



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS

May 26, 2026

Mr. Nate Hershberger  
Griffen Plumbing and Heating, LLC  
2310 Toledo Rd.  
Elkhart, IN 46516  
[nate@griffenph.com](mailto:nate@griffenph.com)

RE: Quotation Award – Police Department Server Cooling Room – Project No. 126-035

Dear Mr. Hershberger:

At its May 26, 2026 meeting, the Board of Public Works awarded the above referenced quotation to you in the amount of \$166,057.

Please forward the following documents **in one submittal by June 9, 2026** to my attention for Board of Public Works approval at [hhorvath@southbendin.gov](mailto:hhorvath@southbendin.gov) :

- 1) One (1) signed original of the Contract (enclosed); and
- 2) Certificate of Insurance naming the City of South Bend as an additional insured.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

BOARD OF PUBLIC WORKS  
CITY OF SOUTH BEND, INDIANA  
PUBLIC WORKS CONTRACT

This Agreement is made and entered into this 26<sup>th</sup> Day of May, 2026, by and between Griffen Plumbing and Heating, LLC, (the "Contractor"), and the Board of Public Works (the "Board").

The Contractor covenants and agrees to make the following improvement, as fully set out in the Request for Quotations, Standard Specifications, Special Provisions, Plans, and Bid Proposals, all of which are set forth as a part of this Contract, for:

<u>PROJECT NO.</u>	126-035
<u>DESCRIPTION:</u>	SOUTH BEND POLICE DEPARTMENT SERVER ROOM COOLNG
<u>COMPLETION DATE:</u>	<u>SEE SPECIFICATIONS</u>
<u>AMOUNT:</u>	\$166,057
<u>FUNDING:</u>	PR-00047909


The unit prices for this improvement were those prices as received and accepted by the Board on the 26<sup>th</sup> Day of May, 2026.

The Contractor further agrees to notify the assigned Engineer when this improvement is completed. This notification shall be in the form of a Project Completion Affidavit, signed by the Contractor. Upon final acceptance of the improvement by the Engineer, the Contractor's final estimate will be presented to the Board for final Payment with one (1) copy of the Project Completion Affidavit and one (1) copy of a Waiver of Lien.

Each of the Parties, by signing below, represents and warrants to the other Party that he/she/it has the authority to bind the named person or entity to this Agreement.

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

  
\_\_\_\_\_  
Elizabeth A. Maradik, President

  
\_\_\_\_\_  
Murray L. Miller, Member

\_\_\_\_\_  
Abigail E. Magas, Member

  
\_\_\_\_\_  
Joseph R. Molnar, Vice President

  
\_\_\_\_\_  
Breana N. Micou, Member

  
\_\_\_\_\_  
Attest: Hillary R. Horvath, Clerk

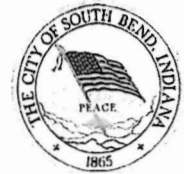
Date: May 26, 2026

GRIFFEN PLUMBING AND  
HEATING, LLC

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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



PROJECT NAME: South Bend Police Department Server Room Cooling  
PROJECT NO. 126-035  
QUOTES DUE 4/20/2026 4/28/2026

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

Date: 4/28/2026 Firm: Griffen Plumbing and Heating, LLC  
Address: 2310 Toledo Rd  
City/State/Zip: Elkhart, IN 46516 Telephone Number: ( 574 ) 295-2440  
Email Address: nate@griffenph.com

Agent of Bidder (if Applicable): Nate Hershberger  
Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

South Bend Police Department Server Room Cooling

the City of South Bend, Indiana, in accordance with plans and specifications prepared by:

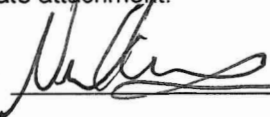
The City of South Bend, Department of Public Works

and dated 4/28/2026 for the sum of (enter the Total Quote as shown on the Proposal)

One Hundred Sixty Six Thousand and Fifty Seven Dollars (\$ 166,057.00 )  
(Enter Sum of Total Quote plus Alternates shown on Proposal) (Numerical)

If alternative quotes 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 quote is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By  (Signature)  
Nate Hershberger  
(Printed Name of Person Signing)

**ACCEPTANCE**

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

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

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

  
Elizabeth A. Maradik, President

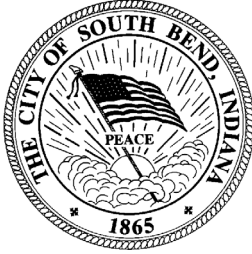
  
Murray L. Miller, Member

Abigail E. Magas, Member

  
Joseph R. Molnar, Vice President

  
Breana N. Micou, Member

  
Attest: Hillary R. Horvath, Clerk



## INTER-OFFICE MEMORANDUM

### DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

**TO:** Hillary Horvath, Clerk  
Board of Public Works

**FROM:** Zak Tebell  
Project Engineer, Division of Engineering

**SUBJECT:** Award: 126-035 South Bend Police Department Server Room Cooling

**DATE:** May 7<sup>th</sup>, 2026

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On April 28<sup>th</sup>, 2026, the Board of Public Works opened and read quotes for the above project. One quote was received from Griffen Plumbing and Heating.

Contractor	Base Quote
Herman & Goetz Inc	No Quote Provided
D.A. Dodd	No Quote Provided
Budd Mechanical Systems	No Quote Provided
Griffen Plumbing and Heating	\$166,057.00

Engineering recommends award of **Base Quote** to the lowest and responsive Quoter, Griffen Plumbing and Heating in the amount of **\$166,057.00**. Sufficient funds have been approved by the South Bend Police Department for this project. MWBE goals were not met by Griffen Plumbing and Heating, they will be proceeding under a Good Faith Waiver.

Please Respond with any questions (EXT. 9358)



**QUOTE/PROPOSAL  
CITY OF SOUTH BEND**

**PROJECT NAME** South Bend Police Department Server Room Cooling

**PROJECT NO.** 126-035

**QUOTES DUE** 4/20/2026

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Server Room Cooling System Replacement	1	LS	1	\$ 166,057.00
<b>Total Amount of Quote</b>					<b>\$ 166,057.00</b>

**Firm:** Griffen Plumbing and Heating, LLC

**Address:** 2310 Toledo Rd

**City/State/Zip:** Elkhart, IN 46516 **Telephone Number:** ( 574 ) 295-2440

**Fax Number:** ( 574 ) 295-2520

By   
(Signature)

Nate Hershberger

(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)

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STATE OF Indiana )  
 ) SS:  
Elkhart 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 contact 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.

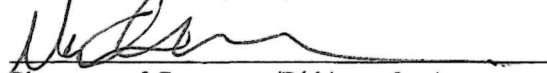
I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products 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 28 day of April, 2026

Griffen Plumbing and Heating, LLC  
Contractor/Bidder (Firm)

  
Signature of Contractor/Bidder or Its Agent

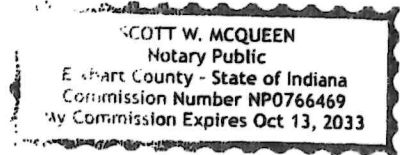
Nate Hershberger  
Vice President of Construction Services  
Printed Name and Title

Subscribed and sworn to before me this 28 day of April, 20 26

My Commission Expires 10/13/2033

  
Notary Public

County of Residence Elkhart





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

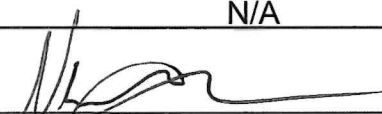
**This completed form should be supplied with Bids that pertain to City of South Bend Public Works Projects involving MBE participation. It is the bidder's sole responsibility to verify whether any listed minority or woman business meets the MBE qualifications.**

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

Project Number: 126-035 Project Name: South Bend Police Department Server Room Cooling  
 Bidder: Griffen Plumbing and Heating, LLC Total Bid Amount: \_\_\_\_\_ MBE Goal: 1.1%  
 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
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0

Submitted by: Nate Hershberger  
 Print Name

  
 Signature

4/28/26  
 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 minority or woman business meets the WBE qualifications.

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

Project Number: 126-035 Project Name: South Bend Police Department Server Room Cooling  
 Bidder: Griffen Plumbing and Heating, LLC Total Bid Amount: \_\_\_\_\_ WBE Goal: 2.7%  
 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
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0
N/A	N/A	N/A	0.00	0

Submitted by: Nate Hershberger  4/28/26  
 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: 126-035 Date: 4/28/2026  
 Project Name: South Bend Police Department Server Room Cooling  
 Bidder: Griffen Plumbing and Heating, LLC  
 Contact Person: Nate Hershberger Telephone: 574-295-2440  
 Address: 2310 Toledo Rd  
 City: Elkhart State: Indiana Zip: 46516  
 Email: nate@griffenph.com



To determine whether a bidder has demonstrated good faith efforts to reach the MBE utilization goal 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\*:

EVIDENCE OF GOOD FAITH EFFORTS	
<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.	
<i>NH</i>	I affirm 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> ).
<i>NH</i>	I affirm that I have made good faith efforts to select portions of the contract work to be performed by MBEs, including, where appropriate, breaking out contract work items into economically feasible units to facilitate MBE participation.
<i>NH</i>	I affirm 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.
<i>NH</i>	I affirm that I attended all pre-bid meetings scheduled by the City of South Bend to inform MBEs of contracting and subcontracting opportunities.
<i>NH</i>	I affirm that I advertised in general circulation and/or trade association publications concerning subcontract opportunities and allowed MBEs reasonable time to respond to such advertisements.
<i>NH</i>	I affirm 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 MWBEs to participate effectively.
<i>NH</i>	I affirm that I followed up on initial solicitations with interested MBEs.
<i>NH</i>	I affirm 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.
<i>NH</i>	I affirm 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**

		<p>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.</p>
		<p>I affirm that I did not reject any MBEs as unqualified without sound business reasons based on a thorough investigation of their capabilities.</p>
<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 WBE participation.

Project Number: 126-035 Date: 4/28/2026  
 Project Name: South Bend Police Department Server Room Cooling  
 Bidder: Griffen Plumbing and Heating, LLC  
 Contact Person: Nate Hershberger Telephone: 574-295-2440  
 Address: 2310 Toledo Rd  
 City: Elkhart State: Indiana Zip: 46516  
 Email: nate@griffenph.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\*:

EVIDENCE OF GOOD FAITH EFFORTS	
<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.	
	I affirm 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> ).
	I affirm 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 MWBE participation.
	I affirm 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.
	I affirm that I attended all pre-bid meetings scheduled by the City of South Bend to inform WBEs of contracting and subcontracting opportunities.
	I affirm that I advertised in general circulation and/or trade association publications concerning subcontract opportunities and allowed WBEs reasonable time to respond to such advertisements.
	I affirm 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.
	I affirm that I followed up on initial solicitations with interested WBEs.
	I affirm 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.
	I affirm 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**

<p align="center"><i>MT</i></p>	<p>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.</p>
<p align="center"><i>MT</i></p>	<p>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.</p>
<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 WBE 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 or woman business meets the MBE qualifications. Attach additional pages if necessary.

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

Project Number: 126-035 MBE Participation Goal \_\_\_\_\_

Project Name: South Bend Police Department Server Room Cooling

Bidder: Griffen Plumbing and Heating, LLC

By: \_\_\_\_\_ Vice President of Construction Services 4/28/2026  
(Signature) (Title) (Date)

MBE Firm N/A

Owner or Contact at MBE Firm N/A

Telephone: N/A Fax: N/A Email: N/A

TYPE OF WORK SOLICITED FOR THIS PROJECT:

N/A

RESULTS OF CONTACT WITH THE MBE FIRM:

N/A

MBE Firm N/A

Owner or Contact at MBE Firm N/A

Telephone: N/A Fax: N/A Email: N/A

TYPE OF WORK SOLICITED FOR THIS PROJECT:

N/A

RESULTS OF CONTACT WITH THE MBE FIRM:

N/A

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



FORM WBE-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 minority or woman business meets the WBE qualifications. Attach additional pages if necessary.

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

Project Number: 126-035 WBE Participation Goal \_\_\_\_\_

Project Name: South Bend Police Department Server Room Cooling

Bidder: Griffen Plumbing and Heating, LLC

By: \_\_\_\_\_ Vice President of Construction Services 4/28/2026  
(Signature) (Title) (Date)

WBE Firm N/A

Owner or Contact at WBE Firm N/A

Telephone: N/A Fax: N/A Email: N/A

TYPE OF WORK SOLICITED FOR THIS PROJECT:

N/A

RESULTS OF CONTACT WITH THE WBE FIRM:

N/A

WBE Firm N/A

Owner or Contact at WBE Firm N/A

Telephone: N/A Fax: N/A Email: N/A

TYPE OF WORK SOLICITED FOR THIS PROJECT:

N/A

RESULTS OF CONTACT WITH THE WBE FIRM:

N/A

215 S. DR. MARTIN LUTHER KING JR.  
BLVD., SUITE 400  
SOUTH BEND, IN 46601



PHONE 574/ 235-9251  
FAX 574/ 235-9171  
TDD 574/ 235-5567

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

Date: April 15, 2026  
To: All Planholders  
From: Zak Tebell, Project Manager  
Subject: Addendum Number: 1  
Project Name: SB Police Department Server Room Cooling  
Project No.: 126-035

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

Date Received: 4/15/2026

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This addendum is being forwarded to you for the above referenced project.

Please sign below and acknowledge receipt of this Addendum by faxing this sheet to the Board of Public Works at (574) 235-9171 within 48 hours of receipt. A copy **MUST** also be included with your bid package upon submittal.

**THIS ADDENDUM MAY AFFECT YOUR BID.**

Notes:

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The attached documents are hereby added to the Specifications and Contract Documents and become a part of herein.

Company: Griffen Plumbing and Heating, LLC

Authorized Signature:

Date: 4/15/2026

SB Police Department Server Room Cooling  
126-035  
Addendum No. 1

215 S. DR. MARTIN LUTHER KING JR.  
BLVD., SUITE 400  
SOUTH BEND, IN 46601



PHONE 574/235-9251  
FAX 574/235-9171  
TDD 574/235-5567

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

Date: April 23, 2026  
To: All Planholders  
From: Zak Tebell, Project Manager  
Subject: Addendum Number: 2  
Project Name: SB Police Department Server Room Cooling  
Project No.: 126-035

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

Date Received: 4/23/2026

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This addendum is being forwarded to you for the above referenced project.

Please sign below and acknowledge receipt of this Addendum by faxing this sheet to the Board of Public Works at (574) 235-9171 within 48 hours of receipt. A copy **MUST** also be included with your bid package upon submittal.

**THIS ADDENDUM MAY AFFECT YOUR BID.**

Notes:

---

The attached documents are hereby added to the Specifications and Contract Documents and become a part of herein.

---

Company: Griffen Plumbing and Heating, LLC

Authorized Signature:

Date: 4/23/2026

SB Police Department Server Room Cooling  
**126-035**  
**Addendum No. 2**

Date: April 15, 2026

To: All Planholders

From: Zak Tebell, Project Manager

**You must acknowledge receipt of this addendum by signing the first page and returning a copy with your quote.**

The items in this addendum are to become part of the original documents as if included therein. Only the noted items are affected, and the remainder of the original contract document is to remain in its entirety.

This Addendum modifies the Contract Documents as follows:

- Updated Quote procedure
- Question and Answer

## **Updated Quote Process**

- Quotes are to be submitted to **BPWBids@southbendin.gov**
- Quotes must be submitted by **April 28<sup>th</sup> at 9:00 AM Local Time**

## **Question and Answer**

**Question:** Are Bid Bonds and P&P Bonds required?

**Answer:** No, Bid Bonds and P&P Bonds are not required.

**Question:** Can Contractors access the site before Quotes are due?

**Answer:** No additional site visits will occur until after the Quote is awarded.

Date: April 23, 2026

To: All Planholders

From: Zak Tebell, Project Manager

**You must acknowledge receipt of this addendum by signing the first page and returning a copy with your quote.**

The items in this addendum are to become part of the original documents as if included therein. Only the noted items are affected, and the remainder of the original contract document is to remain in its entirety.

This Addendum modifies the Contract Documents as follows:

- Question and Answer

## **Question and Answer**

**Question:** Is there monitoring on the cooling unit?

**Answer:** The City of South Bend's I&T department has a monitoring system on the current cooling unit.

**Question:** Where is the current condensing unit located?

**Answer:** The current rooftop condensing unit is on the northeastern corner of the easternmost portion of the police station.

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

Date: 5/7/2026  
 Name: Zak Tebell Department of Public Works – Engineering Division  
 BPW Date: 5/26/2026 Phone Extension: 9358

**Required Prior to Submittal to Board**

BPW Attorney  Attorney Name \_\_\_\_\_  
 Dept. Attorney  Attorney Name \_\_\_\_\_  
 Purchasing  \_\_\_\_\_

**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 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 checked="" 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: Ratify Emergency Contract		<input type="checkbox"/> Ease./Encroach

**Required Information**

Company or Vendor Name Griffen Plumbing and Heating  
 New Vendor  Yes  If Yes, Approved by Purchasing  
 No  
 MBE/WBE Contractor  MBE  WBE Completed E-Verify Form Attached  Yes  No  
 Project Name South Bend Police Department Server Room Cooling  
 Project Number 126-035  
 Funding Source PR-00047909  
 Account No. 101-08-080-080-443001--PROJ00000767  
 Amount \$166,057.00  
 Terms of Contract Award of Quote  
**Special Contract Provisions** N/A  
 Purpose/Description Award of Quote of the South Bend Police Department Server Room Cooling

**For Change Orders Only**

Amount of  Increase \$ \_\_\_\_\_  
 Decrease (\$ \_\_\_\_\_ )  
 Previous Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Decrease ( \_\_\_\_\_ %)  
 Current Percent of Change: \_\_\_\_\_ %  
 New Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Decrease ( \_\_\_\_\_ %)  
 Total Percent of Change: \_\_\_\_\_ %  
 Time Extension Amount: \_\_\_\_\_  
 New Completion Date: \_\_\_\_\_