WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 3/05/2026 Weekly Agenda Date: 3/10/2026

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz

WORDING FOR AGENDA ITEM:

Courthouse Freight Elevator Project- Hearing Date, & Public Notice

ACTION REQUIRED:

Approve Ordinance ☐ Approve Resolution ☐ Approve Motion ☑

Public Hearing ☐ Other: Informational ☐ Attachments ☑

EXECUTIVE SUMMARY:

Pursuant to Iowa Chapter 26 Building Services Requests a set public hearing date of March 24th, 4:40pm Woodbury County Courthouse, & approval of Public Notice.

BACKGROUND:

10/21/2025- Board Approves Project Funding- $300,000 (Unallocated CIP) & $60,000 (General Basic)
12/16/2025- Architects & Engineering Contract Approval

FINANCIAL IMPACT:

To be determined by competitive bids

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ **No** ☐

RECOMMENDATION:

Set hearing date for March 24th, 4:40pm Woodbury County Courthouse & approval of Public Notice

ACTION REQUIRED / PROPOSED MOTION:

Motion & Approval to set a public hearing date of March 24th, 4:40pm Woodbury County Courthouse for the Courthouse Freight Elevator Project & approval of Public Notice.

Approved by Board of Supervisors April 5, 2016.

SECTION 00 11 13
NOTICE OF HEARING AND LETTING

A hearing will be conducted on the proposed plans and specifications, the proposed form of contract and estimated cost for the Courthouse Freight Elevator Replacement for the Woodbury County Board of Supervisors, (the "Owner") of Sioux City, Iowa at a meeting of the Board, to be held in the **Woodbury County Courthouse Board of Supervisors Room, 620 Douglas St., Sioux City, Iowa 51101 at 4:40 P.M., on the 24th of March 2026**, at which time and place any person may appear and file any opinion and express their view to the proposed plans, specifications and form of contract and estimated costs for the Project, both orally and in writing.

Sealed bids will be accepted for the Courthouse Freight Elevator Replacement, in Sioux City, Iowa on behalf of the Owner at the **Woodbury County Courthouse, 620 Douglas St., Sioux City, Iowa 51101, in the Board of Supervisors Office at 3:00 P.M., on the 31st of March 2026**. Bids received after this time will not be accepted. All bids shall be made on official bid forms furnished by the Architect and must be enclosed in a separate sealed envelopes and plainly identified and addressed to the Board. If a bid is to be mailed, the bid envelope shall be sealed in a regular mailing envelope. FAX and E-mail Bids will not be accepted. The bidder shall bear sole responsibility for ensuring any bid is received at the correct bid location and by the correct time. The Owner shall have no responsibility regarding the location or timeliness of the receipt of any bid(s). Bids will be publicly opened and read aloud following the closing of the above bid submission deadline.

Each bid shall be accompanied by a bid bond, certified check, cashier's check or certified share draft in a separate sealed envelope, clearly marked "Bid Bond" or Bid Security", in an amount equal to five percent (5%) of the total amount of the bid. The certified or cashier's check shall be drawn on a bank in Iowa or a bank chartered under the laws of the United States of America or the certified share draft shall be drawn on a credit union in Iowa or chartered under the laws of the United States and payable to the Owner. Said check or share draft may be cashed, or the bid bond forfeited as liquidated damages in the event the successful bidder fails or refuses to enter into a contract within ten (10) days of issuance of a Notice of Award and post bond satisfactory to the Owner, insuring the faithful fulfillment of the contract and maintenance of said improvements as required by law. The bid bond should be executed by a corporation authorized to contract as a surety in the State of Iowa and must not contain any conditions either in the body or as an endorsement thereon. Bids received will be acted upon at such later time and place as may then be established. The successful bidder will be notified after the Board of Supervisors awards the contract.

Contract documents may be examined at the office of the Architect, Cannon Moss Brygger & Associates, PC, d/b/a CMBA Architects, 302 Jones St., Suite 200, Sioux City, Iowa 51101, or obtained from the Architect for a $100 refundable deposit. Contract documents may also be examined at the following Building Exchanges:

1. Sioux City Construction League, 3900 Stadium Drive, Sioux City, IA 51106.
2. Plains Builder's Exchange, 220 N. Kiwanis Ave., Sioux Falls, SD 57104.
3. Sioux Falls Builder's Exchange, 1418 C Ave., Sioux Falls, SD 57104.
4. North Iowa Builder's Exchange, 15 W. State Street, Mason City, IA 50401.
5. Greater Fort Dodge Growth Alliance, 24 N. 9th Street, Fort Dodge, IA 50501.
6. Omaha Builder's Exchange, 4159 S. 94th Street, Omaha, NE 68127.
7. Master Builders of Iowa, 221 Park Street, Des Moines, Iowa 50309.

The Owner reserves the right to reject any and all proposals, re-advertise for new bids and to waive informalities that may be in the best interest of the Owner.

The successful bidder will be notified on or after March 31st , 2026, after the proposals have been reviewed by the Architect and a recommendation as to the lowest responsible bidder has been made to Owner and accepted by the Owner.

Plans and specifications governing the construction of said proposed improvements have been prepared by Cannon Moss Brygger & Associates, PC, d/b/a CMBA Architects 302 Jones St., Suite 200, Sioux City, Iowa 51101, which plans and specifications referring to and defining said proposed improvements are hereby made a part of this notice and the proposed contract shall be executed to comply therein.

PRE-BID CONFERENCE will be held at the **Woodbury County Courthouse, 620 Douglas St., Sioux City, Iowa 51101, in the Board of Supervisors Conference Room at 2:00 P.M., on the 24th of March 2026**. **Remote attendance is possible through Microsoft Teams, an invitation email may be requested from Teresa Hebert hebert.t@cmbaarchitects.com. An electronic copy of the original building plans are also available and can be requested in the same manner.** All interested contractors, sub-contractors and material suppliers are encouraged to attend. The Owner, Architect and Consulting Engineers will be present to describe the Project and answer questions. Attendance is not mandatory, but is recommended.