

Sample Invitation for Bids Publication

Instructions for using this sample IFB Publication as a template:

- The sample text included inside the brackets is **illustrative only and must be customized**.
- **Replace all bracketed text** with information relevant to your community, project, and requested services (e.g., replacing “[Town of Americana, Flag County]” with “City of Constitution, Eagle County”).
- Pay particular attention to the **“Summary of Project Scope”** section, as most of the text will need to be replaced with information specific to your project.
- Remove all instructions, bracketed notes, and placeholder text prior to publication.

INVITATION FOR BIDS (IFB) TOWN OF AMERICANA, INDIANA

The [Town of Americana, Flag County], Indiana, by and through its [Town Council] (the “Owner”), will receive sealed bids for the construction of the [Division A and B Waterworks Project]. This project is expected to be funded in part by the Indiana Office of Community and Rural Affairs (OCRA) through the State Community Development Block Grant (CDBG) program.

The Owner is an Equal Opportunity Employer. Consistent with 2 CFR 200.321, all qualified firms, including small, minority-owned, women-owned, and veteran-owned enterprises, are encouraged to participate.

All bids must be submitted in a sealed envelope clearly marked with the project title and the bidder’s name and address and must be received by the Owner no later than [5:00 P.M.] (Local Time) on [May 1, 2026]. Bids received as specified above will be publicly opened and read aloud at the public meeting on [May 30, 2026] at [7:00 P.M.] at [Americana Town Hall, 123 Main St., Americana, Indiana]. Late submissions will not be accepted and will be returned unopened.

Bids may be withdrawn prior to the scheduled bid opening time, as adjusted by any authorized postponement. After bid opening begins, no bid may be withdrawn for at least ninety (90) days.

A pre-bid meeting will be held on [April 15, 2026] at [11:00 A.M.] (Local Time) at [the Americana Town Hall].

Questions or accommodation requests (including accessibility modifications or language assistance) must be submitted to [John Smith] between [9:00 A.M.] and [5:00 P.M.] (Local Time) at [(317) 555-1234] or at [jsmith@americanatown.net] no later than [April 15, 2026].

Summary of Project Scope

[The project will be constructed in two (2) contract divisions, as follows:]

- **[Division A – Distribution System Improvements:** Division A consists of the replacement of existing water lines with a new 6" water main within the Town limits. This work includes all looping connections, cross-connections, hydrants, valves, and appurtenances.]
- **[Division B – New 500 GPM Production Well:** Division B consists of the installation and development of a new 500 gpm raw water production well, chlorine feed system, and all necessary valves, appurtenances, and equipment.]

Project Plans, Specifications, and Contract Documents are available at:

- [XYS Engineering, 333 Smith Rd., Indianapolis, IN 46XXX]
- [Town of Americana, 123 Main St., Americana, IN 46XXX]
- [www.townofamericanaindiana.gov]

Each bidder is responsible for reviewing the project site(s) and the Contract Documents and Specifications. Any failure to do so does not relieve the bidder of any obligations related to its bid.

Bid Contents

Each bid must include:

- Proper and complete execution of all forms provided in the Contract Documents and Specifications, along with all required supporting documents.
- A bid amount sufficient to cover all labor, materials, permits, licenses, insurance, and all other incidentals required for full and proper completion of the work.
- A certified check or acceptable bidder's bond payable to the Owner in an amount not less than five percent (5%) of the highest aggregate bid, which shall be held by the Owner as a guarantee of the awarded bidder's contract execution within ten (10) days of notice of award.

Award of Contract

The Owner may investigate a bidder's qualifications, including experience, personnel, equipment, financial capacity, and past performance, as necessary to determine the bidder's ability to perform the work. The bidder shall provide the Owner with any information requested for this evaluation. The Owner may reject any bid if the bidder is deemed unqualified to fulfill the obligations of the contract.

The Owner reserves the right to accept or reject any or all bids, waive informalities, and award any combination of bids that is most advantageous. Conditional or qualified bids will not be accepted.

The contract will be awarded to the lowest, responsive, responsible bidder.

Approved performance and payment bonds in the amount of 100% of the contract price, executed by a surety authorized to do business in the State of Indiana, will be required at contract execution to guarantee faithful and proper performance of the work and payment of subcontractors, laborers, and suppliers. The bonds must remain in full force and effect throughout the contract term and for twelve (12) months after the date of substantial completion.

Contract Requirements

Contracts awarded under this IFB will be subject to all applicable OCRA, state, and federal requirements, including but not limited to:

- **Administrative Provisions:** Uniform Administrative Requirements (2 CFR Part 200); Record Retention and Access (2 CFR 200.334; 2 CFR 200.337); Conflict of Interest (24 CFR 570.489(g)–(h)); Procurement (2 CFR 200.317–327; IC 5-22; IC 36-1-12).
- **Debarment and Suspension:** Executive Order 12549; HUD Handbook 1344.1 REV-3, Chapter 5-5; Registration and eligibility verification via SAM.gov.
- **Labor Standards:** Davis–Bacon and Related Acts (29 CFR Part 5); Copeland Anti-Kickback Act (29 CFR Part 3); Contract Work Hours and Safety Standards Act (29 CFR Part 5). Wage rates shall not be less than those published by U.S. Department of Labor.
- **Civil Rights/Nondiscrimination:** Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Certification of Non-Segregated Facilities; Architectural Barriers Act; Americans with Disabilities Act; Executive Order 11063.
- **Economic Opportunity:** Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 75); 2 CFR 200.321.
- **Domestic Preferences:** 2 CFR 200.322; Build America, Buy America Act (2 CFR Part 184; FR 17001; OMB M-24-02; HUD CPD-25-01).

Federal Funding Notice

Contracts awarded under this IFB are expected to be funded in part by the State CDBG program, as administered by OCRA. Neither the United States nor any of its departments, agencies, or employees is or will be a party to this IFB or any resulting contract.