

Notice to Bidders

Notice is hereby given that the YWCA Northeast Indiana Inc shall receive sealed bids from experienced and eligible contractors at YWCA Northeast Indiana offices, located at 1313 W. Washington Center Road, Fort Wayne, IN 46825, until 2:00 p.m. local time, on Thursday April 13, 2023 for:

**YWCA Relocation**

Each bid proposal shall include all labor, materials, and services necessary to complete the project in strict accordance with the drawings and specifications as prepared and on file in the office of:

**BONA VITA ARCHITECTURE, INC.**  
110 West Main Street  
Fort Wayne, Indiana 46802  
260-471-9449

Bids shall be received from a single prime contractor.

Bids Received after that time or in another location shall be returned to bidder unopened.

Plans, specifications, instructions to bidders, and bid forms are on file and available at Eastern Engineering's Virtual Plan Room: <http://www.easternengineering.com> or are available at the office of Eastern Engineering located at 1239 North Wells Street, Fort Wayne, Indiana 46802. P: 260-426-3119, F: 260-426-3101.

A refundable deposit of \$100.00/per set made out to YWCA of Northeast Indiana is required for each complete set of plans and specifications with the limit of one (1) set per contractor. **ONLY COMPLETE SETS OF PLANS AND SPECIFICATIONS WILL BE DISTRIBUTED.** Unlocked electronic PDF sets of drawing will be available for an additional cost. Any unsuccessful bidder, upon returning such sets in good and usable condition within (10) ten days of the bid date will be refunded their deposit. There will be shipping and handling charges for delivery of each set of Bidding Documents.

A **Pre-Bid Conference** will be held on Thursday, March 30, 2023 10:00 a.m. local time, in the offices of YWCA Northeast Indiana Inc, located at 1313 W. Washington Center Road, Fort Wayne, Indiana.

Each bid shall be accompanied by a certified check, a cashier's check, or a bid bond executed by a surety company which is authorized to do business in the state of Indiana, made payable to YWCA Northeast Indiana Inc and in an amount equal to five percent (5%) of the bid. In the event a bidder withdraws its bid or fails to execute a satisfactory contract within ten (10) days after the contract is awarded to such bidder by the YWCA, YWCA Northeast Indiana Inc may declare the certified check, cashier's check, or bid bond forfeited to the YWCA Northeast Indiana Inc as liquidated damages.

A bid may not be modified withdrawn or concealed by the bidder for sixty (60) days following the time and date designated for the receipt of bids without the consent of the YWCA Northeast Indiana Inc.

YWCA Northeast Indiana Inc reserves the right to reject any and all bids or waiver any or all informalities, irregularities and/or inconsistencies in, or with respect to, any or all bids.

Bidder must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. **Performance Bond and Labor and Material Payment Bonds in an amount equal to one hundred percent (100%) of the contract amount shall be required to be provided by the successful Bidder** to the YWCA Northeast Indiana Inc, or its assignee no later than ten (10) days after the execution of such contract. Such bonds shall remain in effect for a period of twelve (12) months after the date of Substantial Completion.

**YWCA Northeast Indiana Inc**

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