

**SECTION 00 1113
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):

- A. City of Camdenton
- B. Address:
437 W US Highway 54
Camdenton, MO 65020

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

- A. SFS Architecture
- B. Address:
2100 Central Street, Suite 31
Kansas City, Missouri 64108

1.03 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction of a facility located at:
1205 N. Business Route 5
Camdenton, Missouri 65020
Before 1 pm local standard time on the 14 day of February 2024, for:
- B. Project: Camdenton Community Center
- C. Pre-bid Briefing will be held on Wednesday, January 24, 2024 at 1pm at the Camdenton City Hall located at 437 W US Highway 54. Site examination to follow pre-bid meeting.
- D. General Contract bidders may be required to submit qualification data for the requirements described in Document 00 2113 - Instructions to Bidders.
- E. Bid Documents, titled may be acquired from Vendor Registry at vendorregistry.com
- F. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount.
- G. Refer to other bidding requirements described in Document 00 2113 - Instructions to Bidders and Document 00 3100 - Available Project Information.
- H. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- I. Your offer will be required to be submitted under a condition of irrevocability for a period of 90 days after submission.
- J. The Owner reserves the right to accept or reject any or all offers.

END OF SECTION

**SECTION 00 2113
INSTRUCTIONS TO BIDDERS**

SUMMARY**1.01 DOCUMENT INCLUDES**

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in Contract Documents
 - 4. Contract Time
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Availability
 - 4. Examination
 - 5. Inquiries/Addenda
 - 6. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference
- D. Qualifications
 - 1. Qualifications
 - 2. Subcontractors/Suppliers/Others
- E. Bid Submission
 - 1. Bid Depository
 - 2. Submission Procedure
 - 3. Bid Ineligibility
- F. 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
- G. Offer Acceptance/Rejection
 - 1. Duration of Offer
 - 2. Acceptance of Offer

INVITATION**2.01 BID SUBMISSION**

- A. Bids signed and under seal, executed, and dated will be received at the office of the City Clerk at 437 US-54, Camdenton, MO 65020 before 1 p.m. local standard time on the 14 day of February 2024.
- B. Offers submitted after the above time shall be returned to the bidder unopened.
- C. Offers will be opened publicly immediately after the time for receipt of bids.
- 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.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete a Project located at 1205 N Business Route 5 for a Stipulated Sum contract, in accordance with Contract Documents. A draft agreement and general conditions are included for review in Division 00 of the project manual.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, site development, and demolition, including general construction, structural, mechanical, and electrical Work.

2.04 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS**3.01 DEFINITIONS**

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Drawings titled Camdenton Community Center, Construction Documents.

3.03 AVAILABILITY

- A. Bid Documents, titled Construction Documents, may be acquired from Vendor Registry at vendorregistry.com
- B. 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 Owner which is located at 437 US-54, Camdenton, MO 65020.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- C. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to SFS Architecture, Zach Bodine, email; zbodine@sfsarch.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 shall be incorporated into the bid sum accordingly.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. When a request to substitute a product is made, Architect may approve the substitution and will issue an Addendum to known bidders.
- B. In submission of substitutions to products specified, bidders shall include in their bid all changes required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions shall not be considered.

- 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 6000 - Product Requirements for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
- B. A visit to the project site has been arranged for bidders as follows: Wednesday, January 24, 2024 immediately following the pre-bid briefing.
- C. The premises at the project site are open for examination by bidders.

4.02 PREBID CONFERENCE

- A. A bidders conference has been scheduled for 1 p.m. on the 24 day of January 2024 at the location of Camdenton City Hall, 437 US-54, Camdenton, MO 65020.
- B. All general contract bidders and suppliers are invited.
- C. Representatives of Architect will be in attendance.
- D. Summarized minutes of this meeting will be circulated to by Addendum. These minutes will form part of the Contract Documents.
- E. Information relevant to the Bid Documents will be recorded in an Addendum and will be uploaded to the online Vendor Registry.

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 and submit an AIA A305.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

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. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

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 security deposit, bonding or 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.
- 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 .
- F. If no contract is awarded, all security deposits will be returned.

7.02 CONSENT OF SURETY

- A. Submit with the Bid.

7.03 PERFORMANCE ASSURANCE

- A. Include the cost of performance assurance bonds in the Bid Amount.

7.04 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.05 BID FORM REQUIREMENTS

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

7.06 SALES AND USE TAXES

- A. The City is a tax-exempt entity. All sales taxes are to be excluded from the Bid.

7.07 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.

7.08 ADDITIONAL BID INFORMATION

- A. The lowest bidder(s) will be requested to complete the Supplements To Bid Forms within 48 hours after submission of bids.
- B. Submit the following Supplements concurrent with bid submission:
 - 1. Document 00 4322 - Unit Prices Form: Include a listing of unit prices specifically requested by Contract Documents.

2. Document 00 4323 - Alternates Form: Include the cost variation to the Bid Amount applicable to the Work described in Section 01 2300 - Alternates.
- C. Submit the following Supplements 48 hours after bid submission:
 1. Document 00 4336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 90 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, Owner will issue to the successful bidder, a written Notice To Proceed.

END OF SECTION