



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

INVITATION TO BID HIGH PRIORITY LEAD SERVICE LINE REPLACEMENT

RFQ NUMBER: 25-99247

QUOTES: Wednesday, March 5, 2025

PROJECT DESCRIPTION: Lead service line replacement per the attached scope of work.

SERVICE ADDRESS: Sites 49-52 & 94-99

ESTIMATED START DATE: June 1, 2025

SUBSTANTIAL COMPLETION DATE: August 1, 2025

FINAL COMPLETION DATE: August 1, 2025

QUESTIONS: Please submit any questions regarding this project via e-mail to purchasing@duluthmn.gov. Responses will be posted via addendum to the City's purchasing page at <https://duluthmn.gov/purchasing/bids-request-for-proposals/>.

INSTRUCTIONS TO BIDDERS

Quotes may be e-mailed to purchasing@duluthmn.gov, 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. Please put RFQ # 24-99765 in the subject line of your e-mail or on the envelope if mailing/dropping off. **If you email your quote, Purchasing will respond with a confirmation email that your bid was received. If you do not receive a confirmation email, please call 218-730-5340 to verify that your bid was received.**

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.

**** Additional Information – This project includes state and federal funding. Please see the attached Contract Packet from the Minnesota Public Facilities Authority which also governs this solicitation. Be sure to prepare your quote based on paying prevailing wages and obtaining the required insurance. The most recent wage decision is attached with the contract packet. 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 Commercial 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. See attached insurance requirements.

2. **High Priority Lead Service Line Replacement Program-Additional Requirements-Residential/Commercial** – All Bidders submitting a proposal for this project must submit this signed form **WITH** their quote.

3. **Declaration of Non-Collusion** – The successful bidder shall be required to execute the attached declaration stating that he/she has not entered into a collusive agreement with any other person, firm, or corporation in regard to any bid submitted.

4. **Responsible Contractor – (Only required for contracts over \$50,000. When required, must be submitted WITH the quote.)** 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.
5. **Performance & Payment Bonds – (Only required for contracts over \$100,000)** The awarded contractor will be required to submit performance and payments bonds in the full amount of the project cost prior to award.
6. **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://mnuccp.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.
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: https://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/doc/DIV00%204547%20SDE%20Form%20Exhibit%20B%204-12-19.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. Additional information regarding prevailing wages and compliance with the Davis Bacon and Related Acts can be found at <https://duluthmn.gov/engineering/resources/contractor-resources/prevailing-wage/>.

The City of Duluth is an Equal Opportunity Employer. Contractor shall comply with all applicable Equal Employment Opportunity laws and regulations.

CITY OF DULUTH

Patrice Stalvig
Purchasing Agent