**Purchasing Division**
*Finance Department*

Room 120
411 West First Street
Duluth, Minnesota 55802

218-730-5340
purchasing@duluthmn.gov

# INVITATION TO BID

## 2024 PARKS SIGNAGE

**BID NUMBER**: 24-99486 **BIDS DUE:** Monday, July 15, 2024 at 2:00 PM

**PROJECT DESCRIPTION:** Fabrication and installation of various signs at Brighton Beach, Wade Stadium/Wheeler Park, Morgan Park, Portland Square and Tischer Creek.

**PRE-BID MEETING:** A pre-bid meeting will be held on Tuesday, July 9, 2024 at 10:30 AM. Potential bidders should meet at the north end of Brighton Beach Road, near the intersection of Congdon Boulevard and 69th Avenue East. Potential 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 close of business Thursday, July 11, 2024. Answers will be provided by Friday, July 12, 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 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.

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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.

**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 if over $100,000.00

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