

NOTICE TO BIDDERS

**PROJECT: Johnson County Historic Poor Farm Kitchen,
PROJECT OWNER: Johnson County, Iowa
DEADLINE TO SUBMIT BIDS: August 1, 2024, at 1:00 p.m. local time**

**FROM:
THE JOHNSON COUNTY, IOWA (HEREINAFTER REFERRED TO AS JOHNSON COUNTY,
IOWA):**

- A. Johnson County, Iowa
- B. Address:
855 S. Dubuque St.
Iowa City, IA 52240

AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

- A. Streamline Architects
- B. Address:
1210 US-6 Suite 400
Iowa City, IA 52246

TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Johnson County, Iowa for construction of a building located at:
4811 Melrose Ave
Iowa City, Iowa 52246
Before 1:00 p.m. local standard time on the 1st day of August, 2024, for:
- B. Project: Historic Poor Farm Kitchen
- C. Architect's Project Number: 22-064.
- D. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount.
- E. Refer to other bidding requirements described in Document 002113 - Instructions to Bidders.
- F. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- G. Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.
- H. Your firm, if deemed the apparent lowest bidder, must submit a completed copy of the JOHNSON COUNTY GENERAL CONTRACTOR QUALITY ASSURANCE QUESTIONNAIRE pursuant to Iowa Code §26.9.
- I. The Owner reserves the right to accept or reject any or all offers.
- J. The results of bid letting are tentatively scheduled to be presented to the Board of Supervisors on 7th day of August, 2024.
- K. The contract is tentatively scheduled to be awarded by the Board of Supervisors on the 22nd day of August, 2024.

BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at Auditor's Office, Johnson County Health and Human Services Building, Floor 3, 855 S. Dubuque St., Iowa City IA 52240 before 1:00 p.m. local standard time on 08-01-2024.
- B. Offers submitted after the above time will be returned to the bidder unopened.

- C. Offers will be opened publicly immediately after the time for receipt of bids in the Johnson County Health and Human Services Building Second Floor Boardroom 203C, 855 S. Dubuque St., Iowa City IA 52240.

SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Johnson County, Iowa's name on the outside.
- D. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- E. An abstract summary of submitted bids will be made available to all bidders following bid opening.

BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of Johnson County, Iowa, be declared unacceptable.

INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named Historic Poor Farm Kitchen for a single Stipulated Sum contract, in accordance with Contract Documents.

WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, including general construction Work.
- B. Project Location:
4811 Melrose Ave.
Iowa City, Iowa 52246

CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.
- B. The contract is tentatively scheduled to be awarded by the Board of Supervisors on the 22nd day of August, 2024. Work may begin immediately following execution of the agreement.

BID DOCUMENTS AND CONTRACT DOCUMENTS EXAMINATION

- A. Bid Documents may be viewed at the office of Architect which is located at 1210 US-6 Suite 400, Iowa City, IA 52246. Office hours are Mon/Wed/Thurs/Fri 8:00AM to 5:00PM. Schedule viewing appointments at least 24 hours in advance by contacting the office of Architect.
- B. Bid Documents may be viewed at the Johnson County Auditor's Office, Johnson County Health and Human Services Building, Floor 3, 855 S. Dubuque St., Iowa City IA 52240.
- C. Bid Documents are available online at City Blue online planroom.
- D. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- E. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

INQUIRIES/ADDENDA

- A. Direct questions to architect.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 5 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

SITE ASSESSMENT

MANDATORY PREBID CONFERENCE

- A. A mandatory bidders conference has been scheduled for 10:00 a.m. on the 18th day of July at the location of project.
- B. A representative of all general contract bidders are required to be in physical attendance.
- C. Representatives of Architect will be in attendance.
- D. Summarized minutes of this meeting will be circulated to attendees. These minutes will not form part of Contract Documents.
- E. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

Dated this 2nd day of July, 2024
/s/Travis Weipert, Auditor
Johnson County, Iowa