

## **INSTRUCTIONS TO BIDDERS**

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

Project/Work: AHTF Home Repair Program – 847 E Gum  
Owner Representative: Kory Kempf [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) 812-436-7815

### **GENERAL**

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

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

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

**Basic photographs of the work are included in the Scope of Work document. Additional photos will be available upon request. Should an On-Site walk-through be required, please contact Kory Kempf as soon as possible and no later than January 6, 2025.**

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

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

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

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

### **CLARIFICATIONS AND ADDENDA**

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

All questions must be submitted by email to Kory Kempf at [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) no later than 3:00 pm on January 9, 2025.

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

## **BID SUBMISSION**

Sealed Bids for “**AHTF Home Repair Program – 847 E Gum**” will be received at the offices of the Department of Metropolitan Development, Room 306, Civic Center Complex, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708, until **3:00 p.m. CDT, on Friday, January 10, 2025.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **CONTRACT AWARD**

It is **anticipated** a Contract will be awarded at the Affordable Housing Fund Advisory Committee meeting on Tuesday, January 14, 2025 around 3:30 pm CST with a Notice to Proceed the following month.

## **POST-BID REQUIREMENTS**

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

### **CERTIFICATE OF INSURANCE**

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

## ***END OF INSTRUCTIONS TO BIDDERS***

## NOTICE TO BIDDERS

Sealed Bids for **“AHTF Home Repair Program – 847 E Gum”** will be received at the offices of the Department of Metropolitan Development, Room 306, Civic Center Complex, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708, until **3:00 p.m. CDT, on January 10, 2025**. 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:

**“AHTF Home Repair Program – 847 E Gum - DMD”**

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

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

Should an on-site walk-through be requested, please contact Kory Kempf at (812) 436-7815 [kkempf@evansville.in.gov](mailto:kkempf@evansville.in.gov) as soon as possible, and no later than January 6, 2025.

Department of Metropolitan Development

Kolbi K. Jackson, Executive Director

## **BIDDER'S ITEMIZED PROPOSAL**

### **Instructions to Bidders:**

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

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

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

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

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

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

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

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

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

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

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

## **BIDDER INFORMATION**

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

### **Bidder Address**

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

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

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

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

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

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

\_\_\_\_ Joint Venture

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

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

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

Corporation Name:

Address:

Date registered with the State of Indiana:

Indiana Registered Agent:

Name:

Address: