

NOTICE TO CONTRACTORS

The City of Baton Rouge and Parish of East Baton Rouge will receive **electronic or paper** bids for the construction of the following project:

LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS HVAC IMPROVEMENTS

Jewel J. Newman Communication Center, 2013 Central Rd Baton Rouge, LA 70807
Dr. Leo S. Butler Communication Center, 950 Lorri Burgess Ave Baton Rouge, LA 70802

CITY PARISH PROJECT NO. 21-ASC-CP-1432

PROJECT DESCRIPTION: IN A CARES ACT FEDERALLY FUNDED PROJECT, MAKE HVAC EQUIPMENT AND SYSTEMS IMPROVEMENTS PER ASHRAE GUIDANCE TO HELP REDUCE RISKS OF CORONAVIRUS AT 2 MUNICIPAL COMMUNITY CENTERS IN BATON ROUGE, LOUISIANA.

Electronic or sealed bids will be received until **2:00 p.m. Local Time, Tuesday, October 24th, 2023**, by the **Purchasing Division, City Hall, 222 Saint Louis Street, 8th Floor, Room 826, Baton Rouge, LA 70802**. No bids will be received after 2:00 p.m. on the same day and date. Please note the above new delivery address.

Statutory Forms that Must be Submitted to the Purchasing Division by all bidders prior to the opening of all bids related to a contract for public works in accordance with La. R.S. 38:2212 (B)(3)(b) are as follows: (see bid package Part 1-A for forms)

Certification Regarding Debarment, Suspension and Other Responsibility Matters
Attestation Clause per La. R.S. 38:2227 (Past Criminal Convictions)
Legal Citizen Affidavit La. R.S. 38:2212.10 and
Certification Regarding Unpaid Workers Compensation Insurance La. R.S. 23:1726.

Electronic bids and electronic bid bonds for the solicitation will be downloaded by the City of Baton Rouge and Parish of East Baton Rouge, Purchasing Division. Electronic bids and electronic bid bonds must be submitted through www.centralauctionhouse.com prior to the bidding deadline. Beginning as soon as feasible after the bid opening time all electronic bids will be downloaded and publicly read aloud along with all paper bids received, if any, in Room 826 of the City Hall Building immediately after the 2:00 p.m. bid opening. Bidders and/or their authorized representatives are invited to be present.

Bids, amendments to bids, or request for withdrawal of quotations, received after time specified for bid opening shall not be considered for any cause whatsoever. Bid results can be viewed at the link: <http://city.brla.gov/dept/purchase/bidresults.asp>

Bids shall be firm for a period of forty-five (45) days from the date of the opening of bids and no bid shall be withdrawn for any reason during this period of time except as allowed per R.S. 38:2214.C. In the event all qualified bids are above the granted CARES Act federal fund amount, the typical state bid law R.S. 38:2215 time limits of 45 days to award contract, 60 days to execute contract, and 30 days to issue Notice to Proceed shall not be applicable, until additional project funding is secured.

Electronic copies of the plans, specifications and contract documents may be obtained online at www.centralauctionhouse.com. Plan holders are responsible for their own reproduction costs. **Printed copies** are not available from the Architect. Paper copies of the plans, specifications and contract documents are on file and may be obtained from the **Department of Buildings & Grounds, Architectural Services Division Room 227, 1100**

Laurel Street, Baton Rouge, Louisiana 70802 between the hours of 7:30 AM to 3:00 PM, upon payment of **\$30.00** Dollars. (Make checks payable to the City of Baton Rouge and Parish of East Baton Rouge.) Fees for plans, specifications and contract documents are to cover the cost of reproduction and are non-refundable in accordance with Louisiana Revised Statutes.

A Certified Check or Cashier's Check, payable to the Parish of East Baton Rouge or a satisfactory Bid Bond executed by the Bidder and an acceptable surety, in an amount equal to five percent (5%) of the total bid, shall be submitted with each bid.

Bids shall be received electronically via www.centralauctionhouse.com or on solicitation bid forms furnished by the City of Baton Rouge and Parish East Baton Rouge, and only those bids shall be received by the City-Parish which is submitted by those Contractors in whose names the **solicitation bid** forms and/or specifications were issued. In no event shall **paper solicitation** forms be issued later than twenty-four (24) hours prior to the hour and date set for receiving proposals.

The Bidder is advised that the City of Baton Rouge and Parish of East Baton Rouge is an Equal Opportunity Employer. Therefore the Bidder is encouraged to utilize minority participation in this contract to the extent possible through the use of small, disadvantaged and women-owned businesses as suppliers or subcontractors. To assist the City-Parish in our efforts to track the minority participation on our construction projects the successful low bidder shall include CP DBE-1 (revised March 2012) with the monthly partial payment request.

All Contractors bidding on this work shall comply with all provisions of the State Licensing Law for Contractors, La. R.S. 37:2150-2163, as amended, for all public contracts. It shall also be the responsibility of the General Contractor to assure that all subcontractors comply with this law. If required for bidding, Contractors must hold an active license issued by the State of Louisiana Licensing Board for Contractors in the classification of **Mechanical Work**, and must show their license number on the face of the bid envelope.

Method of Award – Lowest Qualified Bidder: If at the time this contract is to be awarded, the lowest base bid submitted by a responsible bidder does not exceed the amount of funds then available to finance the contract, the contract will be awarded on the base bid only. In accordance with La. R.S. 38:2214 (B) the City/Parish reserves the right to reject any and all bids if they exceed the amount available to finance the contract, or for just cause, in accordance with Title 38 of the Louisiana Revised Statutes. Alternately, the City/Parish may award the contract on the base bid combined with such deductive alternates applied in numerical order in which they are listed in the Form of Bid, as produces a net amount within the available funds. Each bidder must deposit with his/her bid, security in the amount, form, and subject to the conditions provided in the Information to Bidders. Sureties used for obtaining bonds must appear as acceptable on the U.S. Department of Treasury Circular 570. Each bidder will have an active Universal Entity Identifier Number, as verified on www.sam.gov, prior to the beginning of construction. The Contractor shall begin mobilization and procurement of materials within ten (10) working days of the receipt of the Notice to Proceed. The Attention of Bidders is called particularly to the requirements for conditions of employment to be observed and minimum wage rates to be paid under the Contract, Section 3, Segregated Facilities, Executive Order 11246, and all applicable laws and regulations of the Federal government and State of Louisiana and bonding and insurance requirements. Any person with disabilities requiring special accommodations must contact the City/Parish no later than seven (7) days prior to bid opening.

A non-mandatory **pre-bid conference** will be held at **10:00 AM on Wednesday, October 11th**, at Dr. Leo S. Butler Community Center 950 Lorri Burgess Ave Baton Rouge, LA 70802. All parties interested in this project are invited to attend this conference.

For additional information regarding the construction documents, please contact **Bid Related:** Purchasing Division (225) 389-3259; **General Documents** related: Stephen Long, (225) 389-4694 or slong@brla.gov or **Architectural and Construction Documents** related: Jordan Fish, AST Engineers (225) 926-5600 or jfish@astengineers.us .