

**CITY OF SOUTH BEND, INDIANA  
CONTRACTOR'S BID FOR PUBLIC WORK**

**Project Name** Main & Wayne Parking Garage Elevator Replacement  
**Project No.** 125-027  
**For Bids Due** February 10, 2026 at 9:00am local time to BPWbids@southbend.gov

**PART I**

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

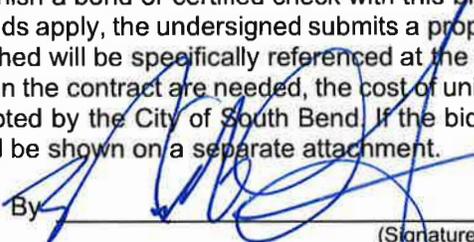
**Date:** 2/10/26 **Bidder (Firm):** Gibson-Lewis, LLC  
**Address:** 1001 W. 11th Street  
**City/State/Zip:** Mishawaka, IN 46544 **Telephone Number:** ( 574 ) 259-8581  
**Email Address:** ngurbick@gl.nceusa.com

**Agent of Bidder (if Applicable):** \_\_\_\_\_  
Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:  
Main & Wayne Parking Garage Elevator Replacement

the City of South Bend, Indiana, in accordance with plans and specifications prepared by:  
JQOL, 8440 Allison Pointe Blvd, STE 425, Indianapolis, IN 46250

and dated 9/5/25 for the sum of (enter the Total Bid as shown on the Proposal)  
One Million Three Hundred Sixty-Two Thousand Eight Hundred Dollars (\$ 1,362,800.00 )  
(Enter sum of Total Base Bid plus Alternate shown on Proposal) (Numerical)

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the letting. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page. If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the City of South Bend. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By  \_\_\_\_\_  
(Signature)  
Nick Gurbick, President  
(Printed Name of Person Signing)

**ACCEPTANCE**

The above bid is accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Subject to the following conditions: \_\_\_\_\_

**BOARD OF PUBLIC WORKS**

\_\_\_\_\_  
President

\_\_\_\_\_  
Members



**BID/PROPOSAL  
CITY OF SOUTH BEND**

**Project Name:** Main & Wayne Parking Garage Elevator Replacement  
**Project Number:** 125-027  
**For Bids Due:** February 10, 2026 at 9:00am local time to BPWbids@southbend.gov  
**Contractor Name:** Gibson-Lewis, LLC

**BASE BID**

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	South Elevator Removal and Installation	1	LS	708,400	708,400

**BASE BID TOTAL** \$708,400.00

**ALTERNATE BID**

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	North Elevator Removal and Installation	1	LS	654,400	654,400

**ALTERNATE BID TOTAL** \$654,400.00

**Bidder (Firm):** Gibson-Lewis, LLC  
**Address:** 1001 W. 11th Street  
**City/State/Zip:** Mishawaka, IN 46544 **Telephone Number:** (574 ) 259-8581

By   
(Signature)

Nick Gurbick, President  
(Printed Name of Person Signing)

*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 Indiana )  
 ) SS:  
St. Joseph COUNTY )

The undersigned Contractor, being duly sworn upon his/her/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 § 5-22-16.5-5, 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 provides 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, firms, 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 contract or employment, or any matter directly or indirectly related to contracting or employment because of race, sex, religion, color, national origin, ancestry, gender expression, gender identity, sexual orientation, or due to 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 will consider the Contractor's good faith efforts to obtain participation by those subcontractors 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.

Contractors seeking the award of a City contract cannot be required to award a subcontract to an MWBE; however, they may not unlawfully discriminate against said MBE/WBE. On goal-eligible contracts, Contractors are required to either meet both MBE and WBE utilization goals or demonstrate that the Contractor has made good faith efforts to obtain participation from MBE and WBE subcontractors. A finding of noncompliance or a discriminatory practice shall prohibit that Contractor 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 to which the discriminatory practice or noncompliance pertains.

7. 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, gender expression, gender identity, sexual orientation, 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 made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. 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 10th day of February 2026

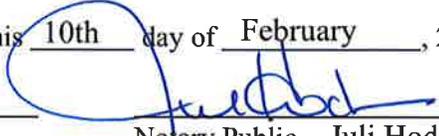
Gibson-Lewis, LLC  
Contractor/Bidder (Firm)

  
Signature of Contractor/Bidder or Its Agent

Nick Gurbick, President  
Printed Name and Title

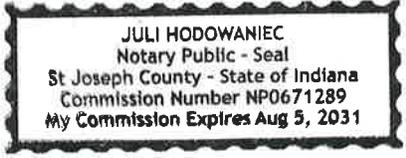
Subscribed and sworn to before me this 10th day of February, 2026

My Commission Expires 08/05/2031



Notary Public Juli Hodowaniec

County of Residence St. Joseph



## **PART II**

(For projects of \$100,000 or more – IC 36-1-12-4)

These statements to be submitted under oath by each bidder with and as part of his/her/its bid.

Attach additional pages for each section as needed.

### **SECTION I EXPERIENCE QUESTIONNAIRE**

1. Attach information regarding projects your organization has completed for the period of one (1) year prior to the date of the current bid.
2. Attach a listing of public works projects currently in process of construction by your organization.
3. Attach information regarding any failure to complete any work awarded to you and the location thereof.
4. Attach references from private firms for which you have performed work.

### **SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE**

1. Attach an explanation of your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable the City of South Bend to consider your bid.)
2. Attach a listing of the names and addresses of all subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.
3. If you intend to sublet any portion of the work, attach the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify the City of South Bend in the event that you subsequently determine that you will use a subcontractor on the proposed project.
4. Attach a listing of equipment you have available to use for the proposed project.
5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, attach an explanation for the rationale used which would corroborate the prices listed.

### **SECTION III CONTRACTOR'S FINANCIAL STATEMENT**

Attachment of bidder's financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to the City of South Bend awarding the contract must be specific enough in detail so that said City of South Bend can make a proper determination of the bidder's capability for completing the project if awarded.

\*See attached Financial Statement

## ACCEPTANCE

The above bid is accepted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, subject to the following conditions: \_\_\_\_\_

Contracting Authority Members:


### PART II

*(For projects of \$150,000 or more – IC 36-1-12-4)*

Governmental Unit: City of South Bend, Indiana Board of Public Works

Bidder (Firm) Gibson-Lewis, LLC

Date (month, day, year): 2/10/26

These statements to be submitted under oath by each bidder with and as a part of his bid. Attach additional pages for each section as needed.

### SECTION I EXPERIENCE QUESTIONNAIRE

1. What public works projects has your organization completed for the period of one (1) year prior to the date of the current bid?

Contract Amount	Class of Work	Completion Date	Name and Address of Owner
1,652,024		2025	Lake Prairie ES - Lowell, IN
8,497,608		2025	Walkerton & North Liberty E.S. - Walkerton, IN
3,189,172		2025	SBN Gates 4 & 8 - South Bend, IN
2,512,197		2025	Lowell M.S. - Lowell, IN

2. What public works projects are now in process of construction by your organization?

Contract Amount	Class of Work	Expected Completion Date	Name and Address of Owner
4,957,042		2026	Penn H.S. Mechanical Renov. - Mishawaka IN
3,576,600		2026	Goshen Public Library - Goshen IN
4,197,391		2026	Logansport JR High Renov. Logansport, IN
10,732,000		2027	Potato Creek Lodge - North Liberty, IN

3. Have you ever failed to complete any work awarded to you? No If so, where and why?

---

---

---

4. List references from private firms for which you have performed work.

University of Notre Dame	- Notre Dame, Indiana
1st Source Bank	- South Bend, Indiana
Four Winds Casinos	- South Bend, Indiana /New Buffalo Michigan
Beacon Health System	- South Bend/Granger, Indiana

---

### SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Explain your plan or layout for performing proposed work. *(Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable the governmental unit to consider your bid.)*

Apply adequate personnel to complete the work

---

---

---

---

---

2. Please list the names and addresses of all subcontractors *(i.e. persons or firms outside your own firm who have performed part of the work)* that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor.

Please see attached listing

---

---

---

---

---



## SELECTED SUBS FOR FORM 96

INDIANA EARTH  
10343 MCKINLEY HWY.  
OSCEOLA, IN 46561

WALSH & KELLY  
24358 STATE ROAD 23  
SOUTH BEND, IN 46614

ZIOLKOWSKI CONSTRUCTION  
1005 S LAFAYETTE STREET  
SOUTH BEND, IN 46601

STEVENS IRON WORKS, INC  
P.O. BOX 730  
DEMOTTE, IN 46310

MIDLAND ENGINEERING  
52369 STATE HWY 933  
SOUTH BEND, IN 46637

WERNTZ SUPPLY  
1002 KERR STREET  
SOUTH BEND, IN 46601

OVERHEAD DOOR COMPANY  
P.O. BOX 907  
MISHAWAKA, IN 46546

MIDWEST TILE & INTERIORS INC  
1805 N CEDAR ST  
MISHAWAKA, IN 46545

SHAMBAUGH & SON  
7614 OPPORTUNITY DR  
FORT WAYNE, IN 46825

DA DODD, INC  
P.O. BOX 430  
ROLLING PRAIRIE, IN 46371

MARTELL ELECTRIC  
4601 CLEVELAND ROAD  
SOUTH BEND, IN 46628

EXCAVATING

PAVING

MASONRY

STRUCTURAL STEEL

ROOFING

GLASS & GLAZING

OVERHEAD DOOR

FLOORING

FIRE PROTECTION

PLUMBING & HVAC

ELECTRIC

RITSCHARD BROS., INC.  
1204 W SAMPLE STREET  
SOUTH BEND, IN 46619

RIETH RILEY CONSTRUCTION  
25200 STATE ROAD 23  
SOUTH BEND, IN 46614

KWIATKOWSKI MASONRY  
1006 N INDIANA AVENUE  
CROWN POINT, IN 46307

CRANE INDUSTRIAL SERVICES  
11035 ANDERSON ROAD  
GRANGER, IN 46530

DUDECK ROOFING & SHEET METAL  
1634 SOUTH FRANKLIN STREET  
SOUTH BEND, IN 46614

PRECISION WALL  
3801 S MAIN STREET  
SOUTH BEND, IN 46614

INDUSTRIAL DOOR OF NORTHERN IN  
3839 S. MAIN STREET  
SOUTH BEND, IN 46614

INTERIOR FINISHES, INC.  
1616 W THIRD STREET  
OSCEOLA, IN 46561

RYAN FIRE PROTECTION  
9740 EAST 148TH STREET  
NOBLESVILLE, IN 46060

EDWARD J WHITE  
1011 S. MICHIGAN STREET  
SOUTH BEND, IN 46601

KOONTZ WAGNER SERVICES  
3801 VOORDE DR SUITE B  
SOUTH BEND, IN 46628

3. If you intend to sublet any portion of the work, state the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify the governmental unit in the event that you subsequently determine that you will use a subcontractor on the proposed project.

Unresolved

---

---

---

---

---

4. What equipment do you have available to use for the proposed project? Any equipment to be used by subcontractors may also be required to be listed by the governmental unit.

All necessary

---

---

---

---

---

5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, please explain the rationale used which would corroborate the prices listed.

No

---

---

---

---

---

### SECTION III CONTRACTOR'S FINANCIAL STATEMENT

Attachment of bidder's financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to the governing body awarding the contract must be specific enough in detail so that said governing body can make a proper determination of the bidder's capability for completing the project if awarded.

\*See attached Financial Statement



**CITY OF SOUTH BEND  
 MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN  
 FORM MBE-1.0  
 MBE UTILIZATION PLAN**

**This completed form should be supplied with Bids that pertain to City of South Bend Public Works Projects involving MBE participation. It is the bidder's sole responsibility to verify whether any listed minority-owned business meets the MBE qualifications.**

**\*\*\*Goals should be calculated based on the Base Bid only.\*\*\***

Project Number: 125-027 Project Name: Main & Wayne Parking Garage Elevator Replacement  
 Bidder: Gibson-Lewis, LLC Total Bid Amount: \_\_\_\_\_ MBE Goal: 0 %  
 Page \_\_\_\_\_ of \_\_\_\_\_

Name & Address of MBE	Primary Contact Person (Name/Telephone)	Scope of Work to be Performed (Attach scope/schedule if you need additional space)	Dollar Amount of MBE Component	Percentage of Total Bid/Proposal

Submitted by: Nick Gurbick, President  
 Print Name

  
 Signature

2/10/26  
 Date

**\*\*\*Goals should be calculated based on the Base Bid only.\*\*\***



**CITY OF SOUTH BEND  
 MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN  
 FORM WBE-1.0  
 WBE UTILIZATION PLAN**

**This completed form should be supplied with Bids that pertain to City of South Bend Public Works Projects involving WBE participation. It is the bidder's sole responsibility to verify whether any listed woman-owned business meets the WBE qualifications.  
 \*\*\*Goals should be calculated based on the Base Bid only.\*\*\***

Project Number: 125-027 Project Name: Main & Wayne Parking Garage Elevator Replacement  
 Bidder: Gibson-Lewis, LLC Total Bid Amount: \_\_\_\_\_ WBE Goal: 5%  
 Page \_\_\_\_\_ of \_\_\_\_\_

Name & Address of WBE	Primary Contact Person (Name/Telephone)	Scope of Work to be Performed (Attach scope/schedule if you need additional space)	Dollar Amount of WBE Component	Percentage of Total Bid/Proposal

Submitted by: Nick Gurbick, President  2/10/26  
 Print Name Signature Date

**\*\*\*Goals should be calculated based on the Base Bid only.\*\*\***

**CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN**



**FORM MBE-2.0  
EVIDENCE OF GOOD FAITH EFFORTS**

**This completed form should be included as part of the Bids documents related to City of South Bend Public Works Projects requiring Good Faith Efforts to obtain MBE participation.**

Project Number: 125-027 Date: \_\_\_\_\_  
 Project Name: Main & Wayne Parking Garage Elevator Replacement  
 Bidder: Gibson-Lewis, LLC  
 Contact Person: Nick Gurbick, President Telephone: 574-259-8581  
 Address: 1001 W. 11th Street  
 City: Mishawaka State: IN Zip: 46544  
 Email: ngurbick@gl.nceusa.com

To determine whether a bidder has demonstrated good faith efforts to reach the MBE utilization goals set forth in the City of South Bend Public Works Project Specifications, the City and its agencies, boards, or commissions, **REQUIRE ALL** of the following Good Faith Efforts as listed in the table below\*:

	<b>EVIDENCE OF GOOD FAITH EFFORTS</b>
NG	<b>MBE LIST(S):</b> The bidder reviewed 1) the City of South Bend's Minority and Women Business Enterprise Inclusion Program Plan; 2) the list of certified MWBEs provided by the City; and 3) the Indiana Department of Administration list of Minority and Women Owned Businesses (both certified and non-certified) found at: <a href="http://www.in.gov/idoa/">http://www.in.gov/idoa/</a> .
	<b>GOOD FAITH EFFORTS TO OBTAIN MBE PARTICIPATION</b>
	The bidder shall initial each item below, as evidence of its good faith efforts to obtain MBE participation in the awarded contract.
NG	I <b>affirm</b> that I reviewed the City of South Bend's Minority and Women Business Enterprise Inclusion Program Plan and the Indiana Department of Administration's certified list of Indiana Minority and Women Business Enterprises, found on their website ( <a href="http://www.in.gov/idoa/">http://www.in.gov/idoa/</a> ).
NG	I <b>affirm</b> that I have made good faith efforts to select portions of the contract work to be performed by MWBEs, including, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE participation.
NG	I <b>affirm</b> that I have made good faith efforts to solicit through all reasonable and available means the interest of all MBEs in the scopes of work of the contract.
NG	I <b>affirm</b> that I attended all pre-bid meetings scheduled by the City of South Bend to inform MBEs of contracting and subcontracting opportunities.
NG	I <b>affirm</b> that I advertised in general circulation and/or trade association publications concerning subcontract opportunities and allowed MBEs reasonable time to respond to such advertisements.
NG	I <b>affirm</b> that I performed any and all necessary steps to provide written notices in a manner reasonably calculated to inform MBEs of subcontracting opportunities and allowed sufficient time for MBEs to participate effectively.
NG	I <b>affirm</b> that I followed up on initial solicitations with interested MBEs.
NG	I <b>affirm</b> that I negotiated with interested MBEs in good faith, including providing such MBEs with adequate information about the plans, specifications and other requirements of the subcontract.
NG	I <b>affirm</b> that I have made good faith efforts to assist interested MBEs in obtaining bonding, lines of credit, or insurance as required by the City or the bidder, where appropriate.

**CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN**



**FORM MBE-2.0  
EVIDENCE OF GOOD FAITH EFFORTS**

	NG	I affirm that I have made good faith efforts to assist interested MBEs in obtaining necessary equipment, supplies, materials, or related assistances or services, where appropriate.
	NG	I affirm that I did not reject any MBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.
NG	<p><b>CONTRACT RECORDS:</b> The bidder has maintained the following records for each MBE that has bid on the subcontracting opportunity:</p> <ol style="list-style-type: none"> <li>1. Name, address, and telephone number;</li> <li>2. A description of information provided by the bidder or subcontractor; and</li> <li>3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the MBE was unqualified to perform the job.</li> </ol>	

**\*Proper demonstration of Good Faith Efforts requires your initials next to all of the above boxes. Any omissions shall be considered grounds for rejection of the bid by the Board of Public Works. The City of South Bend reserves the right to request additional information.**

**CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN**



**FORM WBE-2.0  
EVIDENCE OF GOOD FAITH EFFORTS**

**This completed form should be included as part of the Bids documents related to City of South Bend Public Works Projects requiring Good Faith Efforts to obtain MWBE participation.**

Project Number: 125-027 Date: 2/10/26  
 Project Name: Main & Wayne Parking Garage Elevator Replacement  
 Bidder: Gibson-Lewis, LLC  
 Contact Person: Nick Gurbick, President Telephone: 574-259-8581  
 Address: 1001 W. 11th Street  
 City: Mishawaka State: IN Zip: 46544  
 Email: ngurbick@gl.nceusa.com

To determine whether a bidder has demonstrated good faith efforts to reach the WBE utilization goals set forth in the City of South Bend Public Works Project Specifications, the City and its agencies, boards, or commissions, **REQUIRE ALL** of the following Good Faith Efforts as listed in the table below\*:

	<b>EVIDENCE OF GOOD FAITH EFFORTS</b>
NG	<b>WBE LIST(S):</b> The bidder reviewed 1) the City of South Bend's Minority and Women Business Enterprise Inclusion Program Plan; 2) the list of certified MWBEs provided by the City; and 3) the Indiana Department of Administration list of Minority and Women Owned Businesses (both certified and non-certified) found at: <a href="http://www.in.gov/idoa/">http://www.in.gov/idoa/</a> .
	<b>GOOD FAITH EFFORTS TO OBTAIN WBE PARTICIPATION</b>
	The bidder shall initial each item below, as evidence of its good faith efforts to obtain WBE participation in the awarded contract.
NG	I <b>affirm</b> that I reviewed the City of South Bend's Minority and Women Business Enterprise Inclusion Program Plan and the Indiana Department of Administration's certified list of Indiana Minority and Women Business Enterprises, found on their website ( <a href="http://www.in.gov/idoa/">http://www.in.gov/idoa/</a> ).
NG	I <b>affirm</b> that I have made good faith efforts to select portions of the contract work to be performed by WBEs, including, where appropriate, breaking out contract work items into economically feasible units to facilitate WBE participation.
NG	I <b>affirm</b> that I have made good faith efforts to solicit through all reasonable and available means the interest of all WBEs in the scopes of work of the contract.
NG	I <b>affirm</b> that I attended all pre-bid meetings scheduled by the City of South Bend to inform WBEs of contracting and subcontracting opportunities.
NG	I <b>affirm</b> that I advertised in general circulation and/or trade association publications concerning subcontract opportunities and allowed WBEs reasonable time to respond to such advertisements.
NG	I <b>affirm</b> that I performed any and all necessary steps to provide written notices in a manner reasonably calculated to inform WBEs of subcontracting opportunities and allowed sufficient time for WBEs to participate effectively.
NG	I <b>affirm</b> that I followed up on initial solicitations with interested WBEs.
NG	I <b>affirm</b> that I negotiated with interested WBEs in good faith, including providing such WBEs with adequate information about the plans, specifications and other requirements of the subcontract.
NG	I <b>affirm</b> that I have made good faith efforts to assist interested WBEs in obtaining bonding, lines of credit, or insurance as required by the City or the bidder, where appropriate.

**CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN**



**FORM WBE-2.0  
EVIDENCE OF GOOD FAITH EFFORTS**

	NG	I <b>affirm</b> that I have made good faith efforts to assist interested WBEs in obtaining necessary equipment, supplies, materials, or related assistances or services, where appropriate.
	NG	I <b>affirm</b> that I did not reject any WBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.
NG	<p><b>CONTRACT RECORDS:</b> The bidder has maintained the following records for each WBE that has bid on the subcontracting opportunity:</p> <ol style="list-style-type: none"> <li>1. Name, address, and telephone number;</li> <li>2. A description of information provided by the bidder or subcontractor; and</li> <li>3. A statement of whether an agreement was reached, and if not, why not, including any reasons for concluding that the MWBE was unqualified to perform the job.</li> </ol>	

**\*Proper demonstration of Good Faith Efforts requires your initials next to all of the above boxes. Any omissions shall be considered grounds for rejection of the bid by the Board of Public Works. The City of South Bend reserves the right to request additional information.**

CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN



FORM MBE-2.1  
MBE CONTACTED

This completed form should be supplied with Bids that pertain to City of South Bend Public Works Projects requiring Good Faith Efforts to contact MBEs. It is the bidder's sole responsibility to verify whether any listed minority-owned business meets the MBE qualifications. Attach additional pages if necessary.

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Project Number: 125-027 MBE Participation Goal 0%

Project Name: Main & Wayne Parking Garage Elevator Replacement

Bidder: Gibson-Lewis, LLC

By: [Signature] President 2/10/26

(Signature) Nick Gurbick (Title) (Date)

MBE Firm \_\_\_\_\_

Owner or Contact at MBE Firm \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

TYPE OF WORK SOLICITED FOR THIS PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESULTS OF CONTACT WITH THE MBE FIRM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MBE Firm \_\_\_\_\_

Owner or Contact at MBE Firm \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

TYPE OF WORK SOLICITED FOR THIS PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESULTS OF CONTACT WITH THE MBE FIRM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CITY OF SOUTH BEND  
MINORITY AND WOMEN BUSINESS ENTERPRISE INCLUSION PROGRAM PLAN



FORM MBE-2.1  
WBE CONTACTED

This completed form should be supplied with Bids that pertain to City of South Bend Public Works Projects requiring Good Faith Efforts to contact WBEs. It is the bidder's sole responsibility to verify whether any listed woman-owned business meets the WBE qualifications. Attach additional pages if necessary.

PAGE \_\_\_\_\_ OF \_\_\_\_\_

Project Number: 125-027 WBE Participation Goal 5%

Project Name: Main & Wayne Parking Garage Elevator Replacement

Bidder: Gibson-Lewis, LLC

By: Nick Gurbick (Signature) President (Title) 2/10/26 (Date)

WBE Firm McMann Electric, Inc.

Owner or Contact at WBE Firm Terri McMann

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: X

TYPE OF WORK SOLICITED FOR THIS PROJECT: Electric

RESULTS OF CONTACT WITH THE WBE FIRM: Did Not Bid

WBE Firm CBS Service LLC

Owner or Contact at WBE Firm Shane Smith

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: X

TYPE OF WORK SOLICITED FOR THIS PROJECT: Electric

RESULTS OF CONTACT WITH THE WBE FIRM: Did Not Bid

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 03992-CNA-26-014

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

Gibson-Lewis, LLC  
1001 West 11th Street  
Mishawaka, IN 46544

**SURETY:**

(Name, legal status and principal place of business)

The Continental Insurance Company  
151 N Franklin Street  
Chicago, IL 60606  
State of Inc: Pennsylvania

**OWNER:**

(Name, legal status and address)

City of South Bend, Indiana, Board of Public Works  
215 S Dr Martin Luther King Jr Blvd, Suite 400  
South Bend, IN 46601

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** Five Percent of Amount Bid (5%)

**PROJECT:**

(Name, location or address, and Project number, if any)

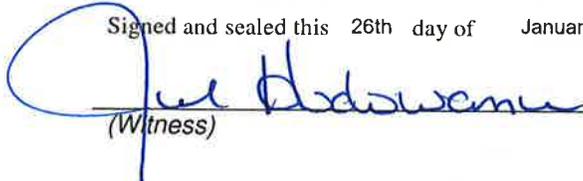
Main & Wayne Parking Garage Elevator Replacement - Project No. 125-027

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

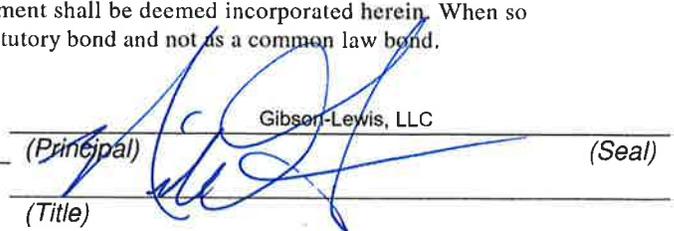
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

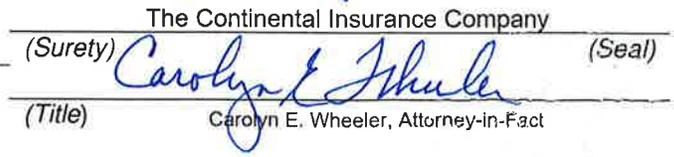
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of January, 2026

  
(Witness)

  
(Witness) Bonnie Rice

  
(Principal) Gibson-Lewis, LLC (Seal)  
(Title)

  
(Surety) The Continental Insurance Company (Seal)  
(Title) Carolyn E. Wheeler, Attorney-in-Fact

**POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT**

**Know All Men By These Presents,** That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Carolyn E. Wheeler

of Knoxville, Tennessee, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

Surety Bond Number: 03992-CNA-26-014

Principal: Gibson-Lewis, LLC

Obligee: City of South Bend, Indiana, Board of Public Works

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the insurance company and all the acts of said Attorney, pursuant to the authority hereby given, is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Laws and Resolutions, printed below, duly adopted, as indicated, by the Board of Directors of the insurance company.

**In Witness Whereof,** The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on November 24, 2025.



The Continental Insurance Company

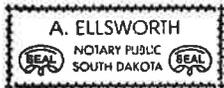
*Larry Kasten*

Larry Kasten, Vice President

State of South Dakota, County of Minnehaha, ss:

On this November 24, 2025, before me personally came Larry Kasten to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota, that he is a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.

My commission expires  
November 2, 2028



*A. Ellsworth*

A. Ellsworth, Notary Public

**CERTIFICATE**

I, P. Kolsrud, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Laws and Resolutions of the Board of Directors of the insurance company printed below are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company on January 26, 2026



The Continental Insurance Company

*P. Kolsrud*

P. Kolsrud, Assistant Secretary

**Authorizing By-Laws and Resolutions**

ADOPTED BY THE BOARD OF DIRECTORS OF THE CONTINENTAL INSURANCE COMPANY:

This Power of Attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the Board of Directors of the Company at a meeting held on May 10, 1995.

"RESOLVED: That any Senior or Group Vice President may authorize an officer to sign specific documents, agreements and instruments on behalf of the Company provided that the name of such authorized officer and a description of the documents, agreements or instruments that such officer may sign will be provided in writing by the Senior or Group Vice President to the Secretary of the Company prior to such execution becoming effective."

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above resolution to execute power of attorneys on behalf of The Continental Insurance Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the April 25, 2012.

“Whereas, the bylaws of the Company or specific resolution of the Board of Directors has authorized various officers (the “Authorized Officers”) to execute various policies, bonds, undertakings and other obligatory instruments of like nature; and

Whereas, from time to time, the signature of the Authorized Officers, in addition to being provided in original, hard copy format, may be provided via facsimile or otherwise in an electronic format (collectively, “Electronic Signatures”), Now therefore be it resolved: that the Electronic Signature of any Authorized Officer shall be valid and binding on the Company.”

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the April 27, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

# EQUAL EMPLOYMENT OPPORTUNITY POLICY

GIBSON-LEWIS, LLC has adopted the following policy on equal employment opportunity:

The Company will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, citizenship status, genetic information, ancestry, off-duty tobacco use, sealed or expunged arrest or conviction record and veteran status or any other basis protected by state, federal or other applicable law. The company is also committed not to discriminate regarding the following:

- Referral, Hiring, Placement, Upgrading, Promotion, Transfer, Demotion, or Award of Tenure;
- Recruitment, Advertising, Solicitation for Employment, or Job Application Procedures;
- Rates of Pay or other Forms of Compensation and Changes in Compensation;
- Treatment during Employment;
- Job Assignments, Job Classifications, Organizational Structures, Position Descriptions, Lines of Progression, and Seniority Lists;
- Leaves of Absence, Sick Leave, or any other Leave;
- Fringe Benefits Available by Virtue of Employment, Whether or Not Administered by the Company;
- Activities Sponsored by the Company including Social or Recreational Programs;
- Selection and Financial Support for Training including Apprenticeship, Professional Meetings, Conferences, and other Related Activities and Selection for Leave of Absence to Pursue Training;
- Layoff or Termination; Right to Return from Layoff, Rehire, and all other Terms and Conditions of Employment

The Company further agrees to provide a reasonable accommodation to any otherwise qualified individual with a disability unless the accommodation would cause an undue hardship, as and to the extent required by the Americans with Disabilities Act.

The Company also seeks and intends to achieve and maintain full compliance with all other applicable statutes, regulations and executive orders on equal employment opportunity.

**THE COMPANY EXPECTS ALL EMPLOYEES TO ABIDE BY THIS POLICY.**



**CITY OF SOUTH BEND, INDIANA**  
**CONTRACTOR'S BID FOR PUBLIC WORK**  
**CHECKLIST FOR BIDDERS**

**Project Name** Main & Wayne Parking Garage Elevator Replacement  
**Project No.** 125-027  
**For Bids Due** February 10, 2026 at 9:00am local time to BPWbids@southbend.gov

From time to time the South Bend Board of Public Works finds it necessary to reject a bid because it does not comply with statutory requirements. In preparing your bid, please use the following checklist in order to make sure that your bid is done in the proper manner.

- X Proper bid security included. The bidder has the option of providing either a Certified Check or Bid Bond.
  
- X Bid prepared on the City of South Bend Contractor's Bid for Public Work Form, completely executed.
  
- X Contractor's Non-Collusion and Non-Debarment Affidavit, Certification Regarding Investments with Iran, Employment Eligibility Verification, Non-Discrimination Commitment, and Certification of use of United States Steel Products or Foundry Products.
  
- X Proof of M/WBE Utilization Plans [MBE-1.0 and WBE-1.0]. Also provide Evidence of Good Faith Efforts Forms [MBE-2.0 and WBE-2.0] and M/WBE Contacted Forms [MBE-2.1 and WBE-2.1].
  
- X Acknowledge Receipt of \_\_\_\_\_ Addendum(s) included with the bid.
  
- X All required additional information is included with the bid.
  
- X Proposal statements and other affidavits all signed by the proper party with name either printed or typed underneath signature.
  
- X This checklist submitted with the Bid.

**This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.**

Bidder: Gibson-Lewis, LLC Date: 2/10/26

By Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name & Title: Nick Gurbick, President



## TO THE BIDDER—

The following forms of questionnaires and financial statement are prescribed by the State Board of Accounts in conformity with the statute set out on the preceding page.

These forms, properly filled out and attested, must accompany each bid of Five Thousand Dollars or more on any public work.

The forms are designed to cover all contracts for all kinds of work and the bidder is required to answer such questions as are pertinent to the work upon which he is bidding. The purpose of the questionnaire and financial statement, as set forth in the law, is to enable the awarding body to determine the qualifications of the bidder to carry out successfully the contract if the same is awarded to him.

The bidder will find it to his advantage to answer fully all questions coming within the range of the work upon which he is bidding. Particular attention should be given the "Financial Statement" and the details relative to the assets and liabilities set out. This form is made in extensive detail so that the bidder may explain his assets and liabilities in proper sequence and in a uniform manner.

Section 2 of an Act entitled "An ACT concerning the awarding for the performance of public work and authorizing the board of accounts to prescribe certain forms to be used in ascertaining the responsibility of contractors who submit bids for the performance of such work, providing for plans and specifications, providing for bids repealing certain laws and declaring an emergency".

Section 2. Whenever the aggregate costs of any work or improvement will be five thousand dollars (\$5,000.00) or more, for the purpose of enabling such board, commission, trustee, officer or agent to ascertain and determine which of the bidders submitting bids for the performance of any such public work is, in the judgement of such board, commission, trustee, officer or agent, the lowest and/or best bidder and to exercise intelligently the discretion hereby conferred on such board, commission, trustee, officer or agent, each bidder shall be required to submit under oath with and as a part of his bid, a statement of his experience, his proposed plan for performing such work and the equipment which he has available for the performance of such work and a financial statement. The statements, hereby required shall be submitted on forms which shall be prescribed by the state board of accounts. The forms so prescribed shall be designated, respectively, as the experience questionnaire, the plan and equipment questionnaire and the contractor's financial statement, and shall be based, so far as applicable, on the standard questionnaires and financial statement for the bidders as approved and recommended by the joint conference on construction practices, for use in investigating the qualifications of bidders on public construction work, and the forms so prescribed are, hereby, prescribed as the forms which shall, hereafter, be used by all such boards, commissions, trustees, officers and agents in obtaining the information which is required in the administration of this act. If the information submitted by any bidder on the forms herein prescribed is found, on examination, to be unsatisfactory, the bid submitted by such bidder shall not be considered.

Submitted by Gibson-Lewis, LLC

- A Corporation
- A Co-partnership
- An Individual
- Limited Liability Company

Principal Office at 1001 W. 11th Street, Mishawaka, IN

To City of South Bend, Indiana Board of Public Works

### EXPERIENCE QUESTIONNAIRE

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories hereinafter made.

1. How many years has your organization been in business as a general contractor under your present business name? \_\_\_\_\_

2. How many years' experience in Specialty construction work has your organization had:

(a) As a general contractor Forty-Five (47) years (b) as a sub-contractor Fifty-Six (58) years

3. What projects has your organization completed?

CONTRACT AMOUNT	CLASS OF WORK	WHEN COMPLETED	NAME AND ADDRESS OF OWNER
1,652,024		2025	Lake Prairie ES - Lowell, IN
8,497,608		2025	Walkerton & North Liberty E.S. - Walkerton, IN
3,189,172		2025	SBN Gates 4 & 8 - South Bend, IN
2,512,197		2025	Lowell M.S. - Lowell, IN

3A What projects has your organization now in process of construction?

CONTRACT AMOUNT	CLASS OF WORK	WHEN TO BE COMPLETED	NAME AND ADDRESS OF OWNER
4,957,042		2026	Penn H.S. Mechanical Renov. - Mishawaka IN
3,576,600		2026	Goshen Public Library - Goshen IN
4,197,391		2026	Logansport JR High Renov. Logansport , IN
10,732,000		2027	Potato Creek Lodge - North Liberty, IN

4. Have you ever failed to complete any work awarded to you? No If so, where and why?

---



---



---

5. Has any offer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? No If so, state name of individual, other organization and reason therefor.

---



---



---

6. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? No If so, state name of individual, name of owner and therefor.

---



---



---

7. In what other lines of business are you financially interested? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. For what corporation or individuals have you performed work, and to whom do you refer? \_\_\_\_\_  
 Memorial Hospital of South Bend, IN Donald Gee - 574-647-1471  
 University of Notre Dame - Notre Dame, IN Tony Polotto - 574-631-4205  
 First Source Bank John Holmes - 574-235-2116  
 Four Winds Casino Richard Ramirez - 269-926-5679
9. For what cities have you performed work and to whom do you refer? \_\_\_\_\_  
 South Bend, Indiana (County-City Building) 574-235-9554  
 Mishawaka, Indiana 574-258-1607  
 LaPorte, Indiana 219-326-6808  
 Elkhart, Indiana 574-535-6775
10. For what <sup>counties</sup> ~~countries~~ have you performed work and to whom do you refer? \_\_\_\_\_  
 St. Joseph County 574-235-9554  
 Elkhart County 574-535-6775
11. For what State bureaus or departments have you performed work and to whom do you refer? \_\_\_\_\_  
 Purdue University - 765-494-7342  
 Indiana University - South Bend, Indiana 574-520-4319
12. Have you ever performed any work for the U.S. Government? Yes  
 If so, when and to whom do you refer? Robert A. Grant Federal Building and U.S. Courthouse  
Hammond Courthouse & Andrews Library was a federal building
13. What is the construction experience of the principal individual of your organization?

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE AND TYPE OF WORK	IN WHAT CAPACITY
Nick Gurbick	President	13	Supv. & Mgmt	Supervision
Justin Micola	VP of Service	25	Supv. & Mgmt	Supervision
Elizabeth Biddle	Asst Secretary	25	Supv. & Mgmt	Supervision
Eric Becker	Superintendent	20	Supv. & Mgmt	Supervision



\* 6. Do you intend to do the grading on the proposed work with your own forces? \_\_\_\_\_  
 If so, give type of equipment to be used \_\_\_\_\_

\_\_\_\_\_

\* 7. If you intend to sublet the grading or perform it through an agent, state amount of subcontract or agent's contract, and if known, the name and address of sub-contractor or agent, amount and type of his equipment and financial responsibility. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Do you intend to sublet any other portions of the work? \_\_\_\_\_  
 If so, state amount of sub-contract, and if known, the name and address of the sub-contractor, whether subcontract is a minority and/or women's business enterprise, amount, and type of his equipment and financial responsibility. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

9. From which sub-contractors or agents do you expect to require a bond? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. What equipment do you own that is available for the proposed work?

QUANTITY	ITEM	DESCRIPTION, SIZE CAPACITY, ETC.	CONDITION	YEARS OF SERVICE	PRESENT LOCATION
2	Fork Lifts	Shop Type	Good	Various	Warehouse
2	Skid Streer	4 Wheel Drive	Good	Various	Various Jobs
1000	Scaffold Sets	Various	Good	Various	Various Jobs
10	Trucks	Various	Good	Various	Various Jobs
1	All Terrain Fork Lift	22' RWD	Good	Various	Various Jobs
1	Laser Screed	Copperhead	Good	Various	Various Jobs
1	Reach Forklift	44" Reach 4WD	Good	Various	Various Jobs
1	Street Sweeper	Skid Steer Attachment	Good	Various	Various Jobs
2	Tile Scraper	Ride on Tile Scraper	Good	Various	Various Jobs

11. What equipment do you intend to purchase for use on the proposed work, should the contract be awarded to you?

QUANTITY	ITEM	DESCRIPTION, SIZE, CAPACITY, ETC.	APPROXIMATE COST

12. How and when will you pay for the equipment to be purchased? \_\_\_\_\_

13. Do you propose to rent any equipment for this work? \_\_\_\_\_ if so, state type, quantity and reasons for renting.

14. Have you made contracts or received firm offers for all materials within prices used in preparing your proposal? Do not give names of dealers or manufacturers \_\_\_\_\_

15. List all permits, licenses, or registrations, which you have and are required by law to maintain in order to bid on this work. Please include the type of the permit, license, or registration; the name of the issuing entity; the number of the licenses, permit, or registration; and the expiration date. \_\_\_\_\_

Dated at Mishawaka, IN this 10th day of February, 2026

Gibson-Lewis, LLC  
(Name of Organization)  
By [Signature]  
Nick Gurbick, President  
(Title of Person Signing)

STATE OF INDIANA  
COUNTY OF ST. JOSEPH

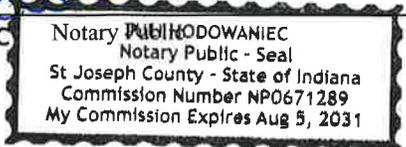
SS: Nick Gurbick Being duly sworn, deposes and says that he is  
President of the above Gibson-Lewis, LLC  
of the above Gibson-Lewis, LLC  
(Name of Organization)

and that the answers to the questions in the foregoing questionnaires and all statements therein contained are true and correct.

Subscribed and sworn to before me this 10th day of February, 2026

My Commission expires 8/05/2031

[Signature]  
Juli Hodowaniec



**CITY OF SOUTH BEND, INDIANA**  
**CONTRACTOR'S BID FOR PUBLIC WORK**  
**RESPONSIBLE BIDDER CHECKLIST**

**Project Name** Main & Wayne Parking Garage Elevator Replacement  
**Project No.** 125-027  
**For Bids Due** February 10, 2026 at 9:00am local time to BPWbids@southbend.gov  
**Contractor Name:** Gibson-Lewis, LLC

The City seeks to enhance its ability to identify responsive and responsible bidders on all City public works projects by institution of comprehensive submission requirements in compliance with State law. Quality workmanship, efficient operation, safety, and timely completion of projects requires that all bidders meet certain minimum requirements to be responsive and responsible bidders.

**THIS FORM MUST BE SUBMITTED WITH YOUR BID.**

**\*\*THIS FORM ONLY APPLIES TO BIDS GREATER THAN \$250,000. \*\***

**INSTRUCTIONS:**

**If you are a pre-qualified bidder, complete Section I only.**

**If you are not a pre-qualified bidder, complete Section II only.**

Section II acts as an application for pre-qualification. Submission of Section II will allow the bidder to be considered for pre-qualification for bids with the City of South Bend Department of Public Works. Pre-qualified bidders will then be exempt from a portion of the submission requirements outlined in Section 6-71 of The Responsible Bidding **Ordinance No. 10975-23** (hereinafter, "Responsible Bidding Ordinance") for a period of twelve (12) months.

Thereafter, contractors who are pre-qualified must submit a complete application for continuation of "pre-qualified" standing, on a form provided by the City ("Responsible Bidder Checklist (1) Pre-Qualified Bidders") within twelve (12) months of obtaining pre-qualified standing. If the status of any item changes within the twelve (12) months, it is the responsibility of the contractor to notify the City. Failure by any pre-qualified contractor to submit its complete application for continuation of "pre-qualified" standing within the time prescribed above shall result in automatic removal of the designation, effective immediately following the twelve (12) months of pre-qualified standing.

However, the "removed" contractor or subcontractor shall still be permitted to bid on City public works projects, though the contractor must submit all required documents under 6-71 until "pre-qualified" status is re-established.

**Please Note: The City reserves the right to request supplemental information from the bidder, additional verification of any information provided by the bidder, and may also conduct random inquiries of the bidder's current and previous customers regardless of pre-qualified standing.**

It is the sole responsibility of the potential bidder to comply with all submission requirements applicable to the bidder in Section 6-71 of the Responsible Bidding Ordinance no later than the date of the public bid opening.

**POST BID SUBMISSIONS:**

Post-bid submissions must be submitted in accordance with Section 6-72 of the Responsible Bidding Ordinance. The post-bid submission requirements are as follows:

1. All bidders shall collect, maintain, and provide upon request, a current written list that discloses the name, address, licensing status, and type of work for any subcontractor from whom the bidder has accepted a bid and/or intends to hire on any part of the public work project, including individuals performing work as independent contractors.
2. Each subcontractor, whose portion of the project is estimated to be at least two-hundred fifty thousand dollars (\$250,000.00), shall be required to adhere to the requirements of Section I of the Responsible Bidder Ordinance as though it were bidding directly to the City, except that the subcontractor shall submit the required information (including the name, address, and type of work) to the successful bidder prior to the commencement of work.
3. Failure of a subcontractor to submit the required information shall not disqualify the successful bidder from performing work on the project and shall not constitute a contractual default and/or breach by the successful bidder. However, the City may withhold all payment otherwise due for work performed by a subcontractor, until the subcontractor submits the required information and the City approves such information.
4. The disclosure of a subcontractor list ("Disclosed Subcontractor(s)") to the City by a bidder shall not create any rights in the Disclosed Subcontractor(s). Thus, a bidder may substitute another subcontractor for a Disclosed Subcontractor by giving the City, upon request, written notice of the name, address, licensing status, and type of work of the substitute subcontractor.
5. The successful bidder for projects greater than \$250,000 and all subcontractors performing work greater than \$250,000 on a public works project are required to submit certified payroll utilizing the federal form known as WH-347 or a similar form on a bi-weekly basis, submitted within 10 days after the end of each bi-weekly payroll period. Certified payrolls shall identify the job title and craft for each employee. **Certified payrolls shall be submitted electronically.**

**Please Note: Submissions deemed inadequate, incomplete, or untimely by the City may result in the automatic disqualification of the bid.**

The City, after review of complete and timely submissions, shall, in its sole discretion, after taking into account all information in the submission requirements, determine whether a bidder is responsive and responsible, and provide a Pre-Qualification Verification Letter. The City specifically reserves the right to utilize all information provided in the contractor's submission and any information obtained by the City through its own independent verification of the information provided by the contractor.

## I. PRE-QUALIFIED BIDDER CHECKLIST

### (a) Acknowledgements:

- (i)   X   By checking this box, I hereby acknowledge that I am a pre-qualified bidder with the City of South Bend and that I have met the pre-qualification requirements within the last twelve (12) months. **A copy of my Pre-Qualification verification letter is attached.**
- (ii)   X   By checking this box, I hereby acknowledge that the City reserves the right to request supplemental information, additional verification of any information provided by me, and may also conduct random inquiries of my current and prior customers.
- (iii)   X   By checking this box, I hereby acknowledge that apprenticeship and training programs that I participate in have graduated at least five (5) apprentices in each of the past five (5) years.
- (iv)   X   By checking this box, I hereby acknowledge that all subcontractors performing work greater than \$250,000 also meet the qualifications of the Responsible Bidder Ordinance.

### (b) Attachments:

- (i)   X   Indiana Secretary of State's on-line records (ie. Business verification) dated within sixty (60) days of the submission of said document showing that business is in existence, current with the Indiana Secretary of State's Business Entity Report, and eligible for a certificate of good standing. (Not applicable to individuals, sole proprietors or partnerships).
- (ii)   X   Statement on staffing capabilities, including labor sources. This statement indicates and ensures I have sufficient employees on staff to complete the work. It outlines how I intend to meet the staffing needs of the work.
- (iii)   X   List of projects of similar size and scope of work performed in all areas, including the State of Indiana, within the last three (3) years.
- (iv)   X   For every project, submit evidence of participation in apprenticeship and training programs, applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. This includes, but may not be limited to, letters from apprenticeship coordinators detailing the bidder's association with the program, and the United States Department of Labor Office of Apprenticeship Certificates of Registration of Apprenticeship Programs for each type of work to be performed on the project.

- (ii) Provide qualified leadership and tradesman from pool of experienced employees to meet the requirements of the project. Long standing relationship with various craftsman unions including carpenters, laborers, cement mason, plasterers and painters.

## II. PRE-QUALIFICATION CHECKLIST (FOR BIDDERS THAT ARE NOT PRE-QUALIFIED)

### (a) Acknowledgements:

- (i)  By checking this box, I hereby acknowledge that I am not a pre-qualified bidder with the City of South Bend.
- (ii)  By checking this box, I hereby acknowledge that the City reserves the right to request supplemental information, additional verification of any information provided, and may also conduct random inquiries of my current and prior customers. The City reserved the right to utilize all information provided in this submission and all information obtained in inquiries or requests to determine if a bidder is responsive and responsible. Additionally, I acknowledge that all information provided to the City shall be regarded as public records.
- (iii)  By checking this box, I hereby acknowledge that copies of all Applicable apprenticeship certificates or standards for training programs applicable to the work performed on the project may be requested at any time and shall be furnished upon request.
- (iv)  By checking this box, I hereby acknowledge and ensure that I and all sub-contractors, from whom I have accepted a bid and/or intend to hire to perform work on the public work project, are properly licensed. Furthermore, I acknowledge my understanding that it is my responsibility to ensure that all sub-contractors have the necessary licenses to undertake the work called for in this bid. If a sub-contractor loses their license at any point, it is the responsibility of that sub-contractor to notify the City.
- (v)  By checking this box, I hereby acknowledge that apprenticeship and training programs that I participate in have graduated at least five (5) apprentices in each of the past five (5) years.
- (vi)  By checking this box, I hereby acknowledge that all subcontractors performing work greater than \$250,000 also meet the qualifications of the Responsible Bidder Ordinance.

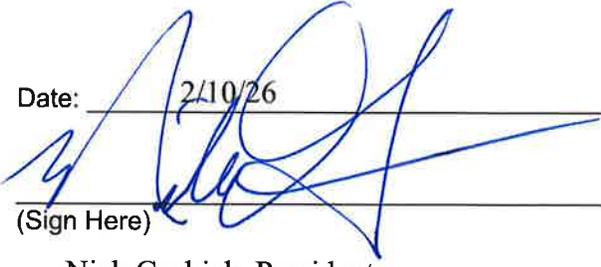
### (b) Attachments:

- (i)  Indiana Secretary of State's on-line records (ie. Business verification) dated within sixty (60) days of the submission of said document showing that business is in existence, current with the Indiana Secretary of State's Business Entity Report, and eligible for a certificate of good standing. (Not applicable to individuals, sole proprietors or partnerships).
- (ii)  List identifying all former business names.
- (iii)  Any determinations by a court or governmental agency any violations of federal state, or local laws including, but not limited to, violations of contracting or antitrust laws, tax or licensing laws, environmental laws, Occupational Safety and Health Act (OSHA), or federal Davis-Bacon and related Acts, within the preceding five (5) years.
- (iv)  Statement about staffing capabilities, including labor sources. This statement indicates and ensures I have sufficient employees on staff to complete the work I am bidding on OR outlines how I intend to meet the staffing needs of the work.
- (v)  Statement that individuals who will perform work on the public work project on my behalf will be properly classified as an employee or as an independent contractor under all applicable state and federal laws and local ordinances.
- (v)  For every project, submit evidence of participation in apprenticeship and training programs, applicable to the work to be performed on the project, which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. This includes, but may not be limited to, letters from apprenticeship coordinators detailing the bidder's association with

the program, and the United States Department of Labor Office of Apprenticeship Certificates of Registration of Apprenticeship Programs for each type of work to be performed on the project.

- (vi)  Copy of a written plan for employee drug testing that covers all of my employees who will perform work on the public work project and meets or exceeds the requirements set forth in IC 4-13-18-5 or IC 4-13-18-6.
- (vii)  Evidence that I am utilizing a surety company which is on the Bureau of Fiscal Service "Department of Treasury's Listing of Approved Sureties" as required in the bid specifications or contract.
- (viii)  Written statement of any federal, state or local tax liens or tax delinquencies owed to any federal, state or local taxing body in the preceding three years.
- (ix)  List of projects of similar size and scope of work performed in all areas, including the State of Indiana, within three (3) years prior to the date on which the bid is due.

Date: 2/10/26

  
(Sign Here)

Nick Gurbick, President

(Print Name Here)

Gibson-Lewis, LLC

(Name of Company)

1001 W. 11th Street

(Address of Company)

Mishawaka

(City)

Indiana

(State)

574-259-8581

(Telephone Number)



CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**DEPARTMENT OF PUBLIC WORKS**  
ERIC HORVATH, DIRECTOR

August 15, 2025

Juli Hodowaniec  
Gibson Lewis, LLC  
[JHodowaniec@gl.nceusa.com](mailto:JHodowaniec@gl.nceusa.com)

RE: Pre-Qualification Verification

Dear Ms. Hodowaniec:

This letter serves as verification of Pre-Qualification status of your company for bidding with the City of South Bend. This Pre-Qualification status is effective for twelve (12) months from the date of this letter. Thereafter you are required to re-submit a complete application for continuation of pre-qualification status within twelve (12) months from the date of this letter.

A copy of this Verification Letter must be included with every bid exceeding \$250,000 submitted to the City of South Bend Board of Public Works, along with your Pre-Qualified Bidder Checklist and attachments.

If you have any further questions regarding this matter, please call this office at (574) 235-9251.

Sincerely,

Tara Bussell, Permit Manager

**BUSINESS INFORMATION**  
DIEGO MORALES  
INDIANA SECRETARY OF STATE  
01/15/2026 12:00 PM

**Business Details**

Business Name:	<b>GIBSON-LEWIS, LLC</b>	Business ID:	<b>1995051381</b>
Entity Type:	<b>Domestic Limited Liability Company</b>	Business Status:	<b>Active</b>
Creation Date:	<b>05/24/1995</b>	Inactive Date:	
Principal Office Address:	<b>1001 W. 11th, MISHAWAKA, IN, 46544, USA</b>	Expiration Date:	<b>Perpetual</b>
Jurisdiction of Formation:	<b>Indiana</b>	Business Entity Report Due Date:	<b>05/31/2027</b>
		Years Due:	

**Registered Agent Information**

Type: **Business**  
Name: **NATIONAL CONSTRUCTION ENTERPRISES INC.**  
Address: **1001 W. 11th, Mishawaka, IN, 46544 - 0000, USA**

AIA Document A305

# Contractor's Qualification Statement

1986 EDITION

*This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.*

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: City of South Bend, Indiana  
Board of Public Works  
ADDRESS: 215 S Dr Martin Luther King Jr Blvd, STE 400  
South Bend, IN

SUBMITTED BY: Gibson-Lewis, LLC

NAME: 1001 W. 11th Street  
ADDRESS: Mishawaka, IN 46544

PRINCIPAL OFFICE:

Corporation   
Partnership   
Individual   
Joint Venture   
Other   
Limited Liability Company

NAME OF PROJECT: Main & Wayne Parking Garage Elevator Replacement

TYPE OF WORK:

General Construction  HVAC  
 Plumbing  Electrical  
 Other \_\_\_\_\_  
(Please specify)

Copyright 1964, 1969, ©1986 by The American Institute of Architects, 1735 New York Avenue, N.W., Washington, D.C. 20006. Reproduction of the material herein or substantial quotation of its provisions without written permission of the AIA violates the copyright laws of the United States and will be subject to legal prosecution.

**1. ORGANIZATION**

1.1 How many years has your organization been in business as a Contractor?

58 years

1.2 How many years has your organization been in business under its present business name?

30 years

1.2.1 Under what other former names has your organization operated?

Gibson-Lewis, Inc. was incorporated into LLC in 1995

1.3 If your organization is a corporation, answer the following:

1.3.1 Date of incorporation:

1.3.2 State of incorporation:

1.3.3 President's name:

1.3.4 Vice-president's name:

1.3.5 Secretary's name:

1.3.6 Treasurer's name:

1.4 If your organization is a partnership, answer the following:

1.4.1 Date of organization:

1.4.2 Type of partnership:

1.4.3 Name(s) of general partner(s):

1.5 If your organization is individually owned, answer the following:

1.5.1 Date of organization:

1.5.2 Name of owner:

1.6 If the form of your organization is other than those listed above, describe it and name the principals:

Nick Gurbick - President  
Elizabeth Biddle - Assistant Secretary

## 2. LICENSING

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable:

Indiana and Michigan

2.2 List jurisdictions in which your organization's partnership or trade name is filed.

## 3. EXPERIENCE

3.1 List the categories of work that your organization normally performs with its own forces.

Metal Framing, Drywall, Drywall Finishing, Insulation, Plastering, Acoustical Ceilings, Firestopping, Concrete, Carpentry, Painting, and Selective Demolition

3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?  
No

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?  
No

3.2.3 Has your organization filed any law suits or requested arbitration with regard to  
Construction contracts within the last five years?  
No

3.3 Within the last five years, has any officer or principal of your organization ever been an officer or Principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)  
No

3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

Please see attached

3.4.1 State total worth of work in progress and under contract:

3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of work performed with your own forces.

Please see attached

3.5.1 State average annual amount of construction work performed in the past five years:

3.6 List the construction experience and present commitments of the key individuals of your organization.

Please see attached

#### 4. REFERENCES

4.1 Trade References:

Foundation Building Materials  
5203 Division Avenue  
Grand Rapids, MI 49548

Phone: 616-534-4904  
Fax: 616-724-2651

L & W Supply  
1401 S Main Street  
South Bend, IN 46613

Phone: 574-289-5566  
Fax: 574-289-5569

Big C Lumber Company  
50860 Princess Way  
Granger, IN 46530

Phone: 574-277-4670  
Fax: 574-271-3834

4.2 Bank References:

Wheaton Bank & Trust  
211 South Wheaton Avenue  
Wheaton, IL 60187  
Office: 630-456-7853  
Fax: 630-690-7715

4.3 Surety:

- 4.3.1 Name of bonding company:  
The Continental Insurance Company  
CNA Plaza - Chicago, IL 60603
- 4.3.2 Name and address of agent:  
Marsh USA, Inc.  
One Towne Square, STE 1100  
Southfield, MI 48076

## 5. FINANCING

- 5.1 Financial Statement.
- 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
- Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials, inventory and prepaid expenses);
  - Net Fixed Assets; Please see attached
  - Other Assets;
  - Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);
  - Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).
- 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:  
Crowe LLP - 330 E. Jefferson Blvd, South Bend, IN 46601
- 5.1.3 Is the attached financial statement for the identical organization named on page one?  
Yes
- 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsiary).
- 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for Construction ?  
Yes

## **KEY PERSONNEL**

<b><u>Officer</u></b>	<b><u>Title</u></b>	<b><u># of Years Experience</u></b>
<b>Nick Gurbick</b>	<b>President</b>	<b>13 Years</b>
<b>Elizabeth Biddle</b>	<b>Assistant Secretary</b>	<b>25 Years</b>

**OTHER STATE WORK, LOCAL GOVERNMENT WORK AND U.S. GOVERNMENT WORK PERFORMED WITHIN THE PAST FIVE YEARS OVER \$150,000.00.**

<b>Name of Government Entity</b>	<b>6 Digit Category No.</b>	<b>\$ Amount</b>	<b>Year Started/Completed</b>
Century Center Elevator South Bend, Indiana	1542.01	\$168,700	Completed 2021
Morris Theater South Bend, Indiana	1542.01	\$346,000	Completed 2021
Union Substation Upgrade Mishawaka, Indiana	1542.01	\$246,000	Completed 2021
Cleveland Twp Fire Station Elkhart, Indiana	1542.01	\$4,449,000	Completed 2021
Dowagiac Libraries Dowagiac, Michigan	1542.01	\$1,236,000	Completed 2021
Merrillville Community Rec Center Merrillville, Indiana	1542.01	\$822,000	Completed 2021
Elkhart Schools 2020 Improvements Elkhart, Indiana	1542.01	\$8,160,000	Completed 2021
Penn Harris Madison Science & Fitness Mishawaka, Indiana	1542.01	\$3,098,000	Completed 2021
Goshen Admin Chandler School Goshen, Indiana	1542.01	\$189,000	Completed 2021
Ivy Tech Advanced Manuf. Lab Elkhart, Indiana	1542.01	\$517,000	Completed 2021
New Buffalo Twp Public SaTety Bldg, New Buffalo Michigan	1542.01	\$1,042,000	Completed 2021
Lakeland Ortho Bariatrics, St. Joseph Michigan	1542.01	\$313,000	Completed 2021
Penn Harris Support Services Center Mishawaka, Indiana	1542.01	\$318,000	Completed 2021
Warsaw High School Upgrades Warsaw, Indiana	1542.01	\$158,000	Completed 2021
Lakeland Hospital Prep Recovey Demo St. Joseph, Michigan	1542.01	\$3,054,000	Completed 2021
Three Rivers Andrews & Norton E.S. Three Rivers, Michigan	1542.01	\$530,000	Completed 2022
Three Rivers Park & Hoppins E.S. Three Rivers, Michigan	1542.01	\$933,000	Completed 2022
Mishawaka Town Hall Mishawaka, Indiana	1542.01	\$2,218,000	Completed 2022
Concord Schools Press Box Elkhart, Indiana	1542.01	\$449,000	Completed 2022
Lakeland Hospital GME Niles, Michigan	1542.01	\$423,000	Completed 2022
Oak Hills Schools BB Field Complex Converse, Indiana	1542.01	\$3,459,000	Completed 2022
Fairview Elementary School, Logansport, Indiana	1542.01	\$3,046,000	Completed 2022
Jackson M.S. Secure Ents & Office South Bend, Indiana	1542.01	\$1,417,000	Completed 2022
Fulton County Courthouse Rochester, Indiana	1542.01	\$217,000	Completed 2022
Penn Harris Madison 2022 Windows Mishawaka, Indiana	1542.01	\$340,000	Completed 2022
Penn Harris Madison Elm Rd Elem Mishawaka, Indiana	1542.01	\$156,000	Completed 2022
Lakeland Hospital Cardio St Joseph, Michigan	1542.01	\$175,000	Completed 2023
Memorial Hospital Starbucks South Bend, Indiana	1542.01	\$477,000	Completed 2023
Bremen Schools Envelope Bremen, Indiana	1542.01	\$2,994,000	Completed 2023
Muessel Grove Park Restroom South Bend, Indiana	1542.01	\$398,000	Completed 2023
Crown Point Middle School Winfield, Indiana	1542.01	\$3,899,000	Completed 2023
Homestead High School Fort Wayne, Indiana	1542.01	\$926,000	Completed 2023
Hanover Elementary School Cedar Lake, Indiana	1542.01	\$4,750,000	Completed 2023
Juday Creek Water Treatment Plant Granger, Indiana	1542.01	\$260,000	Completed 2023
Northridge HS Renovation/Addition Middlebury, Indiana	1542.01	\$4,195,000	Completed 2023

Ironworks Plaza, Mishawaka Indiana	1542.01	\$707,000	Completed 2023
Northridgs HS Athletic Addition, Middlebury, Indiana	1542.01	\$2,276,000	Completed 2023
Penn HS Bleacher Replacement, Mishawaka Indiana	1542.01	\$639,000	Completed 2023
Lakeland Hospital Neurosurgery, St Joseph, Michigan	1542.01	\$622,000	Completed 2023
Monger Elementary, Elkhart Indiana	1542.01	\$4,598,000	Completed 2023
Tippecanoe Valley HS, Akron, Indiana	1542.01	\$7,936,000	Completed 2024
Four Winds Player Facility, South Bend Indiana	1542.01	1,426,868.00	Completed 2024
Wa-Nee Connector/Transportation Bldg, Nappanee, Indiana	1542.01	857,374.82	Completed 2024
Corewell Health, Benton Harbor, Michigan	1542.01	241,329.00	Completed 2024
Union Center Elementary School, Valparaiso, Indian	1542.01	347,140.00	Completed 2024
Three Rivers Middle School, Three Rivers Michigan	1542.01	1,808,128.00	Completed 2025
PHM Moran and Mary Frank E.S., Mishawaka Indiana	1542.01	1,006,500.00	Completed 2024
PHM Penn H.S. CPA & Fine Arts, Mishawaka Indiana	1542.01	2,449,643.50	Completed 2024
PHM Schools Gym Floor Replacement Mishawaka, Indiana	1542.01	270,000.00	Completed 2023
PHM Meadow's Edge Mishawaka, Indiana	1542.01	580,657.00	Completed 2024
Mishawaka High School Band Room Mishawaka, Indiana	1542.01	436,600.00	Completed 2024
PHM Mary Frank AC Upgrades Mishawaka, Indiana	1542.01	819,900.00	Completed 2024
Mishawaka Fire Station #2 Mishawaka, Indiana	1542.01	1,320,000.00	Completed 2024
Mishawaka Field House Mishawaka, Indiana	1542.01	888,822.00	Completed 2024
Lake Prairie Elementary School Lowell, Indiana	1542.01	1,616,000.00	Completed 2025
Lakeland C Tower Benton Harbor, Michigan	1542.01	440,972.00	Completed 2025
Walkerton & North Liberty E.S. Walkerton, Indiana	1542.01	7,139,600.00	Completed 2025
New Buffalo Elementary School New Buffalo, Michigan	1542.01	1,605,300.00	Completed 2025
Lowell Middle School Improvements Lowell, Indiana	1542.01	2,248,000.00	Completed 2025
Corewell Health ICU Niles, Michigan	1542.01	461,043.00	Completed 2025
South Bend Airport Terminal Upgrades South Bend, Indiana	1542.01	3,057,661.00	Completed 2025
Potato Creek Lodge, North Liberty, Indiana	1542.01	10,732,000.00	In Process
Bailly ES Gym, Lowell, Indiana	1542.01	316,800.00	Completed 2025
South Central CSC Addition, Union Mills, Indiana	1542.01	1,492,000.00	Completed 2025
Goshen High Schools Baseball/Softball, Goshen, Indiana	1542.01	1,191,350.00	In Process
Pulaski County Courthouse, Winamac, Indiana	1542.01	1,285,811.00	In Process
Penn High School Pool Renovation, Mishawaka, Indiana	1542.01	1,081,300.00	Completed 2025
Goshen Public Library, Goshen, Indiana	1542.01	3,576,600.00	In Process
Milford Elementary School, Milford, Indiana	1542.01	2,912,913.00	In Process
Logansport JR High School, Logansport, Indiana	1542.01	4,009,000.00	In Process
Pulaski Memorial Hospital, Winamac Indiana	1542.01	4,009,000.00	In Process
Wawasee HS PAC & CTE Renovations, Syracuse Indiana	1542.01	2,314,493.00	In Process
Baugo Schools 2024 Capital Improvements, Elkhart Indiana	1542.01	2,915,214.00	In Process

SJEC Water Treatment Plant Phase 3, New Carlisle Indiana	1542.01	3,103,195.00	In Process
Oxbow Elementary Renovation, Elkhart Indiana	1542.01	1,441,109.00	In Process
Southside Elementary School Renov., Elkhart Indiana	1542.01	1,708,502.45	In Process
PHM Mary Frank ES Classrooms, Granger Indiana	1542.01	2,219,800.00	In Process
Crown Point Schools Transp Center, Crown Point Indiana	1542.01	3,139,685.00	In Process
Edwardsburg MS & HS Renovations, Edwardsburg Michigan	1542.01	1,369,000.00	In Process
Elkhart Fire Station #6, Elkhart Indiana	1542.01	7,444,000.00	In Process
PHM Penn HS Softball Improvements, Mishawaka Indiana	1542.01	349,027.00	In Process
Highland Schools District, Highland Indiana	1542.01	366,000.00	In Process
PHM Penn HS Band & Elm Road	1542.01	6,736,100.00	In Process
SBCSC 2025 Capital Improvements, South Bend Indiana	1542.01	5,623,000.00	In Process

**PRIVATE WORK PERFORMED WITHIN THE PAST FIVE YEARS OVER \$150,000.00 IN THE REQUESTED CATEGORIES.**

<b>Name of Private Individual or Firm, Contact Person, Address, Phone No.</b>	<b>Six Digit Category Number</b>	<b>\$ Amount</b>	<b>Year Started/Completed</b>
Notre Dame Shields Hall Notre Dame, Indiana	1542.01	\$2,937,240	In Process
Four Winds Field Renovations South Bend, Indiana	1542.02	\$1,045,800	In Process
Notre Dame MCOB Trading Room Notre Dame, Indiana	1542.01	\$869,679	In Process
Beacon CO. Rd 6 Addition South Bend, Indiana	1542.01	\$1,621,197	Completed 2025
Ligonier Stars of the West Offices Ligonier, Indiana	1542.02	\$250,039	Completed 2025
New Creation Church EIFS Niles, Michigan	1542.02	\$634,707	Completed 2025
Beacon Epworth 2nd Floor South Bend, Indiana	1542.01	\$225,968	Completed 2025
Beacon Bremen OR AHU Bremen, Indiana	1542.01	\$861,182	In Process
Notre Dame Mendoza Classroom Notre Dame , Indiana	1542.01	\$276,460	In Process
Notre Dame Grace Hall Allergen Notre Dame, Indiana	1542.01	\$1,572,938	In Process
Notre Dame McCourtney Hall S. Lab Notre Dame, Indiana	1542.01	\$787,847	In Process
Christ the King Lutheran Church South Bend, Indiana	1542.02	\$260,216	In Process
Notre Dame Shields Hall Drywall Notre Dame, Indiana	1542.01	\$870,753	In Process
Notre Dame St. Liam Flooring & Paint Notre Dame, Indiana	1542.01	\$222,221	In Process
Notre Dame Nieuwland Hall Comsel Renov. Notre Dame, Indiana	1542.01	\$431,876	In Process
Four Winds New Buffalo Hotel T1 & T2 New Buffalo, Michigan	1542.02	\$270,507	In Process
Pokagon Band Social Services Dowagiac, Michigan	1542.02	\$2,024,000	In Process

6. SIGNATURE

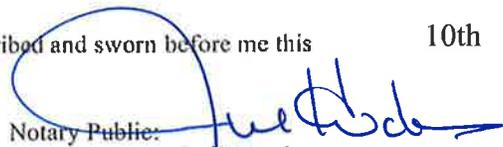
6.1 Dated at Mishawaka, IN this 10th day of February, 2026

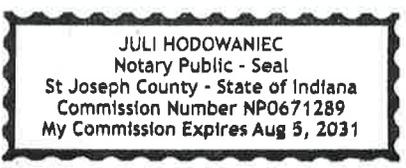
Name of Organization: Gibson-Lewis, LLC  
By:   
Title: Nick Gurbick, President

6.2

Nick Gurbick being  
duly sworn deposes and says that the information provided herein is true and sufficiently complete as not to  
be misleading.

Subscribed and sworn before me this 10th day of February, 2026

Notary Public:   
Juli Hodowaniec  
My Commission Expires: 8/05/2031



INDIANA/KENTUCKY/OHIO REGIONAL COUNCIL OF CARPENTERS  
JOINT APPRENTICESHIP AND TRAINING FUND  
1565 EAST 70<sup>TH</sup> COURT  
MERRILLVILLE, IN 46410



**ADMINISTRATIVE OFFICE**

711 Greenwood Springs Drive  
Greenwood, IN 46143  
Phone: 317-807-1112  
Fax: 317-807-1115

**GRAYSON CAMPUS**

574 Carpenters Way  
Grayson, KY 41143  
Phone: 606-929-1362  
Fax: 606-929-5319

**INDIANAPOLIS CAMPUS**

711 Greenwood Springs Drive  
Greenwood, IN 46143  
Phone: 317-807-1116  
Fax: 317-807-1131

**LAFAYETTE CAMPUS**

2953 South Creasy Lane  
Lafayette, IN 47905  
Phone: 765-447-5959  
Fax: 765-447-7676

**LOUISVILLE CAMPUS**

1245 Durrett Lane  
Louisville, KY 40213  
Phone: 502-366-8668  
Fax: 502-366-8678

**MERRILLVILLE CAMPUS**

1565 East 70<sup>th</sup> Court  
Merrillville, IN 46410  
Phone: 219-947-3348  
Fax: 219-947-1889

**MUNCIE CAMPUS**

5400 East Centennial Avenue  
Muncie, IN 47303  
Phone: 765-288-9015  
Fax: 765-288-9298

**NEWBURGH CAMPUS**

5400 Covert Court  
Newburgh, IN 47630  
Phone: 812-853-9312  
Fax: 812-853-9316

**TERRE HAUTE CAMPUS**

3099 S. 6<sup>th</sup> Street  
Terre Haute, IN 47805  
Phone: 812-466-7899  
Fax: 812-466-9840

**WARSAW CAMPUS**

1095 Mariners Drive  
Warsaw, IN 46582  
Phone: 574-267-5264  
Fax: 574-269-1464

Gibson Lewis, LLC  
1001 W. 11<sup>th</sup> Street  
Mishawaka, IN 46544

To Whom It May Concern:

This letter is in response to verification needed by Gibson Lewis, LLC for work to be performed on the City of South Bend, Indiana for their yearly renewal qualifications. Gibson Lewis, LLC regularly employs a number of apprentices affiliated with our apprenticeship program and has done so for more than four years. We are registered with the United States Department of Labor, Bureau of Apprenticeship and Training and our registration number is IN010520001. Our program participates in the Building Trades Associate Degree Program with Ivy Tech Community College and has done so since 1996. There have been over 300 apprentices in the last 5 years that have completed the apprenticeship and advanced to Journeyman.

Gibson Lewis, LLC is a bona fide contractor in good standing with the Indiana/Kentucky/Ohio Regional Council of Carpenters Joint Apprenticeship and Training fund and is eligible to employ apprentice carpenters in the future. I have enclosed a copy of our certificate from the United States Department of Labor.

If I can be of further assistance, please do not hesitate to give me a call.

Sincerely,

Chris Charters  
Area Training Coordinator  
IKORCCJATF – Merrillville, Lafayette & Warsaw Campuses  
CC/rlb

The United States Department of Labor  
Office of Apprenticeship  
Certificate of Registration of Apprenticeship Program

INDIANAKENTUCKY/OHIO REGIONAL COUNCIL OF CARPENTERS J.A.T.F.  
MERRILLVILLE, INDIANA

FOR THE TRADE CLASSIFICATIONS: CARPENTER; MILLWRIGHT; RESIDENTIAL CARPENTER

*Registered as part of the National Apprenticeship System  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

SEPTEMBER 24, 1952

Date Revised: April 2, 2018

Registration No. IN010520001



*John V. Kelly*  
Administrator, Office of Apprenticeship

# INDIANA LABORERS' TRAINING TRUST FUND

*David A. Frye*  
*Secretary-Treasurer*  
*Jerry J. Bolk*  
*Chris Brickey*  
*Ricky Henson, Jr.*  
*Ramon Mendoza, Jr.*  
*Brian Short*



*John P. Brown*  
*Chairman*  
*Kelly Abel*  
*Jade Painter*  
*Christopher Potts*  
*Nick Timmerman*  
*Jim Wiseman*

**P.O. Box 758**  
**Bedford, Indiana 47421**

*Sean Coakley, Director*

**PHONE : (812) 279-9751**  
**FAX : (812) 279-5545**

January 16, 2026

To Whom It May Concern:

This letter is to confirm that **"Gibson-Lewis LLC"** is a signatory contractor in good standing with the Indiana Laborers' Training Trust Fund.

The above-mentioned company is a participant in the Joint Apprenticeship and Training Committee through this Union and has been an active participant in good standing for each of the past five consecutive years and is currently eligible to use our apprentices on a project.

Further, our organization's program is approved by the U.S. Veterans Administration to participate in the GI educational benefits program. A copy of our approval letters are attached. Please refer to the current collective bargaining agreement for the ratio of Journey Worker to Apprentice, if no ratio is prescribed in these documents, the ratio shall be one (1) Apprentice for every (5) Journey Workers and thereafter not employ more than (1) Apprentice for every (3) Journey Workers.

Sincerely,

*Sean Coakley* (JP)

Sean Coakley,  
Director

# The United States Department of Labor



## Bureau of Apprenticeship and Training

### Certificate of Registration

INDIANA LABORER'S TRAINING TRUST FUND

BEDFORD, INDIANA

for the trade classification of CONSTRUCTION CRAFT LABORER

*Registered as part of the National Apprenticeship Program  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

December 14, 1995

Date

IN040-0528

Registration No.

Secretary of Labor

*Ernest B. Hill*

Director, Bureau of Apprenticeship and Training

*Anthony Swager*

# Apprentice Status Report By Indenture Date

Apprentices Indentured Between 1/1/2021 And 12/31/2025

Apprentice Program: IN3

Year	Apprentice Status	Apprentices	Percentage
<b>2021</b>	<b>Total Indentured</b>		
<b>2022</b>	<b>Total Indentured</b>		
<b>2023</b>	<b>Total Indentured</b>		
<b>2024</b>	<b>Total Indentured</b>		
<b>2025</b>			
		1	0.11%
	Active	778	83.30%
	Adv. to Journeyman	11	1.18%
	Graduated	1	0.11%
	Med. Susp.	2	0.21%
	Reinstate	51	5.46%
	Suspended	2	0.21%
	Terminated	79	8.46%
	Voluntary withdraw	9	0.96%
	<b>Total Indentured</b>	<b>934</b>	

# Apprentice Status Report By Indenture Date

Apprentices Indentured Between 1/1/2021 And 12/31/2025

Apprentice Program: IN2

**Year**                      **Apprentice Status**                      **Apprentices**                      **Percentage**

---

**2025**

Active	164	63.81%
Adv. to Journeyman	5	1.95%
Deceased	1	0.39%
Reinstate	15	5.84%
Suspended	2	0.78%
Terminated	68	26.46%
Voluntary withdraw	2	0.78%
<b>Total Indentured</b>	<b>257</b>	

# Apprentice Status Report By Indenture Date

Apprentices Indentured Between 1/1/2021 And 12/31/2025

Apprentice Program: IN2

Year	Apprentice Status	Apprentices	Percentage	
<b>2023</b>	Active	210	20.98%	
	Adv. to Journeyman	112	11.19%	
	Deceased	2	0.20%	
	Graduated	62	6.19%	
	Journeyman	3	0.30%	
	Med. Susp.	2	0.20%	
	Not Registered	5	0.50%	
	Reinstate	12	1.20%	
	Suspended	7	0.70%	
	Terminated	553	55.24%	
	Voluntary withdraw	33	3.30%	
	<b>Total Indentured</b>		<b>1001</b>	

<b>2024</b>	Active	524	46.29%
	Active Duty	5	0.44%
	Adv. to Journeyman	80	7.07%
	Deceased	3	0.27%
	Graduated	12	1.06%
	Med. Susp.	5	0.44%
	Not Registered	3	0.27%
	Reinstate	27	2.39%
	Suspended	5	0.44%
	Terminated	446	39.40%
	Transferred Out	1	0.09%
	Voluntary withdraw	21	1.86%
	<b>Total Indentured</b>		<b>1132</b>

# Apprentice Status Report By Indenture Date

Apprentices Indentured Between 1/1/2021 And 12/31/2025

Apprentice Program: IN2

Year	Apprentice Status	Apprentices	Percentage
------	-------------------	-------------	------------

**2021**

Active	22	2.99%
Active Duty	1	0.14%
Adv. to Journeyman	83	11.28%
Deceased	4	0.54%
Graduated	103	13.99%
Med. Susp.	1	0.14%
Reinstate	2	0.27%
Terminated	476	64.67%
Voluntary withdraw	44	5.98%
<b>Total Indentured</b>	<b>736</b>	

**2022**

Active	57	6.10%
Adv. to Journeyman	102	10.92%
Deceased	6	0.64%
Graduated	161	17.24%
Journeyman	2	0.21%
Med. Susp.	2	0.21%
Not Registered	1	0.11%
Reinstate	3	0.32%
Suspended	7	0.75%
Terminated	549	58.78%
Transferred Out	3	0.32%
Voluntary withdraw	41	4.39%
<b>Total Indentured</b>	<b>934</b>	

# STATE OF INDIANA

DEPARTMENT OF VETERANS AFFAIRS  
STATE APPROVING AGENCY  
402 WEST WASHINGTON STREET ROOM W-469  
INDIANAPOLIS, INDIANA 46204-2738



Eric Holcomb, Governor  
James M. Brown, Director

Jeremy Brewer  
Apprenticeship Coordinator  
Indiana Laborers Training Trust Fund-Apprenticeship  
439 Patton Hill Rd.  
Bedford, IN 47421

January 9, 2019

Dear Jeremy Brewer,

The Indiana State Approving Agency conducted a supervisory visit on 01/8/2019 at Indiana Laborers Training Trust Fund-Apprenticeship. The purpose of the visit was to provide training to the Certifying Officials and review enrollment certifications, record retention and reporting procedures.

The organization demonstrated proper record maintenance and record maintenance and reporting procedures. During the visit, we discussed the importance of reporting hours on a monthly basis, good record keeping techniques, and how to report a leave of absence or completion via VA Form 22-1999b. We also updated the Certifying Officials via VA Form 22-8794, work processes, and wage scale.

If you need any assistance or have any questions regarding this technical visit please contact me directly at [tgriffin@dva.in.gov](mailto:tgriffin@dva.in.gov) or (317) 232-3916. Thank you for the courtesy extended during my visit. The education and training opportunities that your organization continues to provide veterans and their dependents are appreciated.

Sincerely,

Taniqua Griffin  
Program Director

APPROVED  
JAN - 9 2019  
INDIANA STATE APPROVING AGENCY

# STATE OF INDIANA

DEPARTMENT OF VETERANS AFFAIRS  
STATE APPROVING AGENCY  
402 WEST WASHINGTON STREET ROOM W469  
INDIANAPOLIS, INDIANA 46204-2738



Eric Holcomb, Governor  
James M. Brown, Director

Jeremy Brewer  
Apprenticeship Coordinator  
Indiana Laborers Training Trust Fund-Apprenticeship  
439 Patton Hill Rd.  
Bedford, IN 47421

January 9, 2019

Dear Jeremy Brewer,

This will acknowledge receipt of your updated **Wage Scale** for the **Construction Craft Laborer** program offered by Indiana Laborers Training Trust Fund-Apprenticeship. The State Approving Agency has reviewed the document as listed below:

**Wage Scale: Construction Craft Laborer**

**FACILITY CODE: 30004114**

To the best of my knowledge Indiana Laborers Training Trust Fund-Apprenticeship does not utilize erroneous or misleading advertisement, either by actual statement, omission, or intimation. It is understood by Indiana Laborers Training Trust Fund-Apprenticeship that they will maintain a complete record of all advertising utilized by or on behalf of the Indiana Laborers Training Trust Fund-Apprenticeship in regards to their training programs during the preceding 12 months. Indiana Laborers Training Trust Fund-Apprenticeship's advertising will be available for review by any and all future supervisory visits by the SAA, or the U.S. Department of Veteran Affairs.

Please Review the entire packet for content and accuracy. Approval is granted pursuant to the provisions of Title 38, U.S. Code 3687, with an effective date of **April 1, 2018**.

If you have any questions, please feel free to give me a call at 317-232-3916 or email me at [tgriffin@dva.in.gov](mailto:tgriffin@dva.in.gov). Thank you for what you do for our Veterans, and have a great day!

Sincerely,

Taniqua Griffin  
Program Director  
State Approving Agency  
Cc: VARO/ELR

APPROVED  
JAN - 9 2019  
INDIANA STATE APPROVING AGENCY

# STATE OF INDIANA

DEPARTMENT OF VETERANS AFFAIRS  
STATE APPROVING AGENCY  
402 WEST WASHINGTON STREET ROOM W-469  
INDIANAPOLIS, INDIANA 46204-2738



Eric Holcomb, Governor  
James M. Brown, Director

Jeremy Brewer  
Apprenticeship Coordinator  
Indiana Laborers Training Trust Fund-Apprenticeship  
439 Patton Hill Rd.  
Bedford, IN 47421

January 9, 2019

Dear Jeremy Brewer,

This will acknowledge receipt of your **revised Work Processes** for the **Construction Craft Laborer** program offered at Hoosier Energy, located in Bedford, Indiana. The State Approving Agency has reviewed the document as listed below:

<u>TRAINING PROGRAM</u>	<u>LENGTH</u>	<u>DOT CODE</u>
Construction Craft Laborer	4,000-7800 hours	47-2061.00

**FACILITY CODE: 30004114**

To the best of my knowledge Indiana Laborers Training Trust Fund-Apprenticeship does not utilize erroneous or misleading advertisement, either by actual statement, omission, or intimation. It is understood by Indiana Laborers Training Trust Fund-Apprenticeship that they will maintain a complete record of all advertising utilized by or on behalf of the company in regards to their training programs during the preceding 12 months. The company's advertising will be available for review by any and all future supervisory visits by the SAA, or the U.S. Department of Veteran Affairs.

This approval is made pursuant to and under the provisions of Title 38, U. S. Code 3687, with an effective date of **January 8, 2019**.

If you have any questions, please contact me at 317-232-3916.

Sincerely,

Taniqua Griffin  
Program Director  
State Approving Agency  
Cc:VARO/ELR

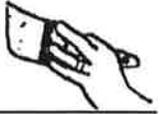
APPROVED  
JAN - 9 2019  
INDIANA STATE APPROVING AGENCY



# International Union of Painters and Allied Trades District Council 91

6501 Massachusetts Ave. ♦ Indianapolis, IN 46226  
219-246-4200 ♦ 888-245-1091

INDIANA ♦ ILLINOIS ♦ KENTUCKY



## INDIANA

**RYAN SCHWEIZER**

*Business Manager/Secretary*

PLU #47 – Indianapolis

PLU #80 – Lafayette

PLU #156 – Evansville

PLU #197 – Terre Haute

PLU #460 – NW Indiana

PLU #469 – Fort Wayne

PLU #669 – Chesterfield

PLU #1118 – South Bend



## KENTUCKY

PLU #118 – Louisville

PLU #500 – Paducah



## INDIANA, ILLINOIS

### KENTUCKY

GLU #1165

Evansville

Fort Wayne

Gary

Indianapolis

South Bend

Vincennes

January 23, 2026

Gibson-Lewis of Indianapolis, LLC  
5366 Rock Hampton Court  
Indianapolis, IN 46268

To Whom It May Concern:

Gibson-Lewis of Indianapolis, LLC is a local signatory contractor with the International Union of Painters and Allied Trades, District Council 91, and is in good standing through the date of this letter.

Sincerely and fraternally,

*Ryan Schweizer*

Business Manager/Secretary Treasurer  
IUPAT DC 91



# The United States Department of Labor

## Office of Apprenticeship

### Certificate of Registration of Apprenticeship Program

FTI OF DC 91

Indianapolis, IN

See program standards for occupations

*Registered as part of the National Apprenticeship System  
in accordance with the basic standards of apprenticeship  
established by the Secretary of Labor*

March 09, 2009

Date

IN070092065

Registration No.



*MLV L.11*

Administrator, Office of Apprenticeship



To Whom it May Concern:

January 16, 2026

This letter is to certify that Gibson-Lewis LLC. is and has been a signatory contractor with OPCMIA Local 692 and has participated in the Plasterers & Cement Masons Apprenticeship Training Program for many years. Gibson-Lewis LLC. is a valued Contractor in good standing with Local 692 and the JATC. All our apprentices are registered with the United States Department of Labor.

I may be reached at (219) 707-7767 if additional information is needed.

Further, our organization's program is approved by the U.S. Veterans Administration to participate in the GI Education Benefit Program.

Thank you,

Brian Kristoff  
Apprentice Coordinator  
Plasterers & Cement Masons





**GIBSON-LEWIS, LLC  
CONTRACTORS**

---

1001 West 11th Street ♦ Mishawaka, IN 46544 ♦ P.O. Box 488 ♦ Mishawaka, IN 46546  
(574) 259-8581 ♦ (574) 258-0932 FAX  
www.gibson-lewis.com

**Drug & Alcohol Free Workplace**

The Company is committed to the establishment and maintenance of a safe and efficient work environment for all employees free from the effects of alcohol, illegal drugs, and other controlled substances and prohibited items.

**Section 1. Policy**

The Company is committed to providing its employees with a workplace that is safe, productive and free of substance abuse. The company will take reasonable measures to insure that employee alcohol or drug use does not jeopardize the safety of other employees, does not impair their ability to operate efficiently and insures compliance with drug testing programs mandated by state or federal agencies.

**Section 2. Prohibitive Conduct – Drugs**

The use, manufacture, distribution, dispensation, sale or possession of illegal drugs at any time or place, whether on or off duty is strictly prohibited.

**Legal Drugs** – The use of legal drugs (over the counter or prescription medication) in accordance with doctor's orders or manufacturer's recommendations, is not prohibited as long as your Supervisor is notified. Excessive use beyond that prescribed or recommended or abuse of such drugs, however, shall be considered use of illegal drugs under this policy.

**Section 3. Prohibitive Conduct – Alcohol**

The unauthorized use or possession of alcoholic beverages while at the workplace or performing company business, is prohibited. The term "work place" as used in this policy includes company premises, jobsites, worksites, parking areas and company vehicles.

The use of alcohol off premises in any manner which results in intoxication or impairment on the job or which adversely affects attendance or job performance, is prohibited.

Appearing for work or performing any job duties or company business while intoxicated or impaired by alcohol is strictly prohibited.

This may be an abbreviated version of the company's drug and alcohol free work place policy. Check with your supervisor or person providing the new hire orientation for further details.



## GIBSON-LEWIS, LLC CONTRACTORS

---

1001 West 11<sup>th</sup> Street Mishawaka, IN 46544 P.O. Box 488 Mishawaka, IN 46546  
(574) 259-8581 (574) 258-0932 FAX

To all IUPAT Members Gibson-Lewis Employees,

In order to meet the expectations of the General Contractors, Construction Managers, and Building Owners, we at Gibson-Lewis, LLC effective immediately, are implementing that we will be following the BCRC (Building and Construction Resource Centers) guidelines for drug testing. BCRC is an Alliance between the labor and the management representatives for **Local union # 460, and now # 1118**. Their goal is to assist employers with establishing and maintaining workplaces that are free from destructive effects caused when employees use drugs and/or abuse alcohol.

### **What does this mean as a Gibson-Lewis Employee?**

Each and every employee with in the union should have received a letter in January from the BCRC (Building and Construction Resource Centers) along with a card and an I.D number. This is your ID card for identifying yourself as the person who received it from the BCRC. I will be attaching with this letter a copy of the letter sent to you back in January, along with the phone number of how to contact the BCRC.

All Gibson-Lewis, LLC employees must have this drug testing procedure finalized by **No Later then, April 17th, 2009**. If not completed by this time, employees will be unable to come into work until the test has been completed.

---

### **Where can I take this drug test?**

Any Med-Point clinic offers this drug test for the BCRC requirements. Check with nearest Med-point clinic to set-up an appointment.

We at Gibson-Lewis, LLC want all of our employees to be safe everyday and be able to work in a safe environment. Each day, our employees, along with you make a difference to setting standards of being a safe company. By implementing this program, we are not only taking this next step to being an elite company, we are taking a step towards an injury free workplace.

Please contact me with any questions, at 574-303-4924.

Respectfully,

Mike Lagodney  
Safety Director

Striving to be Drug Free  
for a Safe Industry



**Building & Construction  
Resource Center, Inc.**

Phone: (219) 764-9500 • Fax: (219) 764-9505

Toll Free: (877) 988-5400

6050 Southport Rd., Ste. B • Portage, IN 46368

[www.BCRCNET.com](http://www.BCRCNET.com)

*Tish Roach*

*Executive Director*

**Perspectives**

(800) 456-6327

[www.perspectivesltd.com](http://www.perspectivesltd.com)

Your Employee Assistance Program (EAP)

<b>INDEX</b>	<b>PAGE</b>
Introduction . . . . .	1
The Policy . . . . .	2
Definitions . . . . .	4
Drug Testing . . . . .	20
Drug Group . . . . .	22
Alcohol Testing . . . . .	23
Payment for Testing . . . . .	24
Initial Testing (Pre-Employment) . . . . .	27
Random Testing . . . . .	27
Vacation Status . . . . .	28
Owner Requested On-Site Random Testing . . . . .	30
Probable Cause Testing . . . . .	31
Post-Accident/Incident Testing . . . . .	32
Rapid Test Prohibited . . . . .	34
“Emergency” Work Assignments . . . . .	34
Card System . . . . .	36
Status Confirmation . . . . .	36
Reporting of Test Results . . . . .	37
Insufficient Specimen . . . . .	38
Dilute Specimen . . . . .	38
Adulterated, Substituted, and/or Out-of-Temperature Specimen . . . . .	39
Consequences for a Non-Negative or Positive Test . . . . .	40
Additional Consequences for Multiple Non-Compliant Events . . . . .	42

INDEX	PAGE
Observed Return To Duty Testing . . . . .	44
Observed Follow-Up Testing . . . . .	45
Disputed Positive Results . . . . .	46
Appeals and Protections/Just Cause . . . . .	47
Illinois – “Drug Free Workplace Act” – 30 ILCS 580 . . . . .	49
Illinois – “Substance Abuse Prevention on Public Works Projects Act” – 820 ILCS 265 . . . . .	50
Illinois – “Cannabis Regulation and Tax Act” – 410 ILCS 705 . . . . .	51
Indiana – Drug Testing for Public Works – IND. Code 4-13-18 . . . . .	51
Letters of Notice for Random Testing . . . . .	53
Attachment A – General Trades . . . . .	53
Attachment B – Non-Bargaining . . . . .	54
Attachment C – Pipe Fitters Local #597 . . . . .	55
Attachment D – BCRC Authorization to Release and Disclose Information & Documents . . . . .	56
Attachment E – BCRC Application Form . . . . .	59
– BCRC Permission Form to Obtain BCRC Status . . . . .	60
– BCRC Testing Information and Instruction Sheet . . . . .	61
Attachment F – BCRC On-Site Substance Abuse Testing Addendum . . . . .	62
Attachment G – BCRC Drug/Alcohol Testing Notification . . . . .	63

# **BUILDING AND CONSTRUCTION RESOURCE CENTER, INC.**

## **INTRODUCTION**

The Labor and Management representatives of the Building and Construction Industry for Northwest Indiana have formed an alliance to address the problems caused by drug and alcohol abuse. Management and Labor together have created the Building and Construction Resource Center, Inc. (hereafter "BCRC"), an independent not-for-profit corporation that offers a wide range of services to Employees in the unionized construction industry, which includes Employers and Labor Union organizations. It is BCRC's goal to assist Employers in establishing and maintaining workplaces that are free of the destructive effects caused when Employees use or abuse drugs and/or alcohol. BCRC's activities are not intended to interfere with normal practices of the Labor Unions or Management. BCRC recognizes its responsibility to communicate with and educate Employers and Employees in the unionized construction industry concerning this policy, as well as the harmful effects of drugs and alcohol in our society and in the workplace. BCRC also recognizes the need to provide a program of assistance to those persons for whom drugs or alcohol may be causing problems. Our Employee Assistance Program (EAP) provides support, counseling and resources for life issues that can take a toll on your emotional well-being or take time away from things you value the most, like work and family. Finally, while not wishing to violate the rights or invade the privacy of any Employee, BCRC's drug testing program will seek to identify those Employees who are unable or unwilling to conform to BCRC's program. This program has been established in accordance with the Drug and Alcohol Testing Industry Association (DATIA), the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Federal Department of Transportation Guidelines for specimen collection, laboratory analysis and review, and standards of integrity and confidentiality.

## THE POLICY

Persons who use or abuse drugs and/or alcohol, on or off their jobs, are likely to be less productive, to be less reliable, to be more frequently absent and to have other work-related problems that can cause increased costs, delays, accidents and injuries.

These Employees can also risk the health, safety and well-being of other workers on the job. The unionized construction industry can control and reduce this problem through recognition of the problem, development of a comprehensive policy and program of education and information, promotion of an Employee Assistance Program (EAP) and implementation of fair and respectful drug testing that conforms to the Drug and Alcohol Testing Industry Association (DATIA), the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Federal Department of Transportation Guidelines for specimen collection and analysis. All of this is to be done with the utmost confidentiality and respect for the individual.

All Employers (as defined herein) hereby adopt the following policy:

No Employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing any work for the Employer.

In order to enhance substance abuse awareness among all Employers and Employees, educational seminars and training programs will be offered. The educational seminars will be directed toward education in regards to the seriousness of the nationwide drug and alcohol abuse problem and how the use of drugs and alcohol negatively impacts safety, productivity, and the competitive ability of the American workforce.

Supervisors will be trained to identify Employees in potentially difficult situations and to recognize signs of impairment, as well as the Supervisors' responsibility to document, intervene and

follow-up with the troubled individual. These sessions will be offered as ongoing training programs.

BCRC encourages all Employees troubled by their own or a family member's drug or alcohol abuse to seek professional care and treatment. Early recognition and treatment of alcohol and drug abuse provides the greatest opportunity for successful recovery. BCRC provides an Employee Assistance Program (EAP) for all Employees and their families who need professional guidance in assessing their substance abuse or alcohol-related problem and choosing an appropriate course of treatment.

Current Employees will be referred to an EAP Representative as a result of a non-negative (positive) drug or alcohol test, a non-compliant event or upon an individual's own request. In either case, the content of the discussion with the EAP will be protected and confidential to the extent allowed by law. A Participant's use of and communications with the EAP are confidential and information regarding such confidential matters will not be released to BCRC or any of its subscribing organizations or participants without written release from the participant in accordance with the law. Employees who use the EAP as a consequence of a non-negative (positive) drug or alcohol test, or a non-compliant event, will be subject to the conditions established in the drug testing portion of this policy and as outlined by the EAP Counselor.

The EAP staff has knowledge of the level and types of benefits available to BCRC Employees. Employees can access the services of the EAP through a hotline that is staffed twenty-four (24) hours a day, seven (7) days a week, throughout the entire year. Employees calling the EAP hotline are put in touch with a counselor who will conduct a professional assessment and who may meet with them to further assess the nature of the problem in order to provide a referral to the best and most appropriate level of care. The EAP is staffed by certified and Masters-level credentialed human services professionals who are sensitive to

the needs of the individual. Individuals who take the initiative to contact the EAP for assistance do so with the assurance that their calls will be treated respectfully and confidentially. The direct services provided by the EAP are sponsored by BCRC.

In compliance with Public Law 100-690 (The Drug-Free Workplace Act), which applies only to Employers who have federal grants or federal contracts of more than \$100,000, an Employee who is convicted of a workplace drug or alcohol violation and who is employed by a BCRC affiliated Employer must report this information to his/her immediate supervisor no later than five (5) days after such conviction. The Supervisor must report this information immediately to the Employer's Program Administrator.

## **DEFINITIONS**

- **Addendums** (i.e., Attachment F) may be approved by the Board of Directors on an as-needed basis.
- **Adulterated Specimen** means a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.
- **Air Blank** means, in evidential breath testing devices (EBTs) using gas chromatography technology, a reading of the device's internal standard. In all other EBTs, a reading of ambient air containing no alcohol.
- **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **Alcohol Concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this policy (BrAC).

- **Alcohol Confirmation Test** means a subsequent test using an EBT, following a screening test with a result of 0.02 or greater, which provides quantitative data about the alcohol concentration.
- **Alcohol Screening Device (ASD)** a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and appears on the Office of Drug and Alcohol Policy and Compliance (ODAPC) web page for “Approved Screening Devices to Measure Alcohol in Bodily Fluids” because it conforms to the model specifications from NHTSA.
- **Alcohol Screening Test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
- **Alcohol Testing Site** a place selected by the Employer where employees present themselves for the purpose of providing breath or saliva for an alcohol test.
- **Alcohol Use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.
- **Aliquot** means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.
- **Applicant** means a person, Independent Contractor, or Employer, or person working for an Independent Contractor, or Employer who applies to become an Employee of a BCRC Contractor/Employer Participant, and includes a person who has received a job offer made contingent on the person passing a drug test.

- **Archived Status** means the status of a person who has been inactive, deactivated, working outside of the geographic area covered by BCRC or otherwise taken out of the BCRC random pool.
- **Authorized Test** means a drug and/or alcohol test performed in accordance with the provisions of this Policy and at the request (or direction) of BCRC.
- **BCRC** means Building and Construction Resource Center, Inc., which is a not-for-profit corporation formed by labor and management representatives of the building and construction industry for Indiana & Illinois, for the purpose of addressing problems of drugs and alcohol in the workplace.
- **BCRC Policy** means all of the policies, procedures, and other matters set forth in this document (i.e., the BCRC Drug & Alcohol Policy) and all amendments and addenda to this document.
- **Breath Alcohol Technician (BAT)** is a person who instructs and assists employees in the alcohol testing process and operates an Evidential Breath Testing device (EBT).
- **Canceled Test** means a drug or alcohol test that has a problem identified that cannot be or has not been corrected. A canceled test is neither a positive nor a negative test. An Employer is not permitted to take adverse job action based on a canceled test.
- **Card Manager** is the individual designated by each Employer who has the authority to access data information that will confirm the status of Employees by electronic mail.

- **CL or Clear** means that an Employee is “cleared”, available for work, and currently compliant with this Policy when used with respect to the BCRC status of an Employee.
- **Chain of Custody** the procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.
- **Collection Container** means a container into which the Employee urinates to provide the specimen for a drug test.
- **Collection Site** means a place designated by BCRC where individuals present themselves for the purpose of providing a specimen to be analyzed for the presence of controlled substances or for purposes of providing a breath sample to be analyzed for alcohol concentration.
- **Collector** means a person who instructs and assists Employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes necessary forms.
- **Company** means an Employer/Contractor who is a member of BCRC.
- **Confirmation (or confirmatory) Drug Test** a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

- **Confirmation (or confirmatory) Validity Test** a second test performed on a different aliquot of the original urine specimen to further support a validity test result.
- **Confirmed Drug Tests** a confirmation test result received by an MRO from a laboratory.
- **Confirmatory Test**
  - a) For alcohol testing, a confirmatory test is a second test following a screening test with a result of 0.02 or greater, conducted 15-30 minutes later, that provides quantitative data of alcohol concentration. This test is conducted on an Evidential Breath Testing Device (EBT).
  - b) For controlled substances testing, a confirmatory test is a second analytical procedure on the same specimen to identify the quantitation and presence of a specific drug or metabolite. This confirmatory test is independent of the initial test and uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy. Gas Chromatography/Mass Spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, synthetic opiates, opioids, amphetamines and phencyclidine.
- **Contractor Participant** means an Employer who is a contributing member of BCRC.
- **Controlled Substance** means marijuana (THC), cocaine, synthetic opiates, opioids, oxycodones, MDA-analogues, phencyclidine (PCP), amphetamines (including methamphetamines), methaqualone, barbiturates, benzodiazepine, propoxyphene, methadone, 6-acetylmorphine and ecstasy.

- **Designated Employer Representative (DER)** an Employee authorized by the Employer to take immediate action(s) to remove Employees from safety-sensitive duties or cause Employees to be removed from these covered duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the Employer consistent with the requirements of this policy. Service agents cannot act as DERs.
- **Dilute Specimen** means a specimen with creatinine and specific gravity values that are not consistent with medical expectations for human urine.
- **DOT** these terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of this part, the United States Coast Guard (USCG) in the Department of Homeland Security is considered to be a DOT agency for drug testing purposes only since the USCG regulation does not incorporate Part 40 for its alcohol testing program. These terms include any designee of a DOT agency.
- **Drugs** mean the substances for which tests are required under this policy and include marijuana (THC), cocaine, amphetamines (including methamphetamines), methaqualone, phencyclidine (PCP), opioids, synthetic opiates, oxycodones, MDA-analogues, barbiturates, benzodiazepine, propoxyphene, methadone, 6-acetylmorphine and ecstasy.

- **Drug Test** means a test conducted for controlled substances.
- **Employee** means an Employee of a Company, or of a Contractor/Employer Participant, who is a member of BCRC.
- **Employee Assistance Program (EAP) Counselor** means a Masters-level professional with an education in psychology, social work, counseling, etc. with knowledge of and clinical experience in diagnosis and treatment of alcohol and controlled substance related disorders. The EAP will assess and make recommendations concerning education, treatment, Observed Follow-Up Testing and aftercare.
- **Employer** means a Company, or a Contractor/Employer Participant, who is a member of BCRC.
- **Evidential Breath Testing Device (EBT)** means a device approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.
- **First Occurrence Clause** means if an Employee does not report for a random test, and it is the first time the Employee has failed to report, the Third Party Administrator (TPA or BCRC) may allow the Employee to take the test without reporting to the EAP for further review. Employees may utilize this clause only one time.
- **Gas Chromatography/Mass Spectrometry Confirmation (GC/MS)** is a state-of-the-art drug testing technology, providing a fingerprint of the detected drug.

- **HHS** means the Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.
- **HHS-Approved Laboratory** any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.
- **Initial Test (for drugs)** means an immunoassay screen to eliminate negative urine specimens from further consideration.
- **Initial Validity Test** means the first test used to determine if a specimen is adulterated, diluted or substituted.
- **Invalid Drug Test** the result reported by an HHS certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated or substituted result cannot be established for a specific drug or specimen validity test.
- **Laboratory** any U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

- **Licensed Medical Practitioner** means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, Local, or Foreign laws and regulations to prescribe controlled substances and other drugs.
- **Medical Review Officer (MRO)** means a Licensed Physician, registered with the American Association of Medical Review Officers ([www.aamro.com](http://www.aamro.com)), responsible for receiving laboratory results generated by BCRC's drug testing program who has knowledge of substance abuse disorders and who has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information.
- **N/A or Not Available** means that an Employee is not available for work and is not currently compliant with this Policy when used with respect to the BCRC status of an Employee. (NOTE: An Employee can be N/A for several reasons, which may or may not include failing a drug or alcohol test).
- **New Employee/Applicant** means a person who has not been previously tested by BCRC and includes a person referred for pre-employment testing.
- **Non-Compliant Event** means any of the following:
  - (a) a Positive Test for alcohol or drugs (which shall also include any Positive Tests that occur during any retesting),
  - (b) an-Insufficient Specimen if an appropriate medical professional determines that there is no legitimate medical reason for the Insufficient Specimen,
  - (c) a negative Dilute Specimen if the Employee fails to provide a second (2nd) testing sample within the applicable time period specified in this BCRC Policy

or a second (2nd) testing sample that is also a negative Dilute Specimen [provided, however, that a second (2nd) negative Dilute Specimen shall not constitute a Non-Compliant Event if: (1) the MRO determines that there is a valid medical reason for the second (2nd) Dilute Specimen, or (2) such treatment is prohibited by applicable law], (d) an Adulterated Specimen, (e) a Substituted Specimen, (f) an Out-of-Temperature Specimen, (g) any acts by an Employee that compromise the testing protocol (i.e., washes his/her hands, flushes the toilet, etc.) prior to being given direction from the collection professional, (h) a Refusal To Submit (to an alcohol or controlled substances test), (i) a failure to submit to Post-Accident/Incident Testing (which shall include a failure to test resulting from the Employee leaving the jobsite prior to such Post-Accident/Incident Testing), and (j) any other act or omission by an Employee that BCRC determines, in BCRC's sole discretion, to constitute a substantial or willful non-compliance with the policies and/or procedures set forth in this Policy. A Non-Compliant Event is also commonly referred to as a "strike."

- **Non-Negative** means a urine specimen that is reported as an Adulterated Specimen, a Substituted Specimen, a Positive Test [for drug(s) or drug metabolite(s)], a Non-Compliant Event and/or invalid.
- **Observed Follow-Up Testing** shall be required, based on an EAP evaluation for a Non-Negative or Positive Test result, missed random, incomplete test/walk outs and as provided in this BCRC Policy. All Follow-Up Testing will be administered by the TPA (BCRC) and must be observed.
- **Observed Return To Duty Test or Observed RTD Test** is an observed test required by this BCRC Policy that

must be taken before an Employee can be returned to “clear” status. Such test is scheduled by the counselor at such time as the counselor deems appropriate after the EAP evaluation has been completed. This BCRC Policy requires such test following a Non-Negative test, missed random, walkout, Refuse to Submit as described in the BCRC Policy, or other Non-Compliant Event. If the test is not taken as directed by the EAP, the Employee will be required to return to the EAP.

- **Out-of-Temperature Specimen** means a specimen that is below 90°F or above 100°F at the time the specimen is obtained at the collection site.
- **Owner** means a business or other entity (or individual) that hires a “Contractor Participant” to perform work at their facility, office, and/or property.
- **Owner Requested Job-Site Random Testing** means a Northwest Indiana Business Roundtable Owner, which has been approved by the Board of Directors, and may require a random drug test be done at their facility. The Employee will test within one hour of notification of the random test. The test may be performed at the Owner’s facility no more than monthly provided there is an approved BCRC Collection Site at the facility.
- **Positive Test (alcohol)** occurs when an Employee’s confirmatory test result reads 0.02 BrAC or higher.
- **Positive Test (drugs)** occurs when an HHS-certified laboratory reports a drug test as positive because a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.
- **Post-Accident/Incident Testing** means drug and alcohol tests requested by an Employer following the occurrence of an accident and/or incident.

- **Probable Cause Testing** may be required when a Supervisor observes and documents unusual behavior.
- **Program Administrator** means the individual who has administrative responsibilities for overseeing the drug and alcohol testing program for an Employer. The Program Administrator may serve as an Employer's DER.
- **Property** means all Employer-owned and/or leased property, including but not limited to owned and/or leased buildings and other real estate, parking lots and vehicles located on parking lots, and Employer-owned and/or leased vehicles, lockers, tools, equipment and desks.
- **Random Selection** means a scientifically valid method for selection of Employees to be tested that result in an equal probability that any Employee from a group of Employees subject to the selection mechanism will be selected, and does not give an Employer discretion to waive the selection of any Employee under the mechanism.
- **Refuse To Submit (to an alcohol or controlled substances test)**

Means that an Employee:

1. Fails(ed) to appear for any test (except a pre-employment test) within a reasonable time, as determined by the BCRC Policy, after being directed to do so by the BCRC Policy;
2. Fails(ed) to remain at the testing site until the testing process is complete (a walk out);

3. Fails(ed) to provide a urine specimen for any drug test required by this BCRC Policy;
  4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the Employee's provision of a specimen;
  5. Fails(ed) to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no acceptable medical explanation for the failure;
  6. Fails(ed) or declines to take a second test the Employer or collector has directed the Employee to take;
  7. Fails(ed) to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the policy. In the case of a pre-employment drug test, the Employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
  8. Fails(ed) to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, provides incorrect or inaccurate information to the collection site or on necessary forms, or fails to complete all documents);
  9. Provides a second (2<sup>nd</sup>) specimen that is dilute.
- **Reinstatement Test** is the test allowed by BCRC, which must be consistent with the Policy, to reactivate an Employee who has been on "Vacation" or "Archived

Status” for twelve (12) months or more and has not tested under the BCRC Policy in the past twelve (12) months.

- **Rejected For Testing** the result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.
- **Reporting Employee** is an Employee who reports a work-related injury or illness that was caused by and/or relates to the accident and/or incident for which the post-accident/incident drug or alcohol testing is requested by the Employer.
- **Safe Site** means a URL beginning with “https” which is a secure site for data transmission.
- **SAMHSA** means Substance Abuse and Mental Health Services Administration is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation.
- **Screening Test (or initial test):**
  - In drug testing, a test to eliminate “negative” urine specimens from further analysis or to identify a specimen that requires additional testing for the presence of drugs.
  - In alcohol testing, an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.

- **Screening Test Technician (STT)** means a person who instructs and assists employees in the alcohol testing process and operates an Alcohol Screening Device (ASD).
- **Shipping Container** means a container that is used for transporting and protecting urine specimen bottles and associated documents from the collection site to the laboratory.
- **Specimen** means a sample of urine, used for analysis and/or diagnosis. For the purpose of this policy; specimen is defined as urine.
- **Specimen Bottle** means the bottle that, after being sealed and labeled according to the procedures in this policy, is used to hold the urine specimen during transportation to the laboratory.
- **Split Specimen** means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the Employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- **Substituted Specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
- **Testing Levels** means levels at or above when a specimen is determined to be positive, and below when a specimen is determined to be negative.

- **Third Party Administrator (TPA)** means an entity that provides or coordinates one or more drug and/or alcohol testing services to Employers. A TPA typically provides or coordinates the provision of a number of such services and performs administrative tasks concerning the operation of drug and alcohol testing programs for Employers. This term includes, but is not limited to, groups of Employers who join together to administer, as a single entity, the drug and alcohol testing programs of its Employees (e.g., having a combined random testing pool).
- **Traveler** means a craft person who: (a) is coming to work in the geographic area covered by BCRC, and (b) is a member of a local union whose jurisdiction is outside of the geographic area covered by BCRC.
- **Unauthorized Test** means a drug and/or alcohol test that is: (a) not performed in accordance with the provisions of this Policy, and/or (b) not performed at the request (or direction) of BCRC. Such tests include retests initiated by an Employer and/or an Employee that are not performed at the request (or direction) of BCRC.
- **Union** means a Labor Organization that represents Employee(s) who are employed by a Company, or of a Contractor/Employer participant, who is a member of Building and Construction Resource Center, Inc.
- **Vacation Status** means the status of an Employee who is temporarily removed from the BCRC random pool while on vacation or a non-work related absence.
- **Verified Test** means a drug test result or validity testing result from a HHS-certified laboratory that has undergone review and final determination by the MRO.

Timestamp	Company	Name
Feb 4, 2026 at 11:25 AM ES	TK Elevator Corporation	Henry Reed-Schertz
Feb 4, 2026 at 11:25 AM ES	KONE Indianapolis	Brent Roman
Feb 4, 2026 at 11:25 AM ES	Jettline Electric, Inc.	jason geans
Feb 4, 2026 at 11:25 AM ES	Pemberton-Davis Electric, In	Steve Zornig
Feb 4, 2026 at 11:25 AM ES	Koontz-Wagner Services	Ron Dockery
Feb 4, 2026 at 11:28 AM ES	McMann Electric, Inc.	Terri McMann
Feb 4, 2026 at 11:29 AM ES	CBS Service LLC	Shane Smith
Feb 4, 2026 at 11:29 AM ES	CBS Service LLC	aaron vandezande

Email	Phone	Labor Type	Enterprise Type
henry.reed-schertz@tkelevator.com	+1 317-260	Union, Prev	None, Other
brent.roman@kone.com	+1 317-995	Union	
jettline.jason@frontier.com	+1 574-320	Union	
szornig@pembertondavis.com		Union	None
rdockery@kwservices.com	+1 574-280	Union	None
terrimcmann@mcmannelectric.com	(574) 674-5	Union	Women Business Enterprise (WBE)
ssmith@cbsservicellc.com	+1 574-538	Non-Union	Women Business Enterprise (WBE)
aaron@cbsservicellc.com		Non-Union	Women Business Enterprise (WBE)

Bid Packagi	Communic	Subject	Bidding Sta	Address	Tags	Qualificatic	DBE Certificates
Elevators	Bid Invite	Invitation tc	UNDECIDE	8665 Bash Road, Indianapolis, IN 46256, United States of A			
Elevators	Bid Invite	Invitation tc	UNDECIDE	5201 Park Emerson Drive, Suite O, Indianapolis, IN 46203, I			
Electrical	Bid Invite	Invitation tc	UNDECIDE	415 E Waterford St, Wakarusa, IN 46573, USA			
Electrical	Bid Invite	Invitation tc	UNDECIDE	916 E McKinley Ave, Mishawaka, IN 46545, USA			
Electrical	Bid Invite	Invitation tc	UNDECIDE	3801 Voorde Dr, South Bend, IN 46628, USA			
Electrical	Bid Invite	Invitation tc	UNDECIDE	Osceola, IN 46561 US			
Electrical	Bid Invite	Invitation tc	UNDECIDE	401 East Colfax Avenue, Suite 304, South Bend, IN 46617, I			
Electrical	Bid Invite	Invitation tc	UNDECIDE	401 East Colfax Avenue, Suite 304, South Bend, IN 46617, I			

United States of America

United States of America  
United States of America

**BOARD OF PUBLIC WORKS  
AGENDA ITEM REVIEW REQUEST FORM**

Date: 2/2/2026  
 Name: Zak Tebell Department of Public Works – Engineering Division  
 BPW Date: 2/10/2026 Phone Extension: 9358

**Required Prior to Submittal to Board**

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	_____
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	_____	

**Check the Appropriate Item Type – Required for All Submissions**

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA
<input checked="" type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA
<input type="checkbox"/> Chg. Order, No.	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach

**Required Information**

Company or Vendor Name	_____
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing <input type="checkbox"/> No
MBE/WBE Contractor	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Completed E-Verify Form Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	Main and Wayne Garage Elevator
Project Number	125-027
Funding Source	PR-00043224
Account No.	324-00-000-000-240101--PROJ00000631
Amount	N/A
Terms of Contract	Opening of Bids
Special Contract Provisions	N/A
Purpose/Description	Opening of Bids for Main and Wayne Elevator Project

**For Change Orders Only**

Amount of	<input type="checkbox"/> Increase	\$ _____
	<input type="checkbox"/> Decrease	(\$ _____ )
Previous Amount		\$ _____
	Increase	_____ %
Current Percent of Change:	Decrease	( _____ %)
New Amount		\$ _____
	Increase	_____ %
Total Percent of Change:	Decrease	( _____ %)
Time Extension Amount:		_____
New Completion Date:		_____