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COMMUNITY DEVELOPMENT

Planning,  
Zoning,  
Building Safety,  
Construction Inspection Services,  
Public Health,  
Housing Inspections,  
Code Enforcement

MEMORANDUM

**To:** Mayor and City Council Members  
**Cc:** Gregg Mandsager, City Administrator  
**From:** Steven Boka, Director of Community Development  
**Date:** August 16, 2011  
**Re:** Airport Improvement Project

**INTRODUCTION:** City of Muscatine prepares and submits an annual Airport Improvement Program (AIP) to the FAA and State DOT, Division of Aviation, related to funding for eligible projects at the Municipal Airport.

**BACKGROUND:** As a part of the 2011 AIP, the City of Muscatine has requested and received funding for the renovation of the Municipal Hangar & T-Hangar Roofs. The City Council approved the plans, specifications, form of contract, cost estimate established a bid opening date of August 10<sup>th</sup> during their July 7, 2011 meeting. A single bid was opened on August 10, 2011 for this Project. Following a review of the bid, it has been determined that Pella Roofing & Insulation did not meet the requirement related to Targeted Small Businesses (TSB).

**RECOMMENDATION/RATIONALE:** It is therefore recommended that the City Council consider action on the attached resolution rejecting the bid received from Pella Roofing & Insulation and approving a new bid opening date of September 8, 2011 for the Municipal Airport Project entitled "Renovate Municipal Hangar and T-Hangar Roofs".

**BACKUP INFORMATION:**

1. Resolution

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION REJECTING ALL BIDS AND ESTABLISHING A  
NEW BID OPENING DATE RELATED TO THE PROJECT  
IDENTIFIED AS “RENOVATE MUNICIPAL HANGAR AND T-  
HANGAR ROOFS” AT THE MUNICIPAL AIRPORT**

**WHEREAS**, The City Council has for the City of Muscatine, Iowa, has undertaken several improvement projects at the Muscatine Municipal Airport; and

**WHEREAS**, The City of Muscatine approved the plans, specifications, form of contract, cost estimate, and established a bid opening date of August 10, 2011, related to the renovation of the Municipal Hangar and T-Hanger Roofs; and

**WHEREAS**, The City received a single bid that did not meet the requirements of the bid specifications; and

**WHEREAS**, The City Council hereby rejects the non-qualifying bid and has determined that it is in the best interests of the City to provide a public “Notice to Bidders” that establishes a new bid opening date for this Project:

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council for the City of Muscatine as follows:

1. The single bid received for the Project identified as “Renovate Municipal Hangar and T-Hanger Roofs” that was opened on August 10, 2011 is hereby rejected; and
2. That a new bid opening date of September 8, 2011 for the Project identified as “Renovate Municipal Hangar and T-Hanger Roofs” at the Muscatine Municipal Airport is hereby established.

**PASSED, APPROVED, AND ADOPTED** by the City Council for the City of Muscatine, Iowa, on this, the 18th day of August, 2011.

\_\_\_\_\_  
Richard O’Brien, Mayor

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

**NOTICE TO BIDDERS  
CITY OF MUSCATINE, IOWA  
RENOVATE MUNICIPAL HANGAR AND T-HANGAR ROOFS**

**Project Description:** This project involves removal and replacement of windows or window panes, exterior painting, siding, sealing all openings in walls and roof, automatic bi-fold hangar door servicing and motor replacement, and application of an elastomeric roof coating.

**Time and Place for Filing Sealed Proposals:** Sealed bids for the work comprising each improvement as stated below must be filed before 10:00 A.M. according to the clock at the office of the City Finance Director on Thursday, September 8, 2011, in the office of the City Finance Director. Bids received after the deadline for submission of bids as stated herein shall not be considered and shall be returned to the late bidder unopened.

**Time and Place Sealed Proposals will be Opened and Considered:** Sealed proposals will be opened and bids tabulated at 10:00 A.M. on Thursday, September 8, 2011, in the City Council Chambers for consideration by the City of Muscatine City Council at its meeting on Thursday September 15, 2011 or at such later time and place as may be fixed. The City of Muscatine reserves the right to reject any and all proposals including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. The City of Muscatine reserves the right to defer acceptance of any bid for a period of forty (40) calendar days after receipt of bids, and no bid may be withdrawn during this period.

**Time for Commencement and Completion of Work:** Work on the improvement shall be commenced immediately upon approval of the contract by the Council and shall be performed regularly and diligently throughout the duration of the project. The contractor shall substantially complete the project within seventy-five (75) working days. Should the contractor fail to complete the work in this timeframe, liquidated damages of \$500 per working day will be assessed for work not completed within the designated contract term.

**Bid Security:** Each Form of Proposal shall be accompanied in a separate envelope bid security in the minimum amount of five percent (5%) of the total bid and as further defined in Division 1 Section 05 of the Instructions to Bidders.

**Contract Documents:** Plans, specifications and proposal forms may be obtained from the office of Anderson-Bogert Engineers & Surveyors, Inc., 4001 River Ridge Drive NE, Cedar Rapids, Iowa, 52402, telephone no. (319) 377-4629, for a deposit of \$15.00, which shall be refunded upon return of the contract documents, if returned within fourteen (14) days after award of the project. If contract documents are not returned in a timely manner and in a re-usable condition, the deposit shall be forfeited. Documents may also be viewed at the following plan rooms:

- Construction Update Plan Room & Master Builders of Iowa, Cedar Rapids Regional Office, 645 32nd Avenue SW, Ste C, Cedar Rapids, IA, 52404
- Construction Update Plan Room & Master Builders of Iowa, 612 Mulberry St, Waterloo, IA, 50703

- Construction Update Plan Room & Master Builders of Iowa, 221 Park Street, Des Moines, IA, 50309
- Illowa Builders Exchange & Master Builders of Iowa, 520 24th Street, Rock Island, IL 61201
- Dubuque Builders Exchange, 801 Cedar Cross Rd, Dubuque, IA 52003
- Dodge Plan Room, 3315 Central Avenue, Hot Springs, AR 71913
- Reed Construction Data, Document Processing Center, 30 Technology Pkwy S, Ste 500, Norcross, GA 30092-2912
- North Iowa Builders Exchange, 25 West State St, Mason City, IA 50401

Required Bonding: Each successful bidder shall be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by the City of Muscatine and shall guarantee the faithful performance of the contract and the terms and conditions therein contained and shall guarantee the prompt payment of all material and labor, and protect and save harmless the City of Muscatine from claims and damages of any kind caused by the operations of the contract and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of two years from and after acceptance of the contract.

Sales Tax Exemption: The City of Muscatine will provide each Contractor and Subcontractor for this project with a certificate of exemption and an authorization letter which can be presented to material suppliers which will allow the Contractor/Subcontractor to purchase building materials used in this contract exempt from Iowa sales tax and any applicable local option sales tax and school infrastructure local option tax. Complete information on qualifying materials and supplies can be found at [www.state.ia.us/tax](http://www.state.ia.us/tax), the Iowa Department of Revenue and Finance (IDRF) Website. Links can be found in the Business Taxes and Local Government categories. Bids submitted for this project should be submitted on this basis.

Preference for Iowa Products and Labor: The Contractor shall give preference to Iowa domestic labor in the construction or building of such public improvement or works in accordance with the Code of Iowa Section 73.

Published upon order of the City Council of Muscatine, Iowa.

CITY OF MUSCATINE, IOWA

BY: \_\_\_\_\_  
Gregg Mandsager, City Administrator