

**IFB 11 – 02 – 2024**  
**EFD FIRE STATION #16 RENOVATIONS**  
**SCOPE OF WORK**

**PROJECT OVERVIEW:**

- Perform renovations at the existing EFD Fire Station #16 to: Convert the large, open dormitory into 10 partitioned firefighter bunks; Expand the fitness area by converting the existing storage area to conditioned space; Modify Battalion Chief toilet room to provide a new corner shower unit; and provide services for a new clothes dryer unit. The existing HVAC system and lighting will be modified and supplemented. Local building permits and fees shall be obtained and paid for by the Contractor. Owner shall provide the State Construction Design Release if applicable.

**SITE WORK:**

- Not Applicable.

**DORMITORY RENOVATIONS:**

- Perform limited demolition as indicated.
- Modify existing HVAC ductwork and diffusers to remain.
- Construct new bunk room partial height partitions, with doors.
- Modify existing lighting and electrical work as indicated.
- Provide new finishes as indicated.
- Provide new ductless HVAC units at fitness area.
- Perform all Plumbing, Mechanical and Electrical work indicated on the drawings.

**BATTALION CHIEF'S TOILET ROOM (ADD ALTERNATE):**

- Remove existing water closet and accessories. Store accessories for re-installation.
- Demo floor as required to install new shower drain and new water closet location under slab piping.
- Install new corner shower unit as indicated.
- Provide plumbing and electrical work for new fixtures as indicated, including water heater.
- Install new flooring and base as required to match existing construction as closely as possible.

**CLOTHES DRYER SERVICES (ADD ALTERNATE):**

- Provide vent and electrical outlet for a new clothes dryer location in mechanical room.
- Dryer furnished and installed by the Owner.

**WORK BY THE OWNER:**

- Furnish and install locker units.
- Furnish and install bed units.
- Furnish and install all other furniture.
- Furnish and install carpet tile flooring.
- All "Big Phone" relocation work.
- Minor demolition work as indicated on the drawings.

**BID TABULATION FORM**  
**December 4, 2024**  
**BID-011-02-2024**  
**EFD FIRE STATION #16 RENOVATIONS (Re-bid)**

In accordance with the attached instructions, conditions, and specifications,

\_\_\_\_\_ (firm) submits the following bids:

**BASE BID – COMPLETE CONSTRUCTION, EFD FIRE STATION #16 RENOVATIONS:**

NUMERICAL \_\_\_\_\_

WRITTEN TOTAL \_\_\_\_\_

**ALTERNATE BID 1 – ALL BATTALION CHIEF QUARTERS SHOWER INSTALLATION AND RELATED WORK (ADD):**

NUMERICAL \_\_\_\_\_

WRITTEN TOTAL \_\_\_\_\_

**ALTERNATE BID 2 – CLOTHES DRIER ELECTRICAL AND VENT SYSTEM WORK (Clothes drier by Owner) (ADD):**

NUMERICAL \_\_\_\_\_

WRITTEN TOTAL \_\_\_\_\_

**TIME OF COMPLETION**

If awarded a contract for construction on this project, the undersigned agrees to complete the work within

\_\_\_\_\_ calendar days from the Notice to Proceed.

The bidder acknowledges the receipt of the following addenda. Failure to do so may result in the disqualification of the bid:

List Addenda # / date(s): \_\_\_\_\_

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

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

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

DATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## Vendor Checklist

1. Form 96  
(a fillable version is available at <https://forms.in.gov/Download.aspx?id=6422>) \_\_\_\_\_
2. Equal Employment Opportunity Form \_\_\_\_\_
3. Indiana Legal Employment Declaration (E-Verify) \_\_\_\_\_
4. Drug Policy Program \_\_\_\_\_
5. Bid Tabulation Form \_\_\_\_\_
6. Bid Bond \_\_\_\_\_
7. Non-Collusion Affidavit \_\_\_\_\_
8. MBE/WBE Supplement Forms \_\_\_\_\_
9. Responsible Bidding Ordinance certification letter \_\_\_\_\_



**CONTRACTOR'S BID FOR PUBLIC WORK - FORM 96**

State Form 52414 (R2 / 2-13) / Form 96 (Revised 2013)

Prescribed by State Board of Accounts

**PART 1**

(To be completed for all bids. Please type or print)

Date (month, day, year): \_\_\_\_\_

- 1. Governmental Unit (Owner): \_\_\_\_\_
- 2. County : \_\_\_\_\_
- 3. Bidder (Firm): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP code: \_\_\_\_\_
- 4. Telephone Number: \_\_\_\_\_
- 5. Agent of Bidder (if applicable): \_\_\_\_\_

Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of \_\_\_\_\_

(Governmental Unit) in accordance with plans and specifications prepared by \_\_\_\_\_ and dated \_\_\_\_\_ for the sum of \$ \_\_\_\_\_

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the governmental unit. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

The contractor and his subcontractors, if any, shall not discriminate against or intimidate any employee, or applicant for employment, to be employed in the performance of this contract, with respect to any matter directly or indirectly related to employment because of race, religion, color, sex, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.

**CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS**  
(If applicable)

I, the undersigned bidder or agent as a contractor on a public works project, understand my statutory obligation to use steel products made in the United States (I C 5-16-8-2). I hereby certify that I and all subcontractors employed by me for this project will use U.S. steel products on this project if awarded. I understand that violations hereunder may result in forfeiture of contractual payments.

The above bid is accepted this \_\_\_\_\_ day of \_\_\_\_\_, subject to the following conditions:

\_\_\_\_\_

\_\_\_\_\_

Contracting Authority Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART II**

*(For projects of \$150,000 or more — IC 36-1-124)*

Governmental Unit: \_\_\_\_\_

Bidder (Firm): \_\_\_\_\_

Date (month, day, year): \_\_\_\_\_

These statements to be submitted under oath by each bidder with and as a part of his bid. Attach additional pages for each section as needed.

**SECTION I EXPERIENCE QUESTIONNAIRE**

1. What public works projects has your organization completed for the period of one (1) year prior to the date of the current bid?

Contract Amount	Class of Work	Completion Date	Name and Address of Owner

2. What Public works projects are now in process of construction by your organization?

Contract Amount	Class of Work	Completion Date	Name and Address of Owner

3. Have you ever failed to complete any work awarded to you? \_\_\_\_\_ If so, where and why? \_\_\_\_\_

\_\_\_\_\_

4. List references from private firms for which you have performed work.

\_\_\_\_\_

**SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE**

1. Explain your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable the governmental unit to consider your bid.)

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2. Please list the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.

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3. If you intend to sublet any portion of the work, state the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify the governmental unit in the event that you subsequently determine that you will use a subcontractor on the proposed project.

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4. What equipment do you have available to use for the proposed project? Any equipment to be used by subcontractors may also be required to be listed by the governmental unit.

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5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, please explain the rationale used which would corroborate the prices listed.

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**BID OF**

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Address)

**FOR  
PUBLIC WORKS PROJECTS  
OF**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Filed:** \_\_\_\_\_

\_\_\_\_\_  
**Action Taken:** \_\_\_\_\_

\_\_\_\_\_



**SUPPLEMENT TO THE GENERAL CONDITIONS  
FOR MINORITY AND WOMEN BUSINESS ENTERPRISE PROGRAM**

**Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) Goals**

It is a goal of the City of Evansville-Vanderburgh County (“Owner”) to promote the utilization of MBEs and WBEs during and as part of each contract for the purchase of goods, supplies, services and construction work, in an effort to meet or exceed the participation goals established in the MBE/WBE Utilization Plan of 12% participation of MBEs and 7% participation by WBEs.

Each bidder shall identify, as part of its bid the MBE and WBE businesses that would perform work should the bid be accepted, a description of the work which each subcontractor/supplier would perform and the dollar amount of the work which each would perform. The City’s Contract Compliance Officer, as part of the Plan, shall actively promote the meaningful participation of MBE and WBE businesses, in the performance of the work by contractors.

**PRE-CONSTRUCTION / BIDDING PHASE**

**Bidder Requirements:**

Before and during the pre-construction and bidding phases of the Project and subject to the public construction and public procurement laws applicable to the Project, bidders shall actively promote meaningful participation of MBEs and WBEs in the Project, requiring them to:

1. Provide written notice of contracting opportunities to known MBEs and WBEs in sufficient time to allow them to participate. Bidder’s must allow M/WBE’s no fewer than ten (10) business days to respond to bid notice;
2. Contact and/or follow-up with MBEs and WBEs interested in participation. Prime Contractors who are:
  - Challenged with sourcing MBE/WBE subcontractors,
  - Have MBE/WBE goal deficiencies, or
  - Have MBE/WBE participation barriers

are required to coordinate a meeting with the City of Evansville Contract Compliance Officer and/or the City/County Purchasing Department. The meeting purpose will consist of a discussion and potential recommendations of appropriate action steps to achieve the MBE/WBE goals. This meeting must take place at least three (3) business days prior to the final bid submission. All information reported by contractors will be verified for accuracy.

If a Purchasing Department Coordination meeting is not completed by the prime contractor, the contractor’s bid will be considered non-responsive and will not be accepted for final submission.

In addition, the Participation Evaluation Worksheet (Form A) included in the bid package is required to be submitted with each bid.

3. Consider unbundling Bid Packages into economically feasible units to facilitate MBE and WBE participation. Unit prices shall be given for supplies and equipment;
4. Provide adequate information about plans, specifications and/or other contracting requirements to facilitate MBE and WBE participation;
5. Confer in good faith with interested MBE/WBEs, including the making of reasonable determinations as to their qualifications;
6. Provide information to MBE/WBEs regarding bonding and insurance;

7. Submit a Copy of the Indiana Department of Administration (IDOA) Certification for each M/WBE listed in the Statement of Proposed M/WBE Utilization (Form B). Such certification must be in effect throughout the duration of the project;
8. Submit a Letter of Intent to Perform as a Subcontractor or Supplier (Form C) summarizing all subcontractor and supplier utilization, for each M/WBE subcontractor or supplier;
9. When the M/WBE program goal is not feasible because of the lack of availability of qualified minority or women business enterprises in a particular trade or field, Bidders shall submit in a sealed bid envelope a completed Application for Program Waiver (Form E), complete with full, verifiable documentation of bidder's efforts to locate and employ M/WBE for the project.

**City/County ("Owner") Requirements:**

Before and during the pre-construction and bidding phases of the Project and subject to the public construction and public procurement laws applicable to the Project, the Owner's Contract Compliance Officer shall actively promote meaningful participation of MBEs and WBEs in the Project, by requiring Bidders to:

1. Inform interested bidders of the Plan, including the MBE and WBE goals and procedures applicable to the Project;
2. Organize and conduct pre-bid meetings to inform MBEs and WBEs of contracting opportunities and encourage all potential bidders to attend such meetings;
3. Advertise with respect to contracting opportunities in general circulation, trade and minority-focused media;
4. Utilize the services of available minority organizations, contractor's groups, state and local offices, etc., that have knowledge of available MBE/WBEs or the means to locate such MBE/WBEs;
5. Evaluate for each bid package the extent of MBE/WBE participation by the apparent low bidder, whether the proposed entities have been appropriately certified as MBE/WBEs, whether the apparent low bidder achieved applicable goals for the Project and, if not, the extent of good faith efforts made by such bidder to encourage the utilization of MBE/WBEs and whether there are valid reasons for the bidder's inability to achieve the stated goals; and
6. Advise the City of Evansville awarding department/Board whether, in the Contract Compliance Officer's opinion, the apparent low bidder has achieved the stated MBE/WBE goals or demonstrated good faith efforts to achieve the goals and include this consideration in the overall recommendation as to whom the contract should be awarded.

**CONSTRUCTION PHASE**

**Bidder Requirements:**

If applicable, during the construction phase of a project, the Bidder shall, among other things:

1. Provide Contractor's Monthly M/WBE Report (Form D) to the Owner and the City's Contract Compliance Officer, on at least a monthly basis, as to the MBE/WBE participation for each contractor on the project as a whole; and
2. Consider the impact of change orders on MBE/WBE utilization. M/WBE's work total dollar amount should be the same percentage as the Change Order, for the same work.
3. Submit copies of executed M/WBE subcontracts, purchase orders, requisitions, etc. to the Contract Compliance Officer.

**City/County ("Owner") Requirements:**

If applicable, during the construction phase of a project, the Contract Compliance Officer shall, among other things:

1. Obtain any additional documentation deemed necessary to demonstrate the good faith efforts of each contractor to achieve and maximize MBE/WBE participation goal levels;

2. Verify all submitted documents that each MBE/WBE as listed by each contractor is appropriately certified as either an MBE or WBE entity;
3. Determine the scope of work assigned to each MBE/WBE;
4. Calculate the percentage of participation for each MBE/WBE. Only where an exact amount to be contracted to M/WBE cannot be determined, the Bidder must indicate the minimum dollar amount that will be paid to the M/WBE firm (on the Letter of Intent Form C);
5. Determine the percentage of completion of MBE/WBE scope of work to date;
6. Evaluate the impact of change orders on MBE/WBE utilization. M/WBE's work total dollar amount should be the same percentage in the Change Order, for the same work;
7. Periodically, and at the specific request of the Owner, conduct reviews to verify:
  - The progress of payments made to MBE/WBEs and
  - Method of accounting for MBE/WBE participation

**NON-COMPLIANCE**

1. Failure to demonstrate good faith efforts to achieve the goal may constitute grounds for rejection of the bid.
2. The Owner may withhold payment on the Contract until satisfactory corrective measures are completed.
3. Bidders are advised that any contractor who knowingly or intentionally misrepresents the amount to be subcontracted to the M/WBE is in breach of contract and may suffer penalties pursuant to Indiana Code.





## STATEMENT OF PROPOSED M/WBE UTILIZATION (FORM B)

Bid Package \_\_\_\_\_

Will Bidder's firm be supplying all of the products/services to be purchased? Yes \_\_\_\_\_ No \_\_\_\_\_ OR In the case of a construction project will Bidder be doing all of the work with its own forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what percentage of work will Bidder self perform? \_\_\_\_\_

Is Bidder certified as a Minority/Women Business Enterprise (M/WBE)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, which MBE \_\_\_\_\_ WBE \_\_\_\_\_

List below all proposed M/WBE Subcontractors and Suppliers to be used for the work. Total dollar amount and percentage must equal that on the Bid form. Clearly indicate in the Scope of Work column if the M/WBE will be a supplier only. Also, if M/WBE will contract with a Subcontractor or Bidder and not directly with the Bidder, indicate "Subcontractor of \_\_\_\_\_" or similar statement in the Scope of Work column. Use additional sheets if necessary.

M/WBE Company Name Address, Phone, Contact & Email	MBE or WBE	% of Bid	Dollar Amount	Scope of Work or Commodity to be Supplied	Base Bid Amount
		□			
		□			
		□			
		□			

Bidder's Company Name \_\_\_\_\_

Signature (of Corporate Officer) \_\_\_\_\_

Date \_\_\_\_\_

Name & Title (Print) \_\_\_\_\_

Total Dollar Amount \$ \_\_\_\_\_

Total MBE Participation \$ \_\_\_\_\_

Total WBE Participation \$ \_\_\_\_\_

Number of City / County Ordinance \_\_\_\_\_



**LETTER OF INTENT TO PERFORM AS  
A SUBCONTRACTOR OR SUPPLIER  
(FORM C)**

Bid Package \_\_\_\_\_

I, \_\_\_\_\_, (Company Name of Bidder or Sub-Bidder) have entered into an agreement with the following Minority/Women-Owned Business Enterprise (M/WBE) to do the work indicated below. I agree that, if awarded a Contract by the Owner or a Subcontract by the Bidder for the referenced Bid Package, a subcontract and/or purchase order will be executed with this firm and a copy of the agreement will be provided to the Owner.

Name and Address of M/WBE	MBE or WBE	Goods or Supplies to be Provided	Minimum Contract Amount

Amount to be subcontracted by M/WBE to other M/WBE firms \$ \_\_\_\_\_

Amount to be subcontracted by M/WBE to non-M/WBE firms \$ \_\_\_\_\_

Is M/WBE a Supplier only? Yes \_\_\_\_\_ No \_\_\_\_\_

I understand that I will not be allowed to substitute or change M/WBE Subcontractors or Suppliers without the express prior approval of the Owner. Such approval shall in no way relieve my obligations pursuant to the M/WBE requirements and goals specified in the Bidding Documents.

Under penalty of perjury I declare that I have read the foregoing and the facts stated are true.

\_\_\_\_\_  
Authorized Agent of Bidder or Sub-Bidder

\_\_\_\_\_  
Authorized Agent of M/WBE Subcontractor/Supplier

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number, Fax Number & E-Mail

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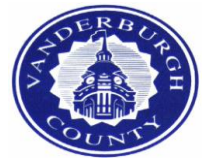
INSTRUCTIONS: All Letters of Intent are to be submitted by the Bidder with its Bid. A Letter of Intent is to be executed with all M/WBE Subcontractors and Suppliers listed by the Bidder on the Statement of Proposed M/WBE Utilization. Failure to submit this form with the Bid may result in the Bid being found to be non-responsive.



## M/WBE UTILIZATION REPORT

(Submit With All Payment Requests)

(FORM D)



<b>CONTRACTOR NAME:</b> _____ <b>CONTACT NAME:</b> _____ <b>CONTACT EMAIL:</b> _____ <b>PROJECT NAME:</b> _____ <b>PURCHASE ORDER NO:</b> _____	<b>CONTRACT AMOUNT:</b> _____ <b>PAYMENT PERIOD:</b> _____ thru _____ <b>SUBCONTRACTORS:</b> \$ _____ - _____ <b>SUPPLIERS:</b> \$ _____ - _____ <b>AMOUNT PAID THIS PERIOD:</b> _____
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PRIMARY CONTRACTOR		MBE (Y/N)	WBE (Y/N)	DESCRIPTION OF WORK	INVOICED THRU DATE	CONTRACTOR AMOUNT	AMOUNT PAID THIS PERIOD	AMOUNT PAID TO DATE	% PAID TO DATE	
						-	-		0.0%	
SUBCONTRACTORS / SUPPLIERS	SUB / SUP	*VEN (Y/N)	MBE (Y/N)	WBE (Y/N)	DESCRIPTION OF WORK	INVOICED THRU DATE	SUBCONTRACTOR AMOUNT	AMOUNT PAID THIS PERIOD	AMOUNT PAID TO DATE	% PAID TO DATE
	Please Select									0.0%
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<b>Does the Contractor believe it will not achieve the stated participation goals?</b> (Yes / No)						<b>TOTALS</b>	-	-	-	0.0%

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

I hereby affirm, under the penalties of perjury, that the information provided with this report is true and accurate. I acknowledge that the owner, or its designees, may verify any of the information provided.

Verified By: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

**\* All Subcontractors / Suppliers must register as a Vendor with the City of Evansville.**

MBE/WBE PARTICIPATION (based on Labor Costs)					
	Subcontract Amount	% of Contract	Amount Paid this Period	Amount Paid to Date	% Paid of Contract
<b>MBE</b>	-	0.0%	-	-	0.0%
<b>WBE</b>	-	0.0%	-	-	0.0%
<b>Totals:</b>	-	0.0%	-	-	0.0%

**MINORITY / WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN**

**APPLICATION FOR PROGRAM WAIVER  
(FORM E)**

Name of Project:

Department:

General Contractor Company Name: \_\_\_\_\_

Owner of Company: \_\_\_\_\_

Address(es) of Construction \_\_\_\_\_

This contract is subject to City of Evansville Municipal Code which encourages the utilization of local minority and women owned business enterprises. The contractor must demonstrate that a good faith effort was made to meet the MBE/WBE participation goals for this project. Should the contractor's efforts not produce the desired goal, this application for waiver must be completed and submitted with any other documentation of the good faith effort.

Contractors should indicate the name of the minority-owned or women-owned firm(s) contacted regarding this project; the contact name and phone number at the firm(s); the method of contact, date attempted, and results of that contact. The  (Department), and/or  (Sub-recipient- if any) reserve the right to accept, verify or deny any application for waiver from the contract goal; and the right to verify all information submitted, pursuant to City of Evansville Municipal Code.

When indicating a reason(s) for not using the MBE/WBE listed please refer to the following:

1. The price for doing the work by the MBE/WBE was greater than the price of another subcontractor
2. MBE/WBE did not respond to request for prices
3. The MBE/WBE responding to the request were not able to do the work requested
4. Other (explain)

List of MBE/WBE subcontractors contacted, but NOT utilized on this project:

<b>MBE/WBE</b>	<b>Contact</b>	<b>Date &amp;</b>	<b>Type of Attempt</b>	<b>Result</b>

If additional room is necessary, please attach a separate page.

\_\_\_\_\_  
**CONTRACTOR'S SIGNATURE**

\_\_\_\_\_  
**DATE**



EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the Contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin political affiliation or belief, age or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of the nondiscrimination clause.

2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American's with Disabilities Act and the rules and regulations promulgated thereunder.

3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.

4. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advertising, the labor union or workers' representative of the Contractor's commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further City/County contract.

\_\_\_\_\_  
Contractor Representative (Please Print)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Contractor Address

\_\_\_\_\_  
Date

DO NOT SUBSTITUTE THIS PAGE-

# INDIANA LEGAL EMPLOYMENT DECLARATION

The State of Indiana has enacted a law (I.C. 22-5-1.7) requiring all state agencies and political subdivisions request verification from their contractors that their employees are legally eligible to work in the United States. This Declaration serves as notice that all Contractors doing business with the City of Evansville must, as a term of their contract:

1. Enroll in and verify the work eligibility status of newly hired employees of the contractor through the E-Verify programs (but is not required to do this if the E-Verify program no longer exists); and
2. Verify, by signature below, that the Contractor does not knowingly employ unauthorized aliens.

I, \_\_\_\_\_, a duly authorized agent of \_\_\_\_\_ (name of Company), declare under penalties of perjury that \_\_\_\_\_ (name of Company) does not employ unauthorized aliens to the best of its knowledge and belief.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_  
(Authorized Representative of Company)

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
Notary Public – Signature

\_\_\_\_\_  
Notary Public – Printed Name

For instructions and electronic registration for E-verify, please see:  
<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

DO NOT SUBSTITUTE THIS PAGE