

# INVITATION FOR BIDS (IFB)

**IFB-008-02-2024**

**CITY OF EVANSVILLE**

**Building Commission – Code Enforcement  
Razing of Fire Damaged Structures and Removal of  
Debris from Lots**



**Mandatory Pre-Bid Meeting:**

November 26, 2024 @ 8:30AM

Civic Center Complex

1 N.W. Martin Luther King Jr. Blvd.

Evansville, IN 47708

**Room 310 Conference Room**

**Bid Submittal Date: December 4, 2024**

Civic Center Complex

1 N.W. Martin Luther King Jr. Blvd.

Evansville, IN 47708

## **NOTICE TO BIDDERS**

On behalf of the Board of Public Safety (“Board”), City of Evansville’s Code Enforcement is seeking bids for the razing of fire damaged structures and removal of debris from lots in the City of Evansville, Indiana. Sealed bids will be received in Room 301, Civic Center Complex, 1 N.W. Martin Luther King, Jr. Boulevard, Evansville, Indiana 47708 until 1:00 P.M. on Wednesday, December 4, 2024. The bids will be publicly opened and read aloud at the Board of Public Safety meeting.

Bids to be submitted prior to the scheduled opening shall be submitted to Room 323 (Purchasing Department) located in Civic Center Complex, 1 N.W. Martin Luther King Jr. Boulevard, Evansville, Indiana 47708. Bids submitted to the City/County Purchasing Department shall be submitted prior to 12:45 P.M. on Wednesday, December 4, 2023.

Responders (also referred to as “contractor” or “vendor” or “bidder” occasionally herein) are required to provide all requested information.

## **CONTACT WITH MUNICIPALITY EMPLOYEES**

To ensure a fair and objective evaluation of all bids, Vendors are required to submit all inquiries in writing to Dachenae Streeter at [dstreeter@evansville.in.gov](mailto:dstreeter@evansville.in.gov). The email should be titled: IFB-008-02-2024 Razing of Fire Damages Structures and Debris Removal

Inquiries shall be submitted no later than five (5) business days prior to the stated opening time and date. This is to allow for ample time to respond and disseminate to all perspective parties.

All inquiries shall be in writing in the form of a public addendum. Acknowledgement of all addendum is required with bid submission. It is a contractor’s responsibility to check for addenda from the source from which they secure their bid documents. Information obtained otherwise it will not be considered in awarding of contract. No changes to specifications will be permitted within five (5) business days prior to the bid opening.

## **COST OF PREPARATION**

Each contractor shall be responsible for all costs incurred in order to prepare and submit their response to this IFB.

## **AWARD OF BID**

The award of the bid will be made by the Board. The Board reserves the right to reject any and all bids. Bids will be selected based on the best interest of the City.

## **MANDATORY PRE-BID MEETING AND SITE WALK-THROUGH**

A Mandatory Pre-Bid meeting will take place Tuesday, November 26, 2024 at 8:30AM at 1 NW Martin Luther King Jr. Blvd. Evansville, IN 47708 Room 310 Conference room. Mandatory Pre-Bid walk-through at the demolition site (119 N Morton Ave, Evansville, IN) will occur on Tuesday November

26, 2024, at 10:00 AM. Attendance at walk-through is mandatory to qualify to bid project.

### **SCOPE OF WORK**

The contractor shall perform all work necessary to wreck, demolish and raze the buildings or structures on the following real estate situated in the City of Evansville, Indiana:

- 121 N. MORTON AVE            82-06-20-024-105.002-029
- 119 N. MORTON AVE            82-06-20-024-011.001-029
- 115 N. MORTON AVE            82-06-20-024-012.001-029
- 700 E ILLINOIS ST            82-06-20-024-005.003-029
- E FRANKLIN ST            82-06-20-024-105.001-029

The contractor shall also fill any voids discovered with crushed on-site debris and grade the lots to the satisfaction of the City. The contractor shall clean and remove all trash and debris accumulated on the Property, including but not limited to, all bricks, blocks, steel structures, trash, and other construction debris. Prior to initiating any such work, however, the contractor shall acquire a water source and shall further use a fire hose to minimize dust caused from razing the Property. Contractor shall further dispose of all mixed debris containing metal, wood or construction debris in a state approved Class III Landfill.

Contractor shall complete all work performed under the Agreement in a workmanlike manner and in compliance with all applicable Federal, State and Municipal laws. The contractor shall further note on its invoice upon completion of the project that it has complied with all applicable provisions of Indiana Code 36-7-9, *et seq.* and Title 13 of the Indiana Code as well as Chapter 15.15 and Chapter 16 of the Evansville Municipal Code.

### **TIME FOR PERFORMANCE**

Contractor shall complete all work under this Agreement within one hundred and twenty (120) days after the “Notice to Proceed” is sent and verification of removal of all required utility services by the contractor. The contractor may be required to complete the work sooner if warranted in emergency situations. Contractor must obtain a “No Charge” demolition permit. Should the contractor fail to complete all required work within the one hundred and twenty (120) days, the City may, in its discretion, award the work to another bidder and contractor shall not be entitled to any payment for any work performed.

### **BID SUBMITTAL REQUIREMENTS**

1. The contractor may not discriminate in hiring or employment practices on the basis of race, color, religion, sex, handicap, familial status, ancestry or national origin. The contractor shall agree to comply with the anti-discrimination provisions of Indiana Code 5-16-6. See included EEO information.
2. All contractors must complete the included Conflict of Interest/Familial Disclosure Form with their proposal to disclose any potential conflict of interest in this project.
3. Proposals must be completed in ink or typewritten. No alterations or interlineation will be permitted, unless made before submission and initialed and dated. The City may make such

investigations as deemed necessary to determine the ability of each bidder to perform the work and each bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

4. The contractor will be required to submit a one thousand dollar (\$1,000.00) certified check, bid bond, in conjunction with this proposal. The bid bonds of the unsuccessful bidders will be returned after the award of the bid.
5. The bid winner will be required to submit a one hundred percent (100%) performance bond.
6. Completed bid worksheets.
7. A disposal and recycling plan for all structures and debris removed from the site.
8. The contractor shall furnish proof of liability and medical insurance in the following minimum amounts:

**COMPREHENSIVE GENERAL LIABILITY**

Bodily Injury or Death	\$1,000,000	per occurrence
	\$5,000,000	aggregate for bodily, injury, personal injury and property damage

**BUSINESS AUTOMOBILE  
LIABILITY**

Bodily Injury	\$1,000,000	combined single limit per accident
Property Damage	\$1,000,000	per occurrence for owned, non-owned, and hired autos

**WORKERS' COMPENSATION AND  
EMPLOYERS' LIABILITY**

Workers' Compensation Insurance is required by the State of Indiana in accordance with IC 22-3-5

**INDEMNIFICATION**

- 1) The successful contractor shall indemnify and hold harmless the City and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work; and caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
- 2) In any and all claims against the City, or any of their agents or employees by any employee of the successful contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the successful contractor or any subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other Employee Benefit Acts.

### **CONFLICT OF INTEREST DISCLOSURE**

The Conflict-of-Interest Disclosure Statement included herein is a condition of the quote. This form shall be filled out by the vendor even if no conflicts exist and returned with quote.

### **E-VERIFY PROGRAM**

Pursuant to Indiana Code 22-5-1.7-11 (b)(2) the Contractor shall provide documentation that it has enrolled in and is participating in the E-Verify Program (see Indiana Legal Employment Declaration form). Contractors are required to submit proof from the E-Verify Program that it is currently enrolled in the Program. An example of confirmation is the confirmation e-mail received from E-Verify that the Contractor has successfully enrolled in E-Verify.

### **TAXES**

The City of Evansville is exempt from Federal, State, and Local Taxes and will not be responsible for any such taxes in connection with the award or performance of this contract.

### **CHOICE OF LAW AND VENUE**

Any and all actions or proceedings arising out of, or related to, this Quote and any resulting contract shall be governed by and construed in accordance with the laws of the State of Indiana. Submission of this quote by contractor constitutes consent and stipulation to jurisdiction and venue in the courts of Vanderburgh County, Indiana, concerning all litigation and proceedings arising out of or related to this quote and any resulting contract.

### **INCORPORATED BY REFERENCE**

This Invitation for Bid (IFB) distributed by the City of Evansville, including any other required terms, will be incorporated by reference and made a part of any resulting contract, except that any material approved by the City as confidential will not be publicly disclosed.

## **MINORITY AND WOMEN BUSINESS ENTERPRISE UTILIZATION**

The City of Evansville formally adopted a Minority and Women Business Utilization Plan illustrating a commitment 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 Responders and to prohibit discrimination in all aspects of the public operations including the purchasing of products, services, and public works contracts. (See City of Evansville Municipal Code 3.90.110180.)

## **REQUIRED WORKFORCE AND EQUIPMENT**

- 1) **Workforce.** The workforce must be adequate in size in order to complete the operation within One hundred and twenty (120) days.
- 2) **Equipment.** The equipment must be adequate in size and numbers in order to complete the operations with One hundred and twenty (120) days
- 3) **Alcohol/Drug Use.** The use of alcohol or illegal drugs will not be tolerated.

## **GENERAL REQUIREMENTS**

The responsibilities of the contractor include, but shall not be limited to, the following:

- 1) The contractor shall purchase all items needed to provide services.
- 2) The contractor will furnish all tools, supplies, equipment and labor required.

Please list Heavy Equipment available for project:

Type	Make	Model	Year	Quantity

Conflict of Interest Familial Disclosure Form  
Razing of Fire Damaged Structures and Removal of Debris for Lots

**ALL BIDDERS** must complete this Conflict-of-Interest Familial Disclosure Form and must attach the completed form to the bid.

As the bidder, I affirm that no principal, representative, agent, employee, contractor or potential subcontractors, or other acting on behalf of or legally capable of acting on the behalf of the bidder (a "Bidder Party"), is currently an employee of the City of Evansville ("City"), any City department or a member of any City Board or Council; nor will any such person connected to the bidder be privy to any City information which may constitute a conflict of interest; or, if such a conflict or relationship does exist, I have disclosed the nature of the relationship or conflict below.

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between a Bidder Party and any employee or member of any City Department or board.

As the bidder, I understand that completing this form and self-disclosing potential conflicts of interest does not necessarily disqualify a bidder, but aids in identifying conflicts of interest which must be addressed pursuant to I.C. 35-44.1-1 et al. Further, the city will insure that any individuals identified with a potential conflict will not be allowed to participate in the scoring or evaluation of the bid packages, to insure the integrity of the bid process.

The following is a list of individuals who may pose a potential conflict of interest as described above. Please provide the name, relationship with the City and the nature of the potential conflict, or if applicable: "NONE":

[Signature Page to Follow]

**SIGNATURE PAGE TO CONFLICT-OF-INTEREST FAMILIAL DISCLOSURE FORM  
RAZING OF FIRE DAMAGED STRUCTURES AND REMOVAL OF DEBRIS FOR LOTS**

Signature(s): \_\_\_\_\_ Title: \_\_\_\_\_

Contractor/Bidder: \_\_\_\_\_

**STATE OF** \_\_\_\_\_  
**SS:**  
**COUNTY OF** \_\_\_\_\_

**BEFORE ME**, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_, who having been duly sworn, acknowledged and affirmed that they did sign said instrument as such officer or authorized agent for and on behalf of \_\_\_\_\_, and by authority granted by such entity, that the same is their free act and deed and the free act and deed of said entity.

**WITNESS** my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

My commission expires: \_\_\_\_\_

My County of residence is: \_\_\_\_\_

Notary Public:

Printed: \_\_\_\_\_

## 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), declared 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 \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

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

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

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

## 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 Americans 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.

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Contractor Representative (Please Print)

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Signed

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Contractor Name

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Telephone

---

Contractor Address

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Date

## NON-COLLUSION AFFIDAVIT

STATE OF INDIANA                    )  
  ) ss:

VANDERBURGH COUNTY)

The undersigned vendor or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by vendor, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from submitting a proposal nor to induce anyone to refrain from submitting a proposal, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to the proposal.

Vendor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
County of Residence: \_\_\_\_\_

## ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of Board of \_\_\_\_\_(City of Evansville) (Governmental Unit) hereby accepts the terms of the attached proposal for classes or items numbered \_\_\_\_\_ and promises to pay the undersigned vendor upon delivery the price proposal for the materials/equipment stipulated in said proposal.

Contracting Authority Members:

Date:

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

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

STATE OF \_\_\_\_\_ )

) ss:

COUNTY OF \_\_\_\_\_ )

**BEFORE ME**, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_,  
\_\_\_\_\_ of \_\_\_\_\_, who having been duly sworn, acknowledged and affirmed that  
they did sign said instrument as such officer or authorized agent for and on behalf of  
\_\_\_\_\_, and by authority granted by such entity, that the same is their free act and  
deed and the free act and deed of said entity.

**WITNESS** my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

My commission expires: \_\_\_\_\_ Notary Public

My County of residence is: \_\_\_\_\_ County, State of \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

## **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.

## Form A

### Participation Evaluation Worksheet

Department / Name of Project:

Work Type	Related to Bid Item No.	Work Description	Will Prime Contractor self-perform this Portion of the Work? Yes / No	Name of Contractor, Subcontractor, Leasing Agent, or Supplier Name	WBE/MBE Y/N	Date / Time of Contractor Reply	Project Percentage *	Project Selection Yes / No
<i>(Group Evaluations by Bid Item, Work Type, and Work Description for Reviewer Clarity. Use Additional Sheets if necessary)</i>								
<i>( Use Additional Sheets if Necessary )</i>								
Work Type:		Labor, Equipment, or Supply				<b>Form to Be Submitted with the Bid</b>		
Bid Item No.:		See Contract Documents - For General Services, put N/A.						
Work Description:		Work task being evaluated for project inclusion						
Name:		Company Name Evaluated, including General Contractor						
Project Percentage:		Quoted MBE/WBE Sub Amount / Total Bid Amount						

\* Contractors are expected to actively pursue MBE/WBE Project Participation for all work in the amounts of 12% and 7% respectively. Contractors who do not anticipate meeting these project participation percentages are required to meet with either the City's Contract Compliance Officer or the Purchasing Department no later than (3) three business days prior to bid opening. Failure to schedule this meeting or meet the goals will be a factor considered when evaluating the responsiveness to the bid package.



## 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

\*\*\*\*\*  
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> _____
---	--

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%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
	Please Select									0.0%
<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 M./WBE-8**

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

MBE/WBE	Contact	Date &	Type of Attempt	Result
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

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

**Attachment #1**  
**Demolition Site (Former Morton Ave Warehouse)**



**BID WORKSHEET**  
(Make this the first page of your Bid Submission)

Company Name: \_\_\_\_\_

<u>ADDRESS</u>	<u>PARCEL NUMBER</u>	<u>DEMOLITION COST</u>	<u>CLEANING COST</u>	<u>TOTAL PARCEL COST</u>
121 N Morton Ave	82-06-20-024- 105.002-029			
119 N Morton Ave	82-06-20-024- 011.001-029			
115 N Morton Ave	82-06-20-024- 012.001-029			
700 E Illinois St	82-06-20-024- 005.003-029			
E Franklin St	82-06-20-024- 105.001-029			
			<b>TOTAL PROJECT COST:</b>	

X

\_\_\_\_\_  
Signature of Individual Completing the Bid Submission

\_\_\_\_\_  
Date