



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

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

CITY CENTER WEST EMERGENCY OPS CENTER HVAC

BID NUMBER: 21-99519

BID OPENING: THURSDAY, JUNE 24, 2021 at 2:00 PM

PROJECT DESCRIPTION: Furnish all labor and materials for the complete construction of a new radiant heating system and modification of the existing HVAC hydronic heating system within the City Center West Emergency Operations Center. Ceiling modifications will be coordinated with the installation of new LED lighting fixtures. Light fixtures to be supplied by Owner. Substantial completion by October 1, 2021. Please see the project specifications for more information.

PRE-BID MEETING: A pre-bid meeting will be held at City Center West, located at 5830 Grand Avenue, Duluth, MN on Wednesday, June 16, 2021 at 8:30 a.m. Interested bidders are strongly encouraged to attend and should use the Police Station entrance. Attendees are required to comply with current CDC guidelines and state and city rules regarding social distancing practices.

QUESTIONS: Please submit any questions regarding this project via e-mail to purchasing@duluthmn.gov. Questions must be submitted by 5:00 p.m. on June 18, 2021. Responses will be issued as an addendum to this solicitation.

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

Bidders are strongly encouraged to submit their bid electronically through Bid Express® at www.bidexpress.com. Any exceptions must be requested at least 5 days in advance of the bid opening to allow for hard copy bid forms to be created and issued.

Bid surety in the form of a satisfactory bid bond executed by the bidder and acceptable surety, or a certified check or bank draft, payable to the order of the City of Duluth, in an amount equal to five per cent (5%) of the total bid must be submitted by the bid deadline. Bid bonds may be submitted electronically through the BidExpress solicitation, or copies of bid bonds may be emailed to purchasing@duluthmn.gov but must be sent and received prior to the bid opening date and time. The bid bond should not in any way disclose the amount of the bid, and must be verifiable with the surety company. Certified checks or bank drafts may be mailed or dropped off in a sealed envelope to the purchasing office. Bids may be withdrawn without forfeiture of surety if the request is submitted by the



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Bidder and received at the Purchasing Office in writing or by e-mail prior to the scheduled bid opening.

The City Purchasing Agent or her designee will conduct a virtual 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.

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, 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, as well as 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