

**SPECIFICATIONS:****WEST HANCOCK COMMUNITY SCHOOL DISTRICT  
PHASE II INTERIOR RENOVATIONS AND HVAC IMPROVEMENTS BRITT, IOWA  
ARCHITECT PROJECT #I1950.02**

NOTICE OF PUBLIC HEARING AND LETTING OF BIDS FOR THE WEST HANCOCK SCHOOLS INTERIOR RENOVATIONS AND HVAC IMPROVEMENTS, WEST HANCOCK COMMUNITY SCHOOL DISTRICT, hereafter referred to as the Owner.

Notice is hereby given that the Owner, 420 9<sup>th</sup> Avenue SW, Britt, Iowa invites contractors to submit bids for this project and that a public hearing will be held on the on the project.

Project Description: The proposed project consists of interior renovations and HVAC upgrades including locker room renovations, door and hardware replacement, floor covering, painting, HVAC, ductwork, plumbing and electrical.

Bid Type: One lump sum contract will be awarded at the appointed time and place.

Pre-Bid Conference: An optional pre-bid meeting for all General Contractors and Subcontractors will be held at the West Hancock Community School District Middle School located at 420 9<sup>th</sup> Avenue SW, Britt, Iowa on March 11, 2021 at 4:00 pm local time. Any General and Subcontractors Contractor wishing to submit a bid on this project may to have a designated representative registered at the pre-bid meeting. The pre-bid meeting is open to all suppliers, but attendance is not mandatory.

Project Access: The building will only be available for inspection during the pre-bid meeting or by contacting the Administration office to set up an appointment.

Documents: Plans and specifications governing construction of the proposed project have been prepared by Martin Gardner Architecture PC., Marion, Iowa as Architect. All materials and procedures shall be in strict accordance with said plans and specifications referred to and defining said proposed improvements and are hereby made a part of this Advertisement and of the proposed contract by reference, and that the contract shall be executed in compliance therewith.

Document Availability: Plans and specifications and proposed contract documents may be examined at the offices of the Architect, and other locations as outlined in the Construction Documents. Copies of the plans and specifications, form of contract and bid form may be obtained from Martin Gardner Architecture, P.C., 700 11<sup>th</sup> Street, Suite 200, Marion, IA 52302 or 11502 390<sup>th</sup> Street, Strawberry Point, IA 52076, 319-377-7604. The Architect's office will issue plans to all Contractors. A maximum of two sets of Construction Documents will be provided to each General Contractor upon delivery of a \$250 per set refundable deposit to the office of the Architect. All other Subcontractors and Suppliers may obtain one set of Construction Documents upon delivery of a \$250 per set refundable deposit to the office of the Architect. The drawings and specifications are available at the architect's website [www.MartinGardnerArch.com](http://www.MartinGardnerArch.com). Plans and specifications to be viewed are in Adobe .pdf format and may be downloaded and printed. Be aware that no warranty as to the compatibility of your computer software or hardware with the files provided is made. Variations between the printed files provided above by the Architect and these electronic files may exist. In the event that a conflict does exist, the printed documents issued by the Architect will take precedence over the downloaded files.

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Bid Forms: All bids shall be on the forms provided in the specifications for project. The provided forms of proposal shall be submitted at the time required for bids.

Bid Security: Each bid shall be accompanied by a bid bond, certified check, cashier's check or credit union certified share draft, in a separate sealed envelope in an amount equal to five percent (5%) of the total amount of the bid. If bid bond is submitted, it must be on an approved AIA bid bond form. The certified check or cashier's check shall be drawn on a bank in Iowa or a bank chartered under the laws of the United States of America; certified share draft shall be drawn on a credit union chartered under the laws of the United States. Bid security should be made payable to the Owner as security that if awarded a contract the bidder will enter into a contract at the prices bid and furnish the required Contractor's Bonds, Certificate of Insurance, and other materials as may be required in the contract documents. The certified check, cashier's check, or certified share draft may be cashed, or the Bid Bond forfeited, and the proceeds retained as liquidated damages if the Bidder fails to execute a contract and file acceptable Certificate of Insurance within ten (10) days after the acceptance of the proposal by the Owner. No bidder may withdraw a proposal within thirty (30) days after the date set for opening bids.

Project Bonding: The successful bidder shall be required to furnish a Contractor's Performance and Labor and Material Payment Bond on an approved AIA form in an amount equal to one hundred percent (100%) of the contract price. The bonds are to be issued by responsible surety, approved by the Owner, and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment for and of all materials and protect and save harmless the Owner from all claims and damages of any kind caused by the operation of the Contractor, and shall guarantee the work contracted for a period of one (1) year from the date of final acceptance of the improvements by the Owner.

Sales Tax: The said project is a tax-exempt project. The Owner will issue exemption certificates from the Iowa Department of Revenue, as specified in the 701 Iowa Administrative Code, Chapter 19, Rule 19.12. These certificates shall be used by the successful bidder when purchasing materials or the completion of the project.

Bid Filing: All bids must be filed at the Administration Office, located at 420 9<sup>th</sup> Avenue SW, Britt, Iowa 50423, on or before 1:00 pm local time, March 18, 2021. Bids received after this time will not be accepted.

Bid Opening: Bids will be opened and publicly read aloud immediately after specified closing time.

Notice of Public Hearing: Notice is hereby given that the West Hancock Community School Board will meet in the Board Room located at West Hancock Community School at 420 9<sup>th</sup> Avenue, Britt, Iowa 50423 on April 19, 2021 at 6:00 pm local time at which time and place a hearing will be held on the proposed drawing, specifications, budget, and form of contract for the interior renovations and HVAC improvements. Any interested party may appear to be heard. At the said time and place, the school board will also

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receive and consider BIDS for said construction that were previously opened at the time and place noted below.

Award of Contract: Notice is hereby given that the Owner will meet at the location and time designated above at which time and place the Owner will consider bids for said construction.

Progress Payments: Payment to the Contractor will be made in monthly estimates and one final payment. Monthly estimates will be equivalent to ninety-five percent (95%) of the contract value of the work completed during the preceding calendar month. Such payments will in no way be construed as an act of acceptance for any of the work partially or totally completed.

Final Payment: Final payment to Contractor will be made no earlier than forty-five (45) days from and after final acceptance of work by the Owner, subject to the contract conditions and in accordance with the provisions of Iowa Code chapters 26 and 573.

Project Construction Schedule: The work under the contract shall commence on or before the date specified in the written 'Notice of Proceed' or if lieu of the notice to proceed, the execution of the contract for construction and shall be Substantially Completed on or before August 13, 2021 and fully completed and ready for acceptance no later than August 27, 2021.

Iowa Preference: By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa and to Iowa domestic labor.

The Owner hereby reserves the right to reject any or all bids and to waive informalities and irregularities and to accept the lowest responsive and responsible bid.

Published upon order of the West Hancock Community School District

Ryan Johnson, Board of Education President

By \_\_\_\_\_

Attest: \_\_\_\_\_