

CITY OF DULUTH
INVITATION TO BID

PROJECT NAME/DESCRIPTION: **Duluth City Hall MIS Upgrade**

PROJECT NUMBER: **11-047**

BID NUMBER: **12-09DS**

Sealed bids will be received by the City Purchasing Agent in and for the Corporation of the City of Duluth, Minnesota in Room 100 City Hall, Duluth, Minnesota 55802, (218) 730-5340 at 2:00 p.m., local time on **May 9, 2012**, for the **Duluth City Hall MIS Upgrade**; immediately thereafter, bids will be taken to Room 106A City Hall where they will be publicly opened and read aloud.

NOTICE TO BIDDERS:

1. **A Project Labor Agreement (PLA) will be required for any bid that is over or could virtually go over \$150,000.**
2. **Unless a 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 from the State of Minnesota when submitting Payment and Performance Bonds. This form may be found at the following web address: http://taxes.state.mn.us/Forms_and_Instructions/sde.pdf**

This advertisement is also available on the City of Duluth website at http://www.duluthmn.gov/purchasing/bid_information.cfm

In general, this project consists of: **New technology closets and wiring, Data Center remodel and new HVAC for Data Center, new building electrical service.**

Proposal forms, contract documents, plans and specifications as prepared by the firm of Architectural Resources, Inc., are on file at the following offices: City Purchasing Office; City Architect's Office; Duluth Builder's Exchange; McGraw-Hill Construction; Minneapolis Builder's Exchange; Reed Construction Data, St. Paul Builder's Exchange and the office of Architectural Resources, Inc., 126 East Superior Street, Duluth, MN 55802.

Copies of these plans and specifications may be obtained from Architectural Resources, Inc., 126 East Superior Street, Duluth, MN 55802.

Copies of bidding documents may be obtained by bidders with a deposit of One Hundred Dollars and no/100 (\$100.00) for each set written to the City of Duluth including the project number on the check. This will be refunded upon the return of complete documents in useable condition. Documents to be returned to the office of Architectural Resources, Inc., 126 East Superior Street, Duluth, MN 55802.

A certified check or bank draft payable to the order of the City of Duluth, negotiable U.S. Government Bonds (at par value), or a satisfactory bid bond executed by the bidder and acceptable surety, in an amount equal to five percent (5%) of the total bid, shall be submitted with each bid.

Attention is called to the fact that not less than the minimum salaries, wages and benefits as set forth in the contract documents must be paid on this project. The contractor must take affirmative action

to ensure that the employees and applicants for employment are not discriminated against because of their race, color, creed, sex or national origin and must meet the affirmative action goals. Contractors are encouraged to subcontract with disadvantage business enterprises when possible.

The City of Duluth reserves the right to reject any or all bids or to waive any informalities in the bidding. Bids may be held by the City of Duluth for a period not to exceed thirty (30) days from the date of opening the bids for the purpose of reviewing the bids and investigating the qualifications of the bidders, prior to awarding the contract.

The City of Duluth is an Equal Opportunity Employer. Contractor shall comply with all applicable Equal Employment Opportunity laws and regulations.

CITY OF DULUTH

Dennis Sears
Purchasing Agent