

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: Medium Housing Unit P RTU Replacement at Miami Correctional Facility, Bunker Hill, Indiana**

Project No.: MCF 52010-0324-15700- P-House

Bids will be received by the Indiana Finance Authority Attn: Brian Renner, 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 pm** (local time), on **March 5<sup>th</sup>, 2024**. All bids will be publicly opened and read aloud in a virtual meeting which all bidders will be invited. The Commission reserves the right to reject any and all bids.

1. *Bids must be pdf of complete bid package documents and all required documents. PDF's must be secured so that adjustments cannot be made.*
2. *Email subject must contain "Bid for (project number & name) – due (date & time)"*
3. *Bids can only be sent to the IDOA Deputy Commissioner, Brian Renner at [brenner@idoa.in.gov](mailto:brenner@idoa.in.gov), no cc to anyone or bid may be rejected.*
4. *The IDOA Deputy Commissioner will hold all bid submissions as unread until after bid time has passed. Following verification of Certification we will hold public opening via Teams®.*

The work scope consists of replacing the Medium Housing Unit P rooftop HVAC equipment and fans and upgrading the smoke evacuation system to current code. The construction work includes all equipment, crane lifts, piping, insulation, controls, and electrical work to provide a complete and operable system.

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:

**1711.02 Heating, Ventilating and Air Conditioning**

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

A virtual pre-bid conference is scheduled for **10:00 AM**, on **February 25<sup>th</sup>, 2024**. The meeting will be scheduled on Teams®. Applied Engineering will conduct the pre-bid conference.

The contractors are **highly encouraged** to visit the site before supplying a bid. The work area is located inside the correctional facility security fence. Coordinate site visits through the Physical Plant Director. Contact information is below. A security may be required to gain access. Be prepared to supply the following information for the individual visiting the site.

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. Gene Cooper, Physical Plant Director  
Miami Correctional Facility  
3038 West 850 South  
Bunker Hill, IN 46914  
Tel: 765-689-8920 ext. 5397  
Email: [GeneCooper@idoc.IN.gov](mailto:GeneCooper@idoc.IN.gov)

Bidding documents will be distributed by Applied Engineering Service, Inc. 5975 Castle Creek Pkwy N Dr, Suite 300, Indianapolis, IN. 46250, the office of the Designer on **February 1<sup>st</sup>, 2024**. An electronic copy of the bid documents will be provided to prime contractors free of charge. A deposit of \$100.00 will be required for a paper set of documents. 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](http://www.in.gov/idoa/minority).

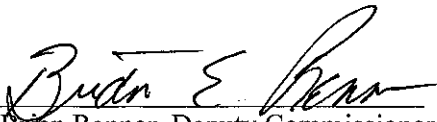
By submission of the proposal, the respondent thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority and Women's Business Enterprise Program. Questions involving the regulations governing the minority and women's business enterprise participation 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 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 **5:00 PM** (local time), on **February 27<sup>th</sup>, 2024**. Fax or e-mail transmissions are acceptable. [tanderson@applied-e-s.com](mailto:tanderson@applied-e-s.com) : (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/](http://www.in.gov/sos/business/)



Brian Renner, Deputy Commissioner  
IDOA/IFA