



Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802



218-730-5340



purchasing@duluthmn.gov

INVITATION TO BID USCBP CRUISE FACILITY

BID NUMBER: 22-99042

BID OPENING: Thursday, January 13, 2022 at 2:00 pm

PROJECT DESCRIPTION: Remodel of space within the DECC for use as a cruise facility.

PRE-BID MEETING: A pre-bid meeting will be held at 10:00 am on Tuesday, January 4, 2022. Interested bidders are *strongly* encouraged to attend and should meet near the entrance to the Visit Fleet gift shop at 323 Harbor Drive, Duluth, MN. Attendees are required to follow the social distancing guidelines recommended by the CDC, and masks must be worn while inside the building. Masks will not be provided.

Bidders should be aware that the DECC policy is to recommend masks be worn by all persons entering the building.

ANTICIPATED START DATE: January 31, 2022

SUBSTANTIAL COMPLETION DATE: April 15, 2022

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 deadline for questions is 12:00 NOON on Thursday, January 6, 2022.** Responses will be provided by January 7, 2022.

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, Blue Book Building and Construction Network and DSGW Architects, (drowan@dsgw.com) 2 West 1st Street, Suite 201, Duluth, MN 55802.

INSTRUCTIONS TO BIDDERS

All bids must be submitted electronically through Bid Express® at www.bidexpress.com.

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, but must be received 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



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for receiving bids. Due to social distancing requirements, bidders may view the opening by going to the Purchasing web page (<https://www.duluthmn.gov/purchasing/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 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

Patrice Stalvig
Purchasing Agent