INVITATION TO BID (Request for Proposal)

July 12, 2023

PROJECT
Loading Dock & Approach Renovation – 1515 SW 10th Street Topeka, KS 66604

PROJECT DESCRIPTION
The Topeka and Shawnee County Public Library is a 21st-century, landmark library; most recently named the Library Journal's 2016 Library of the Year in the U.S. and Canada. The Library features the Alice C. Sabatini Gallery, the Millennium Café, Chandler Booktique (used bookstore), free meeting rooms, computer training and Internet access. Located in the heart of Shawnee County, the Library has a collection of more than 450,000 items and serves nearly 82,000 registered borrowers. About 3,000 people walk through the doors daily. Bookmobiles make about 25 stops six days a week traveling across the county and the Library provides services to 40 senior living facilities and 130 homebound individuals. The Digital Branch Library, www.tscpl.org, serves customers’ needs 24/7.

The work includes removal and replacement of existing concrete paving for the approach road and turning area for the Library’s loading dock, the removal of the existing loading dock ramp and replacement with a concrete one. Underground work include rework of existing area inlets of storm water system and addition of new inlets.

BID RECEIVING
Date: Thursday, September 7, 2023
Time: 2:00 PM CST
Place: Zoom attendance online or call 1-346-248-7799
   Meeting ID: 889 8223 7168
   Password: 430222

TIMELINE OF BID PROCESS

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>RFP Issued:</td>
<td>July 12, 2023</td>
</tr>
<tr>
<td>Optional Site Visit:</td>
<td>August 24, 2023 @ 10:30 AM CDT</td>
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<tr>
<td>Submissions of Bidders Questions</td>
<td>August 30, 2023 @ 4:00 PM CDT</td>
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<tr>
<td>Bids Received:</td>
<td>September 7, 2023, @ 2:00 PM CDT</td>
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<tr>
<td>Board Consideration of Award:</td>
<td>September 21, 2023 @ 4:00 PM CDT</td>
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Bids must be received prior to this time. Bidders do not need to present at the Board Meeting.
Notification of Decision to Bidders: On or before September 28, 2023 (via Email)
Contract Awarded: Upon final Legal Approval
Project Completion Date: As indicated by the Contractor on the bid form; Substantial Completion must be achieved by December 31, 2023

*bidder questions must be submitted to the Project Coordinator in writing, preferably by email.

OWNER
Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS 66604-1374

Project Coordinator: Thad Hartman, Chief of Staff
P: 785-580-4481
E: thartman@tscpl.org
INSTRUCTIONS TO BIDDERS

Date: July 12, 2023

PROJECT: Loading Dock & Approach Renovation

DEFINITIONS:
Bidding documents include Invitation to Bid, Instructions to Bidders, and Bid Form including any Addenda issued prior to bid receiving.


ADDENDA:
Addenda are written or graphic instruments issued prior to bid receiving which modify or interpret the bidding documents, including specifications, additions, deletions, clarifications, or corrections.

Prior to bid receiving, Addenda will be posted on the Owner’s website and each Bidder recorded by the Owner as having received the bidding documents will be notified.

Bidders shall acknowledge receipt of Addenda on the Bid Form.

Any questions or requests for information by interested bidders must be submitted in writing to the Project Coordinator, preferably by email, and will be posted on the Library’s webpage as a public document for anyone’s review.

EXAMINATION OF BIDDING DOCUMENTS:
Each Bidder shall examine the bidding documents carefully. Any interpretation or correction will be issued as an Addendum by the Owner. ONLY A WRITTEN INTERPRETATION OR CORRECTION BY ADDENDUM SHALL BE BINDING.

SITE VISIT (OPTIONAL):
Each Bidder shall have the opportunity to visit the site. The site visit will be held on Thursday, July 20, 2023 at 10:30 AM CST at the area to be renovated on the Main Level, New Books Collections at the Library, 1515 SW 10th Ave. Topeka, KS. Acknowledge site visit on the BID FORM. Bidders will meet at the Library Entry Rotunda and be escorted to the New and Novel Collections Space.

BID PREPARATION
A single lump sum bid will be received for a single licensed in Topeka General Contract for the completion of all work outlined in the Contract Documents. Additionally, there are multiple alternates for which changes to the base bid are requested on the Bid Form.

The Owner is a political subdivision of the State of Kansas, eligible for government contract prices, and is exempt for the Kansas Retailers’ Sales Tax Act and Kansas Compensating Tax Act under the provisions of Kansas Statutes Annotated (K.S.A.) Supplement 79-3606(b).

Bids shall be made upon the BID FORM included with these specifications. Fill in all blanks on the BID FORM clearly with typewriter or ink. Erasures or other changes in a bid must be
explained or noted over the signature of the Bidder. Signature shall be in longhand by a principal duly authorized to sign contracts. Bids shall contain no alterations or recapitulation of the work.

The Owner reserves the right to: (1) waive any informalities or minor defects in the bids or bidding procedures; (2) reject any or all bids; (3) rebid the project at a later date if bids are rejected; and (4) accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be in the best interest of the Library, whether or not said bid is the lowest bid.

Bidders may not use omissions or errors in the Specifications or other contract documents to their advantage. The Owner reserves the right to issue new instructions correcting any such errors or omissions, which new instructions shall be treated as if originally included.

The Owner may make any investigation it deems necessary to determine the ability of the Bidder to perform the work. Bidders shall furnish information for this purpose to the Owner upon request. The Owner reserves the right to reject any bid if the evidence submitted by, or other investigation of, the Bidder fails to satisfy the Owner that the Bidder has the proper qualifications, experience, equipment, manpower, or financial and managerial capability to carry out the obligations of the contract agreement or to perform the work as specified.

The Bidder shall be paid in accordance with contract agreement upon award.

Bids shall be prepared and submitted in accordance with these INSTRUCTIONS TO BIDDERS.

Email the BID FORM to:

Thad Hartman
Chief of Staff
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
P: 785-580-4481

a. Email Bid submission to hartman@tscpl.org and copy rja@htkarchitects.com
   1. Email subject: Loading Dock & Approach Renovations Bid

b. Within five days of the bid, bid results will be available from Russell at rja@htkarchitects.com.

c. Once a bid has been submitted, you should receive an email back from rja@htkarchitects.com. If you do not receive this email, please contact Russell at 785-266-5373 to verify your bid has been received.

d. Attendance at the bid receiving is not required. Bids will be read out loud, recorded and a bid tabulation will be emailed to those who submit bids.

e. Bids must be emailed by scheduled bid opening.
   1. If submitting a paper BID FORM, enclose the BID FORM in a sealed opaque envelope bearing the legend:
   BID FORM
   Project: Loading Dock & Approach Renovation
   Bidder: (your company name)
   Address: (your company address)
COORDINATOR: The Coordinator shall assume general coordination and direction of the project. The Coordinator is:

Thad Hartman
Chief of Staff
P: 785-580-4481
E: thartman@tscpl.org

BID SECURITY
Bid Security, consisting of a bid bond, certified check, or cashier’s check on a solvent bank, shall be enclosed with each bid in the amount of five (5) percent of the Base Bid.

Bid Security shall be made payable, without conditions, to as a guarantee that the Bidder, if awarded the contract, will promptly execute the formal contract in accordance with the Bid and Contract Documents, and that he will furnish the special bonds for the faithful performance thereof. Bid Securities will be retained until the contract is awarded or other disposition is made thereof.

Bid Security may be forfeited as liquidated damages for all costs, delay, and other expenses created if the successful bidder fails to execute the contract and furnish the Certificate of Insurance and Bonds as required in by the Contract Documents.

BOND / INSURANCE REQUIREMENTS
Within seven (7) days of the notification of intent to issue a contract, the selected Bidder shall furnish the following:

1) A Performance Bond in the amount of 100 percent of the contract price.
2) A Statutory (Material and Labor Payment) Bond in the amount of 100 percent of the contract price.
3) Evidence satisfactory to Owner that Contractor's insurance coverages have been secured.

Furnish bonds on forms and with sureties approved by the Owner, and authorized to transact business in Kansas.

Furnish Owner, through the Architect, with two copies each of the Performance Bond and Insurance Certificate.

Contractor shall file Statutory Bond and pay fee to clerk of district court of the county in which the project is constructed. Furnish Owner, through the Architect, with two copies of Statutory Bond indicating that the bond has been duly filed with clerk of the district court.

BIDDER’S REPRESENTATION:
The Bidder, by responding to this bid, represents that
1. The Bidder read and understood the INSTRUCTIONS TO BIDDERS.
2. The Bidder carefully examined all bidding documents pertaining to the project.
3. The Bidder acknowledges receipt of Addenda, if any.
4. The Bidder acknowledges the option to visit the site.

BID RECEIVING:
The Owner will receive and publicly open and read bid proposal forms at the time and place indicated in the INVITATION TO BID.

The bid proposal shall include all costs for labor, materials, equipment, services and incidentals necessary to complete the work as represented in the Contract Documents.

No oral or telephone bids will be considered. Modifications by telephone will be considered only
on BID FORMS delivered to Owner prior to time set for bid receiving.

**BID WITHDRAWAL:**
A Bidder may withdraw a BID FORM in writing, including via email, to Owner prior to time fixed for bid receiving.

Unless otherwise provided in any supplement to these INSTRUCTIONS TO BIDDERS, no Bidder shall modify, withdraw, or cancel the bid, or any part thereof, for thirty (30) calendar days after the date for receiving bids.

**EVALUATION CRITERIA:**
The Owner intends to accept the bid that, in the judgment of the Topeka & Shawnee County Public Library, will be the best interest of the Library, whether or not said bid is the lowest bid. Criteria that shall be taken into consideration shall include, but not be limited to: the proposed cost, proposed time of completion, experience and competency of the contractor, demonstrated performance to complete similar work, capacity to complete work on time, and competency of proposed subcontractors to be utilized.

**AWARD OF CONTRACT:**
The approved bidder must be prepared to provide a service/purchase contract upon notification of bid approval. A contract will be awarded as soon as possible to the responsible Bidder submitting the lowest acceptable bid, provided:

1. Evidence of the experience, qualifications and fiscal responsibility of the Bidder and the time of completion are all acceptable to the Owner.
2. The total of acceptable bids is within the Owner's financial budget for the project.
3. The contract is legally acceptable.

**REJECTION OF BIDS:**
The Bidder acknowledges the Owner's right to reject any and all bids and to waive any formality or irregularity in any bid received. The Bidder recognizes the Owner's right to reject any bid, which fails to submit the data required by the bidding documents, or is in any way incomplete or irregular. An award to the lowest Bidder is not required.

**PROPOSED SCOPE OF WORK:**
Please refer to page 1 of this Request for Proposal for a brief summary of the proposed scope of work. The complete scope of work to be completed by the contractor is represented in the Contract Documents dated February 24, 2023.

**SPECIFICATIONS:**
Drawings and specifications will be issued digitally and must be obtained from the Topeka, and Shawnee County Public Library web site at [https://tscpl.org/about/request-for-proposals](https://tscpl.org/about/request-for-proposals) This is the official location for project bid information.

Drawings and specifications will also be available after February 24, 2023 from the Salina Blueprint's Online Plan room.

1) Contractor shall note that neither the Architect nor Owner make any guarantee to completeness of partial sets and that Contractor shall bear full responsibility for incompleteness of documents when printing, or purchasing printing, of partial sets.

2) HTK Architects will maintain the list of plan holders. Notifications of Addendums will be e-mailed only to those who have registered with HTK Architects.

**CAD files of the Drawings will NOT be available for bidding.**
BID FORM--Single Contract

Owner: Topeka & Shawnee County Public Library
1515 S.W. 10th Avenue
Topeka, KS  66604-1374

Bidder Name: ____________________________________________

BASE BID
In compliance with the invitation and instructions to Bidders, the undersigned proposes to provide all labor, materials, equipment services, and incidentals necessary for the complete construction of the Project in accordance with the Construction Documents at the prices stated below. The Undersigned agrees to perform all Work indicated on the Drawings and described in the Specifications and Addenda thereto for the complete construction for the total sum of:

_________________________________________________________________________________
dollars ($____________________)

ALTERNATE PRICES
For changes to the scope of work as described in the Schedule of Alternates, Division 1, the Undersigned agrees to modify the Base Bid as itemized below:

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<tr>
<th>Alternate No.</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>Alt 1.</td>
<td>If listed by Addendum</td>
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<tr>
<td>Alt 2.</td>
<td>If listed by Addendum</td>
<td>$__________</td>
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ADDENDA
Receipt is acknowledged of Addenda numbers ________________.

OPTIONAL SITE VISIT: A representative chose to visit.  YES_____________  NO_____________

TIME OF COMPLETION
Project is estimated to be Substantially Complete by, December 31, 2023.  Bidder to also indicate anticipated date of substantial completion.

Date of Anticipated Substantial Completion ___________________________________________

MAJOR SUBCONTRACTORS
The undersigned lists and identifies the major subcontractors included as part of this Bid, and further agrees that in the event of receiving the Awarded Contract for the work identified and listed, and contingent on their being acceptable to the Owner, they will be included as a part of the written contract.  If award of Alternates affects subcontractors shown, list other subcontractors as applicable for each type of work and combination of Alternates.

Concrete Construction ___________________________________________

Proposed Superintendent _________________________________________

Bid form continues on following page.
CONTRACT
If notified of the acceptance of this bid within forty five (45) calendar days of the time set for opening of
bids, Undersigned agrees to execute The Standard Short Form of Agreement Between Owner and
Contractor, AIA 105 – 2017, and supplementary conditions, within (7) calendar days of receipt of such
notification and in accordance with the bid and the Contract Documents.

BOND
The Undersigned agrees, if awarded the Contract, to execute and deliver to the Architect at the time of
Contract Signing a Performance Bond and Labor and Materials Payment Bond in the amounts equal to
100% of the Contract Sum as set forth in the Instructions to Bidders.

DECLARATION
The undersigned hereby declares the bid specifications have been carefully examined and this proposal
is submitted in compliance therewith. The undersigned understands that competence and responsibility,
time of completion, as well as any other factors of interest to the Owner may be a consideration in making
the award. The Owner reserves the right to reject any or all proposals, to accept or reject alternate
proposals and unit prices, and waive technicalities concerning the bid proposals received as it may be in
the Owner's best interest to do so.

______________________________________  ___________ ____________
Authorized Representative's Signature     Date

______________________________________  ___________ ____________
Title                     Telephone

______________________________________  ___________ ____________
Company                   Fax

______________________________________  ___________ ____________
Street Address             E-Mail

______________________________________  ___________ ____________
City/State/Zip