CALL FOR BIDS
CITY OF MINNEAPOLIS
M I N N E S O T A

PURCHASING DEPARTMENT
330 Second Avenue South - Suite 552
Minneapolis, MN 55401

AN AFFIRMATIVE ACTION EMPLOYER

Official Publication No. 8307

June 9th, 2016

Minneapolis Convention Center

For information call
David E. Schlueter, (612) 673-2834
david.schlueter@minneapolismn.gov

"BIDS FOR INTERIOR ARTIFICIAL PLANTS AND LIVING GREEN FOLIAGE WALL"

To provide all materials, labor, equipment and incidentals for placing Interior Artificial Plants and construction of a Living Green Foliage Wall for the Minneapolis Convention Center, all in accordance with the provided specifications and drawings.

Complete project documents are available for electronic download at http://www.questcdn.com **for $10.00 by entering ebid doc # 4542179** on the "Search Projects" page. Please contact QuestCDN.com at (952) 233-1632 or info@questcdn.com for assistance.

All plan holders who order electronic proposals through QuestCDN will receive addenda as they are released; however, it is the Contractor's full responsibility to ensure they have received all addenda prior to the submittal of bids.

Please e-mail questions concerning this solicitation to david.schlueter@minneapolismn.gov. Questions received later than 8 days prior to bid opening may not be addressed.

A pre-bid meeting will be held on June 21st at 9:00 AM at the Administrative Offices of the Minneapolis Convention Center – 1301 2nd Ave. So. – Minneapolis, MN 55403. **All interested bidders are encouraged to attend this meeting.**

Successful bidders with cumulative contracts exceeding $50,000 will be required to submit a written affirmative action plan (AAP) to the Minneapolis Department of Civil Rights (MDCR) in accordance with Chapter 139.50(b) of the Minneapolis Code of Ordinances.

The successful bidder shall be subject to a pre-award compliance review by the MDCR in accordance with Chapters 139.50 and 423. In addition to the pre-award review, MDCR will also monitor SUBP participation, minority and female employment participation and prevailing wage throughout all construction projects. As of May 1, 2012 the employment goals for onsite labor on all city construction contracts are 6% female and 32% minority. Employee hours and wages are required to be filed electronically with a free online account at LCPtracker.net. Information regarding Frequently Asked Questions (FAQs) may be found on the web at www.ci.minneapolis.mn.us/civilrights/contractcompliance/faq. Questions may be directed to the Department of Civil Rights at contractcompliance@minneapolismn.gov.

The City of Minneapolis hereby notifies all bidders that in regard to any invitations to bid, advertisements, solicitations, or contracts to be entered into pursuant to this Plan, businesses owned and controlled by minorities or women will be afforded maximum feasible opportunity to submit bids and/or proposals in response and will not be subjected to discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, including sexual harassment, sexual orientation, gender identity, disability, age, marital status, or status with regard to public assistance or familial status.

Prospective bidders' attention is called to Minnesota Statues 13.591 Business Data. This section states in part:

Data submitted by a business to a government entity in response to a request for bids as defined in Section 16C.02, Subdivision 11, are private or non-public until the bids are opened. Once the bids are opened, the name of the bidder and the dollar amount specified in the response are read and become public. All other data in a bidder's response to a bid are private or non-public data until completion of the selection process. For the purposes of this section, "completion of the selection process" means that the government entity has completed its evaluation and has ranked the responses.
After a government entity has completed the selection process, all remaining data submitted by all bidders are public with the exception of trade secret data as defined and classified in Section 13.37. A statement by a bidder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the bid.

Bidders are hereby advised that their bid document may become available to the public once a successful bidder has been chosen.

The City of Minneapolis has adopted an Environmental Purchasing Policy (EPP) that is incorporated into all bids. A copy of the policy can be found at this link:
http://wcms/intranet/finance/procurement/policies/WCMS1Q-003476

Prompt Payment: Per Minnesota Statutes 471.425 contractors shall pay all certified small subcontractors for undisputed work completed, within ten (10) days after the City of Minneapolis has paid the contractor for the completed work.

Chapter 471.895 of the Minnesota Statutes prohibits gifts from interested persons to local officials. Local Officials includes any individuals who purchase or advise or recommend on the purchase of goods and/or services.

Conflict of Interest/Code of Ethics: Contractor agrees to be bound by the City's Code of Ethics, Minneapolis Code of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge, all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

All successful bidder(s) will be required to comply fully with the Americans with Disabilities Act of 1990 (ADA).

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Sealed bids will be received and time stamped by receptionist until **10 AM, Local Time, June 30th, 2016** at which time they will be publicly opened and read aloud. **Do not fax** sealed bids to Purchasing.

Bids must be accompanied by a bid deposit in the amount of **2%** of the total amount bid in the form of a certified check or bidder's corporate surety bond made payable to the Minneapolis Finance Officer.

Successful bidder will be required to enter into a formal contract and provide a Performance Bond and Payment Bond in the full amount of the contract.

A contractor responding to this solicitation document shall submit to the City of Minneapolis a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes. Section 16C.285 subdivision 3.

Envelopes must bear the name of the firm submitting the bid and be addressed as follows:

City of Minneapolis Purchasing Department
Offl. Publ. # 8307 – BIDS FOR INTERIOR ARTIFICIAL PLANTS AND LIVING GREEN FOLIAGE WALL
Bids opened 10 AM, Local Time, June 30th, 2016
330 Second Avenue South - Suite 552
Minneapolis, MN 55401

The City of Minneapolis reserves the right to waive informalities in bids, to accept or reject any or all bids or any part of any bid. Bids must be typewritten, or printed in ink, and signed in ink in handwriting.

TWO complete bid form responses, including attachments, are to be returned, one of which **must** be an original.

BIDS CONTAINING ANY ALTERATION OR ERASURE WILL BE REJECTED UNLESS ALTERATION OR ERASURE IS CROSSED OUT AND CORRECTION PRINTED IN INK OR TYPEWRITTEN AND INITIALED IN INK BESIDE CORRECTION BY THE PERSON SIGNING THE BID.

Automatic Bid/RFP Notification:
Visit the Purchasing website at - http://www.minneapolismn.gov/business/business_doing_business_with_city to sign up for e-mail updates and to view Formal Bids, Informal Bids and RFPs

Taxes:
Effective January 1, 2014, State of Minnesota requires vendors to obtain an ST-3 exemption certificate to substantiate a full (State & Local) sales tax exemption on sales to Minnesota cities, counties, and townships. This form can be found on the City of Minneapolis website at http://www.ci.minneapolis.mn.us/finance/procurement.