

INVITATION FOR BID

PROJECT/BID NO.: SSD-107-19 **DATE ISSUED:** February 21, 2019

1. Sealed bids for furnishing the supplies, equipment, and/or services described in the schedule will be received by the Special School District, Purchasing and Materials Management Department until the date and time specified below:

OPENING DATE: March 14, 2019 **OPENING TIME:** 2:00pm

OPENING LOCATION: 12110 Clayton Road, St. Louis, MO 63131
Purchasing and Materials Management Department

A prebid conference will be held at Southview School on February 26, 2019 at 2:00 p.m.. Immediately following the conference, a tour of the job site will commence.

2. All communications by the Proposer concerning this Invitation to Bid must be directed to Laura Wunderlich-Ladig at Dickinson Hussman Architects or email to lladig@dharch.com.
3. All bids are subject to the following which immediately follow this page:
 - Exhibit A. Bidding Instructions
 - Exhibit B. General Provisions
 - Exhibit C. Technical Specifications/
Additional General Conditions
 - Attachment #1 Insurance Requirements
 - Attachment #2 Proposer Signature Section
 - Attachment #3 References and Experience
 - Attachment #4 Bid Form
 - Attachment #5 Wage Rate Statement
 - Attachment #6 Minority/Women Business Enterprise
 - Attachment #7 Ahera Notification Statement
 - Attachment #8 Federal Work Authorization
 - Attachment #9 Sample Contract

TO OFFER A BID PLEASE COMPLETE AND RETURN ALL REQUIREMENTS OF THIS INVITATION FOR BID ON OR BEFORE THE OPENING DATE AND TIME. LATE BIDS WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER.

Tony George, Purchasing Agent

Dan VanDuyne, Director of Purchasing

In compliance with the above, the undersigned offers and agrees to furnish and deliver to the designated point(s) within the time specified and or all of the items upon which a price is quoted at the price set opposite each item and will allow the following prompt payment discounts:

EXHIBIT A - BIDDING INSTRUCTIONS

1. BID PREPARATIONS.

- a) Name, address, phone number of Bidder with typed name and signature of person(s) authorized to sign bid shall be completed on Bid Form (Attachment #4).
- b) Bid amounts shown on Bid Form (Attachment #4) shall include price for all materials, tools, labor, transportation, insurance, construction equipment, services and supervision necessary to complete the project. In case of discrepancy between unit and extended price, unit price will prevail.
- c) Bidders may offer an alternate bid on a group of line items on an "all or nothing" basis.
- d) Bids which offer supplies, equipment, and/or services other than those specified which fall into the "or equal" category must show brief description data titled "alternate" on the Bid Form immediately below the item example that is cited and Include detail specification, pictures, and complete descriptive literature in attachments to the schedule. Failure to provide this information will result in the non-acceptance of the item bid.

2. EXPLANATION TO BIDDERS.

- a) Any explanation desired by the Bidder regarding meaning, description, or interpretation must be requested in writing in sufficient time for a reply to reach each Bidder before the submission of their bids any resulting delays will not constitute cause for late bidding. There will be no oral explanations or instructions given.
- b) Any explanation or questions regarding the Invitation to Bid or its related documents must be requested in writing by **March 6, 2019**. Unauthorized contact by the bidder with other District employees regarding the Invitation to Bid may result in disqualification. Any oral communication will be considered unofficial and non-binding on the District.
- c) Any information given to a bidder concerning the Invitation to Bid will be furnished to all bidders as an addendum to the Invitation to Bid if, in the District's sole discretion, such information is deemed necessary to all bidders in submitting bids or the lack of such information would be prejudicial to uninformed bidders.

3. SUBMISSION OF BIDS.

- a. Bids and modifications to bids shall be delivered to the Purchasing and Materials Management Department at the address shown on the cover sheet. Allow sufficient time to arrive prior to date and time of bid opening.
- b. Modification or withdrawal of bid can be made by written notice to date and time of bid opening.
- c. Bids received after bid opening date and time will not be considered and will be returned unopened.
- d. Bids must be submitted on the form provided in Attachment #4.
- e. Bids must be free from alterations and erasures.
- f. Each bidder shall specify unit prices in figures.
- g. Telegraphic or fax bids will not be considered in response to bid offer.
- h. The following items must be submitted with bid or as indicated:

Attachment #1	Insurance Requirements
Attachment #2	Proper Signature Section
Attachment #3	References and Experience
Attachment #4	Bid Form
Attachment #6	Ahera Work Notification
Attachment #7	Federal Work Authorization
Attachment #8	Minority/Women Program (Submit within 24 hours of Bid opening)
Bid Guarantee	Per Exhibit A, Bidding Instruction, Paragraph 6
List of Subcontractors	Per Exhibit B, General Provisions, Paragraph 28, Subparagraph d. (Submit within 24 hours of Bid opening)

4. PAYMENT.

- a. Payment of monthly invoices less a retained percentage of 10% shall be made within 45 days after receipt of such invoices in accordance with the provisions, terms and conditions of awarded contract.
- b. Before payment is made, Contractor shall furnish lien waivers showing that all bills for labor and materials have been paid.
- c. All invoices must be sent to the Accounting Department—Accounts Payable Section, 12110 Clayton Road, St. Louis, Missouri 63131-0429.

5. IDENTIFICATION OF BID.

BIDS shall be delivered in sealed envelopes with Bid No., Opening Date, and Time plainly marked on the outside of the envelope.

Example: BID NO.: SSD-107-19 OPENING DATE/TIME: March 14, 2019 at 2:00PM.

6. BID GUARANTEE.

All bidders in response to this bid shall provide as security a bid bond, certified or cashier's check, or letter of irrevocable credit in an amount not less than five percent (5%) of the base bid amount. All bid guarantees shall be drawn payable to the District and must be submitted with bid as guarantee that Bidder will promptly enter into a contract and execute such bonds that are required if awarded the contractor. Failure of successful bidder to furnish any required Performance and Payment Bonds will result in forfeiture of the Bid Guarantee.

7. PERFORMANCE GUARANTEE / PAYMENT BOND

The Contractor awarded the project shall furnish to the District a PERFORMANCE GUARANTEE in an amount equal to 100% of total contract sum. PAYMENT BOND OR GUARANTEE—the Contractor shall furnish to the District a labor and materials payment bond acceptable in the amount equal to 100% of the total contract sum. All guarantees will contain provisions guaranteeing faithful performance of the prevailing wage requirements set forth in Attachment #5. Guarantees shall be furnished prior to starting the project. The guarantees shall be in the form of a Bond, Letter of Irrevocable Credit or Certified Check. Said guarantee shall provide that it will not be cancelled, materially altered or changed for the contract period.

8. COMPLETION TIME.

Bidder shall complete the project on the date shown on Section 01100, SUMMARY.

9. **INVESTIGATION.**

Before submitting a bid, bidders shall carefully examine the Drawings and Specifications, visit the building or project site, and fully inform themselves as to existing conditions. Bidders shall make their bids to carry out and complete the project under such conditions and in strict accordance with the Drawings and Specifications. When visiting a building or project site, the Bidder shall always notify the Principal's or Director's office before investigating the building or project site. Should a bidder find discrepancies in or omissions from the Drawings or Specifications, or should the bidder be in doubt as to its meaning, notify the District contact person. A written addendum will be sent to all bidders of record as required. The District or Director will not be responsible for any oral instructions.