



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

******* ADVERTISEMENT FOR BIDS*******
BIDS DUE WEDNESDAY, NOVEMBER 29, 2017 AT 2:00 PM
BID NO. 18-0027 STEEL GATE VALVES

The City of Duluth, Minnesota, requests sealed bids for **STEEL GATE VALVES FOR THE DULUTH GAS SYSTEM**. Valves must be manufactured by Kerotest. Please see the attached specifications for more information.

Questions pertaining to this bid should be emailed to purchasing@duluthmn.gov.

INSTRUCTIONS TO BIDDERS

By submitting a bid, Bidders are acknowledging that they have read the City of Duluth General Bid Specifications, which are included in this bid package.

Sealed bids must be received in Purchasing before 2:00 PM local time on the bid opening date specified above. The City Purchasing Agent or her designee will conduct a public bid opening in Room 100 immediately following receipt of the bids.

No alternatives to the specification will be considered unless specifically requested.

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.

The following documents must be submitted with your bid:

1. Acknowledgment of Addendum – 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. 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.

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



GENERAL BID SPECIFICATIONS

Purchasing Division
100 City Hall, 411 W. 1st Street
Duluth, MN 55802-1189
TEL. 218-730-5340
purchasing@duluthmn.gov

1. **General.** This document covers bids requested by the City of Duluth ("City"), including those requested on behalf of its Agents and Authorities. Each authority may issue their own purchase order or contract and will be responsible for it. The City of Duluth Authorities are as follows:
 - a. Duluth Airport Authority
 - b. Spirit Mountain Recreational Area Authority
 - c. Duluth Entertainment and Convention Center
 - d. Duluth Transit Authority
 - e. Duluth Economic Development Authority
 - f. Duluth Housing and Redevelopment Authority
2. **Investigation by Bidders.** Bidders are responsible for thoroughly reading and understanding the information, instructions, and specifications contained in this Invitation for Bids, and for investigating the site conditions at the Project location(s), if applicable. At the time of the opening of bids, each bidder will be presumed to have read and to be thoroughly familiar with the plans, specifications and contract documents (including all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve the bidder from any obligation in respect to their bid.
3. **Bidder Questions.** Responses to general questions regarding the Invitation for Bids may be made at the discretion of the City. Every request for such interpretation should be in writing and delivered via e-mail or postal mail to the Purchasing Division before the deadline indicated on the Invitation for Bids, or if no deadline is specified, at least five (5) days prior to the scheduled bid opening. Responses will be issued in writing in the form of an Addenda or e-mail to prospective bidders.
4. **Changes, Corrections & Withdrawal of Bids.** Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included on the bid form by the bidder.

Bidders may make requests to withdraw/replace their bids by notifying the Purchasing Division in writing prior to the bid opening.
5. **Unit Pricing.** If the total bid price is based on unit pricing, the City will verify the extended bid price for each item (obtained by multiplying the unit bid price by the bid item quantity). If any item is incorrectly calculated, the City will use the unit bid price to recalculate the extended item price and the total bid price.
6. **Sales Tax.** The City has a sales tax exemption certificate, which will be provided upon request.
7. **Bid Submission.** 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 by Purchasing before 2:00 PM local time on the date specified. Bids will not be accepted via e-mail unless specifically stated in the Invitation for Bids.
8. **Non-Collusion Clause.** By submitting a bid, the bidder, their agent and/or employee(s) hereby affirm 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 for Bids, designed to limit independent bidding or competition
9. **Award.** Award, if made, will be to the responsible bidder submitting the lowest bid which complies with the conditions of the Invitation for Bids and specifications. A bid summary will be posted on the City website immediately following the bid opening. Awards for construction services and parts /supplies over \$100,000 must be approved by City Council.
10. **Bidder Qualifications.** Per Sec 41.23(e) of Duluth City Code, price may not be the only consideration for award. The City will make such investigations as deemed necessary to determine the ability, capacity and skill of the bidder to perform the work and perform it in the time specified without delay or interference, the reputation and experience of the bidder, the quality of the bidder's performance of previous contracts or services, and the sufficiency of the financial resources, equipment available and ability of the bidder to perform the contract. Bidders shall furnish to the City all such information and data for this purpose, when requested.

Minnesota law requires that, in order to transact business in the State, including submitting a response to this request for bids/proposals, a corporate entity of any kind must either be organized under Minnesota law or have a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota (M.S. 303.03) By submitting this bid/proposal as a corporation, you are certifying that the responding corporation complies with this requirement.
11. **Bid Opening.** The City Purchasing Agent or her designee will conduct a public bid opening in Room 100 immediately following receipt of the bids. Results will be posted online at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/> once all bids have been reviewed.
12. **Rejection of Bids.** The City of Duluth reserves the right to reject any and all bids and to waive any informalities or irregularities in bids received whenever such rejection or waiver is in its best interests.

The City reserves the right to reject any bid if the evidence obtained by the City through such investigation fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work as required by the plans and specifications.
13. **Liquidated Damages for Failure to Enter into Contract.** The successful bidder, upon their failure or refusal to accept a purchase order or execute and deliver the contract, proof of insurance and bonds required within 10 days after receipt of a notice of the acceptance of their bid, shall forfeit to the City, as liquidated damages for such failure or refusal, the security deposited with their bid (if required).
14. **Equal Employment Opportunity.** Contractor will be required to comply with all applicable Equal Employment Opportunity (EEO) laws and regulations. Affirmative action must be taken to insure that the employees and applicants for employment are not discriminated against because of their race, color, creed, sex or national origin. The City of Duluth is an equal opportunity employer.
15. **Quantities.** The City reserves the right to increase or decrease the quantities of items within reason, unless otherwise noted.
16. **Prevailing Wages.** Per Sec 2-26 of Duluth City Code, 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 is required for all "Public Works" type projects estimated to exceed \$2,000. This does not apply to off-site production and manufacturing of parts and supplies.
17. **Validity of Bids.** All bids must remain firm for 60 days from the date of bid opening, unless another period is noted in bid documents or if an extension is agreed upon, in writing prior to the end of the 60-day period.
18. **Insurance.** All vendors doing work on City property, except vendors making routine deliveries, shall submit an insurance certificate verifying insurance coverage as per current city requirements.
19. **Reports.** Contractors will be required to provide all data required by the city, state or federal funding source(s) for reporting purposes; including, but not limited to job creation and retention data, itemized invoices, payroll records, certifications and licenses.

BID FORM
BID # 18-0027
STEEL GATE VALVES

| LINE # | QTY | UNIT | Description | Unit \$ | Extended |
|--------|-----|------|--|---------|----------|
| 1 | 1 | EA | VALVE, 6" GATE KEROTEST EV-11 WELD END EPOXY COATED | | \$ |
| 2 | 1 | EA | VALVE, 6" GATE KEROTEST M-1 FLANGED RAISED FACE | | \$ |
| 3 | 4 | EA | VALVE, 10" GATE, KEROTEST EV-11 FLANGED RAISED FACE | | \$ |
| 4 | 2 | EA | VALVE, 12" GATE KEROTEST EV-11, FLANGED RAISED FACE | | \$ |
| 5 | 2 | EA | VALVE, 12" GATE KEROTEST EV-11 WELD END EPOXY COATED | | \$ |

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM # INITIAL/DATE
ADDENDUM # INITIAL/DATE

Signature _____ Date _____

Name/Title _____

Company Name _____

Address _____

City, State, Zip _____

Tel. _____ E-Mail _____

If your organization is certified as a Disadvantaged Business Enterprise, please check here:

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 _____

GAS OPERATION & MAINTENANCE MANUAL

SECTION 14: MATERIAL REQUIREMENTS FOR HP GAS PIPELINES

14.04 Valves

14.04.01 Steel Gate Valves

Valve shall be a non-lubricating full port, steel body valve with a single disc which, when closing, results in a wedging action against the double seats, or compression of an elastomer against the seating area. Valve shall have a non-rising stainless steel stem, and the following features:

| | |
|------------------|--|
| Pressure Rating: | 285 WOG |
| Ends: | 150# ANSI Flat or Raised Face Flanges (as specified) |
| Operator: | 2" Square and open Counter-clockwise |
| Coating: | "Scotchkote" #306 resin - 9 mils min. |

Each valve shall have attached label indicating brand name or manufacturer, model number, pressure rating, and standard by which it was manufactured, such as API #, MSS-SP#, ANSI#, etc.

Valve shall be manufactured by Kerotest and be either Model M-1 Flanged End (1F2) or Model EV-11. Other valves may be used with the written approval of the Engineer.

When specified, locking devices (not including the lock) shall be provided by the valve manufacturer and shall consist of a two-part unit, a cap and a swivel nut which fits onto the stem and over the operating nut. Device shall be equal or similar to Kerotest's Model 1 Locking Device.