

## INVITATION TO BID

PROJECT NAME: Middle School Entrance Improvements

PROJECT DESCRIPTION:

Work at both the main and administrative entrances includes new vestibules, new aluminum storefront and doors, masonry and aluminum composite wall panels, minor mechanical and electrical work, and technology infrastructure. The main entrance will receive a pre-finished standing seam metal roof, and the administrative entrance will receive a single ply membrane roof.

OWNER: Berrien Springs Public Schools  
One Sylvester Avenue  
Berrien Springs, MI 49103  
  
(Administrative Offices in the Middle School)

ARCHITECT: CARMI Design Group  
68817 Cass Street  
P.O. Box 627  
Edwardsburg, MI 49112  
Phone: 269-663-5073

BID DATE:

Bids will be received at the district's Administrative Offices in the Middle School until **3:00 PM [local time] August 26, 2009**.

Bids will be publicly opened at the Administrative Offices in the Middle School and read aloud at this time. Bids received after this time will not be considered and will be returned to the bidder unopened.

Bids shall be properly and completely executed on the Bid Proposal Form included within the Project Manual and submitted in duplicate. Bids shall be clearly marked as "**Berrien Springs Public Schools Middle School Entrance Improvements**" on the front of the submitted envelope.

PRE-BID MEETING:

A Pre-Bid Meeting will be held at the Administrative Offices on **August 19, 2009 at 3:00 PM [local time]**.

DOCUMENT AVAILABILITY AND USE:

Bid Documents may be viewed at the following **Plan Rooms** on or after **August 10, 2009**

MACIAF 3215-A Sugar Maple Court South Bend, IN 46628	Builders Exchange of Kalamazoo 3431 East Kilgore Street Kalamazoo, MI 49001-5513	Builders Exchange of Grand Rapids 4461 Cascade Road SE Grand Rapids, MI 49546	McGraw-Hill Construction Dodge 401 Hall Street SW Suite 128B Grand Rapids, MI 49503
McGraw-Hill Construction Dodge 2521 E. Michigan Ave. Lansing, MI 48912	Construction News Service of Michigan 1793 RW Berends Drive, SW Wyoming, MI 49546	Construction Association of Michigan 43636 Woodward St. Bloomfield Hills, MI 48302	Builders Exchange of St. Joe Valley 2015 Western Ave. South Bend, IN 46629

Bid Documents may be obtained at the **Architect's office** on or after **August 10, 2009**.

Bona Fide bidders may obtain Bidding Documents from the Architect's Office upon payment of \$50.00 for each set with a limit of three (3) sets. Checks made payable to CARMI Design Group. Please note that the **P.O. Box must be included** when sending items to CARMI Design Group via the USPS or it will not be delivered. Bidding documents are also available electronically at no charge, via email. Please email your request to [swiss@carmi.biz](mailto:swiss@carmi.biz).

Said Payment for Bidding Documents shall be refunded to bidders, provided Bidding Documents are returned intact and in good condition to the Architect within five (5) calendar days after bid due date. There will be no exceptions.

**BONDS:**

A five percent (5%) Bid Bond shall accompany each bid. The successful bidder will be required to provide a Performance Bond, Labor and Material Bonds, and certificates of Liability and Worker's Compensation Insurance.

**OTHER CONDITIONS AND INFORMATION:**

1. Each bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Berrien Springs Public Schools board of education or the superintendent of the school district.
2. No bidder may withdraw their bid for a period of **Thirty (30) calendar days** after the date set for bid opening.
3. Bidders shall be required to adhere to the Davis-Bacon wage scale for Berrien County within the state of Michigan.
4. Berrien Springs Public Schools reserves the right to reject any or all bids, to waive any defects or irregularities in bids, and to accept any bid which is deemed most advantageous to the public interest.