



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

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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, 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.

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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



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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.

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INTRODUCING NEW PRODUCTS and SERVICES TO WISHARD

- A formal process for introducing new products and services to Wishard was established in 2005.
- The process is called Value Analysis.
- There are 12 established Value Analysis cross-functional teams throughout Wishard.
- Their main focus is evaluating new products and services for fit and function within Wishard.
- The Value Analysis Facilitator is Patti Maners RN. She meets with prospective suppliers by appointment only.
 - She may be reached at 317-630-7792 or patti.maners@wishard.edu.



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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.



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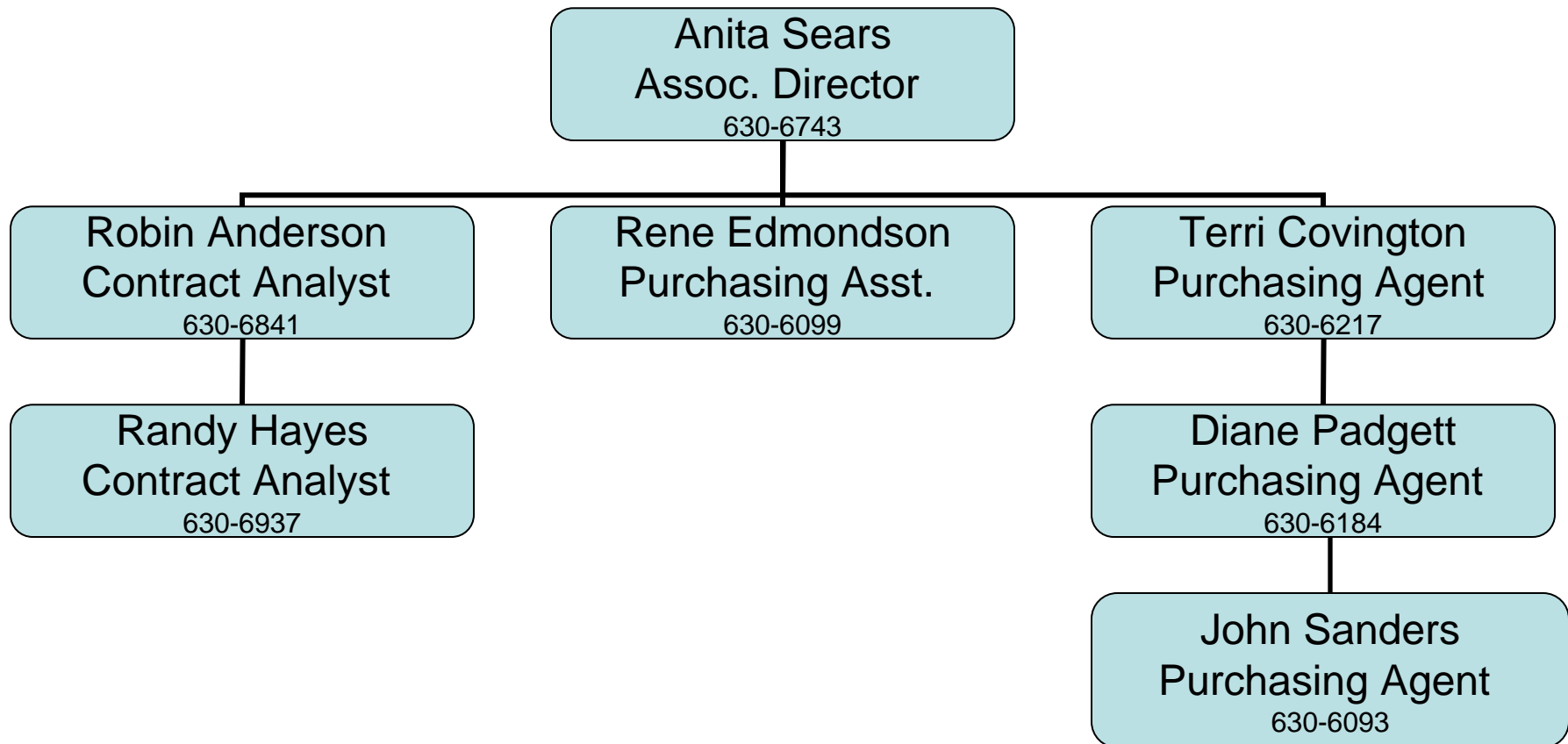
CONTRACTING WITH WISHARD

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



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Purchasing and Contracting Staff



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Bidding on the Wishard Replacement Hospital

Kenneth L. Alexander
New Wishard Transformation Team
Procurement Manager

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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

OCIP/HSE Manager: Safety Management Group

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

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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

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HEALTH, SAFETY & ENVIRONMENT (HSE) REQUIREMENTS

- Overview of Safety Documents
 - OCIP/HSE Requirements
 - PSSP (Project Specific Safety Plan) – Must be provided by a Prime Contractor
 - Contractor Safety Data Form
 - Training Documentation
 - MSDS Sheets / Company Safety Manuals
 - Safety Professional Requirements
- Safety Orientation
- Substance Abuse Policy
- Personal Protective Equipment (PPE's)
- Fall Protection
- Tobacco Policy

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CONTRACTING DOCUMENTS

- Project Manuals
 - Division 00 - Procedural Documents
 - Division 01 - General Requirements
 - Technical Specifications (Multiple Volumes)

- Contract Drawings
 - Organized by Bid Package & Building
 - Expect Several Volumes for Bid Package #5

- Addenda
 - Pre-Bid Meeting Minutes
 - Question & Answers
 - Substitution Requests

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BID DOCUMENTS

Indiana Code 36-1-12: Public Works Projects

Items Due With Bid

- Bid Form
- Form 96
- Bid Bond
- Form A305
- EEO Bidder Certification
- OCIP Exhibit A
- OCIP Exhibit C

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)



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BID FORM

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

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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

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PROJECT DIVERSITY GOALS

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

For identified Bid Packages, Goals will be increased based on local capacity

For assistance with meeting these goals contact:

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



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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 10th 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 10th 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

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A member of the City of Indianapolis 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: _____



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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

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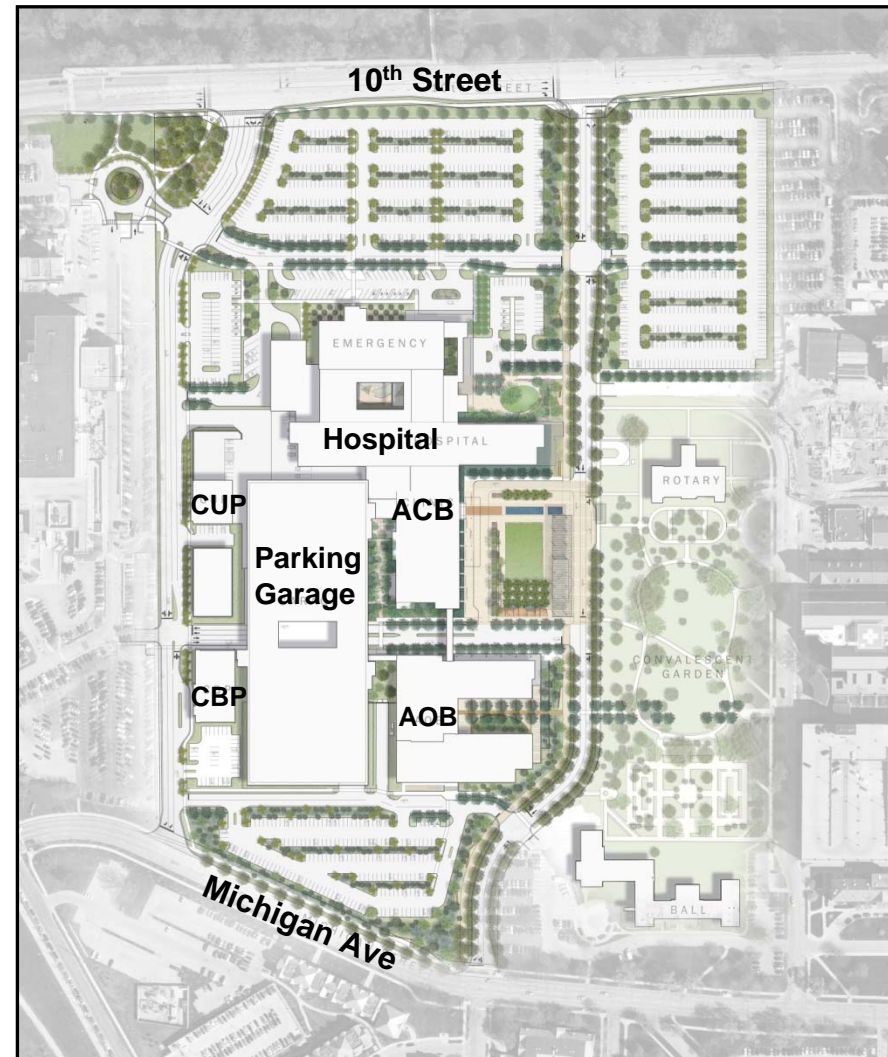




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- Parking Garage & Hospital/ACB Foundations
 - F. A. Wilhelm
- Exterior Building Facade
 - Enclos Corp.
- Core & Shell
 - Building Concrete - F. A. Wilhelm
 - Structural Steel - Hammert's Iron
 - Fireproofing - Circle B Construction
 - Temp Electric - Barth Electric
 - Elevators - TBD
- Hospital/ACB Roofing (Re-Bid)
 - Fall / Winter 2010



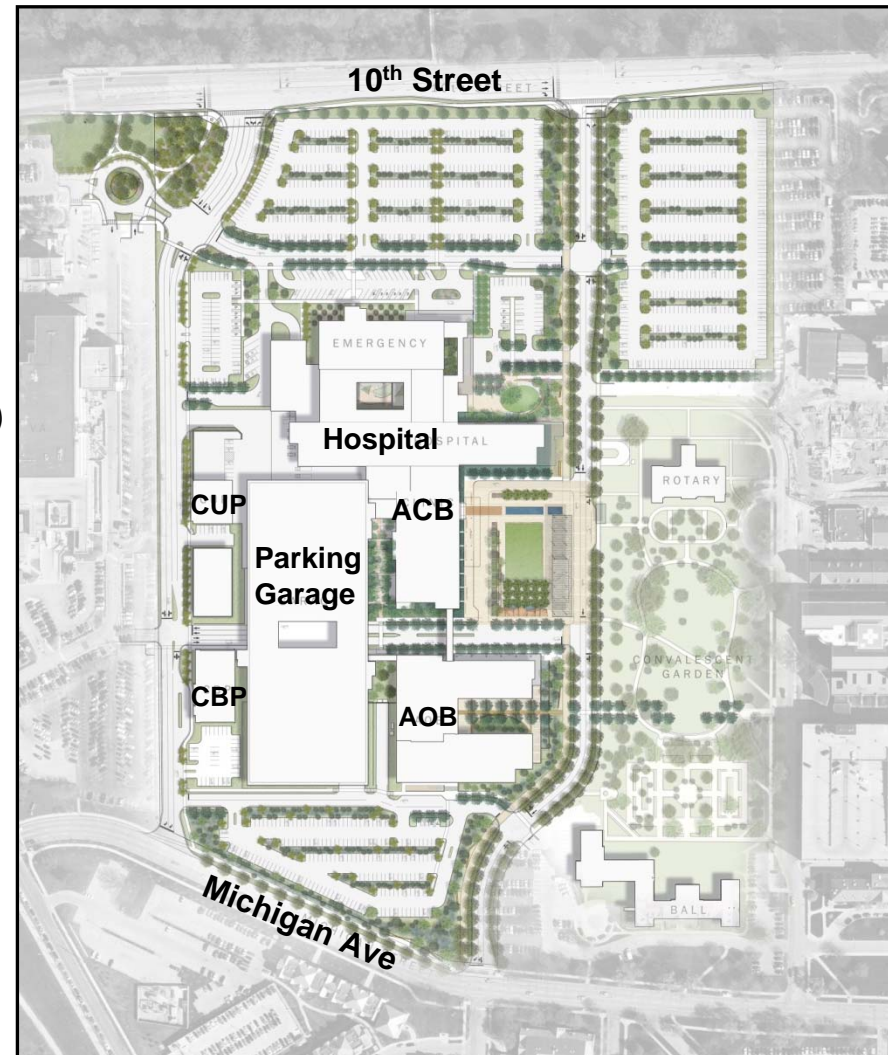
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- Bid Package #5 (Beg. Winter 2010)
Hospital/ACB/CUP Fit-Out
 - Equipment Package
 - MEP Packages (separate trade packages)
 - CUP Building - General Contractor
 - General Trades / Carpentry Packages
 - Finishes (separate trade packages)
 - Miscellaneous - TBD
- Bid Package #8 (Spring 2011)
Landscaping & Site Finishes
 - Spring 2011
- CBP (Citizens Thermal)
 - Winter 2010
- AOB (Developer Selection Forthcoming)



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QUESTIONS

Reminders:



Visit www.TheNewWishard.org daily

Attend As Many Outreach Events As You Can

Watch For Bid Advertisements in:

The Indianapolis Star

The Indianapolis Business Journal Court and Commercial Record



Visit www.ReproGraphix.com Regularly During Bid Period

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THANK YOU FOR YOUR INTEREST

For more information, visit TheNewWishard.org

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