



Purchasing Division
Finance Department
Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

2025 Citywide Patch and Sidewalk

BID NUMBER: 25-99213

BIDS DUE: Wednesday, March 12th 2025 AT 2:00 PM

STATE/CITY PROJECT NUMBER: 2238

PROJECT DESCRIPTION: Bituminous, brick, concrete and pavement restoration and/or replacement at 37 sites due to prior city utility repairs. Work includes installation of new sidewalk, and sidewalk replacement along various city streets due to tree removals and sidewalk improvements for individual owners within city right-of-way, all at various locations throughout the city. The work includes the installation of a concrete valley gutter in the W. 1st Street alley of the 1900 block. Other work includes adjustment of existing electrical hand holes and utility castings. We have included quantities for approximately 7 average sidewalk assessment sites.

ANTICIPATED START DATE: May 1st, 2025

SUBSTANTIAL COMPLETION DATE: September 1st, 2025

FINAL COMPLETION DATE: November 10th, 2025

QUESTIONS: Questions pertaining to this project should be directed to: Cindy Voigt, PE City Engineer, 218-730-5071, cvoigt@duluthmn.gov or Paul Wictor, Senior Engineering Technician, 218-730-5085, pwictor@duluthmn.gov.

The selected contractor will be issued a construction contract (draft included in the Standard City Contracting Forms in the BidExpress solicitation or at <https://www.duluthmn.gov/purchasing/forms/>). 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. A free account for viewing purposes takes only a few minutes to set up. However, submitting a bid electronically requires the bidder to create an Info Tech Digital ID, 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.infotechinc.com/bidding>.

Plans and specifications are on file at the Minnesota Builder's Exchange and Builder's Exchange of Wisconsin.

INSTRUCTIONS TO BIDDERS

Bid surety in the amount of 5% of the total bid must be submitted with each bid. Bid *bonds* may be submitted electronically, either through Surety2000 or Tinubu within the Bid Express



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solicitation, or emailed to purchasing@duluthmn.gov. Paper bid bonds, certified checks or bank drafts payable to the City of Duluth may be mailed or dropped off at City Hall, 411 W. 1st Street, Room 120, Duluth, MN 55802. Regardless of the method of submission, bid surety must be received by Purchasing prior to the bid deadline.

Bids may be submitted electronically through Bid Express® at www.bidexpress.com or via paper. **Electronic bids are preferred; suppliers wishing to submit a paper bid must contact the purchasing office.** E-MAIL BIDS WILL NOT BE ACCEPTED.

Paper bids must be complete, signed, and transmitted in a sealed envelope plainly marked with the bid number, subject matter, and opening date and mailed or dropped off at the Purchasing Office, City Hall, 411 West 1st Street, Room 120, Duluth, MN 55802. Bids whether submitted via paper or electronically must be received in Purchasing or submitted via BidExpress before the bid deadline specified above. The City Purchasing Agent or her designee will conduct a public bid opening immediately following receipt of the bids. Bidders wishing to view the bid opening should visit <https://www.duluthmn.gov/purchasing/bids-request-for-proposals/> and select the appropriate link.

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.

The following documents must be submitted with your bid:

- Bid Surety** – A satisfactory bid bond executed by the bidder and acceptable surety, or a certified check or bank draft, payable to the order of the City of Duluth, negotiable U.S. Government Bonds (at par value), 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.
- 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, or checking the appropriate box in the Bid Express solicitation. Failure to acknowledge addendum(s) may result in your bid being deemed non-responsive.
- 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



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from subcontractors at the City's request.

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. Standard forms are available in the Standard City Contracting Forms in the Bid Express solicitation, or at <https://www.duluthmn.gov/purchasing/forms/>.

1. **Insurance** – Contractor must provide proof of Commercial General 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 8.
2. **Declaration 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 as part of the contract execution process.
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.
6. **Community Benefits Provisions** - A Community Benefits Best Efforts Plan will be required for any project that includes a PLA. The required form and additional information can be found at <https://duluthmn.gov/purchasing/forms/>.
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.



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CITY OF DULUTH

Patrice Stalvig
Purchasing Agent