

NOTICE TO BIDDERS



City of Marion, Iowa
Public Improvement Project for the Engineering Department

General Information:

Project: **Oak Shade Cemetery Crypts**
Bid Date: **November 12, 2024, @ 10:00 am**
10% bid bond

Plans will not be available until 8 AM on Friday, October 18, 2024.

Work shall commence no earlier than **May 27, 2025**, and be completed by **September 26, 2025**.
Liquidated damages in the amount of **\$300.00** per calendar day will be assessed for work not completed within this time.

Architect's Estimate: **\$264,000.00**

Construction Documents are available electronically by a PDF sent via email, paper copies will be available upon request only. Contractors are to request the PDF by contacting the engineering department via phone or email, see contact information below. When the PDF is sent, the contractor will be added to the plan holders list. Addendums, if necessary, are only sent to contractors that are on the plan holders list. Contractors that forward the PDFs to their subcontractors are solely responsible to distribute Addendum information to their subcontractors. Subcontractors are strongly encouraged to contact the engineering department individually to be added to the plan holders list.

City of Marion Engineering Department:
1225 6th Avenue, Suite 200
Marion, Iowa 52302
Hours: 8:00 am – 5:00 pm.

For plans contact:

Jenni Stark
Project Assistant
319.743.6340
jstark@cityofmarion.org

For project questions contact:

Brent Neighbor
Deputy Parks Director
319.447.3580
bneighbor@cityofmarion.org

Specific Information:

Notice is hereby given that sealed bids for the **Oak Shade Cemetery Crypts**, shall be filed in the office of the City Clerk of the City of Marion, Iowa, prior to 10:00 AM local time on the **12th day of November 2024**, for work in accordance with the plans and specifications now on file in the office of the City Clerk. Bids will be publicly opened and read aloud at the above time in at, City Hall, 1225 6th Avenue, Marion, Iowa.

The plans and specifications are now on file in the office of the City Clerk. Copies thereof may be obtained at the office of the Engineering Department. One set of bidding documents for the above project is available without charge to prospective bidders, i.e. qualified general contractors and subcontractors. A \$20.00 fee will apply to additional sets and to bidding documents requested by other than prospective bidders as defined herein. A fee for shipping will also be included and is due prior to shipping. The City of Marion Engineering Department is the only authorized source of bidding documents and proposal forms. Bidding documents and proposal forms obtained from any other source may have an incomplete set of documents. Bidders using bidding documents and/or proposal forms not obtained from the City of Marion Engineering Department are advised to contact the City of Marion Engineering Department to provide a contact name, mailing address and phone number to enable receipt of necessary addenda. **Reproduction of these documents without the express permission of the City of Marion is prohibited.**

The general nature of the work on which bids are requested is: Repair of four existing crypt structures built into the hillside of Oak Shade Cemetery and replacement of the crypts front (retaining) wall and other select repairs/replacements.

Work shall commence no earlier than **May 27, 2025**, and be completed by **September 26, 2025**.

Liquidated damages in the amount of **\$300.00** per calendar day will be assessed for work not completed within this time.

All bids shall be submitted to said City Clerk on or before the time set herein for the bid opening. Bids shall be made on the Proposal Form furnished by the City of Marion, in a **sealed and plainly marked envelope** indicating it is a bid in response to this notice.

Each bidder shall accompany its bid with bid security as defined in Code of Iowa Section 26.8 and as specified in the Instructions to Bidders.

The City of Marion reserves the right to defer acceptance of any bid for a period not to exceed thirty (30) days after receipt of bids, and no bid may be withdrawn during this period.

Each successful bidder shall be required to furnish a corporate surety bond in an amount equal to one hundred percent (100%) of its contract price. Said bond to be issued by a responsible surety approved by the City Council and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor and protect and save harmless the City from claims and damages of any kind caused by the operations of the contract.

Upon completion of the project and before final acceptance by the City Council, the contractor will be required to post a 1-year maintenance bond or be required to pay the City 1.5 percent of the final contract amount to pay for the applicable maintenance bond. Such 1.5 percent shall not be refundable to the contractor and the City will act as the bonding agent. Posting of the maintenance bond or the cash

payment will be the election of the City Engineer, all in accordance with Ordinance 77-21 of the City of Marion.

In lieu of a maintenance bond, the performance and payment bonds may provide coverage for the specified maintenance term. A separate and distinct statement to this effect must be included on the bonds.

All proposals shall be filed on forms furnished by the City, sealed, and plainly marked. Any alteration of the proposal form may be cause for rejection of the proposal.

Payment will be made from funds now on hand and legally available for that purpose and no delay in payment is anticipated. The contractor will be paid ninety-five percent (95%) of the price upon final acceptance. Final payment will be due no sooner than 31 days after completion of the work and acceptance by the City Council of the City of Marion.

Items incorporated into this project are exempt from State of Iowa Sales Tax. A sales tax exemption certificate will be submitted to the Contractor by the City upon approval of the contract and the identification of all subcontractors. Sales and use taxes should not be included in the bid prices. Information regarding eligible items for this exemption can be found at the State of Iowa website: www.state.ia.us/tax/business/Contr-ExEnt-Index.html.

This improvement is being constructed and paid for pursuant to the provisions of Chapter 384 of the Code of Iowa.

The City of Marion, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Each Bidder shall complete and sign the Equal Employment Opportunity / Non- Discrimination Policy Statement and submit it with the bid proposal.

Per 875, Iowa Administrative Code, Chapter 156, every bidder shall submit a properly completed and signed statement regarding the bidder's resident status on the form designated by the Iowa Labor Commissioner. Failure to provide this statement may result in the bid being deemed nonresponsive and being rejected by the city.

The City does hereby reserve the right to reject any or all bids, to waive informalities, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City.

By virtue of statutory authority, preference will be given to products and provision grown and coal produced within the State of Iowa, and to Iowa labor, to the extent lawfully required under Iowa statutes.

This notice is given by order of the City Council of the City of Marion, Iowa.

Rachel Bolender, City Clerk



TITLE VI/NONDISCRIMINATION NOTICE TO THE PUBLIC

The City of Marion hereby gives public notice that it is the policy of the City of Marion to assure full compliance with Title VI of the Civil Rights Act of 1964, related statutes and regulation provide that no person shall on the ground of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Civil Rights Restoration Act of 1987 amended Title VI to specify that entire institutions receiving federal funds, whether schools, colleges, government entities, or private employers, must comply with Federal civil rights laws, rather than just the programs or activities that receive federal funds.

We are also concerned about the impacts of our programs, projects, and activities on low income and minority populations (“Environmental Justice”) under Title VI. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact.”

Kara Bullerman or Civil Rights Coordinator- Iowa DOT
City of Marion Civil Rights Bureau
319-743-6301 800-262-0003 or 515-262-1921

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL OR IOWA DOT OFFICE AS SOON AS POSSIBLE BUT NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION OCCURRED, OR IF THERE HAS BEEN A CONTINUING COURSE OF CONDUCT, NO LATER THAN 180 DAYS AFTER THE ALLEGED DISCRIMINATION WAS DISCONTINUED. CONTACT THE CIVIL RIGHTS COORDINATOR TO GET MORE INFORMATION ON THE IOWA DOT’S TITLE VI PROGRAM.