

# NOTICE TO BIDDERS

## for Cherokee Public Library Renovation Project

Public notice is hereby given that the Cherokee Public Library Board of Directors, in Cherokee, Cherokee County, Iowa, will receive sealed proposals for the Cherokee Public Library Renovation Project before 10:00 am on August 4, 2026, at the Cherokee Public Library, located at 215 S 2nd St, Cherokee, Iowa 51012; at which time the bids will be publicly opened and read. Proposals may be acted on by the Cherokee Public Library Board of Directors at the meeting to be held on August 5, 2026 at 8:30 am at the Cherokee Public Library, located at 215 2<sup>nd</sup> St, Cherokee, Iowa 51012 or at such later time and place as may then be fixed.

Work to Be Done: Work generally consists of renovation of the Cherokee Public Library work area and circulation desk. The work also consists of renovating under the stairs and a new conference room. There is an alternate including work to paint the existing metal stair and ramp railing. There is another alternate to remove the existing wall paper, skim coat and paint all walls of the existing library.

Proposals: All proposals shall be made on official proposal forms furnished by the Architect and shall contain worded and figured prices for the work bid on. All proposals shall be plainly legible, sealed, and addressed to the Cherokee Public Library, Attn: Tyler Hahn, Library Director, 215 2<sup>nd</sup> St, Cherokee, Iowa 51012. Bidder shall submit a Bidder Status Form with their bid. Failure to submit a fully completed Bidder Status Form with the bid may result in the bid being deemed unresponsive and rejected. Bid security shall be provided in the form of a cashier's check or certified check drawn on a state chartered or federally chartered bank, or a certified share draft drawn on a state chartered or federally chartered credit union, or a bid bond of a reputable bonding company authorized to do business in the State of Iowa in an amount not less than five percent (5%) of the total amount of the bid. The bid security shall be included in a separate sealed envelope, plainly marked "bid bond". The bid security shall be forfeited as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within ten (10) days of issuance of a Notice of Award and post bond and certificate of insurance satisfactory to the Cherokee Public Library insuring the faithful fulfillment of the contract and maintenance of said improvements as required by law. The bid security of the lowest two or more bidders may be held for the earlier of 7 days after the effective date of the agreement or 61 days after the bid opening, whereupon Bid Security furnished by such bidders will be returned. Other bid security will be returned after the tabulation of bids is completed. Bidder shall submit Project Schedule of Values (AIA G703 Continuation Sheet) with Bid Form.

Performance and Payment Bonds: The successful bidder must execute performance and payment bonds, each in an amount equal to one hundred (100%) percent of the contract amount to ensure a timely, efficient, and complete performance. The bonds shall be issued from a reputable bonding company authorized to do business in the State of Iowa.

Liquidated Damages: Liquidated damages will be assessed the contractor in the amount of five hundred dollars (\$500.00) per working day that the work remains uncompleted after the end of the contract period with due allowances for extensions due to conditions beyond the control of the contractor.

Withdrawal of Bids: No submitted bids may be withdrawn for a period of thirty (30) days from the scheduled closing time for the receipt of bids.

Payment: The Contractor will be paid monthly in an amount equal to ninety-seven percent (97%) of the Work completed during the previous month according to the Architect's estimate and project schedule of values. The final payment will be made not less than thirty-one (31) days after completion of the Work and acceptance by the Cherokee Public Library.

No such final payment will be due until the Contractor and Architect both certify that the Board of Directors of the Cherokee Public Library that the materials, labor, and services involved in the final estimate have been completed and paid for in accordance with the requirements stated in the specifications.

Plans, Specifications, and Contract Documents: Complete digital project bidding documents are available at [www.questcdn.com](http://www.questcdn.com). You may download the digital plan documents at no charge by inputting Quest project #10280969 on the website's project search page. Please contact QuestCDN.com at 952-233-1632 or [info@questcdn.com](mailto:info@questcdn.com) for assistance in free membership registration, downloading, and working with this digital project information. An optional paper set of the proposal forms and specifications for individual use may be obtained from the office of the Engineer, Beck Engineering Inc., 3301 Zenith Ave, Spirit Lake, IA 51360. A refundable deposit of \$200.00 is required for the documents. Deposit will be returned if plans and project manual are returned in a timely manner in reusable condition within 14 days after award of the project.

Acceptance or Rejection of Bids: Cherokee Public Library Board of Directors reserve right to accept or reject any or all bids and to waive informalities as allowed by laws and to award the project to the lowest responsive, responsible bidder based on the base bid and any selected alternates.

Time Frame: No work shall commence prior to September 8, 2026 and base bid and alternates shall be **substantially complete on or before December 30, 2026**, subject to any changes in the contract period as provided for in these specifications and granted by the Board of Directors. The Work **shall be finally complete**, and ready for final payment, on or before January 15, 2027, subject to any changes in the contract period as provided for in these specifications and granted by the Cherokee Public Library Board of Directors.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa. The Cherokee Public Library Board of Directors is exempt from paying Sales and Use Tax and will supply Contractor with an "Iowa Sales Tax Exemption Certificate" and an authorization letter to allow the Contractor to buy equipment and material for the project without paying Sales and Use tax.

In accordance with Iowa statutes, a resident bidder shall be allowed a preference as against a nonresident bidder from a state or foreign country if that state or foreign country gives or requires any preference to bidders from that state or foreign country, including but not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident.

All bidders shall provide a statement regarding the bidder's resident status. This statement shall be on the Bidder Status Form designated by the Iowa Department of Labor Commissioner and available on-line. Failure to submit a fully completed Bidder Status Form with the bid may result in the bid being deemed non-responsive and rejected.

Plans and specifications governing the construction of the proposed improvements have been prepared by the Architect/Engineer. These plans and specifications, and the proceedings of the Board of Directors of the Cherokee Public Library referring to and defining said improvements, are hereby made a part of this Notice and the proposed contract by reference, and the proposed contract shall be executed to comply therewith.

All bids will be governed by applicable provisions in the Iowa Code and Cherokee Public Library.

Cherokee Public Library Board of Directors

Attest:

By: /s/  
Tyler Puettmann, Board Secretary

By: /s/  
Deb Hankens, Board President