



ITR CONCESSION COMPANY LLC
3200 Cassopolis Street
Elkhart, IN 46514

INVITATION FOR BIDS

Date: 4/02/2026
Subject: Admin HVAC Refresh

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Overview

ITR Concession Company LLC (“ITRCC”) is requesting bids from responsible contractors for the following services detailed in the project overview. A brief description is set forth below, with detailed requirements in subsequent sections.

ITRCC is a privately owned company that finances, operates and maintains the Indiana Toll Road. The work for this project includes all steps, items, and materials necessary to complete the Scope of Work in accordance with current INDOT standards and specifications, the Special Provisions, and this invitation to bid (IFB). The contractor shall provide all Maintenance of Traffic in accordance with IMUTCD, INDOT, and ITRCC standards. ITRCC requests bids from responsible contractors, if applicable to the work required. ITRCC reserves the right to modify, change, add or delete any sections of scope during the solicitation period and up to the issuance of a contract. These changes shall be captured through addendums issued to all participating prime contractors.

Any contractor participating in the bid process must be aware of and meet all applicable requirements set forth in the “Indiana Toll Road Concession and Lease Agreement” (CLA). The CLA can be found on the Indiana Finance Authority (IFA) website at <https://secure.in.gov/ifa/2328.htm>. The contractor selected to deliver this Project will have demonstrated an ability to deliver this Project safely, competently, and with a strong focus on the ITRCC’s main drivers for the Project.

Project Overview:

ITRCC desires to hire a responsible contractor to remove and replace four VRF HVAC systems located at the Indiana Toll Road Administration building. Facility located at 3200 Cassopolis St Elkhart, IN 46514.

Schedule and Contract Completion Date

Bidders are required to provide major milestone dates for the Project, which include but are not limited to, (i) Procurement schedule within 15 days of execution of contract, (ii) 50 percent project completion August 30th, 2026, (iii) 100 percent project completion by December 31st, 2026. Winning bidder is required to submit a project schedule at time of contracting to include all milestones listed above, an anticipated payment drawdown schedule, and account for any holiday restrictions or anticipated slip.

- | | |
|--|-----------------------------|
| 1. Earliest Date to Begin Work | <u>05/15/2026</u> |
| 2. Substantial Completion of Project | <u>12/31/2026</u> |
| 3. Schedule Restrictions (No Closures/No Work) | <u>Holiday Restrictions</u> |



INSTRUCTIONS

Submit Bids To

Project Title: Admin HVAC Refresh

Attn:

ITR Concession Company LLC

Shannon McNeish

Building Maintenance Manager

Email: Smcneish@indianatollroad.org

CC:

ITR Concession Company LLC

Tanya Zent

Procurement Assistant Manager

Email: tzent@indianatollroad.org

CC:

DLZ Indiana, LLC

Corey Van Luchene

Structural Engineer- Owners Rep

Email: cvanluchene@dlz.com

Due Date & Time for Submission:

Date: 05/11/2026

Time: 3:00 PM EST

Security

Performance and Payment \$ See sample contract.

Vendor Conference/Site Visit

Vendor Conference/Site Visit: Required

Mandatory Attendance: Required

The contractor is encouraged to visit the project site and thoroughly understand the site conditions prior to placing a bid. Bids must clearly state that the contractor thoroughly understands the site conditions.

Please email: smcneish@indianatollroad.org

CC: tzent@indianatollroad.org



Contractors are encouraged to perform a site visit at each site, where applicable. Anything found after the bid, which could have been anticipated by a site visit, will not be allowed to be an additional charge. It is the contractor's responsibility to verify all field conditions prior to bidding. Work items not specifically included in this IFB but required to complete the IFB required scope of services, shall be considered incidental to this contract and separate payment for these items will not be made.

Project Specific Questions:

If apparent errors, discrepancies, or unclear statements are found in the documents, contact the following representative utilizing the IFB contractor question and answer log found the appendices.

Questions Attention to:

Attn: Shannon McNeish
ITR Concession Company LLC
Shannon McNeish
Building Maintenance Manager
Email: smcneish@indianatollroad.org

CC: Tanya Zent
ITR Concession Company LLC
Tanya Zent
Procurement Assistant Manager
Email: tzent@indianatollroad.org

CC:
DLZ Indiana, LLC
Corey Van Luchene
Structural Engineer- Owners Rep
Email: cvanluchene@dlz.com

All questions will be documented and responded to utilizing the IFB contractor question and answer log and/or through an addendum to the IFB. **All questions or comments reference design to be forwarded to DLZ Indiana, LLC and copied to ITRCC contacts above.**

Criteria For Evaluation and Award

ITRCC will evaluate how well each bid meets the requirements in terms of "responsiveness" to the IFB specifications. ITRCC also reserves the right to reject any and all bids.

Basis of award will be established on the approach to safety, best price, project delivery schedule best product, best service, and overall impact to the ITR traveling public.



Method Of Bidding

Reference to “Governing Regulations” in this document hence forth will refer to: All services provided by the contractor, including but not necessarily limited to construction work performed by the contractor and all subcontractors shall be in compliance with all applicable Federal Highway Administration (FHWA), INDOT Manuals and Specifications, INDOT and ITRCC special and unique provisions, Local Ordinances, and the CLA. In correlation with the governing standards, specific sections of INDOT standards have been called out in this document as a courtesy to efficient bidding and understanding.

The contractor shall complete a bid utilizing the provided document attached and/or referenced within this IFB. Bids/Proposals shall be completed recognizing the following governing regulations:

1. IFB Instructions to Bidders and description of pay items listed in the Schedule of Pay Items
2. Question and Answer Log
3. Unique Special Provisions
4. Contract Plans
5. Recurring Special Provisions INDOT
6. ITRCC Standards
 - a. MOT ITRCC standards
7. INDOT Standards and Specifications
8. Maintenance of Traffic
 - a. IMUTCD
 - b. INDOT

Bid Format and Content

All bids must be prepared in a comprehensive manner as to content, but there is no need for expensive binders, color displays, or other promotional materials that are not germane to the bid. Unless altered within the “Scope of Work” Contractor is to complete the all the required documents and bid requirements detailed in the following list:

1. Bid documents included in the IFB package.
 - a. Completed ITRCC’S Responsible Contractor Policy
 - i. For bids to be considered “responsive”, contractors must declare and certify that they are a “Responsible Contractor” on the form provided in the bid documents. The Responsible Contractor Policy and statement are a part of the standard ITRCC Contract. Throughout the life of the contract the contractor is to comply with the provisions of the ITRCC Responsible Contractor Policy.
 - b. Subcontracting Utilization Plan
 - i. Submission shall identify ALL subcontractors using the attached form “ITR Subcontractor Utilization Plan”.
 - c. Conflict of Interest confirmation page
 - d. Contractor’s Safety Management Plan



- e. Completed Schedule of Pay Items Form
- 2. Bid Documents to be Provided by the Contractor.
 - a. Experience of the Company on projects with similar magnitude and complexity, including experience with transportation systems and related issues, and familiarity with the operations of the Indiana Toll Road.
 - i. GENERAL MANAGEMENT & APPROACH
 - 1. Team Organization
 - a. Key Personnel
 - 2. Safety Plan
 - 3. Innovative Approach Strategies
 - b. CRITICAL PATH METHOD (CPM) PROJECT SCHEDULE CONSTRUCTION
 - i. Earliest Date to Begin Work
 - ii. Work Plan that demonstrates how the work will be completed
 - iii. Substantial Completion of Project
 - iv. Final Acceptance of Project
 - v. The Contractor must submit a request – and receive approval - for any and all lane closures and/or restrictions.
- 3. Submit bids electronically.

SPECIFIC TERMS AND CONDITIONS

INDOT Pre-Qualifications

Under most circumstances, it is required that the contractor be an Indiana Department of Transportation (INDOT) pre-qualified Contractor who has engaged the services of an INDOT pre-qualified Consultant to perform all the required scope of work. If the Contractor, Sub-Contractor(s), Consultant, and/or Sub-Consultant(s) submitted are not pre-qualified, the ITRCC may reject the proposal, unless the work being considered does not require pre-qualification.

Pre-qualification required for this Project: ____Yes __X__No

Reservation

ITRCC reserves the right, at its sole discretion, to reject any and all bid proposals.

ITRCC reserves the right, at its sole discretion, to cancel, withdraw, postpone, modify, revise, or extend a bid proposal in whole or in part at any time prior to the execution by ITRCC of the CONTRACTOR Contract, without incurring any obligations or liabilities.

ITRCC reserves the right, at its sole discretion, to ask written questions of the contractor, to seek written clarifications, and to conduct discussions on their proposals. Such requests will be for



purposes of clarification only. The contractor agrees to respond to ITRCC's requests with the appropriate personnel to answer questions necessary to provide clarification of any areas where the intent or meaning of the submittal is in doubt.

Safety

The number one focus of this project shall be safety. Project must be 100% safe for all parties involved, including but not limited to:

- Customers
- Contractor's Workers
- ITR Concession Company LLC Staff
- Third Party Vendors
- Inspectors
- ISP and First Responders
- INDOT/State Officials

Indiana Department of Transportation (INDOT) work zone statistics indicate that back-ups are dangerous. Maintenance of Traffic (MOT) will be a top priority to the ITR Concession Company LLC (ITRCC). The goal of all MOT plans must be preventing back-ups while maintaining a safe work zone.

The contractor must develop and submit a Safety Plan that outlines their commitment to safety and demonstrates the measures to be incorporated in all activities to achieve a safe work environment. The contractor must perform both scheduled and spot audits of the Safety Plan. Safety audit findings and corrective actions must be logged and submitted to ITRCC with monthly claims for progress payments. A failure to provide satisfactory evidence of the application of an accepted Safety Plan and the associated audits may delay processing of payment claims.

All contractors, prior to NTP (notice to proceed), must contact EHS to schedule ITRCC's Contractor Safety Training. Onboarding for all contractors is a requirement prior to beginning work on the project.

Compliance With Applicable Law

The Company warrants that it shall comply with all Federal, State, and local laws, statutes, ordinances, rules, and regulations.

Contractual Requirements

The Contractor will be contractually required to meet all applicable requirements of the CLA, including but not limited to the Buy Indiana requirement of 90%. The CONTRACTOR shall endeavor to exceed the minimum requirements during the duration of the project. The CONTRACTOR shall provide ITRCC with a Payment and Performance Bond covering 100% of the contracted amount.

The Project shall be a Union Contract and along with the final proposal, the CONTRACTOR shall provide ITRCC with a Project Specific Agreement (PSA) with a no strike clause for all trades.



Subcontracting/Joint Ventures

☒ Allowed ☐ Not Allowed

ITRCC intends to contract with one entity per contract and that one entity shall be contractually responsible for performance. Assignments for subcontracting are allowable, but information or assignees and subcontractors will be required prior to finalization of a contract. For any joint venture to be acceptable, one vendor must take full contractual responsibility for the obligation.

Work Limits

Contractor shall perform work within the Indiana Toll Road right-of-way limits. In cases of working near the intersection of State or local roads, work may require restriction or closures on local or state roadways. Contractor is responsible for coordinating with all local government agencies, railroads, utilities, etc. needed to perform the work – including obtaining permits, access, permission etc.

With exception of maintenance of traffic control at local roadways, contractor shall keep vehicles, materials, and staging to within property maintained by ITRCC or else obtain authorization from the property owner.

If the ROW boundary is in question, it is the responsibility of the contractor to research existing ROW information from all available sources including but not limited to INDOT records, County records and Local Municipality records to the extent necessary to provide an accurate basis for the establishment of the existing right-of-way.

Permits and Other Related Documents

Unless stated otherwise in the contract documents, contractor shall obtain, at no cost to ITRCC, all permits, right-of-access, easements, etc. to perform the work. (i.e. utilities, railroad, local, state, and / or federal) Copies of all of these documents shall be provided to ITRCC within sixty (60) days of receipt. Contractor shall notify ITRCC immediately if permit applications are denied and provide all correspondence with railroad, utilities, local, state, and/or federal agencies. Contractors are responsible for calling in all utility locates in accordance with ITRCC policies, which will be provided in the appendices of the Draft Contract.

Utility Coordination Responsibilities

The contractor shall identify all utilities within the project limits. All utilities within the project limits shall be marked prior to construction. These utilities shall be shown in the plans and contacted during the design process. All correspondence to and from the utilities shall copy the owner representative.

The contractor shall be cognizant of the project's impact on utility facilities. The contractor shall coordinate all existing utilities with construction activities on this project. The contractor shall ensure that potential delays in coordination and relocation of the affected utilities are minimized.



The contractor, at its sole cost and expense, shall obtain, on a timely basis, all of the authorizations, permits, and licenses necessary to perform and complete the Project as required by applicable law and regulations, and the CLA. The contractor shall assume all risks, costs, and expenses arising from the performance of the Project, including with respect to affected services and utilities, including public and/or private services and utilities which are affected by the Project and all costs and expenses derived from their identification, diversion, or relocation, the obtaining of authorizations, permits and preparation of reports; provided that to the extent necessary, ITRCC shall provide reasonable assistance in obtaining any necessary permits and/or authorizations that the contractor is unable to obtain.

A list of all permits already acquired by the ITRCC will be provided to the contractor throughout the preconstruction services phase.

Sales Tax

The contractor shall be responsible for paying all sales tax on all goods and services liable for sales tax. The contractor shall include the sales tax in the unit prices of the various pay items. No separate pay item will be provided.

Insurance

Contractor shall submit a bid to include the insurance coverage shown in the sample contract.

Payment

Application for Payment

- a. Contractor shall submit to ITRCC a monthly invoice for the work performed within the pay period. The invoice should be received by ITRCC no later than the 15th of each month to ensure timely processing. A waiver of lien and a "Sworn Statement of Contractor and Subcontractor to Owner" shall accompany all invoices.
- b. Invoices must contain the following:
 - a. Project Title
 - b. Contractor name and address
 - c. Invoice number
 - d. Invoice beginning and ending date
 - e. Date of submission
 - f. Safety reporting requirements
- c. Invoice must be itemized as follows:
 - a. Items description
 - b. Quantity
 - c. Unit of Measure
 - d. Unit Cost
 - e. Quantity for current invoice
 - f. Total cost of item to date



- d. All line items must be identical to the schedule of pay items.
- e. Upon request, the contractor must support the quantities with data substantiating their correctness.
- f. ITRCC processes invoices once a month. Failure to submit an invoice in a timely fashion will delay payment.
- g. Contractor shall review the "Scope of Work" for payment requirements, methodology, retainage, and final payments specific to this project.

Payment Of Tolls

Unless specified within the projects specific scope of work, the Contractor and all Sub-Contractors will not be reimbursed by ITRCC for any tolls accrued during the project on the Indiana Toll Road.

Work Product

Each contractor agrees that the company (ITRCC) shall own and be entitled to use all ideas and work product in its proposals and all work product that is not required to be returned to the contractor under this IFB (e.g., written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, concepts, ideas, technology, techniques, methods, processes, drawings, reports, plans, specifications, and other graphic and visual aids generated by or on behalf of contractor) received by the company prior to the cancellation of the procurement and/or contained in its proposals.

All plans, drawings, specifications, and other documents prepared by the contractor, its associated professionals or other consultants constitute documents prepared for hire and shall become the property of the company upon submittal of the proposal, including the transfer of all rights, title, copyrights, trademarks, licenses, intellectual property rights and all other tangible and intangible property interests. In the event such documents, or any portion thereof, are not deemed to be made on a "work for hire" basis, contractor, its associated professionals, and other consultants, irrevocably assign all right, title and interest, including copyright and intellectual property rights, in said documents to the company. Contractor agrees to execute such additional documents as may hereafter be reasonably requested by the company to further evidence such ownership by and/or assignment to the company and agrees to include provisions in all contracts with its associated professionals and other consultants that are consistent with and implement the requirements of this paragraph. As a clarification to the ownership and assignment rights set forth above, the company acknowledges that the plans, specifications, and other documents prepared by the contractor for this project may contain innumerable design details and typical specifications ("standard details/specifications") which, collectively, form part of the design for the project but which, separately, are not project specific, are primarily related to function as compared to design form, are repetitive in nature and were not specifically developed for or identifiable with the project. The company acknowledges and agrees that the standard details/specifications shall remain the property of the contractor or its design professionals (subject to an irrevocable, royalty free, perpetual license for use in favor of the company) and may be used by contractor or its design professionals on other projects, in other contexts or for other clients, so long as they are not collectively used in a manner which replicates the overall design concepts of the project.



The company will have the right to inform the preferred contractor regarding the contents of the other proposals after notification of the preferred contractor, and that the contract may incorporate the above-described work product, ideas or concepts based thereon.

MS4 Requirement

The contractor shall ensure that all construction activities shall be in accordance with IDEM, INDOT and ITRCC Municipal Separate Storm Sewer Systems (MS4) requirements for inspections, Best Management Practices (BMP) for construction and post construction BMP's. In addition, all refuse materials shall be contained in proper covered receptacles when not in use and in the overnight hours. No materials can be left on ITRCC property without written permission from ITRCC's Environmental, Health, and Safety (EHS) Manager or designee, Director of Operations, Director of Infrastructure, or Chief Operating Officer (COO).

Sample Contract

A sample contract has been included with the IFB. The provisions of the contract shall become a part of these special provisions and shall govern the work performed in accordance with this invitation for bids.

Scope of Services:

This project includes the removal of four (4) existing Samsung VRF HVAC systems serving the Administration Building and the installation of a new Trane City Multi VRF system in accordance with the attached design documents. The scope includes all labor, materials, equipment, and subcontracted services required to complete all mechanical, electrical, and carpentry work necessary for proper system installation. All work shall be performed in compliance with applicable codes, manufacturer requirements, and industry standards, with coordination to minimize disruption to building operations. Upon completion, the system will be fully tested, commissioned, and turned over with required documentation and training.

PROJECT OVERVIEW:

General

- 1) Provide all labor, materials, equipment, subcontractors, permits, coordination, and incidentals required to complete the work.
- 2) Work includes, but is not limited to:
 - a) Removal of four (4) existing Samsung VRF systems.
 - b) Furnishing and installation of a Trane City Multi VRF system in accordance with the attached engineered design drawings and specifications.
- 3) Coordinate all work with ITRCC Project Management to minimize disruption to operations and hold pre activity meetings prior to the start of all phases.
- 4) Participate in pre-activity meetings prior to each phase of work.
- 5) Comply with all applicable local, state, and federal mechanical, electrical, and building codes.
- 6) Maintain jobsite safety, cleanliness, and security at all times.
- 7) Restore all disturbed areas to original or better condition.
- 8) Provide crane lift plans for all planned lift activity at least one week ahead of time.
- 9) Any work items not specifically included in this Invitation for Bids (IFB), but necessary to complete the required scope of services, will be considered incidental to this contract, and separate payment for these items will not be issued.

Demolition & Removal

- 10) Safely decommission and remove existing equipment, including:
 - a) Four (4) Samsung VRF outdoor units.
 - b) Associated indoor units, branch boxes, refrigerant piping, controls and wiring, condensate piping, and supports.
- 11) Recover, reclaim, and dispose of refrigerant in accordance with EPA regulations.
- 12) Remove abandoned piping and wiring and seal all penetrations not reused.
- 13) Remove equipment and materials from site and dispose of legally.

Installation



- 14) Furnish and install all mechanical materials required for the new system, including but not limited to:
 - a) Trane City Multi outdoor units.
 - b) Indoor units.
 - c) Branch distribution boxes.
 - d) Refrigerant piping, insulation, and hangers.
 - e) Condensate drain piping and pumps, as required.
 - f) Vibration isolation and equipment supports.
- 15) Install all equipment per attached design documents, manufacturer requirements, and industry standards.
- 16) Pressure test, evacuate, and charge the VRF system with refrigerant.
- 17) Provide startup assistance and coordinate with Trane or an authorized representative.
- 18) Perform functional testing of all zones and operating modes.

Electrical

- 19) Provide all electrical labor and materials necessary to support the VRF installation, including:
 - a) Power wiring from existing or new electrical panels to indoor and outdoor units.
 - b) Control wiring, communication cabling, and grounding.
 - c) Disconnects, breakers, conduits, supports, and labeling.
- 20) Modify or install new circuits as required by design and equipment loads.
- 21) Coordinate all power shutdowns with ITRCC Project Management.
- 22) Test and verify proper electrical operation of all equipment.

Controls & Integration

- 23) Install all VRF control components shown in the design documents.
- 24) Coordinate decommissioning of the existing Building Management System (BMS).
- 25) Install and commission the new Trane Building Management System (BMS).
- 26) Program and configure system controls per design intent.
- 27) Test communications between indoor units, outdoor units, central controls, and integrated systems relocated to the new Trane BMS.

Carpentry & General Trades

- 28) Provide carpentry and general construction labor and materials as required, including:
 - a) Framing, blocking, and supports for equipment and piping.
 - b) Cutting, patching, and repair of walls, ceilings, and chases impacted by the work.
 - c) Access panels required for service and code compliance.
- 29) Firestop all new penetrations in rated assemblies.
- 30) Finish repairs to match adjacent surfaces.

Subcontractors

- 31) Furnish and manage all subcontractors necessary to complete the work, including:
 - a) Mechanical (HVAC).



- b) Electrical.
 - c) Carpentry / General Trades.
 - d) Controls / BMS.
- 32) Coordinate subcontractor schedules and sequencing.

Testing, Training & Closeout

- 33) Provide commissioning support, testing, and balancing coordination.
- 34) Provide operator training for maintenance staff on Trane City Multi system operation.
- 35) Provide 5 years of O&M support of all new equipment.
- 36) Deliver closeout documentation, including:
- a) As-built drawings.
 - b) Warranty information.
 - c) Equipment submittals and startup reports.
 - d) Operation and Maintenance manuals.

Contractor Responsibilities

- 37) Perform all work in accordance with INDOT specifications and Indiana Toll Road standards.
- 38) Take all necessary precautions to prevent damage to ITRCC-maintained property.
- 39) Repair any damage caused by contractor activities immediately at the contractor's expense and to the satisfaction of the ITRCC Representative.
- 40) Acknowledge that the ITRCC reserves the right to modify, add, or delete areas during the solicitation period and up to contract issuance.
- 41) Include all steps, items, equipment, and materials necessary to complete the work.
- 42) Comply with all applicable industry codes and standards.
- 43) Submit a detailed proposed schedule including anticipated payment drawdown schedule and participate in monthly status meetings once on-site work begins. Deviations require prior approval. Designate work areas with cones or caution tape.
- 44) Support the Company and other vendors during commissioning, with all issues remediated within a mutually agreed time frame.
- 45) Any work items not specifically included in this Invitation for Bids (IFB), but necessary to complete the required scope of services, will be considered incidental to this contract, and separate payment for these items will not be issued.

Bonds and Permits

- 46) Include Payment and Performance Bond costs in the bid per the Sample Contract.
- 47) Be responsible for calling all utility locates and securing required permit fees, including 811 and ITRCC services.



APPENDIX A – SAMPLE CONTRACT
ATTACHED

