

NOTICE TO BIDDERS

PROJECT: Johnson County Emergency Management Agency Storage Building

PROJECT OWNER: Johnson County Emergency Management Commission

DEADLINE TO SUBMIT BIDS: December 8, 2025, at 2:00 p.m. local time

DESCRIPTION OF WORK:

Construction of a new building to be used for Johnson County Emergency Management Agency (EMA) Storage. Work includes, but is not limited to civil and site work, exterior shell including swing and overhead doors, interior metal framing, drywall, finishes, mechanical, plumbing, electrical, civil and site, etc. Work will be awarded in a single bid package for the entire project.

Architect:

Encite Architecture & Design
105 S H Avenue
Washington, IA 52353
Telephone: 319.331.7424

BID OPENING TIME, DATE AND LOCATION:

Johnson County EMA Commission will receive bids on or before 2:00 PM on December 8, 2025 at the Johnson County Administration Building, Auditors Office, 913 South Dubuque Street, first floor, Iowa City, IA 52240. Bids received after this time will not be accepted. Bids will be publicly opened and read aloud immediately following the closing of the above bid submission deadline in Conference Room 110 of the Administration Building.

The bids will be tentatively presented to and considered by the Johnson County EMA Commission at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA on December 18, 2025, and such proposals received will be acted upon at such time and place or at such later time and place as may then be fixed.

Owner will issue an authorization letter and tax exemption certificate to the contractor and/or subcontractors for the purchase or use of building materials, supplies, and equipment to be used on this project only. **DO NOT INCLUDE SALES TAX ON YOUR BID FORM.**

No bid may be withdrawn for a period of 30 calendar days after the date of the scheduled closing time for the receipt of bids.

TYPE OF BID:

Bids shall be based on a stipulated sum contract for a single prime contract.

EXAMINATION OF THE DOCUMENTS:

The Bid Documents may be examined at the following: The Johnson County Auditor's Office in the Administration Building, 913 South Dubuque Street, 1st Floor, Iowa City

Bid Documents may be ordered by contacting Rapids Reproductions, 415 Highland Ave #100, Iowa City, IA 52240. There will be a \$250 refundable deposit required on the plans and specifications. Unsuccessful bidders must return their drawings and specifications to Rapids Reproductions in good condition, and within 14 days of the award of contracts in order to receive a refund of their deposit.

Deposit checks shall be sent to Rapids Reproductions and made payable to Johnson County EMA Commission.

Bidding Documents will be available for pickup/ordering after November 7, 2025.

BID SECURITY AND OTHER BONDS:

All bids shall be accompanied by a bid security in a separate sealed envelope as allowed by Section 26.14A of the Iowa Code. Bid security in the amount of 5% of the total bid in the form of certified check, credit union share draft, or surety bond written on an original AIA Document A310, Bid Bond is required for this project. The successful bidder will be required to provide surety Performance and Payment Bonds in an amount equal to one hundred percent (100%) of the Contract Sum. The surety providing bonds must have an (A-) A.M. Best rating or better or be listed on the U.S. Department of Treasury listing of approved sureties (Department Circular 570). The cost of the Bonds shall be included in the Contract Sum.

SCHEDULE:

Notice of Award will be issued within 30 days of the receipt of the bids.

Construction Period: Completion 8 months from award.

OWNER'S RIGHT TO REJECT BIDS:

The Johnson County EMA Commission reserves the right to reject any and all bids, to waive informalities and technicalities, and to enter such contracts as it deems in the best interest of Johnson County EMA.

Bidders shall be prepared to submit a performance bond and payment bond conditioned on the faithful performance of the contract. Out-of-state bidders shall be prepared to submit an Out-of-State Contractor Bond to the Iowa Division of Labor in accordance with Chapter 91C of the Code of Iowa.

By virtue of statutory authority, a preference will be given to products and provisions grown and produced within the State of Iowa, and to Iowa labor to the extent lawfully required under Iowa law.

Iowa law provides that on public improvements a resident bidder shall be allowed preference as against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country. The preference so allowed shall be equivalent to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. All Bidders must include a completed Bidder Status Form with their bid. Failure to include the Bidder Status Form may result in the bid being deemed nonresponsive and rejected.

It is the intent of the Owner to award a single contract to the lowest responsible, responsive bidder provided the bid has been submitted in accordance with the bidding requirements. The Owner reserves the right to waive informalities or irregularities. The Owner reserves the right to reject any or all bids.

The apparent low bidder must fill out the Owner's General Contractor Quality Assurance Questionnaire for review by the Owner.

Dated this 6th day of November, 2025

/s/Dave Wilson, Agency Director

Johnson County Emergency Management Commission, Iowa