



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

218-730-5340  
[purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov)

## INVITATION TO BID

### SIGNAGE FOR CHESTER PARK AND PARK ENTRANCES

**BID NUMBER:** 21-99797

**BID OPENING:** Wednesday, December 29, 2021 at 2:00 PM

**PROJECT DESCRIPTION:** The City of Duluth is requesting bids for fabrication and installation of various signs throughout Chester Park and at other park entrances in Duluth, MN. The Chester Park sign package information and the Park Entrance sign package information are both attached in the bid package.

**PRE-BID MEETING:** No pre-bid meeting is scheduled. Bidders who wish to visit the site should contact Matt Andrews at 218-730-4308 and leave a message. Site visits will be scheduled between December 20 and 22, 2021. If a site visit occurs, social distancing and mask requirements recommended by the CDC, or mandated by the City of Duluth or State of Minnesota will be followed.

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

The selected contractor will be issued a construction contract (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

**Bids must be submitted electronically through Bid Express® at [www.bidexpress.com](http://www.bidexpress.com). Bid bonds may be submitted electronically – either thru Surety2000 or SurePath in the BidExpress solicitation, or emailed to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) prior to the bid opening. Paper bid bonds, or surety in the form of a cashier's check may be mailed to or dropped off at City Hall, 411 W. 1<sup>st</sup> Street, Room 120, Duluth, MN 55802.**

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.

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.



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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 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](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

Patrice Stalvig  
Purchasing Agent