



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

218-730-5340  
purchasing@duluthmn.gov

## INVITATION TO BID

### DAA BUILDING 311 PARKING LOT IMPROVEMENTS

**BID NUMBER: 21-4403**

**BID OPENING: TUESDAY, MAY 4, 2021 AT 2:00 PM**

**PROJECT DESCRIPTION:** The City of Duluth, on behalf of the Duluth Airport Authority, requests sealed bids for the Rehabilitation of approximately 21,000 - 31,000 SF of bituminous parking lot located on the east side of Building 311 at the Duluth International Airport, located at 4875 Airport Rd Duluth, MN 55811. **Project must be completed by June 25, 2021.**

This project is funded in whole or in part with an Airport Infrastructure Renewal Program Grant through the State of Minnesota's Department of Employment and Economic Development, Business and Community Development Division. Contractors shall comply with all grant requirements. Contractors will be required to comply with e-Verify, and may be required to provide job creation and retention information. Please see the Scope of Work and draft contract for more information.

**QUALIFICATIONS:** Proposer must have a minimum of 10 years of experience in the installation of the products to be installed. Companies with no prior experience in these areas shall not be considered. Safety language is required by the Airport and experience working on or near an active airfield is desired.

**PREBID MEETING:** All proposers must attend the Pre-Bid Meeting to review and familiarize themselves with the site, product requirements, and the specifics of the work to be completed. The Pre-Bid meeting will be Wednesday April 21, 2021 at 1:00 p.m. at Building 311, located at 4875 Airport Road, Duluth, MN. Prospective proposers should only contact Kenneth Timm, Airport Facilities Manager, tel. 218-625-7761; email to [ktimm@duluthairport.com](mailto:ktimm@duluthairport.com); or the City purchasing office. Any contact with Airport staff, governmental officials, Authority members, lobbyists or anyone else regarding this opportunity is strictly prohibited, and failure to follow these rules will subject the prospective proposer to disqualification.

**QUESTIONS:** Please submit any questions regarding this project via e-mail to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). Questions must be submitted by 2:00 pm on April 27, 2021. Responses will be issued as an addendum to this solicitation no later than April 30, 2021.

**CONTRACT:** The selected contractor will be issued a construction contract substantially in the form included in this solicitation (draft included in the Standard City Contracting Forms in the BidExpress solicitation).

Specifications may be viewed and downloaded at no cost at [www.bidexpress.com](http://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](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](http://www.bidexpress.com).**

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 by the bid deadline. Electronic surety may be submitted through Bid Express; copies of paper bid bonds may be emailed to [purchasing@duluthmn.gov](mailto: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.

**If submitting a certified check or bank draft, bidder must contact Purchasing seven days prior to bid opening to make arrangements.**

No alternatives to the specification will be considered unless specifically requested.

The City of Duluth reserves the right to split the award where there is a substantial savings to the City/DAA, 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 Duluth Airport Authority must be named as an additional insured. Please refer to the draft Contract, Section 7.
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. **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](http://www.revenue.state.mn.us/Forms_and_Instructions/sde.pdf)
4. **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