



City of Duluth  
Purchasing Division  
411 W. 1<sup>st</sup> St., Room 100  
Duluth, MN 55802  
(218) 730-5340

\*\*\*\*\***ADVERTISEMENT FOR BIDS**\*\*\*\*\*

**BIDS DUE APRIL 25, 2018 AT 2:00 PM LOCAL**

**BID NO. 18-04AA      INSTALLATION OF BUILDING HOT WATER CONVERSION SYSTEMS - PHASE 1,  
SCOPE A**

The City of Duluth, Minnesota, requests sealed bids for the installation of owner furnished, packaged hot water energy transfer systems. Contractor to provide all labor, as well as all ancillary equipment and materials unless otherwise specified. See Section 00 00 90 Summary of Work for details.

All cost for preparation of the Bid proposal is the sole responsibility of the Bidder. Please see the drawings and specifications for more information. Bids must be held firm for a minimum of 90 days. Bidders must provide a complete Index of Submittals and a proposed equipment supply schedule as part of their bid.

A **MANDATORY** pre-bid/walk-through will be conducted on **TUESDAY, APRIL 10, 2018 at 9:00 AM** in Room 106A of City Hall, 411 West 1<sup>st</sup> St., Duluth, MN. All interested bidders must attend. All questions must be submitted in writing to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov) no later than April 13, 2018. Answers to submitted questions will be provided via addendum.

All bids shall include all applicable taxes, licenses, fees, permits, shipping and related expenses.

The Contractor shall deliver all of the Work of this contract DAP (Delivered at Place) transportation to the Job Site, Duluth, MN.

Whenever a material, article or piece of equipment is identified on the Drawings or in the Specifications by reference to manufacturers' or vendors' names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, any substitutions shall be approved by the Engineer prior to bidding. Requests for approval of alternates must be submitted by April 13, 2018.

Voluntary Alternate proposals for alternative system configurations or substitutions for materials and equipment will be considered and be evaluated if the Base Bid is consistent with the proposal request and includes specified materials and equipment. Voluntary Alternates shall include a complete description of the proposed change, the cost savings or advantages, the name of proposed equipment, drawings, cuts, performance and test data and any other data or information necessary for a complete evaluation. A Contractor submitting alternates shall also promptly submit additional data if requested by the Owner or Engineer.

Bids may be submitted electronically through Bid Express® at [www.bidexpress.com](http://www.bidexpress.com) until 2:00 p.m. local time on Wednesday, April 25, 2018. Electronic bids are preferred; suppliers wishing to submit a paper bid **MUST** contact the purchasing office. **E-MAIL BIDS WILL NOT BE ACCEPTED.** The City Purchasing Agent will conduct a public bid opening in City Hall, Room 100, immediately after the deadline for receiving bids.

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 must be submitted with the bid. Electronic bid surety can be submitted using Surety 2000 or InSure Vision Technologies, LLC. Paper bid surety must be received by the purchasing division prior to the bid opening. Please clearly mark the envelope with the name of the bidder and the bid number. Bids may be withdrawn without forfeiture of surety if the request to withdraw is submitted by the Bidder and received at the Purchasing Office in writing or by e-mail prior to the scheduled bid opening.

The awarded contractor will be required to sign the city standard construction contract, provide proof of insurance meeting the requirements in Section 7 of the contract, and provide performance and payment bonds in the full amount of the contract. Performance and payment bonds must be on the city standard forms.

Not less than prevailing wages as included in the specifications and provisions must be paid on this project. A Project Labor Agreement (PLA) will be required for all projects over \$150,000.

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 when possible. Contractor will comply with all applicable Equal Employment Opportunity laws and regulations.

Questions pertaining to this project should be emailed to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov).

Specifications may be viewed and downloaded at no cost at [www.bidexpress.com](http://www.bidexpress.com). Bidders must create a free account with Bid Express®; and login to search for city projects (search by "City of Duluth" or bid number). Bidders will be required to create an Info Tech Digital ID in order to bid, which can take up to five (5) business days to process. Please allow ample time to obtain your digital id prior to the bid deadline. Bid Express® does charge a nominal fee for bid submission. More information can be found at [https://www.bidexpress.com/vendor\\_resources](https://www.bidexpress.com/vendor_resources)

The City of Duluth reserves the right to waive informalities and to reject any or all bids.

Amanda Ashbach  
City Purchasing Agent