



**RFP #MN-102825**  
**Request for Proposals**  
**for**  
**Indefinite Delivery-Indefinite Quantity**  
**Construction Contracts**  
**in the**  
**State of Minnesota**

**Proposal Due Date: October 28, 2025, 4:30 p.m., Central Time**

Sourcewell, a State of Minnesota local government entity and public agency, is issuing this Request for Proposals (RFP) jointly with and on behalf of eligible participating entities within Minnesota to create indefinite delivery-indefinite quantity construction (IDIQ) contracts that may be used by those participating entities for projects related to construction or the repair, alteration, modernization, or renovation of buildings, structures, or other real property consistent with the requirements of Minnesota law.

This RFP consists of the following parts:

1. Request for Proposals, including Map of Regions
2. Template IDIQ Construction Contract
3. IDIQ Contract General Terms and Conditions
4. Construction Task Catalogs
5. Technical Specifications

A full copy of the RFP can be found on the Sourcewell Procurement Portal ([proportal.sourcewell-mn.gov](https://proportal.sourcewell-mn.gov)), and only proposals submitted through the Sourcewell Procurement Portal will be considered. Proposals are due no later than October 28, 2025, at 4:30 p.m. Central Time, and late proposals will not be considered. To attend the pre-proposal conference on October 7, 2025, register on the Sourcewell Procurement Portal (<https://proportal.sourcewell-mn.gov>).

**Solicitation Schedule**

Notice of Solicitation Published:	September 16, 2025
Pre-proposal Conference:	October 7, 2025, 10:00 a.m., Central Time
Question Submission Deadline:	October 21, 2025, 4:30 p.m., Central Time
<b>Proposal Due Date:</b>	<b>October 28, 2025, 4:30 p.m., Central Time</b> Late responses will not be considered.
Opening:	October 28, 2025, 4:30 p.m., Central Time. See Article VII. G. for more information.

## I. ABOUT SOURCEWELL AND ITS PARTICIPATING ENTITIES

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that facilitates a competitive public solicitation and contract award process jointly and for the benefit of participating entities. Sourcewell's solicitation process is in accordance with Minnesota law and Sourcewell's policies. Sourcewell makes no representation as to compliance by any participating entity utilizing an awarded contract from this solicitation.

Sourcewell's participating entities in the State of Minnesota may include:

- Federal and state government
- Cities, towns, and counties/parishes
- Education service cooperatives
- K-12 and higher education
- Tribal governments
- Some nonprofits
- Other public entities

Additionally, pursuant to 10 U.S.C. § 2679, United States Department of Defense authorized installations may access Sourcewell's awarded IDIQ contracts through an Intergovernmental Support Agreement with Sourcewell. All transactions completed through this Intergovernmental Support program are directly facilitated by Sourcewell and may be subject to additional terms and conditions.

For a listing of current participating entities visit Sourcewell's website: <https://www.sourcewell-mn.gov/sourcewell-for-vendors/agency-locator>.

## II. INDEFINITE DELIVERY-INDEFINITE QUANTITY CONSTRUCTION PROGRAM

Sourcewell is soliciting proposals for its IDIQ construction program. IDIQ contracting offers participating entities access to competitively solicited and awarded contracts for projects related to construction or the repair, alteration, modernization, or renovation of buildings, structures, or other real property.

Sourcewell has engaged The Gordian Group, Inc. (Gordian) to provide management of its IDIQ construction program. In this role, Gordian provides support to Sourcewell in the administration of the program, including: preparing Construction Task Catalogs and related technical specifications, providing information management systems and licenses to contractors, training to contractors, administering fee collection, consulting services to Sourcewell, and assisting with proposal package or work order development. Participating entities access Sourcewell IDIQ contracts resulting from this RFP through relevant purchasing authority and work directly with Contractors awarded through this RFP.

Under IDIQ, an awarded Contractor furnishes management, labor, materials, equipment, and incidental design support needed to perform the work. Details of the program's operation can be found within the Contract, and General Terms and Conditions document included in this RFP.

## III. REQUIRED PROPOSER QUALIFICATIONS

In determining a Proposer's responsibility and ability to perform under a Contract, Sourcewell has the right to investigate and request information concerning the financial condition, experience record, personnel, equipment, facilities, principal business location and organization of the Proposer, the Proposer's record with environmental regulations, and the claims and litigation history of the Proposer.

Sourcewell reserves the right to verify the Proposer's information and may request clarification from a Proposer.

A. A Proposer's business must be normally engaged in performing the type of work specified within this RFP and must have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to a Sourcewell participating entity (as solely determined by Sourcewell).

B. Proposers responding to this solicitation must be willing and capable of providing all or a majority of the various types of construction work as specified in the Construction Task Catalog either through its own forces or by using subcontractors. Proposer must provide documentation of all applicable required licensure(s).

#### **IV. PROPOSAL OVERVIEW AND PREPARATION INSTRUCTIONS**

A. REQUESTED INDEFINITE DELIVERY-INDEFINITE QUANTITY CONSTRUCTION SERVICES. The IDIQ services specified include General Construction, HVAC/Mechanical, Plumbing, Electrical, Asphalt/Concrete Paving, Site/Civil, and Roofing/Weatherproofing. At this time, no specific projects have been identified; work and work volume from any resulting contract are not guaranteed. Specific description of work and summary of duties for each category of construction can be found in the Technical Specifications.

B. PREPARATION INSTRUCTIONS. Strict compliance with the following instructions is required for properly preparing a proposal. Before submitting a proposal, it is the responsibility of each Proposer to:

- 1) Examine the RFP Documents thoroughly;
- 2) Consider all applicable federal, state and local laws, regulations, ordinances, and procurement codes that may affect costs, progress, performance, or furnishing of a participating entity's work; and,
- 3) Notify Sourcewell of all conflicts, errors, or discrepancies in the RFP Documents of which Proposer knows.

The submission of a Proposal constitutes a representation by the Proposer to Sourcewell that it has complied with the above requirements and, that without exception, its Proposal is premised upon performing and furnishing the Work required by this RFP.

Proposers should include all relevant information in the proposal. Sourcewell cannot consider information that is not provided in the proposal.

A. ESTIMATED CONTRACT VALUE AND USAGE. Based on past volume of similar contracts, the estimated annual value of each contract resulting from this RFP is \$2 Million. Sourcewell anticipates considerable activity under the contract(s) awarded from this RFP; however, work and work volume from any resulting contract are not guaranteed.

#### **V. PROPOSAL PRICING**

A. CONSTRUCTION TASK CATALOG AND ADJUSTMENT FACTOR. In order to evaluate proposal pricing and to retain consistency within contract pricing, Sourcewell uses Gordian's proprietary Construction Task Catalog (CTC). The CTC is a comprehensive listing of specific repair and construction related Tasks, together with a specific unit of measurement and a pre-set unit price (Unit Price). All Unit Prices within the CTC are based on local labor, material, and equipment prices for the direct cost of construction.

Under this RFP, proposers will offer price adjustments (Adjustment Factors) that will be applied to CTC Unit Prices. The Adjustment Factors represent either an increase to the preset Unit Prices (such as 1.1000) or a decrease from the preset Unit Prices (such as 0.9800).

A participating entity's cost for a specific task will be determined by multiplying the preset Unit Prices by the appropriate quantities and by the appropriate Adjustment Factor (e.g., specific task cost = preset unit price in CTC \* quantity needed \* Adjustment Factor).

- 1) Each Proposer must submit five Adjustment Factors to be applied to every task in the CTC. The proposal must be either an adjustment "decrease from" (e.g. 0.9800) or "increase to" (e.g. 1.1000) the Unit Prices listed in the CTC.
- 2) The Proposer's Adjustment Factors must include all of the Proposer's direct and indirect costs. This includes, but is not limited to, its costs for overhead, profit, bond premiums above the reimbursable amount, insurance, mobilization, purchase order proposal development, and all contingencies in connection therewith. See pages 00-1 – 00-6 of the CTC for a complete explanation of what is and is not included in the Unit Prices. Note, where applicable, the proposer must comply with all applicable prevailing wage laws. The wage rates in the CTC were current at the time these RFP Documents were issued.
  - a. *The first Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and performed on projects that **do require** prevailing wage rates.
  - b. *The second Adjustment Factor* will be applied to work to be accomplished during Other Than Normal Working Hours and performed on projects that **do require** prevailing wage rates.
  - c. *The third Adjustment Factor* will be applied to work to be accomplished during Normal Working Hours and performed on projects that **do not require** prevailing wage rates.
  - d. *The fourth Adjustment Factor* will be applied to work to be accomplished during Other than Normal Working Hours and performed on projects that **do not require** prevailing wage rates.
  - e. *The fifth Adjustment Factor* will be for work tasks not identified in the Construction Task Catalog. IQCC includes a provision for establishing of prices for Work requirements which are within the general scope of IQCC but were not included in the CTC at the time of Contract award. These Tasks are referred to as "Non-Pre-priced Tasks (NPP)." NPP Tasks may require new specifications and drawings and may subsequently be incorporated into the CTC. The proposers will offer an Adjustment Factor to be applied to the actual material, equipment, and labor cost for NPP work Tasks.

3) Adjustment Factors may be specified to the fourth decimal place. For example:

1	.	1	0	0	0
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Or

0	.	9	8	0	0
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- 4) For proposal evaluation purposes only, the following weighing of the Adjustment factors will be used to determine the Combined Adjustment Factor. Complete the following information within the Sourcwell Procurement Portal:

Adjustment Factors	Weight
Normal Working Hours- Prevailing Wage Rate Projects	60%
Other Than Normal Working Hours- Prevailing Wage Rate Projects	10%
Normal Working Hours- Non-Prevailing Wage Rate Projects	10%
Other Than Normal Working Hours- Non-Prevailing Wage Rate Projects	10%
Non-Pre-Priced	10%

B. ADMINISTRATIVE FEES. Awarded contractors must pay an administrative fee in exchange for the administration of the contracts by Sourcwell and Sourcwell’s contract administrator, Gordian. The proposer must include the administrative fee in calculating the Contractor’s Adjustment Factors.

Detailed information about Sourcwell’s administrative fee can be found in Article VII. B of the General Terms and Conditions.

## VI. CONTRACT

Proposers awarded a contract will be required to execute the Contract (including its General Terms and Conditions) attached to this RFP.

## VII. SOLICITATION PROCESS

A. PRE-PROPOSAL CONFERENCE. Sourcwell will hold a non-mandatory pre-proposal conference via webcast on the date and time noted in the Solicitation Schedule and on the Sourcwell Procurement Portal. The purpose of this conference is to allow potential proposers to ask questions regarding this RFP. Information about the webcast will be sent to all entities that have registered for this solicitation opportunity through their Sourcwell Procurement Portal Vendor Account. Pre-proposal conference attendance is optional but highly encouraged.

B. QUESTIONS REGARDING THIS RFP AND ORAL COMMUNICATION. Any questions regarding this RFP must be submitted through the Sourcwell Procurement Portal. The deadline for submission of questions is found in the Solicitation Schedule and on the Sourcwell Procurement Portal. Answers to questions will be issued through an addendum to this RFP. Repetitive questions will be summarized into a single answer and identifying information will be removed from the submitted questions.

All questions, whether specific to a Proposer or generally related to the RFP, must be submitted using this process. Do not contact individual Sourcwell staff (or any representative of Gordian) to ask questions or request information as this may disqualify the Proposer from responding to this RFP. Sourcwell will not respond to questions submitted after the deadline.

C. ADDENDA. Sourcewell may modify this RFP; however, no Addenda will be issued later than 5 days prior to the Proposal Due Date, except an Addendum that withdraws or postpones this RFP. Addenda issued by Sourcewell become a part of the RFP and will be delivered to potential Proposers through the Sourcewell Procurement Portal. Sourcewell accepts no liability in connection with the delivery of any addenda.

Before a proposal will be accepted through the Sourcewell Procurement Portal, all addenda, if any, must be acknowledged by the Proposer by checking the box for each addendum. It is the responsibility of the Proposer to check for any addenda that may have been issued up to the solicitation due date and time.

If an addendum is issued after a Proposer submitted its Proposal, the Sourcewell Procurement Portal will WITHDRAW the submission and change the Proposer's Proposal status to INCOMPLETE. The Proposer can view this status change in the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account. The Proposer is solely responsible to check the "MY BIDS" section of the Sourcewell Procurement Portal Vendor Account periodically after submitting its Proposal (and up to the Proposal Due Date). If the Proposer's Proposal status has changed to INCOMPLETE, the Proposer is solely responsible to:

- 1) make any required adjustments to its proposal,
- 2) acknowledge the addenda, and
- 3) ensure the re-submitted proposal is received through the Sourcewell Procurement Portal no later than the Proposal Due Date and time shown in the Solicitation Schedule above.

D. PROPOSAL SUBMISSION. Proposer's complete proposal must be submitted through the Sourcewell Procurement Portal no later than the date and time specified in the Solicitation Schedule and on the Sourcewell Procurement Portal. Any other form of proposal submission, whether electronic, paper, or otherwise, will not be considered by Sourcewell. Late proposals will not be considered. It is the Proposer's sole responsibility to ensure that the proposal is received on time. To ensure receipt of the latest information and updates via email regarding this solicitation, or if the Proposer has obtained this RFP from a third party, the onus is on the Proposer to create a Sourcewell Procurement Portal Vendor Account and register for this solicitation opportunity.

Within the Procurement Portal, all proposals must be digitally acknowledged by an authorized representative of the Proposer attesting that the information contained in the proposal is true and accurate. By submitting a proposal, Proposer warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential contract award. The submission of inaccurate, misleading, or false information is grounds for disqualification from a contract award and may subject the Proposer to remedies available by law.

It is recommended that Proposers allow sufficient time to upload the proposal and to resolve any issues that may arise. The time and date that a proposal is received by Sourcewell is solely determined by the Sourcewell Procurement Portal web clock. In the event of problems with the Sourcewell Procurement Portal, follow the instructions for technical support posted in the portal. It may take up to 24 hours to respond to certain issues.

Upon successful submission of a proposal, the Portal will automatically generate a confirmation email to the Proposer. If the proposer does not receive a confirmation email, contact Sourcewell's support provider at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

- E. GENERAL PROPOSAL REQUIREMENTS. Proposals must be:
- In substantial compliance with the requirements of this RFP or it will be considered nonresponsive and be rejected
  - Complete – a proposal will be rejected if it is conditional or incomplete
  - Submitted in English
  - Valid and irrevocable for 180 days following the Proposal Due Date

Any and all costs incurred in responding to this RFP will be borne by the Proposer.

F. PROPOSAL MODIFICATION WITHDRAWAL. A submitted proposal may not be modified, withdrawn, or cancelled by the Proposer for a period of 180 calendar days following the time and date designated for the receipt of proposals. Prior to the deadline for submission of proposals, any proposal submitted may be modified or withdrawn through the Sourcwell Procurement Portal.

G. OPENING. The Opening of Proposals will be conducted electronically through the Sourcwell Procurement Portal. A list of all Proposers will be made publicly available in the Sourcwell Procurement Portal after the Proposal Due Date, but no later than the Opening time listed in the Solicitation Schedule.

To view the list of Proposers, verify that the Sourcwell Procurement Portal opportunities list search is set to “All” or “Closed.” The solicitation status will automatically change to “Closed” after the Proposal Due Date and Time.

## VIII. EVALUATION AND AWARD

- A. EVALUATION. It is the intent of Sourcwell to award one or more contracts to responsive and responsible Proposers offering the best overall quality, service and value to Sourcwell participating entities. Only responsive proposals will be evaluated. A responsive proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this RFP. Deviations or exceptions stipulated in a Proposer’s response, while possibly necessary in the view of the Proposer, may result in disqualification. The proposals will be evaluated in accordance with the criteria set forth in this section.

### Evaluation Criteria

Past Performance	(200 points)
Credentials of Project Team	(100 points)
Management Plan	(250 points)
Value Add	(50 points)
Price	<u>(400 points)</u>
<b>TOTAL POINTS</b>	<b>(1,000 points)</b>

- a. **PAST PERFORMANCE**. The awarded Contractor must have the capacity and capability to perform multiple projects at multiple locations simultaneously. Demonstrate this capacity and capability by providing six projects over \$25,000 and completed in the last three years. Past public (municipal, county, state, educational institution, or similar) projects within the State of Minnesota are preferred. Other projects will be considered but will be scored accordingly.
- b. **CREDENTIALS OF PROJECT TEAM**. The qualifications of the Proposer’s key personnel will be evaluated to determine whether the proposal demonstrates that they possess adequate technical expertise and experience, to plan, organize, and complete the work

in a coordinated and timely fashion to meet the needs of Sourcewell participating entities.

- c. **MANAGEMENT PLAN.** The Management Plan must convey to Sourcewell that the proposer possesses adequate technical expertise and experience, sufficient resources, and is able to plan, organize, and use those resources in a coordinated and timely fashion to meet the needs of Sourcewell participating entities. Sourcewell may make a final determination as to the Proposer’s capability to perform based on the proposal as submitted without requesting further information from the proposer. Proposer should also demonstrate their ability to assist the participating entity in scope of work development and the ability to complete projects on time and with minimal change orders. This can be accomplished by explaining in detail your proposed participation in scope development and identifying the personnel who will be responsible for scope of work development.
  - d. **VALUE ADD:** The proposer is requested to detail any additional benefits or enhancements included in their proposal that go beyond the standard requirements. Examples may include a description of value-added attributes such as sustainable practices adopted, strategies for effective community engagement, a commitment to exceptional customer service, and the provision of comprehensive post-completion support. Proposers may also describe their plans for marketing an awarded contract, their approach to managing environmental concerns, and any relevant certifications they hold, such as Small Business Enterprise (SBE), Women or Minority Business Enterprise (WMBE), or Historically Underutilized Business Zones (HUBZone). Specific examples and explanations of how these value-add elements will enhance the overall offering are encouraged.
  - e. **PRICE.** Pricing will be evaluated and scored in accordance with Section V. Proposal Pricing. Proposals will be ranked from lowest to highest price based on the Combined Adjustment Factor with lowest combined adjustment factor earning full points.
- B. **AWARD(S).** An Award of Contract will be made by the Sourcewell Chief Procurement Officer and ratified by the Board of Directors based on the recommendation of the Sourcewell Proposal Evaluation Committee jointly and on behalf of its current and future Sourcewell participating entities. The Evaluation Committee will use criteria outlined in this RFP. Factors to be considered in determining the number of contracts to be awarded in any category include total evaluation scores (giving consideration to natural breaks in the scoring of responsive proposals) and overall best value to participating entities.

Trades Being Solicited
General Construction
HVAC/Mechanical
Plumbing
Electrical
Asphalt/Concrete Paving
Site/Civil
Roofing/Weatherproofing

Sourcewell retains the right to waive any informality in a Proposer’s response. Sourcewell reserves the right to reject all proposals and advertise again if, in Sourcewell’s opinion, the proposals received do not meet or exceed the minimum needs and expectations of Sourcewell and its participating entities.

Sourcewell reserves the right to award additional Contracts from this solicitation up to 180 calendar days after the close of the RFP.

*Competitive Range.* If Sourcewell receives a wide margin of proposal Adjustment Factors, either too high or too low, then the Sourcewell evaluation committee may establish a Competitive Range for the RFP. If it is determined that a Proposer's Combined Adjustment Factor is too far outside the Competitive Range, then the Proposer can be removed from consideration. The Proposer will be notified that it was determined to be outside the Competitive Range after award of the contracts.

*Unbalanced Price Proposal.* A Proposal may be removed from consideration if it is determined that the Proposer has mathematically unbalanced its proposal to gain a competitive advantage. The proposal will be considered to be unbalanced if any Adjustment Factor is found to not cover the contractor's reasonable actual cost. Those costs would include a reasonable prorated share of its anticipated profit, overhead cost, and other indirect costs that the proposer anticipates for the performance of the work as determined by the Sourcewell Proposal Evaluation Committee.

*Other Than Normal Working Hours Adjustment Factors.* A Proposer's Other Than Normal Working Hours Adjustment Factors must be higher or equal to its Normal Working Hours Adjustment Factors.

*Non-Pre-Priced Adjustment Factors.* A proposer's Non-Pre-Priced adjustment factor must not be lower than 1.0000.

#### **IX. ASSIGNMENT OF WORK**

See the Contract, and General Terms and Conditions for a detailed description of how work will be assigned.

#### **X. PROTESTS OF AWARDS**

Any protest made under this RFP by a Proposer must be in writing, addressed to Sourcewell's Executive Director, and delivered to the Sourcewell office located at 202 12th Street NE, P.O. Box 219, Staples, MN 56479. All documents that comprise the complete protest package must be received no later than 10 calendar days following Sourcewell's notice of contract award(s) or non-award and must be time stamped by Sourcewell no later than 4:30 p.m., Central Time.

A protest must allege a procedural or technical defect, with supporting documentation. A request for re-evaluation of a proposal's content will not be entertained.

A protest must include the following items:

- The name, address, and telephone number of the protester
- The original signature of the protester or its representative
- Identification of the solicitation by RFP number
- A precise statement of the relevant facts
- Identification of the alleged breakdown in procedure or technical issues
- Identification of the legal or factual basis
- Any additional supporting documentation
- Protest bond in the amount of \$20,000, except where prohibited by law or treaty

Protests that do not address these elements will not be reviewed.

## **XI. RIGHTS RESERVED**

This RFP does not commit Sourcewell to award any contract, and a proposal may be rejected if it is nonresponsive, conditional, incomplete, conflicting, or misleading. Proposals that contain false statements or do not support an attribute or condition stated by the Proposer may be rejected.

Sourcewell reserves the right to:

- Modify or cancel this RFP at any time
- Reject any and all proposals received
- Reject proposals that do not comply with the provisions of this RFP
- Independently verify any information provided in a proposal
- Disqualify any Proposer that does not meet the requirements of this RFP, is debarred or suspended by the United States or Canada, State of Minnesota, participating entity's state; has an officer, or other key personnel, who have been charged with a serious crime; or is bankrupt, insolvent, or where bankruptcy or insolvency are a reasonable prospect;
- Waive or modify any informalities, irregularities, or inconsistencies in the proposals received
- Clarify any part of a proposal
- Award a contract if only one responsive proposal is received if it is in the best interest of participating entities
- Award a contract to one or more Proposers if it is in the best interest of participating entities

## **XII. DISPOSITION OF PROPOSALS**

All materials submitted in response to this RFP will become property of Sourcewell and will become public record in accordance with Minnesota Statutes Section 13.591. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected. Proposer must also include a justification for the classification citing the applicable Minnesota law.

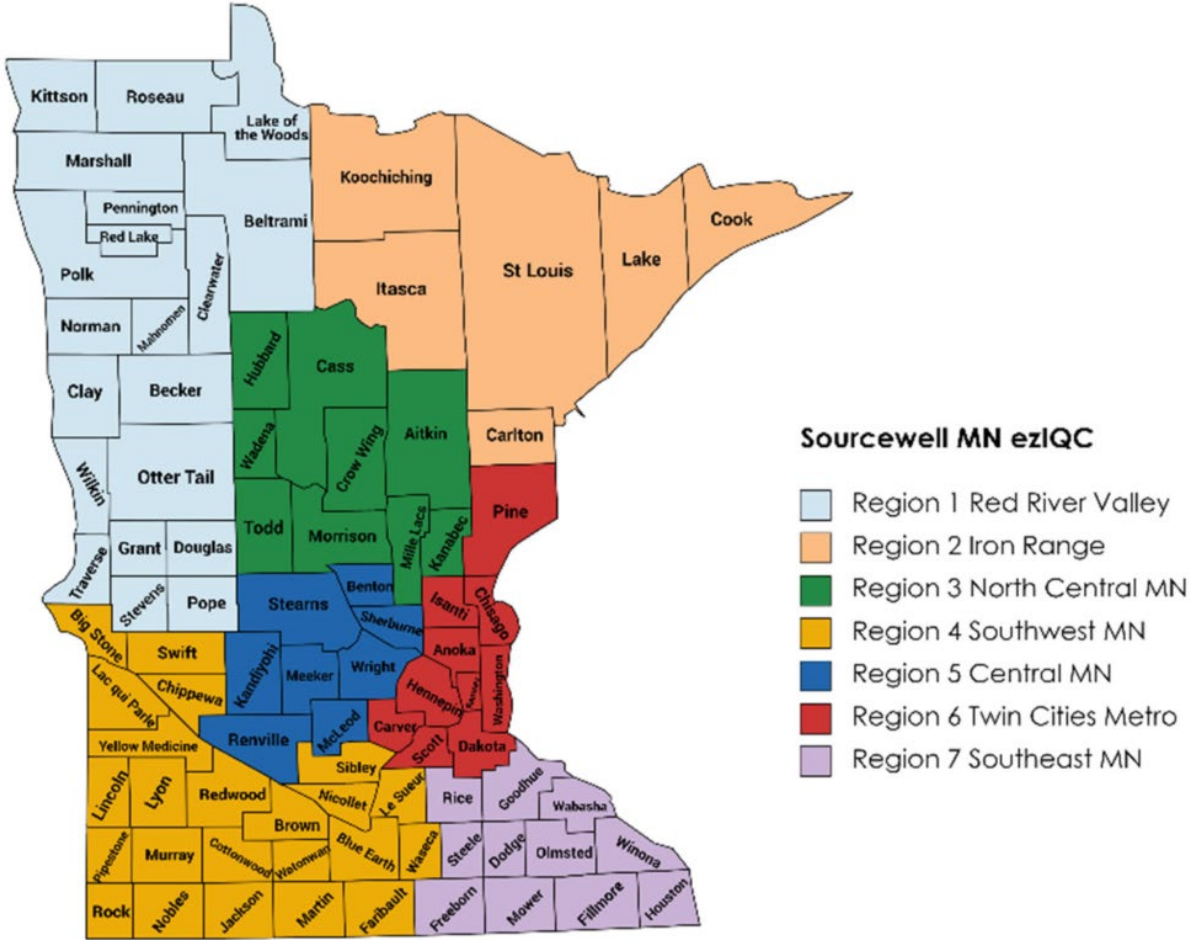
Sourcewell will not consider the prices submitted by the Proposer to be confidential, proprietary, or trade secret materials. Financial information, including financial statements, provided by a Proposer is not considered trade secret under the statutory definition.

The Proposer understands that Sourcewell will reject proposals that are marked confidential nonpublic, either substantially or in their entirety.

**[Map of Service Regions to Follow]**

# MAP OF SOURCEWELL CONTRACT REGIONS

Solicitation # MN-102825



### Region 1 - Red River Valley

Becker	Lake of the Woods	Pope
Beltrami	Mahnomen	Red Lake
Clay	Marshall	Roseau
Clear Water	Norman	Stevens
Douglas	Ottertail	Traverse
Grant	Pennington	Wilkin
Kittson	Polk	

**Region 2 - Iron Range**

Carlton	Itasca	Lake
Cook	Koochiching	St. Louis

**Region 3 - North Central**

Aitkin	Hubbard	Morrison
Cass	Kanabec	Todd
Crow Wing	Mille Lacs	Wadena

**Region 4 - Southwest**

Big Stone	Le Sueur	Redwood
Blue Earth	Lincoln	Rock
Brown	Lyon	Sibley
Chippewa	Martin	Swift
Cottonwood	Murray	Waseca
Faribault	Nicollet	Watonwan
Jackson	Nobles	Yellow Medicine
Lac Qui Parle	Pipestone	

**Region 5 - Central**

Benton	Meeker	Stearns
Kandiyohi	Renville	Wright
McLeod	Sherburne	

**Region 6 - Twin Cities Metro**

Anoka	Hennepin	Ramsey
Carver	Isanti	Scott
Chisago	Pine	Washington
Dakota		

**Region 7 - Southeast**

Dodge	Houston	Steele
Fillmore	Mower	Wabasha
Freeborn	Olmsted	Winona
Goodhue	Rice	



09/26/2025

Addendum No.1

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

How would I be able to suggest material/manufacturer towards the 09500 division for suspended wood ceilings?

**Answer 1:**

While certain line items in the Construction Task Catalog (CTC) may specify particular manufacturers or products, contractors are permitted to propose alternative materials or manufacturers, provided they meet or exceed the specified performance and technical requirements. Proposed alternatives must align with the scope of work and be approved through the appropriate channels during the work order development process.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 09/26/2025, is required at the time of proposal submittal.



09/29/2025

Addendum No. 2

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Good morning. Our legal company name is E&H Enterprises which represents (2) different companies, Ellingson Plumbing, Heating, A/C & Electrical and Automated Technologies. Automated Technologies is a Building Automation division that could serve end users directly as well as service HVAC contractors directly. My question is as follows: Do we need to submit (2) RFP's, one for each division, or is it best to submit (1) that encompasses both divisions in hopes that we are awarded and can provide our services to both side? The other thing is that the territories served are different for the Ellingson division than the Automated Tech division. If we do submit (2), should they both start with E&H Enterprises?

Thank you, Ryan.

**Answer 1:**

A proposer may submit only one proposal. If related, affiliated, or subsidiary entities elect to submit separate proposals, rather than a single parent-entity proposal, each such proposal must be prepared independently and without cooperation, collaboration, or collusion. It is left to the discretion of each proposer to determine the information or documentation necessary to best demonstrate their ability to serve Sourcewell Participating Entities and satisfy all the requirements of the RFP.

Sourcewell will not advise a proposer on the methods for its proposal. Each proposer, in its discretion, will determine the approach that aligns with its business methods and satisfies all requirements of the RFP. Each proposer then has the opportunity in Step 1, Table 1, of the response process to articulate the proposer's legal name, included subsidiary entities, and assumed names or DBA names. Each Proposal will be evaluated based on the criteria stated in the RFP.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 09/29/2025, is required at the time of proposal submittal.



10/08/2025

Addendum No. 3

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

We are looking at submitting a bid to be a contractor for asphalt and concrete work. During the project specification review, we noticed a line under the marketing section that states The contractor must avoid all conflicts of interest with the promotion of this contract to any Participating Entity. Although we understand the generality of this statement, we have ongoing IDIQ contracts with the State of Minnesota, the University of Minnesota, the Minnesota State Fair, and other agencies. How do these current relationships and contracts affect our ability to be a contractor for Sourcewell and not directly violating the contract information set forth in the bid documents? It appears we may not be eligible to bid this project given these relationships and conflicting relationships, as we would not be working through sourcewell on these contracts.

**Answer 1:**

The Marketing section guidelines are intended to set expectations for a Proposer if a contract(s) is awarded. In this regard, "conflict of interest" as used in this section does not intend to serve as a responsiveness criterion. Rather, this section is intended to guide Proposers on the expectations to be included in marketing activities post-award. More specifically, a conflict of interest could be avoided by a Proposer's affirmative steps to avoid promotion, favoritism, or preference of non-Sourcewell IDIQ contracts when engaging with Sourcewell Participating Entities. The mere fact a Proposer may

hold other public contracts with overlapping scope would not itself create a conflict of interest, nor would it be a disqualifying factor from submission of a proposal.

**Question 2:**

Can you re save the CTC PDF files in a compatible format? Need it in older version of Adobe/same version all other files are save as. I can open everything else but these files.

**Answer 2:**

All files appear to download properly. For technical assistance, please reach out to [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca).

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/08/2025, is required at the time of proposal submittal.



10/13/2025

Addendum No. 4

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Are proposals required for each region if bidding on more than one region?

**Answer 1:**

The Sourcewell solicitation is an open competitive process. A proposer is not required to cover every geographic region to be considered for award. Each proposal is evaluated based on the criteria stated in the RFP and each proposer has the opportunity to specify to which regions they are proposing in the pricing section of the portal. Proposers can refer to the pre-proposal conference recording for further discussion on the matter.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/13/2025, is required at the time of proposal submittal.



10/14/2025

Addendum No. 5

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

If ceilings or walls need to be opened/torn down, or concrete floors need to be cut and removed in order to do mechanical or electrical work, is that scope covered under a carpentry or concrete contractor? Or do all tasks necessary to perform mechanical/electrical need to be incorporated into the mechanical/electrical adjustment factors?

**Answer 1:**

The tasks you describe to complete the mechanical or electrical work are enabling activities and should be considered part of the total effort required to access and perform the work. Since the tasks are part of the overall scope they would not be assigned to separate carpentry or concrete contracts.

**Question 2:**

While reviewing the CTC and determining adjustment factors for a variety of different tasks, does the entire CTC need to be boiled down to the five adjustment factors total per region? Originally I assumed that there I would be entering hundreds of different factors for different types of task categories per region.

**Answer 2:**

Proposers will submit one set of five adjustment factors for each trade being included in their proposal to be applied that region's CTC

**Question 3:**

After the RFP process, is there a yearly update or something when contractors can change their adjustment factors or not?

**Answer 3:**

Refer to Section V., Articles B. and C. in the General Terms and Conditions.

**Question 4:**

Hello,  
We are a HVAC contractor with a controls, plumbing/piping, electrical, and sheet metal division out of Southern California. A couple of questions, is there a particular region we must submit under? With us being a primary HVAC contractor, are we only allowed to bid under that category? That is our primary goal here, but having all divisions covered would be ideal. Please advise. Thank you!

**Answer 4:**

Each proposer, in its discretion, will propose the regions, as outlined in the map of regions in the RFP, they would like to include in their proposal. For each IDIQ Construction Contract, Sourcewell solicits a select number of trades generally consisting of, but not limited to, General Construction, HVAC/Mechanical, Electrical, Roofing, Paving Asphalt/Concrete, Site/Civil Construction. Contractors may choose to respond to one or all of them. Unless otherwise stated, contractors responding to trades other than General Construction must perform at least 51% of all contracted work with its own organization and forces. The percentage calculation does not include field superintendents or office management personnel.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/14/2025, is required at the time of proposal submittal.



10/16/2025

Addendum No. 6

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

At the beginning of the meeting, you recommended us to read the first 6 pages of a document for good information (sic). What section was that?

**Answer 1:**

During the pre-proposal conference, the reference to the first six pages was to the six pages of the Construction Task Catalog (CTC) following the table of contents.

**Question 2:**

When looking at the following question, can you elaborate more specifically what you are looking for please.

Contract Vehicle Type (IDIQ/JOC, task order, design-build, construction manager at risk, etc)

**Answer 2:**

The referenced question is found in tables 5a and 5b of the questionnaire. Proposers are to indicate what the project delivery method was. For example, was the project completed utilizing another Job Order Contract or IDIQ, Design-Bid-Build, Construction Manager at Risk, or a different method.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/16/2025, is required at the time of proposal submittal.



10/17/2025

Addendum No. 7

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

Thank you for the response. This is our first time submitting a bid to Sourcewell. We want to confirm that us being from Southern California we are bidding to become a Sourcewell vendor, not for a job in Minnesota. Please advise.

**Answer 1:**

The area in which Sourcewell is seeking to establish contracts with this solicitation is in Minnesota. Proposals will be evaluated per the criteria outlined in the RFP.

**Question 2:**

We are a union shop and are governed by union regulated rates. What rates should we use when asked for prevailing wage? Should we use union total burden rates or our street rates?

**Answer 2:**

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine and propose the adjustment factors that align with their business methods and satisfy all the requirements of RFP Section V.

**Question 3:**

The solicitation requires submission of a contractor license; however, under Minnesota law (Minn. Stat. § 326B.805 and related guidance from the Department of Labor & Industry), asphalt maintenance and concrete restoration contractors operating in a single specialty trade are not required to hold a state contractor license. Instead, we maintain all required business registrations, including an active Certificate of Good Standing with the Minnesota Secretary of State and USDOT registration.

Can you please confirm whether submission of a Certificate of Good Standing and related compliance documents will satisfy the “Contractor License” requirement for this solicitation?

**Answer 3:**

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine and provide the documentation that aligns with their business methods and satisfies all the requirements of the RFP. The RFP states that a proposer is required to provide documentation for all applicable required licensure(s). If no such document is available or is not applicable, a proposer may upload a statement to that effect to meet the mandatory upload requirements.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/17/2025, is required at the time of proposal submittal.



10/22/2025

Addendum No. 8

Solicitation Number: RFP MN-102825

Solicitation Name: Indefinite Delivery-Indefinite Quantity Construction - Minnesota

Consider the following Question(s) and Answer(s) to be part of the above-titled solicitation documents. The remainder of the documents remain unchanged.

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**Question 1:**

I have a hypothetical question on pricing. If a contractor were to submit hourly rate of 180 per hour for steam / pipefitter for region 5 would it go as follows:  
Total Direct Unit Cost  $117.12 \times 1.5369 = 180$ . If you add 7.5% admin charge to 180 to hourly rate would be 193.50. Would it be calculated as  $117. \times 1.6522 = 193.50$ ? Is 1.6522 the correct multiplier to have an hourly rate of 180 to be charged by contractor? If this is wrong please give calculation of what formula would be to achieve a chargeable hypothetical rate of 180.

Is the 1.6522 multiplier for hourly rate used for the multiplier for pricing for all CTC materials if the job is completed by all steam / pipefitters? I only see to enter a multiplier for hourly rates not for materials or other costs besides labor.

**Answer 1:**

In the competitive process, Sourcewell will not advise a proposer on the content of the proposal. It is left to the discretion of each proposer to determine and propose the adjustment factors that it deems appropriate for its organization and that satisfy all the requirements of RFP Section V.

For details what the CTC line items include, refer to "Using the Construction Task Catalog" section immediately following the table of contents in the CTC. For additional information refer to the General Terms and Conditions and Technical Specifications.

**Question 2:**

Does the CTC listed pricing include bonding and sales tax?

**Answer 2:**

For bonding and sales tax information refer to “Using the Construction Task Catalog” section immediately following the table of contents in the CTC. For additional information refer to the General Terms and Conditions and the Technical Specifications.

**Question 3:**

How are non-pre priced CTC items calculated?

**Answer 3:**

Refer to General Terms and Conditions Section IV., Article D., Sub-article 4.

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End of Addendum

Acknowledgement of this Addendum to RFP MN-102825 posted to the Sourcewell Procurement Portal on 10/22/2025, is required at the time of proposal submittal.