Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

INVITATION TO BID

Gary New Duluth Community Center & Recreation Area – Phase IV

BID NUMBER: 24-99028 **BIDS DUE: January 25, 2024 at 2:00 pm central time**

PROJECT DESCRIPTION: Completion of skate park, concrete sidewalk, aggregate parking area, and restroom enclosure.

PRE-BID MEETING: An **optional** virtual pre-bid meeting will be held at 9:30 am on Tuesday, January 9, 2024. Interested bidders are encouraged to attend and can find the link at https://www.duluthmn.gov/purchasing/bids-request-for-proposals/.

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, bidder qualification form, and product substitution requests is Tuesday, January 16, 2024.**

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 an amount equal to five per cent (5%) of the total bid shall be submitted with each bid. Electronic bid surety can be submitted using Surety 2000 or Tinubu. Paper bid surety may be mailed or dropped off in person at Purchasing, City Hall Room 120, 411 West 1st Street, Duluth, MN 55802. Bid bonds may be emailed to purchasing@duluthmn.gov. Regardless of the method of submission, it is the bidder's responsibility to ensure the bid surety is 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.

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

THE CITY OF DULUTH MINNESOTA

Purchasing Division
Finance Department

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

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.

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. 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