

## **NOTICE TO BIDDERS**

General instructions to bidders for Professional Services for the year 2025 for the DeKalb County Highway, sealed bids must be received no later than 10:00 A.M. on January 21, 2025, at the DeKalb County Auditor's office 100 S. Main St., Auburn IN, 46706 and will be opened at 10:30 A.M., EST., Commissioners Court, Court House, Auburn, Indiana.

The Board of County Commissioners of DeKalb County will receive sealed proposals For Professional Services to be used by the DeKalb County Highway Department for the period from February 3, 2025 to January 15, 2026 as listed under Specifications.

Specifications and Itemized Proposal sheets are now available on the DeKalb County Website at [www.co.dekalb.in.us](http://www.co.dekalb.in.us). "Hard Copy" specifications and Itemized Proposal sheets can be mailed upon request. All proposals, plus non-collusion affidavit, shall be submitted on Form 95. Forms may be obtained from the Auditor of DeKalb County in Auburn, Indiana and must be endorsed on the outside of the envelope with the name and/or number of the item on which bid is submitted.

Each item must be submitted in duplicate on a separate itemized proposal sheet or the bid shall be rejected. The price list must be submitted with each bid in duplicate. A bidder will no longer be required to include a bond with his bid.

No bidder may withdraw his bid for a period of thirty (30) days from the date set of opening bid proposals. If we are charged for late unloading, in return we will charge for late delivery.

All bids must be firm for the year 2025.

Bids will be awarded at the first meeting of the Board of Commissioners after the bidding date. The Board of Commissioners of DeKalb County reserves the right to accept or reject any or all bids, or accept the one, in their judgment, which will be in the best interest of DeKalb County. This bid being the best and /or lowest responsive bidder each line or class of professional services. Results of the Bid Opening will be posted on the DeKalb County website listed earlier.

DEKALB COUNTY BOARD OF COMMISSIONERS

William L. Hartman, President W L Hartman Date 12-30-2024  
Todd Sanderson, Vice President Todd Sanderson (S) Date 12/30/24  
Michael Watson, Vice President M Watson Date 12/30/24

**SPECIFICATIONS**

PROPOSALS WILL BE RECEIVED TO FURNISH THE FOLLOWING ITEMS TO THE DEKALB COUNTY HIGHWAY DEPARTMENT FOR THE YEAR 2025

#8 Professional Services-Hourly Rates for various highway work in DeKalb County. To include all types of highway, road, bridge and drainage equipment complete with operators, fuel, etc. Crack fill shall include all material, equipment and full crew cost listed as hourly rates. All contractors shall submit proof of insurance with bid. DeKalb County Reserves the right to request quotes for any projects at any time.

ITEMIZED PROPOSAL

ITEM # 8 — HOURLY RATES

PROFESSIONAL SERVICES

PROFESSIONAL SERVICES: To include all types of highway, road, bridge and drainage equipment complete with operators, fuel, etc. for the County Highway on various road, bridge and culvert projects (cranes, dozers, trucks, asphalt pavers, rollers, graders, gradalls, emergency snow removal items, pay loaders, compactor, hydraulic hoe, berm spreader, widener, distributor, bucket truck, pickup trucks, broom, etc).

On call professional services with all required equipment included (crackseal installation (full crew). All labor and services listed as hourly rates.

| <u>TYPE OF EQUIPMENT OR SERVICES</u> | <u>COST PER HOUR</u> |
|--------------------------------------|----------------------|
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |
| _____                                | \$ _____             |

COMPANY NAME:

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Materials Available (Dates) Opening: \_\_\_\_\_

Closing: \_\_\_\_\_

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

Title: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

**BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS**  
(please type or print)

Date: \_\_\_\_\_

1. Governmental Unit: \_\_\_\_\_
2. County: \_\_\_\_\_
3. Bidder (Firm): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_
4. Telephone Number: \_\_\_\_\_
5. Agent or Bidder: \_\_\_\_\_

Pursuant to notices given, the undersigned offers bid(s) to the DeKalb County Board of Commissioners, in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or item, in accordance with specifications. Any changes or alteration in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

\_\_\_\_\_  
Signature of Bidder or Agent

**BID OFFER OR PROPOSAL**

Attach a separate sheet listing each item bid based on specification published by governing body. Following is an example of the bid format:

| Class or Item | Quantity | Unit | Description | Unit Price | Amount |
|---------------|----------|------|-------------|------------|--------|
|---------------|----------|------|-------------|------------|--------|

**NON-COLLUSION AFFIDAVIT**

STATE OF INDIANA)

) SS:

DEKALB COUNTY )

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms or corporation has, have or will receive direction or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

\_\_\_\_\_  
Bidder (Firm)

\_\_\_\_\_  
Signature of Bidder or Agent

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**ACCEPTANCE**

There now being sufficient unobligated appropriated funds available, the contracting authority of DeKalb County Board of Commissioners hereby accepts the terms of the attached bid for classes or items numbered and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

**Contracting Authority Members:**

**Date:** \_\_\_\_\_

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

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