

DOCUMENT 001116 - REQUEST FOR COMPETITIVE QUOTES

1.1 PROJECT INFORMATION

The Dubuque Community School District ("District") is seeking competitive quotations for the construction of the public improvement hereafter described. Contractors qualified to perform the work and able to obtain the required performance bond are invited to submit competitive quotations, pursuant to the requirements of Section 26.14 of the Iowa Code.

- A. Companies interested in submitting a competitive quote are invited to submit a quote for this Project as described in this Document and according to the attached Instructions to Bidders.
- B. Project Identification: Dubuque Community School District Security Upgrades
 - 1. Project Location: All school building locations throughout the Dubuque Community School District, Dubuque, Iowa.
- C. Owner: Dubuque Community School District
 - 1. Owner's Representative: Rob Powers
- D. Architect/Engineer: Origin Design
- E. Project Description: Project consists of security upgrades at all school buildings in the district. Upgrades include replacement and installation of security cameras, access control as well as installation of security window film on exterior openings.
- F. Construction Contracts: Quotes will be received for the following Work:
 - 1. Multiple Contract Project consisting of the following prime contracts:
 - a. Bid Package 01: Window Film
 - b. Bid Package 02: Electrical -Access Control
 - c. Bid Package 03: Electrical-Video Cameras
 - d. Bid Package 04: Camera Licensing

1.2 COMPETATIVE QUOTE SUBMITTAL

- A. Owner will receive sealed quotes until the time and date at the location indicated below. Owner will consider quotes prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Quote Date Deadline: November 22, 2024
 - 2. Quote Time Deadline: Before 4:00 p.m., local time.
 - 3. Location:
 - a. Quotes for the Dubuque Community School District Security Upgrades project will be received at the Dubuque Community School District Administration Building (The Forum), 2300 Chaney Road, Dubuque, Iowa 52001-3095, according to the designated clock at the Reception Desk in

Dubuque Community School District
Security Upgrades

the Forum Building. Quotes will be stamped with the time they were received. Neither the District nor its agents will assume liability for the inability of a contractor to submit a quote in a timely manner. Company submitting a quote bear full and complete responsibility for the timely submission of such quote. Quotes received after the deadline will not be considered and will be returned to the contractor whom submitted the quote unopened.

- B. Each Quote shall be submitted on the Quote Form provided with these documents. No oral quotes or modifications to the Quote Form will be considered. Quotes 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 company submitting the quote. All quotes shall be sealed and plainly marked.
 - 1. Quotes may be submitted by email to Rob Powers, District Manager of Buildings and Grounds @ rpowers@dbqschools.org. Quotes submitted by email shall include a cover letter marked with Attention Chief Financial Officer, the Project Name and name and address of company submitting the quote. Any alteration of the quote form may be cause for rejection of the quote.

1.3 EVALUATION OF COMPETITIVE QUOTATIONS.

- A. If a quoting contractor does not submit its quotation on the form required by the District, or does not provide all information or documentation or agree to all terms in the attached specifications without condition required by the District, or does not cause said form to be executed as required by the District, said quotation shall be determined to be non-responsive and shall be rejected by the District.
- B. The District reserves the right to reject any, or all, competitive quotations and waive any irregularities or informalities in the quotations. Award of the contract, if any, shall be made to be to the lowest responsive, responsible quoter.

1.4 PRE-QUOTE INSPECTION

- A. Quoters may contact OWNER to coordinate date and time for quoter to gain access to the project sites prior to submitting a quote.

1.5 DOCUMENTS

- A. Printed Procurement and Contracting Documents:
 - 1. Bid documents will be available for viewing on or after November 15, 2024 at the Dubuque Community School District Buildings and Grounds Department, 2300 Chaney Road, Dubuque, Iowa 52001-3095; Origin Design Co. office, 137 Main Street Suite 100, Dubuque, Iowa 52001, and at plan room locations as listed below:
 - a. Master Builders/Construction Update/iSqFt Plan Room: www.mbionline.com
 - b. Dodge Data & Analytics: <http://construction.com>

Dubuque Community School District
Security Upgrades

- c. Origin Design: www.origindesign.com
 2. Bidders may obtain electronic copies of the Bidding Documents prepared by Origin Design at no cost. To obtain electronic copies click on the 'Bids' tab on the Origin website at <https://origindesign.com/>.
 3. To obtain paper copies contact Tri-State Blueprint/Rapids Reproductions at <https://www.origindesignplanroom.com/> or phone at 563-556-3030. A deposit of One Hundred dollars (\$100.00) is required 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 Construction Bidding Documents, to unsuccessful bidders, if returned documents are in good condition and returned within fourteen (14) days after award of the project.
- B. 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.

1.6 PROJECT SCHEDULE

- A. Work shall begin as indicated in the Notice to Proceed and shall be completed within the Contract Time. It is anticipated work beginning on or after December 11, 2024.
- B. TIME OF COMPLETION: Substantial Completion of the DCSD Security Upgrades project shall be no later than May 30, 2025. Additional time restrictions/timelines may also be in place for this project and those restrictions are covered in the construction documents.

1.7 IOWA STATE SALES TAX:

- A. 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.

1.8 PERFORMANCE BOND REQUIRED.

- A. The successful Bidder will be required to furnish a Certificate of Insurance and Performance and Labor Bond in an amount equal to 100% of the Contract Price and in accordance with other requirements outlined in the Bid Documents. The contractor who is awarded the contract to perform the work shall be required to provide a performance and a labor and material payment bond to secure the performance and timely completion of the work and to secure the payment of subcontractors and suppliers, as required by Section 573.2 of the Code.

1.9 QUOTE REQUIREMENTS

- A. This project is being supported with School Safety Improvement Grant funding through the State of Iowa Homeland Security and Emergency Management. Therefore, certain restrictions and other federal requirements attach to this opportunity. Pursuant to the requirements of the project funding source, Davis-Bacon wage rates are to be used on certain scope of the work associated with this project. Current wage rates were inserted in this specification, and it is the Contractor's responsibility to make sure that they are using the most current rates at the time of bid opening. Wage rates should be reviewed prior to submitting a proposal on the day of bid opening. Contractors must not appear on Sam.gov disbarment list, including any subcontractors.

1.10 QUOTER'S QUALIFICATIONS

- A. Contractor must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work.

- B. Resident Bidder Status.

"In accordance with Department of Labor Rules located at 875 IAC 156.2, the District requests a statement from each bidder regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the labor commissioner and available online at: <http://www.iowaworkforce.org/labor/bidderstatusform.pdf>. This statement shall require each bidder to certify whether the bidder is a resident bidder or non-resident bidder. In the case of a resident bidder, the statement shall require the resident bidder to identify each office at which the resident bidder has conducted business in the state during the previous three years and the dates on which the resident bidder conducted business at each office. In the case of a non-resident bidder, the statement shall require the non-resident bidder to identify the non-resident bidder's home state or foreign country as reported to the Iowa Secretary of State, to identify each preference offered by the nonresident bidder's home state or foreign country, and to certify that, except as set forth on the form , there are no other preferences offered by the non-resident bidder's home state or foreign country. The statement shall include such other additional information as requested by the labor commissioner form.

1.11 ADDITIONAL INFORMATION

- A. The quote shall include all requested Forms and attachments with their submission of the Quote Form. Contractor shall submit their quote on the Quote Form included in the Project Specification Manual; failure to comply may be cause for rejection.
- B. 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.
- C. All quotes 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.

Dubuque Community School District
Security Upgrades

1.12 EXECUTION OF CONTRACT UPON ACCEPTANCE AND APPROVAL OF PERFORMANCE BOND AND EVIDENCE OF INSURANCE.

- A. Upon the District's determination which contractor has submitted the lowest responsive, responsible quotation, the District will take action to award the contract to that contractor, conditioned upon the contractor's submission, and the District's approval, of the contractor's performance and payment bond and evidence of insurance, and further conditioned upon the contractor's execution of a contract in the form included with this Request for Competitive Quotes and its approval and execution by the District.

END OF DOCUMENT 001116

