

Scott County Facility and Support Services Department
Purchasing Division
600 West Fourth Street, Davenport, Iowa 52801-1030
Phone: (563) 326-8793
Fax: (563) 328-3245
E-Mail: purchasing@scottcountyiowa.com

REQUEST FOR QUOTATION

Scott County Requisition No. 18887

Bidders need to complete and submit this form.

Submission Date: 4/3/2012	No Later Than: 2:00pm
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Qty	Description
	Scott County is requesting sealed bids for Project #FSS1111-01
	Scott Emergency Communication Center's -Emergency Equipment Storage Facility
	Instructions to bidders and summary of work attached (total including this page, 7 pages)
	Delivery Included
	price quotation good for 60 days
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.com/fss/purchasing.php

Scott County reserves the right to accept the bid from the lowest responsible bidder.

Quote submitted by:

Released by:
(Scott County Use Only)

Name

Date: 3/20/2012

Title

Time: 9:30am

Company

PLEASE NOTE:

Date

Bidders must provide an estimated delivery date in their bid response!

Company Contact Information:	Phone:
	E-Mail:

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

REQUEST FOR BID
Emergency Equipment Storage Facility
Scott County SECC
Project: **FSS1111-01**

Scott County Facility and Support Services Department is accepting single prime sealed bids for construction of the Scott Emergency Communication Center Emergency Equipment Storage Facility to be located at 4715 Tremont Avenue in Davenport, IA. Bids will be accepted until 2:00 pm local time on April 3, 2012.

Bid Documents may be obtained at CityBlue Technologies, 4605-3rd Street, Moline, ILL or electronically by emailing mail@LarrisonArchitects.com . When requesting via e-mail, the phrase "SECC PROJECT #FSSS1111-01" must be in the subject line. This invitation along with the instructions to bidders and summary of work from the project specifications are posted and available for download on the Scott County website at <http://www.scottcountyowa.com/fss/purchasing.php>

A pre-bid conference and tour of the project site is scheduled for 1:00 pm local time on Tuesday, March 27, 2012. This conference will be held at the project location, 4715 Tremont Avenue, Davenport, IA. All prospective bidders are encouraged to attend. The design team and owner's representative will be in attendance to discuss the project and answer questions.

Bids for this project are due in the Scott County Purchasing Division at 600 West 4th St, Davenport, IA 52801-1030 no later than April 3, 2012 at 2:00 p.m. Bids received after this time will not be considered. Bids received before the deadline will be opened and read aloud immediately afterward.

DOCUMENT 00100
INSTRUCTIONS TO BIDDERS

1. INVITATION**1.1 BID SUBMISSION**

- A. Sealed Bids signed, executed, and dated will be received at the SCOTT COUNTY Administrative Center, 600 West 4th Street, 6th Floor, Davenport, Iowa, **before 2:00 P.M. Tuesday, April 3, 2012**. Bids should be submitted in a sealed envelope and marked as follows:

Scott County Purchasing Division
SECC Emergency Equipment Storage Facility
PROJECT # FSS1111-01
600 West 4th Street
Davenport, IA 52801

- B. Offers submitted after the time announced will be returned to the Bidder unopened.
C. Offers will be opened publicly.
D. Amendments to the submitted offer will be permitted if received in writing prior to Bid closing and if endorsed by the same party or parties who signed and sealed the offer.

1.2 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete all construction identified in the contract documents for a stipulated price contract.

1.3 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises all construction (including sitework, demolition, general, mechanical, electrical construction and all associated work) as defined on the plans and in the specifications.
B. Location: The Project is located at 4715 Tremont Avenue, Davenport, Iowa.

1.4 CONTRACT TIME

- A. Perform the work within the time stated under TIME OF COMPLETION, Part 10, of this Section. The Bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time.

2. BID DOCUMENTS AND CONTRACT DOCUMENTS**2.1 DEFINITIONS**

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, Bid Form, identified herein.
B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
C. Bid, Offer, or Bidding: Act of submitting an offer.
D. Bid Price: Monetary sum identified by the Bidder in the Bid Form.

2.2 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as SECC Emergency Equipment Storage Facility Project, Project #10597 as prepared by the Architect, LARRISON & ASSOCIATES, and listed in the Drawings and Specifications Table of Contents.

2.3 AVAILABILITY

- A. Bid Documents may be obtained at **CITYBLUE TECHNOLOGIES, 4605 - 3rd Street, Moline, IL, 309.277.3000.**
- B. Bid Documents can be obtained by bidders upon receipt of a refundable deposit in the amount of \$30./set. Checks should be made payable to LARRISON & ASSOCIATES. To ship the plans, a separate check should be made payable to CITYBLUE.
- C. Bid Documents may also be obtained electronically by emailing mail@LarrisonArchitects.com . **SECC PROJECT # FSS1111-01** must be in the subject line.
- 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.

2.4 EXAMINATION

- A. Bid Documents are on display at:
 - 1. The offices of Quad City Builders plan room facilities.
 - 2. LARRISON & ASSOCIATES, 3933 Marquette Street, Davenport, Iowa (563)386-9161.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect/Engineer should the documents be incomplete.
- C. Immediately notify the Architect/Engineer upon finding discrepancies or omissions in the Bid Documents.

2.5 QUERIES/ADDENDA

- A. Direct questions to LARRISON & ASSOCIATES, telephone (563)386-9161.
- B. Addenda may be issued during the Bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Price.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by Bidders must be in writing not less than 7 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 known recipients.

2.6 PRODUCT/SYSTEM SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular Product, substitutions will be considered by the Architect/Engineer up to 3 days before receipt of Bids.
- B. The submission shall provide sufficient information to determine acceptability of such products.
- C. When a request to substitute a Product is made, the Architect/Engineer may approve the substitution and will issue an Addendum to known Bidders.
- D. In submission of substitutions to products specified, Bidders shall include in their Bid, any changes required in the Work and changes to Contract Time and Contract Sum/Price to accommodate such substitutions. A later claim by the Bidder for an addition to the Contract Time or Contract Sum/Price because of changes in Work necessitated by use of substitutions shall not be considered.

3. SITE ASSESSMENT

3.1 SITE EXAMINATION

- A. It is a requirement for bidding that all Contractors examine the proposed site before submitting a bid. Site examination times are at the *PreBid Conference*.

4. PRE-BID CONFERENCE

- A. A Bidders conference is scheduled at the jobsite for **1:00 P.M., Tuesday, March 27, 2012, at the Tremont Facility, 4715 Tremont Avenue.**
- B. General Contract and major Subcontract Bidders and Suppliers are invited to attend.
- C. Representatives of the Owner and the Architect will be in attendance.
- D. Information relevant to the Bidding Documents will be issued by Addendum.

5. QUALIFICATIONS**5.1 EVIDENCE OF QUALIFICATIONS**

- A. To demonstrate qualification for performing the Work of this Contract, Bidders may be requested to submit written, evidence of financial position, previous experience, current commitments, and license to perform work. The low bidder will be required to submit AIA Form A305 (1986 ed.) Contractor's Qualification Statement as soon as possible and before award of contract.

5.2 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. If requested by the Owner, the Contractor shall submit a list of all subcontractors immediately after bids are opened.
- B. The Owner reserves the right to reject a proposed Subcontractor for reasonable cause.

6. BID SUBMISSION**6.1 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their Bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with required bid security in a closed opaque envelope, clearly identified with Bidders name, project name and Owner's name on the outside.

6.2 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures which are improperly prepared may at the discretion of the Owner, be declared unacceptable.

7. BID ENCLOSURES/REQUIREMENTS**7.1 BID FORM REQUIREMENTS**

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

7.2 SECURITY DEPOSIT

- A. Bids shall be accompanied by security deposit as follows:
 - 1. Bid Bond of a sum no less than 5% of the Bid Sum on standard surety company form.
 - OR -
 - 2. Certified check in the minimum amount of 5% of the Bid Sum.
- B. Endorse Bid Bond in name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- OR -
- Endorse certified check in name of the Owner.

- C. Security deposit of accepted Bidder will be returned after delivery to the Owner of the required Performance and Payment Bonds by the accepted Bidder.
- D. Include the cost of security deposit in the Bid Sum.
- E. After a Bid has been accepted, security deposits will be returned to the respective Bidders.
- F. If no contract is awarded, security deposits will be returned.

7.3 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in Document 00811 - Supplementary Conditions - AIA.
- B. Include the cost of performance assurance bonds in the Bid Sum and identify the cost when requested by the Owner.

7.4 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by Subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Price is based.

7.5 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.

8. OFFER ACCEPTANCE/REJECTION

8.1 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.

8.2 ACCEPTANCE OF OFFER

- A. The Owner reserves the right to accept or reject any or all offers.

9. PREFERENCE FOR IOWA PRODUCT AND LABOR

- A. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa.

10. TIME OF COMPLETION

10.1 PROJECT TIME

- A. The time limit for the completion of work after the date set forth in written Notice to Proceed as noted in the Agreement shall be as follows:

Completion of all work by: **September 24, 2012.**

END OF DOCUMENT

SECTION 01010
SUMMARY OF WORK

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project description.
- B. Contractor use of site and premises.
- C. Work Sequence and Owner Occupancy.
- D. Salvage rights.

1.2 PROJECT DESCRIPTION

- A. The project consists of a pre-engineered metal building expansion, approximately 8,000 s.f. Minor sitework and paving.
- B. Interior remodel of one room in the existing warehouse.

1.3 CONTRACTOR USE OF SITE AND PREMISES

- A. Contractor will have full use of the site for construction of the new building.
- B. Contractor will only have partial occupancy of the existing warehouse and will need to coordinate use with the Owner.
- C. Staging area will be identified on site during the Preconstruction Meeting.
- D. Maintain safe entrance / exits to the building and fire truck access to the building.
- E. Maintain City of Davenport access to Public Works facility throughout the project.

1.4 WORK SEQUENCE AND OWNER OCCUPANCY

- A. The Owner will not need occupancy of the new building until substantial completion.
- B. The Owner will use the existing warehouse and jail during construction. A portion of this building (see key plan) is operated as a jail. Because of this, the entire building functions under tight security. The coordination and scheduling of all work with the Owner will be critical throughout the project when working in the existing building.

1.5 SALVAGE RIGHTS

- A. The Owner maintains the right of salvage of any item scheduled or shown to be removed or demolished. The Owner will remove any salvaged item in a timely manner to avoid any delay in the Construction schedule.

END OF SECTION