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## NOTICE TO BIDDERS

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1. The Housing Authority of the City of Elkhart, Indiana will receive sealed Bids in its offices at 1396 Benham Avenue, Elkhart, Indiana 46516, until the hour of 2:00 p.m. local time, February 6, 2020. A public bid opening will occur at that time. Any bid received after the above designated time will be returned unopened. The work shall be performed as per Plans and Specifications prepared by Forum Architects, LLC, 415 Lincolnway East, Mishawaka, Indiana, and Bids are desired for Washington Gardens Roof Replacements – Phase 2 (Project IN0262-20-1), in Elkhart, IN.
2. Work includes the removal and replacement of existing asphalt shingles, ridge vents, underlayment and drip edges, with the installation of new asphalt shingles, ridge vents, underlayment and drip edges for residential buildings type D. Leaf screens will be installed at all existing gutters and conductor heads (to remain) for each of the reroofed residential buildings. Additional work may be required for the removal and replacement of water damaged plywood roof sheathing, with the installation of new plywood roof sheathing during the reroofing of the type D residential buildings. Proposals shall be properly and completely executed on the forms provided in these Specifications.
3. Each Proposal also shall be accompanied by an acceptable certified check or cashier's check made payable to the order of the Housing Authority of the City of Elkhart, Indiana or acceptable Bidder's Bond for an amount of not less than 5% of the amount of the Proposals, which check or Bond shall be forfeited in case of failure of any Bidder to enter into the contract price, after notification of the acceptance of his Proposal.
4. All Bids must be accompanied by a signed copy of the "Statement of Bidder's Qualifications/Affirmative Action in the form set forth in the Specifications. All prime Contractors submitting Bids on the Project shall encourage qualified minority subcontractors to perform any portion of the Work in the Project which is not performed by the Contractor's own forces. All bidders shall comply with HUD Section 3 Clause of regulation 24 C.F.R. part 135, with preference given to Certified Section 3 Bidders as outlined in the Project Specifications. Bidders must submit written evidence that quotations have been solicited from qualified Section 3 minority subcontractors at the time Bidder submits its Bid to the Housing Authority of the City of Elkhart, Indiana, for all portions of the Work in the Project which the Bidder is not proposing to perform with its own forces.
5. Said Housing Authority of the City of Elkhart, Indiana is not obligated to accept the lowest or any other Bid submitted and reserves the right to reject any and all Proposals, to waive informalities in any Proposal if it shall be in the judgment of the Housing Authority of the City of Elkhart so to do and to defer the acceptance or rejection until the financial arrangements for said Project are completed.
6. Plans and Specifications may be obtained from Forum Architects, LLC, 415 Lincolnway East, Mishawaka, Indiana, on or after January 17, 2020. Deposits to be made out to Housing Authority of the City of Elkhart in the amount of Fifty Dollars (\$50.00) will be required of Prime Contractors for each set of Drawings and Specifications taken up to a maximum of (3) three sets, which amount shall be returned in full in case the following two conditions are complied with:

1. The return of Drawings and Specifications within ten (10) days after the date of receiving Bids and
  2. The Drawings and Specifications are in usable condition as determined by the Architect. Should any Bidder fail in the observance of EITHER CONDITION he shall forfeit the FULL AMOUNT of his deposit.
7. A Pre-Bid Meeting will be held January 28, 2020 at 11:00 a.m. (local time) at the Housing Authority of the City of Elkhart offices. Site visits that are necessary after this date will be by appointment only and should be made through the Housing Authority of the City of Elkhart, IN by contacting Mr. Mitchell Craven, Director of Comprehensive Improvements at 574-295-8392.
8. Contractors awarded work shall furnish an acceptable Performance Bond and Payment Bond, in an amount equal to 100% of the Contract Price which form Contract and Bond shall conform to the forms prescribed by the State Board of Accounts.

Instructions to Bidders, Plans, and Specifications including General Conditions are on file at:

1. Forum Architects, LLC  
415 Lincolnway East  
Mishawaka, Indiana 46544
2. Housing Authority of the City of Elkhart  
1396 Benham Avenue  
Elkhart, Indiana 46516  
[www.ehai.org/open-public-bids.html](http://www.ehai.org/open-public-bids.html)
3. MACIAF  
3215-A Sugar Maple Court  
South Bend, Indiana 46628

Advertise Dates:

Friday, January 17, 2020  
Friday, January 24, 2020