



THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

# Doing Business with Wishard

Policies, Procedures and Opportunities

Tom Ringham  
Wishard Health Services  
Associate Vice President Facilities Transformation

Greg Wilson  
City of Indianapolis  
Director of DMWBD

The Transformation Team is a team of independent contractors working to create the new Wishard.





THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

# The Wishard Diversity Effort

Barbara Holder  
The New Wishard Transformation Team  
Diversity Manager

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## DIVERSITY GOALS

Minority Business Enterprise (MBE) Goal	15%
Women Business Enterprise (WBE) Goal	8%
Veteran Business Enterprise (VBE) Goal	3%

For assistance with meeting these goals contact:

Diversity Manager - Barbara Holder	630-8759
Diversity Coordinator - Jessica Reeder	630-8822

The Transformation Team is a team of independent contractors working to create the new Wishard.





# A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.



THE NEW  
WISHARD

**Project Team:**

H&H Corporation

Wishard Hospital

**City of Indianapolis:**

Mayor's Office  
MWBE Development office  
1501 City County Building  
200 E. Washington St.  
Indianapolis, IN 46204

**Program Manager:**

Jacobs  
Program Address:  
1111 West 10<sup>th</sup> St.  
Indianapolis, IN 46202

**The New Wishard Hospital  
Replacement Facility  
M/W/VBE**

**Team contact information:**

Barbara Holder,  
Diversity Manager  
or  
Jessica Reeder,  
M/W/VBE Coordinator

**After completing this form return to:**

Wishard's Diversity Team  
C/O Wishard Replacement Facility  
1111 West 10<sup>th</sup> Street  
Indianapolis, IN 46202  
Office: 317-630-8759  
Fax: 317-630-7785  
bholder@srsmoor.com  
jreeder@garclaconstructiongroup.net

For more information visit:  
[www.thenewwishard.org](http://www.thenewwishard.org)

Copyright © 2019 by The City of Indianapolis  
A member of the Wishard Diversity Team

**WISHARD HOSPITAL REPLACEMENT FACILITY**

**Contractors Bid Profile Information**

This information will be used for the sole purpose of broadcasting bid opportunities to your company. Please complete in its entirety. Thank you.

**Please check all that applies to your company:**

- MBE:  City of Indianapolis Certified       VBE  Federal Certified
- MBE:  State of IN Certified                       Service-Disabled Veteran /
- WBE:  City of Indianapolis Certified               Federal Certified
- WBE  State of IN Certified                       Person with Disabilities

**Please print:**

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_

Type of Business:  Prime/G.C.     Subcontractor     Supplier  
 Support; Consultant; or Professional Service Provider

Company's Construction Standard Industry, (CSI) Codes /Division(s)  
/or Trade Specialty: \_\_\_\_\_

**Please check all that applies to your company:**

- OCIP Capability                       EMR (if applicable) \_\_\_\_\_
- Bonding Capability and Amount: \$ \_\_\_\_\_

*ADDITIONAL INFORMATION ON REVERSE SIDE*

**WISHARD HOSPITAL REPLACEMENT FACILITY**

**Contractors Bid Profile Information**

**COMPANY'S PROJECT EXPERIENCE & CAPACITY:**

List at least three (3) of your largest Projects in the past five (5) years that you have completed:

Project Name Completed: \_\_\_\_\_

City, State of Project: \_\_\_\_\_

Amt. of your Contract: \$ \_\_\_\_\_ Performed as a: \_\_\_\_\_

Owners' Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Project Name Completed \_\_\_\_\_

City, State of Project: \_\_\_\_\_

Amt. of your Contract: \$ \_\_\_\_\_ Performed as a: \_\_\_\_\_

Owners' Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Year Completed: \_\_\_\_\_

Project Name Completed \_\_\_\_\_

City, State of Project: \_\_\_\_\_

Amt. of your Contract: \$ \_\_\_\_\_ Performed as a: \_\_\_\_\_

Owners' Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Year Completed: \_\_\_\_\_

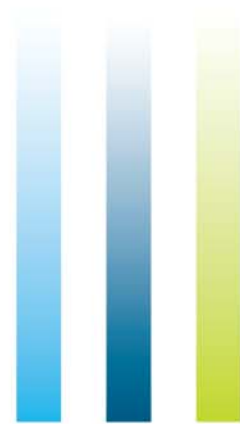
I, certify that I have authority to complete this information and submit to the Diversity Team for bidding opportunities for the Wishard Hospital Replacement Facility Project. This information that is completed on this form is accurate and true:

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

Print Name, Title and Company: \_\_\_\_\_



The Transformation Team is a team of independent contractors working to create the new Wishard.



THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

# Map To Your Success

Weilin Long & Dave Rozzell  
City Of Indianapolis  
Minority & Women Business Development

The Transformation Team is a team of independent contractors working to create the new Wishard.





THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

# How to do Business with Wishard?

Anita Sears  
Wishard Health Services  
Associate Director of Purchasing and Contracting

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## SUPPLIER REGISTRATION

- Registration is required with Wishard's third party supplier, VendorMate, prior to conducting business with Wishard.
- **Suppliers must wear a VendorMate issued badge while on-site and have an appointment prior to a visit.** Semi-permanent badges are issued subject to approval by Security.
- Access VendorMate's Wishard website at: [www.wishard.edu](http://www.wishard.edu), click on Vendor Relations (lower right hand corner).
- There is a fee assessed based on answers to certain questions in the questionnaire. VendorMate uses the fees collected to check suppliers against government watch lists and terrorist watch lists. Wishard receives no monies from VendorMate and pays no fees to them.
- Should you experience technical difficulty with the website, contact VendorMate at the toll-free number on the website.

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

# COMPETITIVE PRICING POLICY

- Wishard established competitive pricing guidelines based on State Statute.
- Wishard was exempted from following Statute several years ago except for construction projects which follow the Public Works laws



A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## CONSTRUCTION PROJECTS AT WISHARD HOSPITAL

- All construction projects are subject to the Public Works laws.
- All construction projects **over \$100,000 in construction value** are released for Bid through a competitive Bid process.
- Bids are advertised in the *Indianapolis Star* and the *Indianapolis Business Journal Court and Commercial Record*.
- The **lowest** responsive and responsible bidder is awarded the project.
- When responding to a Bid, it is very important that all required documents, noted in the front end Bid documents, are returned completed as requested.
- Failure to provide the requested documents is considered a non-responsive Bid which cannot be considered for Award.

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## **PURCHASE ORDERS ARE REQUIRED**

- Wishard has a strict institution-wide policy regarding how purchases must be made.
- **All purchases require a purchase order issued by an authorized purchasing agent.**
- Products or services delivered to Wishard without a Purchase Order are considered a gift to the Wishard Foundation.
- The PO numbering convention is 4500xxxxxx.



A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

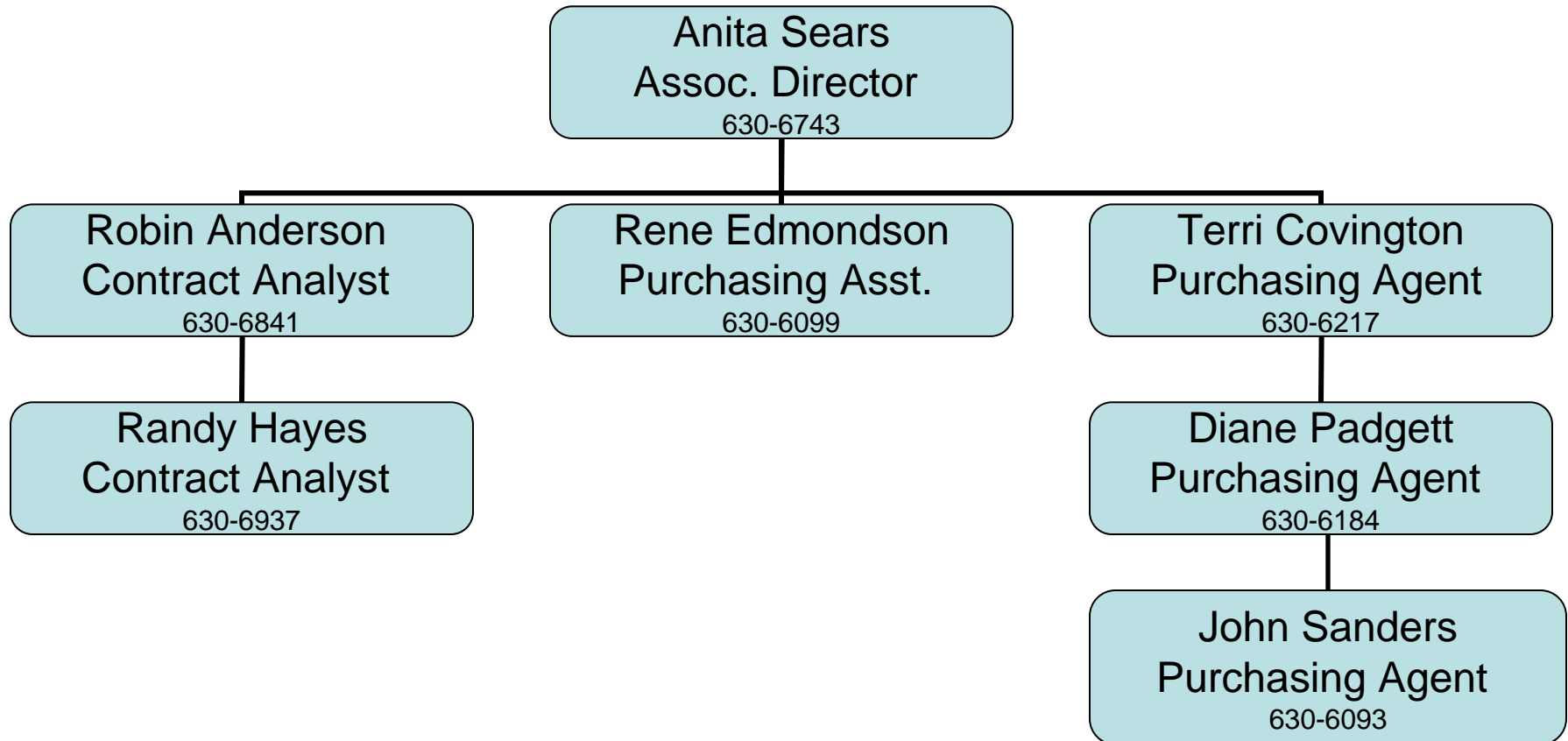
## **CONTRACTING WITH WISHARD**

Wishard has a formal contracting process that begins in the Purchasing Department with the Contracting Staff following approval to purchase a product or service from a Value Analysis Team (VAT) or from the department Vice President. For further information on contracting, contact the appropriate Contract Analysts



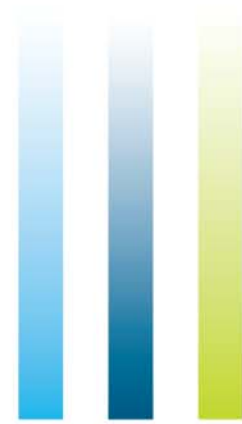
A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

# Purchasing and Contracting Staff



The Transformation Team is a team of independent contractors working to create the new Wishard.





THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

# Wishard Replacement Project

## General Information & Procedures

Ken Alexander  
The New Wishard Transformation Team  
Procurement Manager

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

# Who is the Wishard Replacement Project Team?

**Owner:** Health and Hospital Corporation/Wishard Health Services

**Design Team Leaders:**

Executive Architect – HOK

Executive Engineer – Syska Hennessy Group

**Program Manager / Construction Manager (PMCM):**

The New Wishard Transformation Team

**OCIP:** Pillar Group

**LEED Consultant:** Urban Design

**Constructors:** Prime Contractors, Subcontractors, Suppliers, etc...

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## Owner Controlled Insurance Program

- OCIP is an Owner Controlled Insurance Program for all Contractors, Subcontractors and other contracted parties engaged in work activities on-site for this project.
- Only On-Site Insurance Coverage for:
  - General Liability
  - Worker's Compensation
- Fill-Out Form A & C with Bid Documents
- Health, Safety & Environment Requirements
  - Managed by the HSE / OCIP Managers

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

# OCIP SAFETY REQUIREMENTS

- Overview of Safety Documents
  - OCIP/HSE Requirements
  - PSSP (Project Specific Safety Plan)
  - Contractor Safety Data Form
  - Training Documentation
  - MSDS Sheets / Company Safety Manuals
  - Safety Professional Requirements
- Safety Orientation
- Substance Abuse Policy
- PPE
- Fall Protection
- Tobacco Policy
- Parking

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## Wishard Replacement Hospital and **LEED**

- Project is Registered as a Campus
- Project is Utilizing Version NC 2.2
- Project Shall Seek Silver Certification
- Urban Design is LEED Consultant and Administrator for the Project

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## LEED Impact on Submittals

- Material Cost
  - Do Not Include installation or Storage
  - Copies of Vendor Invoices are Not Needed EXCEPT in Special Circumstances
- Recycled Content
  - Post Consumer
  - Pre Consumer/Post Industrial
- Regional Materials
  - Location of Manufacturer
  - Location of Raw Material sources
  - Letters from Manufacturer



A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## LEED Impact on Submittals

- Material Specific
  - Carpet and Tile – CRI Green Label Plus Number,
  - Non-Urea-Formaldehyde Statement - Composite Woods
  - MSDS or Manufacturer Data Sheet with VOC in g/L - Glues, Paints
  - Steel Mill Certificates
  - Concrete Mix Designs
  - FSC (Forest Stewardship Council) Certificate
- Backup Submittal Information
  - Letters from Manufacturer
  - Product Data
  - MSDS
  - Copies of Certificates

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## LEED Impact on Submittals

- Site review and verification will occur
- Indoor Air Quality will be protected throughout Construction
- Construction Waste
  - Project will be trying to achieve 75% diversion from landfill
  - Incinerator does not count as diversion from landfill
  - Waste will be measured by weight – not volume
  - Provide clear copies of **all** waste tickets
  - Provide copies of receipts of donated materials
  - Alternative waste documentation forms
  - Calculations are not required
  - Spreadsheets are not required

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

# CONTRACTING DOCUMENTS

- Project Manuals
  - Division 00 - Procedural Documents
  - Division 01 - General Requirements
  - Technical Specifications
  
- Contract Drawings
  - Organized by Bid Package & Building
  - Expect Several Volumes for Package
  
- Addenda
  - Pre-Bid Meeting Minutes
  - Question & Answers
  - Substitution Requests

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## **BID DOCUMENTS**

- Indiana Code 5-16-2:  
Public Works Bids to be Submitted and Opened at Public Meeting

### **Items Due With Bid**

- Bid Form
- Form 96
- Bid Bond
- Form A305
- EEO Bidder Certification

### **Items Due Two (2) Hours After Bid**

- MBE/WBE/VBE Utilization Report
- MBE/WBE/VBE Good Faith Questionnaire
- MBE/WBE/VBE Contact Listing
- Subcontractor & Material Listing
- Subcontractor EEO Certification

Review AIA A701 – 1997 (Specification Section 002113)



A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## **BID FORM**

- Lump Sum Bid
- Bid Breakdown
- Allowances (Specification Section 012100)
- Unit Prices (Specification Section 012200)
- Alternates (Specification Section 012300)
- Schedule Acknowledgement
- Other

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## **Allowances & Unit Prices & Alternates**

- Allowances Are as Defined By Section 012100
- Unit Prices Are as Defined By Section 012200
- Alternates Are as Defined By Section 012200
- Unit Prices Include:
  - All Project Management & Administrative Cost
  - All Supervision & Installation Labor
  - All Materials, Equipment & Accessories for Component
  - All Travel, Transportation, Delivery, Overhead & Profit
  - Any Other Cost Associated with the Procurement & Installation

The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

## HINTS & ADVICE

- Know Your Capabilities
- Know Your Scope of Work
- Get Documents Early
- Attend the Pre-Bid Meetings
- Ask Questions
- If You Are Not a Prime Contractor, Find Out Who Is
- Understand Where You Bring Value
- Utilize the Wishard PMCM Diversity Team

The Transformation Team is a team of independent contractors working to create the new Wishard.





THE NEW  
WISHARD

A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.

- Parking Garage
  - F. A. Wilhelm Awarded Contractor
- BP #7 Includes Hospital Only
  - Bid Opening on April 22<sup>nd</sup>
- BP #4a Exterior Building Facade
  - Bid Opening on April 26th
- Core & Shell (Summer 2010)
- Hospital/ACB Fit-Out (Winter 2010)
- AOB (Developer Opportunity)
- CUP/CBP (Developer Opportunity)



The Transformation Team is a team of independent contractors working to create the new Wishard.





A NEW HOSPITAL  
FOR ALL OF INDIANAPOLIS.



# QUESTIONS

## Reminders:



Visit [www.TheNewWishard.org](http://www.TheNewWishard.org) daily

**Attend As Many Outreach Events As You Can**

**Watch Mondays For Bid Advertisements**

The Indianapolis Star

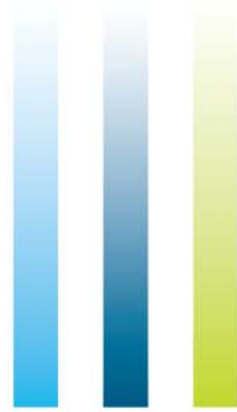
The Indianapolis Business Journal Court and Commercial Record



Visit [www.ReproGraphix.com](http://www.ReproGraphix.com) During Bid Period

The Transformation Team is a team of independent contractors working to create the new Wishard.





THE NEW  
WISHARD

A NEW HOSPITAL FOR ALL OF INDIANAPOLIS.

For more information, visit [TheNewWishard.org](http://TheNewWishard.org)

The Transformation Team is a team of independent contractors working to create the new Wishard.

