

NOTICE TO BIDDERS

1. Sealed bids will be received at the office of the Auditor of Dubuque County in the Courthouse, Dubuque, Iowa, until 2:00 P.M. on Wednesday, May 4, 2016 and opened at 2:00 P.M. on Wednesday, May 4, 2016 for the HVAC upgrade project for the Dubuque County Court House.
2. The work consists of the following: Replacement of all console unit heat pumps (approximately 105), several horizontal units, and an attic fan coil unit. Adding new horizontal heat pump to the mechanical room. Adding full building automation system with wireless heat pump controllers and wireless thermostats. Adding monitoring provisions for pumps, heat exchanger and other critical pump room devices.
3. Electronic copies of the contract documents are available from Dubuque County at www.dubuquecounty.org/projects or Tri-State Blueprint & Framing Co., phone 563-556-3030, website www.rapidsrepro.com. There is no plan deposit.
4. Under Iowa law, Bidders are required to submit the Bidder Status Form that follows the Bid Form in the specifications. Failure to provide the form with the bid may result in the bid being deemed nonresponsive. This may result in the bid being rejected by the County. Bids containing any reservations not provided for in the forms furnished may be rejected, and the County Board reserves the right to waive technicalities and to reject any or all proposals.
5. A pre-bid meeting will be held at 2:00 p.m. on April 18, 2016 at the Dubuque Court House.
6. A Certified Check or a Cashier's Check, made payable to either the county or the Contractor, drawn upon a solvent bank, or a bid bond or proposal guaranty in the amount of 10% of the bid, shall be filed with each proposal. A cashier's check, made payable to the contractor, shall contain an unqualified endorsement to the County, signed by the contractor or an authorized agent of the contractor. If a contractor is awarded the contract, the contractor shall file with Dubuque County an additional bond in the amount of not less than 100 percent of the contract within 15 days of approval or awarding of the contract. Failure to execute a contract, file the second bond or file a certificate of insurance within 15 days of the date of the approval for awarding of the contract as herein provided, will be just and sufficient cause for the denial of the award and forfeiture of the proposal guarantee.
7. Work on the improvement shall commence on or before the date specified in the written "Notice to Proceed" and shall be fully completed and ready for acceptance 180 consecutive calendar days thereafter. No liquidated damages will be assessed for this project.
8. The bidder should not include sales tax in the bid. Sales tax exemption certificates will be issued in accordance with Iowa Code 423.3, subsection 80, and provided to the contractor and subcontractors for all material purchased for incorporation in the project.
9. In keeping with the principles of Equal Employment Opportunity and the Civil Rights Act of 1964, no employee shall be favored or discriminated against in the hiring and placement process because of race, religion, color, sex, national origin, age, physical or mental disability, political affiliation or other non-merit factors, unless bona fide occupational requirements necessitate

selective hiring.

10. Consideration will be given to a locally owned business if costs and other considerations are relatively equal.

11. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and also, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country, which gives or requires a preference to bidders from that state or foreign country both, on projects in which there are no Federal Funds involved.

12. It is the policy of Dubuque County that Minority, Women and Disadvantaged Business Enterprises shall be given maximum practicable opportunity to participate in the performance of contracts financed in whole or in part with county funds, notwithstanding Chapters 23A.3 and Chapter 73 of the Code of Iowa.

13. Dubuque County requires that potential vendors employing personnel required to hold Commercial Drivers Licenses must comply with the provisions of the Commercial Driver's License Regulations, Code of Federal Regulations, Title 49, Part 382, and comply with procedures for the administration of the Department of Transportation substance abuse prevention program.

April 11, 2016 Board of Supervisors of Dubuque County, Iowa.

By: Denise M. Dolan, Dubuque County Auditor