

NOTICE TO BIDDERS

PROJECT BY THE INDIANA FINANCE AUTHORITY  
A MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PROGRAM

SEALED PROPOSALS FOR: **Bar Screen Replacement, Miami Correctional Facility**

Project No. : MCF 1406-18

Bids will be received by the Indiana Finance Authority, 302 West Washington Street, Room E024, Indianapolis, Indiana 46204, until **1:00 pm** (local time), on **June 18, 2014**. All bids will be publicly opened and read aloud in the appropriate bid room. The Authority reserves the right to reject any and all bids.

A pre-bid conference and site visit are scheduled for **10:00am**, on **June 3, 2014** at **Miami Correctional Facility**. Meet at the Maintenance Building located on the north side of Miami Correctional Facility west on the road by the water tower. Butler, Fairman & Seufert will conduct the pre-bid conference and site visit. Attendance at the pre-bid and site visit is mandatory for all bidders for this project.

Bidding documents will be available at the office of the Designer, Butler, Fairman & Seufert, 8450 Westfield Blvd, Suite 300, Indianapolis, IN 46240-8302, on or after **May 21, 2014**. There is a limit of two complete sets per prime bidder. A nonrefundable remittance of \$50.00 is required for access to the bidding documents. Payment shall be made by money order or check and shall be made payable to Butler, Fairman & Seufert, Inc.

The Indiana Finance Authority, in its commitment to minority business development and the mandate of the Governor's Commission of Minority Business Development (I.C. 4-13-16.5), adopts procedures for this project to assure participation of minority owned business enterprises in all appropriate phases of construction of this project. In accordance with 25 IAC 5 1-8, the respondent must submit within the proposal a Minority and Women's Business Enterprise participation plan. Failure to provide the minority and women's business participation plan at the time of proposal submission may result in the disqualification and rejection of the proposal. Please note that IDOA reserves the right to verify all information included on minority and women's business enterprise participation plans before making final determinations of the respondent's responsiveness.

Additionally, the plan must show that there are racial minority owned enterprises and women owned enterprises participating in the contract. The participation can be, but is not limited to, a subcontractor or second tier participation with common suppliers such as office supplies, courier services and/or janitorial services. The respondent submitting an offer must indicate the name of the racial and women owned firms that will participate in the award, a contact name and phone number, the service to be supplied and the specific dollar amount from this contact that will be directed toward each firm.

The respondent is expected to demonstrate a good faith effort to meet the participation goal of 7 % for minority participation and 5% for women owned business participation. A good faith effort consists of documenting the effort that was made to achieve the goal. Respondents are encouraged to contact and work with the Minority Business and Women's Enterprise Division of the Indiana Department of Administration to design a plan to meet established goals. The Minority Business and Women's Enterprise Division's website address is as follows: [www.in.gov/idoa/minority](http://www.in.gov/idoa/minority).

By submission of the proposal, the respondent thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority and Women's Business Enterprise

Program. Questions involving the regulations governing the minority and women's business enterprise participation plan should be directed to:

Minority Business and Women's Enterprise Division  
Indiana Department of Administration  
402 W. Washington St., Room W469  
Indianapolis, IN 46204  
(317) 233-6607

Questions concerning bidding procedures may be addressed to the Deputy Commissioner IDOA/IFA, 302 West Washington Street, Room E024, Indiana Government Center - South, Indianapolis, Indiana 46204, phone (317) 232-6795. Questions concerning the specifications, plans or remainder of the Bid Documents must be addressed in writing to Butler, Fairman & Seufert Inc. on the Request for Clarification Form (IFA-16) provided in the Bid Documents. The Request for Clarification Form must be received at the Butler, Fairman & Seufert offices no later than **5:00pm** (local time), on **June 9, 2014**.

All out-of-state corporations must have a certificate of authority to do business in the State, I.C. Title 23. Application forms may be obtained by contacting the Secretary of State at (317) 232-6576 or at the following website address: [www.in.gov/sos/business/](http://www.in.gov/sos/business/)

  
Brian Renner, Deputy Commissioner  
IDOA/IFA