Duluth Traverse Trail Phase 1 - Mission Creek

BID OPENING AT 2:00 PM on May 28, 2013

Note: all bids must be written, signed and transmitted in a sealed envelope, plainly marked with the bid number, subject matter and opening date. The City of Duluth reserves the right to split award where there is a substantial savings to the City, waive informalities and to reject any and all bids. Bidder should state in proposal if bid price is based on acceptance of total order. Sales tax is not to be included in the unit price. Bidder to state freight charges if the proposal F.O.B. is shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages shall be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid form.

RETURN BID IN DUPLICATE WITH DUPLICATE DESCRIPTIVE LITERATURE
FOR BID RESULTS, ENCLOSE A SELF-ADDRESSED, STAMPED ENVELOPE WITH BID

BID DEPOSIT REQUIREMENTS: 5% OF BID AMOUNT
Deposit shall mean cash, cashier's check or corporate surety bond payable to or in favor of the City of Duluth.

A PERFORMANCE BOND AND A PAYMENT BOND shall be required of the successful bidder, BOTH in the full amount of the bid.

INSURANCE CERTIFICATE required per attached requirements.
Designated F.O.B. Point:
Engineering Division
Jobsite(s)

Vendor Email Address: ________________________________________________

NAME: ______________________________________________________________
ADDR1: ______________________________________________________________
ADDR2: ______________________________________________________________
ADDR3: ______________________________________________________________

Tax: Federal Excise Tax Exemption Account No. 41-74-0056 K

GRAND TOTAL BID PRICE # ____________________________
TO INCLUDE ANY ADDITIONAL PAGES.

BY: ________________________________ (Print) ________________________________ (Title)
    ________________________________ (Signature) ________________________________ (Tele. #)

The City of Duluth is an Equal Opportunity Employer.
**PRE-BID INFORMATION**

CITY OF DULUTH

**DATE:** 5/7/2013

**BID #:** 13-10DS

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Spec. #</th>
<th>Qty</th>
<th>U/OM</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
</table>

**********SCHEDULE OF PRICES**********

Duluth Traverse Trail Phase 1 - Mission Creek

City Project #1224

Delivery Contact: Patrick Loomis
Engineering
218-730-5094

(Initial)
**SCHEDULE OF PRICES**

Duluth Traverse Trail Phase 1 - Mission Creek

City Project #1224

Make all extensions and total the bid.

**SCHEDULE OF PRICES**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Spec. #</th>
<th>Qty</th>
<th>U/OM</th>
<th>Item Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td></td>
<td>1</td>
<td>Each</td>
<td>GRAND TOTAL from Worksheet B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(Worksheet A and B Must Be Returned With The Bid)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADDENDUM NO. , DATED

ADDENDUM NO. , DATED

TOTAL BID IN WORDS:

__________________________

CONTRACTOR NAME:

__________________________

THE CONTRACTOR AGREES TO ALL OF THE PROVISIONS CONTAINED IN THE CONTRACT DOCUMENTS. ENCLOSED HEREBY FIND A CERTIFIED CHECK OR BID BOND IN THE AMOUNT OF AT LEAST 5% OF THE AMOUNT OF PROPOSAL MADE PAYABLE TO THE CITY OF DULUTH AS A PROPOSAL GUARANTEE WHICH IT (see additional page(s))

__________________________ (Initial)
IS AGREED BY THE UNDERSIGNED WILL BE
FORFEITED IN THE EVENT THE FORM OF
CONTRACT AND BOND IS NOT EXECUTED, IF
AWARDED TO THE UNDERSIGNED.

The bidder hereby certifies that he/she has received or viewed on-line
the 2013 City of Duluth Public Works/Utilities Department - Engineering
Division Standard Construction Specifications
booklet and has incorporated the terms hereof in its bid.

SIGNED: ____________________________________________ FOR

A PARTNERSHIP (OR)

A CORPORATION INCORPORATED UNDER THE
LAWS OF THE STATE OF:

____________________________________________________

________________________________

________________________________

________________________________

________________________________

ADDRESS(ES)

BEING DULLY SWORN, DEPOSES AND SAYS THAT
THERE ARE NO OTHER PERSONS COMPRISING
ABOVE COMPANY OR FIRM THAN THE ABOVE
NAMES, AND THAT THERE ARE NO PERSONS
OR CORPORATIONS INTERESTED IN THE
FORGOING PROPOSALS, EITHER AS PRINCIPAL
OR SUBCONTRACTOR, OTHER THAN THE ABOVE
NAMES; ALSO THAT THE PROPOSALS ARE MADE
WITHOUT ANY CONNECTION WITH ANY PERSON
OR PERSONS MAKING ANY PROPOSAL FOR THE
ABOVE WORK; THAT THEY ARE IN ALL
RESPECTS FAIR AND WITHOUT COLLUSION OR
FRAUD; AND THAT NO PERSON ACTING IN ANY
OFFICIAL CAPACITY FOR THE CITY OF DULUTH
IS DIRECTLY OR INDIRECTLY INTERESTED
THEREIN, OR IN ANY PORTION OF THE PROFIT
THEREOF.

(see additional page(s))
SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF

A.D.

NOTARY PUBLIC

IMPORTANT NOTE BIDDERS:
PLEASE DISREGARD THE NOTE ON PAGE 1 REGARDING SALES TAX FOR THIS BID. ALL APPLICABLE SALES AND/OR USE TAXES ARE TO BE INCLUDED IN BID PRICING. ALSO, ALL BIDS ARE TO BE F.O.B. JOBSITE. THE BLANK ON PAGE ONE FOR FREIGHT IS TO TO BE LEFT BLANK.

(Initial)
**BID WORKSHEET A**

1.1 Duluth Traverse Trail Phase I – Mission Creek

Company name

Contact person

Contact person’s phone number

Contact person’s email

Company address

PTBA member _____ Yes _____ No  Member since ________

If bidder is not a member of the Professional Trailbuilders Association please provide a separate document that describes why and details equivalent experience and expertise.

Experienced in constructing sustainable bike-specific singletrack trails? _____Yes _____ No

Please list similar past projects on a separate sheet along with a brief narrative. Include projects that highlight the Contractor’s ability to satisfy the qualifications and requirements listed in section 6.

Please attach one (1) letter of recommendation from a previous client.
Please provide three (3) references from previous shared use trail construction projects with contact information (phone numbers and email addresses).

1.

2.

3.
Provide a detailed list of proposed project team members, including subcontractors, and their skill sets and relevant experience.

Provide a list of the equipment and tools intended to be used in completing the scope of work.

Provide a recommended schedule/timetable that allows for work completion per the specified schedule.
For each project site provide bid total and information about the intended team, equipment, workflow description, and schedule.

Project 1 – Base Bid – Hill Side Trail (segments 1,2,3,4)

Bid Total:

Team:

Equipment/Tools:

Workflow Description:

Start Date: End Date:

Project 2 – Base Bid – River Side Trail (segment 5)

Bid Total:

Team:

Equipment/Tools:

Workflow Description:

Start Date: End Date:

By signing this, I certify that I have am fully aware of the site locations, their conditions, access restrictions and other constraints. I accept the terms and conditions expressed and contained in the specifications included in and attached to this RFQ.

(sign here and date)
**BID WORKSHEET B**

**DULUTH TRAVERSE MOUNTAIN BIKE TRAIL SYSTEM - PHASE 1**
**MISSION CREEK**

**Instructions:**
- For each project bid, fill in unit price for all items.
- Failure to provide a unit price for any item will invalidate the bid for that project.
- Unit prices made on a per-project basis.
- Quantities for each project are estimated. Final quantities may change, but the unit price is fixed.
- Insert total for each project on summary sheet.
- Provide cost for one roundtrip mobilization on summary sheet.
- Bid tabulation sheets quantities take precedence over quantity discrepancies in the construction documents.

**Summary Sheet**

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hill Side Trail</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>River Side Trail</td>
<td></td>
</tr>
<tr>
<td>One Mobilization (rt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Initial
**BID WORKSHEET B**

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**MISSION CREEK**

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**Project #:**

**Project Name:**

**Specification Types:**

<table>
<thead>
<tr>
<th>Work</th>
<th>Unit measure</th>
<th>Estimated Quantity</th>
<th>UNIT PRICE</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAIL CONSTRUCTION TYPE 'A'</td>
<td>LIN FT</td>
<td>740</td>
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<td>15,440</td>
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<tr>
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<td>EACH</td>
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<tr>
<td>CONSTRUCTED TURN TYPE 'C'</td>
<td>EACH</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BEYOND TURN TYPE 'A'</td>
<td>LIN FT</td>
<td>105</td>
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<tr>
<td>BEYOND TURN TYPE 'B'</td>
<td>LIN FT</td>
<td>555</td>
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<tr>
<td>BEYOND TURN TYPE 'C'</td>
<td>LIN FT</td>
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<td>FURNISH AND INSTALL DISCRETIONARY PERMANENT SEED AND MULCH</td>
<td>SQ YD</td>
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<tr>
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<td>ROCK ARMORING</td>
<td>SQ YD</td>
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<tr>
<td>INSTALL 48&quot; BOARDWALK</td>
<td>LIN FT</td>
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<tr>
<td>INSTALL 48&quot; BRIDGE</td>
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<td>16</td>
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<td>INSTALL 48&quot; BRIDGE WITH RAILING</td>
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<td>ROCK CRIB WALL</td>
<td>SQ FF</td>
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<tr>
<td>TURF BLOCK PAVERS</td>
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<td>ROCK JUMP</td>
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<td>INSTALL IRON RANGER FEE STATION</td>
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<td>INSTALL &quot;STOP&quot; SIGN</td>
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<tr>
<td>INSTALL &quot;TRAIL CROSSING SIGN AND DOWN ARROW SIGN&quot;</td>
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<tr>
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<tr>
<td>TRAFFIC CONTROL</td>
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<tr>
<td>ROCK CHECKS</td>
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</tbody>
</table>

**PROJECT TOTAL**
### BID WORKSHEET B

**DULUTH TRAVERSE MOUNTAIN BIKE TRAIL SYSTEM - PHASE 1**  
**MISSION CREEK**

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**Project #:** 2 - Base Bid  
**Project Name:**  
River Side Trail  
**Specification Types:**  
Blue Bump Pump Singletrack (Spec 5)

<table>
<thead>
<tr>
<th>Work</th>
<th>Unit measure</th>
<th>Estimated Quantity</th>
<th>UNIT PRICE</th>
<th>TOTALS</th>
</tr>
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<tbody>
<tr>
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<tr>
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</tr>
<tr>
<td>TRAIL CONSTRUCTION TYPE 'C'</td>
<td>LIN FT</td>
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<tr>
<td>CONSTRUCTED TURN TYPE 'A'</td>
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<td>BERMED TURN TYPE 'A'</td>
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<td>SQ FF</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TURF BLOCK Pavers</td>
<td>SQ YD</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROCK JUMP</td>
<td>EACH</td>
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<td>INSTALL &quot;STOP&quot; SIGN</td>
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<td>TRAFFIC CONTROL</td>
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<td>ROCK CHECKS</td>
<td>SQ YD</td>
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<tr>
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<td>SQ YD</td>
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</tr>
</tbody>
</table>

**PROJECT TOTAL**
AFFIDAVIT AND INFORMATION REQUIRED OF BIDDERS

Affidavit of Non-Collusion:

I hereby swear (or affirm) under penalty of perjury:

1) That I am the bidder (if the bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

2) That the attached bid or bids have been arrived at by the bidder independently and have been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or materials, supplied, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

3) That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids; and

4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signed: __________________________

Firm Name: _________________________

Subscribed and sworn to me before this ___ day of ________________ , __________

NOTARY PUBLIC ____________________________

My commission expires: ____________________________

Bidder's E.I. Number ____________________________

(Number used on employer's quarterly Federal Tax return)
IMPORTANT—NOTICE TO BIDDER

On the envelope submitting your bid, it is imperative
1. That your name and address appear in the UPPER left corner.
2. That the bottom portion of this label be filled in and pasted on the LOWER left corner.

<table>
<thead>
<tr>
<th>BID NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE OF OPENING</td>
</tr>
<tr>
<td>TIME OF OPENING</td>
</tr>
<tr>
<td>A.M. P.M.</td>
</tr>
<tr>
<td>DESCRIPTION</td>
</tr>
</tbody>
</table>
EQUAL EMPLOYMENT OPPORTUNITY (EEO) AFFIRMATIVE ACTION POLICY STATEMENT & COMPLIANCE CERTIFICATE

TO: City of Duluth, Minnesota

PROJECT NUMBER & DESCRIPTION

FROM: ________________________________

(FIRM's name, address, telephone number)

A) Employment: It is the policy of the above named FIRM to afford equal opportunity for employment to all individuals regardless of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance and/or disability. The FIRM will take affirmative action to ensure that we will: (1) recruit, hire, and promote all job classifications without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability, except where sex is a bona fide occupational qualification; (2) base decisions on employment so as to further the principle of equal employment opportunity; (3) ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities; (4) ensure that all personnel actions such as compensation, benefits, transfers, layoffs, return from layoff, FIRM sponsored training, education tuition assistance, social and recreational programs will be administered without regard to race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, and/or disability. The FIRM also intends full compliance with Veteran affirmative action requirements. Additionally, minority and female employees shall be encouraged to participate in all FIRM activities and refer applicants.

I have designated (name) ________________________________ to direct the establishment of and to monitor the implementation of personnel procedures to guide the FIRM's affirmative action program. Where PROJECTS exceed $500,000, this official shall also serve as the liaison officer that administers the FIRM's "Minority Business Enterprise Program." This official is charged with designing and implementing audit and reporting systems that will keep management informed on a monthly basis of the status of the equal opportunity area.

Supervisors have been made to understand that their work performance is being evaluated on the basis of their equal opportunity efforts and results, as well as other criteria. It shall be the responsibility of the FIRM and its supervisors to take actions to prevent harassment of employees placed through affirmative action efforts.

B) Reports: Unless exempted by law and regulation, the FIRM shall make available and file those reports related to equal opportunity as may be required by the City of Duluth and State and Federal compliance agencies. Requirements and Reports are defined in 41CFR60 "Compliance Responsibility for Equal Opportunity" published by the U. S. Department of Labor which is incorporated herein by reference. Additional requirements are defined in various State and Federal Civil Rights Legislation and Rules promulgated thereunder.

C) Nonsegregated Facilities: The FIRM certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM certifies that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The FIRM agrees that a breach of this
certification is a violation of the Equal Opportunity Clause in this certificate. As used in this Certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation for entertainment area, transportation, and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

D) **Affirmative Action Compliance Program:** Unless exempted by regulation and law, the FIRM—if the FIRM has 50 or more employees and if the value of current contracts with the City of Duluth exceeds $50,000—shall prepare and maintain a written affirmative action compliance program that meets the requirement as set forth in 41CFR60.

E) **Non-Compliance:** The FIRM certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause, or other such notification of non-compliance with EEO Laws and Regulations.

F) **Employment Goals - “Construction” Projects:** It shall be the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the on-site workforce will be minority employees and that no less than 7% of the on-site workforce will be female employees. Further, it is the goal of the FIRM if the PROJECT is of a construction nature that in all on-site employment generated that no less than 3% of the work hours generated shall be worked by minority employees and that no less than 7% of the work hours generated shall be worked by female employees.

G) **Subcontractors:** The FIRM will for all its PROJECT subcontractors regardless of tier (unless exempted by law and regulation) that received in excess of $2,500 require that: (1) the subcontractor shall execute an “EEO Statement and Certification” similar in nature to this “Statement and Certification”, (2) said documentation to be maintained on file with the FIRM or subcontractor as may be appropriate.

Executed this ________ day of ________________, 20__ by:

______________________________
Printed name and title

______________________________
Signature

**NOTE:** In addition to the various remedies prescribed for violation of Equal Opportunity Laws, the penalty for false statements is prescribed in 18 U.S.C. 1001.
City of Duluth Purchasing Division

General Specifications

This document is intended to serve the city of Duluth, its Agents and Authorities. Each authority may issue its own purchase order and will be responsible for it. The City of Duluth Authorities are as follows:

1. Duluth Airport Authority
2. Spirit Mountain Recreational Area Authority
3. Duluth Entertainment and Convention Center
4. Duluth Transit Authority
5. Duluth Economic Development Authority
6. Duluth Housing and Redevelopment Authority

The city has a cooperative purchasing agreement with St. Louis county allowing the county to purchase from this bid when requested. St. Louis county will issue and be responsible for its own purchase orders.

10. Qualifications of Bidder

The city may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the city all such information and data for this purpose as the city may request. The city reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the city that such bidder is property qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted.

11. Addenda and Interpretations

Responses to general questions and clarifications of bids may be made at the discretion of the city. However, no interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder orally.

Every request for such interpretation should be in writing and delivered or sent by facsimile to the city purchasing agent or the buyer shown on the bid request, Duluth, Minnesota 55802, and to be given consideration must be received at least five days prior to the date fixed for the opening of bids.

12. Award of Contract - Rejection of Bids

In determining the successful bidder, there will be considered in addition to price (per Ordinance 7050):

A. The ability, capacity and skill of the bidder to perform the contract.
B. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
C. The quality of performance of previous contract.
D. The sufficiency of the financial resources, equipment available and ability of the bidder to perform the contract.

13. Quantities

The city reserves the right to increase or decrease the quantities of items on this bid as required. Any exception to this provision must be noted by the vendor in its bid or proposal.

14. Wages and Salaries

A. Attention of bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage and salary rates specified in the contract documents and the conditions of employment with respect to certain categories and classifications of employees for all "Public Works" type projects estimated to exceed $2,000.

15. Validity of Bids

All bids shall be valid for 60 days from the date of bid opening, unless an other period is noted in bid documents or if an extension is agreed upon, in writing prior to the end of the 60 day period.

16. Facsimile Bids

Facsimile bids are acceptable if bids are received at the designated facsimile number prior to the scheduled bid opening and an original copy of the bid, identical to the "faxed" bid, is received within 48 hours of the bid opening. Facsimile bid deposits are not acceptable. The city shall endeavor to keep bids confidential, but will accept no responsibility for the confidentiality of facsimile bids. All bids or proposals returned by facsimile are understood to incorporate these general specifications.

17. Insurance

All vendors doing work on city property, except vendors making routine deliveries, shall submit an insurance certificate indicating insurance coverage as per current city requirements.

18. Website

city.duluth.mn.us/city/service/purchasing/index.htm