INSTRUCTIONS TO BIDDERS

Activity ID: 112022006
Project Name: Tower Park Futsal Court
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>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ATTACHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reciprocal Resident Bidder and Labor Force</td>
</tr>
<tr>
<td>2.</td>
<td>General</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 addenda, 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 qualification in a state other than Iowa, 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 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 June 28, 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 June 28, 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 July 18, 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 June 13, 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.

Tower Park Futsal Court, 112022006

The improvement includes the construction of a new reinforced Portland Cement Concrete (PCC) futsal court, sidewalks, electrical facilities, drainage line, earthwork, and restoration; all in accordance with contract documents, including Plan File No. 643-057/066, located in Tower Park, 4900 Hickman Avenue, Des Moines, Iowa.

This project shall be fully completed not later than May 1, 2023, and in accordance with the Completion Provisions.

Engineer's Construction Estimate. $265,000.00

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 July 18, 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 July 18, 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

Tower Park Futsal Court, 112022006

The improvement includes the construction of a new reinforced Portland Cement Concrete (PCC) futsal court, sidewalks, electrical facilities, drainage line, earthwork, and restoration; all in accordance with contract documents, including Plan File No. 643-057/066, located in Tower Park, 4900 Hickman Avenue, Des Moines, Iowa

Published in the Des Moines Register
June 29, 2022
**ALL SECTIONS OF THE PROPOSAL MUST BE COMPLETED WHERE APPLICABLE AND ALL PAGES RETURNED, OR THE BID WILL NOT BE ACCEPTED.**

ENGINEERING DEPARTMENT
CITY OF DES MOINES, IOWA

PROPOSAL

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:

Tower Park Futsal Court, 112022006

The improvement includes the construction of a new reinforced Portland Cement Concrete (PCC) futsal court, sidewalks, electrical facilities, drainage line, earthwork, and restoration; all in accordance with contract documents, including Plan File No. 643-057/066, located in Tower Park, 4900 Hickman 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 May 1, 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
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:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ATTACHMENT</th>
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<tbody>
<tr>
<td>1.</td>
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</tr>
<tr>
<td>2.</td>
<td>General</td>
</tr>
</tbody>
</table>
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.

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.

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>ESTIMATED UNITS</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TOPSOIL, ON-SITE</td>
<td>CY</td>
<td>230.00</td>
<td>$230.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>EXCAVATION, CLASS 10</td>
<td>CY</td>
<td>185.00</td>
<td>$185.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>SUBGRADE PREPARATION</td>
<td>SY</td>
<td>1150.00</td>
<td>$1150.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>MODIFIED SUBBASE, 4&quot;</td>
<td>SY</td>
<td>180.00</td>
<td>$180.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>MODIFIED SUBBASE, 6&quot;</td>
<td>SY</td>
<td>1170.00</td>
<td>$1170.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>SUBDRAIN, 4&quot;</td>
<td>LF</td>
<td>113.00</td>
<td>$113.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>INTAKE, CATCH BASIN, 6 INCH</td>
<td>EA</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>FUTSAL COURT PAVEMENT, REINFORCED PCC, 6&quot;</td>
<td>SY</td>
<td>1120.00</td>
<td>$1120.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>VAPOR BARRIER, 15 MIL</td>
<td>SY</td>
<td>1120.00</td>
<td>$1120.00</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>REMOVAL OF SIDEWALK</td>
<td>SY</td>
<td>35.00</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>SIDEWALK, REINFORCED PCC, 5&quot;</td>
<td>SY</td>
<td>33.00</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>SIDEWALK, PCC, 5&quot;</td>
<td>SY</td>
<td>110.00</td>
<td>$110.00</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>TEMPORARY TRAFFIC/PEDESTRIAN CONTROL</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>CONVENTIONAL SEEDING, TYPE I, FERTILIZING, AND HYDRO MULCHING</td>
<td>AC</td>
<td>1.20</td>
<td>$1.20</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>FILTER SOCK, INSTALL, MAINTAIN, REMOVE</td>
<td>LF</td>
<td>500.00</td>
<td>$500.00</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>EROSION CONTROL MULCHING, HYDRO MULCHING</td>
<td>AC</td>
<td>1.20</td>
<td>$1.20</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ORANGE CONSTRUCTION SAFETY FENCE</td>
<td>LF</td>
<td>750.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>CONSTRUCTION SURVEY</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>MOBILIZATION</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>CONCRETE WASHOUT</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>ELECTRICAL, CONNECTIONS, AND CIRCUITRY</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>TREE PROTECTION</td>
<td>LS</td>
<td>1.00</td>
<td>$1.00</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CONSTRUCTION COST $1120.00

*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.
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**

**Part A**

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. My company is authorized to transact business in Iowa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. My company has an office to transact business in Iowa.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. My company’s office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

**Part B**

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

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>/ / /</td>
<td>City, State, Zip:</td>
</tr>
</tbody>
</table>

You may attach additional sheet(s) if needed.

**Part C**

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.

**Part D**

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
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 1022.1, 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> 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/>. The Certified Directory of TSBs is available at the following website <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.
The Bidder hereby agrees to:

1. Commence work on the project on or after the date a written Notice to Proceed is issued by the City.

2. Fully complete all phases of the project including restoration of disturbed surfaces not later than May 1, 2023 and pay liquidated damages for noncompliance in the amount of five-hundred and no/100 dollars ($500.00) for each calendar day thereafter that the project is incomplete.

3. Undertake and schedule work in compliance with the Intermediate Completion Provision described below. The work to be completed by the intermediate completion period shall be such work as required to satisfy the intermediate completion period description.

**Intermediate Completion Provision:**

Complete sidewalk paving, reinforced concrete paving, and installation of electric facilities by October 31, 2022. The following items do not need to be completed to meet the Intermediate Completion Date:

- Seeding
- Mulching
- Maintenance and removal of erosion control

Liquidated damages for noncompliance with said Intermediate Completion Provision in the amount of five hundred and no/100 dollars ($500.00) per calendar day will be assessed for each day after October 31, 2022, that the work is not completed per the above-described Intermediate Completion Provision.

4. 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.
ENGINEERING DEPARTMENT
CITY OF DES MOINES, IOWA

BID BOND

KNOW ALL BY THESE PRESENTS:

That we, ____________________________, as Principal, and
______________________________, as Surety, are held and firmly
bound unto the City of Des Moines, as Obligee (hereinafter the "Jurisdiction"), in the penal sum of

____________________________ dollars

($______________) lawful money of the United States, for which payment the Principal and Surety bind
themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by
these presents.

The Principal has submitted to the Jurisdiction a proposal to enter into a contract in writing, for the following
described improvements:

Tower Park Futsal Court, 112022006

The improvement includes the construction of a new reinforced Portland Cement Concrete (PCC) futsal
court, sidewalks, electrical facilities, drainage line, earthwork, and restoration; all in accordance with
contract documents, including Plan File No. 643-057/066, located in Tower Park, 4900 Hickman Avenue,
Des Moines, Iowa

The Surety hereby stipulates and agrees that the obligations of the Surety and its Bond will be in no way
impaired or affected by any extension of the time within which the Jurisdiction may accept the Bid or execute
a Contract; and the Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the
venue will be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or
Principal to enforce the provisions of this bond or to collect the monetary obligation accruing to the benefit of
the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all outlay and expense incurred by the
Jurisdiction in enforcing any of the provisions of this Bond. All rights, powers, and remedies of the
Jurisdiction are cumulative and not alternative and are in addition to all rights, powers and remedies given to
the Jurisdiction by law. The Jurisdiction may proceed against the Surety for any amount guaranteed
hereunder whether action is brought against Principal or whether or not the Principal is joined in the action.
As used herein, the phrase "all outlay and expense" is not to be limited in any way, but includes the actual and
reasonable costs and expenses incurred by the Jurisdiction including interest, benefits and overhead where
applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee
expense, outside experts, attorneys fees (including overhead expenses of the Jurisdiction's staff attorneys), and
all costs and expenses of litigation as they are incurred by the Jurisdiction.
If the proposal by the Principal is accepted and the Principal enters into a contract with the Jurisdiction in accordance with the terms of the proposal, including the provision of insurance and bond as specified in the contract documents with good and sufficient surety for the faithful performance of the contract, for the prompt payment of labor and materials furnished in the prosecution of the work, and for the maintenance of the improvements as may be required in the contract documents or, in the event the Principal does not enter into a contract and provide the required insurance and bonds, the Principal pays the penal sum to the Jurisdiction, then this obligation will become null and void; otherwise, the Surety shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this _______ day of ________, ______, 20_____

SURETY:

________________________________________________________
Surety Company

By _____________________________________________________
Signature Attorney-in-Fact/Officer

________________________________________________________
Name of Attorney-in-Fact/Officer

________________________________________________________
Company Name

________________________________________________________
Company Address

________________________________________________________
City, State Zip Code

________________________________________________________
Company Telephone Number

PRINCIPAL:

________________________________________________________
Bidder

By _____________________________________________________
Signature

________________________________________________________
Name

________________________________________________________
Title

________________________________________________________
Address

________________________________________________________
City, State Zip Code

________________________________________________________
Telephone Number

NOTE:

1. All signatures on this bid bond must be original signatures in ink; copies or facsimile of any signature will not be accepted.

2. This bond must be sealed with the Surety's raised, embossed seal.

3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal or security watermark.

4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.