INSTRUCTIONS TO BIDDERS

Activity ID 112022003
Project Name Evergreen Park Shelter and Playground Improvements
Fed/St. Project No.

The work comprising the above referenced project shall be constructed in accordance with the SUDAS Standard Specifications, 2022 Edition; and as further modified by the supplemental specifications and special provisions included in the contract documents. The Des Moines City Engineer is the Engineer. The terms used in the contract documents are defined in said SUDAS Standard Specifications. The City of Des Moines is the Contracting Authority on this project and shall hereinafter be referred to as the "Jurisdiction". Before submitting your bid, please review the SUDAS Standard Specifications, in particular, Division 1 - General Provisions and Covenants, including the sections regarding proposal requirements, bonding, contract execution and insurance requirements. Please be certain that all documents have been properly completed and submit them to the City Clerk, 1st Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa, 50309.

I. BID SECURITY

The bid security must be in the minimum amount of 10% of the total bid amount including all add alternates (do not deduct the amount of deduct-alternates). Bid security shall be as defined in Section 26.8 of the Iowa Code and shall be in the form of a cashier's check or certified check drawn on a state-chartered or federally chartered bank, or a certified share draft drawn on a state-chartered or federally chartered credit union, or a bid bond executed by a corporation authorized to contract as a surety in Iowa or satisfactory to the Jurisdiction. The bid bond must be submitted on the enclosed Bid Bond form (DSM Urban 04/20/98) as no other bid bond forms are acceptable. All signatures on the bid bond must be original signatures in ink; facsimile (fax) of any signature on the bid bond is not acceptable. Bid security other than said bid bond shall be made payable to the City of Des Moines. "Miscellaneous Bank Checks", and personal checks, as well as "Money Orders" and "Traveler's Checks" issued by persons, firms or corporations licensed under Chapter 533B of the Iowa Code, are not acceptable bid security. NOTE: If the Bidder submits Bid Security in the form of a Bid Bond, and the Bidder wishes to have their Bid Bond returned to them after an approved contract and bond has been executed or after there is a rejection of all bids (in accordance with Iowa Code 26.10), the Bidder shall include a self-addressed envelope with the Bid Bond.

II. SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDER

A. The proposal shall be sealed in an envelope, properly identified as the Proposal with the project title and the name and address of the bidder, and deposited with the Jurisdiction at or before the time and at the place provided in the Notice to Bidders. It is the sole responsibility of the bidder to see that its proposal is delivered to the Jurisdiction prior to the time for opening bids, along with the appropriate bid security sealed in the separate envelope identified as Bid Security and attached to the outside of the bid proposal envelope. Any proposal received after the scheduled time for the receiving of proposals will be returned to the bidder unopened and will not be considered. Bidders must either utilize the two envelopes provided with the Bidding documents, or Bidders provide their own two envelopes, for their proposals and bid security for submission of their bids.

Sales Tax: The bidder should not include sales tax in the bid pursuant to Iowa Code. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

Accessibility for individuals with disabilities. The City of Des Moines is pleased to provide accommodations to individuals with disabilities or groups and encourages participation in City government. To better serve you, please notify us at least three business days in advance when possible at 515-283-4209, should special accommodations be required.
B. All pages of the Proposal must be returned. The following documents shall be completed, signed and returned in the Proposal envelope.

PROPOSAL - Complete each of the following parts:
- Part B - Acknowledgement of Addenda, if any have been issued;
- Part C - Bid Items, Quantities and Prices;
- Part F - Additional Requirements; The following proposal attachment documents must be completed and attached:

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>2</td>
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<td>3</td>
<td>Completion Provisions</td>
</tr>
<tr>
<td>4</td>
<td>Bid Requirements for Federally Funded Public Facilities</td>
</tr>
</tbody>
</table>

- Part G - Identity of Bidder.

The Bidder shall sign the proposal. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the same individual who is the Company Owner or an authorized Officer of the Company; copies or facsimile of any signature will not be accepted. The Bidder Status Form (PROPOSAL Part F Item 2B), is required by the Iowa Labor Commissioner, pursuant to Iowa Admin. Code rule 875-156.2(1). The Bidder must complete and submit the Bidder Status Form, signed by an authorized representative of the Bidder, with their bid proposal. Under Iowa Admin. Code rule 875-156.2(1), failure to provide the Bidder Status Form with the bid may result in the bid being deemed non-responsive and may result in the bid being rejected. The Worksheet: Authorization to Transact Business from the Labor Commissioner is included on page 3 of 3 of the Instructions to Bidders, to assist Bidders in completing the Bidder Status Form.

C. Out-of-State Contractors:

1. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the Division of Labor Services of the Iowa Department of Workforce Development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the City Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.

2. Prior to entering into contract, the designated low bidder, if it be a corporation organized under the laws of a state other than Iowa, shall file with the Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, or as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

III. GENERAL

A. All bid documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents that the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

B. Additional information regarding addends, plan holders, bid tabulations, etc. can be found on the Engineering Department web site at <http://www.dmgov.org/Departments/Engineering/Pages/BidsContracts.aspx>.
Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status Form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

Yes____ No____ My business is currently registered as a contractor with the Iowa Division of Labor.

Yes____ No____ My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.

Yes____ No____ My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.

Yes____ No____ My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.

Yes____ No____ My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.

Yes____ No____ My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.

Yes____ No____ My business is a limited liability partnership which has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.

Yes____ No____ My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.

Yes____ No____ My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.

Yes____ No____ My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.

Yes____ No____ My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.
NOTICE TO BIDDERS
CITY OF DES MOINES PUBLIC IMPROVEMENT PROJECT

Time and Place for Filing Sealed Proposals. Sealed bids for the work comprising each improvement as stated below must be filed at or before 11:00 a.m. on May 31, 2022, in the office of the City Clerk, 1st Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa, 50309.

Accessibility for individuals with disabilities. The City of Des Moines is pleased to provide accommodations to individuals with disabilities or groups and encourages participation in City government. To better serve you, please notify us at least three business days in advance when possible at 515-283-4209, should special accommodations be required.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened and bids tabulated at 11:00 a.m., on May 31, 2022, in the City Council Chambers, 2nd Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa, for consideration by the City Council (Council) at its meeting on June 27, 2022. The City of Des Moines (Jurisdiction) reserves the right to reject any and all bids.

Time for Commencement and Completion of Work. Work on each improvement shall be commenced upon approval of the contract by the Council, and completed as stated below.

Bid Security. Each bidder shall accompany its bid with bid security as defined in Section 26.8 of the Iowa Code and as specified by the Jurisdiction.

Contract Documents. Copies of the contract documents will be available after May 09, 2022, from the City Engineer's Office, 2nd Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa 50309, at no cost, phone (515-283-4573).

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

Sales Tax. The bidder should not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

General Nature of Public Improvement.

Evergreen Park Shelter and Playground Improvements, 112022003

The improvements include clearing and grubbing, class 10 excavation, storm sewer installation, Portland Cement Concrete (PCC) walking path, open-air shelter, reinforced PCC futsal court, and miscellaneous associated work including cleanup and restoration; all in accordance with the contract documents, including Plan File No. 643-001/023, located at Evergreen Park, 2145 E. Park Avenue, Des Moines, Iowa.

This project shall be fully completed not later than August 15, 2023, and in accordance with the Completion Provisions.

Engineer's Construction Estimate. $475,000.00

Preletting Conference.
NOTICE OF PUBLIC HEARING
CITY OF DES MOINES PUBLIC IMPROVEMENT PROJECT

Public Hearing on Proposed Contract Documents and Estimated Costs for Improvement. A public hearing will be held by the City Council on the proposed contract documents (plans, specifications and form of contract) on file in the City Engineer's Office, and estimated cost for each improvement at its meeting on June 27, 2022, at 5:00 p.m., in the City Council Chambers, 2nd Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa. Please check the posted agenda in advance of the June 27, 2022 meeting for any update on the manner in which the public hearing will be conducted to comply with COVID-19 social distancing and safety guidelines. The City Council Meetings are open to all individuals regardless of disability. To better serve you, please notify the City Clerk at least three business days in advance, when possible, should special accommodations be required.

General Nature of Public Improvement

Evergreen Park Shelter and Playground Improvements, 112022003

The improvements include clearing and grubbing, class 10 excavation, storm sewer installation, Portland Cement Concrete (PCC) walking path, open-air shelter, reinforced PCC futsal court, and miscellaneous associated work including cleanup and restoration; all in accordance with the contract documents, including Plan File No. 643-001/023, located at Evergreen Park, 2145 E. Park Avenue, Des Moines, Iowa

Published in the Des Moines Register
June 8, 2022
PUBLIC NOTICE OF STORM WATER DISCHARGE

The City of Des Moines, or its Contractor for the following work, plans to submit a Notice of Intent to the Iowa Department of Natural Resources to be covered under NPDES General Permit No. 2 “Storm Water Discharge Associated with Industrial Activity for Construction Activities.” The storm water discharge will be from the construction of the Evergreen Park Shelter and Playground Improvements, Activity ID 11-2022-003.

located in NE ¼ Sec. 23, T78N, R24W, Polk County

Storm water will be discharged from 1 point source and will be discharged to the following stream: Des Moines River.

Comments may be submitted to the Storm Water Discharge Coordinator, IOWA DEPARTMENT OF NATURAL RESOURCES, Environmental Protection Division, 502 E. 9th Street, Des Moines, IA, 50319-0034. The public may review the Notice of Intent from 8:00 a.m. to 4:30 p.m., Monday through Friday, at the above address after it has been received by the department.

Published in the The Des Moines Register 5/11/2022
To the Honorable Mayor and Members of the
City Council, City of Des Moines, Iowa

PROPOSAL: PART A - SCOPE

The City of Des Moines, hereinafter called the "Jurisdiction", has need of a qualified contractor to complete the work comprising the below referenced improvement. The undersigned Bidder hereby proposes to complete the work comprising the below referenced improvements or project as specified in the contract documents, which are officially on file with the Jurisdiction, in the Des Moines City Engineer's Office, at the prices hereinafter provided in Part C of this Proposal, for the following described improvements:

Evergreen Park Shelter and Playground Improvements, 112022003

The improvements include clearing and grubbing, class 10 excavation, storm sewer installation, Portland Cement Concrete (PCC) walking path, open-air shelter, reinforced PCC futsal court, and miscellaneous associated work including cleanup and restoration; all in accordance with the contract documents, including Plan File No. 643-001/023, located at Evergreen Park, 2145 E. Park Avenue, Des Moines, Iowa

PROPOSAL: PART B - ACKNOWLEDGEMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued, and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER

ADDENDUM NUMBER

ADDENDUM NUMBER

ADDENDUM NUMBER

and certifies that said addenda were utilized in the preparation of this bid.

PROPOSAL: PART C - BID ITEMS, QUANTITIES AND PRICES

UNIT BID PRICE CONTRACTS: The bidder must provide all unit prices, the amount, the total construction cost, any alternate price(s), and the total construction cost plus any add-alternates if there are alternates on the proposal on Proposal Attachment: Part C - Bid Items, Quantities, and Prices. The total construction cost plus any alternates selected by the Jurisdiction shall be used for comparison of bids. The total construction cost plus any add-alternates shall be used for determining the sufficiency of the bid security.
BASE BID CONTRACTS: The bidder must provide any bid price(s), the total base bid price, any alternate price(s), and the total base bid plus any add-alternates if there are alternates on the proposal on Proposal Attachment: Part C - Bid Items, Quantities, and Prices. The total base bid plus any alternates selected by the Jurisdiction shall be used for comparison of bids. The total base bid plus any add-alternates shall be used for determining the sufficiency of the bid security.

PROPOSAL: PART D - GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project, reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive bidder to be based on comparison of the total bid plus any selected alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction and provide the following documents:
   - Proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code by providing a valid Registration Number,
   - Proof of insurance by a Certificate(s) of Insurance,
   - A performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said documents and information as requested in Item 1 above acceptable to the Des Moines City Engineer; and
3. Commence the work on this project on or after the date a written Notice to Proceed is issued by the Jurisdiction, and to fully complete the project not later than August 15, 2023, and in accordance with the Completion Provisions; and to pay liquidated damages for noncompliance with said completion provisions at the rate of Five Hundred and 00/100 ($500.00) for each calendar day thereafter that the work remains incomplete.

PROPOSAL: PART E - NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and

PROPOSAL: Evergreen Park Shelter and Playground Improvements
Activity ID 112022003

RETURN WITH BID
Page 2 of 12 Pages
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other bidder, and that all statements in this proposal are true; and

5. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART F - ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below, which are included in this proposal and identified as proposal attachments:

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<td>Bid Requirements for Federally Funded Public Facilities</td>
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</tbody>
</table>
PROPOSAL: PART G - IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an

- Individual,
- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Company
- Joint-venture: all parties must join-in and execute all documents
- Other

By

Bidder

Signature

Name (Print/Type)

Title

Street Address

City, State, Zip Code

Telephone Number / Email Address

A contract will not be executed until the apparent low Bidder is registered with the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code. The Bidder should contact 515-242-5871 for registration information.

NOTE: The signature on this proposal must be an original signature in ink; copies or facsimile of any signature will not be accepted.

Engineering Department Staff will contact the apparent low Bidder and obtain the name and title of the company's owner, president, CEO, etc. if a different person than entered above.
This is a unit bid price contract. The bidder must provide all unit prices, the amount, the total construction cost, any alternate price(s), and the total construction cost plus any add-alternates if there are alternates on the proposal. The total construction cost plus any alternates selected by the Jurisdiction shall be used for comparison of bids. The total construction cost plus any add-alternates shall be used for determining the sufficiency of the bid security.

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<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CLEARING AND GRUBBING</td>
<td>UNIT</td>
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<td>$_________</td>
<td>$________</td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<td>5</td>
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<td>6</td>
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<td>$________</td>
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</tbody>
</table>

PROPOSAL: Evergreen Park Shelter and Playground Improvements

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<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</tr>
<tr>
<td>34</td>
<td>SUBDRAIN, OUTLETS AND CONNECTIONS, 8 IN</td>
<td>EA</td>
<td>4.00</td>
<td>$</td>
<td>$_______</td>
</tr>
<tr>
<td>35</td>
<td>SHELTER LIGHT</td>
<td>EA</td>
<td>2.00</td>
<td>$</td>
<td>$_______</td>
</tr>
<tr>
<td>36</td>
<td>ELECTRIC SERVICE - FUTSAL</td>
<td>LS</td>
<td>1.00</td>
<td>$</td>
<td>$_______</td>
</tr>
</tbody>
</table>

**TOTAL CONSTRUCTION COST** $__________

*Item does not have to be included in 4-year maintenance bond but shall be covered by a 1-year maintenance bond.

NOTE: It is understood that the above quantities are estimated for the purpose of this bid. All quantities are subject to revision by the City. Quantity changes which amount to twenty (20) percent or less of the total bid shall not affect the unit bid price of that item.
Iowa Code section 73A.21 provides for a Reciprocal Resident Bidder and Labor Force preference.

Because of the nature of this project (i.e., Federal-aid participation), the Reciprocal Resident Bidder and Labor Force preference,

☐ shall not apply to this project, and the bidder need not complete the Resident Bidder Information below.

☒ shall apply to this project, and the bidder shall complete the Resident Bidder Information below.

To implement section 73A.21, the Iowa Labor Commissioner adopted chapter 156 of the Iowa Administrative Code, “Bidder Preferences in Government Contracting”. Iowa Admin. Code rule 875-156.2(1) requires each bidder to complete the attached Bidder Status Form. The Bidder must complete and submit the Bidder Status Form, signed by an authorized representative of the bidder, with their bid Proposal. Under Iowa Admin. Code rule 875-156.2(1), failure to provide the statement with the bid may result in the bid being deemed nonresponsive and may result in the bid being rejected.
Bidder Status Form

To be completed by all bidders

Please answer “Yes” or “No” for each of the following:

Yes  No  My company is authorized to transact business in Iowa.

(To help you determine if your company is authorized, please review the "Worksheet: Authorization to Transact Business", on page 3 of the "Instructions to Bidders").

Yes  No  My company has an office in Iowa to transact business in Iowa.

Yes  No  My company’s office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.

Yes  No  My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.

Yes  No  My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered “Yes” for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered “No” to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates:  /  to  /  Address: ____________________________
City, State, Zip: ____________________________

Dates:  /  to  /  Address: ____________________________
City, State, Zip: ____________________________

Dates:  /  to  /  Address: ____________________________
City, State, Zip: ____________________________

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company’s home state or foreign country offer preferences to bidders who are residents? Yes  No

3. If you answered “Yes” to question 2, identify each preference offered by your company’s home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: ____________________________

Signature: ____________________________ Date: ____________________________

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

This form has been approved by the Iowa Labor Commissioner.

309-6001 02-14
PROPOSAL ATTACHMENT: PART F - ADDITIONAL REQUIREMENTS
ITEM 2 - GENERAL

1. The work under this proposal shall be constructed in accordance with the SUDAS Standard Specifications, 2022 Edition, and as further modified by the supplemental specifications and special provisions included in the contract documents.

Alternate Sales Tax:
Section 1020, 1.08, B, of the Supplemental Specifications shall apply. The bidder should not include sales tax in the bid. A sales tax exemption certificate will be available for all material purchased for incorporation in the project.

2. The Bidder hereby acknowledges that the City of Des Moines in advertising for public bids for this work reserves the right to give a limited notice to proceed of a duration not longer than three months. This limited notice to proceed shall be given where all necessary right-of-way has not yet been acquired. The limited notice to proceed will allow construction to proceed as far as possible and practical on the right-of-way, which has been acquired.

3. The Bidder hereby acknowledged and agrees:
   • To comply with the Equal Employment Opportunity Program included in the City of Des Moines Contract Compliance Program, which is available at the following website [http://www.dmgov.org/Departments/Engineering/PDF/Contract%20Compliance%20Program%20(June%202017).pdf](http://www.dmgov.org/Departments/Engineering/PDF/Contract%20Compliance%20Program%20(June%202017).pdf) or from the City Engineer’s Office.
   • To comply with any and all applicable provisions of the Des Moines Human Rights Ordinance, Chapter 62, of the Des Moines Municipal Code.
   • Not to discriminate against any employees, or applicants for employment, on the basis of age, race, religion, creed, color, sex, sexual orientation, national origin, ancestry, disability, familial status or gender identity.
   • To include this provision in all subcontracts for this project.

4. The City’s Overall Annual DBE/TSB Goal for this project is 6.03%, which represents a target that the City would like to achieve in including DBE/TSB participation on City contracts; and is not a mandatory goal for this project. The Certified Directory of DBEs is available at the following website [https://secure.iowadot.gov/DBE/Directory/Index/](https://secure.iowadot.gov/DBE/Directory/Index/). The Certified Directory of TSBs is available at the following website [https://iowaeda.dynamics365portals.us/tsb-search/](https://iowaeda.dynamics365portals.us/tsb-search/)

PROPOSAL ATTACHMENT: PART F - ADDITIONAL REQUIREMENTS
ITEM 3 - COMPLETION PROVISIONS

The Bidder hereby agrees to commence and complete the work in accordance with the attached Completion Provisions.

PROPOSAL ATTACHMENT: PART F - ADDITIONAL REQUIREMENTS
ITEM 4 - BID REQUIREMENTS FOR FEDERALLY FUNDED PUBLIC FACILITIES

The Bidder must complete Proposal Attachment: Part F - Additional Requirements, Item 4, Bid Requirements for Federally Funded Public Facilities and sign and return with this Proposal the attached Contractor Certification of CDBG Requirements.
The Bidder hereby agrees to:

1. Commence the work on the project on or before a date to be specified in a written Notice to Proceed by the City and to fully complete the project by August 15, 2023; and to pay liquidated damages for noncompliance with said completion provision in the amount of five hundred and no/100 dollars ($500.00) for each calendar day thereafter.

2. Undertake and schedule work in compliance with intermediate completion provisions as described below. The work to be completed by the intermediate completion date shall be such work as required to satisfy the intermediate completion provision description.

   Intermediate Completion Provision No. 1: Complete all work involved in the playground area by September 30, 2022. This work includes but is not limited to; removals of shared use path, tree removals, subdrain removal and installation, shared use path connections, beam curb construction, sidewalk construction adjacent to playground, and backfilling. Liquidated damages for noncompliance with said intermediate completion provision in the amount of seven hundred fifty and no/100 dollars ($750.00) per calendar day will be assessed for each day after September 30, 2022, that all work is not completed.

3. Pay separate sums of liquidated damages that will be assessed for each of the conditions described hereinbefore, and they shall be cumulative if multiple conditions have not been satisfied.
PROPOSAL ATTACHMENT: PART F – ADDITIONAL REQUIREMENTS
ITEM 4 – BID REQUIREMENTS FOR FEDERALLY FUNDED PUBLIC FACILITIES

SCOPE

Funding or partial funding for this project has been obtained from a federal program, Community Development Block Grant (CDBG), administered by the U.S. Department of Housing and Urban Development (HUD). Due to this funding from HUD, contractors and subcontractors will be required to comply with all applicable federal requirements and certifications.

The contract documents contain a special provision titled “CDBG Bid Requirements for Federally Funded Public Facilities” which contains the information needed to comply with the CDBG requirements. Additionally, the full regulations for the CDBG program can be found at Title 24 in the Code of Federal Regulations (CFR), Part 570.

The Bidder hereby agrees to:

Review the CDBG requirements packet contained in the special provision to the contract documents titled “CDBG Bid Requirements for Federally Funded Public Facilities” and Sign and return with this Proposal the attached Contractor Certification of CDBG Requirements.
Contractor Certification of CDBG Requirements

The Contractor hereby certifies he/she has read the CDBG requirements packet and will comply with the following regulations:

1. Civil Rights and Anti-Discrimination laws,
2. Recordkeeping and reporting requirements,
3. Equal Employment Opportunity,
4. Davis-Bacon Act,
5. Copeland Anti-Kickback Act,
6. Contract Work Hours and Safety Standards Act,
7. Section 3 requirements,
8. Clean Air and Federal Water Pollution Control Acts,
9. Debarment and suspension requirements, and
10. Anti-Lobbying requirements.

I have read the provisions and rules for the above CDBG requirements and acknowledge that I will comply with all applicable, required federal regulations.

Contractor ___________________________ Date ____________

Signature ______________________________

Name (Print/type) _______________________

PROPOSAL: Evergreen Park Shelter and Playground Improvements
Activity ID 112022003