Purchasing Division, Finance Department
218-730-5340 | purchasing@duluthmn.gov
Room 120 | 411 West First Street | Duluth, Minnesota 55802
www.duluthmn.gov

INVITATION TO BID
BAYVIEW, ORPHANAGE AND PROCTOR BOOSTER STATION POWER SYSTEM UPGRADE

BID NUMBER: 26-99767 **BIDS DUE:** Tuesday, November 24, 2026 at 2:00 PM CT

PROJECT DESCRIPTION:

The City of Duluth is looking for a contractor to upgrade the power systems at the Bayview Booster Station, the Orphanage Booster Station and the Proctor Booster Station.

ANTICIPATED START DATE: January 4, 2027
SUBSTANTIAL COMPLETION DATE: November 17, 2027
FINAL COMPLETION DATE: December 20, 2027

PRE-BID MEETING:

A **virtual** pre-bid meeting will be held at 1:00 PM CT on Friday, November 6, 2026. All interested bidders are strongly encouraged to attend.

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 to submit questions is November 19, 2026.

The selected contractor will be issued a construction contract (draft included in the Standard City Contracting Forms in the Bid Express solicitation as well as the City's Forms & Contracts page. Notice to Proceed will be issued once the agreement is fully executed.

Specification 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 the bid number). Bid Express® does charge a nominal fee for bid submission. More information can be found at https://bidexpress-help.zendesk.com/hc/en-us.

Proposal forms, contract documents, plans and specifications may also be on file at the following offices: Minnesota Builder's Exchange and Builder's Exchange of Wisconsin.

INSTRUCTIONS TO BIDDERS

Bids must be submitted electronically through Bid Express® at www.bidexpress.com. 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 Tinbu within the Bid Express 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 opening.

The City Purchasing Agent or their designee will conduct a public bid opening immediately after the deadline for receiving bids. Bidders may view the opening by going to the City's Bids & Requests for Proposals page and selecting 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 are 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.

Responsible Contractor Form A-2, Additional Subcontractors List - Contractors must complete the Responsible Contractor Form and Attachment A-1 within BidExpress as part of their bid submission. The awarded contractor is *also* required to complete and submit Responsible Contractor Form A-2 whenever additional subcontractors are added to the project. This form can be found in the Standard Contract Documents section of the BidExpress solicitation and as part of the Responsible Contractor Form found at the City's Forms & Contract's page.

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 within 7 calendar days of award. The City of Duluth must be named as an additional insured. Please refer to the draft Contract, Section 8.

2. **Performance & Payment Bonds** – The awarded contractor will be required to submit performance and payments bonds in the full amount of the project cost within 7 calendar days of 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 found at the City's Forms & Contract's page.

4. **Community Benefits Provisions** - A Community Benefits Best Efforts Plan will be required to be submitted within 3 calendar days of award for any project that includes a PLA. The required form is found at the City's Forms & Contract's page 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 Exemption from Surety Deposits for Non-Minnesota Contractors form when submitting Payment and Performance Bonds.

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
Patrice Stalvig
Purchasing Agent