

SECTION 00 1113
NOTICE TO BIDDERS

NOTICE OF BID LETTING FOR THE CONSTRUCTION OF THE CARLISLE PUBLIC LIBRARY – ADDITION AND RENOVATION FOR THE CITY OF CARLISLE, IOWA, AND THE TAKING OF BIDS FOR SUCH CONSTRUCTION.

Notice is hereby given that the City Council of Carlisle, Iowa, will receive bids at the office of the City Clerk in said City until the 22nd day of July, 2025 at 2:00 p.m., for the construction of the Carlisle Public Library – Addition and Renovation in Carlisle, Iowa in and for said City. Bids shall be submitted to Deven Markley, 100 North 1st Street, Carlisle, Iowa 50047. Bids will be publicly opened and tabulated on said day and hour, and will then be acted on by the City Council at their meeting on the 28th day of July, 2025 at 6:00 p.m. for their consideration and action.

Project Scope: The project involves renovating and expanding the existing Parks & Rec building adjacent to the aquatic center. The renovation will cover approximately 4,500 square feet, while the new addition will add around 6,500 square feet. This updated facility will serve as the new home for the Carlisle Library. To accommodate the library's needs, the interior walls and mezzanine of the existing structure will be removed, creating an open, spacious layout. The design will emphasize the building's tall volume and incorporate new heating and cooling systems. Additionally, the project will expand parking on-site and integrate it with the existing aquatic center parking.

A prebid conference will be held on site on the 7th day of July, 2025 at 1:00 p.m., to review building and site conditions. This meeting is not mandatory and will be held at Carlisle Public Library, 1221 South 5th Street, Carlisle, Iowa 50047.

A more detailed description of the kinds and approximate quantities of materials and types of construction for which bids will be received are set forth in the Bidding Documents prepared by ISG, of Des Moines, Iowa, which, together with the proposed form of contract, have heretofore been approved by the City Council, and are now on file for public examination in the office of the City Clerk, and are by this reference made part hereof as though fully set out and incorporated herein.

All sealed bids in connection therewith shall be submitted to the City Clerk on or before the time herein set for letting. All proposals shall be made on official proposal forms furnished by the Architect/Engineer, and must be enclosed in a separate sealed envelope and plainly identified and addressed to the City of Carlisle, Iowa. If a bid is to be mailed, the bid envelope shall be sealed in a regular mailing envelope. FAX and E-mail Bids will not be accepted. The Owner reserves the right to reject any or all bids and to waive informalities and to hold and consider the bids for 45 days after the date of the bid opening. The contract will be awarded to the lowest, responsive, responsible bidder. The award of this project will follow all applicable Iowa statutes, generally found in Chapter 26 of the State of Iowa code.

Each proposal shall be accompanied by a bid bond, certified check, cashier's check or certified share draft in a separate sealed envelope, clearly marked "Bid Bond" or Bid Security", in an amount equal to **five percent (5%)** of the total amount of the proposal. The certified or cashier's check shall be drawn on a bank in Iowa or a bank chartered under the laws of the United States of America or the certified share draft shall be drawn on a credit union in Iowa or chartered under the laws of the United States and payable to the City. Said check or share draft may be cashed, in the event the successful bidder fails or refuses to enter into a contract within ten (10) days of issuance of a Notice of Award and post bond satisfactory to the City insuring the faithful fulfillment of the contract and maintenance of said improvements as required by law. The bid bond should be executed by a corporation authorized to contract as a surety in the State of Iowa, and must not contain any conditions either in the body or as an endorsement thereon.

The successful bidder will be required to furnish a corporate surety bond in an amount equal to one-hundred percent (100%) of the contract price, said bond to be issued by a responsible surety approved by the City, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained, the payment for materials used in the project and the maintenance of said improvements in good repair for not less than one (1) year from the time of acceptance of said improvements by the City.

Payment of the cost of said project will be made from such cash funds of the City as may be legally used for said purpose at the discretion of the City.

The Contractor will be paid ninety-five per cent (95%) of the Architect's/Engineer's estimate of the value of acceptable work completed at the end of the preceding month. Final payment will be made not less than thirty-one (31) days after completion of the work and acceptance by the City, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa.

No such final payment will be due until the Contractor certifies to the City that the materials, labor, and services involved in the final estimate have been paid for in accordance with the requirements stated in the specifications.

Carlisle Public Library is exempt from paying Sales and Use Tax and will supply Contractor with an "Iowa Sales Tax Exemption Certificate" and an authorization letter to allow the Contractor to buy equipment and material for the project without paying Sales and Use tax.

The work on this project shall commence within ten (10) days after receipt by the contractor of a written notice to proceed, and shall be substantially completed on or before the 1st day of August 2026, subject to any changes in the contract period as provided for in these specifications, and granted by the City Council. The Work on this project shall be finally completed by, and ready for final payment, on or before the 1st day of September 2026, subject to any changes in the contract period as provided for in these specifications, and granted by the City Council.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

Failure to submit a fully completed Bidder Status Form with the bid may result in the bid being deemed nonresponsive and rejected.

Plans and specifications governing the construction of the proposed improvements have been prepared by the Architect/Engineer. These plans and specifications, and the proceedings of the City Council referring to and defining said improvements, are hereby made a part of this Notice and the proposed contract by reference, and the proposed contract shall be executed to comply therewith.

Copies of said plans and specifications and form of contract are now on file for examination by bidders. Paper copies may also be obtained through Rapids Reproductions, 1980 N.W. 94th St. Clive, IA. 50325, or calling 1-800-383-1223, upon deposit of one-hundred fifty dollars (\$150.00) which shall be refunded if plans and specifications are returned to Rapid Reproductions no later than fourteen (14) days following award of project. If the plans and specifications are not returned within the allotted time and in a reusable condition, the deposit shall be forfeited. Please call ahead to make sure that bidding documents are ready to pick up when you arrive.

Drawings, specifications, and other Bidding Documents may also be obtained online at www.questcdn.com. If you do not already have a free membership, you may sign up for one to gain access to the documents. The QuestCDN eBidDoc number is 9612292. There is no fee to access a pdf copy of the documents online.

Documents are viewable at both www.questcdn.com and www.isginc.com free of charge.

Any bidder or equipment supplier whose firm or affiliate is listed in the GSA publication "List of Parties Excluded from Federal Procurement and Non-procurement Programs" will be prohibited from the bidding process. Anyone submitting a bid who is listed in this publication will be determined to be a non-responsive bidder in accordance with 40 CFR Part 31.

Published upon order of the City of Carlisle, Iowa.

CITY OF CARLISLE, IOWA

BY /s/ Drew Merrifield
Mayor

ATTEST:

BY /s/ Shalee Crispen
City Clerk

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