

**SECTION 00 01 12
NOTICE TO BIDDERS**

**BRAIN & MEMORY
BOARD OF TRUSTEES
BROADLAWNS MEDICAL CENTER
DES MOINES, IOWA**

Time and Place for Filing Sealed Proposals. On behalf of the Broadlawns Board of Trustees, sealed proposals for all labor, materials, and equipment for the Bid Packages outlined below will be received by the Construction Manager – Graham Construction at Broadlawns Medical Center (the “Hospital”), Building One, Jenner Conference Room, 1761 Hickman Road, Des Moines, IA on the 15th day of October 2026 from 1:00 PM to 2:00 PM. Bids received after 2:00 PM will not be considered and will be returned to the bidder unopened.

Time and Place Sealed Proposals Will be Opened and Considered. Sealed proposals will be opened at 2:05 PM on the 15th day of October at the Hospital, Building One, Jenner Conference Room, 1761 Hickman Road, Des Moines, IA. The Broadlawns Board of Trustees has delegated to the Broadlawns Chief Financial Officer the duty of receiving and opening bids, The CFO shall report the results of the bidding with the CFO’s recommendations to the Board of Trustees at its next regularly scheduled meeting or at a special meeting called for such purpose.

DESCRIPTION: Furnish all labor, material and equipment required to accomplish the construction described in the specifications, indicated on the plans, and according to the schedule. The project consists of the renovation of a 4,700 square foot building, the construction of a detached canopy and associated site and concrete improvements. The work includes, but is not limited to, HVAC, Electrical, Plumbing, Finish Upgrades and Roofing.

Bids are for:

Bid Package 01 – General Trades
Bid Package 02 – HVAC & Plumbing
Bid Package 03 – Electrical

Bidding Documents. Bidding documents may be obtained starting October 1st, 2026 from Iowa Reprographics, 3 College Ave, Unit 3, Des Moines, IA 50314 (phone) 515-244-5705, upon deposit of the sum of one hundred dollars (\$100.00). This deposit will be refunded upon return of the bidding documents in good condition within thirty days after receipt of bids. MBI bid cards will be accepted. Include a non-refundable check in the in the amount of twenty dollars (\$20.00) for plans to be shipped.

Bidding documents may be examined at:

Graham Construction Company
421 Grand Avenue
Des Moines, IA 50309
515-244-1279

MBI One Source
Online Platform

Construction Update Plan Room & ISqFt
4100 Westown Parkway
West Des Moines, IA 50266
515-288-8904

BID SECURITY: Each Bidder shall accompany with its bid a bid security as defined in Iowa Code section 26.8 payable to Broadlawns Medical Center in an amount equal to at least 5%. The bid security may be in the form of a Certified Check, Cashier's Check drawn on an FDIC insured bank in Iowa or on an FDIC insured bank chartered under the laws of the United States, or a certified share draft drawn on a credit union in Iowa or chartered under the laws of the United States, or a bid bond executed by corporations authorized to contract as surety in the State of Iowa. The bid bond shall be executed by the Bidder on AIA Bond Document. Bid Security shall be in a separate envelope with the sealed bid and shall be forfeited to the Owner as liquidated damages in the event the bidder fails to enter into a contract and furnish a bond within ten days after his bid has been accepted. No Bidder may withdraw its bid for at least sixty (60) days after the scheduled closing time for the receipt of bids.

The successful Bidder will be required to furnish and pay for satisfactory Performance Bond and Labor and Material Payment Bond in the amount of 100% of the Contract Price. Bond to be issued by a responsible surety approved by the Board of Trustees of Broadlawns Medical Center.

The Notice to Proceed will be issued following acceptance of the executed Contract by the successful Bidder and the requisite Performance Bond and Labor and Material Payment Bond and insurance certificates, and a determination by the OWNER that it has secured permanent financing for the Project. All work for this package shall be completed within the given schedule.

QUALIFICATIONS: Broadlawns Medical Center reserves the right to request qualification forms before issuing documents or before Contract is awarded, and to further reject any or all proposals or to waive technicalities or irregularities.. By virtue of statutory authority, a preference shall be given to products and provisions grown and produced within the State of Iowa and to Iowa domestic labor.

END OF SECTION 00 01 12