

NOTICE TO BIDDERS

PROJECT BY THE INDIANA FINANCE AUTHORITY

A MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PROGRAM

BY STATE OF INDIANA FINANCE AUTHORITY CONSTRUCTION PROJECT ESTIMATED AT ONE HUNDRED FIFTY THOUSAND DOLLARS OR ABOVE

SEALED PROPOSALS FOR: Domestic Hot Water Heater Replacements, New Castle Correctional Facility, New Castle, Indiana

Project No.: **NCCF1002-14**

will be received by the Indiana Finance Authority, 302 West Washington Street, Room EO24, Indianapolis, Indiana 46204, from certified contractors holding a valid Certificate of Qualification with the Certification Board, in accordance with I.C. 4-13.6-4, until **1:31 pm** (local time), on **October 2, 2014**. All bids will be publicly opened and read aloud in the appropriate bid room. The Commission reserves the right to reject any and all bids.

The work scope consists of replacing approximately twenty four (24) gas fired domestic water heaters averaging 700 MBTU input each with new gas fired condensing water heaters in 12 buildings, new electrical feeds for the equipment, exhaust flue changes, natural gas piping connections and a solar thermal collection system on the minimum security building.

Bids shall be accepted only from bidders who hold a valid Certificate of Qualification* from the State Certification Board, Public Works Division, Department of Administration, according to I.C. 4-13.6 for the following classifications:

1711.00 Plumbing, Heating and Air Conditioning

Or

1711.01 Plumbing

For questions concerning certification, call the Executive Secretary of Certification Board, at (317) 232-3005.

A pre-bid conference and site visit are scheduled for **10:00 AM**, on **September 16, 2014**. Meet at the Maintenance Building located near the water towers at the New Castle Correctional Facility. Applied Engineering 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. The site visit will include entering the facility secured perimeter. Bidders need to pre-register attendees three days in advance of the pre-bid meeting. Participants are required to provide their company name, person name and driver's license number for pre-screening. The information provided will be checked with a photo ID at the time of the site visit. Cell phones, cameras, tools or weapons are not permitted inside the secured perimeter.

Bidding documents will be available at Applied Engineering Service, Inc. 9100 Keystone at the Crossing, Suite 200, Indianapolis, IN. 46240, the office of the Designer on **September 4, 2014**. A deposit of \$100.00 for each additional set of documents will be required. There is a limit of 2 complete sets per prime bidder. Upon return of documents the deposit will be refunded if the documents are returned within thirty (30) days of bid opening.

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.

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 Applied Engineering, Inc. on the Request for Clarification Form (IFA-16) provided in the Bid Documents. The Request for Clarification Form must be received at Applied Engineering no later than **5:00pm** (local time), on **September 25, 2014**. Fax or e-mail transmissions are acceptable. tanderson@applied-e-s.com or Fax: (317) 810-4140.

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/

Brian Renner, Deputy Commissioner
IDOA/IFA