



**Purchasing Division**  
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## **BID ADVERTISEMENT**

### **ROOF REPLACEMENT AT MORGAN PARK'S COMMUNITY CENTER (PHASE 1)**

**BID NUMBER:** 18-0173E

**BID OPENING:** Thursday, Sept. 13, 2018, 2:00 PM

**PROJECT DESCRIPTION:** Phase 1 – Roof and clerestory window replacement at Morgan Park's Good Fellowship Community Center. Please note that while the plans and specs are for both phase 1 and phase 2, THE CITY IS ONLY SOLICITING BIDS FOR PHASE 1 AT THIS TIME. DO NOT INCLUDE ANY PRICING FOR PHASE 2.

**PRE-BID MEETING:** A pre-bid meeting will be held Thursday, September 6 at 11:00 am at the community center, 1242 88<sup>th</sup> Ave W., Duluth, MN. All interested bidders are strongly encouraged to attend.

**QUESTIONS:** Please submit any questions regarding this project via e-mail to [purchasing@duluthmn.gov](mailto:purchasing@duluthmn.gov). Responses will be issued as an addendum to this solicitation.

The selected contractor will be issued a construction contract (draft included in the Standard City Contracting Forms in the BidExpress solicitation). Notice to Proceed will be issued once the agreement is fully executed.

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).

Proposal forms, contract documents, plans and specifications may also be on file at the following offices: Duluth Builder's Exchange, Minnesota Builder's Exchange, BXWI-Fox Valley Plan Room, and Blue Book Building and Construction Network.

## **INSTRUCTIONS TO BIDDERS**

Bids may be submitted electronically through Bid Express® at [www.bidexpress.com](http://www.bidexpress.com) until 2:00 p.m. local time on the bid opening date. Electronic bids are preferred; suppliers wishing to submit a paper bid must contact the purchasing office. **E-MAIL BIDS OR BONDS WILL NOT BE ACCEPTED.** The City Purchasing Agent will conduct a public bid opening in City Hall, Room 120, immediately after the deadline for receiving bids.

No alternatives to the specification will be considered unless specifically requested. Erasures or other changes to the bid must be initialed and dated, however no special conditions shall be made or included in the bid form by the bidder.

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. Price may not be the only consideration for bid award.

Bids must be firm for a minimum of 60 days.

**Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution.**

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. **Performance & Payment Bonds** – The awarded contractor will be required to submit performance and payments bonds in the full amount of the project cost prior to award.
3. **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.
4. **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. Submit a signed copy of the signed exemption form when submitting Payment and Performance Bonds. This form may be found at: [http://www.revenue.state.mn.us/Forms\\_and\\_Instructions/sde.pdf](http://www.revenue.state.mn.us/Forms_and_Instructions/sde.pdf)
5. **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