

INVITATION TO BID (ITB) MONTROSE REGIONAL AIRPORT HOLDROOM EXPANSION

GENERAL INSTRUCTIONS

Montrose County is accepting sealed bids from qualified firms to modify the passenger holdroom at Montrose Regional Airport. The project requires supplying all labor, equipment, materials, tools, and supplies to complete the work, which includes, but is not limited to demolition, electrical, mechanical, plumbing, and construction services such as framing, drywall installation, carpet and tile installation and finish work. Bids are due no later than 2:00 PM (our clock) on September 16, 2019. The project will begin as soon as possible after the bid opening and award, with completion no later than December 6, 2019.

The complete Invitation to Bid package includes this file, Attachment 1 – Plans and Specifications, Attachment 2 – Sample Contract, and any addenda issued (see below). Full-size copies of Attachment 1 - Plans and Specifications are available for viewing Monday – Friday, 8:00 AM – 5:00 PM at Airport Administration, 2100 Airport Road, Montrose, Colorado 81401.

To be considered for award, bidders must:

1. Guarantee bid through project completion and warranty period.
2. Comply with all ITB requirements. Failure to do so may result in disqualification.
3. Return the enclosed forms and acknowledgment of any addenda. Any changes, clarifications, or modifications may occur up to five (5) calendar days before bid deadline. Bidders are responsible for checking the website for the latest information, addenda, or instructions before bid submission.
4. For non-disclosure purposes, clearly identify any bid information that is proprietary in nature or protected by copyright, trademark, or other intellectual property law.
5. Submit one (1) original bid and two (2) copies, for a total of three (3).
6. Mark sealed bid package: Holdroom Expansion, DUE 9/16/19, 2:00 PM. The package exterior must bear the company name.
7. Submit the sealed bid package to Montrose Regional Airport, Attn: Lloyd Arnold, 2100 Airport Road, Montrose, CO 81401 no later than September 16, 2019 at 2:00 PM, our clock.

Bidder should retain a copy of the bid for their records, as submissions become the property of Montrose County and shall not be returned.

MANDATORY PRE-BID CONFERENCE/QUESTIONS

A mandatory pre-bid conference will take place on September 4, 2019 at 10:00 AM at the Montrose Regional Airport Conference Room, 2100 Airport Road, Montrose, Colorado 81401. **Bidders must sign in prior to 10:00 AM. No late arrivals will be admitted.** Project representatives will be available to answer questions and conduct a tour of the job site. In addition, answers to questions of general interest will be posted to the website no later than 10:00 AM on September 10, 2019.

Any ambiguity, conflict, discrepancy, omission, or other error found in the ITB, and/or questions not asked at the pre-bid conference must be emailed to Susan Wheeler, swheater@montrosecounty.net no later than 10:00 AM on September 6, 2019. Bidders must not contact any county officials, consultants, or personnel outside of the pre-bid conference or as identified above. Any unauthorized contact may result in disqualification from award consideration.

Any clarifications, modifications, answers, and addenda will be on the website at the “I Want To” tab, “Apply/Register”, “View and Register for Bids”, “ Holdroom Expansion” and “Related Documents”.

BID OPENING/AWARD

Bids will be opened publicly and read aloud on September 16, 2019 at 2:15 PM at Montrose Regional Airport Administration, 2100 Airport Road, Montrose, CO 81401. Award will be made promptly at a public meeting of the Board of County Commissioners (see <http://www.montrosecounty.net> for meeting schedules). All bidders will be notified of the decision by mail. Work shall begin after a Notice to Proceed has been issued.

The Board of County Commissioners may award the bid to the lowest responsive, responsible bidder. In reviewing the bids it receives, the County reserves the right to reject, for any reason whatsoever, any and all bids, and to waive any informality or irregularity in a bid. The action to award a contract is subject to approval by the Board of County Commissioners. The submission of a bid does not in any way commit the County to enter into an agreement with that bidder or any bidder.

TIMELINE. Dates are subject to change as necessary.

Invitation to Bid (ITB) Available	8/27/19
Mandatory Pre-Bid Conference	9/4/19 at 10:00 AM
Written Questions Due	9/6/19 at 10:00 AM
Answers Provided	9/10/19 by 10:00 AM
Bids Due	9/16/19 by 2:00 PM
Bid Opening	9/16/19 at 2:15 PM
Award	as soon as practicable after Bid Opening
Work Begins	as soon as practicable after Award
Work Ends	on or before December 6, 2019

OVERVIEW

Departing passengers are cleared through a security checkpoint and then proceed to the passenger holdroom, where they remain until boarding their flight. A gourmet coffee shop within the holdroom provides gourmet coffees and snacks for purchase by departing passengers. The existing holdroom is no longer adequate for current occupancy needs and will be enlarged and reconfigured. It must remain open for use during construction. All work must be completed on or before December 6, 2019 to allow the coffee shop time to make adjustments and mobilize for the winter season, which begins in mid-December.

GENERAL SCOPE/SPECIFICATIONS

The Contractor shall provide all labor, materials, equipment, supplies and tools required to complete the work according to the plans provided and in compliance with all applicable building codes, rules, regulations, and ordinances. Work includes, but is not limited to demolition, electrical, mechanical, plumbing, and construction services such as framing, drywall installation, carpet and tile installation and finish work. See Attachment 1 – Plans and Specifications for details. The Contractor will be responsible to cordon off the construction area with a security fence and temporary partition walls as needed. In addition, work will be within the Security Identification Display Area (SIDA), and all workers entering the area must have a security badge or be escorted, at all times, by an individual with a security badge. The County will provide escorts on a temporary basis until security badges can be obtained. Construction must be completed on or before December 6, 2019.

QUALIFICATIONS

To be considered for award, bidders must meet or exceed the following qualifications:

- Prime Contractor must have been in business at least 3 years
- Prime Contractor and all subcontractors must be authorized to do business in Colorado
- Prime Contractor and all subcontractors must be properly insured and licensed (as applicable)
- Project Manager must have at least three (3) years of experience in construction management
- Site Manager must have at least three (3) years of experience in on-site construction supervision
- Prime Contractor cannot have any outstanding judgments or bankruptcies within the past 3 years

COUNTY RESPONSIBILITIES

The County shall provide:

- Parking at no charge for the Contractor, Contractor's employees and subcontractors
- Access and staging area for materials adjacent to the project site
- Restrooms in the public area of the terminal
- A Project Representative, or designee, who shall be responsible for all communication, decision-making, acceptance, and dispute resolution throughout the project

Please also see Attachment 2 – Sample Agreement.

CONTRACTOR COMPENSATION

A payment request may be submitted after thirty (30) days and at the completion of the project. Payment requests shall be for work completed and accepted, and must include project name and an itemization of charges. Payment shall be according to Colorado Revised Statutes (CRS) 24-91-103 for retainage and CRS 38-21-107 for notice of final settlement.

CONTRACTOR RESPONSIBILITIES

The Contractor must comply with all applicable city, county, state and federal rules, regulations, codes, and ordinances throughout the project and warranty period. All needed licenses and permits are the responsibility of the Contractor. If a building permit is required, the County will reimburse the Contractor for the cost of the building permit. The Contractor must maintain quality control and ensure that all work is performed in a professional, workmanlike manner using generally accepted construction practices. All labor and materials must be guaranteed as detailed in Attachment #1 – Plans and Specifications. The Contractor must provide a project representative, authorized to make decisions on behalf of the Contractor, on site at all times.

The Contractor understands that he or she is an independent contractor, not an employee of Montrose County, and assumes full responsibility for payment of any sales tax, permits, or license fees required. In addition, the Contractor agrees to comply with all applicable Colorado Revised Statutes, including (CRS) 8-17.5-101, which prohibits the use of illegal alien labor on public contracts, and (CRS) 8-17-101 and 8-17-102 regarding employment of Colorado labor.

Please refer to the paragraphs below for additional responsibilities regarding records, safety, security, clean-up, insurance, indemnification, warranty, and bonds.

RECORDS

The Contractor shall maintain adequate records during the project and throughout the warranty period. Progress and safety meeting reports must be furnished to the Airport Project Representative on a weekly basis. The Contractor shall also supply other related documentation, as may be detailed in the plans and specifications, or if requested.

The Contractor shall cooperate with the Architect or designees regarding any changes to the plans and specifications and shall provide the Airport Project Representative three (3) copies of as-built drawings at the end of the project. The Contractor must also furnish complete materials information, including vendor contact information, for future reference.

SAFETY/SECURITY/CLEAN-UP

The Contractor and all subcontractors must maintain a safe work environment for workers, vendors, and the public and shall comply with all OSHA standards in the performance of the work. The Contractor must hold safety meetings at least weekly throughout the term of the project as described above. Prior to beginning work, the Contractor and Airport shall agree on a safety plan to protect workers, vendors, materials, and the

public during the project. The Contractor shall also repair, at his/her own cost, any damage to the existing site or buildings resulting from the work.

As previously mentioned, access to the holdroom, airfield and other secure areas of the airport is possible only with a security identification badge or with an escort who possesses a security identification badge. Should the Contractor, his/her employees, agents or subcontractors become aware of any unauthorized access at any time, they must notify the Airport Project Representative immediately. Any fines against the Airport or County assessed by the TSA, FAA or other agency as a result of a security breach by the Contractor, subcontractors, or vendors will be passed along to the Contractor for payment.

Airport-provided trash receptacles and dumpsters are for airport use only. The Contractor shall provide a sufficient number of dumpsters to adequately contain all trash and construction debris. The jobsite must be kept clean and free of debris **at all times**, as foreign material that reaches the airfield poses a serious safety hazard to aircraft. The Airport shall enforce a zero tolerance policy regarding unsecured trash and debris, and the Contractor and all subcontractors shall exercise extreme care not to allow trash to accumulate, but to dispose of it immediately and to close and secure all trash receptacles.

INDEMNIFICATION, INSURANCE, WARRANTY REQUIREMENTS

Indemnification. The Contractor and all subcontractors must agree to hold harmless Montrose County, its elected officials, officers, and employees from any claims as a result of the Contractor's negligence.

Insurance. The Contractor must purchase and maintain, at its own cost, primary insurance(s) with the minimum coverage limits described below. Insurance(s) must be with insurers and formats acceptable to Montrose County, covering all premises and operations, and in force from the beginning of the project through the warranty period(s). The Contractor will be responsible for any deductible losses required in its insurance(s). It is the Contractor's responsibility to ensure that subcontractors are properly insured.

Commercial General Liability

- Combined single limit of \$1,000,000 each occurrence/\$2,000,000 aggregate

Coverage must include bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products and completed operations. The policy must also contain a provision for severability of interests. Montrose County, Montrose Regional Airport must be named on the certificate as additional insured.

Contractor Liability

- \$1,000,000 each occurrence/\$2,000,000 aggregate

Worker's Compensation meeting the limits of the state of Colorado

Comprehensive Automobile Liability - bodily injury and property damage

- Combined single limit of \$1,000,000 each occurrence/\$2,000,000 aggregate

Coverage shall be for each owned, non-owned or hired Contractor vehicle (including employee-owned vehicles) used for the project and shall also contain a provision for severability of interests. Montrose County must be named on the certificate as additional insured.

Certificates of insurance must be received and approved by Montrose County prior to the beginning of Contractor services. Certificate(s) must identify the project and indicate that cancellation, termination or material change to the policy will not occur without 10 days prior written notice to the County. If asked, the Contractor must provide a certified copy of any policy and/or endorsement. Should the Contractor fail

to purchase or maintain insurance(s) as required, the County may either terminate the contract or purchase the required insurance and recover the cost from the Contractor. The County reserves the right to approve variations in the above insurance coverages.

Warranty. The Contractor must warrant that the services provided will be performed in a professional manner. Materials and workmanship must be guaranteed as specified in the plans provided.

BONDS

Bid Bond. A bid bond, cashier's check, or certified check, payable to Montrose County in the amount of five percent (5%) of the bid amount must accompany the bid as a guarantee that the awarded bidder will execute an agreement with Montrose County. Bids received without a bid bond, cashier's check, or certified check will not be considered. The bid bond will be returned to the successful bidder after the contract begins. Unsuccessful bidders will receive their bonds back as soon as possible after award.

Payment, Materials, and Performance Bonds. In accordance with CRS 38-26-105 and 38-26-106, and before work begins, the awarded firm must provide payment, materials, and performance bonds, in a form acceptable to the County Attorney, for the full price of the bid.

SUBMITTALS

The bid must include all of the following:

- Bid Form (provided below)
- Subcontractors List (form provided below)
- Bid Bond
- Bidder Checklist and Acknowledgment (form provided below)
- Acknowledgment of Addenda (see General Instructions, page 1)

FORM A - BID FORM

BIDDER MUST USE AND RETURN THIS FORM. Please type or print all information below.

Total Project Cost \$ _____

Date available to begin _____ # of days to complete _____

Company Name as it should appear on Contract

Mailing Address _____

Physical Address _____

Company established (year) _____

Project Manager Name _____

years experience in construction management _____

Site Manager Name _____

years experience in site supervision _____

Describe any outstanding bankruptcies or judgments within the past 3 years _____

Provide 2 references for which you have supplied construction services within the past 3 years.

1. Name _____ Phone _____

Address _____ Contact _____

Nature of work _____

2. Name _____ Phone _____

Address _____ Contact _____

Nature of work _____

FORM B - SUBCONTRACTOR LIST
BIDDER MUST COMPLETE AND RETURN THIS FORM

Please identify all subcontractors you intend to use. Attach additional sheets if necessary. All subcontractors must be approved by the Airport Project Representative. Contractor agrees to obtain approval for any changes in subcontractors prior to use.

Subcontractor name _____ License # _____
Address _____ Phone _____
Scope _____
Approximate \$ _____

Subcontractor name _____ License # _____
Address _____ Phone _____
Scope _____
Approximate \$ _____

Subcontractor name _____ License # _____
Address _____ Phone _____
Scope _____
Approximate \$ _____

Subcontractor name _____ License # _____
Address _____ Phone _____
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Address _____ Phone _____
Scope _____
Approximate \$ _____

Subcontractor name _____ License # _____
Address _____ Phone _____
Scope _____
Approximate \$ _____

Subcontractor name _____ License # _____
Address _____ Phone _____
Scope _____
Approximate \$ _____

FORM C - BIDDER CHECKLIST & ACKNOWLEDGMENT

MUST BE COMPLETED AND RETURNED WITH BID

Please mark each item that is included in your bid package.

- () Form A – Bid Form
- () Form B – Subcontractors List
- () Form C – Bidder Checklist and Acknowledgment
- () Bid Bond
- () Acknowledgment of Addenda (see page 1)

ACKNOWLEDGMENT

The undersigned, having carefully read and considered the Invitation to Bid Montrose Regional Airport Holdroom Expansion, does hereby offer to perform such services on behalf of the County of Montrose, in the manner described and subject to the terms and conditions set forth in the Invitation to Bid.

The undersigned gives permission for Montrose County to contact business references provided in this bid, and any others for whom the undersigned has performed work.

The undersigned further states that this bid is made in good faith and is not founded on, or in consequence of, any collusion, anticompetitive agreement or other type of anticompetitive activities between themselves and any other interested party, in restraint of free competition.

Business Name _____

Business Address _____

Authorized Signature _____

Print Name/Title _____

Date _____ Phone _____ Email _____