

EVANSVILLE VANDERBURGH
PUBLIC LIBRARY
VANDERBURGH COUNTY, INDIANA

Request for Proposal
ALL EVPL LOCATIONS
LAWN CARE & LANDSCAPING SERVICES

Issued Tuesday, October 15, 2024

DEADLINE-4:00 PM
Friday, November 8, 2024

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EVANSVILLE VANDERBURGH PUBLIC LIBRARY

**REQUEST FOR PROPOSAL
LAWN CARE & LANDSCAPING SERVICES**

October 15, 2024

The Evansville Vanderburgh Public Library is seeking proposals for high-quality lawn care and landscaping services for its nine (9) locations in Vanderburgh County. This Request for Proposal (RFP) provides a set of specifications by which each contractor's proposal will be measured.

Below are instructions for submitting a response to this proposal; and detailed requirements of work outlining the general duties for each location, as well as specific duties to each individual branch.

The Evansville Vanderburgh Public Library is committed to an objective and open selection process. Every proposal shall receive an unbiased review.

The Library Board has issued this Request for Proposals to ensure competitive pricing and services.

Questions concerning the RFP should be directed to:

Lori Tomlin, Director of Finance
200 SE M.L. King Jr. Blvd.
Evansville, IN 47713
Telephone: (812) 428-8213
Facsimile: (812) 428-8397
Email: lorit@evpl.org
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**SECTION 1
GENERAL INSTRUCTIONS**

1.1 FORMAT FOR PROPOSALS

The proposal should follow the form of this RFP and address the desired scope of services. Failure to submit *all* of the required information may result in disqualification. All blanks on the quote form and schedules must be correctly filled in, using ink or typewritten. Any erasures or error corrections must be initialed in ink. All forms requiring signatures must be signed in ink in the proper spaces. If the contractor is unable to provide a quotation on a given commodity or service alternative, each relevant blank must be marked to indicate this.

1.2 CHECKLIST OF SUBMITTALS

- _____ Signed proposal form along with its printed or typed identification of the name of the person signing the submittal, the name of the company, the address, telephone/fax numbers, email address and must be dated

- _____ List of Indiana municipalities or businesses for which the contractor furnishes or has furnished lawn care and landscaping services for a period of at least one (1) year within the last five (5) years

- _____ Names, titles and contact information for at least three (3) references familiar with the contractor's services

- _____ Certificate of Insurance (required upon Contractor selection, before contract signing)

- _____ Proof of bond for Contractor, owners, and employees (required upon Contractor selection, before contract signing)

1.3 DIRECTIONS FOR SUBMITTAL

Companies should submit an original proposal for execution of acceptance to the Finance Office at the Central Library by 4:00 PM on Friday, November 8, 2024. Proposals shall be valid for ninety (90) days. Mailed and hand delivered packages containing the proposal and any related material should be plainly marked on the outside as follows:

“LAWN CARE & LANDSCAPING SERVICES PROPOSAL”

Packages shall be delivered via mail, courier, in person, or by email to:

Lori Tomlin, Director of Finance
Evansville Vanderburgh Public Library
200 SE M.L. King Jr. Blvd.
Evansville, IN 47713
lorit@evpl.org

Proposals arriving after the specified time will not be accepted, regardless of postmark. It is the contractor's responsibility for timely delivery.

1.4 PROPOSAL AS PART OF CONTRACT

It is intended the specifications and terms in this proposal shall become part of a written and signed contract with the successful contractor.

1.5 OWNERSHIP OF PROPOSAL MATERIALS

All materials, including but not limited to paper and digital materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the Evansville Vanderburgh Public Library where allowed by law.

1.6 WITHDRAWALS; DECLINATIONS

A written request for the withdrawal of a proposal may be granted if the request is received by the Director of Finance prior to the specified date and time of receipt deadline. After the receipt deadline, the contractor cannot withdraw or cancel its proposal for a period of ninety (90) calendar days, and such proposal will be binding during that time. Proposals that have clerical errors or any irregularity are subject to correction only with concurrence of the Director of Finance.

1.7 PROPOSAL RECEIPT

Proposals received at the office designated in the solicitation after the exact hour and date of specified for receipt **will not** be considered.

1.8 COMPETENCY OF CONTRACTORS

The Library reserves the right to independently determine the competence, financial and operational capacity of any contractor. All contractors shall cooperate with the Library to determine competency.

1.9 REJECTION; WAIVERS

The Evansville Vanderburgh Public Library reserves the right severally or together to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposal, and not award any contract, all at its discretion and without penalty.

1.10 INVESTIGATION BY CONTRACTOR

It shall be the responsibility of the contractor to thoroughly read and understand the information, instructions, and specifications herein.

Contractors are responsible to completely inform themselves of all the conditions under which service is to be performed. This includes an examination of the service area, including

but not limited to potential uses and labor required, and all other factors which would affect the execution and completion of work covered by this proposal.

If you would like to schedule a tour of any or all of the property sites, or have questions pertaining to the original Request for Proposal, Section 3.3, you may contact Director of Facilities and Maintenance, Lamont Kelsey at 270-635-1825 to make an appointment.

1.11 AWARD OF CONTRACT

The Evansville Vanderburgh Public Library is committed to an objective and open selection process. Every proposal shall receive an unbiased review. The evaluation criteria include but are not limited to:

- Overall qualifications, experience, and competence of staff.
- Experience in communities with comparable characteristics.
- Pricing.
- Reference checks.

The Library will consider a number of factors when deciding upon a contractor. While price will be a contributing factor, the Library will not compromise quality of work, variety of services performed, professionalism, or ethical considerations when making its decision. The Library reserves the right to base its decision on any factors it deems pertinent, or assign greater weight to those factors it so chooses.

This solicitation does not commit the Library to make an award if all proposals received are determined to be unacceptable or not in the best interest of the Library to make an award. EVPL reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

A written award (or acceptance offer) will be furnished in the form of a contract agreement to the successful contractor. Award of contract may be made in whole or in part.

One or more sessions may be requested for additional information and or interviews may be required with any firm submitting a responsive proposal.

1.12 PRE-CONTRACTUAL EXPENSES

EVPL shall not, in any event, be liable for any pre-contractual expenses incurred by the contractors in the preparation of their proposals, for responding to this RFP, or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews. Contractors shall not include any such expenses as part of their proposals.

Pre-contractual expenses are defined as expenses incurred by the proposed in:

- preparing its proposal in response to this RFP;
- submitting that proposal to the Library;
- negotiating with the Library any matter related to this proposal;

- any other expenses incurred by the proposer prior to the date of award of the Proposer's Agreement

A contractor may not classify any information pertaining to contract terms, experience, proposed products or proposed pricing as proprietary information. All information and material returned with each proposal shall become part of any contract, which results from this proposal, and will become a public record.

1.13 PERFORMANCE BOND

The contractor shall furnish at its own expense, a performance or surety bond in an amount not less than the annual aggregate price as quoted and contracted, as security for the faithful performance of this contract and for the payment of all persons performing labor, including payment of all unemployed contributions which become due and payable under the Unemployment Insurance Law furnishing materials in connection with this contract.

1.14 QUESTIONS TO THE LIBRARY PRIOR TO DUE DATE

Companies wishing to have questions and/or clarifications answered regarding this Request for Proposal must submit in writing via fax to Lori Tomlin at (812) 428-8397 or email, lorit@evpl.org, not later than October 30, 2024. Questions will be reviewed by Library evaluators and if deemed relevant to the respondents, will be answered via addendum to all recipients of this Request for Proposal.

1.15 AMENDMENTS

It is recognized that subsequent written amendments to the awarded contract may be necessary; and all such amendments will require the mutual agreement of the parties.

1.16 AMENDMENTS TO THE REQUEST FOR PROPOSAL

Amendments to this Request for Proposal may be necessary prior to the closing date, and will be furnished in the form of written addends by mail to all prospective contractors. Oral communications with any person(s) will not be construed as providing amended data to the specifications, unless converted to the form of written addends and conveyed to all prospective contracts.

**SECTION 2
CONTRACT SPECIFICATIONS**

2.1 INTENT AND SCOPE OF SERVICES

It is the intent of the Library to obtain throughout the contract term timely and efficient lawn care and landscaping services. Any proposal that maintains or improves upon the prior program will be considered.

The contractor shall be responsible for all performance items per the contract, and shall provide and furnish all labor, materials, necessary tools, expendable equipment, vehicles, and transportation services required to perform and complete the purposes of the proposal and contract.

The contractor may, at its option, contract separately with businesses, multi-family units, institutions, municipal facilities, and agencies for lawn care and landscaping services outside the scope of this contract, subject to local regulations, provided that such operations or the terms of the separate contracts shall not interfere with the contractor's performance in fulfillment of this contract.

2.2 COMPLIANCE WITH APPLICABLE LAWS

The contractor shall comply with all applicable Federal, State, and local laws, ordinances, rules and regulations governing lawn care and landscaping services during the term of this contract, including Municipal Code regulation 12.05.080.

During the term of this contract, the contractor shall comply in all respects with the Equal Employment Opportunity Act and the Americans with Disabilities Act. Findings of noncompliance with applicable State or Federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of this contract.

2.3 TAXES, LICENSES, PERMITS AND CERTIFICATES

The contractor shall pay all sales, use, property, income and other taxes that are lawfully assessed against the Library or the contractor in connection with the contractor's facilities and the work included in this contract.

Immediately upon the awarding of the contract, the contractor shall secure and pay for, at its own expense, all necessary permits, licenses, and certificates of authority required to complete the work, and shall comply with all requirements of such permits, licenses, and certificates of authority to operate in the Library. The contractor shall keep and maintain all such licenses, permits and certificates of authority in full force and effect throughout the term of the contract.

EVPL is tax-exempt from the provision of the Indiana Sales and/or Use Tax on materials and equipment under this solicitation. Exemption certifications will be furnished to cover tax exemption where applicable and when requested by the contractor.

2.4 INDEPENDENT CONTRACTOR; EMPLOYEES AND CONDUCT

The contractor shall be deemed an independent contractor, solely responsible for the control and payment of its employees and compliance with all applicable Federal, State, and local laws.

The contractor shall perform all services rendered hereunder in a neat, orderly, and efficient manner; to use care and diligence in the performance of this contract; to provide neat, orderly, and courteous personnel; and to provide professional and knowledgeable personnel in its customer service function. The contractor should further conduct itself both in relations with the Library and its customers in a personable and professional manner. The contractor should also act in an ethical manner throughout the term of this contract.

2.5 ACCIDENT PREVENTION AND NOTIFICATION

The contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this contract. Caution shall be exercised at all times for the protection of persons and property. The safety provisions of all applicable laws, regulations and building codes shall be observed, including safeguards on machinery and equipment, the elimination of hazards and worker safety training.

In the event of accidents of any kind which involve the general public and/or private or public property in the Library, the contractor shall immediately notify the Library. Upon request of the Library, the contractor shall provide an accounting of details and/or copies of written accident reports.

2.6 DAMAGES

The contractor shall take all necessary precautions for the protection of public and private property. The contractor shall be responsible for damages on public or private property resulting from performance of this contract. All property which suffers damage caused by the contractor shall be repaired or replaced as soon as possible to equivalent quality at the time of damage at no extra charge to the property owner or to the Library.

If the contractor fails to do so within a reasonable period of time, the Library may, after expiration of forty-eight (48) hours and after giving the contractor notice in writing, proceed to repair or replace such property as may be deemed necessary at the contractor's expense. Such charges shall be deducted from the contractor's monthly bill.

**SECTION 3
REQUIREMENTS FOR CONSIDERATION**

3.1 AVAILABILITY

A work schedule of lawn care and landscaping Services is to be provided to the Director of Facilities and Maintenance upon the effective date of the contract, with any non-weather related revisions to said schedule made by written notification if alteration occurs more than one (1) time.

Services are to be completed during such hours that eliminate the disruption of regular business and customer presence. Service may commence prior to any employees arrival at the given location. Start and end dates of services will be determined with concurrence of EVPL Director of Facilities and Maintenance dependent upon seasonal weather and conditions.

3.2 QUALITY ASSURANCE

The Contractor shall furnish a Service Delivery Plan, entailing the fundamental components which include a work loading plan, staff plan, work plan, a system for bidding/costing, cost controls, a contingency plan, emergency response system, and a disaster plan.

Minimum regulatory compliance measures must be adhered to and follow the federal OSHA Hazard Communication Standards.

3.3 PRICING

Rate structures for each location should be outlined. For comparative purposes, EVPL asks that each responder provide a quote for all duties as listed below:

- A. Seasonal Lawn Care Weekly Duties: For the following eight (8) locations
- | | |
|---|---|
| <i>Central</i> – located at:
200 SE M.L. King Jr. Blvd., 47713 | <i>Central Annex</i> – located at:
320 SE M.L. King Jr. Blvd., 47713 |
| <i>East</i> – located at:
840 E. Chandler Avenue, 47713 | <i>McCollough</i> – located at:
5115 Washington Avenue, 47715 |
| <i>North Park</i> – located at:
960 Koehler Drive, 47710 | <i>Oaklyn</i> – located at:
3001 Oaklyn Drive, 47711 |
| <i>Red Bank</i> – located at:
120 S. Red Bank Road, 47712 | <i>Stringtown</i> – located at:
2100 Stringtown Road, 47711 |
- Mowing; all areas once weekly during seasonal period. Mowing of grass and turf areas will be completed one (1) time approximately every seven (7) days. Mowing height will be the decision of lawn care provider, with concurrence of the EVPL Facilities Manager and will be based on current and future weather conditions. All trash on lawn must be picked up – collected prior to mowing.
If for any reason a mowing occurrence is missed, and the grass is taller than normal,

the one-third rule should be followed to keep grasses from clumping.

- Trimming; sidewalks, drives, trees, and lawn obstacles. String trimming around all buildings, landscape beds, trees, shrubs and flowers one (1) time approximately every seven (7) days. Turf around objects that may be damaged by string trimmers should be treated with non-selective herbicides.
- Edging; sidewalks and curbs. Edging of sidewalks, driveways and other hard surfaces weekly, with concurrence of EVPL Facilities Manager.
- Blowing or Vacuuming; sidewalks, walkways and parking lots shall be completed in accordance with the City Engineer’s Office – Grass Clippings Ordinance. These areas should be cleaned weekly, or as needed with the concurrence of EVPL Facilities Manager.
- Turf program; fertilizer and herbicides. Apply six (6) applications of fertilizer with pre-emergent, crabgrass control, blanket spray herbicides for broadleaf weed control. Turf applications for broadleaf weed control to occur early spring, late spring, early summer, late summer, early fall and late fall.
- Seeding; power-seed in the Fall each location/property to maintain a lush appearance.
- Keep grass and weeds from growing in sidewalks, parking lots, patios and around the foundation.
- Remove any/all grass clippings from mulched areas.

B. Specific Lawn Care Duties:

- *Red Bank (120 S. Red Bank Rd.47712)* –
 - Cut around drain at northeast corner of property monthly. This monthly service should be included with the per occurrence pricing on the quote form, not as a separate fee.
- *Oaklyn (3001 Oaklyn Drive, 47711)* –
 - Keep concrete roof top walk clean.
 - Use corn gluten meal or equivalent natural pre-emergence herbicide on roof top grass only.
 - Cut wet land and meadow once a year in the fall (after growing season)
 - Cut lower half of hillside and “V” field north side of Oaklyn Drive once a month.
 - Cut along Oakhill road and both sides of Oaklyn Drive weekly.
 - Keep paths through the meadow and path around wet land cut weekly

C. Landscaping Duties:

For the following nine (9) locations:

Central – located at:
200 SE M.L. King Jr. Blvd., 47713

East – located at:
840 E. Chandler Avenue, 47713

McCollough – located at:
5115 Washington Avenue, 47715

North Park – located at:
960 Koehler Drive, 47710

Oaklyn – located at:
3001 Oaklyn Drive, 47711

Red Bank – located at:
120 S. Red Bank Road, 47712

Stringtown – located at:
2100 Stringtown Road, 47711

West – located at:
2000 W. Franklin Street, 47712

Central Annex – location at:
320 SE M.L. King Jr. Blvd. 47713

- Spring cleanup to consist of removal of dead plant materials, cleaning out leaves, trash and cultivating beds.
- Trimming of landscaping shrubbery should be conducted with good horticultural practices and should be performed on a monthly or as needed basis. Sporadically growing shoots should be removed throughout the season.
- All landscape beds and tree rings should be mulched one time annually at a depth of two inches (2”) in thickness; keeping root crown clear.
- Bed maintenance; weed all mulched areas by hand weekly to maintain a clean appearance, spot treating as area requires. Apply pre-emergent for weed control three to four (3-4) times annually.
- Vine and sucker removal; weekly, remove unwanted vines from growing through the landscape, up trees including suckers on the trees, up the side of the building and the Central parking garage wall, and up and through screen attached to wall: maintaining a four foot (4’) diameter / two foot (2’) radius from tree and bush well (center), and a six foot six inch (6’6”) tree limb clearance above walkways.
- Root Crown; weekly, clean mulch from all tree root crowns.
- Tree/Shrub care; apply four (4) applications, for insect control, disease and plant health.
 - Late winter: tree and shrub maintenance to include horticultural oil to control insect egg masses.
 - Spring: apply foliar fertilizer, and inspect and treat application insects, mites and fungicide.
 - Early summer: foliar fertilizer applied, as well as, inspect and treat application for insects, mites and fungicide
 - Late summer: apply foliar fertilizer, and inspect and treat application insects, mites and fungicide.
- Perennial maintenance should be performed in the late fall. This includes cutting back day lilies to promote fuller growth, splitting or separating other perennial plants to reduce overgrowth.

D. Specific Landscaping Duties

- *Red Bank (120 S. Red Bank Rd.47712)* –
 - Keep growth along north side of lot trimmed one foot (1’) behind wood post and keep Drop Box sign clear.
 - Keep grass and vines from trees east of parking lot.

Completed services will on random occasion be inspected for thoroughness, and completion of contract specification.

3.4 BILLING AND REPORTS

Billing and payment procedures should be described in detail, including frequency and means of billing. Invoices received by the first Friday of the month will be included in our monthly payment cycle which is mailed out the second Thursday of the month. Only services rendered and quoted in awarded contract shall be eligible for payment. Additional tasks not listed in the contract are subject to preapproval by the Director of Facilities and Maintenance, and through the issuance of a purchase order, must be billed separately, in detail of services performed.

3.5 PROPOSAL REQUIREMENTS

It is the purpose of the RFP to obtain as complete data as possible from each bidder to enable EVPL to determine which company is best able to satisfy all the criteria which are to be considered in the award of these contracts. To this end, each company shall furnish as part of their proposal a complete general description of its capabilities as described in "Requirements for Consideration". Each of the following must also be included with vendor's proposal:

1. The return of this complete RFP signed and completed as required.
2. Complete name and address of company or individual.
3. Description of the Prospective Contractor, its size, number of employees to include:
 - a. A brief history of the Prospective Contractor emphasizing its services.
 - b. An organizational chart indicating which individuals or positions would have knowledge of the contract, and the degree to which each person would be responsible to EVPL's account.
 - c. A statement of the Prospective Contractor's personnel management philosophy, emphasizing the steps the Prospective Contractor would take to ensure that only the most qualified individuals are employed to provide service to EVPL.
 - d. At least three (3) customer references including the name, address, contact person, and telephone number.
 - e. The financial resources of the Prospective Contractor to perform the contract, to include a copy of the most recent fiscal year-end financial statement.
 - f. Provide the name, title and contact information of an authorized individual who is empowered to enter into negotiations and who can execute a contract on behalf of the company or individual.
 - g. Any other information which the Prospective Contractor believes the Library should consider in evaluating the proposal.
 - h. The duration and extent of experience to determine the ability of the company or individual to service the needs of the Library to be explained in detail.

3.6 COMPLETION OF QUOTE FORM

A proposal may be placed for a single location, for multiple locations or for all locations; for either the services of lawn care, landscaping or both. However, any proposal for all locations must also provide on the quote sheet a price for each location. If there is to be a proposal for all locations, EVPL retains the right to award the contract for less than all locations. For example, if there is a lower proposal for doing the work at one of the branches, that work may be awarded to the lower proposal and the person or entity quoting for all locations will not have that location included in that person's or entity's final contract.

3.7 AFFIRMATIVE ACTION POLICY

It is the policy of the Library to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, or status as disabled veterans. All persons or entities making proposals must also be in full compliance with these laws, orders, and regulations.

Any successful Contractor shall submit written assurances upon request that the Contractor will provide equal opportunities to qualified minority individuals, to Minority Business Enterprises (MBE), to Women Business Enterprises (WBE), and to Disadvantaged Business Enterprises (DBE).

Quote Form

Instructions:

Each location should be priced based on Section 3.3 Pricing (Requirements for Consideration); breaking down the rates by occurrence of seasonal lawn care duties and specific lawn care duties; and by occurrence of Landscaping duties as listed. If you so choose to only quote lawn care or landscaping and not the other, please draw a line through the box to indicate no quote is being provided.

LAWN CARE

Location	Mowing/Trimming Edging/Blowing	Weed Control	Turf Program	Seeding	B. Specific Oaklyn	B. Annual Oaklyn
# Occurrences	30	30	6	1	7	1
Central					---	---
Central Annex					---	---
East					---	---
McCollough					---	---
North Park					---	---
Oaklyn					V Field	Meadow
Red Bank					---	---
Stringtown					---	---

LANDSCAPING

Location	Spring Clean Up	Mulching	Weekly Maintenance	Tree & Shrub Care	D. Specific Red Bank	Perennial Maintenance
# Occurrences	1	1	30	4	7	1
Central						
Central Annex						
East						
McCollough						
North Park						
Oaklyn						
Red Bank						
Stringtown						
West						

The individual below is authorized to sign on behalf of company submitting proposal.
 (Proposals must be signed by an official authorized to bind the provider to its
 provisions for at least a period of ninety (90) days.)

 Signature

 Company Name

 Printed Name

 Company Address

 Title

 City State Zip

 Telephone Number

 Fax Number

 Federal Tax ID #

 URL / Email Address

PROPOSAL

Having examined this Request for Proposals, including the General Instructions, Contract Specifications, and Proposal; and having become familiar with the requirements herein, the undersigned hereby submits and makes part of the awarded Agreement the following proposal.

The undersigned, through its authorized representatives, hereby certifies that:

The Contractor has reviewed this proposal and has found it to be accurate in all material respects.

The Contractor's representative is authorized to submit this proposal.

The Contractor understands that the figures quoted in the proposal are to be used by the Library in determining the most advantageous proposal.

The Contractor has familiarized itself with the nature and extent of the Proposal, work, site, locality, and all local conditions, laws and regulations that in any manner may affect cost or furnishing of the work.

This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Contractor has not directly or indirectly induced or solicited any other Contractor to submit a false or sham bid; the Contractor has not solicited or induced any person, firm or corporation to refrain from bidding; and the Contractor has not sought collusion to obtain for itself any advantage over any other Contractor or over the Library.

The Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, the Contractor has enrolled in and verifies the work eligibility status of all its newly hired employees through the E-Verify program.

As required by IC 5-22-16.5, the Contractor hereby certifies that the Contractor is not engaged in investment activities in Iran.

Signed By: _____

Name Printed: _____

Title: _____

Company: _____

Date: _____ Telephone: _____

Address: _____

RESOLUTION

WHEREAS, I.C. 20-14-2-2 identifies the Evansville Vanderburgh Public Library as a Class 1 public library and a separate taxing unit; and

WHEREAS, it is the policy of the Evansville Vanderburgh Public Library to prohibit discrimination in all aspects of its operations – inclusive of purchasing goods, public works contracts and services; and

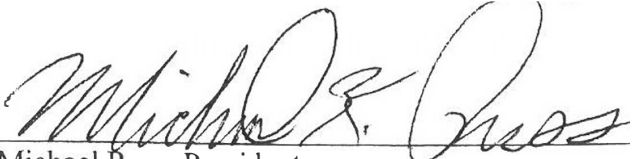
WHEREAS, it is further the policy of the Library to strive to ensure non-discriminatory bidding and purchasing practices.

NOW, THEREFORE, the Evansville Vanderburgh Public Library, Evansville, Indiana will take the following actions concerning all future Library projects:

1. Any successful bidder on any Library project shall submit written assurances that the bidder will provide equal opportunities to qualified minority individuals, to Minority Business Enterprises (MBE), to Women Business Enterprises (WBE), and to Disadvantaged Business Enterprises (DBE).
2. During the course of a project, the Library will make available to MBE/WBE/DBEs, upon request and without charge, a list of prime bidders who have taken out specifications and plans.
3. Upon request, the Library will furnish information, assistance and cooperation with MBEs, WBEs and DBEs in all phases of its projects.
4. The Library will include this Resolution with all bid documents sent after the date hereof.
5. The Library will maintain a list of MBE/WBE/DBEs who request to be considered for future contractual opportunities and will notify those on the list of pending contractual opportunities.
6. The Library will maintain records, including copies of correspondence, memorandums, etc. which document its actions taken with reference to this policy.

Dated this 8 day of February, 2002.


Secretary


Michael Russ, President
Evansville Vanderburgh Public Library