

INVITATION FOR BIDS
Vicksburg City Hall Restoration – Windows & Envelope
City of Vicksburg
Vicksburg, Mississippi

MM _____
GF _____
AM _____

MAR 07 2018

Sealed bids will be received in the Office of the City Clerk, 1401 Walnut Street, Second Floor City Hall, Vicksburg, MS until 9:00 AM on Monday, April 16th, 2018 and will be opened in a regular meeting of the Board of Mayor and Aldermen of the City of Vicksburg at 10:00 AM in the Board Meeting room at City Hall Annex, 1415 Walnut Street, Vicksburg, MS. Mailing address: P.O. Box 150, Vicksburg, MS 39180. Bidders are cautioned that the City Clerk does not receive mail prior to 9:00 AM.

Principal items of work include the restoration of the windows, exterior envelope items, and miscellaneous ADA upgrades.

Proposals must be submitted in duplicate on the form included in the Project Manual and must be accompanied by a bid guarantee of at least five percent of the bid. Bids greater than \$50,000 shall show the Contractor's Certificate of Responsibility Number on the Bid envelope. No proposals may be withdrawn within 60 days after the scheduled closing time.

Copies of construction documents may be obtained from Belinda Stewart Architects, PA, P.O. Box 867, 61 N. Dunn Street, Eupora, Mississippi, 39744, (662) 258-6405, (662) 258-6452 fax and www.bsaplanroom.com

Electronic bids can be submitted at www.centralbidding.com . Official bid documents can be downloaded from Central Bidding. Electronic bids are due the same time and date as sealed bids. For any questions relating to the electronic bidding process, please call 225-810-4814.

The City of Vicksburg reserves the right to reject any and all bids and to waive informalities whenever rejection is in the best interest of the owner.

By: City of Vicksburg

Notes: Publish on March 14th & March 21st, 2018, in the Vicksburg Post.

Furnish two (2) proofs of publication to the Office of the City of Vicksburg.

SECTION 00 2113
INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in the Contract Documents
 - 4. Contract Time
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Availability
 - 3. Examination
 - 4. Inquiries/Addenda
 - 5. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference
- D. Bid Submission
 - 1. Submission Procedure
- E. Bid Enclosures/Requirements
 - 1. Security Deposit
 - 2. Consent of Surety
 - 3. Performance Assurance
 - 4. Insurance
 - 5. Bid Form Requirements
 - 6. Bid Form Signature
 - 7. Additional Bid Information
 - 8. Selection and Award of Alternates
- F. Offer Acceptance/Rejection
 - 1. Duration of Offer
 - 2. Acceptance of Offer

1.02 RELATED DOCUMENTS

- A. Advertisement for Bids.
- B. Document 00 4100 - Bid Form.
- C. Document 00 72 00 - General Conditions
- D. Document 00 7300 - Supplementary Conditions:

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the City Clerk of the City of Vicksburg at 1401 Walnut St., Vicksburg, MS 39180 before 9:00 a.m. local standard time on the 16th day of April.
 - 1. Please note that the City Clerk's Office does not receive mail prior to 9:00am.
 - 2. A secure electronic interactive system for the submittal of bids is an additional bidding option for those bidders who choose to submit their bids electronically. Those bidders who choose to submit their bids electronically will do so as directed by the Owner and as specified in the Advertisement for Bids. When construction bids are submitted electronically, the requirement for including a certificate of responsibility, or a statement that the bid enclosed does not exceed Fifty Thousand Dollars (\$50,000), on the exterior of

the bid envelope as indicated in Section 31-3-21(1) and(2) of Mississippi State law shall be deemed in compliance with by including same as an attachment with the electronic bid submittal.

- B. Offers submitted after the above time shall be returned to the bidder unopened.
- C. Offers will be opened publicly in a Board Meeting at 10:00am on the same day in the Board Room in the Vicksburg City Hall Annex at 1415 Walnut St., Vicksburg, MS 39180.
 - 1. Bidder representatives are invited, however attendance is not mandatory.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete a Restoration Project including: windows & exterior envelope located at 1401 Walnut St., Vicksburg, MS 39180 for a Stipulated Price contract, in accordance with the Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises renovation , including Exterior Window & Envelope Restoration Work.
- B. Location: Vicksburg City Hall located at 1401 Walnut St., Vicksburg, MS 39180.

2.04 CONTRACT TIME

- A. Perform the Work in 90 calendar days.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Project Manual, Drawings, and all issued Addenda
- B. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project Number 1505, as prepared by Belinda Stewart Architects who is located at 61 N. Dunn St., Eupora, MS 39744, and with contents as identified in the Project Manual.

3.03 AVAILABILITY

- A. Bid Documents may be obtained at the office of Belinda Stewart Architects which is located at 61 N. Dunn St., Eupora, MS 39744.
- B. One sets of Bid Documents can be obtained by bidders upon receipt of a deposit, by certified check, in the amount of \$50 for one set.
- C. Deposit will be refunded if Bid Documents are returned complete, undamaged, unmarked and reusable, within 7 days of bid submission. Failure to comply will result in forfeiture of deposit.
- D. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of Belinda Stewart Architects which is located at 61 N. Dunn St., Eupora, MS 39744. www.bsaplanroom.com.
- B. Bid Documents may be viewed at the office of City of Vicksburg, 1401 Walnut St., Vicksburg, MS 39180 .
- C. Upon receipt of Bid Documents verify that documents are complete. Notify Belinda Stewart Architects should the documents be incomplete.
- D. Immediately notify Belinda Stewart Architects upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to Belinda Stewart Architects, telephone: 662-258-6405.

- B. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 5 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to Bid Document recipients and planholders.
- E. No Addendum shall be issued within two (2) working days of the receipt of bids unless such addendum also amends the bid opening date not less than five (5) working days after the date of the addendum.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. Substitutions will not be permitted or accepted prior to Bid.
- B. See Section 01 6000 - Product Requirements for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

4.02 PREBID CONFERENCE

- A. No Prebid Conference will be held for this project.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of similar previous experience .

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. City of Vicksburg reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. A bid must be delivered to the address indicated on the Advertisement for Bids prior to the time and date stated. Bids shall be submitted on the Bid Forms provided, in duplicate, signed, and sealed in a closed opaque envelope clearly identified with bidder's name, project name, and Owners name on the outside. Bids shall be mailed or hand-delivered with the following written on the outside of the envelope:

(In upper left hand corner)
 Name of Company
 (Exactly as recorded with the Mississippi
 Secretary of State's office)

(Bid shall be addressed and delivered to)
 Vicksburg City Hall
 Attn: Jeff Richardson
 1401 Walnut St. or P.O. Box 150
 Vicksburg, MS 39180

(In lower left hand corner)

Bid for (Project Title): _____
Mississippi Certificate of Responsibility #: _____ (if amount is over \$50,000)
(if amount is under \$50,000, add statement)

- C. If the Bid is mailed, the bid envelope shall be placed inside a second envelope to prevent inadvertent premature opening of the Proposal.
- D. **MODIFICATION TO BID:** A bidder may modify the bid prior to the scheduled closing time indicated in the Advertisement for Bids in the following manner:
 - 1. Notification on Envelope: A modification may be written on the outside of the sealed envelope containing the bid.
 - 2. Facsimile: A Facsimile (fax) will not be acceptable.
- E. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- F. Non-resident bidders must include a copy of their state's law regarding non-resident bidders or their bid will not be considered.
- G. Bidders must certify that they participate in e-verify and all persons who work under this contract have been verified.

6.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, will at the discretion of the City of Vicksburg, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of the City of Vicksburg, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements will, at the discretion of City of Vicksburg, invalidate the bid.
- D. Failure to include the Certificate of Responsibility Number on the outside of the envelope or a statement that the bid is less than \$50,000 will invalidate the bid.

BID ENCLOSURES/REQUIREMENTS

7.01 BID SECURITY

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond: The Bidder may submit a Bid Bond by a Surety authorized to do business in the State of Mississippi in the amount of (5%) of the base bid. The Bid Bond shall be duly executed by the Bidder and the Surety. (No standard form is required for the Bid Bond.)
 - 2. Certified Check: Alternatively, the Bidder may submit a certified check made out to City of Vicksburg in the amount of (5%) of the base bid. All checks received from Bidders will be returned upon request, unless a Bidder is one (1) of the three (3) apparent low Bidders. The three apparent low Bidders' checks may be held for sixty (60) days, unless a Contract is awarded and executed in less time.
 - 3. Power of Attorney: Each bid security must be accompanied by an appropriate Power of Attorney. No Power of Attorney is necessary with a certified check.
- B. If no contract is awarded, all security deposits will be returned.

7.02 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.

7.03 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.

3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER AND AWARD OF ALTERNATIVES

- A. City of Vicksburg reserves the right to accept or reject any or all bids. A contract will be awarded on the basis of the lowest and best base bid, or lowest and best combination of base bid and alternates selected by the Owner in any order determined to be in the best interest of the Owner and which produces a total within available funds.
- B. After acceptance by City of Vicksburg, Belinda Stewart Architects on behalf of City of Vicksburg, will issue to the successful bidder, a written letter of Contract Award.

END OF SECTION 00 2113