

**PENNINGTON COUNTY BOARD OF COMMISSIONERS
PROPOSED SPECIAL MEETING AGENDA
OCTOBER 11, 2016
2:00 P.M.
COMMISSION CHAMBERS
COUNTY ADMINISTRATION BUILDING**



*Lyndell Petersen, Chairman, Commissioner District 4
Deb Hadcock, Vice-Chairman, Commissioner District 3*

*George Ferebee, Commissioner District 1
Nancy Trautman, Commissioner District 2
Ron Buskerud, Commissioner District 5*

Pennington County fully subscribes to the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of accommodations, please notify the Commissioners' Office at (605) 394-2171 at least 24 hours prior to the meeting so that appropriate services and auxiliary aids are available.

***PLEASE SILENCE CELL PHONES, PAGERS AND OTHER ELECTRONIC
COMMUNICATION DEVICES UPON ENTERING THE CHAMBERS***

1. Call to Order
2. Review and approve the agenda
3. Bid Opening for the Pennington County Highway Office & Shop Project
4. Adjourn

Scan the code to access the
agenda packet online.



Pennington County Highway Office & Shop Project

Bid Opening Date & Time: **October 11, 2016 at 2:00 PM**

Bids Received: **Commission Office in the Pennington County Administration Building**

Bid Opening Location: **Commission Chamber**

Bid Procedures

Receiving Bids:

Bids shall be submitted in a sealed opaque envelope with the following information identified on it:

- Bidder's Name & Address
- Project Name
- Marked "Sealed Bid"

Sealed bid envelopes shall be **date and time stamped** when received. Bids will be accepted until the designated time. (Time shall be based on Commission Office clock.) Bids received after the designated time will be returned unopened. Oral, telephonic, telegraphic, facsimile or other electronically transmitted bids will not be considered.

Modification or Withdrawal of Bid:

Prior to the designated time a submitted Bid may be modified, withdrawn or canceled by a person authorized by Bidder. This person must provide documentation showing that he is authorized.

Acceptable documentation includes:

- Bidder's corporate bylaws identifying the person
- Bidder's charter specifically empowering the person
- Other similar legally binding document authorizing the person
- Power of attorney, signed and dated, describing the scope and limitations extended to the person

The following methods are permitted to modify, withdraw or cancel a submitted Bid. Any Bid modification shall be indicated by a percent or stated amount to be added to or deducted from the Bid amount. The Bid amount must not be made known.

- Written notice indicating what should be done with Bid with signature of authorized person.
- An authorized person may physically withdrawal Bid after providing proper documentation.
- An authorized person may modify Bid by writing on the sealed bid envelope the modification, date and time of modification, and the signature of the authorized person.

Any modification documentation shall be **date and time stamped**.

Transfer of Bids

At the designated time no additional Bids shall be taken, no changes shall be allowed, and the Bids shall be transferred **unopened** to the Commission Chamber.

Bid Opening Procedures

The Chairperson shall call the meeting of the Board of Commissioners to order.

At the appropriate time the Chairperson shall announce that designated time of 2:00 PM has arrived and Bids shall now be opened for Pennington County Highway Department Office & Shop project.

The Chairperson shall ask a member of the Design Team or the Construction Project Manager to open and read aloud the Bids. The following is approximately the procedure that will be followed:

- Identify contractor whose bid is being opened.
- Verify the bid security is included. This is typically in the form of a Bid Bond. (Bid security shall be either a certified check in the amount of 5% of the total bid or a bid bond in the amount 10% of the total bid amount.)
- Verify that the contractor has noted all addendums on Bid Form. There were (2) addendums.
- Read the written Base Bid amount; then read each digit of the number to be clear.
- Read the written amounts for each Alternate; then read each digit of the number to be clear. Announce amount as an “ADD”, “DEDUCT” or “NO Change”. (We expect these Alternates to be ADD’s.)
 - Alternate #1: Undercarriage Wash System w/ Booster Pump System
 - Alternate #2: In-Floor Radiant Heat and Snowmelt
 - Alternate #3: De-stratification Fan
- After all bids have opened, ask if any numbers need to be repeated as a clarification.
- Announce that Bids will be reviewed by Design Team to verify that they meet all requirements and determine the lowest responsible bidder. The Design Team’s recommendation for award of a contract shall be presented to the BOC at their next regular meeting on October 18th (May get questions about whether amount is within final cost estimate.)

If desired, the Chairperson shall accept a motion to accept Bids as submitted. With a second and BOC vote to accept, the Bids shall be recorded in the minutes.

Sample Bid Form attached.

SECTION 00 4100

BID FORM

PROJECT: PENNINGTON COUNTY HIGHWAY DEPARTMENT OFFICE & SHOP
RAPID CITY, SOUTH DAKOTA

PROPOSAL: I have reviewed the Contract Documents as identified in the Index and have examined them and the Site of the Work. I agree to not withdraw my proposal before thirty (30) days after the receipt of Bids. I accept the provisions of the Instructions to Bidders and agree to enter into and execute a Contract if awarded on the basis of this Proposal and to furnish Surety Bonds as specified. I agree to accomplish the work in accordance with the Contract Documents. I agree to complete the work as stated in the Instructions to Bidders.

CONTRACT: I will construct the work embodied in the Contract Documents for the prices shown in this Proposal.

ADDENDA: I have received the following Addenda and having included their provisions in my Proposal:

No.'s. _____

BASE BID:

_____ DOLLARS (\$) _____)

Alternate No. 1: (Undercarriage Wash System w/ Booster Pump System)

_____ DOLLARS (\$) _____)

Alternate No. 2: (In-Floor Radiant Heat and Snowmelt)

_____ DOLLARS (\$) _____)

Alternate No. 3: (De-stratification Fan)

_____ DOLLARS (\$) _____)

TIME FOR WORK: The undersigned Bidder for all the work, if awarded the Contract, agrees to complete the work as stated in the Instructions to Bidders under the headings TIME OF START OF WORK and TIME OF COMPLETION.

BIDDER: In submitting this bid, I understand that the right is reserved by the Owner to reject any and all bids and to waive all informalities.

SEAL

If Bid Is
by a
Corporation

Signed _____ Date _____
Legal Name of Person, Firm or Corporation

By _____

Title _____

Address _____

END OF BID FORM