

**NOTICE TO CONTRACTORS
BOONE COUNTY HOSPITAL MRI REPLACEMENT**

RECEIVING OF BIDS

Sealed proposals will be received by Boone County Hospital of Boone, Iowa, at the Boone County Hospital Reception Desk, Boone, Iowa, on **Tuesday, September 12th, 2023 before 2:00 p.m.**, for the **BOONE COUNTY HOSPITAL MRI REPLACEMENT**.

OPENING OF BIDS

All proposals received for the **BOONE COUNTY HOSPITAL MRI REPLACEMENT** will be opened in the First Floor Conference Room in the hospital, on **Tuesday, September 12th, 2023 before 2:15 p.m.**, and the proposals will be referred to the hospital board or recommendation of award.

SCOPE OF WORK

The Project consists of replacement of the MRI Machine. Scope of work will include removal and replacement of knock-out wall, ceiling and finish replacement, and millwork replacements.

CONTRACT PERIOD

The Work shall be completed no later than 15 January, 2024.

PROPOSALS SUBMITTED

All bids must be submitted on bid form in specification.

BID SECURITY REQUIRED

All bids must be accompanied, in a separate envelope, by a certified or cashier's check drawn on an Iowa bank chartered under the laws of the United States, or a certified share draft drawn on a Credit Union in Iowa chartered under the laws of the United States, or a bid bond payable to Owner, in the sum of not less than five percent (5%) **of the bid submitted**, which certified check, certified share draft, or bid bond will be held as security that the Bidder will enter into a Contract for the construction work and will furnish the required bonds, and in case the successful bidder shall fail or refuse to enter into the Contract and furnish the required bonds, the bid security may be retained by said City as agreed liquidated damages. If Bid Bond is used, it must be signed by both the bidder and the surety or the surety's agent. Signature of surety's agent must be supported by accompanying Power of Attorney.

CONTRACT AWARD

The Hospital shall award the Contract to the responsible Bidder(s) whose bid, conforming to the Specifications, is most advantageous to the Hospital; price and other factors considered. The intention is not to award the contract at the time of bid opening, but to award the contract after review of bids and bidder information by the Hospital such that the award is made within seven (7) days after bid opening.

The Hospital reserves the right to waive any and all parts of a specific bid.

BOND

The successful Bidder shall furnish a Performance and Payment Bond, within ten (10) days after notification of acceptance of the bid, in an amount equal to one hundred percent (100%) of the contract price. The Bond is to be issued by a responsible surety approved by the Hospital and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all materials and labor and protect and save harmless the Hospital from claims of any kind caused by the operation of the Contractor.

METHOD OF PAYMENT TO CONTRACTOR

The Contractor will be paid against monthly estimates of the work completed and work approved by the Hospital. Final payment will be made thirty one (31) days after completion of the work and acceptance by the Hospital. Before final payment is made for said work, vouchers showing that all subcontractors and workmen and all persons furnishing materials have been fully paid for such materials and labor will be required.

SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received in electronic form or by hand delivery before 2:00 p.m. local standard time on the 12th day of September, 2023.
 - 1. Hand deliver copies to the reception desk at Boone County Hospital 1015 Union Street, Boone, IA 50036.
 - 2. Electronic copies of bid forms to be email to and Shannon Swift (shannons@invisionarch.com) with email subject line "**BCH MRI Replacement**".
- B. Offers submitted after the above time shall be returned to the bidder unopened.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform the work as indicated in the Drawings and Specifications, in accordance with the Contract Documents for a Stipulated Sum contract.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises remodeling and demolition, including general construction, structural, and electrical Work.
- B. Location: Boone County Hospital located at 1015 Union Street, Boone, IA 50036.

2.04 CONTRACT TIME

- A. Perform the Work within the time stated in Section 01 10 00 - Summary.
- B. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The Substantial completion date in the Agreement shall be the January 15, 2024.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Instructions to Bidders, and the Bid Form.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project Number 23078, as prepared by Design Professionals, and with contents as identified in the Table of Contents.

3.03 AVAILABILITY

- A. Sets of Bid Documents can be obtained by bidders upon receipt of a refundable deposit consisting of a business check, in the amount of \$100 per set (payable to the Owner). A second, non-refundable check for \$15 made out to the printer shall be included if shipping is desired.
- B. Deposit will be refunded if Bid Documents are returned complete, undamaged, unmarked and reusable, with 14 days of bid submission. Failure to comply will result in forfeiture of deposit.

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of Design Professional which is located at 303 Watson Powell Jr. Way, Suite 200; Des Moines, Iowa 50309.

- B. Bid Documents are on display at the offices of the following construction plan rooms:
 1. Master Builders, 4100 Westown Pkwy, West Des Moines, IA, 515-288-8904.
 2. Beeline & Blue, 2507 Ingersoll Avenue, Des Moines, IA, 515-223-8564.
 3. Iowa Reprographics Inc., 3 College Ave UNIT 3, Des Moines, IA 50314, 515-244-5705
 4. North Iowa Builders Exchange, 9 North Federal Avenue, Mason City, IA, 641-423-5334.
- C. Upon receipt of Bid Documents verify that documents are complete. Notify Design Professional should the documents be incomplete.
- D. Immediately notify Design Professional upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to Shannon Swift, email; shannons@invisionarch.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- 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 and plan holders.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 4 days before receipt of bids.
- B. When a request to substitute a product is made, Design Professional may approve the substitution and will issue an Addendum to known bidders.
- C. The submission shall provide sufficient information to determine acceptability of such products.
- D. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- E. Provide products as specified unless substitutions are submitted in this manner and accepted.
- F. See Section 01 60 10 - Substitution Procedures for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
 1. Extra costs for Work not identified on the drawings, but clearly visible, will not be considered.

4.02 PREBID CONFERENCE

- A. A bidders conference has been scheduled for 7:30 a.m. on the 30th day of August 2023 at the location of Boone County Hospital, 1015 Union St., Boone, IA 50036.
- B. All general contract bidders and suppliers are invited.
- C. Representatives of Design Professionals will be in attendance.
- D. Summarized minutes of this meeting will be circulated to all known bidders. These minutes will not form part of the Contract Documents.
- E. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

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 financial position, license to perform work in the State.

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. Improperly completed information, irregularities in bid bond, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- C. Include a complete list of subcontractors that will perform work on the project.

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, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders and other requested enclosures.
- F. If no contract is awarded, all security deposits will be returned.

7.02 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in 00 73 00 - Supplementary Conditions.
- B. Bond value requirements are as follows:
 - 1. Provide a 100 percent Performance Bond on AIA A312, or standard surety form.
 - 2. Provide a 100 percent Payment Bond on AIA A311, or standard surety form.
- C. Include the cost of performance assurance bonds in the Bid Amount.

7.03 SALES AND USE TAXES

- A. This is a sales tax-free construction project. Bidders shall NOT include state sales taxes in their proposals. The Owner will issue a state sales tax exemption certificate for all materials purchased for the project and will issue the appropriate tax exemption certificates and authorization letters to the Contractors and all subcontractors performing work on the project. Tax exemption certificates are applicable only for the specific project for which the certificates are issued. The Contractors shall provide a listing to the Owner of all appropriate subcontractors which are qualified to use the tax exemption certificate. The Contractors and subcontractors may make copies of the tax exemption certificate and may provide a copy to each supplier providing construction material. Materials for this contract may then be purchased free from sales tax. Suppliers shall retain this certificate for at least three years.

7.04 SELECTION AND AWARD OF ALTERNATES

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the base bid price. After determination of a successful bidder, consideration will be given to Alternates and bid price adjustments.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

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

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Design Professional on behalf of Owner, will issue to the successful bidder, a written Notice To Proceed.

END OF SECTION