



CITY OF DULUTH INVITATION TO BID

PROJECT NAME/DESCRIPTION: Journeyman High Pressure Pipefitter Services

BID NUMBER: 16-0263

BID OPENING: MONDAY, MARCH 14TH AT 2:00 PM

PROJECT DESCRIPTION: This project is to procure the services of a journeyman high pressure pipefitter meeting all the attached requirements. This will be a contractor –supplied, full time position working at Duluth Energy Systems performing pipefitting work in the steam plant and throughout the steam and hot water distribution systems. Estimated hours are based on having the contractor begin providing services by April 1, 2016 and continue through December 31, 2016.

QUESTIONS: Please submit any questions regarding this project via e-mail to purchasing@duluthmn.gov. Responses will be provided to all interested bidders as an addendum to this solicitation.

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.

Bids may be mailed to the Purchasing Office, City Hall, 411 West 1st Street, Room 100, Duluth, MN 55802 or dropped off in person at the same address.

Bids must be received in Purchasing 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.

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.

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. **Acknowledgment of Addendum** (if applicable) – any changes to this solicitation will be announced via Addendum. Bidders must indicate that they have reviewed any addendum(s) by initialing and dating on the bid form where indicated. Failure to acknowledge addendum(s) may result in your bid being deemed non-responsive.
2. **Required Proof of Certification, Individual and Contractor Licensing, and Applicable Collective Bargaining Agreement** – all of the required documentation listed under the heading “Bid Submission Requirements” on the attached Systems Pipefitter Scope of Work and Bid Requirements must be included with your bid or it will be rejected.

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. **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.

2. **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.

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

CITY OF DULUTH

A handwritten signature in black ink, appearing to read "Amanda Ashbach". The signature is fluid and cursive, with the first name being more prominent.

Amanda Ashbach
Purchasing Agent

BID #16-0263
PROJECT: Journeyman High Pressure Pipefitter Services
BID FORM ****

ITEM	RATE PER HR	EXTENDED PRICE
1700 hours at straight time rates (estimated)	\$	\$
40 hours at overtime rates (estimated)	\$	\$
Fee to maintain equipped truck onsite Mon-Fri 0700 to 1530 (1700 hours estimated)	\$	\$
20 hours welding machine actual usage (estimated), if additional	\$	\$
100 hours welding truck actual usage (estimated), if additional		
TOTAL		\$

TOTAL PRICE IN WRITING

****** IN ADDITION, PLEASE ATTACH A COPY OF YOUR CURRENT RATE SHEET.**

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM # INITIAL/DATE

ADDENDUM # INITIAL/DATE

ADDENDUM # INITIAL/DATE

Signature _____ Date _____

Name/Title _____

Company Name _____

Address _____

City, State, Zip _____

Tel. _____ E-Mail _____



Systems Pipefitter Scope of Work and Bid Requirements

A. General Information:

1. Full time position working at Duluth Energy Systems performing pipefitting work in the steam plant and throughout the steam and hot water distribution systems.
2. Normal work hours are Monday – Friday, 7:00 am- 3:30 pm. Some Overtime may be required
3. Manager: Duluth Energy Systems Distribution Engineer
4. Direct Supervisor: Distribution Crew Foreman (represented by International Union of Operating Engineers Local 70)
5. The pipefitter will be required to comply with DES employee and safety polices and will attend DES safety training.

B. Required Qualifications:

1. Journeyman high pressure pipefitter with Contractor Piping License (working under the contractor's High Pressure Piping Business License).
2. SMAW 6G weld certification on thin wall pipe. Certification shall be in accordance with ASME BPV Section IX and completed after March 1, 2015. Welding test coupons shall have been examined by radiography and results included in bid submission.
3. Valid driver's license.
4. Physical ability to access piping vaults through manholes.

Required Skills and Experience:

1. Experience welding in-service steam piping systems (which may not be totally drained of condensate).
2. Experience with commercial steam heating systems.
3. Ability to work from engineering drawings and/or to provide information required to produce engineering drawings.
4. Ability to aid in preparation of cost estimates.
5. Steam system troubleshooting including pressure reducing stations and steam traps.

Contract Terms:

1. Individual will report to the Duluth Steam plant and wear a Duluth Steam uniform but will remain an employee of the providing contractor.
2. Pipefitter will be required to join and pay dues to International Union of Operating Engineers (IUOE Local 70).
3. Employee pay and benefits will be the responsibility of the contractor.
4. Contractor will be responsible for providing a qualified replacement pipefitter to substitute for employee assigned to DES under this contract during planned absences (e.g. vacation, jury duty, military reserve duty).
5. Contractor will invoice DES on a weekly basis and provide a copy of employee's timesheet and any other charges.

Bid Submission Requirements

1. Provide fully burdened Straight Time and Overtime man-hour rates to include any miscellaneous fees for consumables, Personal Protective Equipment (PPE), etc.
2. Provide the hourly rate to maintain a truck (or a truck and trailer) equipped with welding machine, Oxy-Acetylene rig and other equipment required to perform the tasks described above at the DES plant Monday – Friday 0700-1530 for use by bidder's employee (and any additional hourly fee when truck and welding equipment is actually in use).
3. Provide thin wall pipe SMAW 6G welding certification documentation.
4. Provide documentation of individual Contractor Piping License and contractor's High Pressure Piping Business License.
5. Include copy of (or link to) applicable collective bargaining agreement (with wage info redacted if desired).

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 of materials, supplies, 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;
- 4) That a family relationship between a City of Duluth employee and bidder/proposer are in non-collusion; and
- 5) 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 Federal Identification Number _____

**EQUAL EMPLOYMENT OPPORTUNITY EEO AFFIRMATIVE ACTION
POLICY STATEMENT & COMPLIANCE CERTIFICATE**

TO: City of Duluth, MN PROJECT NUMBER & DESCRIPTION _____

FROM: _____

(Vendor'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.