

NOTICE TO BIDDERS

PROJECT BY THE INDIANA FINANCE AUTHORITY
A MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PROGRAM
BY STATE OF INDIANA DEPARTMENT OF ADMINISTRATION CONSTRUCTION PROJECT
ESTIMATED AT ONE HUNDRED FIFTY THOUSAND DOLLARS OR ABOVE

SEALED PROPOSALS FOR: **Wabash Valley Correctional Facility
Roof Repairs**

Project No.: **WVCF 1606-09**

will be received by the Indiana Finance Authority, 302 West Washington Street, Room E024, 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 p.m.** (Indianapolis time), on **July 7, 2016**. 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.

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:

1761.01 Membrane Roofing Work

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

A pre-bid conference and site visit walk-through is scheduled for **9:30 a.m.** (Indianapolis time), on **June 22, 2016**. Meet at the Administration Building reception area at Wabash Valley Correctional Facility, 6908 S. Old U.S. Hwy 41, Carlisle, IN. The Designer 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. Each person planning to attend the pre-bid conference and site visit shall submit the following information in writing, facsimile, or email to Mr. Greg Eaton no later than 3:00 p.m. (Indianapolis time) on Monday, June 20, 2016 for security clearance and gate release:

Person's full name (typed or printed) and Driver's license number
Company name, address, and telephone number
List of items that person will take with them into the Facility (i.e. camera, tape measure)
Note: cell phones are not permitted inside the Facility

Mr. Greg Eaton, Physical Plant Director
Wabash Valley Correctional Facility
6908 S. Old U.S. Hwy 41
Carlisle, IN 47838-0500
Tel: (812) 398-5050 x4701
Fax: (812) 398-5042
Email: geaton@doc.in.gov

Bidding documents will be available **June 10, 2016** and transmitted electronically in PDF format from the office of ARSEE Engineers, Inc., 9715 Kincaid Drive, Suite 100, Fishers, IN 46037 (Phone: 317.594.5152).

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 Brian Renner, Deputy Commissioner, IDOA/IFA, 302 West Washington Street, Room E024, Indiana Government Center - South, Indianapolis, Indiana 46204, Phone 317-232-2302. Questions concerning the specifications, plans or remainder of the Bid Documents must be addressed in writing to the Designer, ARSEE Engineers, on the Request for Clarification Form (IFA-16) provided in the Bid Documents. The Request for Clarification Form must be received at the office of ARSEE Engineers no later than **10:00 a.m.** (Indianapolis time), on **June 28, 2016**. The designer is Daniel Calabrese (Phone: 317-594-5152 x215, Fax: 317-594-9590).

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 E. Renner, Deputy Commissioner
IDOA/IFA