



Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802



218-730-5340



purchasing@duluthmn.gov

INVITATION TO BID

SHORELINE REHABILITATION NEAR WATER TREATMENT PLANT

BID NUMBER: 20-99344

BID OPENING: Wednesday, April 29, 2020 at 2:00 pm

PROJECT DESCRIPTION: Shoreline rehabilitation to include erosion control, aggregate, stone placement and asphalt paving.

PRE-BID MEETING: A pre-bid meeting will be held on Wednesday, April 15, 2020 at 1:00 pm at 8130 Congdon Boulevard, Duluth, MN. Interested bidders are encouraged to attend and should meet at the main gate to the pump station on the lake side of the road. At the time of this bid advertisement (April 8, 2020), the CDC is recommending the use of cloth face coverings in public settings where it may be difficult to socially distance. Bidders are encouraged to bring their own face coverings to the pre-bid meeting as the City will not be providing them to the public.

QUESTIONS: Please submit any questions regarding this project via e-mail to purchasing@duluthmn.gov. Responses will be issued as an addendum to this solicitation. **DEADLINE for all questions** is Tuesday, April 21, 2020. Responses will be provided by April 23, 2020.

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. Bidders must create a free account with Bid Express®; and login to search for city projects (search by "City of Duluth" or bid number). 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: Minnesota Builder's Exchange, Builder's Exchange of Wisconsin, and Blue Book Building and Construction Network.

INSTRUCTIONS TO BIDDERS

Due to the closure of City Hall due to the COVID-19 pandemic, all bids must be submitted electronically through Bid Express® at www.bidexpress.com.

Bids will be opened immediately after the deadline for receiving bids and results will be published as soon as possible.

A certified check or bank draft, payable to the order of the City of Duluth, 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 surety may be submitted through Bid Express. Copies of paper bid bonds should be emailed to purchasing@duluthmn.gov, and must be received prior to the bid opening. Since City Hall is closed, bidders must notify Purchasing a week before the bid opening if a certified check or bank draft is being mailed. 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.



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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. **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.
5. **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
6. **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