800 N Main St (DaVita Dialysis), northwest corner of Main and Columbia, at the south edge of the parking lot along the sidewalk.

- Based on record plans, the bollards are circuits 2 and 4. Verify before disconnecting.

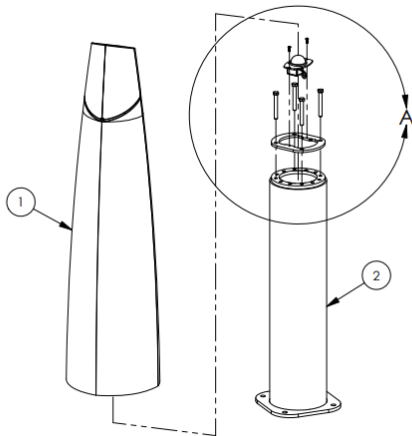


Panel 3 is located at 1200 N Main St, northwest corner of Main and Louisiana Street, along the sidewalk.

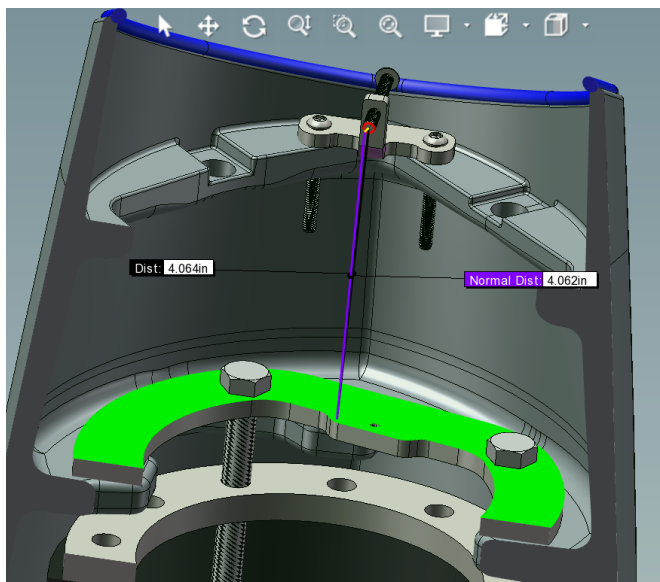
- Based on record plans, the bollards are circuits 2, 4, and 6. Verify before disconnecting.

North Main Street Bollards - Evansville, Indiana

Diagrams of bollards from manufacturer:



1) bollard sleeve and acrylic lens, 2) internal post, A) lighting assembly and connector ring (below).



3D model of assembled bollard showing plate cap screw (red) and location of LED light (green). Light not shown for clarity.