

SECTION 00 11 13

NOTICE TO BIDDERS FOR PUBLIC IMPROVEMENT PROJECT

DUBUQUE COMMUNITY SCHOOL DISTRICT PRESCHOOL

FURNISHINGS, FIXTURES, & EQUIPMENT – BID PACKAGE

DUBUQUE COMMUNITY SCHOOL DISTRICT
DUBUQUE, IOWA

NOTICE IS HEREBY GIVEN: BIDS FOR THE DUBUQUE COMMUNITY SCHOOL DISTRICT PRESCHOOL – FURNISHINGS, FIXTURES, & EQUIPMENT BID PACKAGE - WILL BE ACCEPTED FOR REVIEW AND CONSIDERATION.

Sealed bids for the Dubuque Community School District Preschool – Furnishings, Fixtures and Equipment (FF&E) – Bid Package – will be received on April 25, 2024 at the Dubuque Community School District Administration Building (The Forum), 2300 Chaney Road, Dubuque, Iowa 52001, before 2:00 p.m., Local Time, according to the designated clock at the Reception Desk in the Forum Building. Bids will be stamped with the time they were received. The Bids will be publicly opened and read aloud shortly after 2:00 p.m., April 25, 2024, in the Board Room of the Dubuque Community School District Administration Building (The Forum), located at 2300 Chaney Road, Dubuque, Iowa. Neither the District nor its agents will assume liability for the inability of a bidder to submit a bid in a timely manner. Bidders bear full and complete responsibility for the timely submission of such bid. Bids received after the deadline will not be considered and will be returned to the bidder unopened.

SCOPE:

The scope of the work for the FF&E Bid Package Project (the Project) located at 7900 Chavenelle Drive, Dubuque, Iowa 52002, includes, but is not limited to the following:

In general, the Project will consist of providing and installing Classroom, Office, and Miscellaneous furniture in various locations throughout the DCSD Preschool, as shown and noted in the bidding documents. Bidders shall include all costs of all labor, material, delivery (FOB DCSD Preschool), set-up, unpacking/uncrating, installation, and removal of all excess materials to complete the work in a first-class manner. All bids (and unit/extended prices) must include product, shipping, delivery, installation, and waste removal. Bids shall not include sales or excise taxes. A tax-exempt certificate, where needed, will be furnished to the Successful Bidder(s) upon request.

DOCUMENT AVAILABILITY:

Bid documents will be available for viewing on or after April 8, 2024, at the Dubuque Community School District Buildings and Grounds Department, 2300 Chaney Road, Dubuque, Iowa 52001-3095; Straka Johnson Architect's office, 3555 Digital Drive, Dubuque, Iowa 52003; and at plan room locations as listed below:

CMD Group (formerly Reed Construction Data): www.cmdgroup.com

Dodge Data & Analytics: <http://construction.com>

Master Builders/Construction Update Plan Room: www.mbionline.com

Isqft: <http://www.isqft.com>

Bidders may obtain copies of the Bidding Documents from Tri-State Blueprint & Framing Company, 696 Central Avenue, Dubuque, Iowa 52001, 563-556-3030, or <https://rapidsrepro.com/dubuque/> upon depositing the sum of one hundred dollars (\$100.00) per set or receipt of AGC, AMC, AMEC, MBI, or NECA card. Deposit checks shall be made out to Dubuque Community School District. Deposits will be refunded upon return of the Bidding Documents, to unsuccessful bidders, if returned documents are in good condition and returned within fourteen (14) days after award of the project.

Electronic Bidding Documents are available for review and download from Straka Johnson Architects Plan Room on the Rapids Reproductions plan room website at no charge by logging into – or registering with – the following service: <https://www.sjarchplanroom.com>.

Documents are also available through Rapids Reproductions Document Fulfillment Service (DFS): <https://rapidsrepro.com/planroom>.

When requesting Bidding Documents, please register your name, company name and complete address, telephone number (with area code), fax number, and email address. This information will be used to transmit addenda to all who are known to have received Bidding Documents. Please contact Greg Lewis, Straka Johnson Architects, PC at 563.556.8877 with questions related to bid documents or related protocol.

BIDDING REQUIREMENTS:

Each Bid shall be submitted on the Bid Form provided with the Bidding Documents. No oral, facsimile or telephonic bids or modifications will be considered. Bids shall be addressed and delivered to the Dubuque Community School District, Forum Building, 2300 Chaney Road, Dubuque, Iowa 52001—Attention Chief Financial Officer, in sealed envelopes marked with the Project Name and name and address of Bidder. All bids shall be sealed and plainly marked. Any alteration of the bid form may be cause for rejection of the bid. Bidders shall follow the format of Section 00 41 13 – Bid Form, including Total Cost (Base Bid), Breakdown of cost per item (Unit Price) multiplied by the total number of items (Extended Price), and Other Costs or Adjustments (Discounts that may apply, etc.). Failure to submit in accordance with Bid Form may be cause for rejection of bid. Bidders shall fill out Section 00 41 13 – Bid Form completely, along with the appropriate Section 00 41 14.x – Product Summary Form(s). The DCSD reserves the right to increase or decrease the quantities of any or all items. Brand names and trade names in the specification are given to denote expectation of quality and to establish an ‘or equal’ benchmark.

Each Bid shall be accompanied by Bid Security in the amount of ten percent (10%) of the total bid submitted. Bid Security must be in the form set forth in the Instructions to Bidders. Bid Security must be in one of the following forms: Certified Check, Cashier’s Check, Credit Union Certified Share Draft or an approved Bond Form.

The successful Bidder will be required to furnish a Certificate of Insurance and Performance and Labor and Material Payment Bonds both in an amount equal to 100% of the Contract Price and in accordance with other requirements outlined in the Bid Documents.

Should the successful bidder fail or neglect to furnish satisfactory performance/payment bonds, refuse to enter into a Contract on the basis of the bid, or fail to meet the requirements of this Notice and the specifications regulating the award, the bidder’s security may be retained as liquidated damages. No bidder may withdraw its bid for a period of forty-five (45) calendar days after the date and hour set for opening of bids.

IOWA STATE SALES TAX: This project is tax exempt. Do Not include Iowa State Sales Tax in any calculation of Bid totals. Contractors and Suppliers will be provided an Iowa sales tax exemption certificate for this project.

BASIS OF BIDS:

The Bidder shall include all requested Forms and attachments with their submission of the Bid Form; failure to comply may be cause for rejection.

The Work shall be completed (turnkey) in accordance with Section 00 11 14 – DCSD Schedule of Events. Successful Bidder shall coordinate and cooperate with DCSD to determine appropriate time(s) for installation. Owner reserves the right to amend delivery dates and times in the interest of the district, with no additional cost to the Owner.

Consideration of bids and the award of contract may be made by the Board of Education of the Dubuque Community School District to the lowest responsive, responsible bidder determined on the basis of a combination of the base bid and any selected alternates at its meeting on Monday May 6, 2024 in the Dubuque Community School District Board Room, Forum Building, 2300 Chaney Road, Dubuque, Iowa. The right is reserved to reject any and all bids, or any part thereof, and to waive informalities or irregularities and to enter into such Contract or Contracts as shall be deemed in the best interests of the Dubuque Community School District.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa to the extent lawfully required under Iowa statutes.

All bids will be governed by applicable provisions in the Iowa Code and Dubuque Community School District Board Policies, including its Non-Discrimination Equal Employment Opportunity and Affirmative Action Policy.

Carrie Mauss, Board of Education Secretary
Dubuque Community School District

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END OF SECTION 00 11 13