

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: Affordable Housing Trust Fund Home Repair Round 1
Owner Representative: Kory Kempf kkempf@evansville.in.gov 812-436-7815

GENERAL

The **Department of Metropolitan Development** (DMD) is seeking a licensed General Contractor to perform general home rehab and repairs as detailed in the (6) Scopes of Work attached hereto.

The addresses for the (6) scopes of work are located in Evansville, Indiana more specifically:

- 18 E Franklin St
- 1331 Gavitt St
- 5301 Chadwick Rd
- 1112 S Bennighof Ave
- 78 Adams Ave
- 225 S Bosse Ave

Each location has a different, detailed scope of work with the general work consisting of:

Bath and kitchen repair and remodeling, exterior in/egress wheelchair ramp and handrail installation, basic electrical work, roof repair/replacement, downspouts and gutters, siding/soffit/fascia replacement or installation, window frame repair. Please refer to each scope of work for details.

Each address is to be priced separately, and each will have a separate contract for the individual scope of work.

PLEASE NOTE: DMD may not award a contract for each project address.

The Total Bid amount shall consist of all line item scopes of work together as a grand total.

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

A Pre-Bid Conference will be held at the DMD office in the Civic Center, Room 306

DATE: Thursday, November 7, 2024 at 11:00 AM.

All interested general contractors and subcontractors are encouraged to attend.

Basic photographs of the work at included in the Scope of Work document. Additional photos will be available upon request. Should an On-Site Inspection be required, please contact Kory Kempf as soon as possible and no later than November 7, 2024.

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 no later than 3:00 pm on November 11, 2024.

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.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

Sealed Bids for the “**Affordable Housing Trust Fund Home Repair Round 1**” 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 1:15 p.m. CDT, on **November 14, 2024**, or bids may be presented to the Board of Public Works in Room 301, Civic Center Complex until **1:30 p.m. CDT, November 14, 2024**. The Board will open bids and read aloud all bids. Any bids received after the designated time, for any reason, will be returned unopened. All interested contractors, manufacturers and suppliers are encouraged to attend.

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: Kory Kempf, Regarding Affordable Housing Trust Fund Home Repair Round 1

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 Contract will be awarded by action of the Evansville Board of Public Works on Thursday, November 21, 2024 around 1:30 with a Notice to Proceed on Monday, November 25, 2024.

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 the “Affordable Housing Trust Fund Home Repair Round 1” 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 1:15 p.m. CDT, on November 14, 2024, or bids may be presented to the Board of Public Works in Room 301, Civic Center Complex until 1:30 p.m. CDT, November 14, 2024. The Board will open bids and read aloud all bids. Any bids received after the designated time, for any reason, will be returned unopened. All interested contractors, manufacturers and suppliers are encouraged to attend.

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

“Affordable Housing Trust Fund Home Repair Round 1 – Department of Metropolitan Development”

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 or by calling the Department Of Metropolitan Development (812) 436-7823.

A Pre-Bid Conference will be held at the DMD office in the Civic Center, Room 306, Thursday, November 7, 2024 at 11:00 AM. All interested general contractors and subcontractors are encouraged to attend.

Department of Metropolitan Development

Kolbi K. Jackson, Executive Director

Published on October 31 and November 7, 2024.

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: **Affordable Housing Trust Fund – Round 1** 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 – AFFORDABLE HOUSING TRUST FUND ROUND 1

[PLEASE MAKE THIS PAGE 1 OF YOUR SUBMISSION]

LINE ITEMS		
#	DESCRIPTION	TOTAL – LINE ITEM (ADDRESS)
Address:		
1	18 E Franklin St	
2	1331 Gavitt St	
3	5301 Chadwick RD	
4	1112 Bennighof Ave	
5	78 Adams Ave	
6	225 S Bosse Ave	

TOTAL AMOUNT: _____

WRITTEN AMOUNT: _____

COMPANY: _____

BY: _____ **TITLE:** _____

BIDDER INFORMATION

Bidder Name: _____ (print)

Bidder Address

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: () _____ 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 City of Evansville Indiana, foreign corporations must register with the Secretary of the State of Indiana as required by the "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 State of Indiana:

Indiana Registered Agent:

Name:

Address: