



CITY OF DULUTH INVITATION TO BID

PROJECT NAME/DESCRIPTION: 2016 Manhole Adjustments and Bollard Installation City Wide

BID NUMBER: 16-0153

BID OPENING: May 11, 2016 AT 2:00 PM

PROJECT DESCRIPTION: This project consists of adjusting sanitary and storm manholes throughout the City. Work items include: adjust valve box, concrete encased valve box, reconstruct drainage structure, concrete encased casting collar, manhole frame seals, furnish casting assembly, and traffic control. Additionally, bollards will be installed at various locations throughout the City of Duluth to meet specifications for protecting gas meters.

QUESTIONS: Please submit any questions regarding this project via e-mail to Tim Sanders, Project Engineer 218-730-5066, tsanders@duluthmn.gov. Responses will be provided to all interested bidders as an addendum to this solicitation.

Each bidder must review the 2016 Edition of the City of Duluth Public Works & Utilities Department/Engineering Division "Construction Standards" available on the city website (www.duluthmn.gov) as these Specifications are incorporated by reference and are deemed to be a part hereof this project as if fully incorporated and set forth herein.

The selected contractor will be issued a construction contract (draft attached). Notice to Proceed will be issued once the agreement is fully executed.

Plans and specifications may be obtained at no cost from the City's Purchasing Division website at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>. Hard copies of the plans and specifications may be obtained from the City Engineering Office, Room 211 City Hall, 411 West 1st Street, Duluth, MN 55820 for a nominal fee, payable by check or money order.

Plans and specifications are on file for inspection at the City Engineering Office, Duluth Builders Exchange, Minnesota Builder's Exchange, Wisconsin Builder's Exchange, Blue Book Construction Network, and Meda Construction Connection.

INSTRUCTIONS TO BIDDERS

All bids must be complete, 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 the award where there is a substantial savings to the City, to waive informalities and to reject any and all bids. Bidder must state in their proposal if bid price is based on acceptance of the total order. Do not include sales tax in the unit price. Price may not be the only consideration for bid award. Bids must be firm for a minimum of 60 days.

Sealed bids must be received in Purchasing, Room 100 City Hall, 411 West 1st Street, Duluth, MN 55802 before 2:00 PM local time on the bid opening date specified on the Invitation for Bids. The City Purchasing Agent or her designee will conduct a public bid opening in Room 100 immediately following receipt of the bids. Bid results will be posted online at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> once all bids have been reviewed.

No alternatives to the specification will be considered unless specifically requested. Erasures or other changes to the bid must be initialed and dated.

The following documents must be submitted with your bid:

1. **Bid Bond** - 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 per cent (5%) of the total bid. 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 telephone prior to the scheduled bid opening.
2. **Acknowledgment of Addendum** (if applicable) – any changes to this solicitation will be announced via Addendum. All such Addenda shall become part of the resulting purchase order and/or contract and all bidders shall be bound by such Addenda, whether or not received by the bidders. Acknowledgement of Addenda should be indicated on your bid form by initialing and dating where indicated.
3. **Responsible Contractor** - No construction contract in excess of \$50,000 will be awarded unless the Bidder is a “responsible contractor” as defined in Minnesota Statute §16C.285, subdivision 3. All Bidders submitting a proposal for this project must verify that they meet the minimum criteria specified in the statute by submitting a Responsible Contractor Verification and Certification of Compliance form (attached). The owner or officer of the company must sign the form under oath verifying compliance with each of the minimum criteria. Making a false statement under oath will render the Bidder or subcontractor that makes the false statement ineligible to be awarded a construction project and may result in termination of a contract awarded to a Bidder or subcontractor that submits a false statement. Bidders must obtain verification of compliance from all subcontractors. Bidders must submit signed copies of verifications and certifications of compliance from subcontractors at the City’s request.

Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution. Submitting these documents with your bid will assist in expediting the process.

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 7.
2. **Affidavit of Non-Collusion** – The successful bidder shall be required to execute the attached affidavit stating that he/she has not entered into a collusive agreement with any other person, firm, or corporation in regard to any bid submitted.
3. **Performance & Payment Bonds** – The successful bidder will be required to submit performance and payments bonds in the full amount of the project cost prior to award.
4. **Affirmative Action/EEO** - 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

Disadvantaged Business Enterprises (DBEs) when possible. A current list of certified DBEs is available on the Minnesota Unified Certification website at <http://mnucp.metc.state.mn.us> . Contractor will comply with all applicable Equal Employment Opportunity laws and regulations. Awarded contractor will submit the attached Equal Employment Opportunity (EEO) Affirmative Action Policy Statement & Compliance Certificate.

5. **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.

6. **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. Contractors must submit a signed copy of the exemption form when submitting Payment and Performance Bonds. This form may be found at the following web address: http://www.revenue.state.mn.us/Forms_and_Instructions/sde.pdf

7. **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



Amanda Ashbach
Purchasing Agent

BID FORM

ITEM	PRICE
	\$
	\$
	\$
TOTAL	\$

TOTAL PRICE IN WRITING

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM # _____	DATE _____

Signature _____ Date _____

Name/Title _____

Company Name _____

Address _____

City, State, Zip _____

Tel. _____

If your organization is certified as a disadvantaged business enterprise, please check here -

City of Duluth
Bid # XX-XXXX / Proj # XXXX
[BRIEF DESCRIP]

EXHIBIT A WILL BE ATTACHED HERE