

DOCUMENT 00 11 13 – NOTICE OF BID LETTING

PART 1 - NOTICE OF BID LETTING

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: New Community Center, bearing **FEH DESIGN** project number 2016225.
 - 1. Project Location: 225 Water Street, Cambridge, IA 50046.
- C. Owner: City of Cambridge, 204 Water Street, Cambridge, IA 50046.
 - 1. Owner's Representative: Scott DeYoung, Mayor, phone 515-220-4541.
- D. Architect: **FEH DESIGN**, 604 East Grand Avenue, Des Moines, IA 50309-1924.
 - 1. Architect's Representative: Mark E. Weiser, AIA, phone 515-288-2000.
- E. Project Description: Project consists of the construction of a new single story, slab-on-grade, community center of approximately 10,000 square feet in area. The facility will also contain space for City Hall and the Cambridge Public Library. An exterior courtyard space is also planned. The construction will include fire protection, HVAC, and electrical systems.
 - 1. Project cost range is anticipated to be under \$2,000,000.
- F. Construction Contract: Bids will be received for the following Work:
 - 1. One single General Contract (including all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: **February 2, 2017**.
 - 2. Bid Time: 2:00 p.m., local time.
 - 3. Location: City Hall, 204 Water Street, Cambridge, IA 50046.
- B. Bids will be thereafter publicly opened and read aloud.

1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids.

1.4 BIDDING REQUIREMENTS

- A. Each Bid shall be made on a form furnished by the Architect. Each Bid must be accompanied by a certified check or cashier's check drawn on an Iowa bank, or Bid Bond to be executed by corporation authorized to contract as a surety in the State of Iowa, in the amount equal to five percent (5%) of the amount of the Bid, made payable to the City of Cambridge, Iowa and may be cashed by the City as liquidated damages in the event that the successful bidder fails to enter into a Contract and file a bond satisfactory to the City assuring the faithful fulfillment of the Contract and maintenance of said improvements as required by the law, the provisions of this Notice, and the Contract Documents within (10) days after acceptance of the lowest responsive, responsible bid.
- B. All bids shall be sealed and plainly marked. Any alteration of the Bid Form may be cause for rejection of the bid.
- C. This project is tax exempt. Do **NOT** include State Sales Tax in any calculation of Bid totals. Contractor will be provided with Iowa sales tax exemption number for this project.
- D. The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment Bond in an amount equal to one hundred percent (100%) of the Contract Sum, issued by a responsible Surety approved by the Owner and shall guarantee the faithful performance of the Contract and terms and conditions therein contained and the maintenance of said improvements pursuant to the provisions of the Contract Document. Bid Security shall be made payable to the City of Cambridge, Iowa.
- E. Bid Security of the two lowest Bidders will be retained until a contract has been awarded and executed, but no longer than 30 days. No Bidder may withdraw his bid within 30 days after opening of bids.
- F. Payment will be made by the City of Cambridge, Iowa from cash-on-hand from such sources as may be legally available.
- G. Monthly estimates will be paid to the Contractor as the work progresses in amounts equal to **ninety-five percent (95%)** of the Contract value of the work completed during the preceding calendar month, including the actual cost (exclusive of overhead or profit to the Contractor) of materials and equipment of a permanent nature to be incorporated in the work and delivered to and stored at the job site. Such monthly payments shall in no way be construed as an act of acceptance for any part of the work, partially or totally completed. Final payment of the **five percent (5%)** due each Contractor will be made upon final acceptance of the work under the respective Contract by the Owner, and after receipt of satisfactory evidence that all claims pertaining to such Contract have been paid in full as provided in the Contract Document for said work.
- H. The work under the Contract shall be commenced on or before a date to be specified in the Contract or written Notice to Proceed of the Owner, and shall achieve Substantial Completion by **November 18, 2017**.
- I. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa and to Iowa Domestic Labor.
- J. All bids will be governed by applicable provisions in the Iowa Code and Board Policies.
- K. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.5 PRE-BID MEETING

- A. A Pre-bid Meeting for interested bidders will be held on **January 19, 2017, at 2:00 p.m., local time**. All prospective bidders and subcontractors are encouraged to attend.
1. Location: City Hall, 204 Water Street, Cambridge, IA 50046.

1.6 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Obtain after January 5, 2017, by contacting Architect, or reprographic house address. Only complete sets of documents will be issued.
1. Reprographic House: **Action Reprographics, 5037 NE 14th Street, Des Moines, IA 50313.**
 2. Prime Contractors may obtain up to two (2) sets of printed bidding documents.
 3. Subcontractors may obtain one (1) set of printed bidding documents.
 4. Deposit: \$200.00 per set made payable to the Owner.
 - a. Deposit will be refunded to bidders upon return of their complete set(s) of Bidding Documents, including any Addenda, properly bound and in good condition to **FEH DESIGN** within 14 calendar days after opening of bids.
 - b. Cash deposits will not be accepted.
 - c. MBI plan deposit cards are also an acceptable method for deposit for documents.
 5. Shipping: Additional non-reimbursable shipping charges will apply.
- B. Viewing Contracting Documents: Examine after January 5, 2017, at the locations below:
1. **FEH DESIGN**, 604 East Grand Avenue, Des Moines, IA 50309.
 2. City Hall, 204 Water Street, Cambridge, IA 50046.
 3. Action Reprographics, 5037 NE 14th Street, Des Moines, IA 50313.
 - a. The plan holder's list may be viewed on-line at www.actionrepro.com.
 4. Construction Update Plan Room, 221 Park Street, Des Moines, IA.
 5. McGraw Hill Construction Plan Room, 2507 Ingersoll Avenue, Des Moines, IA.
 6. F.W. Dodge, 939 Office Park Road, Suite 121, West Des Moines, IA.
 7. Master Builders of Iowa, 221 Park Street, Des Moines, IA.

1.7 TIME OF COMPLETION

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.

1.8 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

1.9 NOTIFICATION

- A. This Advertisement for Bids document is issued by Scott DeYoung, Mayor, City of Cambridge, IA.

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