

SECTION 00 2113 - INSTRUCTIONS TO QUOTE SUBMITTERS

A General:

1. Types of Quotes: Proposals shall be made as lump sum quotes for each project as described in the documents. PROJECT 1 – FLOOR INFILL and PROJECT 2 -TEMPORARY COURTROOM, ARE INCLUDED IN THIS PROJECT MANUAL, YOU MUST USE THE SPECIFIC SEPARATE QUOTE FORM DESIGNATED FOR EACH PROJECT. Submitters may submit quotes for either or both projects. The contracts for Project 1 and Project 2 are not linked and may be awarded to different submitters.
2. Time and Place:
 - a. Quotes will be received at the Auditor's Office, Johnson County Administration Building, 913 South Dubuque Street, Iowa City, IA 52240 before 2:00 p.m. CDT on Monday, September 20, 2021. Quotes received after this time will not be accepted.
3. Pre-Quote Site Visit:
 - a. A pre-quote site visit is available for all quote submitters.
 - i. Date: Tuesday, September 14, 2021, 8:00 a.m. Central time
 - ii. Location: 417 S. Clinton St. Iowa City, IA 52240
4. Documents:
 - a. Electronic Procurement Documents may be viewed online through the Johnson County website address:
<https://www.johnsoncountyiowa.gov/bids-and-proposals>.
5. Architect's Opinion of Probable Cost:
 - a. The Architect's Opinion of Probable Cost for Project 1 is \$60,000.
 - b. The Architect's Opinion of Probable Cost for Project 2 is \$110,000.

B Quote Documents:

1. Examination:
 - a. Quote submitters shall carefully examine the Project Manual to obtain first-hand knowledge of the project. Contractors will not be given extra payment for conditions which can be determined by examining the documents.

2. Questions:

- a. Submit all questions to the Architect, in writing. Direct questions to Scott Palmberg, AIA, spalmberg@neumannmonson.com. Replies will be issued to all Quote submitters of record as addenda to the documents and will become part of the contract. The Architect and Owner will not be responsible for oral clarification. Questions received less than seven (7) business days before quote opening cannot be answered.

3. Substitutions:

- a. No substitution for the materials and equipment described in the contract documents will be considered during the quote period unless written request has been submitted to Neumann Monson Architects, 221 East Street, Suite 303, Iowa City, Iowa 52240, ATTN: Scott Palmberg. These considerations must be received at least seven (7) business days prior to the date set for receipt of quotes.
- b. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data and any other data or information necessary for a complete evaluation.
- c. If Architect approves any proposed substitution, such approval shall not be considered official until it is set forth in an addendum. Quote Submitters are cautioned to refrain from including in their quote any substitutions which are not confirmed by written addenda.

C Quote Submittal Procedures:

1. Preparation of Quotes:

- a. Quotes shall be made on unaltered copies of the quote forms furnished by the Architect as part of this manual. Fill in all required blank spaces and submit three (3) copies.
- b. Quotes not signed by individuals making them must have attached thereto a power of attorney evidencing authority to sign quote in name of the person for whom it is signed.
- c. Quotes signed for a co-partnership must be signed by all co-partners or by an attorney-in-fact. If signed by an attorney-in-fact, there must be attached to quote a power of attorney evidencing authority to sign quote.
- d. Quotes signed for a corporation shall be signed with the legal name of the corporation, followed by the name of the state of incorporation and the

legal signatures of an officer authorized to bind the corporation to a contract.

- e. Quotes signed for any other legal entity shall have attached thereto evidence of the authority of the person signing.

2. Submission of Quotes:

- a. Quote submitters shall submit quotes in a sealed, opaque envelope with the name of the project clearly stated on the front:
 - i. Johnson County Courthouse – Project 1 - Floor Infill
 - ii. Johnson County Courthouse – Project 2 - Temporary Courtroom
 - iii. Name of Quote submitter
- b. The Owner, Johnson County, is not responsible for delays occasioned by the U.S. Postal Service or any other means of delivery employed by the Quote Submitter. Similarly, the Owner is not responsible, and will not open, any quote responses that are received on or after the time stated above. Late submittals will be retained, unopened. No responsibility will be attached to any person for premature opening of a quote not properly identified.

3. Modification and Withdrawal:

- a. Quotes may not be modified after submittal.
- b. Quotes may be withdrawn at any time prior to quote opening, but may not be resubmitted.
- c. No quote may be withdrawn for a period of thirty (60) days after the quote opening.

4. Disqualification:

- a. The Owner reserves the right to disqualify quotes, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the quoter.

5. Governing Laws and Regulations:

- a. The Quote submitter's attention is directed to the fact that all applicable federal, state, and municipal laws and ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract as though therein written out in full.

6. Award and Execution of Contract:

- a. The Owner reserves the right to reject any and all quotes, to waive minor informalities in any quote, or to make award in the best interest of the Owner.
- b. Quotes will be evaluated on the date above. A quote tabulation summary will be provided to all companies who submitted a quote. Quote results will not be given over the telephone. Project 1 and Project 2 are not linked and may be awarded to different submitters.

7. Execution of Contract:

- a. The Owner reserves the right to accept any quote, in accordance with the Code of Iowa, to reject any quote on the basis of quote irregularity or to waive irregularities.
- b. Each quote shall be prepared, if so requested by the Owner, to present evidence of experience, qualifications, and financial responsibility to carry out the terms of the contract.
- c. Notwithstanding any delay in preparation and execution of the formal contract agreement, each quote shall be prepared, upon written notice of quote acceptance, to commence work within fourteen (14) days following the receipt of official written orders of the Owner to proceed, or on date stipulated in such order.
- d. Contract form will be the "Standard Form of Agreement between Owner and Contractor," AIA Form 101, with Johnson County's specified modifications to contract language, or a negotiated contract prepared by the Owner and agreed upon by the Contractor and signed by the Johnson County Director and Contractor. Contract Documents include any Addenda issued by Owner, the Project Manual dated September 8, 2021 by Neumann Monson Architects (the "Project Manual"), AIA Document 101 (Owner-Contractor Agreement Form) as modified by Division 00 7000 and their subparts in the Project Manual, and the Drawings in the solicitation for quotes for this Project. This contract will authorize the Work to begin, assuming insurance requirements have been met.
- e. All quotes shall be presumed to be a quote submitter's best-and-final offer. Any quote exception, stipulation, counter-offer, requirement, and/or other alternative term or condition (e.g. quote submitter's alternative contract form) to language within the Contract Documents shall be justification to reject a response to this solicitation, in Owner's sole discretion.

8. Completion Date:

- a. All quote submitters shall take into account the Owner's desire that construction be substantially complete on the following dates:
Project 1: October 29, 2021.
Project 2: December 15, 2021.

END OF SECTION 00 2113

