



CITY OF SOUTH BEND  
DIVERSITY PURCHASING & DEVELOPMENT  
2016 ANNUAL PARTICIPATION PROGRAM  
REPORT

January 18, 2017

*City of South Bend*

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## 2016 ANNUAL PARTICIPATION PROGRAM REPORT

### **EXECUTIVE SUMMARY**

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This 2016 Annual Participation Program Report is filed January 18, 2017 with the City of South Bend Common Council, with copies submitted to Mayor Pete Buttigieg, the City Controller and M/WBE Utilization Board in conformance with the City's Minority and Women Business Enterprise Diversity Development Program, established by Ordinance No. 10081-11 and adopted, April 23, 2011.

The Diversity Development Program in its sixth year of operation has continued to work towards building a strong and sustainable purchasing program that continually provides equal opportunities and inclusion to local and regional M/WBE Business Enterprises. The Diversity Utilization Board along with the Diversity, Inclusion & Compliance Officer, and Purchasing Manager, and the Administration and Finance team are the groups primarily accountable for the operation and management of the program; thus, activities as mandated by the ordinance are included in this report.

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**2016 INTERNAL PROGRAM ACTIVITY**

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- Hired Christina Brooks, Diversity and Inclusion, Compliance Officer May 2, 2016.
- Retained top national consultant to review and audit diversity purchasing program.
- In process of Appointing new Diversity Utilization Board (DUB) for a two year term.

**2016 EXTERNAL PROGRAM ACTIVITY**

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- Co-Sponsored the North Central Indiana Business Conference: A Season to Grow M/WBE Certification Spring Workshop at St Mary's College in collaboration with the Indiana Department of Administration.
- Created partnership with Latin American Chamber of Commerce to spur small local business growth especially for gender and ethnically underrepresented business owners and help them navigate how to do business with the City as a contractor.
- Maintained memberships in the Indiana Minority Supplier Development Council (IMSDC) and the Women's Business Enterprise National Council (WBENC). Both organizations are dedicated to advancing the success of certified M/WBEs. They provide many resources to members, including online databases with profiles of certified minority and women owned businesses. They also are certifying agencies. Education and training resources are available.
- Voluntarily subscribed to diversity supplier newsletters and other related media type that offers education information.

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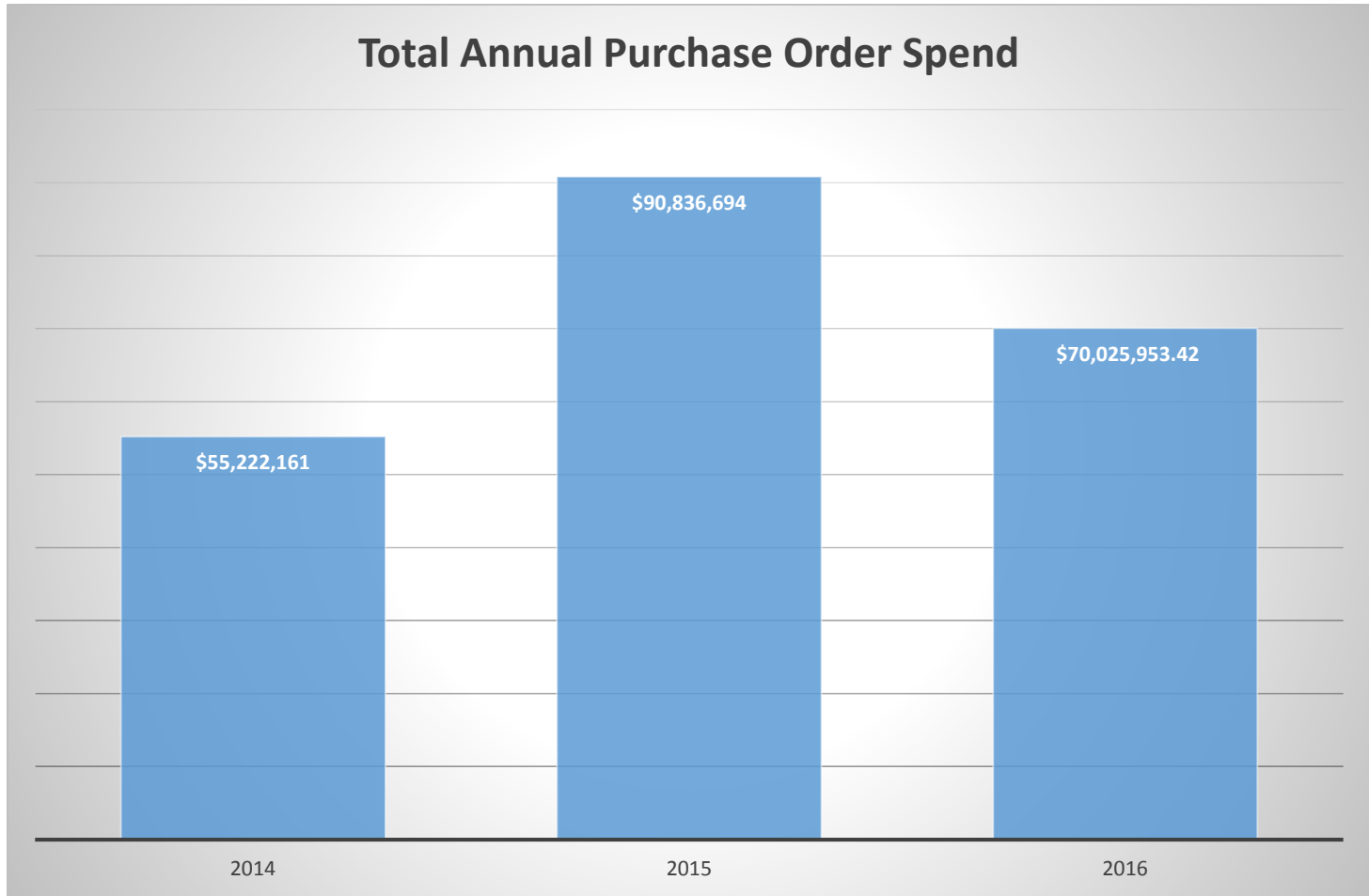
CHART 1: THREE YEAR COMPARISON-TOTAL PURCHASE ORDERS FOR FISCAL YEAR



Source: Naviline Purchasing Reports 2014, 2015, 2016

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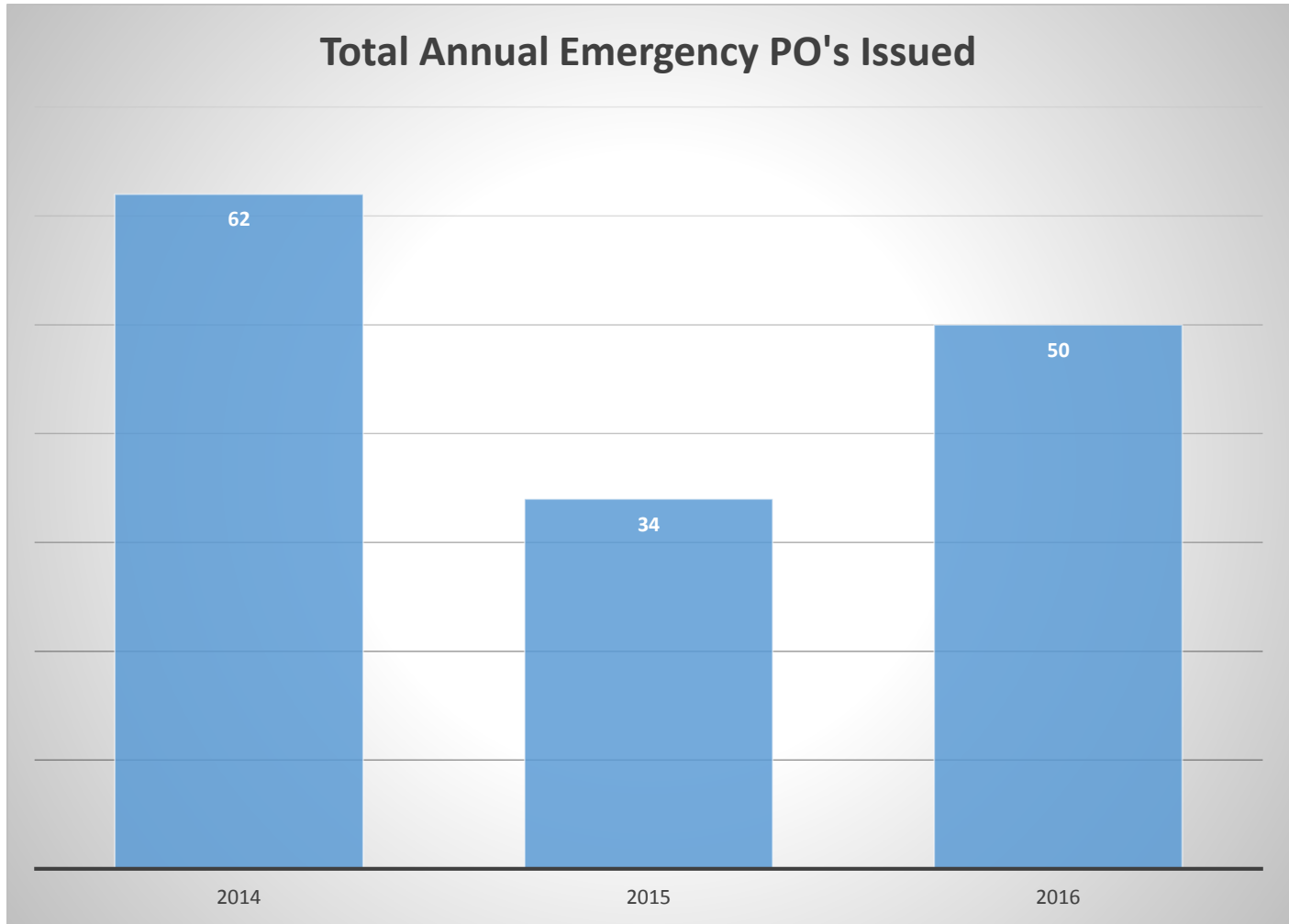
CHART 2: THREE YEAR COMPARISON-ANNUAL PURCHASE ORDER SPEND AMOUNTS



Source: Naviline Purchasing Reports 2014, 2015, 2016

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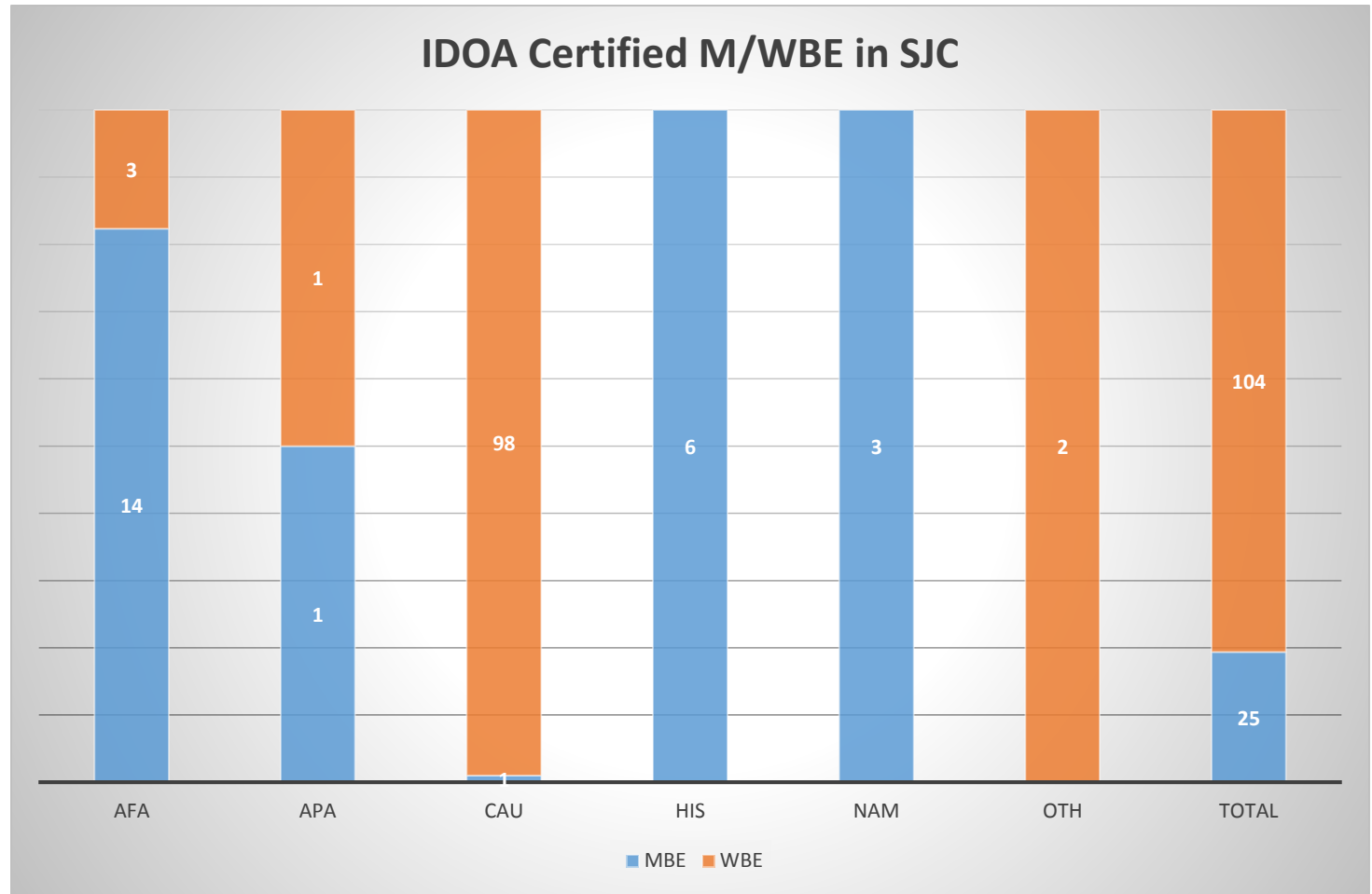
CHART 3: THREE YEAR COMPARISON-TOTAL NUMBER OF EMERGENCY PURCHASE ORDERS



Source: Naviline Purchasing Reports 2014, 2015, 2016

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CHART 4: TOTAL NUMBER OF IDOA CERTIFIED M/WBE BUSINESSES BY ETHNICITY IN ST. JOSEPH COUNTY



Source: <https://secure.in.gov/idoa/mwbe/2743.htm>



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TABLE 1: IDOA CERTIFIED M/WBE BUSINESSES IN ST. JOSEPH COUNTY

Company Name	UNSPSC Description	First Name	Last Name	City	Application Type	Ethnic Group	Email ID	Phone
AAA Staffing Services	Staff recruiting services	Danielle	White	South Bend	MBE	AFA	daniellewhite522@yahoo.com	574/367-9319
AAA Staffing Services	Temporary financial staffing needs	Danielle	White	South Bend	MBE	AFA	daniellewhite522@yahoo.com	574/367-9319
Bethel Business Machines, Inc.	Computer Equipment and Accessories	Hardie	Blake	South Bend	MBE	AFA	bethel4mbe@aol.com	574-259-1572
Bethel Business Machines, Inc.	Office machines and their supplies and accessories	Hardie	Blake	South Bend	MBE	AFA	bethel4mbe@aol.com	574-259-1572

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DRC Corporation	Heating and cooling and air conditioning HVAC construction services	Donald	Chambers	South Bend	MBE	AFA	biddrc@sbcglobal.net	574/233-1904
DRC Corporation	Roofing and siding and sheet metal services	Donald	Chambers	South Bend	MBE	AFA	biddrc@sbcglobal.net	574/233-1904
Kennedy Expressline Inc	Local area trucking services	Marcus	Northern	South Bend	MBE	AFA	kennedyexpressline@yahoo.com	574/876-8881
Qumulus Solutions LLC	Computer hardware maintenance or support	Russell	Ford	South Bend	MBE	AFA	rford@qumulussolutions.com	574/208-6767
Qumulus Solutions LLC	Computer hardware rental or leasing services	Russell	Ford	South Bend	MBE	AFA	rford@qumulussolutions.com	574/208-6767
Qumulus Solutions LLC	Computers	Russell	Ford	South Bend	MBE	AFA	rford@qumulussolutions.com	574/208-6767

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Qumulus Solutions LLC	Data management and query software	Russell	Ford	South Bend	MBE	AFA	rford@qumulussolutions.com	574/208-6767
Qumulus Solutions LLC	Information technology consultation services	Russell	Ford	South Bend	MBE	AFA	rford@qumulussolutions.com	574/208-6767
V & R Trucking, Inc.	Local area trucking services	Veda	Godette	South Bend	MBE	AFA	rfightingirish@aol.com	574-234-1268
Ellis Automation Solutions, Inc.	Manufacturing equipment maintenance services	Edlund	Ellis	Mishawaka	MBE	AFA	ed@ellisautomation.com	574/404-6277
Specialized Staffing Solutions, LLC	Temporary personnel services	Jacqueline	Barton	South Bend	MBE	APA	jbarton@specializedstaffing.biz	574/234-9944
Superior Environmental Remediation 90,In	Environmental Services	Emma	Sirhan	Mishawaka	MBE	CAU	emma@ser90.com	574/256-1490
Independent Living Systems of Indiana	Delivered meals services	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127

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Independent Living Systems of Indiana	Elderly assistance organizations	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127
Independent Living Systems of Indiana	Frozen combination meals	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127
Independent Living Systems of Indiana	Mobile healthcare centers or services	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127
Independent Living Systems of Indiana	Packaged combination meals	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127
Independent Living Systems of Indiana	Shelf stable combination meals	Nestor	Plana	South Bend	MBE	HIS	dristaino@ilshealth.com	317/566-2127
7Gen Construction, LLC	Commercial and office building renovation and repair service	Robert	Farkas	South Bend	MBE	NAM	rfarkas@7gen-gc.com	574/289-7700

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7Gen Construction, LLC	Nonresidential building construction services	Robert	Farkas	South Bend	MBE	NAM	rfarkas@7gen-gc.com	574/289-7700
7Gen Construction, LLC	Project management	Robert	Farkas	South Bend	MBE	NAM	rfarkas@7gen-gc.com	574/289-7700
AAA Staffing Services	Staff recruiting services	Danielle	White	South Bend	WBE	AFA	daniellewhite522@yahoo.com	574/367-9319
AAA Staffing Services	Temporary financial staffing needs	Danielle	White	South Bend	WBE	AFA	daniellewhite522@yahoo.com	574/367-9319
V & R Trucking, Inc.	Local area trucking services	Veda	Godette	South Bend	WBE	AFA	rfightingirish@aol.com	574-234-1268
Specialized Staffing Solutions, LLC	Temporary personnel services	Jacqueline	Barton	South Bend	WBE	APA	jbarton@specializedstaffing.biz	574/234-9944
Carpet Service Outlet Inc.	Carpeting	Vicki	Shepard	South Bend	WBE	CAU	carpetservice04@yahoo.com	574/287-7148

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Carpet Service Outlet Inc.	Ceramic tile installation services	Vicki	Shepard	South Bend	WBE	CAU	carpetservice04@yahoo.com	574/287-7148
Charles S. Hayes Inc	Enhanced telecommunications services	Anne	Hayes	South Bend	WBE	CAU	ahayes@telecompar k.com	574/233-1296
Charles S. Hayes Inc	Mobile communications services	Anne	Hayes	South Bend	WBE	CAU	ahayes@telecompar k.com	574/233-1296
Charles S. Hayes Inc	Telecommunication tower or support	Anne	Hayes	South Bend	WBE	CAU	ahayes@telecompar k.com	574/233-1296
Charles S. Hayes Inc	Telecommunications planning services	Anne	Hayes	South Bend	WBE	CAU	ahayes@telecompar k.com	574/233-1296
Choice Property Management	Property management	Jacqueline	Stevenson	South Bend	WBE	CAU	jackie.stevenson@cp mchoicepropertymanagement.com	574/387-4416
Choice Property Management	Real estate brokers or agents	Jacqueline	Stevenson	South Bend	WBE	CAU	jackie.stevenson@cp mchoicepropertymanagement.com	574/387-4416

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Choice Property Management	Real estate management services	Jacqueline	Stevenson	South Bend	WBE	CAU	jackie.stevenson@cpmchoicepropertymanagement.com	574/387-4416
Dudeck Roofing & Sheet Metal, Inc.	Roofing and siding and sheet metal work	Catherine	Dudeck	South Bend	WBE	CAU	katy@dudeckroofing.com	574-234-7912
Forum Architects LLC	Architectural engineering	Renee	Kobayashi	South Bend	WBE	CAU	rkobayashi@forumarchitectsllc.com	574.233.2119
Mathews-Purucker-Anella, Inc.	Architectural engineering	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Clearance or dimensional drawings	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Computer generated design services	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629

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Mathews-Purucker-Anella, Inc.	Interior finishing	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Project administration or planning	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Renovation of buildings or landmarks or monuments	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Restoration of buildings or landmarks or monuments	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Technical diagrams or drawings	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
Mathews-Purucker-Anella, Inc.	Technical drawing	Jacquelyn	Hilderbrandt	South Bend	WBE	CAU	jhilderbrandt@mpaarchitects.com	574/288-0629
McCormick Engineering, LLC	Civil engineering	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800



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McCormick Engineering, LLC	Flood protection or control services	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
McCormick Engineering, LLC	Ground or surface water modeling services	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
McCormick Engineering, LLC	Inspection	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
McCormick Engineering, LLC	Permitting services	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
McCormick Engineering, LLC	Professional engineering services	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
McCormick Engineering, LLC	Water resources planning services	Tracy	Mccormick	South Bend	WBE	CAU	tracy@mccormickeng.com	574/232-6800
Metamorphose Corporation	Carpentry services	Leah	McChesney	South Bend	WBE	CAU	leah@rlsspecializedconstruction.com	574/300-0830
Michiana Brick & Building Supply, Inc.	Blocks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrick.net	574/237-0029

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Michiana Brick & Building Supply, Inc.	Brick Tile	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Brick mould	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Bricks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Concrete and mortars	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Concrete blocks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Concrete bricks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Exterior trim material	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Fireclay	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Glass Block	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029

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Michiana Brick & Building Supply, Inc.	Landscape or area lighting	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Natural curbstone	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Paving Slab	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Paving Stone	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Product brokerage service	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Stone blocks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Stone bricks	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Tempered glass	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029
Michiana Brick & Building Supply, Inc.	Tiles and flagstones	Jayne	Flanagan	South Bend	WBE	CAU	jayne@michianabrik.net	574/237-0029

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Neighborhood Development Associates, LLC	Real estate services	Anne	Mannix	South Bend	WBE	CAU	amannix.nda@comcast.net	574-288-4369
QSI, INC.	Addressing service	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Black and white copy or collating services	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Business cards	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Business use papers	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Color coding labels	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Color copy or collating services	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Consecutively numbered labels	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200

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QSI, INC.	Digital printing	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Index card files	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Informational signs	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Mailing services	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Operation or instruction manuals	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Photocopying	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Price tags	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Print advertising	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Promotional or advertising printing	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200

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QSI, INC.	Publication printing	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Signage	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Specialty envelopes	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Standard envelopes	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Stationery or business form printing	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Typesetting	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Vellum paper	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
QSI, INC.	Window envelopes	Susan	Carrico	South Bend	WBE	CAU	dale@qsibillers.com	574/282-1200
RemSense, Inc (dba Mopi16)	Distance learning systems	Gina	Anderson	South Bend	WBE	CAU	scott@mopi16.com	574/807-8148

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Ritschard Bros., Inc.	Demolition services	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
Ritschard Bros., Inc.	Digging services	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
Ritschard Bros., Inc.	Land clearing services	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
Ritschard Bros., Inc.	Land levelling services	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
Ritschard Bros., Inc.	Site preparation services	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
Ritschard Bros., Inc.	Water and sewer utilities	Rachelle	Dolniak	South Bend	WBE	CAU	rit1204@datacruz.com	574/288-4777
SC Supply Company, LLC	Professional procurement services	Susan	Caldwell	South Bend	WBE	CAU	susan@scsupplyco.com	574/287-0252

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Stanz Cheese Company, Inc.	Cheese	Shirley	Geraghty	South Bend	WBE	CAU	sgeraghty@stanz.com	574/235-8533
Stanz Cheese Company, Inc.	Food distribution services	Shirley	Geraghty	South Bend	WBE	CAU	sgeraghty@stanz.com	574/235-8533
Stanz Cheese Company, Inc.	Paper products	Shirley	Geraghty	South Bend	WBE	CAU	sgeraghty@stanz.com	574/235-8533
Stanz Cheese Company, Inc.	Processed and prepared meats	Shirley	Geraghty	South Bend	WBE	CAU	sgeraghty@stanz.com	574/235-8533
State Barricading, Inc.	Traffic control	Mary	Michalski	South Bend	WBE	CAU	cheri6244@aol.com	219-287-2078
Superior Environmental Remediation 90,In	Environmental Services	Emma	Sirhan	Mishawaka	WBE	CAU	emma@ser90.com	574/256-1490
Valley Screen Proces	Compact disk CD duplication and printing services	Karen	Barnett	Mishawaka	WBE	CAU	karenb@valleyscreen.com	574/256-0901
Valley Screen Proces	Digital industrial printing services	Karen	Barnett	Mishawaka	WBE	CAU	karenb@valleyscreen.com	574/256-0901



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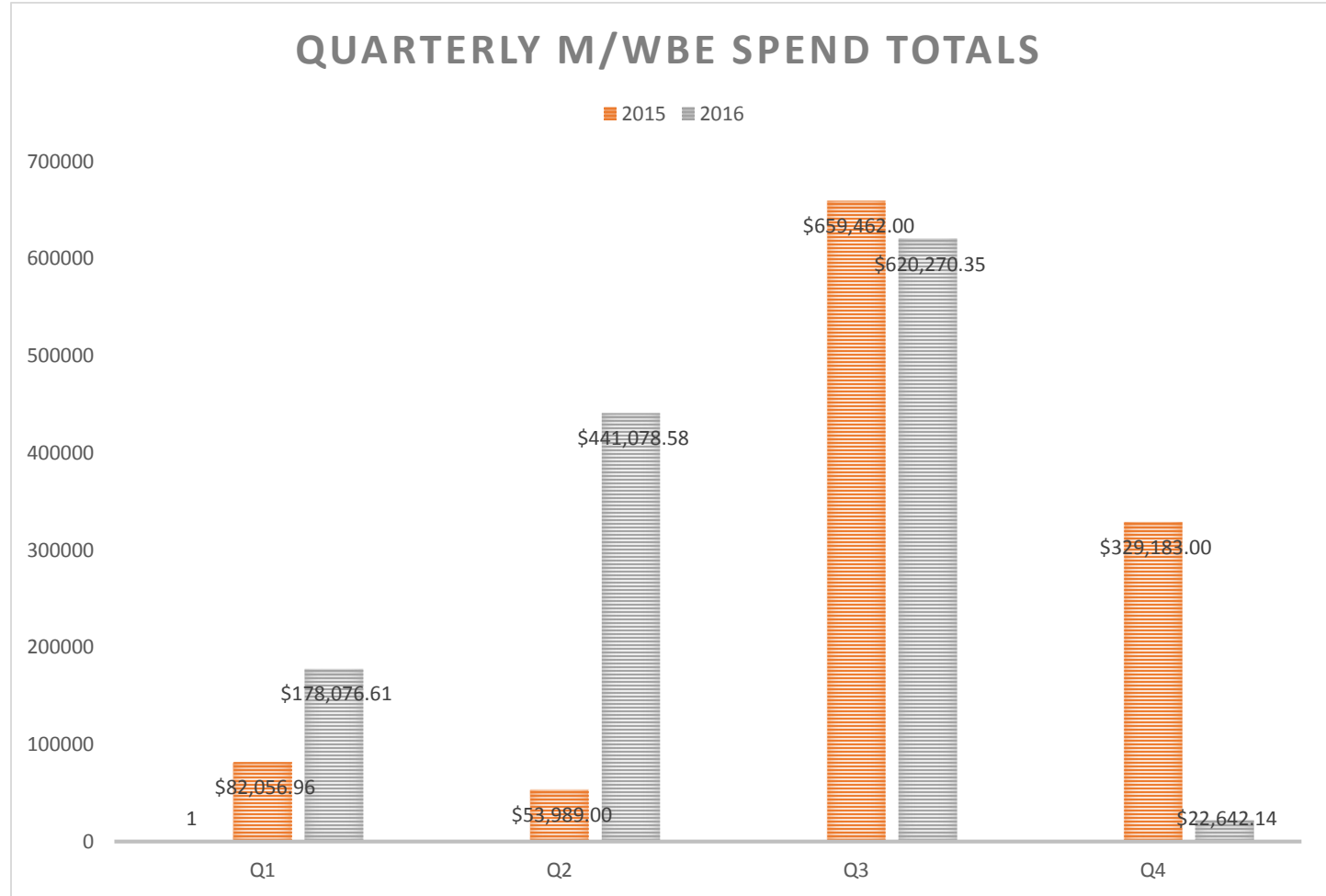
VLM International	Billing services	Vicki	Miles	Mishawaka	WBE	CAU	jwagner@vlminternational.com	574/679-9237
VLM International	Industrial printing services	Vicki	Miles	Mishawaka	WBE	CAU	jwagner@vlminternational.com	574/679-9237
VLM International	Software	Vicki	Miles	Mishawaka	WBE	CAU	jwagner@vlminternational.com	574/679-9237
JHK, Inc.	Cardio pulmonary resuscitation CPR training aids	Jamie	Burks	Osceola	WBE	CAU	americansafety@safetyandfirstaid.com	574/651-3660
JHK, Inc.	Emergency medical services first aid kits	Jamie	Burks	Osceola	WBE	CAU	americansafety@safetyandfirstaid.com	574/651-3660
JHK, Inc.	Medical vocational training services	Jamie	Burks	Osceola	WBE	CAU	americansafety@safetyandfirstaid.com	574/651-3660

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McMann Electric, Inc.	Electrical Cable Laying Services	Terri	McMann	Osceola	WBE	CAU	terrimcmann@mcmannelectric.com	574/674-5748
McMann Electric, Inc.	Electrical Systems Services	Terri	McMann	Osceola	WBE	CAU	terrimcmann@mcmannelectric.com	574/674-5748
McMann Electric, Inc.	Electrical and electronic engineering	Terri	McMann	Osceola	WBE	CAU	terrimcmann@mcmannelectric.com	574/674-5748
Fanio Services ,Inc.	Local area trucking services	Cindy	Elliott	North Liberty	WBE	CAU	fanioservices@aol.com	574/233-3236
Dynamic Synergy Inc.	Helpdesk or call center software	Charlene	Shaya	South Bend	WBE	OTH	shayacharlene@gmail.com	574/234-9888
Dynamic Synergy Inc.	Technical support or help desk services	Charlene	Shaya	South Bend	WBE	OTH	shayacharlene@gmail.com	574/234-9888

Source: Retrieved January 2017- <https://secure.in.gov/idoa/mwbe/2743.htm>

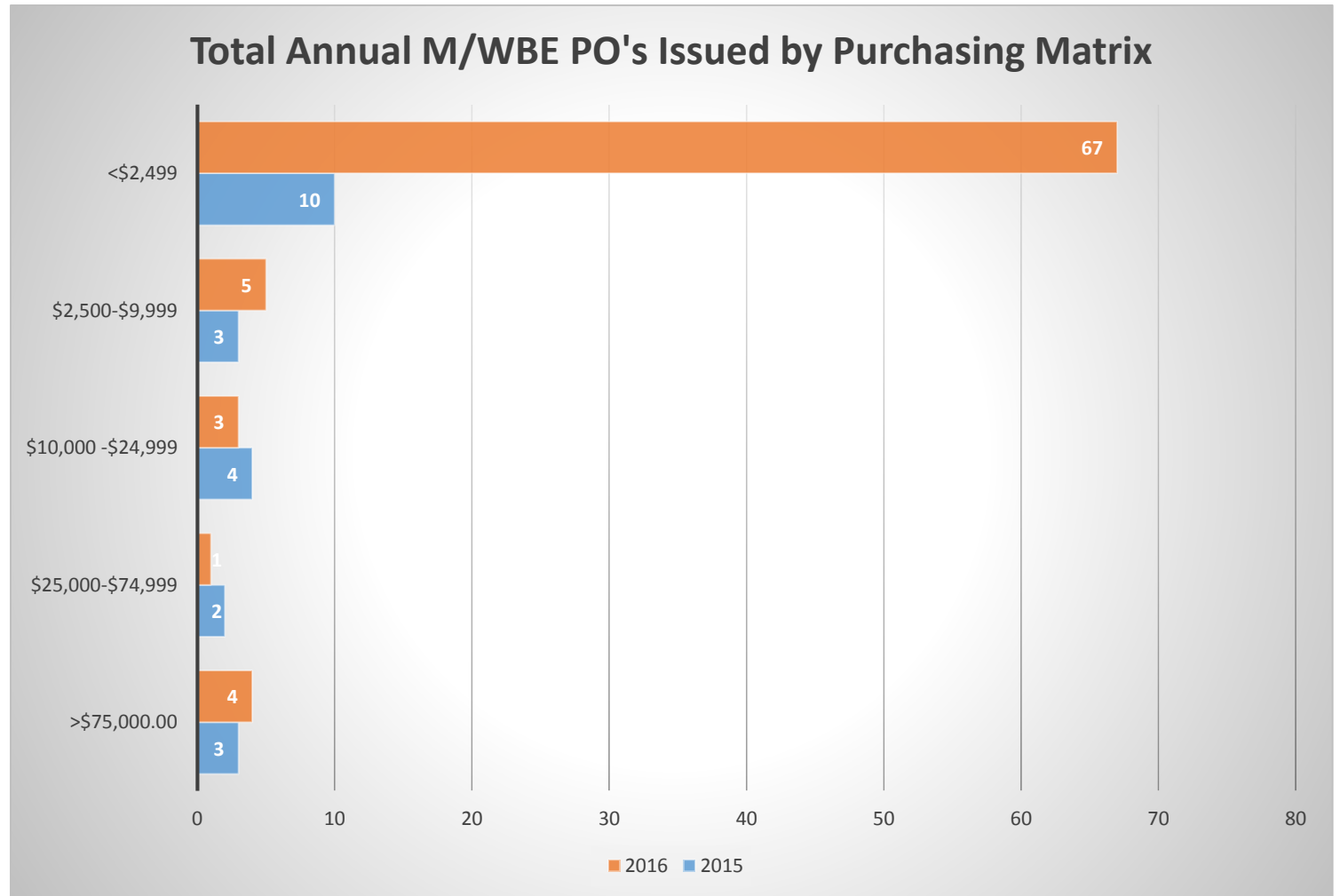
CHART 5: TWO YEAR COMPARISON-QUARTERLY M/WBE SPEND AMOUNTS



Source: Naviline Purchasing Reports 2015, 2016

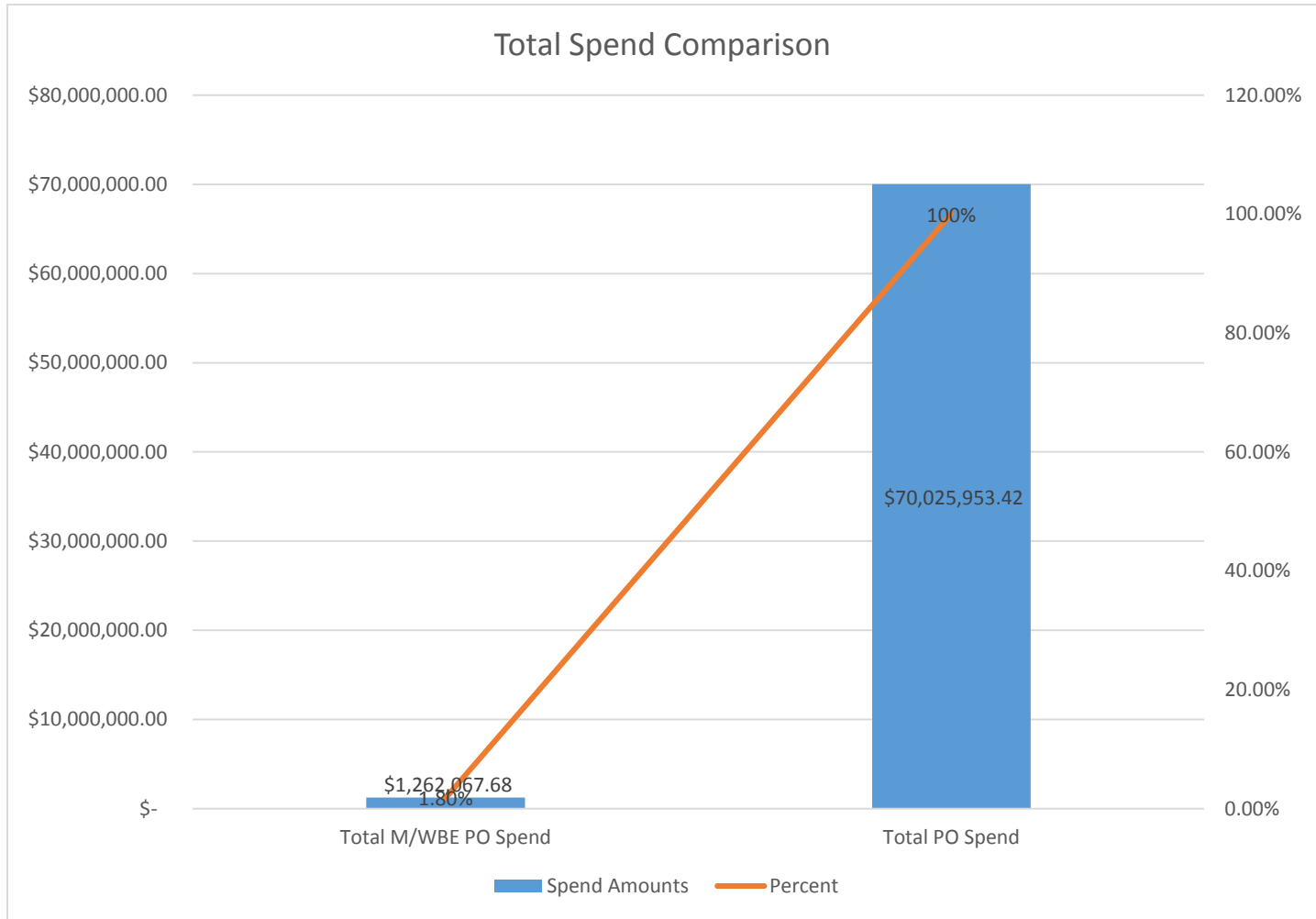
City of South Bend

CHART 6: TWO YEAR COMPARISON-TOTAL ANNUAL M/WBE SPEND AMOUNTS BY PURCHASING MATRIX



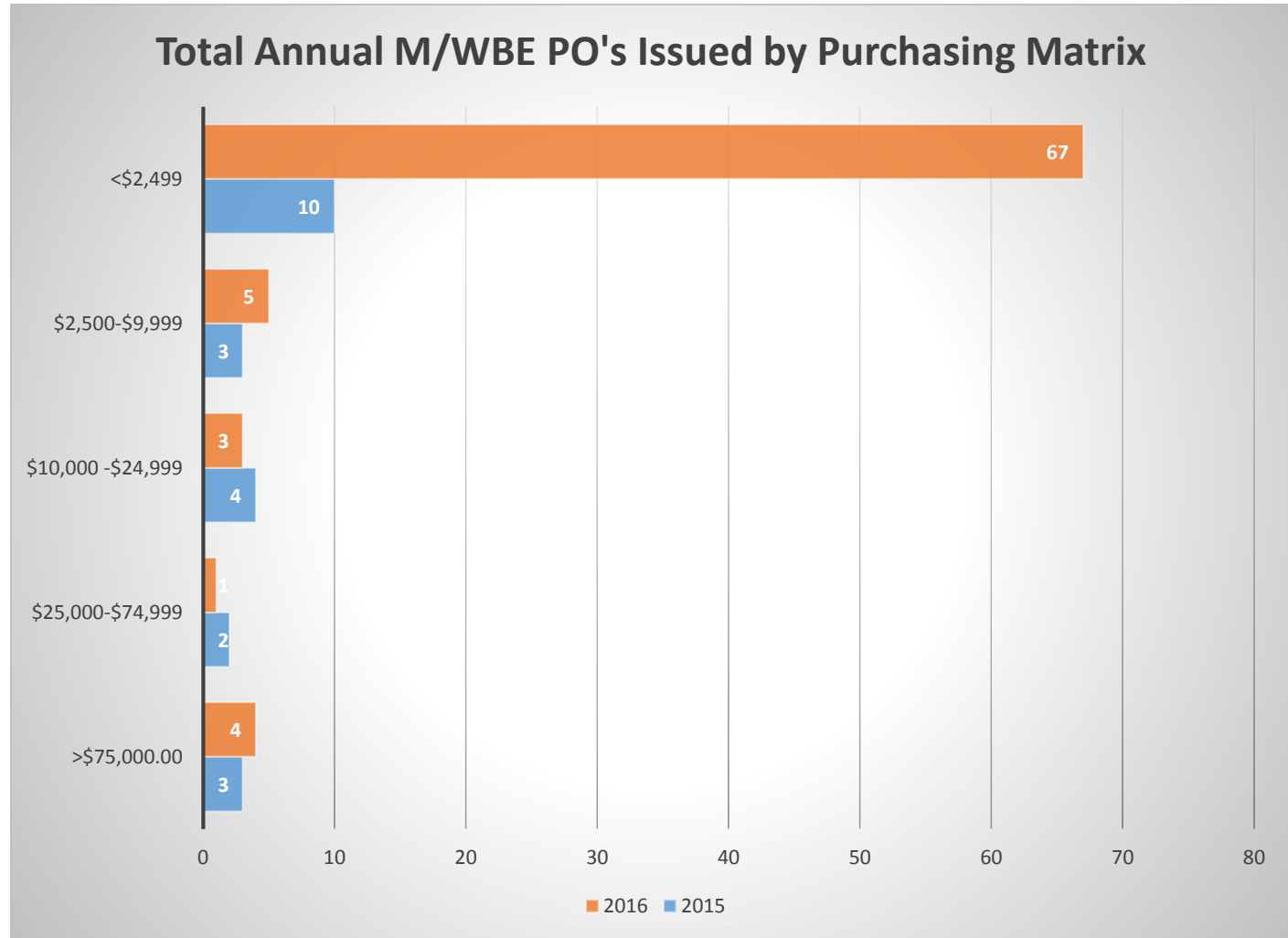
Source: Naviline Purchasing Report 2015, 2016

CHART 7: TOTAL SPEND COMPARISON 2016



Source: Naviline Purchasing Report 2016

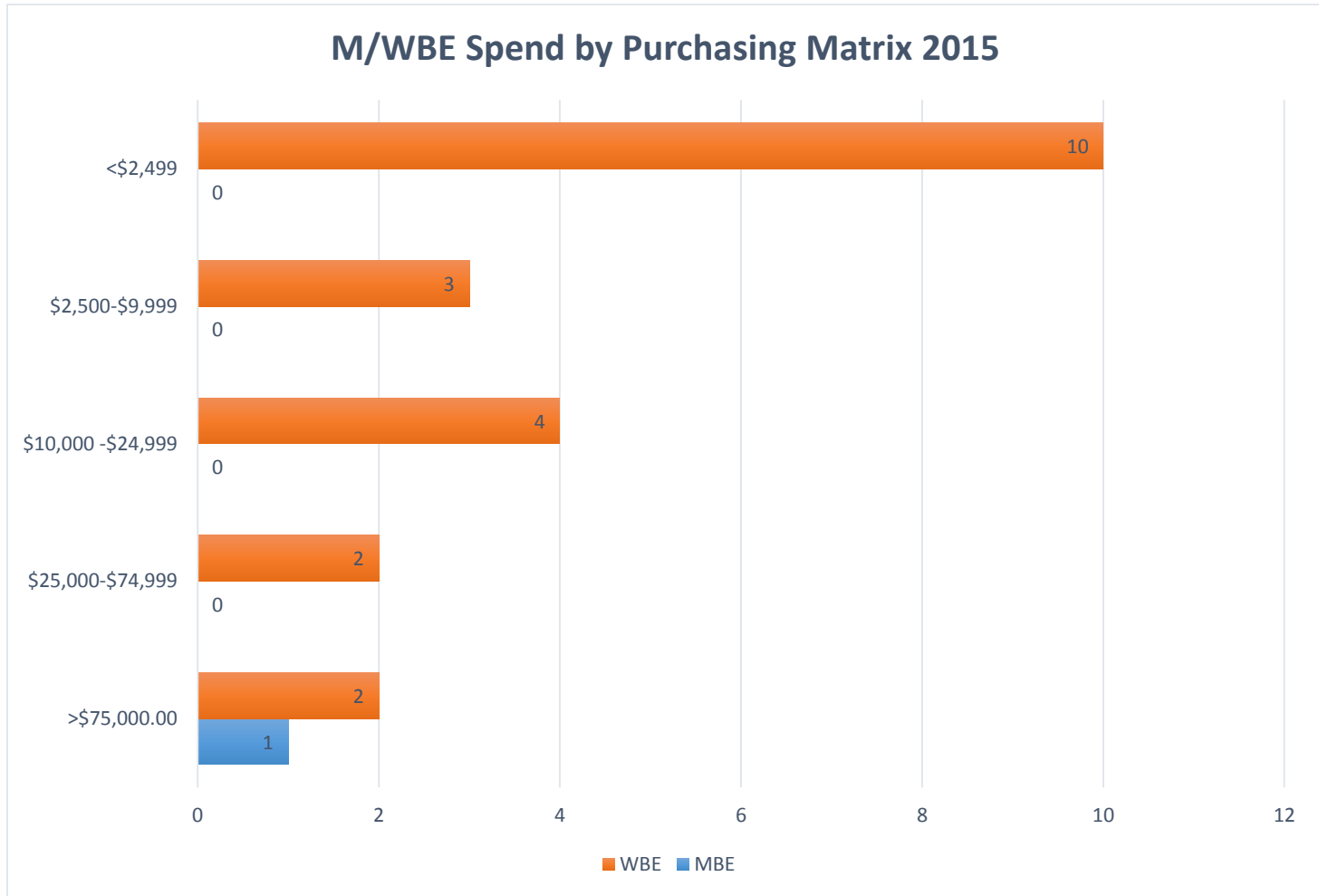
CHART 8: TWO YEAR COMPARISON-ANNUAL PO'S ISSUED BY PURCHASING MATRIX



Source: Naviline Purchasing Report 2015, 2016

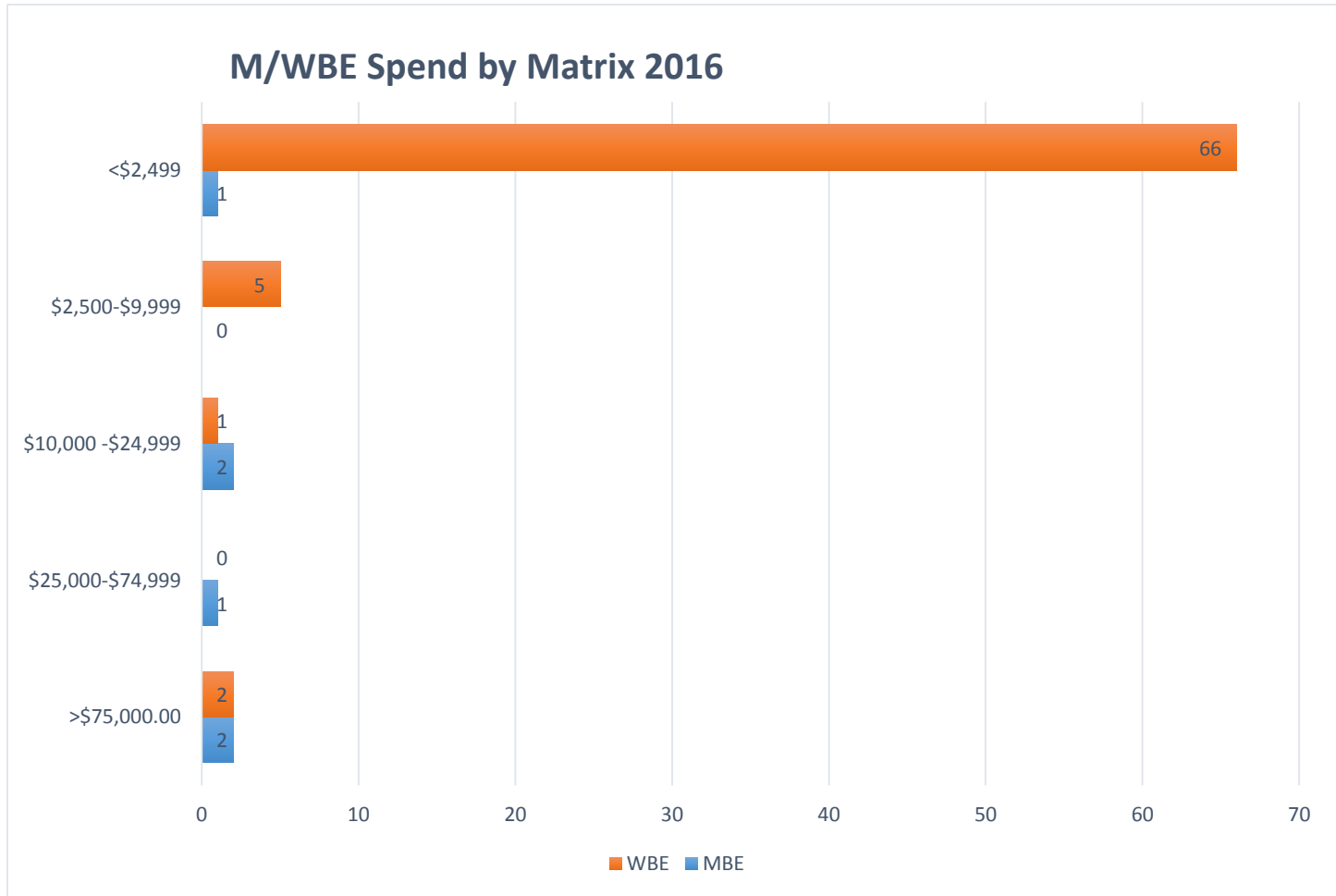
City of South Bend

CHART 9: M/WBE SPEND BY PURCHASING MATRIX



Source: Naviline Purchasing Report 2015

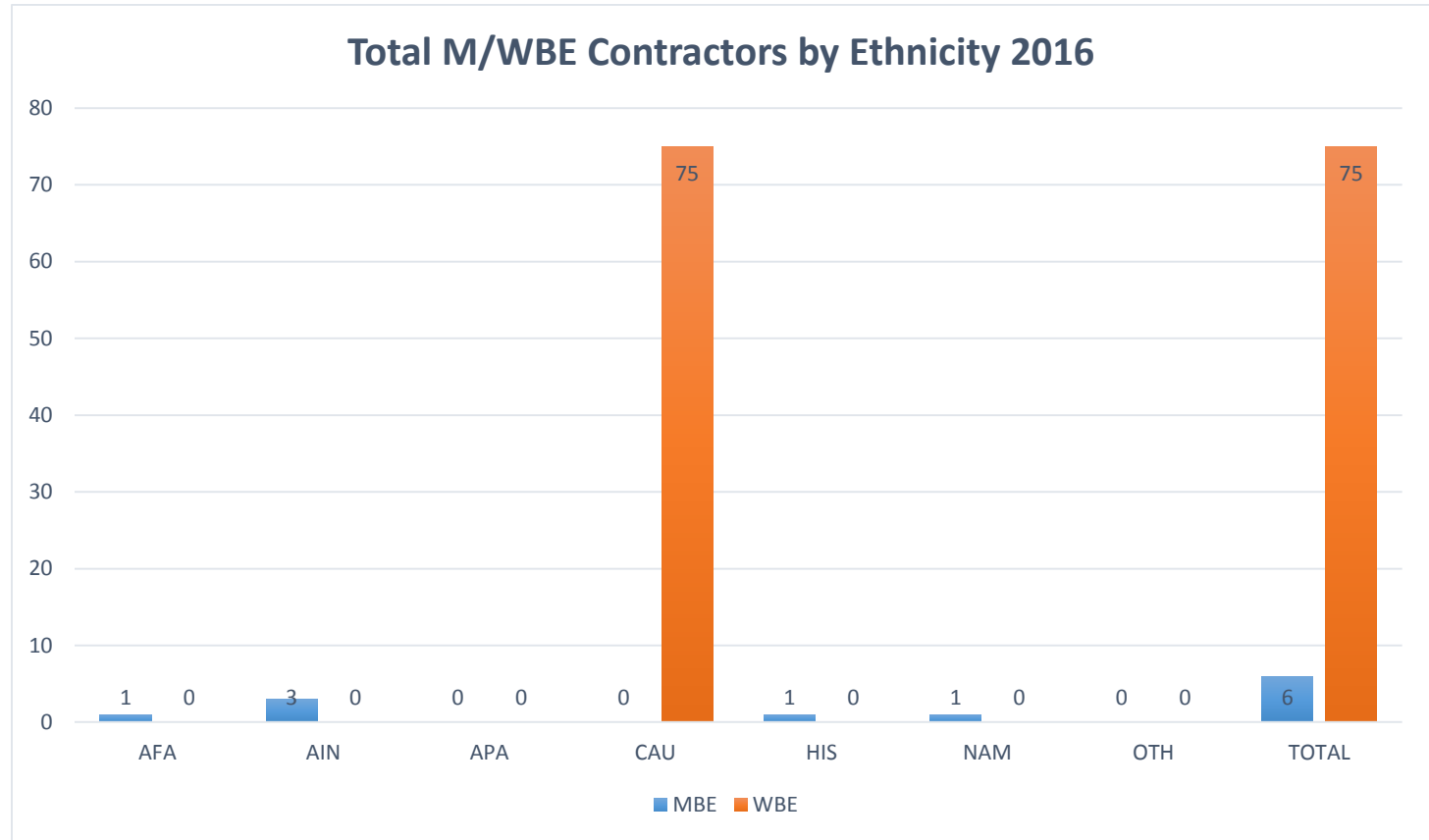
CHART 10:



Source: Naviline Purchasing Reports 2016



CHART 11: TOTAL M/WBE CONTRACTORS BY ETHNICITY 2016



Source: Naviline Purchasing Reports, 2016 & IDOA M/WBE Certified Businesses January 2017

Naviline Ethnicity Key:

AFA=African American  
HIS=Hispanic

AIN=Asian Indian  
NAM=Native American

APA=Asian Pacific Islander  
OTH=Other

CAU=Caucasian

*City of South Bend*

SECTION 3 WORKFORCE DOCUMENTS

*\*Note: At the time of this report, the attachment of Section 3 Workforce Documents had not been submitted to, or approved by H.U.D. This report is submitted by Department of Community Investments in March of every calendar year. An amended Annual Diversity Purchasing Report will be submitted documenting those changes accordingly.*

Department of Community Investment

Brian Pawlowski, Interim Executive Director of Community Investment

Pam Meyer, Director II (Community Development)

Lory Timmer, Analyst II

*City of South Bend*

## Quote and Bid Solicitation/Evaluation Process

1. Summary of Purchasing Process
2. Purchasing Matrix Guidelines
3. City of South Bend Purchasing Policy ( See Attachment #1)
4. Invitation to Quote (Boilerplate – Attachment 1a)
5. Invitation to Bid (Boilerplate Attachment 1b)

**CITY OF SOUTH BEND PURCHASING PROCESS SUMMARY**

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The procurement of supplies, equipment and services is governed by the City of South Bend Purchasing Policy (attached). Pricing for supplies, equipment and services is obtained according to a matrix (Bid Matrix) of the total cost. The Bid Matrix (attached) dictates the quote or bid process to be followed and the approval levels required for purchasing approval. Exceptions are made for Special Purchases as defined by Indiana Statutes. An emergency purchase is an example of a Special Purchase situation.

1. Obtaining Quotes

For purchases under \$74,999, quotes are obtained from vendors specified by the City of South Bend Departments requiring the respective supplies, equipment or services. The following requirements apply;

- a. Purchases between \$25,000 and \$74,999 require a formal quote process which includes the completion of the Quote Package (attached).
- b. Purchases under \$25,000 requires a simple quote process as defined in the Bid Matrix. These written quotes can be obtained thru phone requests, email request of written requests.

2. Evaluating Quotes

Simple quotes are first evaluated for content to assure that they represent the items or services required at the correct terms and conditions specified by the department. Simple quotes are sorted by price and awarded to lowest price.

The Formal Quotes are opened at a public Meeting by the Board governing the Department. Formal Quotes are evaluated by the City of South Bend Legal Department to assure the required forms are completed correctly. If the appropriate forms were not correct or were omitted, and/or quoting instructions were not followed, the quote is considered non-responsive. Responsible, responsive quotes are tabulated with the award given to the lowest cost.

*City of South Bend*

3. Obtaining Bids

Purchases of \$75,000 or more require a formal bid process that includes public advertising of the items or project. A sample bid package is attached.

4. Evaluating Bids

The Bids are opened at a public meeting by the Board governing the Department. Bids are evaluated by the City of South Bend Legal Department to assure the required forms are completed correctly. If the appropriate forms were not correct or were omitted, and/ or bidding instructions were not followed, the bid is considered non- responsive. Responsible, responsive bids are tabulated with the award given to the lowest cost.

### City of South Bend Purchasing Matrix

Purchase Order Dollar Value	Approvals Required	Method	Mode	Comments/Additional Requirements
Less than \$2500	Department Approval Purchasing Approval	Preferred Vendor or Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – No Competitive Quote
\$2500 to \$9999	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – w 2 Informal Quotes
\$10,000 to \$24,000	Department Approval Purchasing Approval	Preferred Vendor or Informal Quote on Open Market	Phone, Fax, Mail	Uses Central Services/Contract Vendor/State QPA/Purchasing Cooperative/Open Market – w/ 3 Informal Quotes
\$25,000 to \$74,999	Department Approval Purchasing Approval Approving Board	Preferred Vendor or Formal Quote (Written) Quote Process	Mailed at least Seven Days prior to Opening	Requires Minimum of Three Written Responses. Opened, Read at Public Meeting. Award by Approving Board
Special Purchase Over \$49,000	Department Approval Purchasing Approval Approving Board			Special Purchase of \$50,000 or more requires Legal Review and Board Approval
\$75,000 or More	Department Approval Purchasing Approval Approving Board	Formal Bid Process w/ Legal Review and Formal Advertising	Submitted to Clerk of Board of Public Works	Formal Bid Process Board opens Responses and Makes Final Award or Rejection...

Purchases may not be artificially divided to avoid policy thresholds.

Additional Reviews required for Capital and IT items.

All purchases are limited by budget and appropriations.

Approving Boards:

Board of Public Works

Board of Park Commissioners

Redevelopment Commission

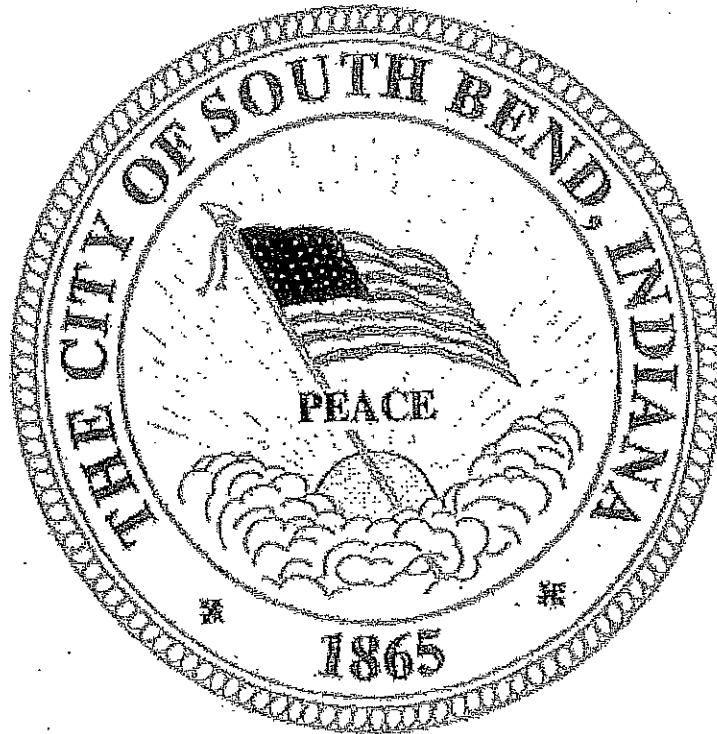
*City of South Bend*

Attachment Sheet Cover

City of South Bend Purchasing Policy (Attachment #1)

Invitation to Quote (Boilerplate-Attachment 1a)

Invitation to Bid (Boilerplate-Attachment 1b)



**DEPARTMENT OF ADMINISTRATION & FINANCE  
PURCHASING POLICY  
EFFECTIVE JANUARY 1, 2010**



## I. INTRODUCTION

All purchases for goods and services will be made in conformance with the Indiana state law, City of South Bend ordinances and resolutions, and administrative regulations established by the Board of Public Works and the City Controller.

These policies and procedures are intended to serve as a general guideline to all City departments to promote competitive, efficient purchasing while providing necessary accountability. The "Public Purchasing Law" applies to every expenditure of public funds by a governmental body, unless specifically exempted in Indiana Code §5-22. See Indiana Code §5-22-1-1. These policies are not intended to govern purchases related to public works projects<sup>1</sup> governed by Indiana Code §36-1-12.

## II. PURCHASING RESPONSIBILITIES AND FUNCTIONS

- A. The Purchasing Manager will facilitate efficient legal purchasing practices within the City and will assure that this policy is followed in the procurement of goods and services.
- B. The Purchasing Manager will develop and administer purchasing policies; consolidate common purchases, coordinate purchasing procedures, develop and maintain bids/proposals/quote information in conjunction with the Board of Public Works, conduct bid analysis, report recommendations to the City Controller, and promote the use of Central Services, State Quantity Purchase Agreements and purchasing cooperatives where applicable.
- C. The functions of the Purchasing Manager include the following:
  - 1. Acquire informal price quotations via telephone, formal written quotations, sealed bids and proposals pursuant to established policy. Price quotations are acquired in cooperation with the requesting department depending on the technical level of the item or service requested.
  - 2. Prepare or assist in preparing technical written specifications of requests for written quotations and bids/proposals. Work in conjunction with the Board of Public Works, where applicable.
  - 3. Consolidate common items used by several departments when processing quotes, bids and proposals.

<sup>1</sup> A public work means the "construction, reconstruction, alteration, or renovation of a public building, airport facility, or other structure . . . [including] the construction, alteration, or repair of a highway, street, alley, bridge, sewer, drain, or other improvement that is paid for out of a public fund or out of a special assessment." Indiana Code § 36-1-12-2. The term also includes any public work leased by a political subdivision under a lease containing an option to purchase. *Id.*

4. Conduct meetings with sales representative that may be accompanied by department personnel. Report the results or the information received to the requesting department.
5. Prepare formal bids/proposals, conduct pre-bid meetings, open informal quotes and assist the Board of Public Works in opening formal requests, prepare tabulations and process recommendations of awards assisted by requesting departments for approval.
6. Receive and evaluate Purchase Requisitions for compliance with policy and procedures, and issue Purchase Orders accordingly.
7. Maintain a library of State and other government contracts to assist in obtaining the best available pricing.
8. Assist the Board of Public Works in acquiring a list of surplus items to sell or auction and properly dispose of unsold items.

### III. GENERAL PURCHASING POLICIES

- A. Purchase Orders will be approved and processed by the Purchasing Manager and Central Services, where applicable.
- B. All purchases require a Purchase Order regardless of funding sources except in select circumstances where "direct pay" is authorized. See Section IV paragraph E for discussion of direct pay process.
- C. Purchase Orders will be processed, at a minimum, on a weekly basis. In the event, the City may receive a purchase discount the Purchasing Manager must be notified immediately by the department requesting the purchase so that the Purchase Order may be processed in a timely manner to receive such discount.
- D. Purchase Orders are to be obtained before the item is purchased. Funds must be appropriated and available for expenditure prior to obtaining a Purchase Order or awarding a contract (IN State Board of Accounts manual). Purchase requisitions submitted with insufficient funds will result in an over budget error. Over budget errors must be reviewed and action plans to correct the situation must be approved by the City Controller and implemented.
- E. Emergency Purchase Orders will be approved by the Purchasing Manager once an emergency need has been established. An emergency is described as a situation that results in a threat to public health, welfare or safety or a disruption to an essential service.
- F. All purchases will be made at the lowest and best price when the items, quality and services are the same.
- G. Purchase Orders must be attached to the invoice for payment processing.
- H. The Purchasing Manager, in consultation, with the departments will determine an appropriate list of vendors.

- L. Minimum specifications on items to be purchased will be jointly developed by the Purchasing Manager and the department requesting the item.
- I. Quantity purchases will be made whenever practical. Annual contracts or price agreements will be initiated by the Purchasing Manager when it proves advantageous to the City. Consolidated purchases of similar items for several departments will be encouraged to save money, and processing time of purchase orders. Further, standardization of items purchased will be pursued to the extent possible and practical to further increase the volume purchasing advantages to the City.
- K. The Purchasing Manager shall utilize existing State or Federal Government contracts and Purchasing Cooperatives agreements that conform to all applicable local laws and ordinances, if deemed in the best interest of the City.
- L. City departments receiving purchased items shall certify that the requested items **have been received according to quantities and to specifications.** The departments must notify the Vendor of any discrepancies immediately, and document the discrepancies for Purchasing and Account Payable purposes.
- M. All information technology requisitions will be reviewed in conjunction with the IT Director for all City departments regardless of funding sources (i.e. general, non-reverting, federal or state grants, etc.).
- N. The Purchasing Manager, where it is in the best interest of the City, will enter into annual price agreements with suppliers for those supplies and materials used by the various departments throughout the year. **Price agreements may result from both the bid process and request for quotations.** The Purchasing Manager will notify all City departments of the agreement, and the ordering process. Purchasing will review requisitions to insure that items covered by **bid awards and price agreements** are purchased from the applicable vendor.

#### IV. METHODS OF PROCUREMENT OF GOODS AND SERVICES

##### A. Purchase Requisition

1. A Purchase Requisition (PR) is entered via the computer system and automatically assigned a reference number. PRs are required for all items not of an emergency nature. A PR is **NOT** an authorization to purchase goods or services; it is only a *request* for a Purchase Order and, therefore, cannot be used as a purchase order to obtain goods and services.
2. The PR for needed goods and services is initiated at the department level, approved at the department level and subsequently submitted to the Purchasing Manager for final approval and processing into a Purchase Order (PO).
3. Each department must designate individual(s) responsible for preparing and approving requisitions within their respective department. Proper internal controls dictate that these duties must be separated. It is expected that a

management level person will have final approval of departmental purchases before submitting to the Purchasing Manager. The Purchasing Manager will check all requisitions for proper departmental approval.

4. To add a new vendor or make changes to an existing vendor, a Vendor Maintenance form shall be completed and submitted to the Purchasing Manager and the City Controller for review and approval. Approved forms along with a completed W-9 will be forwarded to Accounts Payable for entry into the vendor data base. A supplier must be entered into the data base before a purchase requisition or purchase order can be created or payments made. No commitments should be made until the vendor record has been created, a requisition approved and a purchase issued.
5. The following information must be completed on all requisitions, where applicable:

- a. Item Description
- b. Quotes
- c. Part Number (for future reference)
- d. Account Number
- e. Commodity
- f. Project Number
- g. Sub Commodity
- h. Quantity
- i. Unit Cost
- j. Ordering UOM (Unit of Measure)
- k. Board / Contract Approval Date

6. The Purchasing Manager will review all requisitions for completeness and accuracy. The Purchasing Manager reserves the right to change the vendor and/or prices to conform to bid awards or pricing agreements negotiated. Further, the Purchasing Manager may request that items available in Central Stores be requisitioned from Central Stores only.

## B. Purchase Orders

1. A purchase order (PO) is a signed, numbered document authorizing an employee to purchase goods or services. POs are the result of the authorized PR.
2. The Purchasing Manager will review the PR for compliance with established policies to determine the following:
  - a. If the proper quotations listed are provided;
  - b. If the description is adequate;
  - c. If the item(s) is(are) on an existing bid or contract and if the bid or contract is listed ;
  - d. If the PR must be converted into a formal bid/proposal;
  - e. If an emergency purchase order was requested it is listed in the PR;
  - f. If the PR is a confirmation of an order already placed;

- g. If the account information is correct;
  - h. If the authorization of the PR has been made by a department manager;
  - i. If the low quote is not the chosen quote, the reason(s) for the selection is stated and is it acceptable;
  - j. If the quotations listed are recent and are they properly documented;
3. When all items have been properly determined and no further clarification is necessary, the Purchasing Manger will authorize a PO.
  4. All departments will receive copies of their respective POs. Each department shall attach a copy of the PO to the invoice for payment processing.
  5. POs may be increased or decreased from the original amounts with proper approval. All change orders to formally bid contracts must be approved by the board letting the contract. Informally quoted or bid item change orders must be approved by the Purchasing Manager.
  6. Invoices shall match the description, quantity, and price on the PO. Departments will be allowed to receive an invoice that is no greater than 110% of the original price agreement. Invoices greater than 110% of the PO amount require the Purchasing Manager's approval. Accounts Payable will review all invoices against purchase orders for consistency and accuracy.
  7. Departments are responsible for checking the issued PO for errors and/or discrepancies. These should be brought to the attention of the Purchasing Manager immediately so that a corrected PO may be issued.
  8. Outstanding POs will be reviewed quarterly by Purchasing (Open Purchase Order Report). Departments will be consulted on POs outstanding over 90 days old as to whether or not the PO should be closed.
  9. POs will be allowed to carry over into the ensuing budget year only if the intended work isn't expected to be completed and/or billed by the year end. All carry over POs require the approval of the City Controller.

**C. Emergency Purchase Order**

1. An Emergency Purchase Order (EPO) is issued in the event that a situation creates a threat to public health, welfare, or safety or a disruption of an essential service to a City department. The Purchasing Manager is the only personnel authorized to issue an EPO and should be contacted by a *department fiscal officer* as soon as possible for a reference number. In the absence of the Purchasing Manager, the City Controller or Board of Public Works may approve EPOs at their discretion.
2. The issuance of an EPO may not be used as a substitute for the normal PO process. The department should submit a PR with the authorized EPO

number so that proper documentation exists regarding the transaction. The PO is required to be attached to the invoice for payment.

3. Emergency purchases are NOT to be used for every day purchase of goods and services. Poor planning, overlooked requirements, miscalculated projections are not in and of themselves substantial causes for the issuance of an EPO. EPOs will generally be reviewed by the Purchasing Manager but may be periodically reviewed by the City Controller. Abuses of emergency EPOs may signal other issues in the department and will be brought to the attention of the Department Head immediately.
4. Departments needing EPOs outside of normal City operating hours (8:00 a.m. to 5:00 p.m. Monday-Friday) will need to exercise professional judgment in determining if the purchase meets the criteria for an emergency. In the event the purchase is necessary, the department must contact the Purchasing Manager on the next available business day for a reference number.

**D. Blanket / Value Purchase Orders**

1. A Blanket Purchase Order (BPO) or Value Purchase Order (VPO) establishes a defined line of credit with a vendor for a specific period of time. Blanket orders are used for items with different commodity / sub commodity codes and value orders are used for items with the same commodity / sub commodity codes. The intent is to allow City departments a mechanism to avoid the use of EPOs or the issuance of numerous purchase orders for small value items of a miscellaneous nature. They may also be used for items that have continuous multiple payments for the year, such as utilities.
2. Blanket purchase orders will not be issued in excess of written contract or bid amounts or as a means to avoid the normal purchase order process. All BPO / VPOs will be closed during December of each year on a date specified by the Department of Administration & Finance as part of the year end closing process.
3. Departments must still obtain quotes between vendors when using a BPO / VPOs if competition is available and the purchase order value is over the established dollar thresholds detailed in Section V.
4. Value orders for utility payments will be issued for an amount based on prior year expenditures.
5. Bid, quoted, or contract goods and services will be issued a BPO / VPO for an appropriate *not to exceed* amount based on the bid, quote or contract price.
6. The Purchasing Manager will review BPOs / VPOs on a regular basis for compliance with this policy.

**E. Direct pays**

1. A direct pay may be used in circumstances such as travel reimbursements, legal settlements, real estate closings, credit card transactions, taxes, etc. These payments are considered to be occasional or irregular as to vendor or amount. Direct pays may also be necessary during year end closing process.
2. Direct pays may not be used to circumvent the normal purchase order process. Accounts Payable will be required to obtain approval of the City Controller for all direct payments.

**F. Sealed Bids/Quotes/Proposals**

1. A formal sealed bid, invitation for quote, or request for proposal (RFP) are procedures that results in a purchase of goods or services by a PO or a contract.

**G. Request for Qualifications**

1. A request for qualifications may (RFQ) be used at the discretion of the Purchasing Manger to invite qualifications of vendors for proposed purchases of a good or services that may require a certain level of expertise due to the complexity of the item or service being purchased. A RFQ may precede bids, quotes or an RFP.

**H. Special Purchasing Methods**

1. Under certain conditions, a purchasing agent may make a purchase under IC 5-22-10 without soliciting bids or proposals (IC 5-22-10-1). Indiana Code IC 5-22-10 provides that for a special purchasing method to occur, one of the City's purchasing agents (the Purchasing Manager, City Controller or the Board of Public Works) must determine in writing the basis for the special purchase. A record listing of all contracts made under IC 5-22-10 must contain the contractor's name, the amount and type of each contract, a description of the items purchased and the basis for the special purchase.
2. The Purchasing Agent must keep the determination on file for no less than five (5) years. Pursuant to Common Council Resolution 2690-98, the Board of Public Works or a departments approving body must approve special purchase expenditures over \$50,000.

**I. Central Stores**

1. Central Stores provides a City wide stores operation to supply the various departments with needed supplies at the best possible price. Supplies are procured through a competitive bidding process allowing the best possible pricing level taking into account City wide volume. Supplies typically on hand include office, janitorial, maintenance and first aid items.

2. The Purchasing Manager and City departments will obtain supplies from Central Stores first before procuring on the open market. Items that may be purchased through Central Stores will not be purchased through other vendors. The Purchasing Manager reserves the right to disallow purchases from outside vendors in the event Central Stores can fill the order.
3. Any item obtained from Central Stores that needs to be returned or doesn't meet quality standards or expectations should be brought to the attention of Central Services immediately. City departments should contact Central Services if they have items they would like to have available through Central Stores. The Purchasing Manager and Central Services will regularly review inventory to determine which items will be kept in stock.

J. Equipment Services

1. Equipment Services Department provides fleet maintenance services for all City vehicles and related equipment including Police, Fire and Public Works specialized equipment. All City vehicles and related equipment will be maintained and repaired by Equipment Services. Electronic communication and vehicle attachments will also be handled by the Equipment Services Department.
2. Requests for purchases of all new or used vehicles and related equipment must be routed through Equipment Services. Equipment Services and the Purchasing Manager, in conjunction with the requesting departments, will develop vehicle and equipment specifications and prepare necessary bid documents. To establish the best pricing, requirements from all City departments will be combined and consolidated bid packages will be prepared and submitted to the Board of Public Works for advertising.
3. Equipment Services will prep all new equipment and also assist in the de-commission of obsolete vehicles and equipment. Routine preventative maintenance and repairs will be performed per the Fleet Management policy available from Equipment Services.

K. Credit Cards

1. The City Controller is responsible for authorizing City credit cards. Department Heads are responsible for the use of their credit card in conformance with the City purchasing policy.
2. At this time, City credit cards may be used for travel purposes only. Other goods and services may not be procured with City credit cards, unless authorized by the City Controller.
3. Under no circumstances, is the card to be used for personal purchases or to bypass the normal accounting system. Misuse of a City credit card could be grounds for immediate dismissal and personal payment of unauthorized purchases.



## **V. COMPETITIVE BIDS, QUOTES, AND PRICE CHECKS**

### **A. Purchases of goods \$75,000.00 or more.**

1. Must be handled through the formal bid process and require legal advertising. Indiana Code §5-22-7.
2. Requests for bid purchases are submitted to the clerk of the Board of Public Works. The clerk should be contacted in a sufficient amount of time to facilitate completion of all necessary paperwork required by law.
3. The Board of Public Works is responsible for final award or rejection of any bid under this category.

### **B. Purchases of goods \$25,000. or more but less than \$75,000.**

1. Will be procured through the "formal" quote method.
2. The Purchasing Agent will issue written invitations to quote to at least three (3) vendors known to deal in the supplies to be purchased. Indiana Code 5-22-8-3.
3. The invitation to quote with Specifications or Scope of Work shall be mailed at least seven days before the time fixed for receiving quotes. Indiana Code §5-22-8-3.
4. Written quotes must be submitted to the departments approving Board on or before the date and time specified in the invitation to quote.
5. The departments approving Board opens all quotes received by the date and time specified and awards contract to the successful vendor based on department review and recommendations.
6. The written quotes shall record the item quoted, date, vendor, price and name of the person giving the quote. This information must be entered on the requisition and kept on file for no less than two years by the purchasing manager.
7. If there are no responsive or responsible offerors, the Purchasing Manager may purchase the items without further bidding. Indiana Code §5-22-10-10.

### **C. Purchases of goods \$10,000. or more but less than \$25,000.**

1. Common Council Resolution 2690-98, allows the Purchasing Manager or City Controller to purchase supplies with an estimated cost of less than \$25,000 on the open market without inviting or receiving quotes. Nevertheless, the City Controller and the Purchasing Manager herein establish that all purchases for goods \$10,000 or more but less than \$25,000 require at least three (3) informal quotes, either written or verbal.

2. The quotes shall record the item quoted, date, vendor, price and name of the person giving the quote. This information must be located on the requisition and kept on file for no less than two years by the purchasing manager.
3. The Purchasing Manager reserves the right to obtain further quotes as deemed necessary for competitive pricing and efficient purchasing.
4. If, for any reason, the Purchasing Manager deems it inappropriate to invite or receive quotes, the Purchasing Manager must utilize Central Stores, unless the desired supply can't be procured through Central Stores. Common Council Resolution No. 2690-98

**D. Purchases of goods \$2500. or more and less than \$10,000.**

1. Common Council Resolution 2690-98, allows the Purchasing Manager or City Controller to purchase supplies with an estimated cost of less than \$25,000 on the open market without inviting or receiving quotes. Nevertheless, the City Controller and the Purchasing Manager herein establish that all purchases for goods \$2500 or more and less than \$10,000 require at least two (2) informal quotes, either written or verbal.
2. The quotes shall record the item quoted, date, vendor, price and name of the person giving the quote. This information must be located on the requisition and kept on file for no less than two years by the purchasing manager.
3. The Purchasing Manager reserves the right to obtain further quotes as deemed necessary for competitive pricing and efficient purchasing.
4. If, for any reason, the Purchasing Manager deems it inappropriate to invite or receive quotes, the Purchasing Manager must utilize Central Stores, unless the desired supply can't be procured through Central Stores. Common Council Resolution No. 2690-98.

**E. Purchases of goods less than \$2500.**

1. Common Council Resolution 2690-98, allows the Purchasing Manger or City Controller to purchase supplies with an estimated cost of less than \$25,000 on the open market without inviting or receiving quotes. The City Controller and Purchasing Manager, herein, establish that purchases less than \$2500. do not require written or verbal quotes.
2. The Purchasing Manager reserves the right to obtain quotes as deemed necessary for competitive pricing and efficient purchasing.
3. The Purchasing Manager must utilize Central Stores, Purchasing Cooperatives or State Quantity Purchase Agreements for all such purposes, unless the desired supply can't be procured through those sources. Common Council Resolution No. 2690-98.

## F. Purchase of Services

1. Services means the furnishing of labor, time, or effort by a person, not involving delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance. Indiana Code §5-22-2-30.
2. Services may be purchased using any procedure the governmental body or the purchasing agency of the governmental body considers appropriate. Indiana Code §5-22-6-1. This may include Request for Proposals (RFP), Request for Qualifications (RFQ) and informal verbal or written quotes.
3. However, under this policy competitive pricing must be solicited, whenever possible, for services that are routine in nature and where several potential sources exist. Examples include, but are not limited to, preventative maintenance contracts, pest control, building maintenance and repairs, security, towing and testing services. These types of services do require quotes and simple written agreement defining the nature of service to be performed and the price to be charged.
4. Competitive pricing may not be applicable to those services that are professional in nature with single or limited number of potential sources. Examples of professional services include, but are not limited to, engineering and design, architectural, consulting, information technology and legal expertise.
5. The City Purchasing Manager reserves the right to require competitive pricing where services are routine in nature.
6. The State Board of Accounts Manual for Cities and Towns clearly states that payments made or received for contractual services should be supported by a *written* contract. The Purchasing Manager will review PRs that are contractual in nature for evidence of a written contract.
7. The City Controller will review the financial terms of all professional service contracts. Departments should forward to the Controller after legal review and in advance of Board approval.
8. All written contracts are to be reviewed by the appropriate City Attorney and signed by the department's approving board. An approving board may authorize an employee to sign contracts on behalf of the board. Otherwise, employees may not sign contracts obligating the City. Contracts signed by employees without appropriate legal, Board, and Controller approval are considered unauthorized. POs will not be issued for such contracts.
9. No City agency or department may purchase legal services or initiate contact with potential service providers of legal services. All such initiations or contacts must be made by the City Attorney. See Common Council Resolution 2690-98,

Invitation to Quote

(Boilerplate)

**CITY OF SOUTH BEND, INDIANA**  
**SELLER'S QUOTE FOR SALE OR LEASE OF MATERIALS**  
**AND NON-COLLUSION AND NON DEBARMENT AFFIDAVIT AND**  
**NON-DISCRIMINATION COMMITMENT FOR SELLERS**



QUOTE NAME \_\_\_\_\_  
 FOR QUOTES DUE \_\_\_\_\_

Date: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Telephone Number: (    ) \_\_\_\_\_

Agent of Firm (if Applicable): \_\_\_\_\_

*When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.*

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,**  
**CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT**  
**ELIGIBILITY VERIFICATION, NON-DISCRIMINATION COMMITMENT AND**  
**CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS OR FOUNDRY**  
**PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF \_\_\_\_\_ )  
 \_\_\_\_\_ ) SS:  
 \_\_\_\_\_ COUNTY )

The undersigned Contractor, being duly sworn upon his/hér/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.

- a. For purposes of this Certification, "Iran" means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-3, as amended from time-to-time.
- b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
  - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
  - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provide goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.

4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor's newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor's documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor's good faith efforts to obtain participation by those Contractors certified by the State of Indiana as a Minority Business ("MBE") or as a Women's Business

Enterprise ("WBE") as a factor in determining the lowest, responsible, responsive bidder,

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City's MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contract for which the discriminatory practice or noncompliance pertains.

6. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products on this project if awarded. I understand that violations hereunder may result in forfeiture of contractual payments.

\*\*\*

I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of Residence \_\_\_\_\_



(To be completed only by Contractors/Bidders claiming to be a "local Indiana business" pursuant to I.C. 36-1-12-22)

## INDIANA LOCAL BUSINESS PREFERENCE CLAIM

A "local Indiana business" refers to any of the following:

- (1) A business whose principal place of business is located in an affected county.
- (2) A business that pays a majority of its payroll (in dollar volume) to residents of affected counties.
- (3) A business that employs residents of affected counties as a majority of its employees.
- (4) A business that makes significant capital investments in the affected counties as defined in rules adopted by the political subdivision.
- (5) A business that has a substantial positive economic impact on the affected counties as defined by criteria in rules adopted by the political subdivision.

An "affected county" refers to St. Joseph County, Indiana, or the following counties located adjacent to St. Joseph County: Elkhart County, Marshall County, Starke County and LaPorte County

There are the following price preferences for supplies purchased from a local Indiana business:

- 5% for a purchase expected by the purchasing agency to be less than \$50,000
- 3% for a purchase expected by the purchasing agency to be at least \$50,000 but less than \$100,000.
- 1% for a purchase expected by the purchasing agency to be at least \$100,000.

Date: \_\_\_\_\_

Pursuant to I.C. 36-1-12-22, \_\_\_\_\_ claims a local Indiana business preference for Project \_\_\_\_\_ (Project # \_\_\_\_\_) located within the City of South Bend, St. Joseph County, Indiana.

- The location of the principal place of business is \_\_\_\_\_ (Address)
- St. Joseph County, Indiana
- The following county located adjacent to St. Joseph County, Indiana: \_\_\_\_\_
- The majority of the business's payroll for the 12 months prior to the date of this Bid is to residents of St. Joseph County, Indiana or the adjacent county noted above.
- The majority of the business's employees for the 12 months prior to the date of this Bid are residents of St. Joseph County, Indiana, or the adjacent county noted above.

If the business is deemed to be the apparent lowest, responsible, responsive bidder, then it shall provide supporting documentation for the 12 month period prior to the date of the Bid of (i) the total payroll amount paid to all employees of the business, and (ii) the total payroll amount paid to employees who are residents of St. Joseph County and the adjacent county noted above.

**WHEN SUPPLYING SUPPORTING PAYROLL RECORDS,  
BIDDER SHALL REDACT ALL SOCIAL SECURITY NUMBERS.**

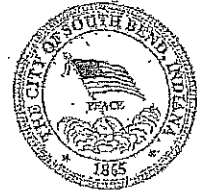
Dated this day of, 20\_\_.

\_\_\_\_\_  
Contractor/Bidder (Firm)

\_\_\_\_\_  
Signature of Contractor/Bidder or Its Agent

\_\_\_\_\_  
Printed Name and Title

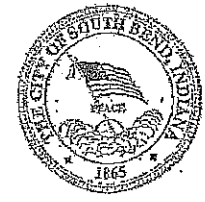
**SPECIFICATIONS  
CITY OF SOUTH BEND**



QUOTE NAME \_\_\_\_\_  
FOR QUOTES DUE \_\_\_\_\_

Pursuant to notices given, the undersigned offers Quote(s) to the City of South Bend in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price.

**QUOTE/PROPOSAL  
CITY OF SOUTH BEND**



**QUOTE NAME:** \_\_\_\_\_  
**FOR QUOTES DUE** \_\_\_\_\_

Item No.	Est. Qty.	Item	Manufacturer	Unit Price
				\$
				\$
				\$
				\$

**Quoter (Firm):** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

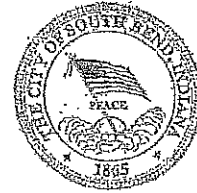
**By** \_\_\_\_\_  
 (Signature)  
 \_\_\_\_\_  
 (Printed Name)  
 \_\_\_\_\_  
 (Title)

**BOARD OF PUBLIC WORKS**

\_\_\_\_\_  
 Gary A. Gfot, President  
 \_\_\_\_\_  
 Donald E. Inks, Member  
 \_\_\_\_\_  
 Kathryn E. Roos, Member

\_\_\_\_\_  
 Michael C. Mechar, Member  
 \_\_\_\_\_  
 Mark W. Neal, Member  
 \_\_\_\_\_  
 ATTEST: Linda M. Martin, Clerk

**CITY OF SOUTH BEND  
INSTRUCTIONS TO BIDDERS**



1. BID FORMS AND EXECUTION

- A. Bidders are expected to examine the Drawings, Specifications, Proposal and all Instructions. Failure to do so will be at the Bidder's risk.
- B. Each Bidder shall furnish all information required by the Notice, Instructions to Bidders and Specifications. Bids must be made on the form provided. The Bidder shall sign the Proposal and Non-Collusion Affidavit, which is a part of the provided form, where indicated, provide a notary signature and provide all other information required.
- C. The Bidder shall sign the Proposal in the following manner: If the Proposal is made by an individual, his/her name and post office address must be shown. If made by a partnership or joint venture, the name and post office address of each member of the partnership or joint venture must be shown. If made by a corporation, the Proposal must be signed by an officer of the corporation or by a representative duly authorized by the corporation to execute the Proposal in its behalf.

2. SEALED BIDS ONLY

- A. Bids, Proposals, Guaranty, and other required documents must be submitted in a sealed envelope marked on the outside with the general classification of material Bids, i.e. "Bid for Computer Equipment," "Bid for Front End Loader," or "Bid for Office Supplies."
- B. When samples are required, such samples shall be delivered or shipped at the Bidder's expense to the address specified in the Invitation to Bid. Samples must be shipped separately from Bid documents and labeled clearly with the Bidder's name, address and the commodity or equipment classifications and documents, the item (and item number, if any), and Material Safety Data Sheets (if applicable). All samples must be representative of the commodities or equipment which will be supplied by the successful Bidder. All samples will become the property of the City of South Bend and none will be returned, unless otherwise stated in the Specifications.
- C. In the event of an inconsistency between provisions of the contract documents, the inconsistency shall be resolved by giving precedence in the following order:

3. ORDER OF PRECEDENCE

- A. Bid Form attached Proposal
- B. Amendments to Specifications
- C. Specifications
- D. Special Provision
- E. Instructions to Bidders
- F. Notice to Bidders

4. DELIVERY OF BIDS

- A. Bids must be delivered to the Office of the Board of Public Works, 13<sup>th</sup> Floor, County-City Building, Room 1316, 227 West Jefferson Boulevard, South Bend, Indiana 46601 (574) 235-9251, by the time specified (local time) in the Notice to Bidders. If not delivered personally, the sealed envelope containing the Bid must be mailed to the following address:

City of South Bend  
Clerk of the Board of Public Works  
1316 County-City Building  
227 West Jefferson Boulevard  
South Bend, Indiana 46601

- B. The Post Office Department will be considered agent of the Bidder in delivering the Bid. The City will not be responsible for deliveries. Any Bids received after the time specified will be returned unopened.

- C. Bids will be opened and read publicly at the time and place designated in the Notice to Bidders. Bidders, their authorized agents, and the public are invited to be present.
- D. Bidders may Bid on one (1) or more item, provided however, that the Bid submitted for each is delivered in a separate, sealed envelope, with the envelope clearly labeled on the outside as to the specific item for which the Bid is being submitted. Bidders may submit separate Bid bonds for each item being Bid upon OR may submit one (1) Bid bond equal to 10% of the combined total of all Bids submitted.
- E. The Board may reject any Bid that does not conform to these requirements as non-responsive.

5. ADDENDA – NO VERBAL INTERPRETATIONS

- A. No inquiries by Bidders relative to interpretation of Plans, Specifications, Special Provisions, or other Quoting Documents will be answered verbally. If any prospective Bidder is unable or unwilling to comply with one or more requirements of the Quoting document, such Bidder should so inform the Board of Public Works in writing. Upon receipt of such information, consideration will be given to the advisability of issuing an Addendum which would thereupon become applicable to all Bidders. Any such inquiry must be submitted at least seven (7) days prior to the Bid opening date in order to give the Board sufficient time to consider any necessary Addendum. All answers to such inquiries, in the form of Addenda, will be furnished to all prospective Bidders who have registered with the City. All Bidders are required to acknowledge receipt of any Addenda by inserting the Addendum number and the issuing date on executed Proposals.

6. REJECTION OF PROPOSALS CONTAINING ALTERATION, ERASURES, INCOMPLETE BIDS AND ETC.

- A. Proposals shall be rejected if they show any alteration of form, additions not called for, conditional or alternate Bids (except when and insofar as are invited), incomplete Bids, erasures or irregularities of any kinds.
- B. All blank spaces for Bid prices must be filled in, in ink, with the unit price and total price for each item (This does not apply to divisible Bids). In case of incorrect totaling of amounts and where the unit price and the extension thereof do not agree, the unit price for each item shall govern, and the City is authorized to correct all erroneous extension and totals for the purpose of comparing Bids.

7. TRADE DISCOUNTS

- A. Trade discounts shall not be shown separately, but shall be incorporated in the Bidder's unit price, unless otherwise specified.

8. VEHICLE BIDS

- A. Bidders may Bid on one (1) or more vehicles, provided however, that the Bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on Bidders may Bid on one (1) or more vehicles, provided however, that the Bid submitted for each vehicle is delivered in a separate, sealed envelope, by vehicle, with the envelope clearly labeled on the outside as to the specific vehicle for which the Bid is being submitted. Bidders may submit separate Bid bonds for each vehicle being Bid upon OR may submit one (1) Bid bond equal to 10% of the combined total of all vehicle Bids submitted.

- 9. The Board may reject any Bid that does not conform to these requirements as non-responsive.

10. TAX EXEMPTIONS

- A. The City of South Bend is exempt from the payment of federal excise and transportation taxes levied under the provision of the Internal Revenue Code. It is also exempt from the Indiana State Gross Retail Tax (sales tax). The City will furnish the successful Bidder with any certificate of exemption required.

11. WITHDRAWAL OF BIDS  
A. Withdrawal of Bids will be allowed only in those cases in which a written request to withdraw a Bid is received by the Board of Public Works prior to the date and hour for receiving and opening Bids. In such cases, the same will be returned to Bidder unopened.
12. ESCALATOR OR CONTINGENT CLAUSES  
A. The use of escalator clauses or other contingent clauses by the Bidder is prohibited, unless requested or permitted by the Invitation to Bid. No Proposal shall contain nor be accompanied by any writing purporting to limit or qualify the City's right to accept such Proposal or purporting to alter such Proposal or any Contract which may be executed pursuant thereto.
13. PRICES MUST BE DELIVERED PRICES  
A. The Bid price shall be a delivered price. All materials shall be shipped F.O.B. destination as specified in the Invitation to Bid. No fuel surcharges accepted.
14. AWARD - WAIVER OF TECHNICALITIES  
A. The Award of Bid, if any award be made, will be made within sixty (60) calendar days after the opening of Proposals to the lowest responsible and responsive Bidder who's Proposal complies with all the requirements prescribed, exclusive of technicalities waived. Until the final award of the Bid, however, the right is reserved by the City to reject any and all Proposals and to waive technical errors.
15. SPLITTING OF AWARDS/DIVISIBLE BIDS  
A. Bids will be awarded on the basis of the total dollar amount for all items in the Proposal unless the Bid is described by the City as a Divisible Bid. The City may award a Divisible Bid to the lowest responsible and responsive Bidder for each item or class of items as indicated in the Bid documents.
16. BIDDER QUALIFICATION  
A. The City may require any Bidder to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Bidder. The City will not award a Contract to a Bidder who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligations to be undertaken competently and without delay.
17. PURCHASE ORDERS  
A. A Purchase Order will be issued to the successful Bidder after formal acceptance of the Bid is made by the City.
18. NEW MANUFACTURE  
A. Unless otherwise specified in the Invitation to Bid, the items offered shall all be new and the latest model of manufacture.
19. SOURCE OF SUPPLY  
A. If the Bidder is not a manufacturer, the source of supply must be shown and all sub-contractors must be identified.
20. PACKAGING  
A. All items shall be delivered strongly packed and marked according to accepted commercial practice unless otherwise directed in the Specifications. No charge shall be made for containers and the City shall have no obligation to return containers unless otherwise provided by the Specifications or Special Provisions. Any items not received in good condition will be rejected.
21. INSPECTION OF GOODS  
A. The City of South Bend reserves the right to inspect and have any goods tested after delivery for compliance with the specifications. Notice of latent defects, which would make the item unfit for the purposes for which they are required, may be given at any time within one year after discovery of the defects.

- B. All items rejected must be removed immediately by the Contractor at the expense of the Contractor. If the Contractor fails or refuses to remove the rejected items, they may be sold by the City of South Bend.
- C. In some cases, at the discretion of the City, inspection of the commodities or equipment will be made at the factory, plant, or other establishment where they are produced before shipment.
- D. The above provision shall not be construed in limitations of any rights the City may have under any laws including the Uniform Commercial Code.

22. ASSIGNMENTS

- A. No person to whom a Contract has been awarded may assign his interest in the Contract without the consent, in writing, of the City.

23. CANCELLATION

- A. The City of South Bend reserves the right to cancel any Contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, conspiracy, or any other misconduct on the part of the Contractor.

24. DEDUCTION OF DAMAGES

- A. If the City cancels the contract for any cause, it shall deduct from whatever is owed the Contractor on the Contract or any other Contract, any amount sufficient to compensate the City for any damages suffered by it because of the Contractor's wrongdoing.

25. METHOD OF INVOICING FOR PAYMENT

- A. Contractor shall bill the City of South Bend
  1. On regular invoice form giving a complete and detailed description of the goods delivered, including purchase order number.
  2. If the Contractor allows a discount, the period of time in which the City must make payment to qualify for the discounts shall be computed from the date the City received the invoice (completely filled out), or the date the goods are delivered and accepted, whichever may be later, and shall not be less than twenty (20) days.
  3. If more than one shipment is made under the Contract and on the same purchase order, the City will make partial payments on a basis that is agreeable to both parties.

26. OWNERSHIP OF GOODS

- A. The goods which are the subject of the Contract shall remain property of the Contractor until delivered to and accepted by the City of South Bend.

27. ESTIMATED QUANTITIES

- A. If the quantity set forth in the Notice to Bidders and Proposal is approximate and represents the estimated requirements of the City for a specified period of time, the unit price and the extended total price thereof shall be used only as a basis for the evaluation of Bids. The actual quantities necessary may be more or less than the estimate, but the City shall neither be obligated nor limited to any specific amount. The City will, if at all possible, restrict increases to twenty percent (20%) of the estimated quantity and will, if at all possible, restrict decreases to twenty percent (20%) of the estimated quantity.

28. TERM "OR EQUAL"

- A. Where the term "OR EQUAL" is used in these Specifications, the Bidder deviating from specified item shall file with his/her Bid a letter fully explaining and justifying his/her proposed article or equal. The City of South Bend shall be the sole Judge in determining if the "OR EQUAL" offered meets the Specifications.

29. INDEMNIFICATION CLAUSE

- A. The Contractor agrees to indemnify, defend, and hold harmless the City of South Bend, its agents, officers, and employees from all costs, losses, claims and suits, including court costs, attorney fees, and other expenses, arising from or out of the negligent performance of this

Contract by the Bidder or because or arising out of any defect in the goods, materials or equipment supplied by the Bidder.

**NOTE:** Incoming mail does not reach the Board of Public Works until after 9:30 a.m. If you are sending your Bid via Federal Express or another overnight source, please confirm that your package will arrive before the Bid opening time and date.



Invitation to Bid

(Boilerplate)

## NOTICE TO BIDDERS

Notice is hereby given that the City of South Bend, Indiana, will receive sealed bids at the Office of the Board of Public Works, 13th Floor, County-City Building, Room 1316, 227 West Jefferson, South Bend, Indiana, until the hour of \_\_\_\_\_, EST, on \_\_\_\_\_, for the following:

Specifications are available for download by visiting the City of South Bend's web page at [www.southbend.in.gov](http://www.southbend.in.gov).

- X Click on "Business"
- X Click on "City Public Bids"
- X Click on "Vehicles, Equipment and Miscellaneous Bids"
- X Click on "Specification Sets & Bid Award Info"
- X Select specification to download
- X A pop up screen will appear; input company information (address/phone/fax/e-mail) where indicated
- X Click on "Submit Responses"
- X Print the specification or save it to your computer

There is no charge for the specifications. The specifications are also available for review only during regular working hours in the Department of Public Works, 1308 County-City Building, South Bend, Indiana.

Bids received after \_\_\_\_\_, EST, on \_\_\_\_\_, will be returned unopened.

Bids must be on the City of South Bend Bid/Proposal form provided, which includes a Non-Debarment Affidavit, Non-Discrimination Commitment form, and a Non-Collusion Affidavit Form. Certified Check or Bid Bond in the amount of not less than 10% must be submitted with the bid. A refund of the bid security will be issued upon satisfaction of Bid Award.

The Board reserves the right to reject any or all bids or to accept a full or partial award of the bid or bids which, in its judgment, will be to the best interest of the City of South Bend.

BOARD OF PUBLIC WORKS  
Linda M. Martin, Clerk

Publish two times:

, 20

, 20

**SPECIFICATIONS  
CITY OF SOUTH BEND**

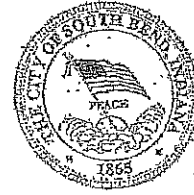


**BID NAME  
FOR BIDS DUE.**

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**BID/PROPOSAL  
CITY OF SOUTH BEND**



**BID NAME** \_\_\_\_\_  
**FOR BIDS DUE** \_\_\_\_\_

Item No.	Est. Qty.	Item	Unit Price	Manufacturer
			\$	
			\$	
			\$	
			\$	

Bidder (Firm): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

By \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

