

**SECTION 001113**

**NOTICE TO BIDDERS FOR PUBLIC IMPROVEMENT PROJECT  
IRVING ES MECHANICAL UPGRADES  
DUBUQUE COMMUNITY SCHOOL DISTRICT  
DUBUQUE, IOWA**

**NOTICE IS HEREBY GIVEN:** BIDS FOR THE DUBUQUE COMMUNITY SCHOOL DISTRICT IRVING ES MECHANICAL UPGRADES PROJECT WILL BE ACCEPTED FOR REVIEW AND CONSIDERATION.

Sealed bids for the Irving ES Mechanical Upgrades Project will be received on March 11, 2025 at the Dubuque Community School District Administration Building (The Forum), 2300 Chaney Road, Dubuque, Iowa 52001, before 2:00 p.m., CST, 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., March 11, 2025, 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.

**The scope of work for the project located at 2520 Pennsylvania Avenue, Dubuque, Iowa, 52001, includes, but is not limited to the following:**

In general, within the original Irving Elementary School footprint, the project would consist of the design and replacement of mechanical systems including boilers, cabinet unit heaters, exhaust fans, and unit ventilators. Existing exterior louvers will be removed and infilled with masonry. Rooftop and ground mounted mechanical units will be added to the buildings and site and as a result, some structural work is required. The existing exterior windows will be replaced with aluminum storefront by alternate bid. Limited other finish work will be required as the result of modifications to existing mechanical units in classrooms and other school spaces. Existing ceilings and lighting will be replaced with new throughout the entire school. Additional miscellaneous plumbing, mechanical and electrical work will also be completed in portions of the building.

A pre-bid conference is scheduled for February 14, 2025 at 10:00 a.m., at the project site, 2520 Pennsylvania Avenue, Dubuque, Iowa 52001. Bidders are highly encouraged to attend this meeting, although attendance is not mandatory. Contractors are asked to meet at the main office entrance, located on the north side of the building.

**CONTRACTS:**

Bids will be received, and project constructed under a single prime contract. Bids must be on a lump sum basis. Work to commence on or about April 18, 2025 with completion of work as follows:

Dubuque Community School District  
Irving ES Mechanical Upgrades

Substantial Completion of the Irving ES Mechanical Upgrades Project shall be no later than August 15, 2026. Additional time restrictions/timelines may also be in place for this project and those restrictions are covered in the construction documents.

**DOCUMENT AVAILABILITY:**

Bid documents will be available for viewing on or after February 11, 2025 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:

Master Builders/Construction Update/iSqFt Plan Room: [www.mbionline.com](http://www.mbionline.com)

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

Origin Design: [www.origindesign.com](http://www.origindesign.com)

Bidders may obtain 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/>. To obtain paper copies contact Tri-State Blue Print/Rapids Reproductions at <https://www.origindesignplanroom.com/> or phone at 563-556-3030. A deposit of Two Hundred and Fifty dollars (\$250.00) 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.

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.

**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.

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.

Dubuque Community School District  
Irving ES Mechanical Upgrades

**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.

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 April 7, 2025, 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.

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Carolyn Mauss  
Board Secretary  
Dubuque Community School District

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