



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

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID DPD IMPOUND LOT

BID NUMBER: 21-99578

BID OPENING: Thursday, August 5, 2021 at 2:00 pm

PROJECT DESCRIPTION: Redevelop parking lot for use as an impound lot, including minor earthwork, fencing and utility installation.

ANTICIPATED START DATE: August 25, 2021

SUBSTANTIAL COMPLETION DATE: October 29, 2021

FINAL COMPLETION DATE: December 1, 2021

PRE-BID MEETING: A pre-bid meeting will be held at 1:00 pm on Tuesday, July 27, 2021 at the job site. Interested bidders are encouraged to attend and should meet on the north side of the Street Maintenance building located at 105 N. 40th Ave. W., Duluth, MN. Attendees are required to follow the social distancing guidelines recommended by the CDC.

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. **Deadline for questions is close of business Thursday, July 29, 2021.**

The selected contractor will be issued a construction contract (draft included in the Standard City Contracting Forms in the BidExpress solicitation). Notice to Proceed will be issued once the agreement is fully executed.

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

Electronic bids submitted through Bid Express® at www.bidexpress.com, will be received until the bid deadline above. Electronic bids are preferred; bidders wishing to submit a paper bid must contact the City Purchasing Division at 218-730-5340 or purchasing@duluthmn.gov at least five (5) business days prior to the bid deadline to obtain the required bid forms. EMAIL BIDS WILL NOT BE ACCEPTED.

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 bid surety may be submitted through Bid Express – either thru Surety2000 or SurePath; copies of paper bid bonds may be emailed to purchasing@duluthmn.gov. Certified checks or bank drafts must be mailed or dropped off to Purchasing, 411 W. 1st St., Room 120, Duluth, MN



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55802. Regardless of the type of bid surety or submission method, it must be received by Purchasing prior to the bid deadline. 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.

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.

No alternatives to the specification will be considered unless specifically requested. Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included in the bid form 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 60 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 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