SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

FORM OF INSTRUCTIONS TO BIDDERS

1.1 THE INSTRUCTIONS IN THIS DOCUMENT AMEND OR SUPPLEMENT THE INSTRUCTIONS TO BIDDERS AND OTHER PROVISIONS OF THE BIDDING AND CONTRACT DOCUMENTS.

1.2 DOCUMENT INCLUDES

A. Invitation
   1. Bid Submission
   2. Intent
   3. Work Identified in Contract Documents

B. Bid Documents and Contract Documents
   1. Definitions
   2. Contract Documents Identification
   3. Availability

C. Site Assessment
   1. Site Examination
   2. Prebid Conference

D. Bid Enclosures/Requirements
   1. Agreement to Bond
   2. Insurance
   3. Bid Form Requirements
   4. Bid Form Signature
   5. Additional Bid Information

E. Offer Acceptance/Rejection
   1. Acceptance of Offer

INVITATION

2.1 BID SUBMISSION

A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at Pulaski County Justice Center, First Floor Sheriff Office Suite, 110 East Meridian St, Winamac, IN before 2:00 p.m. local standard time on December 14, 2026

B. Offers will be opened at 5:00 p.m. on the 14th day of December, at the Board of Commissioners scheduled joint session in room 201 of the Pulaski County Courthouse, 112 East Main Street, Winamac, IN.

C. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

2.2 INTENT

A. The intent of this Bid request is to obtain an offer to perform work to complete project named Pulaski County Shower Stall Replacement for a Stipulated Sum contract, in accordance with Contract Documents.

2.3 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

A. Work of this proposed Contract comprises of renovation, including general construction, mechanical, electrical, and plumbing Work.

B. Project Location:
110 East Meridian St.
Winamac, Indiana46996.

2.4 CONTRACT TIME

A. Owner requires that under the work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids. Negotiate the construction schedule with the owner after the award of the project.

B. Due to the nature of the facility, this project will need to be phased. One cell block (inclusive of first and second floors) will be made available to contractors for renovation at any given time. The work included in the contracts documents will need to be fully completed in the four shower stalls in a given cell block prior to beginning any construction work in the next cell block. The scheduling of cell block construction will need to be carefully coordinated with the owner.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.1 DEFINITIONS

A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, Information Available to Bidders, Bid Form 96 identified.

B. Bid, Offer, or Bidding: Act of submitting an offer under seal.

C. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.2 CONTRACT DOCUMENTS IDENTIFICATION

A. Contract Documents are identified as Architect's Project Number IN26034, as prepared by Luminaut and RE Dimond and with contents as identified in the Table of Contents.

3.3 AVAILABILITY

A. Bid documents may be obtained on Pulaski County's website at:
http://www.pulaskionline.org/jailshowerproject

B. Bid documents may be obtained at Eastern Engineering Supply, Inc, 9901 Allisonville Rd, Fishers, IN.
1. website: www.easternengineering.com

C. Cost Associated with digital and printed plans and specifications obtained from Eastern Engineering Supply, Inc are and will be incurred at the expense of the Bidder and are non-refundable.

D. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.4 EXAMINATION

A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.

B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.5 INQUIRIES/ADDENDA

A. Direct project questions to the project architect Matt Ireton, Luminaut, email; mireton@luminaut.com or the owner's representative, Nathan Origer, Pulaski County Economic Development Director, email: nporiger@pulaskionline.org

B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.

C. Verbal answers are not binding on any party.

D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients and owner.

SITE ASSESSMENT

4.1 PREBID CONFERENCE

A. A bidders conference has been scheduled for 2:00 p.m. on the 23rd day of November at the location of Pulaski County Justice Center. The address is: 110 East Meridian St, Winamac, IN 46996. Meet in the first floor Justice Center Lobby prior to Pulaski County providing access for the jail shower stalls.

B. All general contract bidders and suppliers are invited.

C. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

D. In a bidding general contractor or subcontractor is not able to attend the prebid conference, please coordinate a separate date and time with the owner to examine the site.

QUALIFICATIONS

5.1 SUBCONTRACTORS/SUPPLIERS/OTHERS

A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

B. Refer to General Conditions.

BID SUBMISSION

6.1 SUBMISSION PROCEDURE

A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

B. Physical Document Submissons:
   1. Submit one copy of executed offer, signed and sealed, on Bid Forms provided. Use an opaque envelope, including required security, clearly identified with bidder's name, project name, and Owner's name on the outside.

C. Pursuant to *I.C.* §36-1-12-4(b)(6), all submitted packets shall include bids containing a proposed plan for completing the work and sufficient and proper sums for all labor, materials, permits, licenses, insurance, bonds, and so forth incidental to and required for the construction of the facilities; a financial statement on forms prescribed by the Indiana State Board of Accounts; a statement of experience; and the equipment that the bidder has available to perform the project work. Each packet shall also include an affidavit as required by and including the assurances set forth in *I.C.* §36-1-12-4(b)(12). Pursuant to *I.C.* §36-1-12-24, the selected contractor must be able to provide evidence that an employee drug-testing program was in effect and active at the time of bid submission.

D. Pursuant to *I.C.* §36-1-12-4.5, each bid shall be accompanied by a certified check or acceptable bidder’s bond made payable to the Pulaski County Treasurer and in the amount of 10 percent of the total bid, which check or bond will be held by the Owner as evidence that the bidder will, if awarded the contract, enter into the same with the Owner upon notification from them to do so within ninety (90) days of said notification.

E. All applicable laws — I.C. 5-16-13, 5-16-6, 8-23-10, and 36-1-12, and the rules and regulations of all authorities having jurisdiction over construction of the project — shall apply to the project throughout. Each bidder is responsible for inspecting the Project site and for reading and being thoroughly familiar with the Contract Documents and Specifications. The failure or omission of any bidder to do any of the foregoing shall in no way relieve any bidder from any obligation with respect to its bid.

F. Attention is called to the antidiscrimination provisions established in *I.*C. 5-16-13 as required by *I.C.* 36-1-12-15.

G. Improperly completed information or irregularities in bid bond may be cause to reject and declare the bid invalid or informal.

H. An abstract summary of submitted bids will be made available to all bidders following bid opening.

6.2 BID INELIGIBILITY

A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.

B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.

C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.1 SECURITY DEPOSIT

A. Bids shall be accompanied by a security deposit as follows:
   1. Bid Bond of a sum no less than 10 percent of the Bid Amount.

B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.

C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.

D. Include the cost of bid security in the Bid Amount.

E. If no contract is awarded, all security deposits will be returned.

7.2 INSURANCE

A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.3 BID FORM REQUIREMENTS

A. Complete all requested information in the Bid Form, Alternate Form, Unit Cost Form and Appendices. Form 96 (Part I and II) Bidders Statement of Experience included and Non Collusion Affidavit - FIll out supplied form completely and notarize.

B. Include a proposed project schedule that clearly outlines how the work in each cell block could potentially be sequenced.

7.4 BID FORM SIGNATURE

A. The Bid Form shall be signed by the bidder, as follows:
   1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
   2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
   3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.

7.5 ADDITIONAL BID INFORMATION

A. The lowest reasponsible bidder will be requested to complete the Supplements To Bid Forms within 24 hours after submission of bids.

B. Submit the following Supplements concurrent with bid submission:
   1. Financial Statement - Provide documentation (no form included) of company financial health.

2. Proof of Plumbing License - Provide copy of current Plumbing license for Stae of Indiana.
3. Company W-9 Form - Provide a copy of the W-9 form.
4. Certificate of Insurance - Provide a copy of a one-page document from your insurer proving you have required coverages (like General Liability, Workers' Comp) with specified limits.
5. Document 00 43 27 - Separate Prices Break-Out Form: Include a listing of separate prices as specifically requested in the Contract Documents.

7.6 SELECTION AND AWARD OF ALTERNATES

A. Bids will be evaluated on the base bid price. After determination of a successful bidder, consideration will be given to Alternates and bid price adjustments.

OFFER ACCEPTANCE/REJECTION

8.1 DURATION OF OFFER

A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

8.2 BID OPENING

A. The Board of Commissioners will open all bids during their regularly scheduled joint session with the Pulaski County Council at 5:00 P.M. E.S.T. on Monday, December 14, 2026 at the Pulaski County Courthouse, 112 E Main Street, Winamac, IN 46996

8.3 ACCEPTANCE OF OFFER

A. The Owner reserves the right to award the Project to the lowest responsible and responsive bidder or to reject all submitted bids; the Owner's determination of responsiveness and responsibility shall be made in accordance with *I.C.* §36-1-12-4(b)(10) and §36-1-12-4(b)(11). Pursuant to *I.C.* §36-1-12-6, the Owner shall award the contract and provide the successful bidder with written notice to proceed within 60 days after bid opening.

B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

C. Pursuant to and in accordance with *I.C.* §36-1-2-13.1 and §36-1-2-14, approved payment and performance bonds guaranteeing faithful and proper performance of the work and materials and payment therefor, to be executed by an acceptable surety company, will be required of the contractor at the time of contract execution. The bonds will be in the amount of 100% of the Contract Price and must be in full force and effect throughout the term of the Construction Contract plus a period of twelve (12) months from the date of substantial completion.

END OF SECTION 00 21 13