

## MEMORANDUM

**TO: Gregg Mandsager, City Administrator**  
**FROM: Richard Klimes, Director of Parks and Recreation**  
**DATE: September 30, 2013**  
**RE: Proposed Resolution Approving the Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Weed Park Maintenance Building Project"**

**INTRODUCTION:**

Please accept this memo and the attached information as a request to approve the proposed Resolution Approving Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Weed Park Maintenance Building Project."

**BACKGROUND:**

The Park Maintenance Division is operating out of a 1973 maintenance shop located in Weed Park. The facility is in need of replacement in order to safely and efficiently provide maintenance support to the Muscatine Park System which includes the riverfront, downtown plantings, park grounds, right of way mowing, street trees, shelters, and the aquatic center.

**RECOMMENDATION:**

The project was approved by the City Council in the FY 2013/14 budget discussions for \$275,000.00. The Architect's probable cost analysis for this project is \$350,000.00. At this time, it is staff's recommendation for the City Council to approve the Resolution Approving Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Weed Park Maintenance Building Project."

**BACKUP INFORMATION:**

1. Resolution Approving Plans, Specifications, Form of Contract and Establishing a Bid Opening Date for the "Weed Park Maintenance Building Project."
2. Notice to Bidders

Thank you for your time and attention to this matter. Please contact me if you have any questions or concerns.

C. Les Dennis, Park Maintenance Supervisor

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT,  
AND ESTABLISHING A BID OPENING DATE FOR THE WEED PARK MAINTENANCE  
BUILDING PROJECT**

WHEREAS, the City Council for the City of Muscatine, Iowa, has conducted a public hearing to receive comments related to the plans, specifications, and form of contract for the Weed Park Maintenance Building Project, and

WHEREAS, following comments received during the public hearing, the City Council must now approve the final plans, specifications, form of contract, and establish a bid opening date for the Weed Park Maintenance Building Project;

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Muscatine, Iowa, that the plans, specifications, and form of contract for the Weed Park Maintenance Building Project.

BE IT FURTHER RESOLVED that a bid opening date is hereby established for October 29, 2013 at 2:05 pm.

PASSED, APPROVED AND ADOPTED by the City Council for the City of Muscatine, Iowa, on this, the 3<sup>rd</sup> day of October, 2013

\_\_\_\_\_  
DeWayne Hopkins, Mayor

ATTEST:

\_\_\_\_\_  
Gregg Mandsager, City Clerk

## NOTICE TO BIDDERS

Notice is hereby given that the City of Muscatine, Iowa, will receive sealed proposals in the office of the City Clerk, City Hall, until 2:00 p.m., **October 29, 2013**, for the Weed Park Maintenance Building project. At 2:05 p.m. on the same day the City's Purchasing Agent shall open the bids received and announce the results.

A prebid meeting will be held on October 17, 2013, at 1:30 central time, located at the City Council Chambers, 215 Sycamore Street, Muscatine, Iowa. Attendance is recommended but not mandatory.

Bids will be reported to the City Council at their regular meeting to be held at 7:00 p.m. on November 7, 2013. Said proposals shall be acted on at that time or at such later time and place as may then be fixed.

### Description of the Type and Location of the Improvement

The project includes the construction of a maintenance building, utility infrastructure improvements and site grading. The project is located in Weed Park, Muscatine, Iowa.

Proposals shall be submitted on a form furnished by the City and accompanied by a bid security in an amount equal to five (5) percent of the bid and shall stand as security that the successful bidder will enter into a contract for the work bid upon within ten (10) days after acceptance of his proposal by the City.

The City reserves the right to defer acceptance of any proposal for a period not to exceed thirty (30) calendar days and to reject any and all bids, to waive technicalities and to enter into such contract as it shall deem for the best interest of said City.

The Contractor must ensure that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

Payment to the Contractor will be made from funds legally available for that purpose. Payment will be made on the basis of monthly estimates equal to ninety-five (95) percent of the contract price. The balance of the five (5) percent due to the contractor will not be made earlier than thirty (30) days from the final acceptance of said work by the City, subject to the conditions and in accordance with the provisions of Chapter 573 of the Code of Iowa. Before final payment will be made, the Contractor shall certify that all materials, labor and services have been paid for and shall; file, in duplicate with the City, an itemized statement showing the amount of Iowa sales tax or use tax, if any, and to whom paid, on all materials which have become part of the contract.

All work is to be performed and completed under the guidelines of OSHA and in strict compliance with plans and specifications prepared by Thomas McInerney Architect which have heretofore been approved by the City Council and are now on file for public examination.

Proposed plans, specifications, and contract documents may be obtained from the Office of Technigraphics, 415 Highland Avenue, Suite #100, Iowa City, Iowa, 52240, phone number (319) 354-5950, by bona fide bidders. A \$50 refundable including a \$20 non-refundable shipping fee is required for each set of plans and specifications provided to bidders or other interested persons. The fee shall be in the form of a check for the amount \$50, made payable to Technigraphics.

This Notice is published by order of the City Council of the City of Muscatine, Iowa.

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Gregg Mandsager, City Clerk