

EXHIBITS

Exhibit A: Budget Responsibilities

Exhibit B: Standards Deviation Form

Exhibit C: Indiana State Trustee Resolution

Exhibit D: Decision Matrix

Exhibit E: Infrastructure Report

Exhibit F: Sample Builder's Risk Application

Exhibit G: Front End Documents

Budget Responsibilities

Exhibit A

The CM is charged with maintaining the central budget document for the project

| Description | Responsibility for Establishing | Responsibility for Tracking |
|-------------|------------------------------------|--------------------------------|
|-------------|------------------------------------|--------------------------------|

Construction Costs:

<CM To List each Bid Category>
 Fixed Equipment
 Environmental & Abatement Contractor
 Site Development
 Demolition
 Utility Expense
 General Conditions (will be part of CM reimbursables)
 Design Contingency
 Construction Contingency
 Escalation
 Close-out Contingency
 Sub Total:

| | | |
|----|---------------|---------------|
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | Campus | Campus |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | CM | CM |
| \$ | | |

Planning Costs (soft costs):

Planning Study
 Architect/Engineer Fee
 Architect/Engineer Reimbursables (includes printing, design release and Board of Health Submission)
 Construction Management Fee
 Construction Management Reimbursables
 Construction Management General Conditions (includes construction testing)
 Commissioning Fee
 Builder's Risk
 Legal Notices
 Site Survey
 Geotechnical Survey
 Asbestos Survey
 Environmental Survey
 Pre-Construction Testing
 Deferred Items
 Sub Total

| | | |
|----|-----------------------|-----------------------|
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Systems Office | Systems Office |
| \$ | System Office | Systems Office |
| \$ | CM | Systems Office |
| \$ | Systems Office | Systems Office |
| \$ | Systems Office | Systems Office |
| \$ | Campus | Campus |
| \$ | Campus or AE | Campus or AE |
| \$ | Campus or AE | Campus or AE |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus or AE | Campus or AE |
| \$ | Campus | Campus |
| \$ | | |

Moveable Equipment (soft costs):

Technology Costs

Fiber Connection
 Electronics
 LAN Switches, Projector/Systems, Telephone system, "SmartBoards", Security, Visual Display, Cable TV, Network Electronics

| | | |
|----|--------|--------|
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |

Furnishings and Equipment

Furniture
 Office Equipment
 Computer Equipment
 Telephone Equipment
 Artwork
 Maintenance Equipment
 Clocks
 Software
 Sub Total:

| | | |
|----|--------|--------|
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | Campus | Campus |
| \$ | | |

Land Acquisition (soft costs):

Legal Fees
 Appraisal
 Land costs
 Closing Costs
 Sub Total:

| | | |
|----|-----------------------|-----------------------|
| \$ | Systems Office/Campus | Systems Office/Campus |
| \$ | Systems Office/Campus | Systems Office/Campus |
| \$ | Systems Office/Campus | Systems Office/Campus |
| \$ | Systems Office/Campus | Systems Office/Campus |
| \$ | | |

Other Costs (soft costs):

Sub Total:

Totals:

| | |
|---------------------------------|----|
| Total Construction Costs | \$ |
| Total Soft Costs | \$ |
| Total Project Costs | \$ |

Bond financing costs are above & beyond this total project costs and include legal, financing, Bond Counsel, etc.

CONTRACTOR AND SUBCONTRACTOR RESPONSES AND DOCUMENTATION FOR IVY TECH COMMUNITY COLLEGE, STATE TRUSTEE RESOLUTION 2017-4

Background

The College was originally created to provide occupational and technical education and early in its existence realized that much of the occupational training for the construction industry can best be provided through on-the-job-training practices. Historically the College has been served by Governor-appointed State Trustees from the construction industry. Support of apprenticeship training programs is consistent with the College's mission:

As a statewide, open-access, community college, Ivy Tech Community College provides residents of Indiana with professional, technical, transfer, and lifelong education for successful careers, personal development, and citizenship. Through its affordable, quality educational programs and services, the College strengthens Indiana's economy and enhances its cultural development. Ivy Tech Community College strives to accomplish its mission placing strategic emphasis on professional and technical education, general education, transfer education, developmental education, student development and services, continuing education, workforce education and training, community service, diversity and continuous improvement of all instruction and services.

Therefore, the State Trustees of the college have adopted Resolution 2017-4 supporting the use of apprentices on construction and renovation projects of \$50,000 or more.

Acceptable documentation

All documentation required by State Trustee Resolution 2017-4 will be required to be submitted to the Architect within 24 hours of the bid time for the bidder to be considered responsible and responsive. A checklist and sample forms have been included in the back of this section.

Demonstration can be made that a contractor or subcontractor doing \$50,000 of work or more meets the requirements of State Trustee Resolution 2017-4 in three different ways.

- A. The contractor participates in a Joint Apprenticeship Training program, registered and certified with the Office of Apprenticeship, Employment and Training Administration of the US Department of Labor.
 - Identify each of the local or district building trades by name and/or number with which your company has a current agreement to use apprentices,
 - Have an official of each Joint Apprenticeship Training program provide a copy of their Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for the appropriate trade,
 - Have an official of each Joint Apprenticeship Training program provide a memorandum stating that your company was signatory with their apprenticeship program no later than the time of bid opening,
 - Have an official of the Joint Apprenticeship Training program provide documentation that their program has been actively functioning for at least three consecutive years,

- Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program, and
 - State that you will use apprentices from each trade involved in the appropriate ratio.
- B. The contractor participates in an Associated Builders and Contractors of Indiana (ABC) or another state's comparable apprenticeship program.
- **Registered and certified with OA, ETA of the US DOL** - Provide a copy of ABC's Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for the appropriate trades.
 - **Bona fide** (e.g. your company is signatory with the program and that the program has been actively functioning for at least three consecutive years):
 - Have ABC provide a memorandum stating that your company was signatory with the apprenticeship program no later than the time of bid opening,
 - Have ABC provide a list of the trades in which you participate and/or a copy of the ABC employer acceptance agreement for each trade involved, and
 - Have ABC provide documentation that the ABC apprenticeship program, for that trade, has been actively functioning for at least three consecutive years, and
 - Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program.
 - **Comparable** – Provide a copy of the ABC curriculum outline for each trade involved.
 - State that your company will use apprentices from each trade involved in the appropriate ratio.
- C. The contractor has his/her own apprenticeship-training program.
- **Registered and certified with OA, ETA of the US DOL** - Provide a copy of your company's Certificate of Registration from the Office of Apprenticeship, Employment and Training Administration of the US DOL for each trade involved.
 - **Bona fide** (e.g. it is and has been functioning for each of the last three years, not just on paper):
 - Provide documentation that your apprenticeship program is ongoing and has been active for each of the last three years and
 - Provide a list of the apprentices employed by your company for each of the last three years by year by trade and certify that each of your apprentices is registered with the US DOL, BAT and
 - Due to public Law 111-377, effective January 4, 2011, apprenticeship training programs registered with the Office of Apprenticeship, Employment and Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship, are deemed approved for participation in the GI educational benefits program.
 - **Comparable** – Provide a copy of your company's curriculum outline for each trade involved
 - State that you will use the apprentice from each trade involved in the appropriate ratio

The participation in an apprenticeship-training program must be active (the contractor is signatory to the program) by the time of bid opening. A commitment to participate in the future is not acceptable.

If none of the bidders can meet the requirements of this resolution, the College reserves the right to contract with the lowest and best bidder not meeting the requirements of this resolution.

Revised 2-7-24

**USE OF APPRENTICES IN CERTAIN CONSTRUCTION
OR REMODELING PROJECTS**

RESOLUTION NUMBER 2017-4

WHEREAS, Ivy Tech Community College was originally created to provide occupational and technical education for students regardless of race, color, creed, religion, national origin, sex, disability, or veterans' status, and

WHEREAS, the College shall cooperate and strive for coordination among all providers of occupationally oriented training in all educational sectors, and

WHEREAS, much occupational training by the College can best be provided through on-the-job training practices, and

WHEREAS, the College has been and will be experiencing rapid growth in all regions which requires expansion of facilities to meet the increasing demand for training space to accommodate prospective students and thus, creates an opportunity for the College to provide the construction industry with training programs, the most important factor of which is on-the-job training experience, and

WHEREAS, the College recognizes the responsibility it has to provide opportunities to every qualified person to be properly trained and employed to master the skills in the construction field;

NOW THEREFORE BE IT RESOLVED by the trustees of the Ivy Tech Community College that the specifications for any construction or remodeling project exceeding \$50,000 (Fifty Thousand Dollars) shall provide that the contractor and subcontractors shall employ apprentices from each building trades craft involved. Such apprentices shall be properly indentured into a Joint Apprenticeship Training Program or other comparable bona fide apprenticeship training program, which has been actively functioning for at least three consecutive years, and which is registered and certified with the U. S. Department of Labor, Bureau of Apprenticeship and Training, and approved by the U.S. Veterans Administration or its State designee for participation in the GI educational benefits program, and

BE IT FURTHER RESOLVED that the ratio of apprentices from each respective craft involved shall be determined in accordance with the Apprenticeship Standards of the Labor-Management Contract in that jurisdictional area, and

BE IT FURTHER RESOLVED that if none of the bidders can meet the requirements of this resolution, the College reserves the right to contract with the lowest and best bidder not meeting the requirements of this resolution, and

BE IT FURTHER RESOLVED that this resolution rescinds and replaces Resolution Number 75-69 and Resolution Number 94-42.

**State Board of Trustees
Ivy Tech Community College
February 2, 2017**

Additional Bidding and Contract Requirements
for
Ivy Tech Community College

All bid specifications, contracts and subcontracts for the construction, alteration and/or repair of a building or other improvement at Ivy Tech Community College shall contain the provisions listed herein.

A. Apprentices and Trainees:

Apprentices and trainees are defined as follows:

1. Apprentices are those persons employed and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training (BAT), or persons in the first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the BAT to be eligible for probationary employment as an apprentice.
2. In addition to being certified by the U.S. Department of Labor, the apprenticeship program must also be approved by the U.S. Veterans Administration, or its state designee, for participation in the G.I. educational benefits program.
3. Trainees are persons registered and receiving on-the-job training in a construction occupation under a program which has been approved in advance by the U.S. Department of Labor, Employment and Training Administration, as meeting its standards for on-the-job training programs which has been so certified by that administration.
4. The apprentices/trainees must be paid the percentage of the basic hourly rate required and/or fringe benefits specified in the approved plan and in accordance with their level of progression but in no case shall the rate be below the “unskilled” rate set in accordance with I.C. 5-16-7 et seq.

5. The contractor is limited in the number of apprentices/trainees permitted on the job site based on the allowable ratio of apprentices/trainees to journeymen specified in the approved program. The ratio should be determined on a daily, not weekly, basis.

B. Drug Testing:

All Contractors and Subcontractor(s) shall maintain a drug-free workplace for all Ivy Tech projects. To accomplish this objective, a Contractor must adopt a written drug and alcohol testing policy which contains the following:

1. Require all employees to possess an identification card which indicates that the employee has passed a drug test within the past twenty-five months. This identification card shall bear the employee's name and an identification number assigned to that employee.
2. Require all employees to be tested for drugs and/or alcohol within forty-eight hours of a work-related accident or incident.
3. Require all employees to be tested for drugs and/or alcohol if a reasonable suspicion exists that they are impaired by drugs or alcohol.
4. Require that all substance abuse testing, at a minimum, be conducted in accordance with the Department of Health and Human Services (DHHS) "Mandatory Guidelines for Federal Workplace Drug Testing Programs" as set forth in the Federal Register.
5. Require that only laboratories certified by the Department of Health and Human Services/Substance Abuse and Mental Health Administration (DHHS/SAMSHA) shall perform urine testing for drugs.
6. Appoint a Medical Review Officer who will be responsible for reviewing positive test results, communicating these results to the affected employee, determining whether any verifiable explanation exists for the positive test result, and advising the Employer of the revocation of an employee's drug testing card.
7. Establish initial and confirmatory cut-off levels for positive drug tests that conform to the levels set forth in the "Mandatory Guidelines for Federal

Workplace Drug Testing Programs.” All positive tests must be confirmed by gas chromatography/mass technology.

8. Establish cut-off levels for alcohol testing that are equivalent to the values established by the United States Department of Transportation (DOT) under its Commercial Drivers License guidelines.
9. Create drug and alcohol testing procedures that protect the privacy of employees, guarantee a proper chain of custody for all samples, and afford employees with the opportunity to have independent retests of positive urine samples.
10. Require that the Contractor be responsible for the entire expense of administering this drug free workplace program including, but not limited to, the cost of all drug and alcohol testing, and the retention of Medical Review Officers.

A Contractor and or Subcontractor shall provide Ivy Tech with a written drug free workplace policy, which contains the above provisions, at least ten (10) days prior to commencing work under any contract.

D. Minority Opportunities:

Contractors and Subcontractors shall engage in their best efforts to recruit minority apprentices and trainees including participation in the Indiana Plan or its equivalent.

E. Independent Contractors:

All Contractors and Subcontractors shall solely use their own employees to perform any construction, alteration or repair work on an Ivy Tech project. A Contractor or Subcontractor shall not use or retain an individual or individuals acting in the capacity of independent contractor to perform any such construction work.

Additional Bidding and Contract Requirements for Ivy Tech Community College

| Resolution 2017-04 Documentation | | | | | | |
|--|---|--|--|--|--|--|
| | Contractor/Subcontractor Name (List all subs - Total value should equal total bid amount) | | | | | |
| | Type of Contractor | | | | | |
| | Total Value of Work (Including Labor and Materials) | | | | | |
| | Is Value over \$50,000 (Yes or No) | | | | | |
| | % of Contract | | | | | |
| Type of Apprenticeship Program | | | | | | |
| If Value of work is over \$50,000 must provide documentation from one of the following three options | | | | | | |
| Option 1 - Participates in Joint Apprenticeship Training Program | Identify building trades by name or number with which your company has a current agreement to use apprentices | | | | | |
| | Have official provide a Memo. From J.A.T. program stating your company was signatory with their program no later than time of bid opening | | | | | |
| | Have official of J.A.T. program provide documentation that their program has been active for at least three consecutive years | | | | | |
| | Copy of Approval letter from U.S. Vet. Admin. Or the IN Dept. of Vet. Affairs - showing approval in the GI educational benefits program | | | | | |
| | State that you will use apprentices from each trade involved in the appropriate ratio | | | | | |
| Option 2 - Participates in ABC Certificate Program from US DOL | Copy of ABC Certificate of Registration from the US DOL,BAT | | | | | |
| | Have official provide a Memo. stating your company was signatory with their program no later than time of bid opening | | | | | |
| | Have official provide documentation that their program has been active for at least three consecutive years | | | | | |
| | Have ABC provide a list of the trades in which you participate (or employer agreement) | | | | | |
| | Copy of Approval letter from U.S. Vet. Admin. Or the IN Dept. of Vet. Affairs - showing approval in the GI educational benefits program | | | | | |
| | Comparable - Provide a copy of the ABC curriculum for each trade | | | | | |
| State that you will use apprentices from each trade involved in the appropriate ratio | | | | | | |
| Option 3 - Has there own apprenticeship program/OTHER | Copy of Certificate of Registration from the US DOL,BAT for each trade | | | | | |
| | Have official provide documentation that the program has been active for at least three consecutive years | | | | | |
| | Provide a list of the apprentices employed by your company for last 3 years by trade - (note registration by US DOL, BAT) | | | | | |
| | Copy of Approval letter from U.S. Vet. Admin. Or the IN Dept. of Vet. Affairs - showing approval in the GI educational benefits program | | | | | |
| | Comparable - Provide a copy of the curriculum for each trade | | | | | |
| | State that you will use apprentices from each trade involved in the appropriate ratio | | | | | |
| MBE/WBE | | | | | | |
| | Contractor/Subcontractor Name | | | | | |
| | MBE/WBE | | | | | |
| | Total Value of Work (Labor Only) - Approximately | | | | | |
| | % of Total Contract | | | | | |
| | Comments | | | | | |



**International Union of
Bricklayers & Allied Craftworkers
Local 4 of IN & KY
Apprentice Fund**



402 Wall Street, Suite 53 • Valparaiso, Indiana 46383

Office: (219) 464-2450 • Fax: (219) 465-6548

baca@frontier.com

JAMES F. CRUM
Managing Director

July 25, 2012

Construction Corporation

To Whom It May Concern,

This is a letter of recommendation on behalf of **Construction Corporation**. My position is the Managing Director of IUBAC Local #4 IN/KY ← 1A Apprentice Program. The IUBAC Local 4 IN/KY Apprentices Program is a statewide organization that has been established since 1994. The program utilizes numerous Ivy Tech Community College facilities statewide and is recognized by and in good standing with the U. S. Department of Labor.

Construction Corporation has been a "signatory union contractor" since ← 1C May 1995 and at the present time they employ enrolled apprentices. **Construction Corporation** has continued to follow the guidelines set forth in Collective Bargaining Agreement with BAC Local #4 IN/KY meeting the required Journeyman/Apprentice ratio on their jobs.

Should you have any further questions please feel free to contact me at our State office at (219)464-2450.

Sincerely,

James F. Crum

James F. Crum
Managing Director
JFC/kg

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

BRICKLAYERS AND ALLIED CRAFTWORKERS LOCAL 4 IN/KY APPRENTICE FUND
VALPARAISO, INDIANA

FOR THE TRADE CLASSIFICATIONS: BRICKLAYER; BRICKLAYER, FIREBRICK & REFRACTORY; TILE SETTER; TUCKPOINTER, CLEANER, CAULKER

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

MAY 24, 1996

Date Revised: February 2, 2007

IN001960012

Registration No.



L. L. Chao
Secretary of Labor

Anthony Swarpe
Administrator, Office of Apprenticeship



My Info | Fill Out Survey | View Past Surveys

Individual Survey Report

Survey: Inside Annual Survey - 2009 - Year (provide one report for each of the last 3 years)

1. Enter the formal name of the Program.
Terre Haute Electrical JATC - local name and number

2. How many application forms (total) did you issue in 2009?
 237

3. Did your JATC have a sufficient number of applicants to meet your needs?
 Yes

4. Are you seeing an increase or decrease in the number of applicants?
 Increase
 Decrease
 About the Same

5. Do you anticipate an increase in the number of apprentices you will indenture in 2010 compared to 2009?
 No

6. How many applicants did you INTERVIEW during 2009, regardless of the year they applied or how they qualified for the interview?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 85 | 3 | 3 | 0 |

7. How many applicants were eliminated from the application process by not scoring at least the minimum on the Aptitude Test?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 42 | 1 | 2 | 0 |

8. How many new apprentices did you INDENTURE in 2009? (This figure includes all those entering the program, whether through direct means (organizing), or the standard interview and selection process.)

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 28 | 0 | 0 | 0 |

9. Of the newly indentured apprentices, what was their average age?
 26

Number indentured →

10. How many interviewed applicants were offered apprenticeship in 2009 and declined the offer?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 1 | 0 | 0 | 0 |

11. How many applicants entered the program as a result of a NON-UNION EMPLOYER becoming signatory?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 2 | 0 | 0 | 0 |

12. How many applicants entered the program as a result of being among the FIFTY PERCENT or more who signed authorization cards?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 2 | 0 | 0 | 0 |

13. How many applicants qualified for an oral interview as a result of having the minimum number of hours (4,000 or 8,000) of documented electrical construction work experience? (This would imply they could not otherwise qualify for an oral interview.)

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 9 | 0 | 0 | 0 |

14. How many apprentices TRANSFERRED from your Program to another IBEW/NECA JATC in 2009?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 0 | 0 | 0 | 0 |

15. How many apprentices transferred INTO your Program from another IBEW/NECA program in 2009?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 0 | 0 | 0 | 0 |

16. How many applicants are currently on your ELIGIBILITY LIST? (This means they have been interviewed, scored and are ready for selection.)

Eligible →

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 120 | 3 | 3 | 0 |

16.1. Of those applicants currently on your eligibility list, approximately how many do you believe would be desirable as apprentices?

90

17. How many of those indentured during 2009 were actually given Advanced Standing in related training classes?

| | Non-Minority | | Minority | |
|----------|--------------|--------|----------|--------|
| | Male | Female | Male | Female |
| 2nd Year | 0 | 0 | 0 | 0 |
| 3rd Year | 0 | 0 | 0 | 0 |
| 4th Year | 0 | 0 | 0 | 0 |

5th Year 0 0 0 0

18. How many of those indentured during 2009 were given some On-The-Job (OJT) credit for documented previous work experience? (This would include those entering directly through organizing, transfers from another program as well as those selected applicants who requested and were granted credit based on previous experience.) OJT Credit Awarded

| | Non-Minority | | Minority | |
|--------------------|--------------|--------|----------|--------|
| | Male | Female | Male | Female |
| 1 to 500 hours | 0 | 0 | 0 | 0 |
| 501 to 1000 hours | 0 | 0 | 0 | 0 |
| 1001 to 2000 hours | 4 | 0 | 0 | 0 |
| 2001 to 3000 hours | 0 | 0 | 0 | 0 |
| 3001 to 4000 hours | 4 | 0 | 0 | 0 |
| 4001 to 5000 hours | 2 | 0 | 0 | 0 |
| 5001 to 6000 hours | 0 | 0 | 0 | 0 |
| 6001 or more hours | 0 | 0 | 0 | 0 |

19. What is the total number that graduated from your Inside Program in 2009?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 11 | 0 | 0 | 0 |

20. How many graduates had non-union experience before entering your program?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 2 | 0 | 0 | 0 |

20.1. How many of those in the previous question entered the program directly through one of the two organizing means provided for in the Standards?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 0 | 0 | 0 | 0 |

21. The "Currently Active" table below includes apprentices currently indentured in your program. Currently Active

Active →

| | Non-Minority | | Minority | |
|----------|--------------|--------|----------|--------|
| | Male | Female | Male | Female |
| 1st Year | 18 | 0 | 0 | 0 |
| 2nd Year | 32 | 1 | 2 | 0 |
| 3rd Year | 23 | 0 | 1 | 0 |
| 4th Year | 21 | 1 | 0 | 0 |
| 5th Year | 11 | 0 | 0 | 0 |

21.1. From the "Currently Active" table, how many total apprentices do you have in your program?

| Non-Minority | | Minority | |
|--------------|--------|----------|--------|
| Male | Female | Male | Female |
| 106 | 2 | 3 | 0 |

22. How many apprentices are presently unemployed?

| Non-Minority | Minority |
|--------------|----------|
|--------------|----------|

State Board of Trustees
Ivy Tech Community College
Approved on June 10, 2004

I, _____

NAME OFFICER

of Construction Corp do hereby agree

FIRM

to comply with the terms of Resolution 2004-32 for use of apprentices if awarded a contract by Ivy Tech Community College.

NAME

FIRM

July 25, 2012

DATE

Briefly describe how you intend to comply with the terms of the Resolution. Identify the apprenticeship training programs, registered and certified with the U. S. Department of Labor, which will supply the apprentices to be employed by your firm on this project. Please note that if none of the bidders can meet this requirement, a contract may be awarded to the lowest and best bidder not meeting the requirements of Resolution 2004-32 for the use of apprentices.

Apprentices are trained through IUBAC LOCAL A
IN/KY Apprenticeship Program

WE Agree to use the APPROPRIATE Apprentices RATIO.

The United States Department of Labor

Office of Apprenticeship Training, Employer and Labor Services
Bureau of Apprenticeship and Training

Certificate of Registration

ASSOCIATED BUILDERS AND CONTRACTORS
6826 HILLSDALE COURT
INDIANAPOLIS, INDIANA 46250

2D → Trade(s): BRICKLAYER (RAIS CODE: 0052), CARPENTER (RAIS CODE: 0067), CEMENT MASON (RAIS CODE: 0075), ELECTRICIAN (RAIS CODE: 0159), OPERATING ENGINEER (RAIS CODE: 0365), PAINTER (RAIS CODE: 0379), PIPE FITTER (RAIS CODE: 0414), PLUMBER (RAIS CODE: 0432), ROOFER (RAIS CODE: 0480) SHEET METAL WORKER (RAIS CODE: 0510), HVAC (RAIS CODE: 0637), CONSTRUCTION CRAFT LABORER (RAIS CODE: 0661), ASSEMBLER, METAL (RAIS CODE: 0877) AND INSULATION WORKER (RAIS CODE: 0909)

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

21 SEPTEMBER 2004 - Updated
Date

IN001-82-0001

Registration No.



Sh. L. Chao

Secretary of Labor

Anthony Suvage

Administrator, Apprenticeship Training, Employer and Labor Services

Sample Form
2B



Indiana Chapter

MEMORANDUM

Date: 05/28/2009

To: Mr. Smith

From: Karen VanderWal, VP Workforce Development

RE: Apprenticeship Program

2B → Please accept this as verification that **COMPANY B** has been actively participating in the ABC Apprenticeship program for the last two consecutive years. **COMPANY B** has actually been a member in good standing of Associated Builders & Contractors of Indiana, Inc. Apprenticeship Program since 2007. ABC's Program is certified by the Federal Department of Labor, Bureau of Apprenticeship and Training and by the National Center for Construction Education and Research.

COMPANY B currently has 3 students enrolled in our Electrical program.

Feel free to call me with any questions regarding our apprenticeship program.

kv

Student Enrollment Report from to

2011-2012

| Student / Address | Company / Craft / Student | Enroll Date / Status | Drop Date / | Home / Work / Cell |
|------------------------------------|---|-----------------------------|-------------|----------------------------------|
| [Redacted] New Castle, IN 47362 | New Castle Glass & Mirror, LLC Glazing | 5/18/2011 E Active: Y | | (606) 529-2411 (606) 465-1000 |
| [Redacted] New Castle, IN 47362 | [Redacted] Glazing | 5/18/2011 E Active: N | | (606) 529-2411 (606) 571-2566 |
| [Redacted] New Castle, IN 47362 | New Castle Glass & Mirror, LLC Glazing | 5/18/2011 E Active: Y | | (606) 529-2411 (606) 465-1000 |

Total Listed 3

SAMPLE FORM 2C
(Provide for the last 3 years)

SAMPLE FORM 2E



Indiana Chapter

Glazier :

Level One - Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Construction Drawings, Basic Rigging, Basic Communication Skills, Basic Employability Skills, Introduction to Materials Handling, Basic Safety, Basic Math, Introduction to the Trade, Types of Glass, Handling Glass Manually, Handling Glass mechanically, Introduction to Blueprint Reading, Sealants, Part One, Basic Glass Gutting, Mirror & Glass Fabrication, Part One, Plastic and Panels, Aluminum Fabrication Part One, Storefront Installation.

Level Two - Contract, Documents, Introduction to Safety Glazing Codes, Intermediate Trade Math, Sealants Part Two, Custom Mirror Installation, Reglazing, Introduction to Insulating Glass, Types of Windows, Glass Fabrication Part Two, aluminum Fabrication Part two, Entrance and Hardware Part One, Shower and Tub enclosures.

Level Three - Mechanical Fasteners, Rigging & Hoisting, Work Platforms, Job Measurements, Sketching and takeoffs, Introduction to Supervision, Sloped Glazing/Skylights, Curtain Wall, Finishes and Coating for Aluminum and Glass, Entrances and Hardware Part Two.



State Board of Trustees
Ivy Tech Community College
Approved on June 10, 2004

I, MR. SMITH PRESIDENT

NAME

OFFICER

of COMPANY B do hereby agree

FIRM

to comply with the terms of Resolution 2004-32 for use of apprentices if awarded a contract by Ivy Tech Community College.

MR. SMITH

NAME

COMPANY B

FIRM

5/26/2009

DATE

Briefly describe how you intend to comply with the terms of the Resolution. Identify the apprenticeship training programs, registered and certified with the U. S. Department of Labor, which will supply the apprentices to be employed by your firm on this project. Please note that if none of the bidders can meet this requirement, a contract may be awarded to the lowest and best bidder not meeting the requirements of Resolution 2004-32 for the use of apprentices.

- We at COMPANY B hire journeyman electricians and apprentices who have been through programs mainly ABC's program for electricians. We have requirements to send new employees with no training to programs through ABC and or Ivy Tech. These programs meet all of the above requirements.



STATE OF INDIANA

Mitchell E. Daniels Jr., Governor

DEPARTMENT OF ADMINISTRATION
Minority and Women's Enterprises Division

Indiana Government Center South
402 West Washington Street, Room W469
Indianapolis, IN 46204
(317) 232 - 3061

November 16, 2006

Attn: COMPANY C

Subject: Application for MBE re-certification

Dear MS, DOE,

Congratulations! The Indiana Department of Administration, Minority and Women's Business Enterprises Division is pleased to inform you that COMPANY C is hereby re-certified as a Minority-owned Business Enterprise (MBE).

Your company provides a commercially useful function in the areas listed below. Only work performed in these areas will be counted towards Minority Business Enterprise participation:

UNSPSC CODES(S)

Table with 2 columns: Code, Description. Row 1: XXX, Plumbing and heating and air conditioning

This certification is valid through November 30, 2009. Although your certification is valid for a three-year period, you will be required to submit an annual Affidavit of Continued Eligibility, which reflects updates regarding the issues critical to maintaining your certification.

- Change in location or contact information (address, phone number, e-mail address, etc.)
-Change in services provided (amendment to certification)
-Change in ownership
-Change in control

In addition to your official notifications to this office, we encourage you to visit our website at www.in.gov/idoa/mwbe and update your Business Registration Profile. It is important that you review and update your profile regularly, because state purchasing agents and prime contractors will use this information to contact you for business opportunities.

While this letter serves as notification of certification, it does not serve to prove continued eligibility. Please visit http://www.in.gov/idoa/minority/Certifications.xls to verify certification status. Please contact our office at (317) 232-3061 if you have any other questions.

Sincerely,

Claudia Cummings (handwritten signature)

Claudia Cummings, Deputy Commissioner
Indiana Department of Administration

Sample Form
4A

Sample
Form
4B

Contractors and Engineers

May 22, 2009

MBE / WBE Contractors

COMPANY A (MBE/WBE) \$12,475.00
ADDRESS

Contact: MR. SMITH

COMPANY B (WBE) \$272.00
ADDRESS

Contact: MR. JONES

COMPANY C (WBE) \$950.00
ADDRESS

Contact: MS. DOE

- Contracts represented comprise 3.9% of the total contract. Other minority contractors were solicited, but chose not to bid the project.



Exhibit D

| Category | Pre-Project Review | | | Presi- dent | State Trustees | CHE, SBC, Gov. | General Assembly |
|---|--------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| | Task Group | Staff | F&DC | | | | |
| Land (with or without buildings) | | | | | | | |
| Land acquisition plans | | R | A | I | I | | |
| Acquisition (purchase, gift or exchange) in previously approved plans | | A | | A | A | | |
| Acquisition (purchase, gift, or exchange) <u>not</u> in previously approved plans | | R | A | A | A | | |
| Purchase of land or buildings greater than \$250,000 | | R | A | A | A | A | |
| Purchase of land or buildings greater than \$500,000 if any State funds or student fees used | | R | A | A | A | R | A |
| Disposition: Sale, transfer, or gift | | R | A | A | A | | |
| Permanent public utility or right-of-way easements or right of entry | | A | | A | A | | |
| Other permanent easements or right of entry | | R | A | A | A | | |
| Temporary right of entry for two years or less | | | | | | | |
| Public utility or right-of-way easements or right of entry | | A | | A | | | |
| Other easements or right of entry | | R | A | A | | | |
| Facility Leases | | | | | | | |
| New leases or lease renewals that are within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval. However, they need to be reviewed by the Legal Department. * | | | | | | | |
| Rent greater than \$150,000 in any one year of the lease period | | R | A | A | A | A | |
| New Leases | | | | | | | |
| Previously approved in a Region's annual operating budget where: | | | | | | | |
| Term is two years or less | | A | | A | | | |
| Term is greater than two years | | A | | A | A | | |
| Rent is greater than \$500,000 for the lease period | | A | | A | A | | |
| Not previously approved in a Region's annual operating budget where: | | | | | | | |
| Term is greater than two years | | R | A | A | A | | |
| Term is two years or less and | | | | | | | |
| Rent plus utilities are less than \$100,000 per year | | A | | A | | | |
| Rent plus utilities are \$100,000 or more per year | | R | A | A | | | |
| Rent is greater than \$500,000 for the lease period | | R | A | A | A | | |
| Lease renewals where | | | | | | | |
| Term is two years or less | | A | | A | | | |
| Term is greater than two years | | A | | A | A | | |
| Rent is greater than \$500,000 for the lease period | | A | | A | A | | |

Notes: A = Approval, R = Review, I = Information, FDC = Facilities and Design Council,
CHE = Commission for Higher Education, SBC = State Budget Committee, Gov. = Governor

| Category | Pre-Project Review Task Group | Staff | F&DC | Presi- dent | State Trustees | CHE, SBC, Gov. | General Assembly |
|---|-------------------------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| Projects that could result in a significant commitment of College or Ivy Tech Foundation resources, including leases, land and projects | A | | | | | | |
| Capital Budget Request and 10-Year Capital Improvement Plan | | R | A | A | A | | |
| Selection of Architects | | | | | | | |
| Smaller projects (generally less than \$4.0 million) selected and recommended by the Region | | A | | A | I | | |
| Larger projects and projects approved by the General Assembly selected and recommended by the F&DC | | R | A | A | I | | |
| Selection of Construction Management firms for large construction projects | | R | A | A | I | | |
| Repair and Rehabilitation (R&R) and parking lot and drive repair PROJECT approval | | | | | | | |
| New projects that will have a contract within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed * | | | | | | | |
| Annual Plan for use of General Assembly General R&R, College-wide R&R, and Parking Lot and Drive funds. Approval of the Plan is an approval to proceed with each project. | | R | A | A | | | |
| Approval to proceed with projects of \$200,000 or less | | A | | | | | |
| Approval to proceed with projects greater than \$200,000 (if not in Annual Plan) | | R | A | | | | |
| Approval to proceed with projects greater than \$750,000 if any State funds or student fees used | | R | A | A | A | A | |
| Approval to proceed with projects greater than \$1,500,000 if no State funds or student fees used | | R | A | A | A | A | |
| New Construction PROJECT approval - includes buildings and parking lots and drives | | | | | | | |
| New projects that will have a contract within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being requested, do not need higher level approval to proceed * | | | | | | | |
| Approval to proceed with projects of \$200,000 or less | | A | | | | | |
| Approval to proceed with projects greater than \$200,000 | | R | A | | | | |
| Approval to proceed with projects greater than \$500,000 | | R | A | A | A | A | |
| Approval to proceed with projects greater than \$750,000 if any State funds or student fees used | | R | A | A | A | R | A |

Notes: A = Approval, R = Review, I = Information, FDC = Facilities and Design Council,
CHE = Commission for Higher Education, SBC = State Budget Committee, Gov. = Governor

| Category | Pre-Project Review Task Group | Staff | F&DC | Presi- dent | State Trustees | CHE, SBC, Gov. | General Assembly |
|--|-------------------------------------|-------|------|----------------|-------------------|----------------------|---------------------|
| Facility CONTRACTS, including CHANGE ORDERS, for Construction, Renovation, or Leases ** | | | | | | | |
| Any contract or change order within the Chancellor's signature authority, \$15,000 or less, and for which no college-wide funds are being used, does not need higher level approval * | | | | | | | |
| Contracts less than \$500,000 | | | | | | | |
| Contracts between \$15,000 and \$500,000, if within approved project budget | | A | | A | | | |
| Contracts for F&DC approved projects that increase the total <u>project</u> budget by more than 10% cumulatively | | R | A | A | | | |
| Contracts greater than \$500,000 | | | | | | | |
| Contracts greater than \$500,000 for previously approved projects that are less than 10 % higher than assumptions in project request | | A | | A | A | | |
| Contracts greater than \$500,000 for previously approved projects that are more than 10 % higher than assumption in the request | | R | A | A | A | | |
| Any change order that will increase a previously approved State Trustee contract by more than 10 % cumulatively | | R | A | A | A | | |
| Change Orders | | | | | | | |
| For any project or contract approved by the President or State Board, ALL change orders should be forwarded to Facilities Planning for including in the project files. Approval levels are as follows: | | | | | | | |
| Any individual change order greater than \$15,000 | | A | | A | | | |
| Any change order for contracts, for a project previously approved to proceed by <u>staff</u> , that increases the contract by more than 10% cumulatively | | A | | A | | | |
| Any change order for contracts, for a project previously approved to proceed by the <u>F&DC</u> , that increases the contract by more than 10% cumulatively | | R | A | A | | | |

Reviewed by the Facilities and Design Council, March 2013, and by the State Board of Trustees, April 2013

* **Any change to FMM policies may results in changes to these approval levels.**

** **When submitting contracts for review, include MBE/WBE participation levels, and documentation of Outreach Efforts.**

Note: This document specifies approval levels for Ivy Tech Community College facility projects.

Ivy Tech Foundation, Inc. also has approval requirements under its jurisdiction that are different from College requirements.

Notes

A Approval

R Review

I Information

F&DC Facilities and Design Council

CHE Commission for Higher Education

SBC State Budget Committee

Gov. Governor

Infrastructure Reporting Codes

Region: _____

Building: _____

Project _____

Reporting Date: _____

| Utility Distribution Components | | | |
|---------------------------------|-----------------------------------|------------------------|-------------------|
| Code | Category Descriptions | Total Quantity on Site | Report Item Using |
| 1 UTL (vol.) | Utility Tunnels | | CF |
| 1 ELD | Electrical Distribution | | LF |
| 1 CXC | Coax Cable (computer/acad. Video) | | LF |
| 1 STM | Steam Lines | | LF |
| 1 CHW | Chilled Water Lines | | LF |
| 1 SEW | Sanitary Sewer Lines | | LF |
| 1 WAT | Domestic Water Lines | | LF |
| 1 STS | Storm Sewers | | LF |
| 1 GAS | Natural Gas Pipelines | | LF |
| 1 TEL | Telephone Lines | | LF |
| 1 CCD | Copper Cable - Data | | LF |
| 1 FIB | Fiber Cable | | LF |

| Support Facility Components | | | |
|-----------------------------|---|------------------------|-------------------|
| Code | Category Descriptions | Total Quantity on Site | Report Item Using |
| 2 SWK | Sidewalks | | SY |
| 2 CBG | Curbs and Gutters | | LF |
| 2 STR | Public Streets | | SY |
| 2 RST | Restricted/Service Roads | | SY |
| 2 LIT | Campus Lights | | number |
| 2 FHY | Fire Hydrants | | number |
| 2 RTW | Retaining Walls (access or safety related only) | | SF |
| 2 FNC | Fences (access or safety related only) | | LF |

Note:

Quantity on Site references quantity between the utility connection/edge of property and the building line.



ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.

BUILDERS RISK APPLICATION

Insured Name:

Address: _____

City, State, Zip _____

Job Site: _____

Effective Date:

Completed Value Limit (hard costs) \$

Soft Cost Limit \$ _____

Rents Limit \$ _____

Transit Limit \$ _____

Temp. Storage \$ _____

Total Policy Limit \$ _____

Deductible Requested \$ various 50k -250k

Construction: Frame Joisted Masonry Fire Resistive
 Non Comb Masonry Non Comb
 Mod Fire Res Mod. Fire Resistive

Total Square Ft _____

Floors (# of Stories) _____

Intended Occupancy _____

Term of Project Start Date: _____ Completion Date: _____

Optional Coverages _____

Soft Cost/Rents Yes No Limit required *see above*

Equip Breakdown Yes No (will provide Boiler testing)

Flood Yes No

Earthquake Yes No

Contractor (Name & Experience) _____

Mortgagee: _____

Security
 Fenced Yes
 Lighted Yes
 Watchman Yes
 Police Patrols Yes
 Other, please describe _____

Agent: Arthur J. Gallagher Risk Management Services, Inc. Date _____

Signature _____ Date _____

E-Verify Affidavit

Pursuant to Indiana Code 22-5-1.7-11, the Contractor entering into a contract with Ivy Tech Community College is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with Ivy Tech Community College, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor): _____

By (Written Signature): _____

(Printed Name): _____

(Title): _____

Important - Notary Signature and Seal Required in the Space Below

STATE OF _____

SS:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____,
20 ____.

My commission expires: _____ (Signed) _____

a. Residing in _____ County, State of _____

NON-COLLUSION STATEMENT

State 0421-16

This is to affirm under the threat of perjury, that the undersigned, or his or her representative, agent, member, or officer of the contracting party, has not, nor has any other member, employee, representative, agent or officer of the firm, company, corporation or partnership represented by him or her, directly or indirectly, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he or she has not received or paid any sum of money or other consideration for the execution of the annexed contract other than that which appears upon the face of the contract.

Signature _____

Print Name _____

Title _____

Company _____

STATE OF _____)
 _____) SS:
 COUNTY OF _____)

Before me, the undersigned, a Notary Public, personally appeared _____, who acknowledged execution of the above AGREEMENT this _____ day of _____, 20_.

(SEAL)

Signature

Name Printed

My Commission expires:

Residing in _____ County

SUPPLIER DIVERSITY INFORMATION

Participants in this solicitation are required to complete, sign and return this form with their solicitation response. If the form is not applicable to the company, please check the appropriate line at the end of the form.

Ivy Tech Community College of Indiana encourages respondents to this solicitation to become involved in our Supplier Diversity Program. The Supplier Diversity Program tracks businesses that qualify as Minority Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), or Veteran Owned Small Businesses (VOSB).

Additional tracking is done for businesses that are certified with the Indiana Department of Administration (IDOA) as Minority Owned Business Enterprises (MBE), Women Owned Business Enterprises (WBE), and Indiana Veteran Owned Small Businesses (IVOSB).

To qualify as one of the above business classifications, your company must be at least 51% owned, controlled and actively managed by a person in one of the categories listed above.

Company Status

Check the appropriate line below identifying your company's status per category(s) below:

_____ Minority Owned Business Enterprise (MBE)

_____ Women Owned Business Enterprise (WBE)

_____ Veteran Owned Small Business (VOSB)

Is your company's status certified with the IDOA? Yes ___ No ___

Please state any other certifications that your company currently has identifying it under the status category(s) stated above:

This information is not applicable to my business, firm or corporation, as the company does not fall into any of the above referenced categories. (Check Box) _____

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

SECTION 00 42 00
BID PROPOSAL FORM
BASE BID CONTRACTS

Bidder Name: _____

Address: _____

Email Address: _____

Telephone: () _____

Fax: () _____

Number(s) and Title(s) of Bid Package(s) Bid Upon: _____

To:

Project:

I have received and carefully reviewed the Contract Documents prepared by:

I have also received Addenda No's _____ and have included their provisions in my Proposal. I have examined the Documents, Drawings, and the site, and submit the following Proposal.

In submitting this Proposal, I agree to the following:

1. To hold my bid open for ninety (90) days after receipt of bids.
2. To hold my bid for Alternates for ninety (90) days after award of the Contract.
3. To accept the provisions in the Instructions to Bidders.
4. To enter into and execute a Contract, if awarded on the basis of this Proposal.
5. To accomplish the Work in accordance with the Contract Documents.
6. To submit Certificates of Insurance for the coverage specified.
7. To accept the Construction Manager's Construction Sequence of the Work as described on the Milestone Schedule included in the contract drawings.

BASE BID AND ALTERNATIVES: I agree to execute the Work under each of the following Bid Package Number indicated for the lump sum amount(s) given therein. For alternative prices requested, indicate whether price is an add to or deduct from Base Bid.

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

BASE BID FOR BID PACKAGE NO: 07.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 07.2

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 07.3

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 08.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 08.2

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 09.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 09.2

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 14.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 14.2

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 21.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 22.1

LUMP SUM _____ \$ _____

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

ALTERNATE NO. 06:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 07:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 08:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 09:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 10:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 11:

ADD/DEDUCT _____ LUMP SUM \$ _____

I have reviewed the complete set of bid documents and have included all costs in my proposal, including all allowances, those listed in Section 01 21 00 - Allowances and those included elsewhere.

COMBINED BIDS: Bidders desiring to submit a combined bid for two or more base bid areas of Work shall so indicate below, together with each Base Bid area included in the combined bid.

Included in Combined Bid: _____

LUMP SUM COMBINED BID _____ \$ _____

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

Use this form if Bidder is a Partnership:

IN TESTIMONY WHEREOF, the Bidder (a Firm) has hereunto set their hands this _____ day of _____, 2016.

(Firm Name) _____

By _____

(Individual Names) _____

Use this form if Bidder is a Corporation:

IN TESTIMONY WHEREOF, the Bidder (a Corporation) has caused this proposal to be signed by its President and Secretary, and affixed its corporate seal this _____ day of _____, 2016.

Name of Corporation

President

Secretary

(S E A L)

=====

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

EXAMPLE:
BASE BID FOR BID PACKAGE NO. 3.1
LUMP SUM One Thousand Dollars \$ 1000.00

BASE BID FOR BID PACKAGE NO: 01.1
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 02.2
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 02.3
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 03.1
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 03.2
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 03.3
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 04.1
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 05.1
LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO: 05.2
LUMP SUM _____ \$ _____

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

BASE BID FOR BID PACKAGE NO: 23.1

LUMP SUM _____ \$ _____

BASE BID FOR BID PACKAGE NO. 26.1

LUMP SUM _____ \$ _____

ALTERNATES

If awarded a Contract for the Work, the undersigned also proposes to furnish or to omit labor and material necessary to complete work as required by the following "Alternate Bids". Should the Bidder awarded the work fail to fill in an Alternate Price and later it is determined that the contracted work is affected by the Alternate; the Subcontractor will be required to perform the work for no change in Contract Price.

The bidder is to indicate whether the cost of the alternate is an add or deduct to his/her Base Bid. If not indicated, the cost will be considered a deduct.

EXAMPLE:
~~ADD/DEDUCT~~ *One Hundred Dollars* _____ LUMP SUM \$ 100.00

ALTERNATE NO. 01:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 02:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 03:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 04:

ADD/DEDUCT _____ LUMP SUM \$ _____

ALTERNATE NO. 05:

ADD/DEDUCT _____ LUMP SUM \$ _____

SECTION 00 42 00 – SUPPLEMENTAL BID PROPOSAL FORM

COMBINED BIDS: Bidders desiring to submit a combined bid for two or more base bid areas of Work shall so indicate below, together with each Base Bid area included in the combined bid.

Included in Combined Bid: _____

LUMP SUM COMBINED BID _____ \$ _____

COMBINED BIDS: Bidders desiring to submit a combined bid for two or more base bid areas of Work shall so indicate below, together with each Base Bid area included in the combined bid.

Included in Combined Bid: _____

LUMP SUM COMBINED BID _____ \$ _____

I have also attached the following required submissions:

- Supplemental Information about Company (AIA A305) (Specification 00 43 00) If Bidder has not received prequalified status.
- Bidder's Checklist (Specification 00 43 00)

Use this form if Bidder is Sole Proprietor:

IN TESTIMONY WHEREOF, the Bidder has hereunto set his hand this ____ day of _____, 2016.

Bidder _____

MINIMUM INSURANCE REQUIREMENTS FOR CONTRACTS



January 2016

CONTENTS

I. SCOPE

II. INSURANCE COVERAGE

**COMMERCIAL GENERAL LIABILITY
WORKERS' COMPENSATION
BUSINESS AUTOMOBILE LIABILITY
UMBRELLA / EXCESS LIABILITY**

III. OTHER LINES OF INSURANCE COVERAGE

**PROPERTY
POLLUTION LIABILITY
PROFESSIONAL LIABILITY / ERRORS AND OMISSIONS
CRIME
CONTRACT BONDS**

IV. CERTIFICATES OF INSURANCE AND POLICY ENDORSEMENTS

V. OTHER KEY CONSIDERATIONS

**GOVERNMENTAL TORT IMMUNITY
LOSS DOCUMENTATION AND INVESTIGATION**

VI. MINIMUM INSURANCE REQUIREMENTS MATRIX

I. SCOPE

The following insurance requirements have been designed to facilitate the execution of contracts by duly authorized employees of Ivy Tech Community College. They are to be applied to all contracts entered into by Ivy Tech Community College with entities that include but are not limited to: for profit businesses supplying goods or services, not for profit businesses and organizations, independent consultants, or other academic institutions. (For the purposes of this document, all of these entities will be referred to as “contractor / vendor”) Where the following topics only apply in certain situations, it is noted in that section of the document.

II. INSURANCE COVERAGE

Insurance coverage serves as part of the financial backing for the liability assumed by a contracting party through the indemnification language in a contract. Instead of intentionally utilizing its own assets to support the liability, the contracting party is transferring the risk to the insurance company in return for payment of the insurance premium. Without insurance, most contractors / vendors would not be able to meet their indemnification obligations when a significant loss occurs.

Central Office Risk Management requires that all contractor / vendor insurance policies be written on a primary basis and be non-contributory with any other insurance coverages and/or self-insurance carried by Ivy Tech. Coverage should be provided by a carrier approved to do business in the state of Indiana. The coverages and minimum limits that Central Office Risk Management requires are a reflection of the perceived risk potential that the activities of the contractor / vendor could impose onto Ivy Tech but in no way limits the liability of the contractor/vendor. If the contractor/vendor has no insurance coverage or inadequate limits to cover the cost of a contract related claim(s), Ivy Tech may seek a court order to attach the contracting party’s assets to satisfy indemnity against incurred damages.

For most contractors / vendors, Central Office Risk Management will generally require the contract/agreement reflect a minimum level of insurance limits on four types of insurance coverage: Commercial General Liability, Workers’ Compensation, Business Automobile Liability and Umbrella or Excess Liability.

COMMERCIAL GENERAL LIABILITY

Commercial General Liability is a broad based insurance that covers the liability assumed in the performance of the general, non-professional activities of many businesses. In most cases the General Liability insurance will be the primary policy responding to negligent acts or conditions (e.g. a person injured from a tool dropped or mishandled by a contractor / vendor).

Contractors, vendors and other outside businesses and organizations that want to do business with Ivy Tech or otherwise conduct business on Ivy Tech’s property will be required to provide evidence of commercial general liability insurance and to name Ivy Tech as an additional insured to the organization’s insurance policy. (Please see the Certificates of Insurance section below for required wording). Examples of outside businesses and organizations that will be required to meet these requirements include but are not limited to: consultants; construction contractors and other building services contractors (electricians, plumbers and HVAC); vendors providing campus event activities and services; and non-affiliated organizations using Ivy Tech facilities for meetings, seminars, athletic events, etc.

The minimum amount of insurance limits required by Central Office Risk Management are based on the level of risk involved with the type of service provided / activity taking place and the scope and nature of the project to be completed (e.g. could negligent work by the contractor / vendor result in significant damage to Ivy Tech’s property, business operations or injury to Ivy Tech’s students, employees or visitors).

WORKERS' COMPENSATION

Workers' Compensation covers an employer's statutory financial obligation to pay the costs associated with an employee's medical treatment and lost wages due to a work related injury or illness. With very limited exceptions, state laws require all businesses are required to either purchase workers' compensation coverage or become an authorized self-insurer by statute. (Exceptions include businesses whose legal status is a Partnership, Limited Liability Partnership, Professional Limited Liability Partnership, Limited Liability Company, Professional Limited Liability Company or Sole Proprietorship and the business has no employees.)

Employers Liability covers an employer's liability for bodily injury to employees occurring within the scope of their employment when that liability is not covered by workers' compensation. This coverage generally applies when an employee alleges that the employer's negligence or failure to provide a safe workplace was the cause of the employee's injury or illness. Employer's liability is normally provided in conjunction with the workers' compensation coverage in a single unified policy.

In situations where the contractor / vendor will be engaged in operations / services on Ivy Tech owned property, the contractor / vendor will be required to carry Workers' Compensation and Employer's Liability insurance. It is the responsibility of the contractor / vendor to provide proof/documentation that they are exempt from statutory requirements of having Workers' Compensation insurance, if they qualify for such.

BUSINESS AUTOMOBILE LIABILITY

Business Automobile Liability insurance covers the liabilities assumed by a business when the type of motor vehicles required to be licensed for operation on public roads are used in the course of their business activities. In situations where the contracting party will be utilizing motor vehicles (owned, hired or borrowed) to perform operations/provide services on Ivy Tech owned property, the contracting party will be required to carry Business Automobile Liability insurance. If the contractor / vendor will be transporting hazardous substances or passengers for hire, they must meet all State and Federal licensing requirements. Depending on the type and amount of hazardous materials transported, the contractor / vendor may be subject to the Motor Carrier Act of 1980 and be required to provide proof of required financial responsibility. Proof of financial responsibility may be in the form of a Motor Carrier Act endorsement (MCS-90) to their liability insurance policy, a Motor Carrier surety bond or written authorization from the Federal Motor Carrier Safety Administration to self-insure the requirement. In those situations, the limits of liability required will be in accordance with 49 CFR 387.7

UMBRELLA / EXCESS LIABILITY

Umbrella / Excess Liability insurance provides additional coverage limits over a primary (GL) insurance policy. Excess Liability only applies to a single policy. An Umbrella Liability policy can apply to multiple policies. A standard umbrella liability policy generally provides additional limits to a business's Commercial General Liability, Business Automobile Liability and Employer's Liability policies.

A contractor / vendor's Primary and Excess / Umbrella Liability limits can be added together to meet Central Office Risk Management's minimum required limit(s) for an individual line of coverage. For example, if the contractor / vendor is required to carry \$2m in Commercial General Liability limits and the insurance certificate shows \$1m Commercial General Liability and \$1m or more in Umbrella Liability limits, this would comply with the required \$2m limit.

The minimum required limits may be increased if the scope and/or risk associated with the contractor/vendor activities are greater than usual Ivy Tech activities/projects.

III. OTHER LINES OF INSURANCE COVERAGE

Certain types of contracts and activities will result in additional required insurance coverages for the contractors / vendors performing them. The additional coverages include but are not limited to:

PROPERTY INSURANCE

Property insurance reimburses the policyholder for damage to or theft of their real and personal property (buildings, contents and other items of property not specifically excluded). It can also protect against extra expenses and lost business income resulting from the damage to or theft of insured property.

Requirements to carry property insurance will generally be limited to lease agreements with commercial tenants. The tenant will be required to carry "Broad Form" property insurance to all property of the tenant, including all improvements and betterments made to the building by the tenant, in an amount equal to the replacement cost value of the property. Property insurance is also required of the contractor/vendor if they will have care, custody or control of Ivy Tech-owned personal property (equipment, computers, laptops, printers, etc.)

Ivy Tech's Property Insurance does not respond to losses for non-owned property (borrowed, leased, etc.) unless the College has assumed liability by way of a written contract or agreement.

POLLUTION LIABILITY INSURANCE

If the contracting party engages in a business that works with or uses a material, produces a product or waste considered to be a "hazardous material or waste" under and local, state or federal law / regulation, (which includes but is not limited to: flammable explosives, radioactive materials, known carcinogenic materials, volatile chemicals and biological contaminants) they will be required to carry Pollution Liability insurance coverage. The policy must cover the Contractor's completed operations. This insurance must include sudden and gradual coverage for third-party liability including defense costs and completed operations. The coverage must be maintained during the term of the contract/lease and at least three (3) years following its completion / termination.

PROFESSIONAL LIABILITY / ERRORS AND OMISSIONS INSURANCE

Certain types of contractors / vendors perform activities that are highly specialized professional services and are not fully covered under a Commercial General Liability policy. In addition to the four basic coverages previously described, these contractors / vendors will be required to carry Professional / Errors and Omissions Liability insurance. Contractors / vendors that are required to carry Professional / Errors and Omissions Liability insurance include but are not limited to: Law Firms, Architects, Medical Professionals, Environmental Consultants, Engineers, Security Companies, Accountants, Investment Managers and Insurance Brokers.

The liability exposures created by an improper act, error or omission in the performance of professional services can be very significant. Without insurance, nearly all professional contractors / vendors would not be able to meet their indemnification obligations when a significant loss occurs. Were this to occur, Ivy Tech would have no readily available source of funding to compensate for the financial loss created by the contractor / vendors actions and would have to pay for the unbudgeted loss out of the operating funds intended to support the educational mission of the College. The coverage must be maintained during the term of the contract/lease and at least three (3) years following its completion / termination.

CRIME INSURANCE

When a contractor / vendor's services include handling or having access to Ivy Tech money, securities and other negotiable instruments, the contractor / vendor will be required to have a Commercial Crime (Fidelity) policy or if they are a financial institution, a Financial Institution Bond.

CONTRACT BONDS

Contract Bonds provide a financial guarantee that a contractor / vendor will provide the service or product promised in a contract. The most common type is a Performance Bond. A Performance Bond provides a financial guarantee that the contractor / vendor will provide the service / product per the terms agreed to in the contract. Ivy Tech will generally require Performance Bonds for construction projects valued at greater than \$1,000,000.

IV. CERTIFICATES OF INSURANCE AND POLICY ENDORSEMENTS:

A Certificate of Insurance (COI) is a simple, standardized way of documenting proof of insurance coverages. A COI serves to identify the key information about the contractor's / vendors insurance. Ivy Tech Community College will accept a properly completed ACORD 25 (liability) and ACORD 28 (commercial property) Certificate of Insurance forms as sufficient proof of insurance.

In order to assure that Ivy Tech has been properly afforded additional insured status on a contractor's/ vendor's policy, it is required that the contractor / vendor supply a copy of their 'Additional Insured- Owners, Lessees or Contractors' Endorsement stating, "Ivy Tech Community College of Indiana is Additional Insured as their interests may appear relating to (*Insert the name of the service/ project or product*)".

Prior to finalizing the contract, the contractor / vendor will be required to deliver the COI and endorsement evidencing the required coverages and limits to the Contract Originator within Ivy Tech Community College. The COI should provide for:

- a. Coverages represented on the certificate must show policy numbers, policy dates and limits.
- b. With the exception of Workers' Compensation and Professional Liability coverage, the COI must state that "Ivy Tech Community College of Indiana is Additional Insured as their interests may appear relating to (*Insert the name of the service/ project or product*)" This language must appear in the COI section entitled DESCRIPTION OF OPERATIONS/ LOCATIONS/VEHICLES)
- c. A minimum of thirty (30) days written notice of cancellation, non-renewal or material restriction of coverage terms or limits from the insurance company.

V. OTHER KEY CONSIDERATIONS

GOVERNMENTAL TORT IMMUNITY

Ivy Tech enters into many contracts with governmental (States, Cities, Towns, etc.) and quasi-governmental entities (Housing Authorities, Transit Authorities, other Colleges/Universities, etc.). Governmental entities may be immune from carrying insurance or they may carry a deductible/retention greater than \$100K on any of our required coverage. If this situation arises, General Counsel's Office should be consulted to determine the most appropriate course of action for the College.

LOSS DOCUMENTATION AND INVESTIGATION

In the event of an insurance claim or lawsuit arising from the improper performance or failure to perform the requirements of a contract, the Ivy Tech department that initiated the contract must cooperate with Central Office Risk Management and General Counsel's Office in securing all needed information and documentation concerning the contract. Also, to the extent possible, the Ivy Tech department that initiated the contract will help to secure the cooperation of the contractor / vendor in adjudicating an insurance claim.

IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| FINANCE | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
|---|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|--|
| Accountant (bookkeeping services) | \$1,000,000 | \$1,000,000 | A | B | C | \$10,000,000 | N/A |
| Accountant (accounts receivable) | \$1,000,000 | \$1,000,000 | A | B | C | \$10,000,000 | N/A |
| Financial Advisor / Asset Management | \$1,000,000 | \$10,000,000 | A | B | C | \$10,000,000 | N/A |
| Financial Advisor / Tax Consultant | \$1,000,000 | \$10,000,000 | A | B | C | D | N/A |
| CONSTRUCTION & BUILDING RELATED SERVICES | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Architect (interior design services) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Architect (structural integrity audits) | \$1,000,000 | \$2,000,000 | A | B | C | N/A | N/A |
| Architect (building structural design) | \$1,000,000 | \$5,000,000 | A | B | C | N/A | N/A |
| Asbestos Abatement | \$5,000,000 | N/A | A | B | C | N/A | \$10,000,000 |
| Boiler / Chiller Installations | \$5,000,000 | N/A | A | B | C | N/A | N/A |
| Cleaning | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Construction Project Management | \$1,000,000 | \$10,000,000 | A | B | C | D | N/A |
| Debris Removal (hauling companies) | \$5,000,000 | N/A | A | B | C | N/A | N/A |
| Hazardous Materials Removal (hauling companies) | \$5,000,000 | N/A | A | B | C | N/A | \$10,000,000 |
| Electricians | \$2,000,000 | N/A | A | B | C | N/A | N/A |
| Elevator Work | \$5,000,000 | N/A | A | B | C | N/A | N/A |
| Engineer (licensed-all types) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Environmental Consultant Phase I ESA | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |

INSURANCE REQUIREMENTS GUIDE:

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- B. Employers Liability limits are \$500,000 per each occupational accident /\$500,000 per each occupational disease and \$1,000,000 policy aggregate. If the contractor / vendor is performing hazardous activities such as building demolition, asbestos abatement or hazardous waste clean-up, the requirement increases to \$1,000,000 per each occupational accident /\$1,000,000 per each occupational disease and \$5,000,000 policy aggregate.
- C. Any contractor / vendor that is required to have GL, AL and WC is also required to have an Umbrella policy with a minimum limit of \$1,000,000. Any contractor/vendor that is required to maintain General Liability and/or Auto Liability insurance and does not meet the minimum College requirements may elect to obtain an Umbrella policy in an amount that is consistent with the indicated College minimum requirement; this is in lieu of increasing each policy's dollar threshold(s).
- D. Crime coverage will be required if the contractor / vendor directly handles or has access to computer systems that administer Ivy Tech money, securities or other negotiable instruments.
- E. If the contractor / vendor can satisfactorily document that their professional liability coverage is contained in their General Liability policy, a separate Professional liability policy is not required.

IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| | | | | | | | |
|---|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|--|
| Environmental Consultant Phase II ESA | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| CONSTRUCTION & BUILDING RELATED SERVICES | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Environmental Consultant Phase III ESA | \$1,000,000 | \$5,000,000 | A | B | C | N/A | \$5,000,000 |
| Environmental Remediation | \$5,000,000 | \$5,000,000 | A | B | C | N/A | \$5,000,000 |
| Expeditor | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Exterior Contractors (facades, roofs, sidewalks, concrete work) | \$3,000,000 | E | A | B | C | N/A | N/A |
| Exterminators | \$3,000,000 | N/A | A | B | C | N/A | \$1,000,000 |
| HVAC (other than boiler) | \$2,000,000 | N/A | A | B | C | N/A | N/A |
| Intercoms/Cameras/Telecommunications | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Interior Contractors | \$2,000,000 | N/A | A | B | C | N/A | N/A |
| Landscape Designer | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Landscaping (use of hazardous chemicals) | \$1,000,000 | N/A | A | B | C | N/A | \$1,000,000 |
| Landscaping (no hazardous chemicals) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Movers | \$2,000,000 | N/A | A | B | C | N/A | N/A |
| Painters / Floor Scraping | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Plumbers | \$2,000,000 | N/A | A | B | C | N/A | N/A |
| Roof Tanks | \$5,000,000 | N/A | A | B | C | N/A | N/A |
| Scaffolding Companies | \$5,000,000 | N/A | A | B | C | N/A | N/A |
| Suppliers delivering on premises (do not install) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Suppliers delivering on premises | \$2,000,000 | N/A | A | B | C | N/A | N/A |

INSURANCE REQUIREMENTS GUIDE:

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IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| (with install) | | | | | | | |
|---|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|--|
| INFORMATION TECHNOLOGY | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Data Analysis | \$1,000,000 | N/A | A | B | C | D | N/A |
| Database Analysis | \$1,000,000 | E | A | B | C | D | N/A |
| Database Management | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Network Administration (existing systems) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Network Development (turnkey services, upgrade for commercial system) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Programmer | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Software Development (code writing) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Software Development (customized commercial package) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Software Development (database design) | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Software Licensing ("off the shelf") | \$1,000,000 | N/A | A | B | C | D | N/A |
| Telecom Administration | \$1,000,000 | N/A | A | B | C | D | N/A |
| Telecom Design | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Web Administrator | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| Web Designer | \$1,000,000 | \$1,000,000 | A | B | C | D | N/A |
| MEDICAL CONSULTING | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Medical / Dental Services (research support only) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |

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- C. Any contractor / vendor that is required to have GL, AL and WC is also required to have an Umbrella policy with a minimum limit of \$1,000,000. Any contractor/vendor that is required to maintain General Liability and/or Auto Liability insurance and does not meet the minimum College requirements may elect to obtain an Umbrella policy in an amount that is consistent with the indicated College minimum requirement; this is in lieu of increasing each policy's dollar threshold(s).
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IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| | | | | | | | |
|---|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|---|
| Medical Data Analysis | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| MEDICAL CONSULTING | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Medical Testing | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Optic Designer | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Ancillary Professionals (Psychologist, Psychiatrist, Nurse, Respiratory Therapist, Physical Therapist, Massage Therapist) | \$1,000,000 | \$1,000,000 / \$1,000,000 | A | B | C | N/A | N/A |
| High Risk Physician Specialties (Obstetrics, Orthopedic Surgery, Neurological Surgery, Emergency Medicine, General Surgery, Thoracic Surgery) | \$1,000,000 | \$2,000,000 / \$6,000,000 | A | B | C | N/A | N/A |
| Office Based Physician, Physician Assistant, Nurse Practitioner, Midwife | \$1,000,000 | \$1,000,000 / \$3,000,000 | A | B | C | N/A | N/A |
| Psych / Behavior Services (research support only) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| MANAGEMENT / BUSINESS ADVISORY | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/ Pollution Liability |
| Curriculum Developer / Director | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Legal (litigation support) | \$1,000,000 | \$5,000,000 | A | B | C | \$5,000,000 | N/A |
| Legal (Regulatory Compliance, NOC) | \$1,000,000 | \$5,000,000 | A | B | C | N/A | N/A |
| Management / Business Consultant (strategic planning, NOC) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Project Manager | \$1,000,000 | N/A | A | B | C | D | N/A |

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IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| COMMUNICATIONS | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
|---|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|--|
| Advertising Agent (sales) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Community Organizer | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Lobbyist | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Marketing / Promotional Firm | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Public Relations / Communications | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Training (on-site) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| HUMAN RESOURCES | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Employee Benefits (admin services) | \$1,000,000 | \$5,000,000 | A | B | C | N/A | N/A |
| Employee Benefits (design/implement) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Executive Search Firm | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Seminar Facilitator / Leader | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| PRINT RELATED SERVICES | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Designer | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Editor | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Graphic Designer | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Indexers | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Literary Editor (print, online, or NOC) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Literary Translators | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Media Producer (audio and video) | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |

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- C. Any contractor / vendor that is required to have GL, AL and WC is also required to have an Umbrella policy with a minimum limit of \$1,000,000. Any contractor/vendor that is required to maintain General Liability and/or Auto Liability insurance and does not meet the minimum College requirements may elect to obtain an Umbrella policy in an amount that is consistent with the indicated College minimum requirement; this is in lieu of increasing each policy's dollar threshold(s).
- D. Crime coverage will be required if the contractor / vendor directly handles or has access to computer systems that administer Ivy Tech money, securities or other negotiable instruments.
- E. If the contractor / vendor can satisfactorily document that their professional liability coverage is contained in their General Liability policy, a separate Professional liability policy is not required.

IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| | | | | | | | |
|--|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|--|
| Writer | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| ENTERTAINMENT / EVENT SERVICES | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Actor | \$500,000 | N/A | A | B | C | N/A | N/A |
| Announcer (radio and television) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Art Conservator / Curator | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Artist (all media) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Caterer | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Competition Judge | N/A | N/A | A | B | C | N/A | N/A |
| Event / Meeting Planner | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Musician | \$500,000 | N/A | A | B | C | N/A | N/A |
| Photographer / Videographer | \$500,000 | N/A | A | B | C | N/A | N/A |
| Piano / Organ Tuner | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Video and Audio Editors / Production | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| ALL OTHER (MISC) | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/Pollution Liability |
| Appraiser | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Archaeologist | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Claims Administrator / Claims Analyst | \$1,000,000 | N/A | A | B | C | D | N/A |
| Institution to Institution Agreement | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Special Events (carnival rides, climbing walls, etc.) | \$2,000,000 | N/A | A | B | C | N/A | N/A |

INSURANCE REQUIREMENTS GUIDE:

- A. Automobile Liability insurance is required for contractors / vendors where they transport Ivy Tech property, transport Ivy Tech employees or use of a vehicle is integral to the performance of the contract. The minimum required limit is \$1,000,000 Combined Single Limit. If the vehicle being used has a Gross Vehicle Weight Rating of Class 6-8 /US DOT "VIUS" rating of "Heavy Duty" (19,501+ lbs.), the requirement increases to \$2,000,000. If the vehicle being used can carry more than 12 persons (including driver), the requirement increases to \$3,000,000.
- B. Employers Liability limits are \$500,000 per each occupational accident /\$500,000 per each occupational disease and \$1,000,000 policy aggregate. If the contractor / vendor is performing hazardous activities such as building demolition, asbestos abatement or hazardous waste clean-up, the requirement increases to \$1,000,000 per each occupational accident /\$1,000,000 per each occupational disease and \$5,000,000 policy aggregate.
- C. Any contractor / vendor that is required to have GL, AL and WC is also required to have an Umbrella policy with a minimum limit of \$1,000,000. Any contractor/vendor that is required to maintain General Liability and/or Auto Liability insurance and does not meet the minimum College requirements may elect to obtain an Umbrella policy in an amount that is consistent with the indicated College minimum requirement; this is in lieu of increasing each policy's dollar threshold(s).
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IVY TECH COMMUNITY COLLEGE MINIMUM INSURANCE REQUIREMENTS MATRIX

| ALL OTHER (MISC) | General Liability | Professional Liability | Automobile Liability | Workers' Compensation | Umbrella | Crime | Environmental/ Pollution Liability |
|--|--------------------------|-------------------------------|-----------------------------|------------------------------|-----------------|--------------|---|
| Special Events (caterers, amusements, games etc.) | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Sports Trainer / Coach | \$1,000,000 | N/A | A | B | C | N/A | N/A |
| Translator | \$1,000,000 | \$1,000,000 | A | B | C | N/A | N/A |
| Transportation: Livery / Taxi | \$1,000,000 | N/A | \$1,000,000 | B | C | N/A | N/A |
| Transportation: Charter Bus | | | | | | N/A | |
| (5-10 passengers per vehicle) | \$1,000,000 | N/A | \$5,000,000 | B | C | N/A | N/A |
| (11-20 passengers per vehicle) | \$1,000,000 | N/A | \$10,000,000 | B | C | N/A | N/A |
| (over 20 passengers per vehicle) | \$1,000,000 | N/A | \$20,000,000 | B | C | N/A | N/A |

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Ivy Tech Community College

Date

Dominick Chase, Senior Vice President/Chief Financial Officer

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