

## INVITATION TO BID

Separate sealed bids for construction of the **Civic Center Elevator Modernization Project, O. F. 1832.0** will be received by the City Clerk at the office of the City Clerk, Room 204, Civic Center, P.O. Box 5021, #2 Park Drive South, Great Falls, Montana 59403, until **2:00 p.m.** mountain standard time on **December 4, 2024**, and then publicly opened and read aloud thereafter in the **Gibson** Conference Room at the Great Falls Civic Center.

The **Civic Center Elevator Modernization Project** consists of upgrades to the existing elevator at the Great Falls Civic Center. These upgrades include, but are not limited to, replacement of the elevator power unit, replacement of the hoistway and traveler cabling, replacement of the elevator controls package, inclusion of smoke detection at each elevator lobby, and improvements to the electrical devices in the pit area.

Contract documents, consisting of a Project Manual and Drawings, may be examined or obtained at the office of the City, online at [www.greatfalls.net/rfps](http://www.greatfalls.net/rfps), or obtained at the Great Falls Builder Exchange located at 325 2<sup>nd</sup> Street South, Great Falls in accordance with the Instructions to Bidders. Contact the Owner's Representative, Anthony Houtz at Cushing Terrell 406-452-3321 with any questions.

CONTRACTOR, and any of the CONTRACTOR'S subcontractors doing work on this project, will be required to obtain registration with the Montana Department of Labor and Industry (DLI). Forms for registration are available from the Department of Labor and Industry, P.O. Box 8011, 1805 Prospect, Helena, Montana 59604-8011. Information on registration can be obtained by calling 1-406-444-7734. CONTRACTOR is not required to have registered with the DLI prior to bidding on this project, but CONTRACTOR and subcontractors must have registered prior to execution of the Construction Agreement. All laborers and mechanics employed by the CONTRACTOR, or subcontractors in performance of the construction work, shall be paid wages at rates as may be required by the laws of the City of Great Falls and the State of Montana. The CONTRACTOR must ensure that employees, and applicants for employment, are not discriminated against because of their race, color, religion, sex or national origin.

Each bid, or proposal, must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to City of Great Falls, in an amount not less than ten percent (10%) of the total amount of the bid. Successful BIDDERS shall furnish an approved Performance Bond and Labor and Materials Payment Bond, each in the amount of one hundred percent (100%) of the contract amount. Insurance, as required, shall be provided by the successful BIDDER(s) and a certificate(s) of that insurance shall be provided. Contractor, and all subcontractors, must be licensed to perform work in the City of Great Falls prior to contract award.

No bid may be withdrawn after the scheduled time for public opening of bids.

The right is reserved to reject any or all proposals received, to waive informalities, to postpone the award of the contract for a period not to exceed sixty (60) days, and to accept the lowest responsive and responsible bid, which is in the best interest of the City.

The City of Great Falls is an Equal Opportunity Employer.

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Lisa Kunz, City Clerk  
P.O. Box 5021  
Great Falls, Montana 59403-5021

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**END OF SECTION 00100**