

Instructions to Bidders*29 April 2022***I. Bid Security**

Each bidder shall accompany its bid with bid security as defined in Iowa Code Section 26.8, as security that the successful Bidder will enter into a contract for the work bid upon and will furnish after Award of Contract a corporate surety bond, in a form acceptable to the Jurisdiction, for the faithful performance of the contract, in an amount equal to 5% of the amount of the Contract. The Bidder's security shall be in the amount fixed in the Instruction to Bidders, and shall be in the form of a cashier's check or a certified check drawn on an FDIC-insured bank in Iowa, or on an FDIC-insured bank chartered under the laws of the United States; or a certified share draft drawn on a credit union in Iowa, or chartered under the laws of the United States; or a bid bond on the form provided in the Contract Documents with corporate surety satisfactory to the Jurisdiction. The bid shall contain no condition except as provided in the Specifications.

II. Submission of the Proposal and Identity of Bidder

1. The proposal shall be sealed in an envelope, properly identified as the Proposal with the project title and the name and address of the bidder, and deposited with the Jurisdiction at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its proposal is delivered to the Jurisdiction prior to the time for opening bids, along with the appropriate bid security sealed in the separate envelope identified as Bid Security and attached to the outside of the bid proposal envelope. Any proposal received after the scheduled time for the receiving of proposals will be returned to the bidder unopened and will not be considered. Bidders must provide their own two envelopes for their proposals and bid security for submission of their bids.
2. All pages of the Proposal must be returned. The following documents shall be completed, signed, and returned in the Proposal envelope.
 - PROPOSAL – Complete each of the following parts:
 - Part B – Acknowledgement of Addenda, if any have been issued;
 - Part C – Bid Items, Quantities and Prices;
 - Part D – Identity of the Bidder
 - Part E – Additional Requirements

The Bidder shall sign the proposal. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature will not be accepted.

3. Out-of-State Contractors:

- a. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the Division of Labor Services of the Iowa Department of Workforce Development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the project manager may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing work.
- b. Prior to entering into contract, if it be a corporation organized under the laws of a state other than Iowa, shall file with the project manager a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, or as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

III.

- a. All bid documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Architect in writing. The Architect will issue any necessary interpretation by an addendum.

PROPOSAL: PART A – SCOPE

The project consists of a renovation of a vacant second story of an existing multi-use building at 509 Chestnut in Atlantic, Iowa. The project area is approximately 1,900 square feet. The existing building’s second floor will consist of two apartments units; one 1-bedroom unit and one 2-bedroom unit. The first floor is currently unoccupied space for business use. The proposed improvements include necessary life-safety improvements throughout, including electrical, mechanical, and plumbing.

The estimated cost for project improvements is \$431,000.00.

PROPOSAL: PART B – ACKNOWLEDGEMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER _____
ADDENDUM NUMBER _____
ADDENDUM NUMBER _____
ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.

PROPOSAL: PART C – GENERAL

The Bidder hereby acknowledges that the owner, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus and selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the owner and provide the following documents:
 - i. Proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code by providing a valid Registration Number,
 - ii. Proof of insurance by a Certificate(s) of Insurance,

- iii. A performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said documents and information as requested in Item 1 above acceptable to the project owner.
3. Commence the work on this project on or after the date a written Notice to Proceed is issued by the owner, and to fully complete the project not later than March 31, 2023; and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred and 00/100 (\$500.00) for each calendar day thereafter that the work remains incomplete.

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make and payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and
5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART D – IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an

- Individual, Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Joint-venture: all parties must join-in and execute all documents
- Other

By:

_____ Bidder

_____ Authorized Signature

_____ Name (Print/Type)

_____ Title

_____ Street Address

_____ City, State, Zip Code

_____ Telephone Number / Email Address

NOTE: The signature on this proposal must be an original signature in ink; copies or facsimile of any signature will not be accepted.

SPILLER

BID INFORMATION

Bidder: _____

Project Name: 509 Chestnut Renovation

Project Location: 509 Chestnut, Atlantic Iowa

Owner: Matthew Weresh

Architect: Spiller, LLC (Spiller Design & Architecture)

Architect Project Number: 20.007

CERTIFICATIONS AND CONTRACTOR'S FEE

1. Base Bid, Single-Prime (All Trades) Cost-Plus-Fee Contact: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, and Specifications, and all subsequent Addenda, as prepared by Spiller, LLC, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment, and services necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the Cost of the Work as defined in the Contract Documents, plus the Contractor's Fee for a total bid of:

1. _____ Dollars
2. (\$ _____)

SUBCONTRACTORS AND SUPPLIERS

A. The following companies shall execute subcontracts for the portions of the work indicated:

- * Metal Fabrication: _____
- * Framing: _____
- * Plumbing: _____
- * HVAC: _____
- * Electrical: _____
- * Fire Suppression: _____
- * Other: _____

PROPOSAL: PART E – ADDITIONAL REQUIREMENTS

The below attachments are additional project requirements, including:

- * 2021 CDBG Required Contract Language
- * Section 3 Language for Procurement Documents and Contracts