

RESOLUTION NO. 02262601

RESOLUTION APPROVING PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED TOTAL COST FOR, AND REQUESTING BIDS FOR THE JOHNSON COUNTY EMERGENCY MANAGEMENT AGENCY STORAGE BUILDING PROJECT, TIFFIN, JOHNSON COUNTY, IOWA

WHEREAS, a public hearing was conducted on the 26th day of February, 2026 concerning proposed plans, specifications, and form of contract for, and estimated total cost of the said public improvement, to-wit: Johnson County Emergency Management Agency Storage Building Project, located in Tiffin, Johnson County, Iowa; and

WHEREAS, the Emergency Management Agency Commission has given due consideration to said proposed plans, specifications, and form of contract for, and estimated total cost of said public improvement along with objections and evidence for or against the same as reflected by the record of the Public Hearing; and

NOW THEREFORE BE IT RESOLVED, that the Johnson County Emergency Management Agency Storage Building Project, located in Tiffin, Johnson County, Iowa, is in the best interest of the Johnson County Emergency Management Agency; and

BE IT FURTHER RESOLVED, that the estimated total cost of the Johnson County Emergency Management Agency Storage Building Project, located in Tiffin, Johnson County, Iowa, is \$1,295,000; and

BE IT FURTHER RESOLVED, that the proposed plans, specifications, and form of contract for, and estimated total cost of said project, are hereby approved as the plans, specifications, and form of contract for, and estimated total cost of said public improvement construction project; and

BE IT FURTHER RESOLVED, that sealed bids for the Johnson County Emergency Management Agency Storage Building Project, located in Tiffin, Johnson County, Iowa, will be solicited for receipt by the Johnson County Auditor, Johnson County Administration Building, 913 South Dubuque Street, 1<sup>st</sup> Floor, Iowa City, Iowa, until 1:00 PM Central Time, Monday, March 23, 2026. The Auditor is authorized to publish the Notice to Bidders pursuant to the Iowa Code; and

BE IT FURTHER RESOLVED, that the bid security to accompany each bid for the construction of the Johnson County Emergency Management Agency Storage Building Project, located in Tiffin, Johnson County, Iowa shall be in the amount of five percent (5%) of the amount of the bid, pursuant to Iowa Code Section 26.8; and

BE IT FURTHER RESOLVED, that pursuant to Iowa Code Section 26.11, Dave Wilson, Emergency Management Agency Director, is hereby delegated the duty of opening bids for this project, announcing the results, and reporting the results of the bidding along with their recommendations to the Emergency Management Agency Commission at its next regular meeting.

Passed by the Emergency Management Agency Commission on the \_\_\_ day of \_\_\_\_\_, 2026.

ATTEST:

\_\_\_\_\_  
Tim Kemp, Chairperson  
Emergency Management Agency Commission

\_\_\_\_\_  
Dave Wilson, Agency Director  
Emergency Management Agency

## NOTICE TO BIDDERS

**PROJECT:** Johnson County Emergency Management Agency Storage Building

**PROJECT OWNER:** Johnson County Emergency Management Commission

**DEADLINE TO SUBMIT BIDS:** March 23, 2026, at 1:00 p.m. local time

### DESCRIPTION OF WORK:

Construction of a new building to be used for Johnson County Emergency Management Agency (EMA) Storage. Work includes, but is not limited to civil and site work, exterior shell including swing and overhead doors, interior metal framing, drywall, finishes, mechanical, plumbing, electrical, civil and site, etc. Work will be awarded in a single bid package for the entire project.

### Architect:

Encite Architecture & Design  
105 S H Avenue  
Washington, IA 52353  
Telephone: 319.331.7424

### BID OPENING TIME, DATE AND LOCATION:

Johnson County EMA Commission will receive bids on or before **1:00 PM on March 23, 2026** at the Johnson County Administration Building, Auditors Office, 913 South Dubuque Street, first floor, Iowa City, IA 52240. Bids received after this time will not be accepted. Bids will be publicly opened and read aloud immediately following the closing of the above bid submission deadline in Conference Room 110 of the Administration Building.

The bids will be tentatively presented to and considered by the Johnson County EMA Commission at the Joint Emergency Communications Center & Emergency Management Agency Offices, located at 4529 Melrose Avenue, Iowa City, IA on **April 2, 2026**, and such proposals received will be acted upon at such time and place or at such later time and place as may then be fixed.

Owner will issue an authorization letter and tax exemption certificate to the contractor and/or subcontractors for the purchase or use of building materials, supplies, and equipment to be used on this project only. **DO NOT INCLUDE SALES TAX ON YOUR BID FORM.**

No bid may be withdrawn for a period of 30 calendar days after the date of the scheduled closing time for the receipt of bids.

### TYPE OF BID:

Bids shall be based on a stipulated sum contract for a single prime contract.

### EXAMINATION OF THE DOCUMENTS:

The Bid Documents may be examined at the following: The Johnson County Auditor's Office in the Administration Building, 913 South Dubuque Street, 1st Floor, Iowa City

Bid Documents may be ordered by contacting Rapids Reproductions, 415 Highland Ave #100, Iowa City, IA 52240. There will be a \$250 refundable deposit required on the plans and specifications. Unsuccessful bidders must return their drawings and specifications to Rapids Reproductions in good condition, and within 14 days of the award of contracts in order to receive a refund of their deposit.

Deposit checks shall be sent to Rapids Reproductions and made payable to Johnson County EMA Commission.

Bidding Documents will be available for pickup/ordering after **February 27, 2026**.

**BID SECURITY AND OTHER BONDS:**

All bids shall be accompanied by a bid security in a separate sealed envelope as allowed by Section 26.14A of the Iowa Code. Bid security in the amount of 5% of the total bid in the form of certified check, credit union share draft, or surety bond written on an original AIA Document A310, Bid Bond is required for this project. The successful bidder will be required to provide surety Performance and Payment Bonds in an amount equal to one hundred percent (100%) of the Contract Sum. The surety providing bonds must have an (A-) A.M. Best rating or better or be listed on the U.S. Department of Treasury listing of approved sureties (Department Circular 570). The cost of the Bonds shall be included in the Contract Sum.

**SCHEDULE:**

Notice of Award will be issued within 30 days of the receipt of the bids.  
Construction Period: Completion 8 months from award.

**OWNER'S RIGHT TO REJECT BIDS:**

The Johnson County EMA Commission reserves the right to reject any and all bids, to waive informalities and technicalities, and to enter such contracts as it deems in the best interest of Johnson County EMA.

Bidders shall be prepared to submit a performance bond and payment bond conditioned on the faithful performance of the contract. Out-of-state bidders shall be prepared to submit an Out-of-State Contractor Bond to the Iowa Division of Labor in accordance with Chapter 91C of the Code of Iowa.

By virtue of statutory authority, a preference will be given to products and provisions grown and produced within the State of Iowa, and to Iowa labor to the extent lawfully required under Iowa law.

Iowa law provides that on public improvements a resident bidder shall be allowed preference as against a nonresident bidder from a state or foreign country which gives or requires a preference to bidders from that state or foreign country. The preference so allowed shall be equivalent to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. All Bidders must include a completed Bidder Status Form with their bid. Failure to include the Bidder Status Form may result in the bid being deemed nonresponsive and rejected.

It is the intent of the Owner to award a single contract to the lowest responsible, responsive bidder provided the bid has been submitted in accordance with the bidding requirements. The Owner reserves the right to waive informalities or irregularities. The Owner reserves the right to reject any or all bids.

The apparent low bidder must fill out the Owner's General Contractor Quality Assurance Questionnaire for review by the Owner.

Dated this 26th day of February, 2026  
/s/Dave Wilson, Agency Director  
Johnson County Emergency Management Commission, Iowa