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## **INSTRUCTION TO BIDDERS**

### **ENGINEERING DIVISION**

### **CITY OF EDEN PRAIRIE, MINNESOTA**

#### **1. CONTRACT DOCUMENTS**

The Contract Documents are listed in GC 1-02. They may be obtained for the Contractor's individual use by applying to the City Engineer, City Center, 8080 Mitchell Road, Eden Prairie, Minnesota 55344-2230, Phone 952-949-8300, or as otherwise indicated in the Notice to Contractors, and by depositing the amount indicated in said Notice.

The Contractor should note that the Eden Prairie Standard Specifications have been revised in 2009 and 2010. All sections contain some revisions. These specifications contain references to English units. When these specifications are used with a metric project, these City Specifications shall be converted from English units to equivalent (industry-accepted) metric units where applicable.

Where these specifications reference MnDOT specifications, it should be noted that these specifications references have been taken from the most recent MnDOT Standard Specification for Construction (2005 Edition) manual. For a non-metric project, these MnDOT specifications shall be converted from metric units to equivalent (industry-accepted) English units where applicable. It should also be noted that all AASHTO, ANSI, and AWWA reference numbers reflect the most current standards for testing, equipment, and procedures unless modified in these specifications.

#### **2. BIDDER'S KNOWLEDGE**

Bidders must familiarize themselves with all ordinances and statutes pertaining to public improvements, and examine and determine for themselves the location and nature of the proposed work, and the amount and character of the labor and materials required therefore, and the difficulties which may be encountered.

The bidders shall acquaint themselves with any and all changes in the Specifications and changes in methods or procedures or policies, as may be set forth in these Contract Documents.

If any person contemplating the submission of a bid for the proposed Contract is in doubt as to the true meaning of any part of the Plans, Specifications or other proposed Contract Documents, he/she may submit to the Engineer a written request for an interpretation thereof. The person submitting the request will be responsible for prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The City will not be responsible for any other explanation or interpretation.

All proposals shall be made and received with the express understanding that the Bidder accept the terms and conditions contained in these instructions and the Plans and Specifications, forms of contract and bond and any other Contract Documents referred to herein.

If, after the bid proposals have been delivered to the City, any difference of opinion shall arise as to the true intent or meaning of any part of the Specifications, the decision of the Engineer shall be final, conclusive and binding on all parties.

### 3. BIDDER'S QUALIFICATIONS

If requested, bidders must present satisfactory evidence that they are familiar with the class of work specified, and that they are provided with the necessary capital, tools, machinery and other equipment necessary to conduct the work and complete the improvement within the time specified in the Proposal, in a good and workmanlike manner and to the entire satisfaction of the City Engineer and the City Council of the City of Eden Prairie, Minnesota.

The Bidder agrees that it is as fully responsible to the City for the acts and omissions of any of its proposed subcontractors and of persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by the Bidder.

Before any subcontractor may commence work, the successful Bidder must file with the Engineer and the City satisfactory certificates, in duplicate, from the involved insurance companies, showing insurance coverage to the same extent and the amounts as required by the successful Bidder. (See GC6-22)

No subcontractor will be permitted to commence work until authorization by the Engineer to proceed is received in writing by the Contractor.

Failure on the part of any bidder to carry out previous contracts satisfactorily, or the bidder's lack of experience or equipment necessary for the satisfactory completion of the project may be deemed sufficient cause for disqualification.

Unless otherwise specifically provided in the specifications for the improvements, bids must be made upon each and every item shown on the blank Proposal Form, including all alternate items.

### 4. SUBMISSION OF BIDS

Sealed bids will be received by the City of Eden Prairie, Minnesota, up to the date and hour as specified in the Notice to Contractors at the Office of the City Engineer, City Center, 8080 Mitchell Road, Eden Prairie, Minnesota 55344-2230. Bids received after the time specified shall be returned unopened.

Bids shall be submitted upon the Proposal Form provided. **The Proposal shall be submitted in a sealed envelope plainly marked as to Title of Project and date of bid opening.** All proposals must be made in ink upon the blank form of proposal included in the Specifications and should give price for each item and aggregate amount for the work, and must be signed and acknowledged by the Bidder in accordance with the directions in the Proposal Form.

Each proposal must contain the full name or names and post office address of the bidder or bidders, and any person signing a proposal as agent of another, or of a firm, must furnish legal evidence of its authority to do so. A business entity bidder must name the state in which it is organized. In addition, partnerships must give the full names and addresses of all parties.

When a firm submits a proposal, the individual names of all its members shall be written out and shall be signed in full, but the signers may, if they choose, describe themselves in addition, as doing business under a firm name and style.

In case a corporation submits a proposal, the proposal must be signed in the name of, and under the seal of, the corporation by a duly authorized officer or agent of the corporation and his/her address given. Such officer or agent must present legal evidence that he/she has a lawful authority to sign said proposal. In the event that any corporation organized and doing business under the laws of a foreign state is the successful bidder, such corporation shall present evidence that it is authorized to do business in the State of Minnesota before the Contract is executed.

More than one proposal form from an individual, firm, partnership or corporation under the same or different names will not be considered. Evidence that any bidder is interested in more than one proposal for the same work will be considered sufficient cause for the rejection of all bids so affected.

A party who has quoted prices to a bidder is not thereby disqualified from quoting prices to other bidders, or from submitting a direct bid on his/her own behalf.

Telegraphic/facsimile bids will not be considered. Modifications to bids already submitted will be allowed if submitted by telegraphic/facsimile prior to the time specified in the Notice of Contractors. Modifications shall be submitted as such, and shall not reveal the total amount of either the original or revised bids.

Whenever alternate bids are called for, specifying the use of several different classes of material or types of improvement for the same work, all bidders are requested to submit prices for use of each of the several classes of material or type of improvement as specified. The material to be used or the type of improvement to be adopted will be selected by the City Council after the proposals have been opened and read.

#### 5. PROPOSAL GUARANTY

Each proposal shall be accompanied by a Proposal Guaranty in the form of a money order, certified check or bid bond, payable to the order of the City of Eden Prairie, in an amount not less than five percent (5%) of the total amount of the bid. No proposal will be considered unless accompanied by the Proposal Guaranty.

In case alternate bids are called for, providing for the use of several different classes of material or types of improvement for the same work, one Proposal Guaranty in the amount of five percent (5%) of the total amount of the highest bid will be sufficient for all proposals.

As soon as a Contract is awarded, all Proposal Guaranties shall be returned to the bidders, except that of the successful Bidder and second and third lowest bidder, which shall be retained until the Contract has been signed and the bonds of the Contractor have been filed, approved, and accepted, which shall be within ten days of notice of award of the Contract.

If the successful Bidder fails to enter into such contract in accordance with his/her accepted Proposal, or shall fail to furnish the required Performance and Payment Bond within ten (10) days after notice of award, his/her Proposal Guaranty shall be forfeited to the City of Eden Prairie as liquidated damages.

The next lowest responsible bid submitted by a Qualified Bidder, shall then, at the discretion of the City Council, be considered for award of the Contract.

6. WITHDRAWAL OF BIDS

After bidders have submitted proposals, they may not withdraw or cancel such proposal within 60 days after opening of bids and all sums deposited or a Proposal Guaranty may be held by the City for said 60 days until all of such proposals submitted have been canvassed, a Contract awarded and executed, and the required bonds and insurance furnished and approved.

7. EVALUATION OF BIDS

The bids from each responsible bidder will be considered on the basis of the total amount, as shown on the Proposal Form, and awarded according to the lowest total reflecting the correct summation of all items extensions shown or as otherwise described in the Special Conditions.

The City reserves the right to reject any or all Proposals or to accept the Proposal deemed in the best interest of the City. Without limiting the generality of the foregoing, any Proposal which is incomplete, obscure, or irregular may be rejected; any Proposal having erasures or corrections in the price sheet may be rejected; any Proposal which omits a bid on any one or more items in the price sheet may be rejected; any Proposal in which unit prices are obviously unbalanced may be rejected; any Proposal accompanied by an insufficient or irregular bid bond may be rejected; any Proposal which omits acknowledgement of the receipt of addendums may be rejected.

8. MATERIAL SOURCES

After the bids have been received, when requested by the Engineer, each bidder shall give information in writing concerning the quantity, composition and the previous use of the materials or equipment they have bid upon as may be known to them; and samples of such materials shall be furnished when required.

9. EXECUTION OF CONTRACT

The acceptance of the Proposal will be a notice in writing signed by a duly authorized representative of the City of Eden Prairie. The acceptance of the Proposal shall bind the successful Bidder to execute the Contract within ten (10) days and to be responsible for liquidated damages for failure to execute the Contract. The rights and obligations provided for in the Contract shall become effective upon the parties only with its formal execution by the City of Eden Prairie.

Following action by the City Council awarding the Contract, a "Notice of Award" letter will be mailed to the Contractor together with the prepared Contract Agreement for his/her signature and return. The Notice of Award letter will specify that the Contractor submit affidavits or copies of insurance coverage, a Payment Bond and a Performance Bond. The required amounts are indicated in GC6-22 and GC5-09. No Contract will be executed by the City until the required affidavits and bonds are submitted and have been approved.

The Notice of Award letter is not an order to proceed. The Contractor will have no authority to perform work under this Contract until all Contract Documents, as indicated above, are properly completed and placed on file at the City Offices.

A Letter to Proceed with the work under this project will be mailed to the Contractor upon satisfaction of the above indicated requirements. A preconstruction conference will be scheduled thereafter.