

CITY OF AURORA, MISSOURI

You are invited to bid on the replacement of 16 wood-frame, single pane windows for specified areas of City Hall with Energy Star rated commercial grade windows designed to lower heat loss or gain and meet current building codes.

WINDOW BID PACKET

Sealed Bid due June 10th, 2019 10:00 a.m.

**City of Aurora
2 W Pleasant
P.O. Box 30
Aurora, MO
65605**

This bid packet includes the following:

1. Notice to Bid (Exhibit 1)
2. Window Bid Instructions (Exhibit 2)
3. Affidavit of Work Authorization (Exhibit 5)
4. Affidavit of Unauthorized Alien (Exhibit 6)
5. Affidavit of 10-Hour OSHA Training (Exhibit 7)
6. Non-Collusion Affidavit
7. Annual Wage Order No. 25

Dated: May 21, 2019

NOTICE TO BID

The City of Aurora is accepting sealed bids for replacing 16 wood-frame, single pane windows at the Aurora City Hall with Energy Star® rated commercial grade windows designed to lower heat loss or gain and meet current building codes. There are sixteen windows total in this initial phase.

This is the initial phase of window replacement within the Aurora City Hall with Phase 2 to follow in 2020. Phase 2 will consist of replacing Forty-One wood-frame single pane windows on Second and Third Floors at Aurora City Hall.

This Bid Notice is for the initial phase only. There will be a separate Bid Notice for the Second Phase in January 2020.

Sealed bids marked **WINDOW BIDS** must be received at Aurora City Hall, 2 W Pleasant, by **Tuesday, June 10th, 2019 at 10:00 a.m.**, when they will be publicly opened.

Any questions should be directed to **City Clerk Devin Fisher** at **417-678-5121 Ext. 23**. **The Full Bid Packet Is Available On Our Website at <https://www.aurora-cityhall.org/>**

All bidders must comply with the Department of Labor's Prevailing Wage Law requirements. The City reserves the right to reject or accept any or all proposals or portions of a proposal

TITLE
BID INSTRUCTIONS

1. **To be considered as a complete and qualified bid, all bid packets must include the following documents:**
 - A. City of Aurora Bid Form for TITLE must be typewritten or completed in ink and signed by an authorized official of the firm or all partners, if a partnership.
 - B. Support or supplementary documentation and warranty information, as requested in the attached bid specifications.
 - C. A sworn affidavit and provision of documentation affirming the bidder's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services pursuant to 285.530 RSMo.
 - D. A sworn affidavit and provision of documentation affirming bidder does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services for the duration of the contract pursuant to 575.040 RSMo.
 - E. A sworn affidavit and provision of documentation affirming bidder does comply with the requirements of 292.675 RSMo which requires all contractors and subcontractors doing work on the project to provide, and require its on-site employees to complete a ten-hour course in construction safety and health as described in the Bid Specifications.
 - F. Bidder must provide an acceptable form of ID to provide proof of lawful presence pursuant to 208.009 RSMo as described in the Bid Specifications.
 - G. Bidder shall submit a certificate of insurance showing evidence of adequate insurance coverage naming the City of Aurora as an additional insured.
 - H. Bidder shall submit a Bid Bond equal to 100% percent of the bid value.
 - I. Bidder must comply with Prevailing Wage Order No. 25 and submit all required documentation in a timely manner if Prevailing Wage Order No. 25 applies.
 - J. For public works projects bidder must submit a "Vendor No Tax Due Statement"

2. For all public works construction contracts the Bidder shall comply with the requirements of Section 290.560, RSMo, which requires that only Missouri laborers and laborers from nonrestrictive states may be employed on the project when a period of excessive

unemployment exists in Missouri.

3. All bids should be firm prices exclusive of all taxes and be valid for 90 days.
4. Bids should include all overhead, transportation and insurance costs to perform the duties outlined in the bid specifications.
5. It shall be the Bidder's responsibility to obtain all permits associated with this project and make sure the area is clear of any utilities.
6. The City reserves the right to check all references necessary to determine the firm's ability to perform the work bid.
7. The City of Aurora encourages the purchase and use of products manufactured, assembled or produced in the United States; providing the quality of goods or services is comparable with goods and services not produced in the United States.
8. Terms and conditions of bid will be approved by the Aurora City Council.
9. The successful bidder will enter into a contract with the City of Aurora.
10. The City reserves the right to reject or accept any or all proposals or portions of proposal deemed to be in its best interest.
11. Bidders shall read thoroughly and understand the specifications in relation to the bid that is submitted. If the bidder has any questions concerning the true meaning or intent of the specifications or any of the requirements stated herein, bidder shall request interpretation in writing by and an addendum shall be issued by the City which shall be made available to all bidders to whom specifications and other relevant material have been issued. Failure to have requested an addendum covering any such questions shall not relieve the bidder from performing the work in accordance with the intent of the specifications.
12. Any bid received by the City after the stated opening time will not be honored by the City. There will be NO EXCEPTIONS. Bidders shall be responsible for the actual delivery of the bids during business hours to the address indicated. It shall not be sufficient to show that the bid was mailed in time to be received before scheduled closing time for receipt of bids. Questions regarding addenda should be directed to City Clerk Devin Fisher at 417-678-5121 Ext. 23.
13. All bids must be received by Tuesday, June 10, 2019 at 10:00 a.m., at which time they will be publicly opened and announced.

Window Replacement and Installation
BID SPECIFICATIONS

I. GENERAL BID SPECIFICATION INFORMATION:

WINDOW BIDS MUST BE SUBMITTED ACCORDING TO PREVAILING WAGE ORDER NO. 25. The City prefers to use Energy Star® rated commercial grade windows.

II. INSURANCE REQUIREMENTS

Bidder shall submit with this bid a certificate of insurance showing evidence of adequate insurance coverage.

Bidder shall maintain insurance coverage in the following amounts:

		<u>MINIMUM LIMITS OF LIABILITY</u>
1.	Worker's Compensation/Coverage A Employer's Liability/Coverage B	Statutory \$2,500,000
2.	Commercial General Liability Including product liability, contractual liability, bodily injury and property damage	\$2,500,000 each occurrence \$2,500,000 each aggregate
3.	Comprehensive Automobile Liability Including bodily injury and property damage	\$2,500,000 each occurrence \$2,500,000 each occurrence \$2,500,000 in aggregate
4.	Excess Liability Coverage	\$2,500,000 each occurrence

The City of Aurora shall be named as an additional insured on successful Bidder's General Liability, Auto and Excess Liability. Bidder's insurance carriers must be an "A" rated company pursuant to Best ratings.

Liability coverage shall be primary to any insurance maintained by the City of Aurora.

Certificate of Insurance and Endorsement evidencing the above coverage shall be filed with this bid proposal.

Such certificates shall afford the City of Aurora thirty (30) days written notice of cancellation or material change of coverage. If necessary, the City of Aurora shall have the right to obtain the required insurance, at Bidder's expense, to the completion of the services under this Agreement. City of Aurora reserves the right to review the actual policies of Bidder's insurance coverage's as listed above.

III. BOND REQUIREMENTS

None

IV. TIME FRAME

Bidders shall include on the Bid Form the estimated time frame needed to complete this repair design project. A final time frame will be negotiated into the executed contract.

V. LIQUIDATED DAMAGES

Bidders shall recognize that time is of the essence regarding this project. If the work is not completed within the time frame specified in the executed contract, the successful Bidder will agree to pay liquidated damages for delay (but not as a penalty) to the City of Aurora for each day that expires after the time specified until the work is substantially complete.

VI. OSHA SAFETY TRAINING

For all public works construction contracts, the Bidder shall comply with the requirements of Section 292.675 RSMo, which requires all contractors or subcontractors doing work on the project to provide, and require its on-site employees to complete a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration (“OSHA”) or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. The training must be completed within sixty (60) days of the date work on the project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation.

VII. WORK AUTHORIZATION PROGRAM

Bidders are informed that pursuant to Section 285.530 RSMo, as a condition of the award of any contract in excess of five thousand dollars (\$5000), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in the federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person(s) who are unauthorized aliens in connection to the contracted services.

VIII. **EXCESSIVE UNEMPLOYMENT IN MISSOURI**

For all public works construction contracts the Bidder shall comply with the requirements of Section 290.560 RSMo which requires that only Missouri laborers and laborers from nonrestrictive states may be employed on the project when a period of excessive unemployment exists in Missouri.

IX. **PROOF OF LAWFUL PRESENCE 208.009 RSMo**

Contractor must provide “proof that the applicant is a citizen or a permanent resident of the United States and is lawfully present in the United States”. Forms of acceptable verification include:

- Driver’s License
- Any documentary evidence recognized by the Department of Revenue when processing an application for a driver’s license.
- Any document issued by the Federal Government that confirms an alien’s lawful presence in the United States.

X. **PREVAILING WAGE**

Bid must be submitted according to the current Prevailing Wage Order as specified in the Bid Instructions. Bidder must submit prevailing wage payroll documents weekly. The Affidavit of Compliance must be submitted before final payment can be made to the Contractor.

C. LIST THREE REFERENCES RECEIVING SIMILAR PRODUCT & SERVICES:

1. Company: _____

Address: _____

Contact: _____

Telephone: _____

2. Company: _____

Address: _____

Contact: _____

Telephone: _____

3. Company: _____

Address: _____

Contact: _____

Telephone: _____

D. How long has your company been in business?

Years: _____

E. How long has your firm provided a similar product/service to similar clients?

Years: _____

F. Do you operate as:

- Individually Owned Company ()
- Partnership ()
- Corporation ()

G. If partnership or corporation, list other partners or corporate officials:

Partners

_____ President: _____

_____ Vice-Pres: _____

_____ Sec/Treas: _____

I, _____, representing the Bidder in an official capacity understand that the information furnished to the City of Aurora is true and correct and any misinformation may result in the cancellation of a purchase award. I have reviewed this bid packet and understand the products and services to be provided. I also understand that the City has sole discretion to reject or accept any or all portions of the bid.

SIGNATURE/TITLE OF AUTHORIZED REPRESENTATIVE

DATE

AS OUTLINED IN THE SPECIFICATIONS, THE FOLLOWING ITEMS MUST BE ATTACHED TO THIS BID FORM:

- **Certificate of Insurance**
- **Proof of Lawful Presence**
- **Affidavit of Unauthorized Alien**
- **Affidavit of Work Authorization**

AFFIDAVIT OF UNAUTHORIZED ALIEN

Comes now _____ as _____ first being duly
Name Office Held

sworn, on my oath, affirm _____ does not and will not
Company Name

knowingly employ a person who is an unauthorized alien in connection with the

contracted services related to _____ for the duration of the contract,
if awarded.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature (person with authority)

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, 20__.

Signature of Notary

Date

