

INSTRUCTIONS TO BIDDERS

Contract #: 2020-04-20

Project Name: Airport Parking Garage Maintenance 2020

The work comprising the above referenced project will be constructed in accordance with the SUDAS Standard Specifications, 2017 Edition, as modified by the supplemental specifications and special provisions included in the Contract Documents. The Director of Engineering and Planning is the owner's representative. The terms used in the Contract Documents are defined in the SUDAS Standard Specifications. The Des Moines Airport Authority is the Contracting Authority on this project and is referred to as the "Jurisdiction". Before submitting your bid, please review the SUDAS Standard Specifications, in particular, Division 1 –General Provisions and Covenants, including the sections regarding proposal requirements, bonding, contract execution and insurance requirements.

Bid forms can be downloaded from the Plan Room at www.beelineandblue.com. Questions related to this web site should be made to Beeline+Blue, 2507 Ingersoll Ave., Des Moines, IA 50312, phone number 515-244-1611. Please be certain that all documents have been properly completed and submit them to the Authority Staff Assistant Secretary, 2nd Floor, Room 207, Des Moines International Airport, 5800 Fleur Drive, Des Moines, Iowa, 50321.

A pre bid meeting and site visit will take place on March 24, 2020, starting at 1:00 p.m. in the Cloud Room of the Airport.

BID AND PROJECT SCHEDULE

March 17, 2020, 12:00 p.m.	Documents Available
March 24, 2020, 1:00 p.m.	Pre-Bid Meeting and Optional Site Visit
March 30, 2020	Requests for substitution must be received
March 30, 2020	Questions must be received (in writing)
April 3, 2020	Addendum issued (if necessary)
April 7, 2020, 11:00 a.m.	Bids due/ Bid opening
April 10, 2020, 12:00 p.m.	Successful bidder to furnish executed contract, bonds and other paper work
April 14, 2020	Airport Board awards contract to successful Bidder
May 18, 2020	Contractor Mobilization begins
August 21, 2020	Obtain Substantial Completion
August 28, 2020	Project is fully complete

I. BID SECURITY

The bid security must be in the minimum amount of 10% of the total bid amount including all add alternates (do not deduct the amount of deduct-alternates). Bid security is as defined in Iowa Code section 26.8 and must be in the form of a cashier's check or certified check drawn on a state-chartered or federally chartered bank, or a certified share draft drawn on a state-chartered or federally chartered credit union, or a bid bond executed by a corporation authorized to contract as a surety in Iowa satisfactory to the Jurisdiction. The bid bond must be submitted on the enclosed Bid Bond form (Airport Authority 2017) as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; a facsimile (fax) or electronic image of any signature on the bid bond is not acceptable. Bid security other than a bid bond must be made payable to the Des Moines Airport Authority. "Miscellaneous Bank Checks", and personal checks, as well as "Money Orders" and "Traveler's Checks" issued by persons, firms or corporations licensed under Iowa Code chapter 533B, are not acceptable bid security.

II. SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER

- A. The proposal must be sealed in an envelope, properly identified on the outside 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 a separate envelope identified as Bid Security and attached to the outside of the bid proposal envelope. Any proposal received after the scheduled time for receiving proposals will be returned to the bidder unopened and will not be considered.

Sales Tax: The bidder should not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

Accessibility for Individuals with Disabilities: The Des Moines Airport Authority is pleased to provide accommodations to individuals with disabilities or groups. To better serve you, please notify us at least three business days in advance when possible at 515-256-5100 should special accommodations be required.

- B. The following documents must 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 F - Additional Requirements: The following proposal attachment documents must be completed and attached:

<u>ITEM NO.</u>	<u>DESCRIPTION OF ATTACHMENT</u>
1.	Identity of Subcontractors
2.	General
3.	Reciprocal Resident Bidder Preference

- Part G - Identity of Bidder.

Sign the proposal and have the signature notarized. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the company owner or an authorized officer or agent of the company; copies or facsimiles of any signature will not be accepted. The Bidder Status Form (PROPOSAL Part F Item 3), is required by the Iowa Labor Commissioner, pursuant to Iowa Admin. Code rule 875-156.2(1). The Bidder must complete and submit the Bidder Status Form, signed by an authorized representative of the Bidder, with their bid proposal. Under Iowa Admin. Code rule 875-156.2(1), failure to provide the Bidder Status Form with the bid may result in the bid being deemed non-responsive and may result in the bid being rejected. The Worksheet: Authorization to Transact Business from the Labor Commissioner is included on page 4 of 4 of the Instructions to Bidders, to assist Bidders in completing the Bidder Status Form.

- C. Out-of-State Contractors:

1. Pursuant to Iowa Code section 91C.7, 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 the Iowa Department of Workforce Development at 515-242-5871 for further information. Prior to contract execution, the Engineer 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 section 91C.7 before commencing work.

2. Prior to entering into a contract, the designated low bidder, if it be a corporation organized under the laws of a state other than Iowa, shall file with the Engineer a certificate from the Iowa Secretary of State showing that it has complied with all the provisions of Iowa Code chapter 490 governing foreign corporations. For further information, contact the Iowa Secretary of State's Office at 515-281-5204.

III. GENERAL

- 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 that the bidder believes will require a conditioned or unsolicited alternate bid, the bidder shall immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.
- B. Additional information regarding addenda, plan holders, bid tabulations, etc. can be found on the web site at www.beelineandblue.com, or available at Beeline and Blue 2507 Ingersoll Ave., Des Moines, IA 50312, phone number 515-244-1611.