REQUEST FOR QUOTE

DATE: September 5, 2019

RFQ: #122766259 – Campus Recreation Softball Field Renovation

PRE-BID WALK THROUGH:
Date & Time: Thursday, September 12, 2019, @ 10:00 a.m.
Location: Meet at Blakeslee Stadium – 191 Stadium Road, Mankato
Mandatory: No

QUOTE DUE:
Date & Time: Wednesday, September 18, 2019, by 2:00 p.m.

RETURN RFQ TO:
Donna Hensel
Facilities Purchasing Coordinator
Minnesota State University, Mankato
358 Wiecking Center
Mankato, MN 56001
PHONE: 507-389-5016
E-mail: donna.hensel@mnsu.edu

SUBMITTED BY: ____________________________ (Company Name & Address)

________________________________________

________________________________________

________________________________________

PHONE #: ____________________________ E-mail: ____________________________

CELL #: ____________________________

SIGNATURE: ____________________________
Print Name: ____________________________ Signature: ____________________________

Date: ____________________________
QUOTE FOR CONTRACT WORK

1. We the undersigned, being familiar with the written description of the proposed project including drawings, specifications and Addenda Numbers__________ on file in the Office of:

   Donna Hensel
   Facilities Purchasing Coordinator
   Minnesota State University, Mankato
   358 Wiecking Center
   Mankato, MN  56001

And in accordance with the provisions thereof, hereby proposes to furnish all labor, materials, equipment and services necessary for the following Project:

Project Name: Campus Recreation Softball Field Renovation

Building Name (if applicable): Softball Field
Name of College/University: Minnesota State University, Mankato
City/State: Mankato, MN   56001

BASE QUOTE

OUR TOTAL BASE QUOTE FOR THE WORK OF THIS PROJECT IS:

________________________________________________________ DOLLARS $_________

Bid Bond is not required on projects under $50,000.

2. PREFERENCE: In accordance with M.S. 16C.16, the basis of award is that eligible certified targeted group (T.G.) prime Bidders will receive a six percent (6%) preference and certified economically disadvantaged (E.D.) prime Bidders will receive a four percent (4%) preference. Preference will only be allowed if the Bidder is certified prior to the scheduled bid opening. Both the targeted group (T.G.) preference and the economically disadvantaged (E.D.) preference are applied only to the first $1,000,000 of the bid. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. Bidders interested in becoming a certified vendor or to verify their T.G. eligibility and certification or E.D. certification, should refer to the state of Minnesota, Department of Administration, Materials Management Division’s website at www.mmd.admin.state.mn.us under “Vendor Information”, or call the division’s help line at
(651) 296-2600. The Bidder shall designate their company’s status in the spaces provided on this Bid Form.

In accordance with M.S. 16C.16 and 16C.19, eligible certified veteran-owned small businesses of which the principal place of business is in Minnesota will receive a 6 percent (6%) preference on the basis of award for this RFB. The preference is applied only to the first $1,000,000 of the bid. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. Eligible veteran-owned small businesses include certified small businesses that are majority-owned and operated by a veteran and are certified by the United States Department of Veteran Affairs as a veteran-owned small business.

☐ Check this box if you are claiming the veteran’s preference. Provide a screen print of the Department of Veterans Affairs website showing you are certified.

Eligible veteran-owned small businesses must be currently certified by the U.S. Department of Veterans Affairs prior to the solicitation opening date and time to receive the preference. Information regarding certification by the United States Department of Veterans Affairs may be found at http://www.vetbiz.gov.

Provide the applicable documentation above with your response. If you don’t check the box above in Paragraph (2), or you don’t provide the required documentation, you will not be considered for this preference.

3. BID SECURITY: Each bid which totals over $50,000 shall be accompanied by either a certified check, payable to Minnesota State Colleges and Universities, in the sum of not less than five percent (5%) of the total base bid, or a corporate surety bond for the same amount issued by a surety company duly authorized to do business in the state of Minnesota. The check or bond is submitted as bid security, conditioned upon the Bidder entering into a Contract with the Owner in accordance with the terms of the bid. It is agreed that the bid security will constitute liquidated damages, and not a penalty, for the failure or refusal of the successful Bidder to execute and deliver the Owner-Contractor Agreement, in a correct form, within ten (10) days after receipt.

4. ADDENDA ACKNOWLEDGEMENT: All Addenda shall become part of this bid and the Contract. As acknowledgement of this requirement, the Bidder shall insert the numbers of all Addenda included in this bid in the space provided in paragraph (1) on the first page of this Bid Form. Failure to list all Addenda issued shall be cause for rejection.

5. ALTERATIONS/ERASURES: A Bid Form shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure must be crossed out and the correction thereof printed in ink or typewritten adjacent to the alteration or erasure and initialed in ink by the person signing the bid. Enter the bid and any alternate amounts in both written format and numerically. In the event that any price used in determining the lowest responsible bid is in discrepancy, the written representation shall take precedence.

6. ADDENDA ACKNOWLEDGEMENT: All Addenda shall become part of this quote and the Contract. As acknowledgement of this requirement, the Bidder shall insert the numbers of all Addenda included in this quote in the space provided in paragraph (1) on
the first page of this bid form. Failure to list all Addenda issued shall be cause for rejection.

7. ALTERATIONS/ERASURES: A quote form shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure must be crossed out and the correction thereof printed in ink or typewritten adjacent to the alteration or erasure and initialed in ink by the person signing the bid. In the event that any price used in determining the lowest responsible quote is expressed by the Bidder in both written and numerical form, the written representation shall govern in all cases.

8. STATE OF INCORPORATION: For corporations, please list the state of incorporation:

9. NAMES OF PARTNERS: For partnerships, please list the full names of the partners:

10. REJECTION OF QUOTES/QUOTE WITHDRAWAL: In submitting this quote it is understood that the Owner reserves the right to reject any and all quotes. It is agreed that this quote cannot be withdrawn until after thirty (30) calendar days have passed from the date of the quote opening if the Owner has not yet acted thereon.

11. ENCLOSURES: If the Specifications require the Bidder to submit catalogues, drawings, specifications, performance data, descriptive information of special equipment, or other items, the Bidder shall include the required items with the quote form.

12. TIME OF COMPLETION: The undersigned Bidder hereby affirms and states that, if awarded the Contract for said Project, Work will commence within 10 (ten) consecutive calendar days after the written Notice to Proceed and the entire Contract will be Substantially Complete by November 1, 2019, as a condition of the Contract.

PREVAILING WAGES

This project is subject to Minnesota prevailing wage requirements. Bidders shall be responsible and abide by the Commercial Prevailing Wage Rates for Blue Earth County (07) for this project.

CONTRACTOR and all of its Subcontractor(s) shall comply with the Labor Standards and Wages requirements of Minnesota Statutes Chapter 177 as applicable. Minnesota Statutes Section 177.43, Subd. 3, requires the collection of payroll information, as further described below, for all Contracts or work under a work authorization, unless:

- the estimated total cost of completing the project is less than $2,500 and only one trade or occupation is required to complete it, or
- the estimated total cost of completing the project is less than $25,000 and more than one trade or occupation is required to complete it.
Current Commercial Prevailing Wage Rates are attached (Attachment A). For more information on prevailing wage rates, please go to this web site: www.dli.mn.gov or you can contact:

Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St Paul, MN  55155
(651) 284-5091
DLI.PrevWage@state.mn.us

Project Description:

Minnesota State University, Mankato is requesting quotes for the Campus Recreation Softball Infield Renovation. Work includes:

OWNER WILL:

- Remove existing ag-lime infield surface.
- Provide Bryan Red Ball diamond aggregate, clean washed sand, clean washed rock, and the four-inch drain tile
- Furnish new jox box original turf batter’s boxes.
- Furnish new bases and pitching rubber.

CONTRACTOR WILL:

- Grade and prepare subgrade surface to provide proper grades and drainage.
- Install four-inch perimeter infield drain tile, CONTRACTOR to connect to existing storm sewer (see detail).
- Construct new eight-inch field section (see detail). Grades to be field verified, typical conical drainage pattern at 0.75% slope.
- Install Owner-provided jox box batters boxes, bases and pitching rubber.

The estimated start date for the softball infield work is 10/7/19 and estimated end date 11/15/19.

Project Manager is Bruce Leivermann, Grounds Supervisor.
E-mail: bruce.leivermann@mnsu.edu; cell phone: 507-327-9152.
Let Bruce know if you will be attending the walk through on September 12 @ 10:00 a.m.