**NOTICE INVITING BIDS**

**(Bid Packet Cover Page)**

1. **NOTICE. NOTICE IS HEREBY GIVEN** that *JOB POINT (“Agency”)*, acting by and through its Governing Board, will receive sealed bids at *400 WILKES BOULEVARD, COLUMBIA, MO 65201* for a Community Development Block Grant (CDBG) funded rehabilitation project located at *400 WILKES BOULEVARD, COLUMBIA MO 65201.*

**Bidders must conduct a “Good Faith” effort to ensure maximum MBE/WBE participation in procurement activity undertaken by these funds. Interested qualified MBE/WBE contractors are encouraged to bid.**

**Preference may be given to Section 3 Business Concerns in accordance with 24 CFR Part 135, Appendix to Part 135, Section III, (2)(i-ii).**

1. **DESCRIPTION OF WORK.** The Work shall consist of *RENOVATIONS IN TWO PARTS: 1) Gutter replacement, 2) Flooring Replacement. Vendors may bid on one or both parts.*

**FLOORING**

* Entire building is approximately 11,446 square feet.
* Priority areas are listed in floor plan.
* If the cost for new floors building-wide exceeds available funds, lowest priority areas will be removed from project.
* Job Point will move all furniture.
* Asbestos testing has been completed - no issues were identified.
* Moisture testing has been completed - one small area in hallway near kitchen to consider.
* No Restrooms are included in the project.
* No Storage Closets are included in the project.
* No Server Rooms are included in the project.
* No File Rooms are included in the project.
* Remove and replace laminate, vinyl composite tile, carpet and cove base.
* Haul waste.
* Seeking products for high traffic, high soil/moisture from construction work boots.
* Possible products or similar: Bidder may recommend other.
  + Kitchen - Altro Slip Resistent
  + Lobby - LVT Ardex XF
  + All other flooring - Modular carpet (Tractionback Plus, high friction coating)
  + 4" base everywhere (Johnsonite cove base)
* List labor and materials costs separately.

**GUTTERS**

* Remove and replace gutters at eaves only.
* Match current profile (custom bent) with 7” x 7” gutters.
* Seal any holes left by previous system.
* Reuse downspouts.
* Haul waste.
* List labor and materials costs separately.

NOTE: Measurements provided therein are estimates and not guaranteed to be accurate. Bidders are encouraged to attend the Pre-Bid Conference on June 14 at 1:00pm to take their own measurements.

1. **CONTRACT TIME.** The Work shall reach substantial completion within “30” days from the date of the Notice-to-Proceed. The Work shall reach final completion (i.e., Notice of Completion issued) “75” days from the date of the Notice-to-Proceed unless extra time is given with an official Change Order.

Project Timeline:

June 12 – Job Point post advertisement

June 18 – Pre-bid Conference at 1:00pm

June 18 – Confirm DOL wage decision

June 28 – Sealed bids due at 12:00pm

June 28 – Public bid opening at 1:00pm

July 1 – Notify winning bidder; Review contractors guide; complete HUD-4710

July 31 – Materials purchased

Aug 30 – Projected labor start date; confirm weekly payroll WH-347

Aug 30 – Post Davis Bacon sheet

Sept 4 – HUD-11 Worker interview

Sept 15 – Projected completion date (all invoices submitted)

1. **ADDENDA.** The Agency reserves the right to revise the description of work and/or the contract documents prior to the bid opening date. Revisions, if any, shall be made by written Addenda. All addenda issued by the Agency shall be included in the bid and made part of the Contract Documents. Pursuant to Public Contract Code Section 4104.5, if the Agency issues an Addendum which includes material changes to the Project less than 72 hours prior to the deadline for submission of bids, the Agency will extend the deadline for submission of bids. The Agency may determine, in its sole discretion, whether an Addendum warrants postponement of the bid submission date. Each prospective bidder shall provide Agency a name, address and email to which Addenda may be sent, as well as a telephone number by which the Agency can contact the bidder. Copies of Addenda will be furnished by email or other proper means of delivery without charge to all parties who have obtained a copy of the Contract Documents and provided such current information. Please Note: Bidders are responsible for ensuring that they have received any and all Addenda.
2. **PRE-BID CONFERENCE/WALK THROUGH.** MANDATORY PRE-BID CONFERENCE/ WALK THROUGH will be held on **June 18at 1:00 p.m**. at *400 WILKES BOULEVARD, COLUMBIA, MO 65201***.** Interested bidders must attend the established job walk date in order to be qualified to bid on the project. Any other conference/walk through will be done by appointment only and at the discretion of the Agency.
3. **SEALED BID SUBMISSION.** The Agency will receive sealed bids at *400 WILKES BOULEVARD, COLUMBIA, MO 65201* until **June 28 at 1:00 p.m**. **Bids will be opened and read aloud shortly thereafter on that same day.** Bids will not be accepted from any Bidder who did not attend and sign in at the pre-bid conference. Any bid received after the posted time will be considered non-responsive.

All bids shall be on a bid form provided by the Agency. Each bid must conform and be responsive to the contract documents. The Agency reserves the right to reject any or all bids, or any or all items, alternates or propositions of such bids, or to waive any irregularities or informalities in any bids or in the bidding.

The envelope should contain the following wording at the lower left corner: “Bid from *Bidding* Contractor for *RENOVATIONS*” Across the top, it must state **“SEALED BID. DO NOT OPEN WITH REGULAR MAIL”**

A Bidder may withdraw their bid prior to the bod opening only by means of written request.

1. **CONTACT INFORMATION.** Bidders may obtain further information from:

Project Manager: Brenda Overkamp

Email: brendao@jobpoint.org

Phone: 573-777-1506

Mailing Address: 400 Wilkes Boulevard

Columbia, MO 65201

1. **JOB QUESTIONS.** All questions must be submitted to the Project Manager in writing via email. All questions will be due by 5:00pm three (3) business days after the job walk. Questions will be answered and emailed to all who attended the job walk within two (2) days.

1. **PREVAILING WAGE LAWS.** The successful Bidder must comply with all Davis Bacon/prevailing wage laws applicable to the Project, and related requirements contained in the Contract Documents. This Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
2. **DEBARMENT OF CONTRACTORS AND SUBCONTRACTORS.** In accordance with the provisions of the Labor Code, contractors or subcontractors may not perform work on a public works project with a subcontractor who is ineligible to perform work on a public project pursuant to Section 1777.1 or Section 1777.7 of the Labor Code. Any contract on a public works project entered into between a contractor and a debarred subcontractor is void as a matter of law. A debarred subcontractor may not receive any public money for performing work as a subcontractor on a public works contract. Any public money that is paid to a debarred subcontractor by the Contractor for the Project shall be returned to the Agency]. The Contractor shall be responsible for the payment of wages to workers of a debarred subcontractor who has been allowed to work on the Project.
3. **LICENSING REQUIREMENTS.** Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Subcontractors must possess the appropriate licenses for each specialty subcontracted. Pursuant to Section 7028.5 of the Business and Professions Code, the Agency] shall consider any bid submitted by a contractor not currently licensed in accordance with state law and pursuant to the requirements found in the Contract Documents to be nonresponsive, and the Agency shall reject the Bid. The Agency shall have the right to request, and Bidders shall provide within five (5) calendar days, evidence satisfactory to the Agency of all valid license(s) currently held by that Bidder and each of the Bidder’s subcontractors, before awarding the Contract. Please also note that, pursuant to Public Contract Code Section 20676, sellers of "mined material" must be on an approved list of sellers published pursuant to Public Resources Code Section 2717(b) in order to supply mined material for this Contract. Notwithstanding anything contained herein, if the Work involves federal funds, the Contractor shall be properly licensed by the time the Contract is awarded, pursuant to the provisions of Public Contract Code Section 20103.5.
4. **REQUIRED CONTRACTOR AND SUBCONTRACTOR’S REGISTRATION.** The Bidder and subcontractor(s) must be registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposed only under Labor Code section 1771.1(a)]. The Bidder or subcontractor(s) may not be awarded the Contract unless registered as noted above.
5. **DESIGNATION OF SUBCONTRACTORS.** Bidders must designate the name and location of each subcontractor who will perform work or render services for the Bidder in an amount that exceeds one-half of one percent (1/2%) of the Bidder’s Total Bid Price, as well as the portion of work each subcontractor will perform on the form provided herein by the Agency. No additional time will be provided to bidders to submit any of the requested information in the Designation of Subcontractor form.
6. **AWARDING.** The Contract, if awarded, will be awarded to the responsive and responsible bidder who meets or exceeds the Agency’s specifications and is able to verify, through past performance, that he/she is qualified to do the work, and whose bid is the lowest on the Base Bid while still remaining within budget.

The Agency may reject any bid which, in its opinion when compared to other bids received or to the Agency’s internal estimates, does not accurately reflect the cost to perform the work. The Agency may reject as non-responsive any bid which unevenly weights or allocates costs, including but not limited to overhead and profit, to one or more particular bid items. The Agency reserves the right to reject any or all Bids or to waive any irregularities or informalities in any Bid or in the Bidding process.

1. **PROTESTS.** Bidders may file a “protest” with the Agency. In order for a protest to be considered valid, it must.
   1. Be filed in writing within five (5) calendar days after the bid opening date;
   2. Clearly identify the specific irregularity or accusation;
   3. Clearly identify the specific Agency staff determination or recommendation being protested;
   4. Specify, in detail, the grounds of the protest and the facts supporting the protest; and
   5. Include all relevant, supporting documentation with protest at the time of filing. If the protest does not comply with each of these requirements, it will be rejected.
2. **RETENTION POLICY.** With each progress payment, the Agency will retain ten percent (10%).
3. **INSURANCE REQUIREMENTS**. The successful bidder shall procure the insurance in the form and in the amount specified in the Contract Documents.
4. **WORKERS COMPENSATION.** Each bidder shall submit the Contractor’s Certificate Regarding Worker’s Compensation form.
5. **FEDERAL REQUIREMENTS**. The project is receiving Federal Community Development Block Grant Funds (CDBG) and the successful bidder shall be subject to and comply with the federal requirements applicable to this work. As applicable, federal approval of the contractor, subcontractors, and required documents may be obtained before the Agency awards the contract, and also be required to submit documents to the appropriate federal agency and /or division as work progresses. These submission requirements are subject to modifications. The Federal requirements provisions applicable hereto, include, but are not limited to the following:

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| * Federal Labor Standards Provisions | * Davis Bacon Act – Prevailing Wages |
| * Equal Employment Opportunity | * Copeland Act (Anti-kick-back Requirements) |
| * Section 3 of the HUD Act of 1968 | * Lead-Based Poisoning Prevention |
| * Minority/Women Owned Business Enterprises (MBE/WBE) | * Adherence to Air & Water Quality Standards * Non-Debarment |
| * Executive Order #11246 |  |

##### General Decision Number: [Davis-Bacon Act WD# https://sam.gov/wage-determination/MO20240084/2](Davis-Bacon%20Act%20WD# https://sam.gov/wage-determination/MO20240084/2)

**Modification Number: 0 Date: June 12, 2024**