



March 19, 2020

## **Notice to Bidders of City of Des Moines Public Improvement Projects**

In the interest of protecting the health and safety of our residents, visitors, contractors, and employees, and following the guidance of the Iowa Department of Public Health, the City of Des Moines closed public access to its City Hall, Armory, Municipal Service Center, and Public Works buildings, the Des Moines Wastewater Reclamation Authority (WRA) as well as the office location for the Civil & Human Rights Department, starting at 5:00 p.m. Tuesday, March 17, 2020 through at least Sunday, April 12, 2020.

The City will continue bidding public improvement projects, however, due to the closure of City buildings to the public, the following changes are effective immediately for bidding public improvement projects, including those projects scheduled for a March 24, 2020 bid opening:

### **Availability of Bidding Documents:**

Effective Tuesday, March 17, 2020, at 5:00 p.m., all Engineering bidding documents for public improvement projects will only be available via the City's website at:

<https://www.dsm.city/ProjectBidInfo> until further notice. **Bidders will not be able to obtain paper copies of bid documents from City Hall unless special arrangements are made.** If paper copies of bid documents are needed, bidders must call (515) 283-4920 to make arrangements to pick up paper copies at City Hall. The deadline for filing sealed proposals does not and will not change for bidders requesting paper copies.

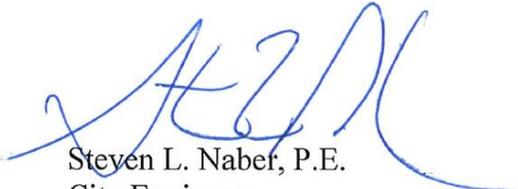
### **Time and Place for Filing Sealed Proposals:**

Sealed bids for City of Des Moines public improvement projects must be filed at or before 11:00 a.m. on March 24, 2020, in the office of the City Clerk, 1st Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa, 50309. **Upon arrival, bidders must call (515) 237-1328 to be let into City Hall by security and escorted to the office of the City Clerk to file their bids.** City staff are at the office of the City Clerk between 8:00 a.m. and 5:00 p.m., Monday through Friday. Please allow additional time to get into City Hall. It is the bidder's responsibility to allow enough time for their bid to be filed on or before 11:00 a.m. on March 24, 2020 in the office of the City Clerk with these additional measures. In accordance with Section 26.10 of the Iowa Code, all bids received after the deadline for submission of bids shall not be considered and shall be returned to the late bidder unopened. Bidders entering City Hall must immediately file their bids and then must immediately exit City Hall. The sole purpose of entering the City Hall building is to file the bid. The public, including bidders, will not be allowed to loiter or gather in City Hall.

**Time and Place Sealed Proposals Will be Opened and Considered:**

Sealed proposals will be opened and bids tabulated at 11:00 a.m., on March 24, 2020, in the City Council Chambers, 2nd Floor, City Hall, 400 Robert D. Ray Drive, Des Moines, Iowa, for consideration by the City Council at its meeting on April 20, 2020. The City of Des Moines reserves the right to reject any and all bids. **The public, including bidders, will not be allowed to attend the bid opening in person.** The bid opening will be broadcasted live over the City's cable channel (DMTV Mediacom Channel 7) and available for streaming online at <https://www.dsm.city/dmtv/>.

If the public, including bidders, want to attend the bid opening by phone, call (515) 237-1715 (PIN: 25245) and please mute the phone when not talking. Following the live bid opening, a video recording of the bid opening will be made available on our Project Bid Information webpage: <https://www.dsm.city/ProjectBidInfo>.



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