INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to PURCHASE the following:

2022 Emergency Repairs and On-Call Sewer Contractor

All bid prices shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the work desired in sufficient detail as to secure bids. The quality of workmanship shall be in accordance with best trade practices. The bid form proposal is a pricing sheet for major equipment. Any minor equipment or tools not specifically mentioned which are necessary to perform the work shall be included in the bidder's prices.

Contractors are cautioned that unbalanced bids can be rejected. The Director of Public Works reserves the right to reject any or all bids.

The contract is a prevailing-wage job.

All blanks on the attached bid form proposal, including any addenda, shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Selection of the bidder for award of contract will be determined using several criteria as evaluated by a panel of City staff. During the selection process of the lowest and best priced bidder, the City's weighted selection criteria used to evaluate the proposals will be as follows:

- 70% Bid Prices - the summation of all line items of equipment and administrative fees contained in the "extended total" column of the bid form proposal.
- 15% Previous Work Performed for the City - the overall grade given for work based on such things as quality, cost, responsiveness, schedule, etc.
- 10% Emergency Repair Experience – the past performance of the contractor to respond to various emergency situations. Bidder will summarize past repair experience within the past 5 years and will describe past ability to respond during off-hours.
- 5% References – 2 to 3 sources (individuals or municipalities).

Space is provided below the bid form for the bidder to provide written or typed information for the required evaluation information.

A bid bond or certified check for five percent of the total bid amount must accompany each bid. The successful bidder will be required to furnish an indemnity bond in the amount of his bid and shall before entering on the work of said contract be licensed as a contractor of the City of Joplin, Missouri.

Payment for this project will be made to the contractor in cash.

The City of Joplin hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. Also, the contractor will be required to have an approved Affirmative Action Program. Attention of bidders is particularly called to the requirement that an Affirmative Action Program must be adopted by the contractor and approved by the Affirmative Action Committee of the City of Joplin before the contract may be executed.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

MARK BID ENVELOPES:
"2022 EMERGENCY REPAIRS and ON-CALL SEWER CONTRACTOR"

NOTE: A checklist is provided on the following page as an aid to the bidder.

Questions concerning the specifications and bidding procedures should be directed to Chris Parker at 417-624-0820, Ext 1584.

BIDDER CHECKLIST / INSTRUCTIONS
FINAL CHECKLIST BEFORE SUBMITTING BID

☐ 1. If submitting the bid by mail, it is to be completed, executed, and submitted in a sealed envelope addressed to City of Joplin, 602 S. Main Street, Joplin Missouri. **Provide the contractor name and address on the outside of the envelope**.

☐ 2. Please read all items in the bidding document carefully. For paper bids, complete all items in ink or by typing in the information. The Technical Specifications/Job Special Provisions are for the bidder's information only and is not to be returned with the bid

☐ 3. Sign this bidding document properly. If submitted in the name of a firm or corporation, the legal name of the firm or corporation should appear in the space designated, and be signed for by one or more persons legally qualified to execute papers in the name of said firm or corporation. Affix Corporate Seal if the Bidder is a Corporation.

☐ 4. For paper bids, submit a bid bond executed by bidder and surety, or attach cashier's check to the bid bond form.

☐ 5. For paper bids, staple addenda to the bid, thus acknowledging receipt of said addenda. The letter accompanying the addenda should be stapled to the inside of the back cover of the bid and returned. The bidder should retain a duplicate copy. (if applicable)

☐ 6. Include a copy of the Proposal, fully filled out with all unit prices and extended total prices.

☐ 7. Include a copy of signed anti-collusion form.

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