# NOTICE TO BIDDERS

Sealed Bids for "**AHTF Home Repair Program – 2225 Kathleen Ave**" 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, March 27, 2026**. Any bids received after the designated time, for any reason, will be returned unopened.

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

**"AHTF Home Repair Program – 2225 Kathleen Ave"**

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) 436-7815.

Should an on-site walk-through be requested, please contact the homeowner as soon as possible.

**Homeowner contact information:**
Starla James (704) 615-6473

Department of Metropolitan Development

Kory Kempf, Housing Administrator

# INSTRUCTIONS TO BIDDERS

| | |
|---|---|
| **Owner** | City of Evansville, Department of Metropolitan Development<br>Civic Center Complex Room 306<br>1 N.W. Martin Luther King, Jr. Blvd., Evansville, IN 47708 |
| **Project/Work:** | AHTF Home Repair Program – 2225 Kathleen Ave |
| **Owner Representative:** | Kory Kempf kkempf@evansville.in.gov 812-436-7815 |
| **Bid Due Date:** | Friday, March 27, 2026 at 3:00 PM CDT |

**GENERAL**

The Department of Metropolitan Development (DMD) is seeking a licensed General Contractor to perform home repairs as detailed in the Scope of Work attached hereto.
The address for the scope of work is located at 2225 Kathleen Ave, Evansville, Indiana 47714.

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 may be available upon request. Should an on-site walk-through be required, please contact the homeowner as soon as possible.

**Homeowner contact information:**
Starla James (704) 615-6473

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 12:00 pm on March 27, 2026.

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 "**AHTF Home Repair Program – 2225 Kathleen Ave**" 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, March 27, 2026**.

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
1 NW MLK Jr Blvd., Room 306
Evansville, IN 47708
Attention: Kory Kempf, Re: AHTF – 2225 Kathleen Ave

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)
- ✓ Equal Employment Opportunity Statement
- ✓ Indiana Legal Employment Declaration (E-Verify)
- ✓ Drug-Free Workplace Policy
- ✓ Non-Collusion Statement
- ✓ Certifications of Nonsegregated Facilities
- ✓ Conflict of Interest / Familial Disclosure Form
- ✓ Responsible Bidding Ordinance Form (RBO-5 & 6)
- ✓ 5% Bid Bond (B-3) & Indiana Bid Form 96 Revised 2013

**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

**CONTRACT AWARD**

It is **anticipated** a Contract will be awarded at the Affordable Housing Fund Advisory Committee meeting on Tuesday, April 14, 2026 around 3:30 pm CDT 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***

**BIDDER'S ITEMIZED PROPOSAL (B-1)**

**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: _____ 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 – 2225 Kathleen Ave

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

| Line Items – 2225 Kathleen Ave | | |
|---|---|---|
| **#** | **Line-Item Description** | **Line-Item Total** |
| 1 | | $ |
| 2 | | $ |
| 3 | | $ |
| 4 | | $ |

**TOTAL AMOUNT:** _____

**WRITTEN AMOUNT:** _____

**COMPANY:** _____

**BY:** _____ **TITLE:** _____

2225 Kathleen

1. On all roof sections 3/12 pitch or greater, remove existing roof down to the decking. Protect the attic from debris. Any new decking needed shall match the existing. Any new framing shall be to code. Recover the entire roof with the #30 felt paper and 25-year Tamko or equal asphalt seal down shingles. Install new metal starters, metal flashing, and counter flashing at all intersections and new plumbing vent boots. Install new Louver style roof vents in existing locations to match roof color. Assure the area around the home is free from debris as much as possible when complete. Owner to choose an in-stock roof color. Provide all necessary material to complete this work.

2. Remove the existing windows and storm windows. Install new vinyl replacement windows in home. The new windows are to be white double hung vinyl replacements. The new windows are to have ½ screens included. The new windows are to be American brand or equal in quality and warranty. Include all necessary framing, insulation & sealing to the interior & exterior and aluminum work for the new replacement windows. The new aluminum work to the exterior is to be white and sealed to eliminate water intrusion. The new bathroom window is to have frosted glass. Include all necessary materials to complete the project.

3. Install new white 5-inch seamless gutters on the home completely. Install all new white downspouts complete. Install all new 24' concrete splash blocks at all downspouts to assure water flows away from the foundation around the home. Assure all gutters around the home are free of debris and are flowing correctly. Provide all necessary material to complete this work.

4. Repair any loose or missing soffit & fascia around the home. Any new materials used are to match existing as close as possible and be applied in a secure manner to eliminate animal and water intrusion. Include all necessary materials to complete the project.

**2225 Kathleen Ave., Evansville, IN 47714**

**Scope of Service - Photos**

**2225 Kathleen Ave., Evansville, IN 47714**

**Scope of Service - Photos**

**2225 Kathleen Ave., Evansville, IN 47714**

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**Scope of Service - Photos**

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**Scope of Service - Photos**

**2225 Kathleen Ave., Evansville, IN 47714**

**Scope of Service - Photos**

**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:

# EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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 insure 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.

| | |
|---|---|
| _____ | _____ |
| Contractor Representative (Please Print) | Signed |
| _____ | _____ |
| Contractor Name | Telephone |
| _____ | _____ |
| Contractor Address | Date |

# 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**

# DRUG-FREE WORKPLACE POLICY

**1. GENERAL**

This section outlines the requirements for required random drug testing programs and contractor's licenses as provided for in Chapter 3.95.020-030 of the City of Evansville Municipal Code.

**2. RANDOM DRUG TESTING PLAN REQUIREMENTS (Contracts over $10,000)**

The Random Drug Testing Plan shall meet the following minimum requirements:

a. The contractor shall maintain a random drug testing program, and the program shall be reduced to writing:

b. The drug testing program shall contain at least a five (5) drug panel that tests for the following drugs: amphetamines, cocaine, opiates (92000 ng/ml). PCP and THC:

c. All employees of the contractor (working at, inspecting, or visiting the project site) are subject to at least annual testing, and at least one-twelfth (1/12th) of 25% of the employer's total workforce shall be selected randomly each month for testing; and

d. The random drug testing program operated by the contractor shall contain a progressive discipline component for employees who fail the drug test that meets at least the following minimum steps:

i. the first positive test shall result in a thirty (30) day period of ineligibility for work, and upon returning to work, one (1) year of unannounced follow-up testing;

ii. (b) a second positive test shall result in a ninety (90) day period of ineligibility for work, and upon returning to work, one (1) year of unannounced follow-up testing;

iii. (c) a third positive test shall result in a one (1) year period of ineligibility for work, and upon returning to work, one (1) year of unannounced follow-up testing; and

iv. (d) any subsequent positive test shall be treated the same as a third positive test.

At the discretion of the employer, the discipline issued above may include more severe discipline including, but not limited to, dismissal of the employee.

**3. LICENSE REQUIREMENT**

Each contractor submitting a bid or quote on a public work project to be awarded by a board, commission or agency of the City of Evansville and every subcontractor to be used on the project, shall be properly licensed to do the work by the Evansville-Vanderburgh County Building Commission Office at the time the bid or quote is opened. Any bid or quote by a contractor not so licensed or indicating the use of a subcontractor not so licensed, shall be rejected as non-responsive to the bid or quote request, or the bidder or quoter shall be determined to be a non-responsible bidder or quoter. It shall be the bidder's or quoter's responsibility to check with the Office of the Building Commissioner to make sure it has all necessary licenses to undertake the work called for in the bid or quote.

**4. SUBMITTAL**

Contractor shall submit a copy of the written random drug testing plan for the contractor and any proposed subcontractor(s) *with the bid*.

**5. PENALTY**

Failure to provide evidence of the contractor's random drug testing policy or program shall result in a rejection of the bid. Submitting false information concerning compliance with the requirements of the City Ordinance shall result in the rejection of the bid or cancellation of the contract if an award has been made prior to determining the information is false by the board, commission or agency. In such event, the contractor shall be paid only for the work done prior to cancellation of the contract.

**6. APPLICABILITY OF DRUG TESTING REQUIREMENT**

This section shall be applicable only to construction contracts where the cost of the contract is more than Ten Thousand Dollars.

# NON-COLLUSION STATEMENT

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC 4-2-6-10.5.**

_____

Signature

_____

Printed Name

_____

Title

_____

Company

# CERTIFICATIONS OF NONSEGREGATED FACILITIES

Contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification the term "segregated facilities" means any waiting rooms, work area, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certification from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

This certification must be included in the Bid, without alteration.

Date _____, 20 ____.

Address:

_____(SEAL) _____

_____(TITLE) _____

_____

# CONFLICT OF INTEREST / FAMILIAL DISCLOSURE FORM

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 interests 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(s): _____ Title: _____

Vendor/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 _____, 20_____.

My commission expires: _____

My County of residence: _____ County, State of _____

Notary Public: _____

Printed Name of Notary Public: _____

# RESPONSIBLE BIDDING ORDINANCE FORM

Municipal Code 3.95.040

Contractor agrees to abide by the responsible bidding practices and submission requirements outlined in Evansville Municipal Code (EMC) 3.95.040. All contractors proposing to submit bids on any City public works project estimated to be at least $150,000 or more must submit this statement, made under oath and subject to perjury laws.

Has the bidder previously submitted the items listed below and been "Prequalified" as a Responsible Bidder as related to EMC 3.95.040?

Yes _____ No _____

If yes, please attach a copy of your notification letter stating you have been prequalified.

If no, please submit the following items either prior to the bid opening or included with the sealed bid:

_____ (1.) Evidence from the Indiana Secretary of State showing bidder's company is in existence and current with the Indiana Secretary of State's Business Entity Reports, and eligible for a certificate of good standing.

_____ (2.) A list identifying all former business names

_____ (3.) List any determinations by a court or governmental agency for violations of Federal, State, or local laws, including, but not limited to, violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act ("OSHA"), or Federal Davis-Bacon and related Acts

_____ (4.) A statement on staffing capabilities, including labor sources from which labor will be derived on the public works project

_____ (5.) List all apprenticeship and training programs bidder utilizes applicable to the work to be performed on the public work project

_____ (6.) A written plan for employee drug testing that: (a) covers all employees of the bidder who will perform work on the public work project; and (b) meets, or exceeds, the requirements set forth in Evansville Municipal Code (EMC) 3.95.020 and IC 36-1-12-24

_____ (7.) List of bidder's project managers and superintendents, including name and description of each employee's management experience

_____ (8) Proof of any professional or trade license required by law and EMC 3.95.030 for any trade or specialty area in which bidder intends to seek a contract award; and disclosure or any suspension or revocation within the previous five years of any professional or trade license held by the company, or of any director, office or manager employed by the bidder

_____ (9) Evidence that the contractor is utilizing a surety company, which is on the United States Department of Treasury's listing of approved sureties

_____ (10) A written statement of any Federal, State, or local tax liens or tax delinquencies owed to any Federal, State, or local taxing body in the last five years

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned _____ as PRINCIPAL, and _____ as SURETY are held and firmly bound unto the BOARD OF PUBLIC WORKS of the City of Evansville, Indiana, in the penal sum of _____ dollars ($_____) lawful money of the United States for the payment of which sum and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the Accompanying Bid, dated_____, 20_____, for_____.

Now, therefore, the Principal shall not withdraw said Bid within the period specified therein after the opening of the same, or, if no period be specified, within thirty (30) days after the said opening, and shall within the period specified therefore, or if no period be specified, within ten (10) days after the prescribed forms are presented to him for signature, enter into a written Contract with the Board of Public Works, City of Evansville, in accordance with the Bid as accepted, and give bond with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such Contract; or in the event of the withdrawal of said Bid within the period specified, the Principal shall pay the Board of Public Works, City of Evansville, the difference between the amount specified in said Bid and the Amount for which the Board of Public Works may procure the required work or supplies or both, if the latter be in excess of the former, then the above obligation be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this _____ day of _____, 20 _____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

**PRINCIPAL:**

_____ Principal Name

_____ Principal (Seal)

_____

_____ Printed Name/Title

_____ Principal Address

Corporate Seal:

**SURETY:**

_____ Surety Name

_____ Surety (Seal)

_____

_____ Printed Name/Title

_____ Surety Address

_____ Attorney-In-Fact

_____ Printed Name/Title

Submit Power of Attorney Documentation when Applicable

# 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 I
*(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/ZIPcode:_____
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.

## ACCEPTANCE

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 36-1-12-4)*

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 | Expected 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.)*

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.

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.

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.

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.

## SECTION III CONTRACTOR'S FINANCIAL STATEMENT

Attachment of bidder's financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to the governing body awarding the contract must be specific enough in detail so that said governing body can make a proper determination of the bidder's capability for completing the project if awarded.

## SECTION IV CONTRACTOR'S NON – COLLUSION AFFIDAVIT

The undersigned bidder 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 him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He 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.

## SECTION V OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated at _____ this _____ day of _____, _____

_____
*(Name of Organization)*

By_____

_____
*(Title of Person Signing)*

## ACKNOWLEDGEMENT

STATE OF _____)
) ss
COUNTY OF_____)

Before me, a Notary Public, personally appeared the above-named _____ and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this _____ day of _____, _____.

_____
*Notary Public*

My Commission Expires:_____

County of Residence:_____

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

# BID OF

_____
*(Contractor)*

_____
*(Address)*

_____

# FOR

# PUBLIC WORKS PROJECTS

# OF

_____

_____

_____

_____

Filed _____, _____

_____

Action taken _____

_____

_____