

Johnson County Courthouse HVAC Repair /
Replacement
300 North Holden St.
Warrensburg, Missouri 64093

November 27, 2024

**SECTION 001113
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):

A. Johnson County Commission

B. Address:

300 N Holden
Suite 201
Warrensburg, Missouri, 64093

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

A. STRATA Architecture Inc.

B. Address:

Attn: Trudy Faulkner
1701 Oak Street
Suite 100
Kansas City, Missouri 64108

1.03 ISSUE DATE: MARCH 20, 2025

1.04 TO: POTENTIAL BIDDERS

A. Your firm is invited to submit an offer under seal to Owner for rehabilitation and construction of a building located at the above address before 1:00 pm local standard time on the 1st day of May, 2025, for:

B. Project: Johnson County Courthouse HVAC Repair and Replacement

C. Architect's Project Number: **24010** Johnson County Courthouse - HVAC.

D. All bidders are required to prequalify to the requirements described in Document 002113 - Instructions to Bidders.

E. Project Description: Reference Specification Section 011000 Summary for supplemental details

- F. Bid Documents for a Stipulated Sum contract may be obtained for Printed or Digital Online Procurement and Contracting Documents: Documents can be obtained digitally or as a printed hard copy at Drexel Technologies after March 20, 2025. Documents will be provided to prime bidders only; only complete sets of documents will be issued.
1. Copies of the plans and specifications can be purchased on-line at www.drexeltech.com, in their eDistribution plan room, additional assistance is available at distribution@drexeltech.com. Information regarding this project can be found in the "Public Jobs" link on the website. Contractors desiring the Contract Documents for use in preparing bids may also obtain a set of such documents from Drexel Technologies; 10840 West 86th Street, Lenexa, KS 66214, telephone number is 913-371-4430.
 2. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies, Inc.
 3. Shipping: Additional shipping charges will apply.
- G. Viewing Procurement and Contracting Documents: A hard copy of the documents will be available after March 21, 2025 for review at the Johnson County Courthouse as noted below.
- H. Johnson County Courthouse
- I. 300 N Holden, Suite 201
- J. Warrensburg, Missouri 64093
- K. Please contact the County Clerks Office at 660.747.6161 to make an appointment prior to visiting.
- L. The Owner reserves the right to accept or reject any or all offers.

1.05 SIGNATURE

- A. For:
- B. By: _____
1. Signed: _____
 2. (Authorized signing officer)

ENCL.

END OF SECTION

**SECTION 002113
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 SEE AIA A701, INSTRUCTIONS TO BIDDERS BOUND IN THE PROJECT MANUAL.

1.02 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Work Identified in Contract Documents
- B. Bid Documents and Contract Documents
 - 1. Availability
 - 2. Examination
 - 3. Inquiries/Addenda
- C. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference
- D. Bid Submission
 - 1. Bid Depository
 - 2. Submission Procedure
 - 3. Bid Ineligibility
- E. Bid Enclosures/Requirements
 - 1. Consent of Surety
 - 2. Insurance
 - 3. Bid Form Requirements
 - 4. Bid Form Signature
 - 5. Additional Bid Information

1.03 RELATED DOCUMENTS

- A. Document 011000 - Summary.
- B. Document 001113 - Advertisement for Bids.
- C. Document 004100 - Bid Form.
- D. Document 004301 - Bid Form Supplements Cover Sheet.
- E. Document 004336 - Proposed Subcontractors Form.

- F. Document 004325 - Substitution Request Form - During Procurement
- G. Document 004327 - Separate Prices Break-Out Form.
- H. Document 004373 - Proposed Schedule of Values Form.
- I. Document 004333 - Proposed Products Form.
- J. Document 007300 - Supplementary Conditions:
 - 1. Tax exempt procedures.
 - a. The Johnson County Courthouse is owned and operated by the County and is considered a tax exempt project. Prevailing wage will be required on the project. All fees for plans and permitting are the responsibility of the General Contractor.
 - 2. Bond types and values.

INVITATION

2.01 BID SUBMISSION

- A. Hardcopy of Bids signed and under seal, executed, and dated will be received at the office of the Owner at Johnson County Courthouse, 300 N Holden, Suite 201, Warrensburg, MO 64093 before **1:00 p.m.** local standard time on **May 1, 2025**. Attn: Diane Thompson.
- B. Offers submitted after the above time will be returned to the bidder unopened.
- C. Offers will be opened and publicly read at 1:30 p.m. on the 1st day of May, 2025 at the office of County Commission, 300 N Holden, Suite 201, Warrensburg, MO 64093.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete for the project named Johnson County Courthouse HVAC Repair and Replacement for a Stipulated Sum contract, in accordance with Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, both new and rehabilitation work including general construction work. Reference Specification Section 011000 – Summary for supplemental details on scope of work.
- B. Project Location:

Johnson County Courthouse.

300 N Holden Street,
Warrensburg, Missouri 64093.

2.04 CONTRACT TIME

- A. Perform the Work in 350 calendar days (approximately 12 months time anticipated) for reoccupying the Building on April 1, 2026. The bidder may suggest a revision to the Contract Time with a specific adjustment to the Bid Amount.
- B. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time added to the commencement date. The bidder may suggest a revision to the Contract Time with a specific adjustment to the Bid Amount.
- C. Owner requires that under the work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids.
- D. Should the schedule above not be met, starting April 2, 2026 and for each day the County is unable to reoccupy the building, Liquidated Damages will be incurred in the amount of \$1,000 per day.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
- B. Contract Documents: Defined in AIA A201 Article 1 including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as:
 - 1. AIA 101-2017 Standard Form of Agreement Between Owner and Contractor.
 - 2. AIA 201-2017 General Conditions of the Contract for Construction.

3. Project Manual and all documents bound into the specifications. Issued for Bid on March 20, 2025 with header completion date of November 27, 2024
4. Construction Drawings Issued for Bid on March 20, 2025.

3.03 AVAILABILITY

- A. Printed or Digital Online Procurement and Contracting Documents: Documents can be obtained digitally or as a printed hard copy at Drexel Technologies after **March 20, 2025**. Documents will be provided to prime bidders only; only complete sets of documents will be issued.
 1. Copies of the plans and specifications can be purchased on-line at www.drexeltech.com in their eDistribution plan room, additional assistance is available at distribution@drexeltech.com. Information regarding this project can be found in the "Public Jobs" link on the website. Contractors desiring the Contract Documents for use in preparing bids may also obtain a set of such documents from Drexel Technologies; 10840 West 86th Street, Lenexa, KS 66214, telephone number is 913-371-4430.
 2. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies, Inc.
 3. Shipping: Additional shipping charges will apply.
- B. Viewing Procurement and Contracting Documents: A hard copy of the documents will be available after **March 21, 2025** for review at the Johnson County Courthouse as noted below.

Johnson County Commissioner' Office
300 N Holden Street, Room 201
Warrensburg, MO 64093

NOTE: Documents can be viewed between the hours of 8:30 a.m. to 4:00 p.m. on Monday, Tuesday, and Thursday. For viewing outside of these hours, arrangements must be made by contacting the County Clerk's Office.

3.04 EXAMINATION

- A. Bid Documents may be printed or viewed as noted above.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- C. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Questions during bidding are to be in writing directed to STRATA Architecture Inc., Attn: Trudy Faulkner, email; trudy@strata-arch.com.

- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing and submitted prior to **April 23, 2025**, before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.
 - 4. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up until close of business on April 23, 2025 before receipt of bids. Final Procurement Substitution submittals are to be provided in writing / digitally to STRATA Architecture Inc., Attn: Trudy Faulkner, email; trudy@strata-arch.com.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage). See this form for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders. Note: As there is a covenant on the property and all modification to historic fabric to remain require approval by the Missouri State Historic Preservation Office, limited allowances will be given for suggested changes to items affecting the historic features or contributing to the overall aesthetic appearance of the building (i.e. windows).
- E. See Section 012500 - Substitution Procedures for additional requirements.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
- B. A visit to the project site has been arranged for bidders as follows: During Pre-Bid Conference date and time noted below.
- C. The currently occupied premises at the project site are open for examination by bidders only during the following hours:
 - 1. Monday, Tuesday, and Thursday: 8:30 a.m. to 4:00 p.m. Any site visits performed by General Contractor or any Sub-Contractors are to be pre-arranged by contacting the County Clerk's Office minimally one week in advance of site visit.

4.02 PREBID CONFERENCE

- A. A bidders conference has been scheduled for **2:00 p.m. on the 9 day of April** at the location of the Johnson County Courthouse, Suite 200, 300 N Holden, Warrensburg, MO 64093.
- B. All general contract bidders and suppliers are invited to attend. Given the intricacy of this project, it is highly encouraged that all Bidders attend.
- C. Representatives of Architect and Design Team will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position, license to perform work in the State.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.01 BID DEPOSITORY

- A. The rules and regulations of this bid deposit system, in force on the day of bid submission shall apply.

6.02 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

6.03 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond in the amount of **5% of the Bid Amount** on AIA A310 Bid Bond Form enclosed in project manual
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.

- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. If no contract is awarded, all security deposits will be returned.

7.02 CONSENT OF SURETY

- A. Submit with the Bid: Submit on AIA Document G707-1994 (Sample included in Project Manual)

7.03 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance and Payment bond as described in 007300 - Supplementary Conditions and Per AIA Contract Document A312 – 2012 for Performance Bond and Payment Bond. Sample of Document included in Project Manual.
- B. Include the cost of performance assurance bonds in the Bid Amount.

7.04 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on the form provided stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents. Utilize AIA Document F703-2023 bound into the Project Manual.

7.05 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.
- B. Taxes: Refer to Supplementary Conditions. This project is tax exempt and a Letter of Exemption can be provided by the County of Johnson County.

7.06 FEES FOR CHANGES IN THE WORK

- A. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Supplementary Conditions.

7.07 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.

3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

7.08 ADDITIONAL BID INFORMATION

- A. The lowest and best qualified bidder will be requested to complete the Supplements To Bid Forms within 24 hours after submission of bids.
- B. Submit the following Supplements concurrent with bid submission:
 1. Document 004336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
 2. Document 004325 - Substitution Request Form - During Procurement.
 3. Document 004327 - Separate Prices Break-Out Form: Include a listing of separate prices as specifically requested in the Contract Documents.

7.09 SELECTION AND AWARD OF ALTERNATES

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the base bid price and qualifications. Supplemental Bid Qualifications Items may be requested after Submission of Bids for clarification. After determination of a successful bidder, consideration will be given to Alternates and bid price adjustments.

Johnson County Courthouse HVAC Repair /
Replacement
300 North Holden St.
Warrensburg, Missouri 64093

November 27, 2024

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written letter of Contract Award.

END OF SECTION