

September 6, 2019

**City of Duluth
Salt Shed at 40th West Toolhouse
Bid #19-0561**

Bid Opening Date: Thursday, September 12, 2:00 PM

NOTICE TO BIDDERS

The following addendum shall be appended to and shall become a part of the plans and specifications for the Salt Shed at 40th West Toolhouse, Duluth, Minnesota

This addendum supersedes and supplants all previous reference to similar items.

RW FERN ASSOCIATES INC.

ADDENDUM #1

- 1) Attached to this addendum is a Geotechnical Report prepared by EPC Engineering & Testing dated August 3, 2019.
- 2) Attached to this addendum are the forms required to submit a paper bid. All bidders are responsible for reviewing all information available on the Bid Express solicitation. Only the forms required for submission are included in the paper bid package.
- 3) The pre-bid meeting sign-in sheet is attached to this addendum.
- 4) Span Tech Fabric Building Systems has been approved as an equal manufacturer.
- 5) Existing earth pile on site will be removed by City prior to start of construction.
- 6) Excess soil displaced by new construction is to be removed by contractor.
- 7) Specification Section 13 34 00, Part 2, Paragraph 2.1.B.
Language is modified as follows: Equal Manufacturer must provide the information necessary to confirm compliance with specifications and plans and be approved by addendum a minimum of 7 days prior to bid opening.
- 8) Plan Sheet C5.0, Specification Section 02 41 16
Delete reference to existing building demolition.
Existing building including foundations will be removed and disposed of by City.
- 9) Sheet S2.1
Finished surface between T=panels at perimeter and adjacent pavement section (at piers), approximately 2'-2" wide is to match adjacent pavement section shown on Details 1/C2.0 and 2/C2.0.
- 10) Community Benefits Best Efforts Plan
Questions asked about the community benefits plan are answered in red text below. For more information, please visit <https://duluthmn.gov/purchasing/forms/> as the entire process, program specifications, and policy summary are provided.

1. Section 4 of the Instructions to Bidders indicates that a Community Benefits Best Efforts Plan will be required. Please clarify the following questions related to the Community Benefits Best Efforts Plan requirement.
 - a. If awarded, will the contractor be able to submit its own good faith efforts plan for approval and written agreement by the City instead of using the Best Efforts Planning Template included on Bid Express? **Yes, contractors would discuss and review with Workforce Development.**
 - b. The Community Benefits Monthly Reporting Form has a column to check whether the worker is a “Disadvantaged Worker.”
 - i. What is the definition of “Disadvantaged Worker”? **A Disadvantaged Worker is an individual with one or more of the following characteristics:**
 - Woman;
 - Person of color;
 - Is currently homeless;
 - Has received public assistance of any kind within the last 12 months;
 - Has a criminal record of conviction;
 - Is currently in, or has been emancipated from, the public foster care system;
 - Is a disadvantaged or at-risk youth, as defined by the Workforce Investment and Opportunity Act (WIOA), between the ages of 18 and 24;
 - Has a disability, including disabled veterans;
 - Has a household income below 200% of Federal Poverty Level.
 - ii. Does the City have a questionnaire to provide to Workers to disclose “socially disadvantaged” characteristics? If not, are Contractors expected to develop a reporting form? **The Self-Attestation Form is attached. Contractors are also welcome to use their own form if they prefer.**
 - iii. Does the City acknowledge that disclosure of these “socially disadvantaged” characteristics by Workers is voluntary under federal and state human resource laws? **Yes, this is listed on the form.**
 - iv. What happens if an employee/worker exercises their legal right not to answer whether they are “disadvantaged”? **Then that worker will not count towards the reporting goal.**
 - v. How will the contractor be able to show compliance with the Best Efforts Plan if none of the employees/workers self-attest that they are “disadvantaged”? **There are many ways a contractor can demonstrate Best Efforts. Contractor may also suggest other actions they take to support hiring and retention of women, people of color, and disadvantaged workers. Here are some examples of how Best Effort may be demonstrated, which would be included in the Plan:**
 1. To participate in local job fairs and hiring events, including those at high schools, the City’s Workforce Center and Lake Superior College.
 2. To proactively work with the Workforce Development Department and with unions with which they have agreements to sponsor new Eligible Workers into such union’s apprenticeship programs.

3. To proactively work with Native American tribes and appropriate community organizations to recruit Eligible Workers.
 4. To support and actively participate in apprenticeship exploration programs and other construction career training opportunities.
 5. To require the Contractor's Subcontractors to join with and cooperate fully with Contractor in the implementation of the Contractor's Best Efforts Plan.
 6. To take such other actions as is reasonably agreed between Contractor and the Workforce Development Division that will encourage participation of Eligible Workers in the Construction of Projects, while not adding cost to the Project.
 7. To take, and to require its Subcontractors to take appropriate corrective action when notified by the Workforce Development Division that its Program efforts have failed to meet the Best Efforts requirements of the Program.
- c. Referring to Sec. III.A.6 of the CBP Contract Specification, if a Contractor or Subcontractor determines that encouraging participation of Eligible Workers adds to the cost of a project, what is the appropriate course of action? **The purpose of the Community Benefits Program is to assist contractors in meeting their workforce needs while also attaining goals set by the City. There should be little or no additional cost for compliance, and may even result in savings from adequate and timely staffing and lower turnover. If there are elements of compliance that the contractor feels are a burden that would result in higher project costs or project delays, this should be addressed in conversation with the Workforce Development and/or Purchasing department before project commencement to determine a solution agreeable to both parties.**
 - d. Sec.III.A.7 of the CBP Program Specification refers to the Prime Contractor advising subcontractors "to take appropriate corrective action when notified by the Workforce Development Division..." when appropriate. Will the Prime Contractor be held responsible for non-compliance by any subcontractors? **The contractor is responsible for ensuring their subcontractors are in compliance with all project requirements, including community benefits.**
 - e. The Community Benefits Reporting Process Map indicates that after submitting a final project report to Duluth Workforce Development within 60 days of project completion, the Contractor will be notified of the final Best Efforts Determination. What objective criteria will be used by Duluth Workforce Development to provide a final Best Efforts Determination to the Contractor? **The Best Efforts standard to which the contractor will be held is outlined in the Plan agreed to before project commencement.**
 - i. In order to comply, is the Contractor(s) required to submit certified payrolls? **Contractors have to submit certified payrolls for all city work – whether CB covered or not. To report on progress toward the community benefit goal, Contractors submit a simple monthly report using the attached form. If a contractor uses project management software (such as LCP Tracker), they may submit the report generated from the software in place of the City's form, as long as the report format is approved before project commencement.**
 - ii. What happens – and who tracks – if a disadvantaged worker has a change in status? Does a Contractor(s) have to re-submit paperwork every time this happens? **Once someone is certified under a particular status for a project, that person counts as an Eligible Worker even if their**

status changes (for example, they were low-income at project start but are no longer because they are working). Our priority is for disadvantaged workers to not just gain employment, but retain and advance in their construction career. In cases where the same Eligible Worker works on several projects covered by Community Benefits over the years, the Contractor may be asked to re-certify status after 12 months for characteristics that change (i.e. homeless, public benefits recipient, low-income). The majority of Eligible Workers will be certified for a status that does not change (race, gender) so this will likely not be a substantial concern.

Bidders must acknowledge this addendum by checking the appropriate box within the Bid Express solicitation, or initialing and dating Addendum 1 on the paper bid form.

END OF ADDENDUM

Attachments: Geotechnical Report dated August 3, 2019
Paper Bid Forms
Pre-bid Meeting Sign-In Sheet
Community Benefits Self Attestation Form
Community Benefits Monthly Reporting Form

EPC Engineering & Testing**Geotechnical • Environmental • Materials Engineering**539 Garfield Avenue
Duluth, Minnesota 55802(218) 727-1239
(218) 727-1248 faxAugust 3, 2019
EPC # 19G1368City of Duluth – Prop. & Fac. Mgmt – Maint & Ops.
1532 West Michigan St.
Duluth, MN 55806

Attn: Mr. Joe Miller

Re: Subsurface Investigation – Geotechnical Report
40th Avenue West Salt Shed Improvements

Dear Mr. Miller:

This letter report is in regard to the five(5) soil borings performed by EPC on June 4, 5 and 20, 2019. All work was performed at the direction of yourself, according to EPC proposal dated May 14, 2019. The borings were staked and numbered in the field by EPC. Final boring locations and boring surface elevations were surveyed by others, as indicated on the Site Plan in the appendix. Borings were performed with EPC's CME 55 rubber track mounted drill rig. Standard penetration tests were performed with a hammer calibrated to N79.

Generally speaking, soils consisted of about 5 to 20-feet of sandy and clayey fill, over 5 to 15-feet of fat clay, over about 25-feet of clayey-silty sand / sand with silt (Boring 5 only), all over deeper fat clay (Boring 5 only). Boring 5 was terminated at 52-feet below existing grade (BEG). The other four borings were terminated at 20 to 28-feet BEG, as requested, with only one other boring (Boring 3) reaching the deeper sandy layer at 26-feet BEG. Some of the fill soils were very loose / very soft and highly organic.

Water was observed during the relatively short drilling process in three of the borings from 4 to 11.5-feet BEG (elevation range 626.5 to 610.5). Please refer to the table below and the boring logs in the appendix for details.

Boring Number SB-19-__	Surface Elevation (ft)	Depth/Elevation to Bottom of Sandy / Clayey FILL (ft)	Depth/Elevation to Bottom of Native Clay / Boring (ft)	Depth/Elevation to Bottom of Medium Dense Native Sandy Soil / Boring (ft)	Depth/Elevation to Observed Water (ft)
1	630.60	6.0 / 624.6	20 / 610.6	N/A	4.0
2	630.50	8.0 / 622.5	21 / 609.5	N/A	N/A
3	629.53	22 / 607.53	26 / 603.5	28 / 601.5	4.0 / 10 / 10.5
4	629.03	12 / 617.0	21 / 608	N/A	11.5
5	629.68	10 / 619.7	20 / 609.7	48 / 581.7	None to 15-feet

* Indicates boring terminated in 2-feet of Fat Clay soil.

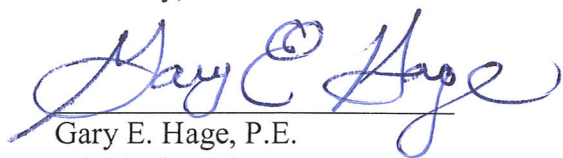
Based on the relatively deep fill, some of which is very loose and very soft and highly organic, foundation options, pending building location, include standard spread footings and bituminous pavement slab supported on Geopier® improved soils, or driven piles (or other deep foundation). For this report only Geopier® and pipe piles are being considered, as follows:

- 1) Geopier® reinforced soils are acceptable for this site. See Ground Improvement Engineering letter dated July 24, 2019, attached to this report.
- 2) Driven Steel Pipe Piles: For 12-inch diameter steel pipe piles driven into the medium dense soils at 37-feet at Boring 5, the net allowable bearing capacity is estimated at 15-tons. Additional recommendations are required for a pile foundation.

This report completes EPC's work on this project to date. We must caution you that this report, prepared for soils classification and depth information, and foundations options only, is not a complete geotechnical engineering report. EPC cannot be responsible for possible misinterpretation of the contents of the boring logs, or the strengths of the soils described in them. Soil samples from this project will be saved for two months from the date of this report unless EPC is directed in writing to do otherwise.

We would like to thank you for allowing EPC to be of service to you on this project. If you have any questions or comments, please call us at (218) 727-1239 (w) or (218) 341-4536 (c).

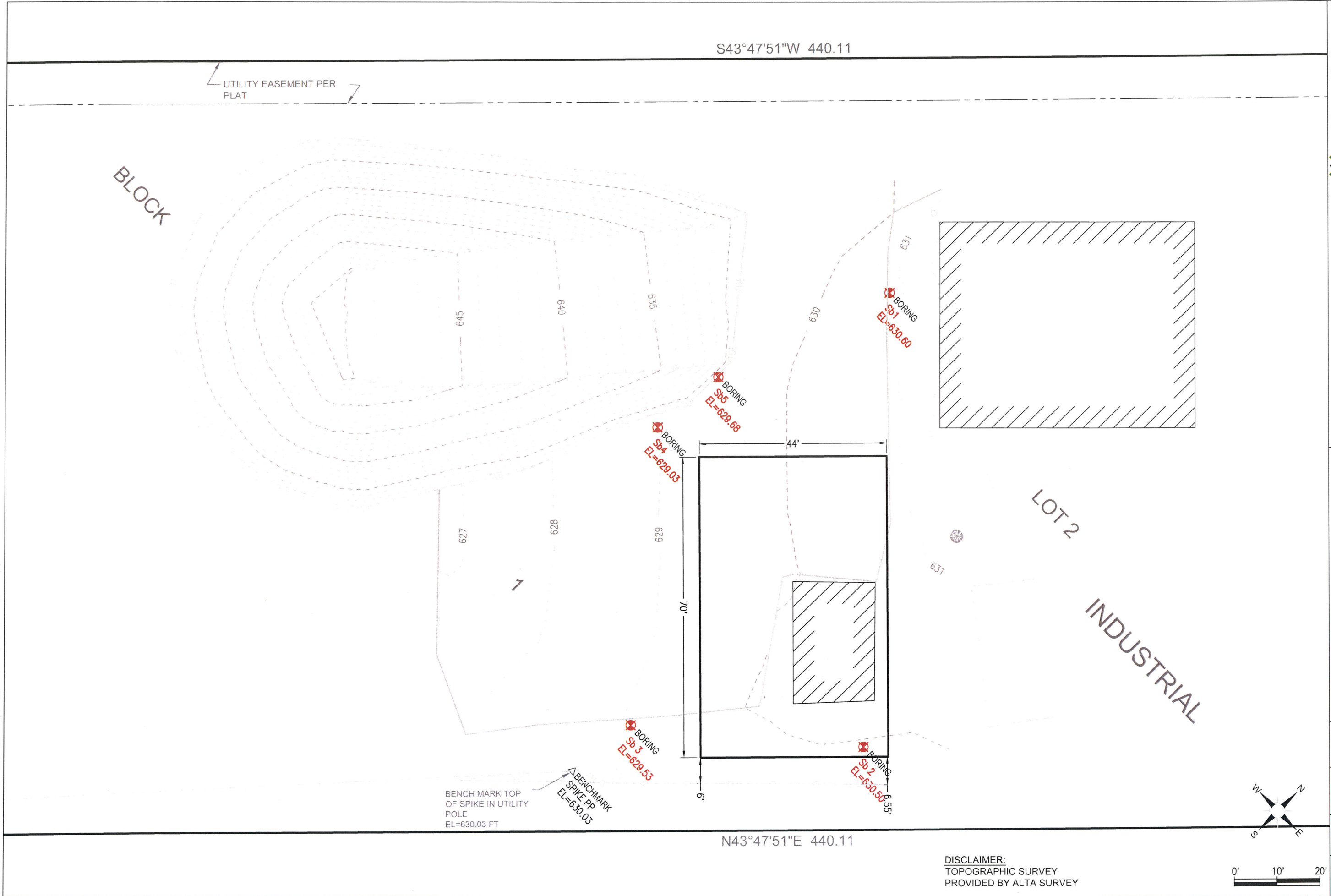
Sincerely,

A handwritten signature in blue ink, reading "Gary E. Hage". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Gary E. Hage, P.E.
Principal Engineer

C: Bob Fern, Tom DesMarais and Jon Aamodt

Enclosures: Site Plan, Boring Logs, Boring Cross-section, Geopier Report and Pile Capacity Graph



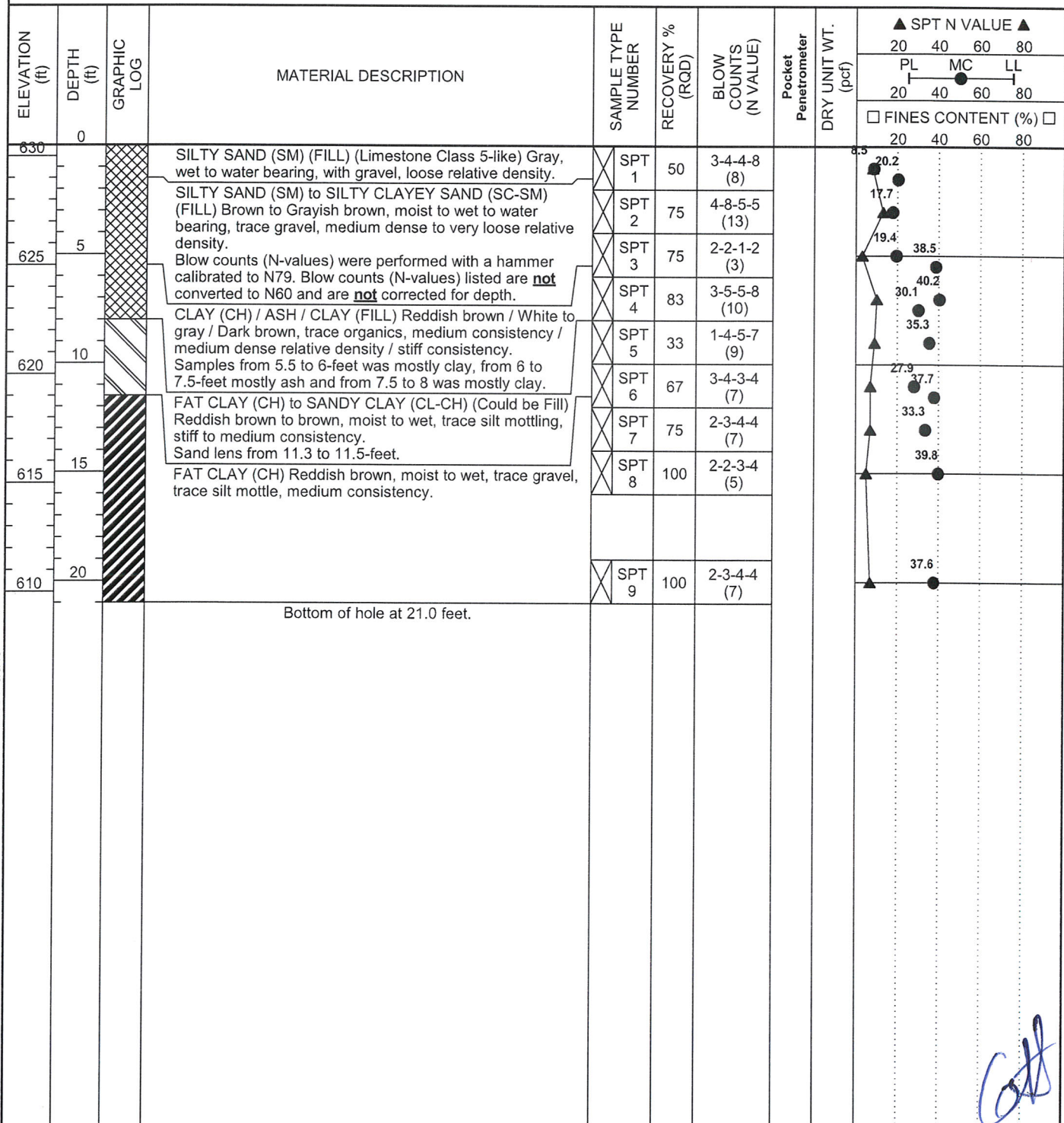
[Handwritten signature]

CLIENT City of Duluth - Property & Facilities Management **PROJECT NAME** Proposed Salt Shed
PROJECT NUMBER 19G1368 **PROJECT LOCATION** 40th Avenue West
DATE STARTED 6/4/19 **COMPLETED** 6/4/19 **GROUND ELEVATION** 630.6 ft **HOLE SIZE** 7-inch
DRILLING CONTRACTOR EPC Engineering & Testing **GROUND WATER LEVELS:**
DRILLING METHOD CME 55 Rubber Track w/ HSA & SPT Calibrated to N79 **AT TIME OF DRILLING** 4.0 ft / Elev 626.6 ft
LOGGED BY JT **CHECKED BY** GH **AT END OF DRILLING** ---
NOTES --- **AFTER DRILLING** ---

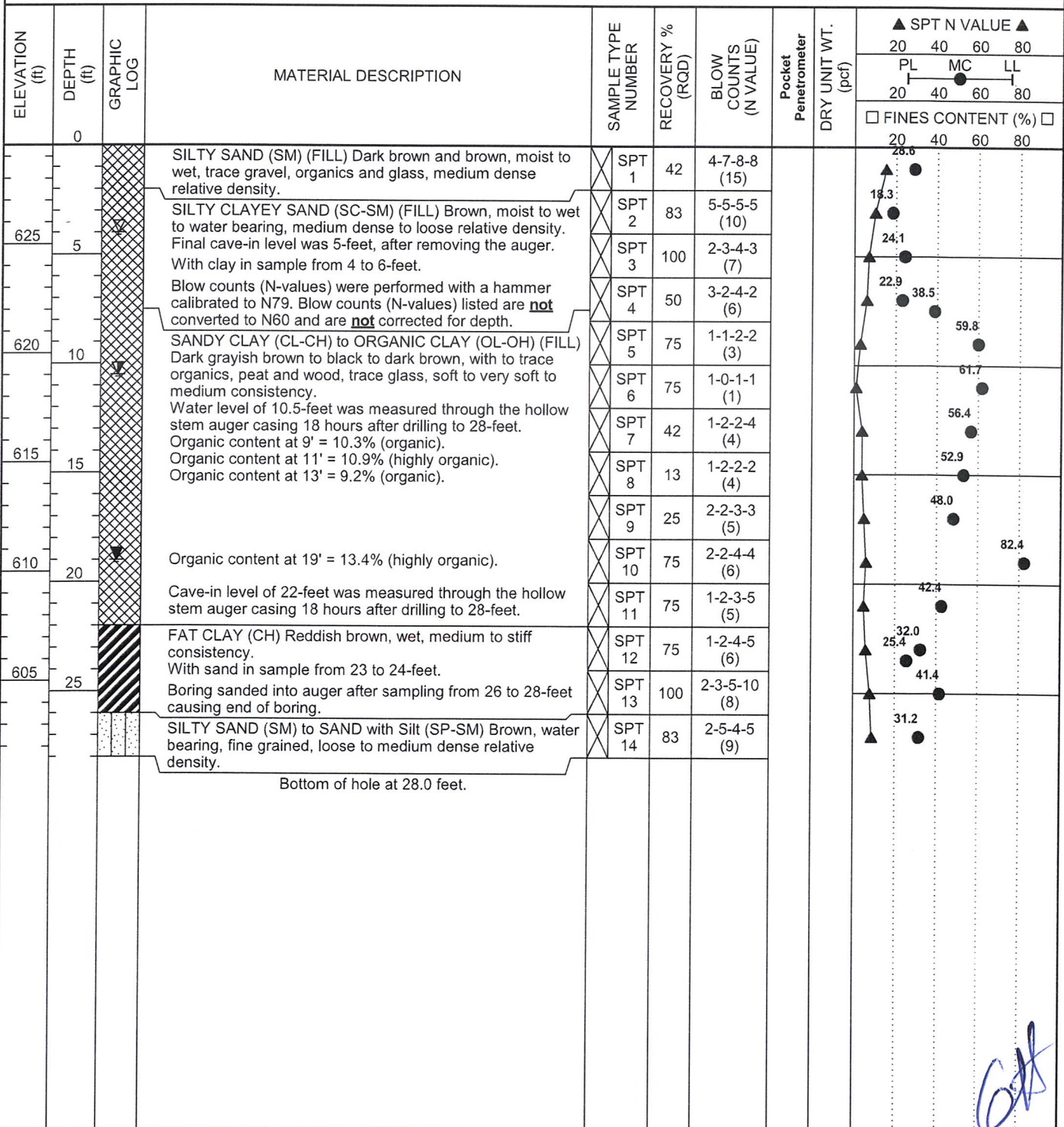
ELEVATION (ft)	DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	Pocket Penetrometer	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲ 20 40 60 80 PL MC LL 20 40 60 80 □ FINES CONTENT (%) □ 20 40 60 80
630	0		2-inches Bituminous Pavement	SPT 1	100	8-9-11-8 (20)			13.3
			SILTY CLAYEY SAND (SC-SM) (FILL) Brown, moist to wet to water bearing, trace gravel, medium dense to loose relative density. Blow counts (N-values) were performed with a hammer calibrated to N79. Blow counts (N-values) listed are not converted to N60 and are not corrected for depth.	SPT 2	58	4-5-3-3 (8)			20.7
625	5			SPT 3	75	2-2-2-2 (4)			16.5
			FAT CLAY (CH) Reddish brown, wet, trace gravel, medium consistency.	SPT 4	100	1-3-3-5 (6)	1.7	80	38.4
			Unconfined compressive strength at 9' = 1760 psf.	ST 5	100		1.6	75	44.8
620	10			SPT 6	100	1-2-3-3 (5)	1.2	72	48.2
				SPT 7	100	1-2-2-3 (4)	1.1	71	51.6
			Unconfined compressive strength at 14.5' = 1500 psf.	ST 8	100		1.6	72	49.2
615	15		Unconfined compressive strength at 15.5' = 1830 psf.	SPT 9	100	2-3-3-3 (6)	1.3	80	44.7
				SPT 10	100	4-3-5-5 (8)	1.3	83	39.1
	20		Bottom of hole at 20.0 feet.						

GH

CLIENT City of Duluth - Property & Facilities Management **PROJECT NAME** Proposed Salt Shed
PROJECT NUMBER 19G1368 **PROJECT LOCATION** 40th Avenue West
DATE STARTED 6/5/19 **COMPLETED** 6/5/19 **GROUND ELEVATION** 630.5 ft **HOLE SIZE** 7-inch
DRILLING CONTRACTOR EPC Engineering & Testing **GROUND WATER LEVELS:**
DRILLING METHOD CME 55 Rubber Track w/ HSA & SPT Calibrated to N79. **AT TIME OF DRILLING** None
LOGGED BY JT **CHECKED BY** GH **AT END OF DRILLING** ---
NOTES --- **AFTER DRILLING** ---

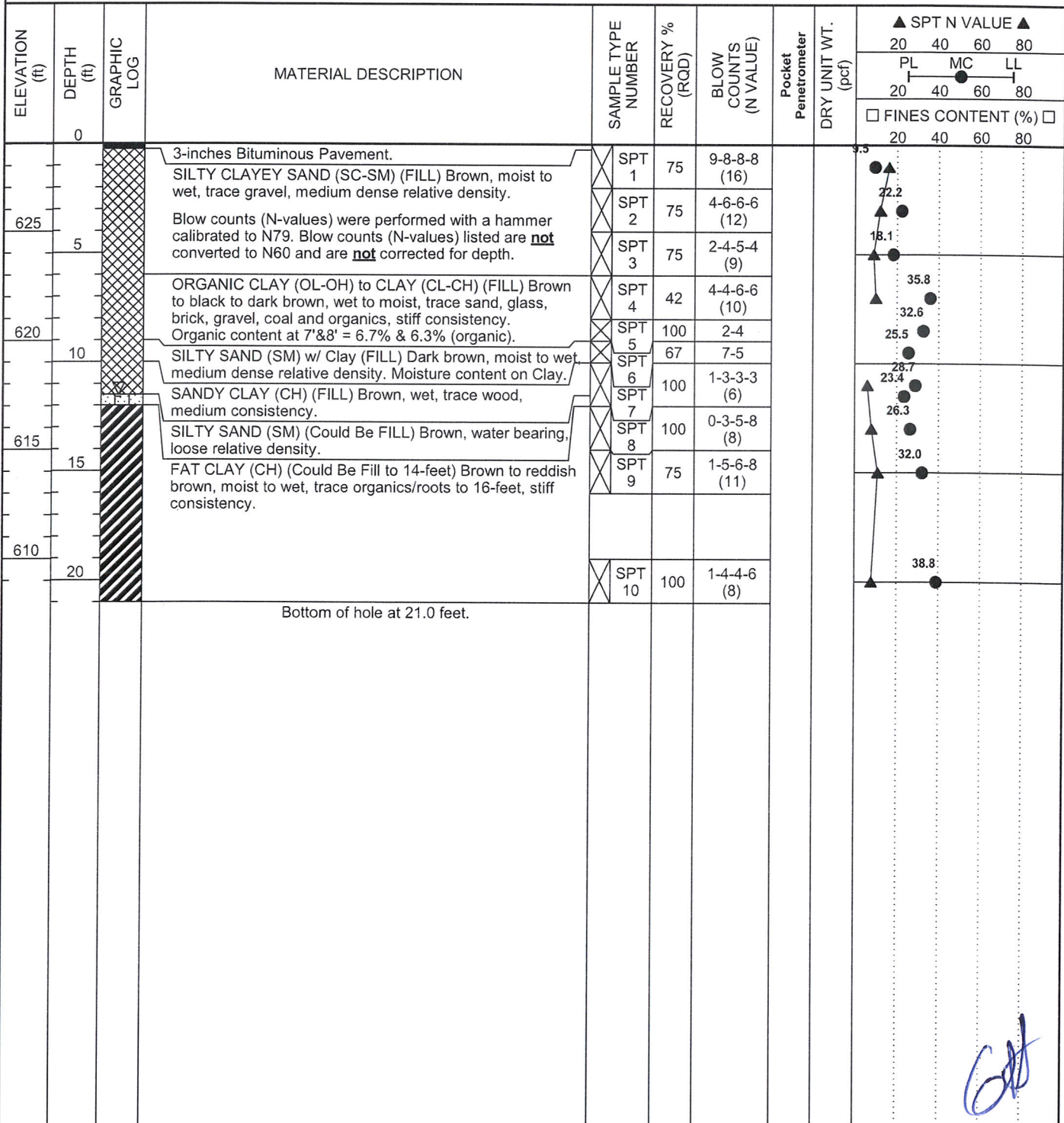


CLIENT City of Duluth - Property & Facilities Management **PROJECT NAME** Proposed Salt Shed
PROJECT NUMBER 19G1368 **PROJECT LOCATION** 40th Avenue West
DATE STARTED 6/4/19 **COMPLETED** 6/4/19 **GROUND ELEVATION** 629.53 ft **HOLE SIZE** 7-inch
DRILLING CONTRACTOR EPC Engineering & Testing **GROUND WATER LEVELS:**
DRILLING METHOD CME 55 Rubber Track w/ HSA & SPT Calibrated to N79 **AT TIME OF DRILLING** 4.0 ft / Elev 625.5 ft
LOGGED BY JT **CHECKED BY** GH **AT END OF DRILLING** 19.0 ft / Elev 610.5 ft
NOTES AT AFTER DRILLING 10.5 ft / Elev 619.0 ft



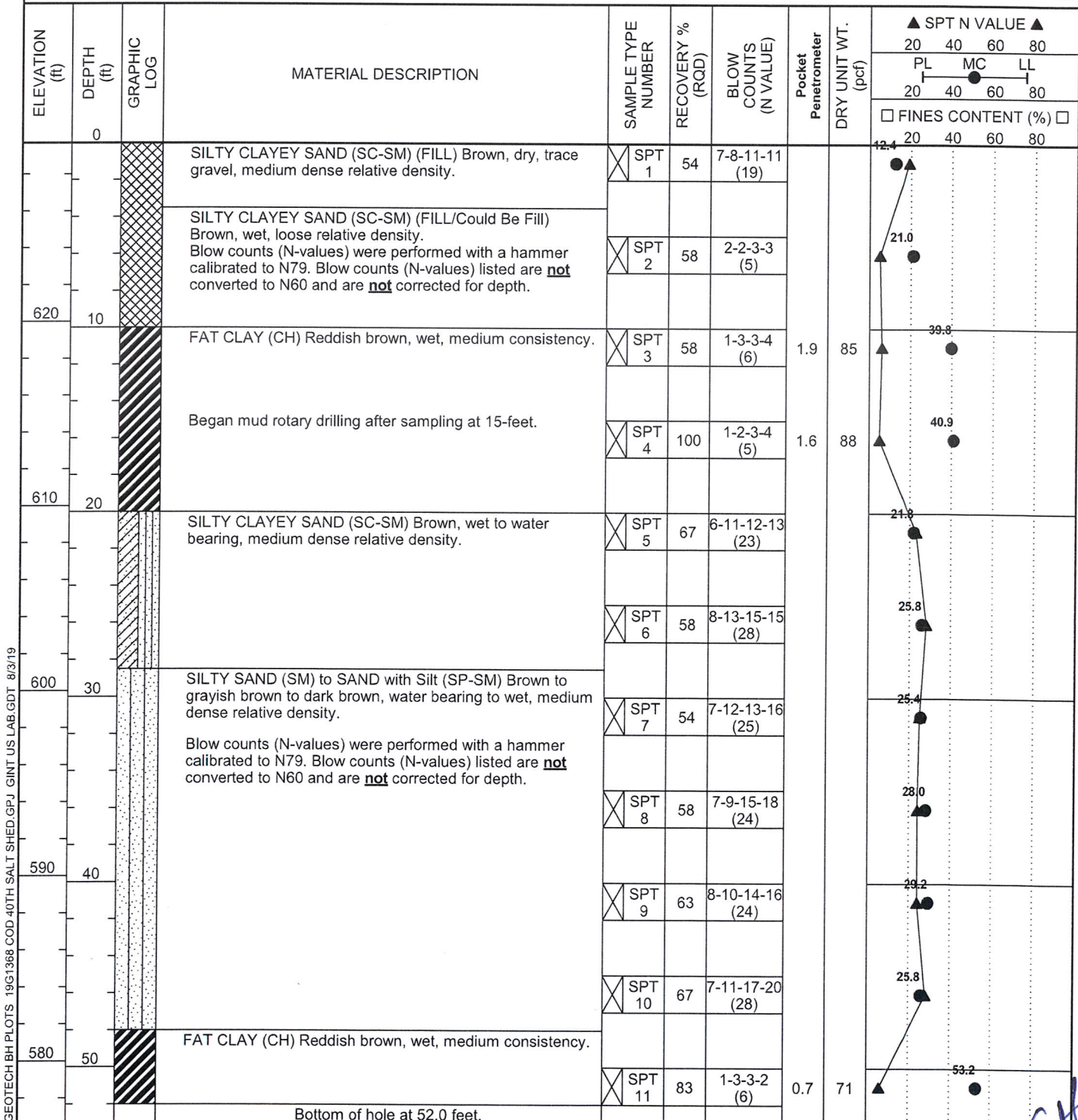
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CLIENT City of Duluth - Property & Facilities Management **PROJECT NAME** Proposed Salt Shed
PROJECT NUMBER 19G1368 **PROJECT LOCATION** 40th Avenue West
DATE STARTED 6/5/19 **COMPLETED** 6/5/19 **GROUND ELEVATION** 629.03 ft **HOLE SIZE** 7-inch
DRILLING CONTRACTOR EPC Engineering & Testing **GROUND WATER LEVELS:**
DRILLING METHOD CME 55 Rubber Track w/ HSA & SPT Calibrated to N79 **AT TIME OF DRILLING** 11.5 ft / Elev 617.5 ft
LOGGED BY JT **CHECKED BY** GH **AT END OF DRILLING** ---
NOTES --- **AFTER DRILLING** ---



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CLIENT City of Duluth - Property & Facilities Management **PROJECT NAME** Proposed Salt Shed
PROJECT NUMBER 19G1368 **PROJECT LOCATION** 40th Avenue West
DATE STARTED 6/20/19 **COMPLETED** 6/20/19 **GROUND ELEVATION** 629.68 ft **HOLE SIZE** 7-inch
DRILLING CONTRACTOR EPC Engineering & Testing **GROUND WATER LEVELS:**
DRILLING METHOD CME 55 Rubber Track w/HSA/MR & SPT Calib. to N79. **AT TIME OF DRILLING** None to 15-feet
LOGGED BY JT **CHECKED BY** GH **AT END OF DRILLING** N/A due to mud rotary drilling
NOTES Boring performed 25-feet north of Boring 3. **AFTER DRILLING** ---



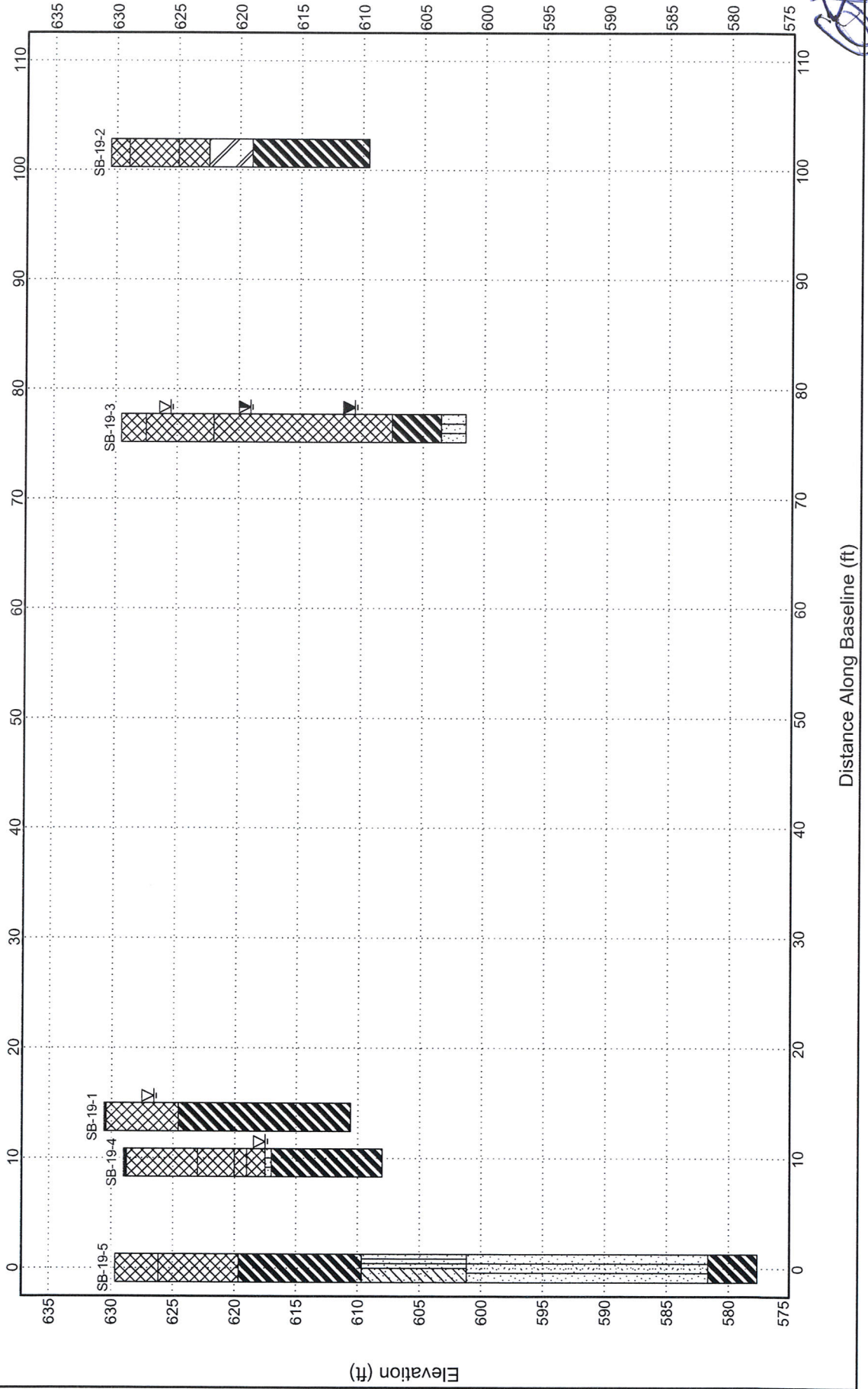
GEOTECH BH PLOTS 19G1368 COD-40TH SALT SHED.GPJ GINT US LAB.GDT 8/3/19

GH

SUBSURFACE DIAGRAM

CLIENT City of Duluth - Property & Facilities Management
 PROJECT NUMBER 19G1368

PROJECT NAME Proposed Salt Shed
 PROJECT LOCATION 40th Avenue West





To:	Jon Aamodt-Northland Consulting Engineers	From:	Steve Weyda, P.E. & Justin D. Warner, P.E.
<hr/>		<hr/>	
Project:	Duluth Salt Storage Structure	Pages:	2 pages
<hr/>		<hr/>	
	Duluth, Minnesota	Date:	July 24, 2019
<hr/>		<hr/>	
Re:	Estimate for Geopier® Installation	CC:	
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On behalf of Ground Improvement Engineering (GIE, licensed *Geopier* designer) and the licensed regional *Geopier* installer bidding this project, we are pleased to provide this estimate for Rammed Aggregate Pier® (RAP) soil reinforcement at the above referenced project. We have provided an estimate for *Geopier* support of salt structure perimeter foundations and interior bituminous pavement. We have reviewed the example fabric structure drawings and the soil borings prepared by EPC Engineering & Testing. An estimate has been prepared by the regional licensed *Geopier* installer, Foundation Service Corporation (FSC).

Rammed Aggregate Pier Installation

We will use the replacement [Geopier](#) (click link for more descriptive information) process, the original *Geopier* technology. The *Geopier* process begins with drilling 24-inch diameter shafts, placing fine to coarse aggregates in lifts in the shafts, and then vertically ramming the aggregate lifts with a specially-designed, beveled tamper. The *Geopier* process has been successfully used for nearly 25 years. We engineer the system based on the proven ability to reinforce and stiffen adjacent poor soils, thereby reducing their compressibility.

RAP Design Assumptions and Preliminary Design

Service Loads (reported except where noted):

- Salt Structure Legs: 9 kips dead load + live load
- Bituminous Pavement Slab Pressure: 1,500 psf max pressure in center structure (estimated)
- The building will consist of a 44-feet by 70-feet slab-on-grade fabric structure with a finished floor elevation (FFE) of 630.0 feet. Only minor cuts / fills, on the order of 1 foot typically, will be required to level the site and establish the FFE.

Structural Design:

- A conventional shallow foundation design may be maintained with isolated column footings and continuous strip footings proportioned for a net allowable bearing pressure of 1,500 psf (as designed).
- Post-construction settlement estimates: 1-inch total settlement and 1/2-inch differential settlement beneath the perimeter footings is expected. Settlement totals of up to 1.5 inches are expected beneath the bituminous pavement within the structure, with the highest amounts in the center of the structure. We understand that these estimated settlement totals are acceptable to the project team based on the anticipated structure usage.


The use of the *Geopier* name is by permission of Geopier Foundation Inc.
GIE is an independent company and is a licensed designer of *Geopier* technology.

- A Load Transfer Platform (LTP) is required beneath the bituminous pavement to arch the loads from the salt pile to the RAP elements. The LTP should consist of two layers of geogrid (i.e., Tensar TX-7) overlain by at least 3½ feet of 1¼ inch dense graded base aggregate compacted to a minimum of 95% of modified Proctor maximum dry density. The required LTP should be incorporated into the salt shed design drawings.

Construction Sequencing:

- All topsoil and other surface materials should be stripped and the building pad leveled to a maximum 3% slope to facilitate the RAP installation on a stable working pad, prior to FSC's arrival on site.
- After site stripping and rough grading is complete, FSC will install the reinforcing elements below the salt structure. FSC will extend the RAP's through the upper miscellaneous fill soils to tag the medium stiff to stiff native clay below to create a stiff, engineered subgrade.
- Once the RAP elements are installed, the LTP should be constructed over the RAP elements in the bituminous pavement area. Foundation excavation for the exterior footings may proceed working behind FSC's crew. The exterior footings can be in direct contact with the RAP elements.

Bid Details

FSC's estimated lump sum fee to install the necessary RAP elements to satisfy the RAP design summarized above is approximately [REDACTED] 


The RAP base bid includes the following:

- Mobilization and demobilization from the site,
- Installation of RAP elements to approximately 17 to 22 ft below working grade within the salt structure footprint,
- Full-time quality control testing by an independent testing agency, and
- Rammed Aggregate Pier design calculations and preparation of shop drawings.

Items not included in RAP bid to be provided by General Contractor are:

- Support of non-pier supported areas (e.g., exterior areas, etc.)
- Spoils handling/removal from the RAP installations,
- Site stripping and rough grading within the structure footprint prior to RAP installation,
- Surveying/layout of the RAP elements in the field.
- Removal of obstructions that may be encountered during RAP installation (such as pre-existing foundations/slabs, abandoned utilities, or large rubble that cannot be penetrated by our equipment),
- Construction of the load transfer platform following RAP installation.

We appreciate the opportunity to provide an estimate for RAP support on this project. Feel free to contact us at (262) 628-1663 with any questions.



DrivenPiles - Report

General Project Information

Filename: ...\\OneDrive\\ProjectFiles\\2019 Projects\\City of Duluth\\40th Ave W Salt Shed\\Pile Design\\Salt Shed.dvn

Project Name: Proposed Salt Shed

Project Client: City of Duluth

Prepared By: EPC

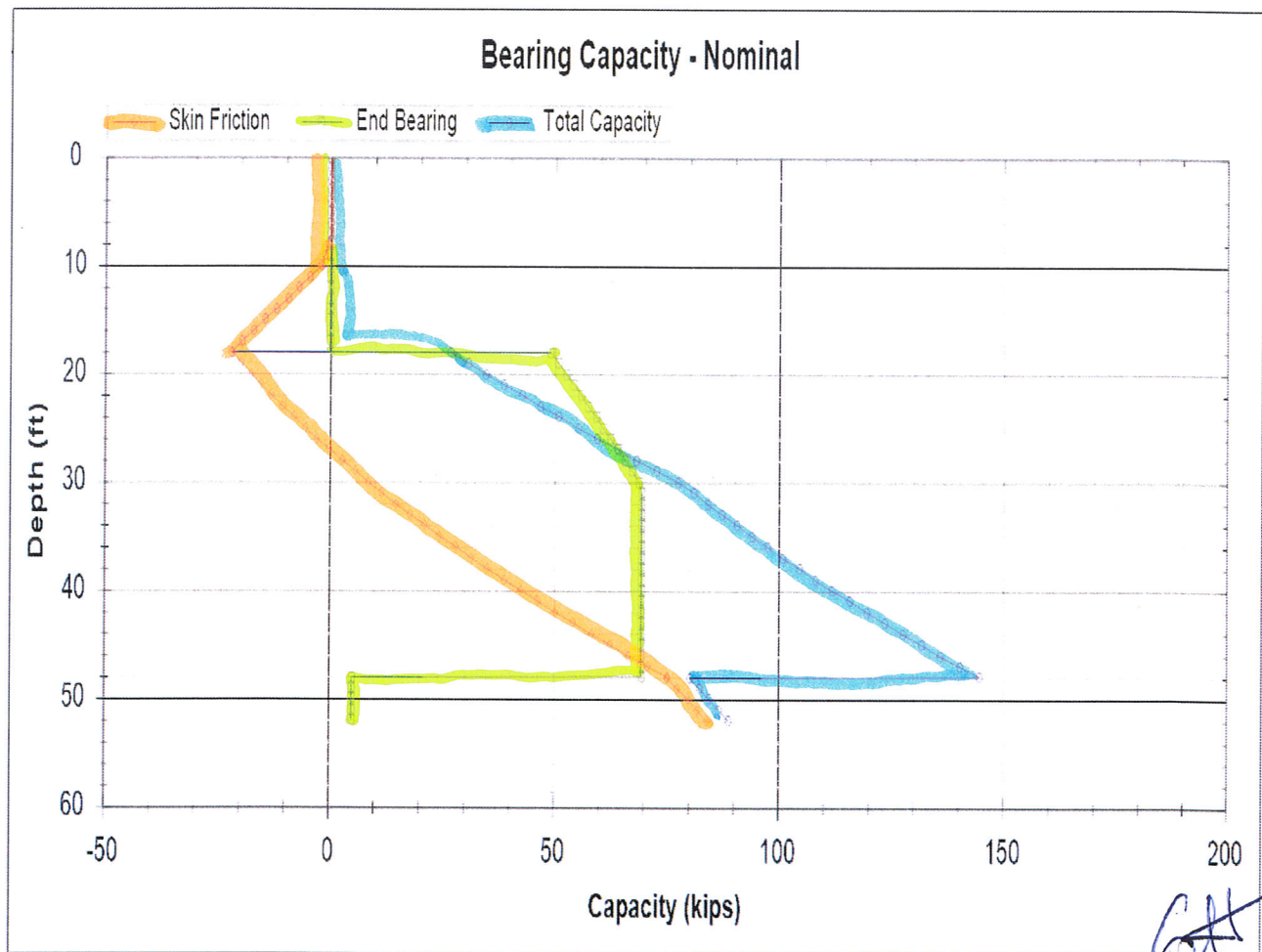
Project Manager:

Pile Information

Pile Type: Pipe Pile - Closed End

Top of Pile: 7.00 ft

Diameter of Pile: 12.00 in





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

INVITATION TO BID

Salt Shed at 40th Toolhouse

BID NUMBER: 19-0561

BID OPENING: THURSDAY, SEPTEMBER 12, 2019 AT 2:00 PM

PROJECT DESCRIPTION: Construction of a salt storage shed at 40th West Toolhouse, 4015 W. 1st Street, Duluth, MN 55807. Please see the bid documents for more information.

PRE-BID MEETING: A pre-bid meeting will be held at the project site at 1:00 pm on Wednesday, September 4, 2019. All interested bidders are encouraged to attend.

QUESTIONS: Questions regarding the bidding process should be emailed to purchasing@duluthmn.gov.

The selected contractor(s) 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 all approvals and required paperwork are received.

Whether submitting a paper bid or electronic bid via Bid Express, all bidders are responsible for reviewing the bid information available in the Bid Express solicitation.

Specifications may be viewed and downloaded at no cost at 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.

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

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 120, 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 120 immediately following receipt of the bids. Once all bids have been reviewed, bid results will be posted online at <http://www.duluthmn.gov/purchasing/bids-request-for-proposals/>.

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 30 days.

1. 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 e-mail prior to the scheduled bid opening.

2. **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.

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) with their bid. 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.

2. 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 awarded contractor 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. **Community Benefits Provisions** - A Community Benefits Best Efforts Plan will be required for any project that includes a PLA. The required form is included in the bid package, as well as a link to additional community benefits information, including the program specifications and a process flowchart.

7. **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

8. **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

DECLARATION 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 declaration.

Signed: _____

Firm Name: _____

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.

**ATTACHMENT A
PRIME CONTRACTOR RESPONSE**

RESPONSIBLE CONTRACTOR VERIFICATION AND CERTIFICATION OF COMPLIANCE

PROJECT NUMBER: _____

This form includes changes by statutory references from the Laws of Minnesota 2015, chapter 64, sections 1-9. This form must be submitted with the response to this solicitation. A response received without this form, will be rejected.

Minn. Stat. § 16C.285, Subd. 7. **IMPLEMENTATION.** ... any prime contractor or subcontractor or motor carrier that does not meet the minimum criteria in subdivision 3 or fails to verify that it meets those criteria is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project...

Minn. Stat. § 16C.285, Subd. 3. **RESPONSIBLE CONTRACTOR, MINIMUM CRITERIA.** "Responsible contractor" means a contractor that conforms to the responsibility requirements in the solicitation document for its portion of the work on the project and verifies that it meets the following minimum criteria:

- | | |
|-----|---|
| (1) | <p>The Contractor:</p> <ul style="list-style-type: none"> (i) is in compliance with workers' compensation and unemployment insurance requirements; (ii) is in compliance with Department of Revenue and Department of Employment and Economic Development registration requirements if it has employees; (iii) has a valid federal tax identification number or a valid Social Security number if an individual; and (iv) has filed a certificate of authority to transact business in Minnesota with the Secretary of State if a foreign corporation or cooperative. |
| (2) | <p>The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 177.24, 177.25, 177.41 to 177.44, 181.03, 181.101, 181.13, 181.14, or 181.722, and has not violated United States Code, title 29, sections 201 to 219, or United States Code, title 40, sections 3141 to 3148. For purposes of this clause, a violation occurs when a contractor or related entity:</p> <ul style="list-style-type: none"> (i) repeatedly fails to pay statutorily required wages or penalties on one or more separate projects for a total underpayment of \$25,000 or more within the three-year period, provided that a failure to pay is "repeated" only if it involves two or more separate and distinct occurrences of underpayment during the three-year period; (ii) has been issued an order to comply by the commissioner of Labor and Industry that has become final; (iii) has been issued at least two determination letters within the three-year period by the Department of Transportation finding an underpayment by the contractor or related entity to its own employees; (iv) has been found by the commissioner of Labor and Industry to have repeatedly or willfully violated any of the sections referenced in this clause pursuant to section 177.27; (v) has been issued a ruling or findings of underpayment by the administrator of the Wage and Hour Division of the United States Department of Labor that have become final or have been upheld by an administrative law judge or the Administrative Review Board; or (vi) has been found liable for underpayment of wages or penalties or misrepresenting a construction worker as an independent contractor in an action brought in a court having jurisdiction. Provided that, if the contractor or related entity contests a determination of underpayment by the Department of Transportation in a contested case proceeding, a violation does not occur until the contested case proceeding has concluded with a determination that the contractor or related entity underpaid wages or penalties;* (vii) has been convicted of a violation of section 609.52, subd 2 (19). |

(3)	The contractor or related entity is in compliance with and, during the three-year period before submitting the verification, has not violated section 181.723 or chapter 326B. For purposes of this clause, a violation occurs when a contractor or related entity has been issued a final administrative or licensing order;*
(4)	The contractor or related entity has not, more than twice during the three-year period before submitting the verification, had a certificate of compliance under section 363A.36 revoked or suspended based on the provisions of section 363A.36, with the revocation or suspension becoming final because it was upheld by the Office of Administrative Hearings or was not appealed to the office;*
(5)	The contractor or related entity has not received a final determination assessing a monetary sanction from the Department of Administration or Transportation for failure to meet targeted group business, disadvantaged business enterprise, or veteran-owned business goals, due to a lack of good faith effort, more than once during the three-year period before submitting the verification;*
	* Any violations, suspensions, revocations, or sanctions, as defined in clauses (2) to (5), occurring prior to July 1, 2014, shall not be considered in determining whether a contractor or related entity meets the minimum criteria.
(6)	The contractor or related entity is not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor; and
(7)	All subcontractors and motor carriers that the contractor intends to use to perform project work have verified to the contractor through a signed statement under oath by an owner or officer that they meet the minimum criteria listed in clauses (1) to (6).

Minn. Stat. § 16C.285, Subd. 5. **SUBCONTRACTOR VERIFICATION.**

A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause (7). A prime contractor and subcontractors shall not be responsible for the false statements of any subcontractor with which they do not have a direct contractual relationship. A prime contractor and subcontractors shall be responsible for false statements by their first-tier subcontractors with which they have a direct contractual relationship only if they accept the verification of compliance with actual knowledge that it contains a false statement.

Subd. 5a. Motor carrier verification. A prime contractor or subcontractor shall obtain annually from all motor carriers with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each motor carrier. A prime contractor or subcontractor shall require each such motor carrier to provide it with immediate written notification in the event that the motor carrier no longer meets one or more of the minimum criteria in subdivision 3 after submitting its annual verification. A motor carrier shall be ineligible to perform work on a project covered by this section if it does not meet all the minimum criteria in subdivision 3. Upon request, a prime contractor or subcontractor shall submit to the contracting authority the signed verifications of compliance from all motor carriers providing for-hire transportation of materials, equipment, or supplies for a project.

Minn. Stat. § 16C.285, Subd. 4. VERIFICATION OF COMPLIANCE.

A contractor responding to a solicitation document of a contracting authority shall submit to the contracting authority a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in subdivision 3, with the exception of clause (7), at the time that it responds to the solicitation document.

A contracting authority may accept a signed statement under oath as sufficient to demonstrate that a contractor is a responsible contractor and shall not be held liable for awarding a contract in reasonable reliance on that statement. A prime contractor, subcontractor, or motor carrier that fails to verify compliance with any one of the required minimum criteria or makes a false statement under oath in a verification of compliance shall be ineligible to be awarded a construction contract on the project for which the verification was submitted.

A false statement under oath verifying compliance with any of the minimum criteria may result in termination of a construction contract that has already been awarded to a prime contractor or subcontractor or motor carrier that submits a false statement. A contracting authority shall not be liable for declining to award a contract or terminating a contract based on a reasonable determination that the contractor failed to verify compliance with the minimum criteria or falsely stated that it meets the minimum criteria. A verification of compliance need not be notarized. An electronic verification of compliance made and submitted as part of an electronic bid shall be an acceptable verification of compliance under this section provided that it contains an electronic signature as defined in section 325L.02, paragraph (h).

CERTIFICATION

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

- 1) My company meets each of the Minimum Criteria to be a responsible contractor as defined herein and is in compliance with Minn. Stat. § 16C.285, and**
- 2) if my company is awarded a contract, I will submit Attachment A-1 prior to contract execution, and**
- 3) if my company is awarded a contract, I will also submit Attachment A-2 as required.**

Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

NOTE: Minn. Stat. § 16C.285, Subd. 2, (c) If only one prime contractor responds to a solicitation document, a contracting authority may award a construction contract to the responding prime contractor even if the minimum criteria in subdivision 3 are not met.

ATTACHMENT A-1**FIRST-TIER SUBCONTRACTORS LIST****SUBMIT PRIOR TO EXECUTION OF A CONSTRUCTION CONTRACT****PROJECT NUMBER:** _____

Minn. Stat. § 16C.285, Subd. 5. A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. Prior to execution of a construction contract, and as a condition precedent to the execution of a construction contract, the apparent successful prime contractor shall submit to the contracting authority a supplemental verification under oath confirming compliance with subdivision 3, clause (7). Each contractor or subcontractor shall obtain from all subcontractors with which it will have a direct contractual relationship a signed statement under oath by an owner or officer verifying that they meet all of the minimum criteria in subdivision 3 prior to execution of a construction contract with each subcontractor.

FIRST TIER SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

*Attach additional sheets as needed for submission of all first-tier subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-1	
<p>By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:</p> <p>All first-tier subcontractors listed on attachment A-1 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.</p>	
Authorized Signature of Owner or Officer:	Printed Name:
Title:	Date:
Company Name:	

ATTACHMENT A-2**ADDITIONAL SUBCONTRACTORS LIST****PRIME CONTRACTOR TO SUBMIT AS SUBCONTRACTORS ARE ADDED TO THE PROJECT****PROJECT NUMBER:** _____

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. § 16C.285, Subd. 5. ... If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7), within 14 days of retaining the additional subcontractors. ...

ADDITIONAL SUBCONTRACTOR NAMES* (Legal name of company as registered with the Secretary of State)	Name of city where company home office is located

*Attach additional sheets as needed for submission of all additional subcontractors.

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. § 16C.285.

Authorized Signature of Owner or Officer:**Printed Name:****Title:****Date:****Company Name:**

BID FORM
BID # 19-0561
SALT SHED AT 40TH TOOLHOUSE

ITEM	PRICE
Please enter your total bid price to provide all labor, materials and supplies necessary, and to complete all work in accordance with the attached plans and specifications.	

TOTAL PRICE IN WRITING _____

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 _____

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

9/4/19

PREBID MTG - 40TH AVE SALT SHED

NAME	FIRM	PHONE
ROBERT FERN	RW FERN ASSOC.	218-722-8271
Tom DesMerais	NCE	218-727-5995
Scott Chavaler	FOUR STAR	715-969-4266
Tim Horw	RACHAL	218-355-8840
Phil RANDALL	ATM	218-340-7476
Becca Bohlman	Kraus-Anderson	218-722-3775
GREG YETTER	KA	218-423-6921
Joe Miller	COD	218-348-9199
Thomas Linn	George Bougalis, Inc.	218-969-0089



Community Benefits Employee Certification - Self-Attestation Form

Employee Name: _____ Submission Date: _____

Last 4 digits of SS#: _____

Employee Address: _____

City: _____ State: _____ ZIP: _____

Employee Phone: _____ Employee Email: _____

Employer Name: _____

Employer Address: _____

City: _____ State: _____ ZIP: _____

HR Contact Name: _____

HR Contact Phone: _____ HR Contact Email: _____

As part of its community benefits ordinance, the City of Duluth tracks the proportion of work hours performed on covered construction projects by certain categories of Eligible Workers. Please check all of the following characteristics that apply to you:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Woman |
| <input type="checkbox"/> | Person of color |
| <input type="checkbox"/> | Currently homeless |
| <input type="checkbox"/> | Received public assistance (MFIP, SNAP, Section 8, or other public benefits) in the last 12 months |
| <input type="checkbox"/> | Have a criminal record of conviction |
| <input type="checkbox"/> | Currently in, or have emancipated from, the public foster care system |
| <input type="checkbox"/> | Disadvantaged or at-risk youth between the ages of 18 and 24 |
| <input type="checkbox"/> | Have a disability |
| <input type="checkbox"/> | Disabled veteran |
| <input type="checkbox"/> | Currently have a household income below 200% of poverty level |

2019 Federal Poverty Guidelines			
Household size	Annual income (200% of poverty)	Household size	Annual income (200% of poverty)
1	\$ 24,980	6	\$ 69,180
2	\$ 33,820	7	\$ 78,020
3	\$ 42,660	8	\$ 86,860
4	\$ 51,500	9	\$ 95,700
5	\$ 60,340	10	\$ 104,540

Government Data Practices Act Notice: The data you supply on this form is subject to the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13). The data you supply will be used to administer the Community Benefits Program and is classified as private pursuant to Minn. Stat. Ch. 116J, unless more restrictedly classified by law. Completion of this form is optional - you may choose not to provide some or all of this private data, though this may limit your ability to participate in the program. This data will be kept confidential, but will be available to government personnel and other government agencies whose access is necessary to perform their official duties. If you have questions or concerns, contact Duluth Workforce Development at (218) 302-8400.

By signing below, I attest to the truth of the information reported.

Signature

Printed Name

Date



Community Benefits Monthly Reporting Form

Project Name: _____

Project No. _____

Reporting Period: _____ to _____

Contract No. _____

Contractor Name: _____

☐ Prime Contractor
☐ Subcontractor

No.	Employee (Last name, First Name)	Certified Community Benefits Status (Check all that apply)		Trade	Level (Apprentice, Journey)	Hours Worked this Period	For office use only	
		Woman	Disadvantaged Worker				Verified (Y/N)	Amended
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total women/disadvantaged worker hours worked this period:								
Sum of all hours worked this period:								
Percent of hours performed by women/disadvantaged workers this period:								
Cumulative women/disadvantaged worker hours worked to date:								
Cumulative sum of all hours worked on project:								
Cumulative percent of hours performed by women/disadvantaged workers:								

Prepared by:		Reviewed by:	
Title:		Title:	
Email:		Email:	
Phone:		Phone:	
Date Submitted:		Date Reviewed:	

Government Data Practices Act Notice: The data you supply on this form is subject to the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13). The data you supply will be used to administer the Community Benefits Program and is classified as private pursuant to Minn. Stat. Ch. 116J, unless more restrictedly classified by law. Completion of this form is optional - you may choose not to provide some or all of this private data, though this may limit your ability to participate in the program. This data will be kept confidential, but will be available to government personnel and other government agencies whose access is necessary to perform their official duties. If you have questions or concerns, contact Duluth Workforce Development at (218) 302-8400.

Submit completed form to CommunityBenefits@DuluthMN.gov