Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

2024 Parking Ramps Rehabilitation

BID NUMBER: 24-99472 **BIDS DUE: Thursday, June 11, 2024 at 2:00 pm**

PROJECT DESCRIPTION: Parking ramp rehabilitation at various City of Duluth Parking Ramps, including the Library/Depot Ramp - 600 West Michigan Street, the Hart District Ramp - 125 East Superior Street, Tech Village Ramp - 14 East 1st Street, Medical District Ramp - 302 East 1st Street, and Palmer House Ramp - 112 West 1st Street, Duluth, MN. See project manual for more details.

EXAMINATION OF SITE: The contractor is required to visit the site, make a thorough examination of conditions and all the limitations pertaining to the work prior to submitting the bid.

PRE-BID MEETING: A virtual pre-bid meeting will be conducted on Wednesday, May 29, 2024 at 10:00 AM. All interested bidders are strongly encouraged to attend. A link to the meeting will be posted on the purchasing page of the City's website at https://duluthmn.gov/purchasing/bids-request-for-proposals/.

ANTICIPATED START DATE: June 30, 2024

SUBSTANTIAL COMPLETION: August 31, 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 **Wednesday, June 5, 2024** by close of business.

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.bidexpress.com/vendor_resources.

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. Electronic bid surety can be submitted in BidExpress. Bid bonds may be emailed to purchasing@duluthmn.gov or may be mailed or dropped off at 411 West 1st Street, Room 120, Duluth, MN 55802. **Due to the possibility of the City's spam filter rejecting an emailed bid bond, bidders are strongly encouraged to submit the bid bond early and verify receipt.** Regardless of the method of bid surety submission, bid surety must be received by the bid deadline.

THE CITY OF DULUTH MINNESOTA

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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.

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.

Please note that the following requirements also apply to this project, and any additional required documents must be submitted prior to award/contract execution. Most of the documents below can be found in the Standard City Contract Documents section of the Bid Express solicitation and are also on the City Purchasing website at https://www.duluthmn.gov/purchasing/forms/.

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: http://www.revenue.state.mn.us/Forms_and_Instructions/sde.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