



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

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purchasing@duluthmn.gov

INVITATION TO BID STEAM TO HOT WATER BUILDING CONVERSION - ELECTRICAL PHASE 3, GROUP C (HOLIDAY INN COMPLEX)

BID NUMBER: 21-0305

BID OPENING: THURSDAY, APRIL 15, 2021

PROJECT DESCRIPTION: The objective of this project is electrically connect and commission all the new Energy Transfer Stations (ETS) in each of the mechanical rooms spread throughout the Holiday Inn Complex. The customer covered under this project is:

- Holiday Inn – 200 West Superior St

PRE-BID CONFERENCE: A pre-bid conference call will be held at 9:00 am on Wednesday, April 7, 2021. If you are interested in attending the call, please email Mike Smith at Mike.Smith@ever-greenenergy.com to sign up. A phone conference invite will be sent out via email for that morning to discuss the Scope of Work and answer any preliminary questions. All interested bidders are encouraged to attend.

QUESTIONS: Please submit any questions regarding this project via e-mail to purchasing@duluthmn.gov. Responses will be issued as an addendum to this solicitation.

The selected contractor will be issued a construction contract and, if the contract is over \$150K, a project labor agreement (draft included in the Standard City Contracting Forms in the BidExpress solicitation). Notice to Proceed will be issued once the contractor signs the contract, submit performance and payment bonds and proof of insurance, and any other required documents.

Specifications may be viewed and downloaded at no cost at www.bidexpress.com. Bidders must create a free account with Bid Express®; and login to search for city projects (search by "City of Duluth" or bid number). Bid Express® does charge a nominal fee for bid submission. More information can be found at https://www.bidexpress.com/vendor_resources.

Proposal forms, contract documents, plans and specifications may also be on file at the following offices: Minnesota Builder's Exchange, Builder's Exchange of Wisconsin, and Blue Book Building and Construction Network.

INSTRUCTIONS TO BIDDERS

Due to the closure of City Hall due to the COVID-19 pandemic, all bids must be submitted electronically through Bid Express® at www.bidexpress.com. Bid bonds must also be submitted electronically in the BidExpress solicitation, or copies of the paper surety emailed to purchasing@duluthmn.gov prior to the bid opening. If submitting a certified check or bank draft, bidder must contact Purchasing seven days prior to bid opening to make arrangements.

The City Purchasing Agent or her designee will conduct a public bid opening immediately after the deadline for receiving bids. Bidders may view the opening by going to the Purchasing web page (<https://www.duluthmn.gov/bids-request-for-proposals/>) and selecting the appropriate link.

A certified check or bank draft, payable to the order of the City of Duluth, or a satisfactory bid bond executed by the bidder and acceptable surety, in an amount equal to five per cent (5%) of the total bid must be submitted with the bid. Electronic surety may be submitted through Bid Express; copies of paper bid bonds

may be emailed to purchasing@duluthmn.gov, but must be sent and received prior to the bid opening date and time. Bids may be withdrawn without forfeiture of surety if the request is submitted by the Bidder and received at the Purchasing Office in writing or by e-mail prior to the scheduled bid opening.

No alternatives to the specifications will be considered unless specifically requested. No special conditions shall be made or included in the bid by the bidder.

The City of Duluth reserves the right to split the award where there is a substantial savings to the City, to waive informalities and to reject any and all bids. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 90 days.

Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution.

1. **Insurance** – Contractor must provide proof of Public Liability and Automobile Liability Insurance with limits not less than \$1,500,000 Single Limit prior to the commencement of work. The City of Duluth must be named as an additional insured. Please refer to the draft Contract, Section 8.
2. **Performance & Payment Bonds** – The awarded contractor will be required to submit performance and payments bonds in the full amount of the project cost prior to award.
3. **Project Labor Agreement (PLA)** - A PLA will be required for any bid that is over or could virtually go over \$150,000. A copy of the City standard PLA is included in this package.
4. **Community Benefits Provisions** - A Community Benefits Best Efforts Plan will be required for any project that includes a PLA. The required form is included in the bid package, along with a link to additional community benefits information, including the program specifications and a process flowchart.
5. **Out of State Contractor** - Unless a State of Minnesota Certificate of Exemption is provided, any out-of-state bidder receiving a bid award will have 8% retained from invoice payments on any contracts over \$50,000. Submit a signed copy of the signed exemption form when submitting Payment and Performance Bonds. This form may be found at: http://www.revenue.state.mn.us/Forms_and_Instructions/sde.pdf
6. **Prevailing Wage** - Not less than the minimum salaries and prevailing wages as set forth in the contract documents must be paid on this project.

The City of Duluth is an Equal Opportunity Employer. Contractor shall comply with all applicable Equal Employment Opportunity laws and regulations.

CITY OF DULUTH

Amanda Ashbach
Purchasing Agent