

May 21, 2019

ABC Contractor  
123 XYZ Street  
P.O. Box ##  
Keokuk, Iowa #####

Subject: Advertisement for Bids: On-Site Chemical Building Addition Project

Keokuk Municipal Water Works is seeking Qualified Bidders for the expansion of a new On-Site Chemical Building Addition in the existing water treatment facility. Digital Bidding Documents will be available through the Construction Update Program after 1:00 PM on Wednesday, May 21, 2019. General contractors can provide copies to their sub-contractors as needed.

Bids for the project shall be due Wednesday, June 12, 2019 at 3:00 PM local time and a non-mandatory pre-bid meeting will be held on Thursday, May 30, 2019 at 10:00 AM local time at our offices located at:

Keokuk Municipal Water Works  
20 North 4<sup>th</sup> Street  
Keokuk, Iowa 52632

Sincerely,

Keokuk Municipal Water Works

Andrea Rogers  
General Manager

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

Sealed Bids will be received by the General Manager of Keokuk Municipal Water Works (“OWNER”), at Keokuk Municipal Water Works, 20 North 4<sup>th</sup> St., Keokuk, Iowa 52632 for the Chemical Building Addition outlined as follows.

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
  - 1. Regulatory Requirements: Chapters 26 and 573 of the latest edition of the Iowa Code, including revisions shall govern submittal, opening, and award of bids.
- B. Project Identification: Chemical Building Addition, Project 19079
  - 1. Project Location: 10 North Water St  
Keokuk, Iowa 52632
- C. Owner: Keokuk Municipal Water Works  
20 North 4<sup>th</sup> St.  
Keokuk, Iowa 52632
  - 1. Owner's Representative: Ms. Andrea Rogers, General Manager
- D. Engineer: Upper Consulting, Inc.  
1400 North 30<sup>th</sup> St., Suite 3  
Quincy, Illinois 62301
- E. Project Description: Project consists of providing all necessary labor, materials, and equipment for the complete installation of a Chemical Building Addition at the existing water treatment facility in Keokuk, Iowa. .

1.2 BID SUBMITTAL AND OPENING

Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

- 1. Bid Date: June 12, 2019
  - 2. Bid Time: 3:00 PM, local time.
  - 3. Location: Keokuk Municipal Water Works’ office located at: 20 North 4<sup>th</sup> Street, Keokuk, Iowa 52632.
- B. Bids will be thereafter publicly opened and read aloud.

## 1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of five percent (5%) of the bid amount. A bid bond or a certified cashier's check, drawn on a solvent state or national bank, or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, and filed in a sealed envelope separate from the one containing the Bid. The Bidder's certified check or Bid Bond shall be made payable to OWNER. The check may be cashed for the full amount by the OWNER or the Bid Bond forfeited in the full amount to the OWNER as liquidated damages in the event the successful bidder fails to enter into contract and file acceptable bonds satisfactory to the OWNER assuring the faithful fulfillment of the contract and maintenance of said improvements as required by the law within ten (10) days after the acceptance of the Bid. No Bid may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

## 1.4 PREBID MEETING (Non-Mandatory)

- A. Prebid Meeting: A Non-mandatory Prebid meeting will be held at the Keokuk Municipal Water Works treatment plant on Water Street on Thursday, May 30, 2019 at 10:00 AM local time. Prospective bidders are not required to attend.
1. Bidders' Questions: Engineer will provide responses at Prebid meeting to bidders' questions received up to three (3) business days prior to meeting.

## 1.5 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Contractors can arrange the production of printed bidding documents by contacting the print shops listed below and providing digital files USB flash drive to print shops. Contractors shall be responsible for the cost of production of printed documents.
1. Hill Printing, 111 N. 5<sup>th</sup> St., Keokuk, IA 52632, Ph: (319) 524-3363. (Half size prints).
  2. Priority One Printing & Mailing, 839 Jersey St., Quincy, IL 62301 Ph: (217) 224-8008. (Full or half size prints).
- B. Digital Procurement and Contracting Documents: Obtain starting the afternoon of May 21, 2019 through the Construction Update Program.

## 1.6 TIME OF COMPLETION

- A. Successful bidder shall mobilize and begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Written Notice of Award should be issued on or before June 26, 2019 and work shall be substantially complete and ready for commissioning and operation on or before September 27, 2019 or within 6 weeks after commencing construction activities on site, whichever occurs sooner.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Payment Bond and Insurance Coverage are required and described in subsequent sections of these bid documents.

1.8 NOTIFICATION

- A. This Advertisement for Bids document is issued by Andrea Rogers, General Manager, Keokuk Municipal Water Works.

END OF DOCUMENT 001113