

BIDDING, CONTRACT DOCUMENTS, AND  
SPECIFICATIONS FOR

**NOBLE COUNTY HIGHWAY DEPARTMENT RENOVATION  
1118 E. MAIN ST. ALBION  
NOBLE COUNTY INDIANA  
46701**

March 27, 2026

Approved for Bidding  
April 13, 2026

Prepared by

American Structurepoint Inc.  
9025 River Road Suite 200  
Indianapolis, IN 46240

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**NOBLE COUNTY COMMISSIONERS**

GARY D. LEATHERMAN	PRESIDENT
ANITA F. HESS	VICE-PRESIDENT
GARY TIMMERMAN	MEMBER
ZACHARY S. SMITH	HIGHWAY ENGINEER
MICHELLE MAWHORTER	AUDITOR

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**ADVERTISEMENT TO BID**  
NOBLE COUNTY HIGHWAY DEPARTMENT RENOVATION  
1118 E. MAIN ST. ALBION  
NOBLE COUNTY INDIANA  
46701

Sealed bids are to be received in the Auditor's Office by 2:30 pm local time on **May 8, 2025**. Mail or deliver to the **Noble County Auditor, 109 N. York St., Albion, IN 46701**. Bids will be opened during the Commissioner's meeting in the Commissioner's Room at the **Noble County Annex, 109 N. York St., Albion, Indiana 46701** on **Monday, May 11, 2025 at 9:00 am EST**. Any bids received later than the above time will be returned unopened.

**DESCRIPTION OF WORK:** Work for which proposals are to be received includes the demolition, renovations and additions to the Noble County Highway Department building as described in the Drawings and Specifications.

**BID DOCUMENTS:** Plans and Specifications may be obtained from the Highway Department office located at 1118 E. Main Street, Albion, IN 46701 or from the county website at: <https://www.in.gov/counties/noble/offices/highway-department/>

Bidders shall assure that they have obtained complete sets of drawings and Contract Documents and shall assume the risk of any errors or omissions in the bids prepared in reliance on incomplete set of Contract Documents.

Bids shall be properly and completely executed on Bid Forms and in the order as identified and contained in the Contract Documents obtainable from the offices as stated above. Each bid shall be accompanied by a completely filled out Form No. 96 (latest revision) and acceptable Bid Security. Any bid not accompanied by the above-required items shall be deemed to be non-responsive bid.

No Bidder may withdraw his proposal within a period of 60 days following the date set for the receiving of bids. The Owner reserves the right to retain any and all bids for a period of not more than 60 days and said bid shall remain in full force and effect during said time. The Owner further reserves the right to waive informalities and to award the Contract to any Bidder all to the advantage of Noble County or to reject any and all bids.

**BID SECURITY:** Each bid shall be accompanied by an acceptable certified check made payable to the Noble County Board of Commissioners or an acceptable bid bond in the amount equal to 10% of the total bid price executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana and whose name appears on the current Treasury Department Circular 570.

**BONDS:** A Performance Bond and Payment Bond each in the amount of 100% of the Contract price will be required from the Contractor to whom the work is awarded.

**INDIANA REQUIREMENTS:** Standard Questionnaire Form 96 (latest revision), completely filled out and signed, including attachment of Contractor's Financial Statement as stipulated in Section III.

**COUNTY REQUIREMENTS:** A prevailing wage scale will not be required for this project.

**PRE-BID CONFERENCE:** No pre-bid conference is scheduled for the project.

**FOR THE BOARD OF COMMISSIONERS  
NOBLE COUNTY, INDIANA**

By: \_\_\_\_\_

Zachary S. Smith, P.E.  
Noble County Engineer

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**NOTICE TO BIDDERS**  
Noble County Board of Commissioners  
NOBLE COUNTY HIGHWAY DEPARTMENT RENOVATION

Notice is hereby given that sealed BIDS have been requested for the Noble County Highway Department Renovation Project. The bids will be opened and publicly read aloud at **9:00am EST, May 11, 2026** by the **Noble County Board of Commissioners**, hereafter, referred to as OWNER. Bids must be received in hand or delivered to **Noble County Auditor, 109 N. York Street, Albion, IN 46701** prior to **2:30pm EST, May 8, 2026**. Bids received after this time will be returned unopened. Each Bid must be enclosed in a sealed envelope bearing the division title and the name and address of Bidder.

The Contract Documents, consisting of Notice to Bidders, Bid Form, Suggested Form of Agreement, General Conditions, Supplementary Conditions, Technical Special Provisions, Reports & Permits may be examined at the following location(s):

**Noble County Highway Department**  
**1118 E. Main Street**  
**Albion, IN 46701**

**Or**

**<https://www.in.gov/counties/noble/offices/highway-department/>**

Each bidder is responsible for inspecting the Project site and for being thoroughly familiar with Contract Documents and Specifications. The failure or omission of any Bidder to do so shall in no way relieve any Bidder from any obligation with respect to the bid.

The work to be performed and the bid to be submitted shall include sufficient and proper sums for the construction, waste management, and disposal, labor, materials, permits, licenses, insurance, and all incidentals to and required for this construction project. All bids must be submitted on the bid forms as identified in the Contract Documents and Specifications.

Each proposal must be enclosed in a sealed envelope, bearing the title of the project, bid opening date and the name and address of the bidder firmly affixed. The Bid documents to be thus submitted by each bidder shall consist of all of the documents identified and provided under Bid Package Information. The bidder shall affix identifying tabs to the following sheets of each proposal:

- Bidder's Itemized Proposal & Declarations
- Bid Bond
- Standard Questionnaire & Financial Statement

Each individual proposal shall be accompanied by a certified check or acceptable Bidder's Bond, made payable to the Noble County Board of Commissioners, in a sum of not less than ten percent (10%) of the total amount of the proposal, which check or bond will be held by said Board of Commissioners as evidence that the bidder will, if awarded a contract, enter into the same with the OWNER upon notification from them to do so within ten days of said notification. Failure to execute the contract and to furnish a performance bond to the OWNER will be cause for forfeiture of the amount of money represented by the certified check, or bidder's bond, as liquidated damages. The OWNER at their discretion reserves the right

to waive any and all informalities in the bidding. All bids submitted shall be valid for 90 days from the opening of the bids. A conditional or qualified bid will not be accepted.

The OWNER reserves the right to ask for clarification for any bid submitted and reserves the right to reject any and all bids at their discretion. The specifications herein state the minimum requirements of the OWNER. It shall be the Bidder's responsibility to carefully examine each item of the specification. Any bid not in substantial compliance with these specifications will be rejected. It will be the responsibility of the Bidder to conform to the requirements unless deviations have been specifically cited by the Bidder and acceptance made on the basis of the exception. Contractor receiving award shall furnish an approved Performance Bond and Labor and Material Payment Bond in an amount at least equal to 100% of the contract amount and must be in full force and effect throughout the term of the construction project plus a period of twelve (12) months from the date of substantial completion. Bonds shall be furnished following notice of contract award.

Bids shall be properly and completely executed on bid forms included in the Specifications. Bids shall include all information requested by Indiana Form 96 included with the Specifications. Under Section III of Form 96, the Bidders shall submit a financial statement. The Owner may make such investigations as deemed necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request. The Owner reserved the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated herein.

# INSTRUCTIONS TO BIDDERS FOR CONSTRUCTION CONTRACT

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**(Page followed by copy of AIA A701-2018)**

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**BID PACKAGE INFORMATION**

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# 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.

# **BID FORM FOR CONSTRUCTION CONTRACT**

(Insert Section 00 41 00 here)

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**BID BOND (AIA A310 here)**

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## CHECKLIST FOR BIDDERS

This list is intended to assist in the preparation of the bid documents. It does not relieve the bidder of any responsibility regarding the examination, completion, and execution of the bid documents.

### BID

\_\_\_\_\_ Sign Bid and have notarized

### ITEMIZED BID

\_\_\_\_\_ Insert unit prices

\_\_\_\_\_ Compute amount for each bid item

\_\_\_\_\_ Compute total bid (show dollar amount and in words)

\_\_\_\_\_ Company Name

\_\_\_\_\_ Sign Itemized Bid and date

### CONTRACT

\_\_\_\_\_ Contractor's name and address

\_\_\_\_\_ Date of Contractor's bid

\_\_\_\_\_ Sign Contract (for second party) and have notarized

### ACKNOWLEDGEMENT OF ADDENDA

\_\_\_\_\_ Insert addendum number and acknowledge with signature and date for all addenda issued.

### FORM 96 (2013)

\_\_\_\_\_ Complete and attach to Bid

### FINANCIAL STATEMENT

\_\_\_\_\_ Complete and attach to Bid

### BID BOND

\_\_\_\_\_ Complete and attach to Bid

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**AWARD PACKAGE INFORMATION**

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**AWARD PACKAGE INFORMATION**

AIA A101 TO FOLLOW

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AIA A312 PERFORMANCE & PAYMENT BOND.....

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**AGREEMENT BETWEEN OWNER AND CONTRACTOR  
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**  
(AIA A101 to follow)

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# E-VERIFY AFFIDAVIT

\_\_\_\_\_, to comply with the requirements of Indiana Code 22-5-1.7-11, affirms under  
(Contractor)

the penalties of perjury that it does not knowingly employ an unauthorized alien.

The Contractor shall enroll in and verify the work eligibility status of all its newly hired employees through the Verify program as defined in IC 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees.

The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien.

The Contractor shall require its subconsultants, who perform work under this Contract, to certify to the Contractor that the subconsultant does not knowingly employ or contract with an unauthorized alien and that the subconsultant has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a sub-consultant.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

STATE OF \_\_\_\_\_ )

)SS:

COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public in and for said County and State, personally appeared

\_\_\_\_\_ as of \_\_\_\_\_,  
(Name) (Title) (Company)

who acknowledged the execution of the foregoing instrument, and who, having been duly sworn, stated that any representations therein contained are true.

WITNESS my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_ Printed: \_\_\_\_\_

County of Residence: \_\_\_\_\_

NOTARY PUBLIC

\_\_\_\_\_

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# HAZARDOUS MATERIALS STATEMENT

Per an agreement between \_\_\_\_\_(Contractor) and Noble County in which the Contractor has agreed to perform certain work on County property for an agreed fee or rate, the Contractor acknowledges that the County uses and/or produces various substances which may be classified as hazardous substances under OSHA's Hazard Communication Standard. The Contractor recognizes this use of hazardous substances by the County and acknowledges notification that a chemical inventory and the accompanying Material Safety Data Sheets are on file in each department within Noble County government.

It is the Contractor's responsibility to inform his employees of the described hazardous substances and protective measures suggested by the County. It is the Contractor's further sole responsibility to ensure that Contractor's employees observe protective measures during the performance of their duties, which are at least as stringent as the protective measures suggested by the County.

The Contractor agrees that, in the event that he shall be required to bring any hazardous substances onto County property during the performance of its job, he shall notify the Noble County Engineering Department in advance and suggest to the County the appropriate protective measures to be observed by County employees.

Noble County specifically reserves the right to interrupt or terminate the Contractor's work if the Contractor should fail in whole or in part to comply with these terms and the Contractor shall be prohibited from renewing such work in progress until all applicable safety and health procedures are implemented.

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

CONTRACTOR

NOBLE COUNTY COMMISSIONERS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Gary D. Leatherman, President

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Anita F. Hess, Vice-President

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Gary Timmerman, Commissioner

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**PERFORMANCE BOND**

**&**

**PAYMENT BOND**

**(AIA A312 attached here)**

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**STANDARD GENERAL CONDITIONS  
OF THE CONSTRUCTION CONTRACT**

Insert AIA A201 (2017)

**SUPPLEMENTARY CONDITIONS**

(if used, 00 73 00 Supplementary Conditions)

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**NOBLE COUNTY HIGHWAY DEPT. STRUCTURAL ASSESSMENT**

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## **SPECIAL PROVISIONS**

## PERMITS