Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

GANC TRAIL, SNOWMAKING AND LIGHTING

BID NUMBER: 23-99776 **BIDS DUE: Wednesday, December 6, 2023 at 2:00 pm**

PROJECT DESCRIPTION: Construction of a connector trail, snowmaking pipe infrastructure, and electrical lighting.

PRE-BID MEETING: A pre-bid meeting will be conducted on Tuesday, November 21, 2023 from 1pm to 3pm at the Lower Spirit Chalet at 8551 Grand Avenue, Duluth, MN. All interested bidders are strongly encouraged to attend. After the pre-bid meeting, interested bidders will have an opportunity to walk the trail system. Appropriate dress for the conditions and snow shoes are recommended. The walk-through is not mandatory, but strongly encouraged.

ANTICIPATED START DATE: January 2, 2024
SUBSTANTIAL COMPLETION DATE FOR TRAIL CONSTRUCTION: June 30, 2024
SUBSTANTIAL COMPLETION DATE FOR NON-TRAIL CONSTRUCTION SCOPE: November 20, 2024

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 Tuesday, November 28, 2023.

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.infotechinc.com/bidding.

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 Tinubu within the Bid Express solicitation, or emailed to purchasing@duluthmn.gov. Paper bid bonds 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**.** Bidders should be aware that the City's spam filter has been known to prevent a bid surety email in the past. It is the bidder's responsibility to ensure the bid surety has been received by the City prior to the bid opening.

The City Purchasing Agent or her designee will conduct a public bid opening immediately after the deadline for receiving bids. Bidders may view the opening by going to the Purchasing web page

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(https://www.duluthmn.gov/purchasing/bids-request-for-proposals/) and selecting the appropriate link.

No alternatives to the specification will be considered unless specifically requested.
The City of Duluth reserves the right to reject any or all bids, split the award, and to waive informalities, irregularities or minor deviations from the specifications if deemed to be in the best interests of the City. 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 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 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: https://www.minnstate.edu/system/finance/facilities/design-construction/pm_emanual/doc/DIV00%204547%20SDE%20Form%20Exhibit%20B%204-12-19.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

Patrice Stalvig
Purchasing Agent