

March 30, 2017

**SECTION 00 10 01  
NOTICE OF BID LETTING**

**CONTRACTORS: NOTICE OF PUBLIC BID LETTING FOR THE EARLHAM COMMUNITY SCHOOL DISTRICT ATHLETIC ADDITION AND RENOVATION PROJECT, EARLHAM, IOWA AND THE TAKING OF BIDS THEREFORE.**

**NOTICE IS HEREBY GIVEN:** BIDS FOR THE EARLHAM COMMUNITY SCHOOL DISTRICT ATHLETIC ADDITION AND RENOVATION PROJECT WILL BE ACCEPTED FOR REVIEW AND CONSIDERATION.

Sealed bids for the Earlham Community School District Athletic Addition and Renovation Project will be received on April 20, 2017 at the Earlham Community School District Administration Office, 535 North Chestnut Avenue, Earlham, Iowa 50072, before 2:00 p.m., CST, according to the designated clock in the District Administrative Office. **The Proposals will be publicly opened and read shortly after 2:00 p.m., April 20, 2017, at the Earlham Community School District Library, 535 North Chestnut Avenue, Earlham, IA 50072.** 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 be rejected.

**Scope of work includes, but is not limited to the following:** An approximately 18,000 s.f. addition to the south side of the existing elementary/middle/high school building complex. The existing gymnasium will be expanded by approximately 73 feet. It will be constructed of precast concrete, include new bleachers, flooring and gymnasium equipment. New public restrooms, student locker rooms, an upper level weight room mezzanine, security improvements at the main entrance, and associated storage and support spaces will also be included.

**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 June 5, 2017 and be substantially complete on or before March 1, 2018. Final Acceptance of the Project shall be on or before March 15, 2018.

**DOCUMENT AVAILABILITY:**

Bid documents will be available for viewing at the Earlham Community School District Administration Office, the Architect/Engineer's office, 1466 28<sup>th</sup> Street, Suite 200, West Des Moines, Iowa 50266, and at the following locations:

Master Builders of Iowa Construction Update: 221 Park Street, Des Moines, IA 50309  
Reed Construction Data: 30 Technology Parkway South, Suite 500, Norcross, GA 30092  
Omaha Builders Exchange: 4255 South 94th Street, Omaha, NE 68127  
Marshalltown Plan Room, Marshalltown, Iowa (electronic only)

Complete sets of bidding documents are available from Action Reprographics, 515.288.2146. Bidders may contact Action Reprographics and visit their website ([www.actionrepro.com](http://www.actionrepro.com)) to order the Bid Documents. A \$100.00 deposit or current MBI/ABC Plans Request Card, made payable to Earlham Community School District is required which will provide for a complete paper copy of the drawings and Project Manual specifications. Any shipping and handling costs are the responsibility of the bidder. Bidders shall have the option to make a special request to receive a CD copy of the Project Manual and Drawings in lieu of the paper copy. Plan deposits will be refunded upon the return of the documents, in good condition to Action Reprographics within 14 days after the award of the project. **Failure to comply will result in the forfeiture of the plan deposit.**

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**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 Earlham Community School District Administration Office, 535 N. Chestnut Street, Earlham, Iowa 50072—Attention Michael Wright, Superintendent, 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. A signed copy of the Construction Progress Schedule and Resident Bidder Form are to be included with the bid.

Each Bid shall be accompanied by a Bid Security in the amount of five percent (5%) of the total bid submitted. Bid Security must be in the form set forth in the Instructions to Bidders and submitted in a separate sealed envelope clearly labeled Bid Security. Bid Security must be in one of the following forms: Certified Check, Cashier's Check, 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.

All bidders must provide a statement regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the Iowa Department of Labor commissioner and available online. The statement must be signed by an authorized representative of the bidder. Failure by any bidder to provide a completed statement with its bid may result in the Board of Education rejecting the bid as non-responsive.

**BASIS OF BIDS:**

Bidders will be required to provide evidence of successful experience with projects of similar type and size. The Board of Directors of the Earlham Community School District reserves the right to conduct such investigations as it deems necessary to assist in the evaluation of any bid and to establish the responsibility and qualifications of the bidders, proposed subcontractors, and other organizations to perform the work in accordance with the contract documents to its satisfaction within the prescribed time. In addition, the District may require submission of AIA Document A305, Contractor Qualification Statement, at its discretion.

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 Directors of the Earlham Community School District to the lowest responsive, responsible bidder determined on the basis of a combination of the base bid and selected alternates at its meeting on April 26, 2017, at 6:00 p.m. in the Earlham Community School District Library, 535 N. Chestnut Ave, Earlham, 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 Earlham Community School District.

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By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor.

All bids will be governed by applicable provisions in the Iowa Code and Board Policies.

**A Pre-Bid Meeting is scheduled for Monday, April 10, 2017, 1:30 p.m., local time at the Earlham Community School District High School, 535 N. Chestnut Ave, Earlham, Iowa. Bidders are encouraged to attend, but attendance is not mandatory to bid.**

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Jodi Stroud  
Business Manager and Board Secretary  
Earlham Community School District