

NOTICE TO BIDDERS

Notice is hereby given by the City of Huntingburg, 508 E 4th St, Huntingburg, IN 47542 that sealed bids for the Roof Replacement Project at the Huntingburg Street Department located at 415 W 19th St, Huntingburg, IN 47542 will be received. Bids may be submitted to Huntingburg City Hall, 508 E 4th St, Huntingburg, IN 47542 up to 9:00 a.m. EDT on Monday, May 4, 2026. Bids shall be delivered in a sealed envelope addressed to: City of Huntingburg, Attn: Clerk-Treasurer's Office, 508 E 4th St, Huntingburg, IN 47542, "Bid for Huntingburg Street Department Roof Replacement". The envelope is to be marked with the name and address of the bidder. Bids must be filled in ink or typewritten. Bids will be publicly opened and read aloud in the City Hall Council Chambers at 9:00 a.m. EDT on Monday, May 4, 2026. Any bids received later than the above time will be returned unopened.

The work consists of roof replacement and improvements and other miscellaneous work as called for in the plans and specifications.

Project location is at 415 W 19th St, Huntingburg, Indiana 47542.

A combined bid as listed below and called for in the specifications is to be submitted on the State Board of Accounts Form #96, Bid for Public Works. This form must be filled out in its entirety and notarized. Also, to be submitted is the form "Work Schedule and Addendum Acknowledgement."

Base Bid #1 – A combined bid for all trades of work as shown on the plans and called for in the specifications shall be submitted on the State Board of Accounts Form #96, Bid for Public Works, with Work Schedule, Addendum Acknowledgement and Alternate Bid Sums Form provided in the specifications.

Each bidder must file with their sealed bid, a bid bond or certified check in the amount equal to five percent (5%) of the total bid, said bond provided by an insurance company authorized to do business in the State of Indiana, payable to City of Huntingburg, Huntingburg, Indiana. The above bond or check is to ensure the execution of the contract on which such bid is made.

The contractor to whom the work is awarded will be required to furnish, before commencing work, performance and payment bonds in an amount equal to the bid price of the contract awarded to said contractor. Cost of said bond shall be included in the bid.

Contractors shall also provide certificates of all insurance required in the specifications.

A pre-bid conference will be held on Tuesday, April 28, 2026, at 10:00 a.m. EDT at the Huntingburg Street Department located at 415 W 19th St, Huntingburg, IN 47542.

No bidder may withdraw their bid for a period of sixty (60) days following the date set for the receiving of bids. The Owner reserves the right to retain any and all bids for this period and said bids shall remain in full force and effect during said time. The Owner further reserves the right to waive informalities, and the right to reject any and all bids.

The following **fully executed documents** shall be submitted with the bid:

- a. State Board of Accounts Form #96, Bid for Public Works including non-collusion affidavit with Work Schedule, Addendum Acknowledgement, and Alternate Bid Sums Form.
- b. 5% Bid Bond or Certified Check.
- c. Certified financial statement containing the information required in Form 96.
- d. List of similar past projects.
- e. List of sub-contractors that the contractor proposes to use on this project.

Award will be made to the low, responsive, responsible bidder based on the total of the base bid amount and any alternate bids accepted. The low, responsive, responsible bidder must be approved by the City of Huntingburg. In determining the "lowest responsive, responsible bidder" the following will be consider:

- The prices contained in the bid;
- The ability, capacity and skill of the bidder to perform the contract or provide the service required;
- Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- The quality of performance of previous contract of services, including, but not limited to Public Works contracts;
- The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
- The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- The quality, availability and adaptability of the commodities or services to the particular use required;
- The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- The number and scope of conditions attached to the bid.

The plans and specifications are on file and may be examined at the following locations: City of Huntingburg City Hall, Clerk Treasurer's Office, 508 E 4th St, Huntingburg, IN 47542

The Plans and Specifications together with all other necessary forms and documents for bidders may be obtained from Universal Design Associates, Inc., at 910 Main St, Ferdinand, Indiana by depositing One Hundred Dollars (\$100.00) per set, in the form of check payable to Universal Design Associates, Inc.

All questions relating to the plans and specifications shall be addressed to Universal Design Associates, Inc., Ferdinand, Indiana – Phone: (812) 367-2831.

Contractors shall not include sales tax in their bids. Owner is exempt from sales tax. Owner will provide tax-exempt certificate.

A No-Lien Affidavit, fully executed and notarized, shall be submitted with each monthly application for payment.

Contractor and subcontractors shall agree to the Non-Discrimination Clause.

Contractor and subcontractors shall maintain a drug-free workplace.

City of Huntingburg, Indiana
508 E 4th St, Huntingburg, IN 47542
M. Neil Elkins, Mayor