Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

2024 Hillside Culvert Repairs

BID NUMBER: 24-99434 **BIDS DUE: Thursday June 13, 2024 at 2:00 PM**

STATE/CITY PROJECT NUMBER: 2217

PROJECT DESCRIPTION: The project consists of repairs to culverts on Brewery Creek, Coffee Creek and Buckingham Creek. Work includes grading, bituminous pavement, curb & gutter, sidewalk, catch basin, culvert repointing, culvert roof lining and culvert floor construction.

ANTICIPATED START TIME: July 15, 2024
FINAL COMPLETION DATE: June 27, 2025

PRE-BID MEETING: There is no pre-bid meeting for this project.

QUESTIONS: Questions pertaining to this project should be directed to: Brad Scott, Project Engineer; 218-730-5025; bscott@duluthmn.gov .

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

Bidders must review the 2019 edition of the City of Duluth Public Works/Utilities Department –

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Engineering Division Standard Construction Specifications (available at https://www.duluthmn.gov/engineering/standard-construction-specifications/) as these Specifications are incorporated by reference.

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

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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 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 when possible. Contractor will comply with all applicable Equal Employment Opportunity laws and regulations.

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