SECTION 00200

INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 See AIA Document A701 (1997 Edition), Instructions to Bidders available at AEI.

1.02 DOCUMENT INCLUDES

A. 00201 City of Duluth Insurance Requirements Dated July 30, 2007. (2 pages)

B. 00202 Duluth Steam Utility District No. 1 Payment Bond. (3 pages)

C. 00203 Duluth Steam Utility District No. 1 Performance Bond. (3 pages)

D. 00204 City of Duluth Equal Employment Opportunity EEO Affirmative Action Policy Statement & Compliance Certificate. (2 Pages)

E. The successful contractor shall follow the requirements of the Davis-Bacon Act.

INVITATION

2.01 BID SUBMISSION

A. Bids signed and under seal, executed, and dated will be received at the office of City Of Duluth Purchasing Department at 411 W. 1 st. St., 100 City Hall, Duluth MN, 55802 before 2:00 p.m. local standard time on the 21 day of October 2009.

B. Offers submitted after the above time shall be returned to the bidder unopened.

C. Offers will be opened publicly immediately after the time for receipt of bids.

D. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

2.02 INTENT

A. The intent of this Bid request is to obtain an offer to perform work to complete a District Chilled Water Utility Extension located at Gerald W. Heaney Federal Building, 515 W. 1st. St., Duluth, MN 55802 for a Stipulated Sum contract, in accordance with the Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

A. Work of this proposed Contract comprises building construction, including general construction Work.

2.04 CONTRACT TIME

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.

B. Bid, Offer, or Bidding: Act of submitting an offer under seal.

C. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

A. The Contract Documents are identified as Project Number 9005, as prepared by Engineer who is located at Board of Trade Building, 301 W. 1 st St., Suite 628, Duluth, MN 55802, and with contents as identified in the Project Manual.

3.03 AVAILABILITY

A. Bid Documents may be obtained at the office of Duluth Steam which is located at Duluth Steam Coop., 1 Lake Place, Duluth, MN 55802.

3.04 INQUIRIES/ADDENDA

A. Direct questions to Andy Thielen, telephone Office: 218-729-9286, Cell: 218-213-5449.

B. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.

C. Verbal answers are not binding on any party.

D. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

3.05 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

A. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 10 days before receipt of bids.

B. When a request to substitute a product is made, Engineer may approve the substitution and will issue an Addendum to known bidders.

C. The submission shall provide sufficient information to determine acceptability of such products.

D. Provide complete information on required revisions to other work to accommodate each proposed substitution.

E. Provide products as specified unless substitutions are submitted in this manner and accepted.

F. See Section 01600 - Product Requirements for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

A. Examine the project site before submitting a bid.

4.02 PREBID CONFERENCE

A. A bidders conference has been scheduled for 9 a.m. on the 7 day of October at the location of front steps of the Federal Courthouse.

B. Representatives of Engineer will be in attendance.

C. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

BID ENCLOSURES/REQUIREMENTS

5.01 SECURITY DEPOSIT

A. Bids shall be accompanied by a security deposit as follows:
   1. Bid Bond of a sum no less than 5 percent of the Bid Amount.

B. Endorse the Bid Bond in the name of the City of Duluth as obligee, signed and sealed by the principal (Contractor) and surety.

C. The security deposit will be returned after delivery to the Duluth Steam of the required Performance and Payment Bond(s) by the accepted bidder.

D. Include the cost of bid security in the Bid Amount.

E. If no contract is awarded, all security deposits will be returned.

5.02 INSURANCE

A. Provide an executed "Undertaking of Insurance" on the form provided stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.

5.03 BID FORM REQUIREMENTS

A. Complete all requested information in the Bid Form and Appendices.

5.04 SELECTION AND AWARD OF ALTERNATIVES

A. Refer to bid form for information on selection and award.

OFFER ACCEPTANCE/REJECTION

6.01 DURATION OF OFFER

A. Refer to bid form for information on acceptance/rejection of offer.

6.02 ACCEPTANCE OF OFFER

A. Refer to bid form for information on acceptance of offer.

B. Duluth Steam reserves the right to accept or reject any or all offers.

C. After acceptance by Duluth Steam, Engineer on behalf of Duluth Steam, will issue to the successful bidder, a written Notice To Proceed.

END OF INSTRUCTIONS TO BIDDERS