

## SECTION 00100 - NOTICE TO BIDDERS

Russell Park Pickleball Court Improvements  
City of Jefferson,  
Jefferson, Iowa

Receipt and Opening of Sealed Proposals. Sealed proposals for the work comprising the repair or improvement as stated below must be filed online through QuestCDN.com OR at the office of the City Clerk, 220 N. Chestnut Street, Jefferson, Iowa 50129, before 2:00 P.M. on June 4, 2024. Both the sealed proposals and the online proposals will be opened and publicly read in person and online through Microsoft Teams. Please use the Microsoft Teams Meeting Link or Call-In Number/Conference ID Number below to see and/or hear the bid opening results:

Microsoft Teams Meeting Link: <https://bit.ly/4b7m7wZ>  
Meeting ID Number: 283 550 516 663  
Passcode: VKFyPR  
Dial-In By Phone Number: [+1 612-428-8778](tel:+16124288778),[874575357#](tel:+16124288778)

The results will be reported to the City of Jefferson at its meeting at 5:30 P.M. on June 11, 2024, at which time the City Council may take action on the proposals submitted or at such time as may then be fixed. The City of Jefferson City Council reserves the right to reject any or all bids, to waive informalities or technicalities in any bid, and to enter into such contract, or contracts, as it shall deem to be to the best interest of the City of Jefferson.

To access the electronic proposal form, download the project documents and click the online bidding button at the top of the advertisement. Prospective Bidders must be on the plan holders list through QuestCDN for bids to be accepted and pay the required fee for submission of the online bid.

Time for Commencement and Completion of Work. Work on the improvement shall commence upon approval of the contract by the City Council and as stated in the Notice to Proceed. All work under the contract must be complete on or before October 18, 2024, Substantial Completion Date, and November 27, 2024, Final Completion Date. Liquidated damages are as set forth in Section 00500 – Contract.

Bid Security. Each Bidder shall accompany its bid with bid security, as defined in Iowa Code Section 26.8, as security that the successful Bidder will enter into a contract for the work bid upon. The Bidder's security shall be in an amount equal to 5 percent (5%) of the total amount of the bid. The bid shall contain no condition except as provided in the specifications. If the Bidder fails to execute the contract and to furnish an acceptable Performance, Payment, and Maintenance Bond or provide a Certificate of Insurance within ten (10) days after acceptance of the bid by the City, the bid security may be forfeited or cashed by the City as liquidated damages.

Contract Documents. Copies of the project documents are available for a price of \$0.00 per set. This fee is refundable, provided the plans and specifications are returned complete and in reusable condition, and they are returned within fourteen (14) calendar days after the award of the project. Please make your check payable to Bolton & Menk, Inc. and send it to 300 W. McKinley Street, PO Box 68, Jefferson, Iowa 50129. Complete digital project bidding documents are available at [www.bolton-menk.com](http://www.bolton-menk.com) or [www.questcdn.com](http://www.questcdn.com). You may view the digital plan documents for free by entering QuestCDN Project #9122020 on the website's Project Search page. Documents may be downloaded for \$0.00. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, viewing, downloading, and working with this digital project information.

Preference of Products and Labor. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The Bidder shall not include sales tax in the bid. The City of Jefferson will distribute tax exemption certificates and authorization letters to the contractor and all subcontractors who are identified. The contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the contract.

PROJECT DESCRIPTION: This project is for the construction of a post-tensioned concrete pickleball court with structural design, acrylic surfacing, posts and nets, fencing, grading, subgrade preparation, aggregate base, and other miscellaneous items required to complete the project.

The Notice is given by order of the City Council of the City of Jefferson.

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Roxanne Gorsuch  
City Clerk