

**ADDENDUM NO. 1**  
**June 21, 2023**  
**Grand Rapids Early Childhood Hub – Commercial Kitchen**  
**KOOTASCA Community Action**

From: KOOTASCA Community Action  
201 NW 4<sup>th</sup> St – Suite 139  
Grand Rapids, MN 55744

To: Bidders

Bidders on the above-named project are hereby notified that this document shall be appended to, take precedence over and become part of the original documents dated June 12, 2023 for this work. Bids submitted shall conform to this document.

This addendum consists of 1 page and attached Bidding Instructions.

**Changes to Bidding Instructions:**

1. 1A.04 Proposals
  - a. Revised Line B, Proposals must be received no later than **3:30pm on Tuesday, June 27, 2023.**
2. 1A.12 Specific Requirements
  - a. Added Line K, If the total contract amount awarded to Bidder is greater than \$175,000 Bidder will furnish Payment and Performance Bonds to the Owner in an amount equal to or greater than the contract price.

**Questions and Answers**

1. What is the desired height for item #9 "Kitchen Shelving," and how many shelf tiers do you want?  
84" tall shelving with 4 tiers are desired.
2. What is the preferred shelf height and the number of shelf tiers for the outdoor walk-in freezer/cooler?  
The shelves inside the walk-in freezer/cooler should be designed to suit the height of the proposed walk-in freezer/cooler, and shelves should have 4 tiers.
3. What is the distance from the kitchen floor to the ceiling?  
The distance from the kitchen floor to the drop ceiling is 9 feet. Moreover, the distance from the kitchen floor to the structural ceiling above the drop ceiling is 11 feet 9 inches.
4. Should we submit cut sheets?  
Bidders are encouraged to submit cut sheets, as bids will be evaluated on the quality of merchandise proposed, per the bidding instructions.
5. If we have an alternate scenario with lower pricing that involves completion after the September 1 date provided in the bidding instructions, is that acceptable?  
Yes, that is acceptable and your proposal should clearly delineate this pricing scenario from the September 1 completion schedule for the Base Bid and any Add Alternates affected.
6. The walk-in cooler/freezer box as alternate...is that scheduled to be indoors or outdoors?  
Outdoors.

**End of Addendum**

#### 1A.01 PROJECT DESCRIPTION

KOOTASCA Community Action, Inc. (Owner) is requesting bids for completion of a design/build commercial kitchen project. The kitchen will serve infants, toddlers, and pre-k learners at the Grand Rapids Early Childhood Hub, formerly Murphy Elementary School at 822 NE 5<sup>th</sup> Ave, Grand Rapids, MN 55744. See attached Schematic Designs (“FOODSERVICE EQUIPMENT PLAN & SCHEDULE”) – Owner intends to construct and license a kitchen to meet the food service needs of the Early Childhood Hub. Kitchen equipment and installation must meet Minnesota Department of Health requirements and licensing criteria.

The winning bidder will need to provide design documents through the Design Development and Construction Documents phases along with supplying and installing the final kitchen equipment. Documents provided to winning bidder for completion of design work include PDF version of included drawings and CAD wall background from Owner’s architect.

**Name of Project:** Grand Rapids Early Childhood Hub – Commercial Kitchen

**Address of Project:** 822 NE 5th Ave, Grand Rapids, MN 55744

**Examination of Documents:** All bid materials and instructions will be available online at <https://www.kootasca.org/request-for-bids-kitchen-equipment/>

#### 1A.02 CONSIDERATION OF BIDS

- A. The Owner may make such investigation, as they deem necessary to determine the qualifications and ability of the bidders or sub-contracting fabricators to perform the work. The Owner reserves the right to reject any or all bids received and to waive any informalities and irregularities in the bidding. Owner reserves the right to engage in discussions or negotiations with none, any, or all proposing bidders as part of the selection process.

#### 1A.03 BASIS OF AWARD

- A. The Owner reserves the right to award the contract on basis of:
  1. Evaluation of total system configuration
  2. Net cost to the Owner
  3. Delivery and installation schedule
  4. Availability and adequacy of local services
  5. Experience of Bidder
  6. Adherence to specification details
  7. Suitability of the equipment proposed for meeting the contemplated food service program
  8. Quality of merchandise offered and results of testing and/or prior and/or experience
  9. Targeted Vendor Status
  10. Any other factors which are pertinent as may be determined by Owner

#### 1A.04 PROPOSALS

- A. **Proposals must be submitted or mailed to the address below. All submittals must be received no later than 3:30pm on Tuesday, June 27, 2023.**

KOOTASCA Community Action  
201 NW 4th Street – Suite 130  
Isaac Meyer, Housing Development Director  
Email: [isaacm@kootasca.org](mailto:isaacm@kootasca.org)

- B. Respondent acknowledges by submitting a response that he/she has received and/or familiarized their self with the following:
  1. Site and local conditions affecting the cost of the work at the place where work is to be done
  2. BIDDING INSTRUCTIONS

3. FOODSERVICE EQUIPMENT PLAN & SCHEDULE
4. GRECH-Building Layout with Square footage

- C. All bidders wishing to be considered must submit proposals including at a minimum:
1. Bid Price - All bidders must provide pricing for the Base Bid and all Bid Alternates. **Price for Material and Labor shall be provided separately** for the Base Bid and all Bid Alternates. Price to be submitted shall be a **not to exceed price**.
    - a. Base Bid
    - b. Bid Alternate 1: External Walk-in Cooler/Freezer
    - c. Bid Alternate 2: Double Combi Oven
    - d. Bid Alternate 3: Heated Holding Cabinet
  2. Experience – Proposals must contain information concerning your firm’s relevant experience.
  3. Timeline – Provide a schedule for completion of the project.
- D. Bidders are encouraged to visit the site and can arrange a site visit with Isaac Meyer, Housing Development Director, [isaacm@kootasca.org](mailto:isaacm@kootasca.org).

#### 1A.05 COMPLETION

- A. All equipment shown on the drawings as part of the Base Bid shall be installed and ready for operation before September 1, 2023. If this completion schedule is not feasible, clearly provide for an alternate completion date in your Timeline.

#### 1A.06 SCHEDULE OF WORK

- A. Installation of equipment shall be done in coordination with Project Manager and Owner.

#### 1A.07 TARGETED VENDOR STATUS

- A. Owner must take affirmative steps to assure that targeted vendors from businesses with active certifications through the following entities are used when possible:
1. Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List – State Department of Administration  
(<https://www.mmd.admin.state.mn.us/process/search/>)
  2. Disadvantaged Business Enterprise Directory – Minnesota Unified Certification Program  
(<https://mnuccp.metc.state.mn.us/>)
  3. CERT Business List – Central Certification Program (<https://cert.smwbe.com/Default.asp?>)

Bidders actively certified through any of the above entities shall make such known in their proposal.

#### 1A.08 SALES AND USE TAXES

- A. Owner is exempt from Minnesota state sales and use taxes on materials and equipment to be incorporated in the Work (MN Department of Revenue Notice #17-10: Sales and Use Tax – Construction Contracts with Exempt Entities). For the ultimately awarded Contractor and Subcontractors to make otherwise taxable purchases exempt from sales or use tax for use on a construction contract, Owner requires material and labor to be bid separately by Bidder.

<https://www.revenue.state.mn.us/revenue-notice/17-10-sales-and-use-tax-construction-contracts-exempt-entities-revocation-and>

**1A.09 PREVAILING WAGE & WORKERS COMPENSATION**

- A. Construction work shall be subject to minimum wages and labor standards in accordance with The Minnesota Department of Labor and Industry Prevailing Wages for State Funded Construction Projects. Bidders must carry Minnesota Worker's Compensation insurance and conform to all governing laws of the State of Minnesota.

**1A.10 OWNER:**

- A. KOOTASCA Community Action  
201 NW 4<sup>th</sup> Street – Suite 130  
(218) 999-0802  
Email: [isaacm@kootasca.org](mailto:isaacm@kootasca.org)

**1A.11 QUESTIONS**

Any questions should be referred to:  
KOOTASCA Community Action  
201 NW 4<sup>th</sup> Street – Suite 130  
(218) 999-0802  
Email: [isaacm@kootasca.org](mailto:isaacm@kootasca.org)

**1A.12 SPECIFIC REQUIREMENTS**

- A. All requirements and standards must be included in the pricing submitted by Bidder with Proposal/Bid and shall become part of an Agreement/Contract between the Owner and Bidder. Bidder may not assign agreement to another party.
- B. Bidder shall provide Owner a detailed list of all individuals and entities that have a contract with Bidder to perform any portion of work at the site ("Subcontractor"), including names, addresses, Federal ID numbers, and dollar amount of subcontracts, prior to construction start.
- C. Bidder is responsible for exact measurements, materials, and labor needed for bidding purposes. Bids must include all labor and materials to complete the job in a workmanship like manner.
- D. Bidder shall Provide labor, equipment, appliances, and materials, and perform all operations in connection with the execution of the Work as stated and as represented in the drawings and provided material including that which is reasonably inferred.
- E. Bidder shall extend utility lines from rough in locations to connection points on the equipment and final connections, including indirect wastes to floor drains and installation of faucets and backflow prevention devices. Bidder shall also provide interconnections between equipment and remote components, such as to control panels, fans, or cooling equipment.
- F. All costs to complete the Work described in the bid materials and included on any drawings or plans shall be included in pricing. Any scope of work Bidder does not believe is covered but is needed for a workman-like completion of the Work, should be discussed with Owner before submitting a Proposal/Bid.
- G. All Materials and Equipment is to be new, of first quality and without defects, unless otherwise negotiated with Owner.
- H. Bidder will work closely with Owner to resolve any defects in materials or workmanship. Bidder agrees to remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom.

- I. All work will comply with any and all applicable Federal, State and local Codes and Ordinances.
- J. Bidder understands that grant funds used by Owner to underwrite project costs require oversight and approvals, including Bidders compliance with MN State Prevailing Wage requirements and rates for commercial construction.
- K. If the total contract amount awarded to Bidder is greater than \$175,000 Bidder will furnish Payment and Performance Bonds to the Owner in an amount equal to or greater than the contract price.