

INSTRUCTIONS TO BIDDERS

1. FORM OF PROPOSAL

- A. The proposal, in triplicate, shall be submitted on the form provided herein with all items of the form properly filled out.
- B. Sealed proposals for this project will be received and publicly opened at the Holt High School Facilities Office 5780 Holt Rd., Holt Michigan 48842, on Friday, April 16, 2021 at 2:00pm EST. Proposals may be delivered any time prior to the bid opening date and time.
- C. Any questions regarding this project, technical or not, shall be e-mailed to Rick Brown at rick.brown@hpsk12.net or by calling his office (517) 694-3813 no later than 72 hours prior to bid opening.

2. BID BOND

- A. A bid bond in the amount of 5% of the bid made to Holt Public Schools shall accompany the proposal. The full amount of the bid bond shall be forfeited to the Owner upon failure of the successful bidder to enter a contract within thirty (30) days after acceptance of the proposal.

3. RIGHT TO REJECT

- A. Holt Public Schools Board of Education reserves the right to reject any and all bids, or to waive irregularities as its interest may require.

4. AWARD OF CONTRACT

- A. Holt Public Schools Board of Education reserves the right to determine which bid is best suited for its use, to accept any or all parts of a bid, and assign all or part of the contract to one of more of the qualified bidders. Any bid awards will be made to the lowest responsible bidder, as determined by the Holt Board of Education.

5. AWARD DATE

- A. The date of the contract award shall be on or about Monday, April 19, 2021.

6. WITHDRAWAL OF BID

- A. No bidder may withdraw his bid for a period of 180 days from the date of opening the bids.

7. CONTRACT

- A. Within ten (10) days after being notified of the acceptance of the proposal, the bidder to whom the award is made will be required to enter into a written agreement in the form hereto specified with Holt Public Schools and furnish two bonds with an approved indemnity company, as surety, as follows:
 - 1) **PERFORMANCE BOND:** A Surety Bond in the full amount of the contract, running to Holt Public Schools, demanding faithful performance of all provisions of the Contract and the satisfactory completion of the work within the time stipulated in the contract.
 - 2) **PAYMENT BOND:** A Surety Bond in the amount of 25% of the contract, running to Holt Public Schools insuring the payment of all bids by the bidder to Subcontractor and for labor and material.

8. REQUIREMENTS FOR SIGNING BIDS

- A. Bids, which are not signed by the individual making them, should have attached thereto a power of attorney evidencing authority to sign the bid in the name of the person for whom it is signed.
- B. Bids which are signed for a partnership should be signed by all of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, there should be attached to the bid a power of attorney evidencing authority to sign the bid, executed by the partners.
- C. Bids which are signed for a corporation should have the correct corporate name affixed thereto and the signature of the president or other authorized officer of the corporation below the corporate name following the word "By."

9. ADDENDUM

- A. The bidder will, during the bidding period, be advised by emailed Addenda of additions or alterations to the Specifications and Drawings. The final addenda (if required) shall be emailed by 4:00pm EST on Wednesday, April 14, 2021. All such changes shall be included in the work and shall become part of the Contract Documents.

10. EXAMINATION OF SITE

- A. The bidder shall visit the site of the work to fully inform himself of the existing conditions and materials and labor required to complete the project. No additional compensation will be allowed to complete the work due to the bidder's failure to acquaint itself with the existing conditions.

11. START/COMPLETION TIME

- A. The work shall be scheduled to commence Thursday, June 17, 2021, and must be completed by Monday, August 16, 2021.

12. PAYMENT

- A. The contractor shall submit bi-monthly invoices for work completed. These will be paid on a regular basis, less a 10% retention. Final payment will be made upon successful completion of all punch list items and issuance of all warranties.

13. DAYS AND HOURS OF WORK

- A. Work may be done Monday through Saturday from the hours of 7:00 a.m. EST until dark. If the Contractor wishes to work at other times, they shall submit a request in writing to Rick Brown, Holt Public Schools.

14. QUALITY – APPEARANCE - TIMELINESS

- A. Holt Public Schools has high standards for excellence. These include quality, attention to appearance and image, and timely completion of the specified work.
- B. The standards are reflected in the specifications and other documents within this proposal. The Owner will expect the Contractor to meet these standards, which will be enforced by Rick Brown, Holt Public Schools.
- C. Some examples of these standards are listed below:
 - Planning so that the work can be completed within the established time limits.
 - Doing the work correctly the first time.
 - Keeping equipment clean, presentable and well maintained.
 - Keeping a flexible schedule and cooperating in a reasonable manner with Holt Public Schools.
 - Performing daily cleanup of the work area to keep it in a neat, safe and presentable appearance.
- D. Holt Public Schools elicits the full support and cooperation of the Contractor to complete the contract work for the price submitted.

Holt Jr. High School

BID PROPOSAL FORM

CONTRACTOR NAME: _____

PROPOSAL FOR PARTIAL ROOF REPLACEMENT AT:

Holt Jr. High School
1784 Aurelius Rd.
Holt, Michigan 48842

The Undersigned having examined the Bid Documents, including the Invitation to Bid, General Information, Technical Specifications and Plans/Drawings, and being familiar with all conditions affecting this proposed project, hereby proposes to furnish all labor, material, tools, equipment, utilities, transportation or other facilities and services necessary to perform and complete the construction of the proposed project in accordance with the Bid Documents for the sums and under the conditions listed as follows:

BASE BID - The undersigned agrees to the performance of the Work as stated for the following Base Bid Sums (the amounts shall be in both words and figures with the amount in figures governing in the event of discrepancy):

Holt Jr. High High School as specified:

Areas A, B, C, D and E Dollars \$ _____

Cost of Bond
_____ Dollars \$ _____

UNIT PRICES (BEYOND BASE BID)

- 1. Deck Replacement (steel): _____ Sq/Ft
- 2. Deck Replacement (gypsum): _____ Sq/Ft
- 2. Wood Replacement: _____
 - 2" x 4" _____ Lin/Ft
 - 2" x 6" _____ Lin/Ft
 - 2" x 8" _____ Lin/Ft
 - 2" x 10" _____ Lin/Ft
 - 2" x 12" _____ Lin/FT

Additional work requested by building owner shall be established on a time and material basis.
This rate shall be given as a unit cost:

- 1) Labor: \$ _____/hour
- 2) Material Cost: _____%
4. Installation of new drains (cast iron components only): _____/each plugged.
5. Flat stock sheet metal (minimum 16 gauge): _____/Square Foot.
6. All unit prices are **installed** price, labor and material included.

OBLIGATION OF BID

1. This proposal includes the requirements as set forth in the bulletins issued during the bidding period, if any, as follows:

Bulletin Number	Date Issued
_____	_____
_____	_____
_____	_____

2. If notified of the acceptance of this proposal, within thirty (30) days of the date of bid, the undersigned agrees to execute a contract for completion of the above work within the agreed upon time frame.
3. Please provide estimated number of work days to complete project _____
4. Bid bond included? _____ Safety Plan included? _____
5. Current worker's compensation modification rate: _____
6. Provide at least three (3) Michigan School references with contact person and phone number:

- 1.
- 2.
- 3.

Respectfully submitted,

Contractor's Name

Address

If Bidder is an individual, sign here:

Individual

If a Corporation, officers sign here:

President

Secretary

(SEAL)

If a partnership, partner sign here:
