

**CITY OF ERLANGER
SOLICITATION FOR SEALED BIDS
AND PROPOSALS**

The City of Erlanger, 505 Commonwealth Avenue, Erlanger, KY, 41018, hereby solicits and advertises for the bidding of the DEPOT MUSEUM INTERIOR RENOVATION PROJECT as described and specified in the bid packet entitled City of Erlanger Depot Museum Interior Renovation Bid, copies of which are available at the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, KY 41018.

All bids and proposals in response to this advertisement and solicitation must be received by the Erlanger City Clerk on or before 10:00 a.m. on February 1, 2022, on a form provided by the Erlanger City Clerk and completed according to the Bid Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "City of Erlanger Depot Museum Interior Renovation Bid" written, typed or otherwise indicated on the outside of the envelope.

The City of Erlanger reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or the specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.

**CITY OF ERLANGER
INSTRUCTIONS TO BIDDERS**

1. Read the City of Erlanger Depot Museum Interior Renovation Bid Form, Agreement, Specifications, and Quantities Sheet attached hereto and made a part hereof by reference. They describe the specifications and contractual provisions related to your proposal. Any changes in those specifications or contractual provisions may invalidate any bid or proposal that includes those changes.

2. Complete the Bid Form attached hereto and made a part hereof by reference by providing the following information in the blanks for it:
 - 2.1 The amount of the bid or proposal.

 - 2.2 The complete name, address, telephone number and e-mail address of the Bidder/Vendor.

 - 2.3 The signature of the Bidder/Vendor or someone signing for the Bidder/Vendor.

 - 2.4 The printed name of the signatory.

 - 2.5 The date.

3. Complete the Agreement attached hereto and made a part hereof by by:
 - 3.1 Providing the printed name of the bidder as the Vendor in the blank in the first paragraph.

 - 3.2 Signing the Agreement at the end.

4. Have the signature on the Agreement notarized.

5. All vendors must submit one (1) original and one (1) photocopy of the completed bid package.

Seal (both the original and photocopy) the signed Bid Form, signed and notarized Agreement, and completed specification request within an envelope with the words "City of Erlanger Depot Museum Interior Renovation Bid" written or otherwise indicated on the outside of the envelope; deliver the sealed envelope to the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 10:00 a.m., prevailing time on or before February 1, 2022.

**CITY OF ERLANGER
DEPOT MUSEUM INTERIOR RENOVATION
BID FORM**

The undersigned Contractor hereby bids to provide and install an ADA ramp walkway, ADA compliant restroom, corner kitchenette, three doors, one stairway as per plan, and final cleanup as specified in the document entitled City of Erlanger Depot Museum Interior Renovation Bid Specifications attached hereto and made a part hereof by reference, for the "Amount Bid" indicated in this form; and pursuant to the terms and provisions of the City of Erlanger Depot Museum Interior Renovation Bid Agreement attached hereto and made a part hereof by reference.

This bid, offer, and proposal is irrevocable until the expiration of sixty (60) consecutive calendar days after the date of this bid, offer and proposal and may be accepted by the City of Erlanger at any time prior thereto, provided that a copy of the Agreement attached hereto is signed on behalf of the City of Erlanger by the Mayor thereof and mailed by certified mail, return receipt requested.

The undersigned Contractor hereby authorizes the City to investigate the Contractor and inspect and copy any and all records, books of account, correspondence, or other documents reasonably necessary for the City to determine the responsibility and ability of the Contractor to comply with the terms and provisions hereof and the City of Erlanger Depot Museum Interior Renovation Bid Agreement.

Amount Bid _____

Complete Name of Contractor _____

Signature of Contractor or
Authorized Representative _____

Printed Name of Signatory _____

Complete Address of Contractor _____

Telephone Number of Contractor _____

E-mail address of Contractor _____

Date _____

**CITY OF ERLANGER
DEPOT MUSEUM INTERIOR RENOVATION
BID AGREEMENT**

This Agreement is by and between the CITY OF ERLANGER, a city in Kenton County, Kentucky, which shall hereinafter be identified and referred to as the “CITY” and _____, who shall hereinafter be identified and referred to as the “CONTRACTOR”;

WITNESSETH:

WHEREAS, the City has provided for the making of a public improvement known as “City of Erlanger Depot Museum Interior Renovation Bid”, hereinafter referred to as the “Project”, described in the plans and specifications of the City Engineer; and

WHEREAS, on January 15, 2022, the City advertised in the Kentucky Enquirer and on the City’s website at www.erlangerky.gov for bids to provide all of the labor, materials, tools, equipment, supplies, and personnel necessary for the Project, a copy of the bid specifications are attached hereto and made a part by reference; and

WHEREAS, on February 1, 2022, the City received the bid from the Contractor attached hereto and made a part hereof by reference; and

WHEREAS, the bid of the Contractor was approved by the Mayor of the City of Erlanger; and

NOW, THEREFORE, in consideration of the mutual and reciprocal covenants herein, the City and the Contractor hereby agree as follows:

1.0 Contractor’s Work

The Contractor shall and hereby agrees to promptly and efficiently provide, furnish and deliver in the highest and best manner, all labor, material, tools, equipment, supplies, and personnel necessary for the Project, all of which shall hereinafter be identified simply as the “Work of the Contractor” and shall include all items set forth in both the bid specifications and bid submitted by the Contractor; and

2.0 Time of the Work of the Contractor

The Work of the Contractor **shall begin**, weather permitting, after this Agreement is signed on behalf of the City and a copy thereof mailed to the Contractor by certified mail return receipt requested; and the project **must be completed by June 30, 2022**. Time is of the essence for this project and in as much, the Contractor shall pay liquidated

damages in the amount of **\$500.00** per day, for each day that extends past **June 30, 2022**, weather permitting.

3.0 Contractor's Insurance

Prior to and during the Work of the Contractor, the Contractor shall cause to be issued and maintained the following policies of insurance through companies approved by the City in which the coverage of the Contractor is primary and noncontributory in regard to all liability coverage, including, without limitation, excess and umbrella policies:

1. Commercial General Liability insurance on ISO form CG00011001 (or a substitute providing equivalent coverage). The limit shall not be less than \$1,000,000 per occurrence. ***The City of Erlanger must be named as an Additional Insured; the certificate shall specify that the coverage afforded is Primary and Noncontributory with respect to any other coverage available to the City of Erlanger.***
2. Comprehensive owned and non-owned automobile liability insurance with a minimum combined single limit of \$1,000,000.
3. Workers Compensation Coverage specific to the State of Kentucky.
4. If you are performing construction services, the additional insured status must be provided by a combination of CG20100707 and CG20370704.
5. If your services involve pyrotechnics, mechanical amusement devices, inflatable amusement devices, animals of any type (including petting zoo or pony rides) or any other services that the City of Erlanger deems applicable, you must also provide a Commercial Umbrella policy with a minimum limit of \$1,000,000.
6. If your services include the sale of alcohol, you must also provide evidence of Liquor Liability Coverage with a minimum limit of \$1,000,000.
7. If your services are professional in nature, such as architectural, engineering, consulting or legal, you must also provide evidence of Professional Liability coverage (also known as Errors and Omissions coverage) with a minimum limit of \$1,000,000.

The Contractor shall not commence any of the Work of the Contractor until the City is satisfied with and has approved all of the insurance policies and endorsements required hereby and has received certificates evidencing that the Contractor is insured thereby.

4.0 Quality of Contractor's Work

The Contractor shall and hereby agrees that all of the Work of the Contractor shall be of superior quality.

5.0 Contractor's Protection of Work

Until the Work of the Contractor is accepted and paid for by the City, the Contractor shall and hereby agrees to protect the finished and unfinished Work of the Contractor against any damage, loss or injury; and in the event that any damage, loss or injury occurs to any of the Work of the Contractor for which the Contractor has not been paid, the Contractor shall promptly replace or repair that work, whichever the City determines to be appropriate in the circumstances, in the sole and absolute discretion thereof.

6.0 Contractor's Compliance with Other Laws

In the performance of the Work of the Contractor, the Contractor shall and hereby agrees that it and all of its subcontractors shall comply with all of the regulations and other requirements of the state and federal Agencies and also comply with Chapters 337, 338, 339, 341, 342, and 344 of the Kentucky Revised Statutes; and all the provisions of the Federal Americans with Disabilities Act and the regulations of the Federal Employee Opportunity Commission in regard thereto. In addition, the Contractor shall comply with prevailing wage laws.

7.0 Contractor's Indemnification of City

The Contractor shall indemnify and hold the City and the officers, agents, employees and volunteers thereof, harmless from each, every, any and all losses, expenses, costs, compensation, and other damages of every kind and nature, and all claims, demands and causes of action for them, both at law and in equity, including, without limitation, liens of mechanics and materialmen, third party actions and actions for contribution and/or indemnification, which are in any way related to the acts or omissions of the Contractor or the officers, agents, employees and volunteers thereof in regard to the Project.

8.0 Payments to Contractor

For the Work of the Contractor that has been approved and accepted by the City, the City shall and hereby agrees to pay the Contractor in the following manner according to the Bid of the Contractor attached hereto and incorporated herein by reference:

8.1 Upon the completion of the Work of the Contractor, the Contractor shall submit to the City mechanics lien affidavits or canceled checks establishing that the labor and material of the employees of the Contractor and others for the Work of the Contractor has been paid by the Contractor.

8.2. Upon receipt of the documents indicated in subparagraph 8.1, the City shall, within fourteen (14) days after the receipt thereof, pay the Contractor according to the attached Bid of the Contractor for the Work of the Contractor that has been approved and accepted by the City.

9.0 Contractor's Bond

Simultaneously with the execution of this Agreement, the Contractor shall and hereby agree to deliver to the CITY, a performance and payment bond in an amount equal to one hundred percent (100%) of the total cost indicated in the Proposal, with a corporate surety approved by the CITY.

10.0 Contractor's Responsibility

10.1 Extra cost incurred during construction operations due to inclement weather conditions are at the contractor's expense.

10.2 It shall be the Contractor's responsibility to notify all appropriate governing agencies for inspection. The amount of advance notice should be coordinated with each agency.

11.0 Interference with Traffic and Private and Public Property

11.1 The Contractor at all times shall dispose his plant and conduct the work in such manner as to cause as little interference as possible with private business or with private and public travel on the public highway. All damage (other than resulting from normal wear and tear) to existing roads or pavements shall be repaired to as good condition as they were prior to the beginning of the work and to the satisfaction of the Engineer.

11.2 The Contractor shall wherever necessary or required provide and maintain proper barricade, fences, danger signals, signs, and light, provide a sufficient number of watchmen, and take such other precautions as may be necessary to protect the life, property, adjacent buildings, and structures.

The Contractor shall be liable for and hold the Owner free and harmless from all damages caused in any way by his act or neglect or that of his agents, employees, or workmen.

11.3 Where the Contractor finds it necessary to remove excavated material to some other location, care should be taken not to overload trucks which would in turn spill material out upon highways. Any such material spilled on highways shall be immediately cleaned up from the location and disposed of.

11.4 Where it is necessary and is agreeable with the public and private property owners, excavated materials may be temporarily piled in the streets or roadways; however, one lane of traffic must be maintained at all times.

11.5 The Contractor shall comply with any regulations requested by State or Federal Highway Officials when construction is within their rights of way. After

excavated materials have been removed, all hard surface streets or roadways shall be thoroughly cleaned and left free of dirt and dust. Streets or roadways which do not have surfaces must be restored to their original condition at the expense of the Contractor. By no means will the Contractor be permitted to store excavated materials in streets or roadways overnight. Whether excavated materials are stored in the street or not, the Contractor shall at his own expense keep all streets or roadways free of all dirt and dust.

12.0 Miscellaneous Provisions

12.1 Governing Law

This Agreement shall be interpreted, construed and governed by Kentucky law.

12.2 Severability

If any provision of this Agreement shall be determined by a Court of competent jurisdiction to be invalid and enforceable, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement, all of which shall remain in full force and effect.

12.3 Assignability

This Agreement may not be assigned by the BIDDER without the written consent of the City.

12.4 Amendment

This Agreement may be amended only by a written agreement signed by the City and the BIDDER

12.5 Prior Agreements

This Agreement constitutes the entire agreement and understanding between the BIDDER and the City in regard to the subject matter thereof; and it supersedes all prior agreements, representations and understandings between them, written or oral.

12.6 Headings

Headings of the paragraphs and subparagraphs of this Agreement have been inserted for convenience of reference only, and shall in no way affect the interpretation of, restrict or otherwise modify any of the terms and provisions hereof.

12.7 Waiver

No consent to or waiver by either Erlanger or Recipient of any breach or default of any provision of this agreement by the other, whether expressed or implied, shall constitute or be interpreted as a consent, waiver or excuse for any other subsequent breach or default of the same or any other provision of this Agreement.

12.8 Notices

All notices required by the provisions of this agreement shall be in writing and mailed by certified mail, return receipt requested, as follows, unless otherwise provided by any signatory to this agreement to all other signatories.

Mayor, City of Erlanger

505 Commonwealth Avenue, Erlanger, Ky. 41018

(PRINTED NAME OF BIDDER)

(PRINTED MAILING ADDRESS OF BIDDER)

IN WITNESS THEREOF THIS AGREEMENT HAS BEEN SIGNED FOR AND ON BEHALF OF THE CONTRACTOR AND THE CITY OF ERLANGER BY AND THROUGH THEIR RESPECTIVE OFFICIALS ON THE DATES INDICATED.

SUBSCRIBED AND SWORN TO before me, a Notary Public, by Jessica Fette, as Mayor of the City of Erlanger, on _____, 2022.

NOTARY PUBLIC
Kentucky, State at Large

MAYOR JESSICA FETTE

Commission Expires _____
State of _____
County of _____

SUBSCRIBED AND SWORN TO before me, a Notary Public, by _____ of _____
(PRINTED NAME OF SIGNATORY) (PRINTED NAME OF CONTRACTOR)
on _____, 2022.

NOTARY PUBLIC

Signature of Signatory

Commission Expires _____
State of _____
County of _____

**CITY OF ERLANGER
DEPOT PARK LANDSCAPE/DRAINAGE
BID QUANTITIES SHEET**

Contractor (Company Name): _____

Please complete all Unit Cost and Cost columns or your bid will be disqualified.

Questions from contractors during the bidding process should be submitted to:
ed.millican@erlangerpw.com AND joe.daugherty@erlangerpw.com.

ITEM #	ITEM	QUANTITY	UNIT	UNIT COST	COST
1	Provide materials and labor to construct ADA compliant ramped walkway	1	LS		
2	Provide Materials and labor to construct corner kitchenette	1	LS		
3	Provide Materials and labor to construct ADA compliant bathroom and staircase	1	LS		
4	Provide materials and labor to modify doorways and install new doors	1	LS		
5	Final clean up and yard restoration	1	LS		
	TOTAL CONTRACTOR BID				\$

**CITY OF ERLANGER
DEPOT FACILITY INTERIOR RENOVATION PROJECT
BID SPECIFICATIONS**

The City of Erlanger Depot Facility Interior Renovation Project, located at 3319 Crescent Avenue Erlanger, Kentucky 41018, will consist of the following:

- Inspection of existing site
- Design and construction of new restroom, kitchenette, exterior ADA ramp, and doorway modifications
 - a. Concept plan found under attachment section

All General Design Build Contractors shall be properly licensed to perform all requested work and services.

1. Project Location

The project site is located at the Erlanger Depot Museum, 3319 Crescent Avenue, Erlanger KY 41018

2. Description

Interior:

The proposed restroom shall be constructed to be ADA compliant with access from the upper floor of the meeting area only. The existing restroom shall have a new doorway #5 installed on the opposite wall of the existing doorway #8. The kitchenette will be located in the southwest corner of the meeting area along with a new set of french doors to replace wooden doors #10 to access the deck area. There is one doorway to be modified and have a door installed #2, one doorway opening #4 to be framed and covered with matching wall materials along with one new opening #12, with door and steps installed that lead from the meeting room to the museum area.

Exterior:

A ramp walkway that is ADA compliant will be added from the existing deck leading to the north east corner parking stall that will be modified with curbing and landscaped. Ramp and railing will be added to match the existing deck and railing materials around Depot Museum.

3. Schedule

The entire Renovation process shall be completed no later than June 30th, 2022.

4. Concept Plans

The City of Erlanger has provided a seven page plan set containing the following:

- a. Existing Building Layout
- b. Door Layout
- c. Door Specifications
- d. Bathroom 1
- e. Bathroom 2
- f. Kitchenette
- g. ADA Ramp

5. General Requirements

- a. Payment: All payment requests shall be submitted to the City on an official AIA form.

The frequency of payments will be no more than once monthly.

The City will hold 10% of all completed work as retainage until substantial completion at which time and upon request the retainage will be reduced to 5% of all completed work until final completion.

- b. Project Meetings:

The City requests the following meetings and intervals:

Design phase: one - pre-design
 one - 50%
 one - 100%

Construction Phase: one - preconstruction

- c. Project Schedule: The Design Build Contractor shall submit to the City, after the contract signing and prior to the pre-design meeting, a detailed construction schedule that includes all major components of the project.

6. Design Requirements

- a. Design/Construction Documents: This element of work shall consist of any necessary Design Build design/development documents and all necessary design build construction documents.
- b. Permitting: All necessary permits are the responsibility of the Design Build Contractor.

7. Construction Requirements

- a. Submittals: The Design Build Contractor shall submit product data “submittals” for City approval on all major construction items.

A total of three copies shall be submitted:

- one for City use
 - one for contractor’s use
 - one for the file.
- b. Construction Coordination: It is the sole responsibility of the Design Build Contractor to provide all construction coordination.
 - c. Quality Control: The quality of all work shall be the responsibility of the design build contractor. All necessary testing shall be the responsibility of an independent testing laboratory and coordinated by the Design Build Contractor.
 - d. Hours of Operation: All work and deliveries shall be limited to the weekday hours of 7:00 am and 5:00 pm unless otherwise approved by the City.
 - e. Site Access: During construction, the Design Build Contractor shall have continuous access to the site.
 - f. Demo/Debris Removal: All demo/debris shall be hauled off site and disposed of in accordance with all local, state and federal regulations.
 - g. Site Security: Prior to the start of any work and on a continual basis throughout the construction phase of this project, the Design Build Contractor shall be responsible for maintaining a safe and secure job-site.

8. Forms:

- a. All pay applications requests shall be submitted to the City on AIA Document G702.

9. Attachments:

- a. Concept Plans Depot Facility Renovations
 - o Cover
 - o Concept Plans 1Through 7
- b. AIA Document G702