

INVITATION TO BID

PROJECT NAME: Bond 2010: Partial Energy Management Systems Improvements

PROJECT DESCRIPTION:

Pneumatic to digital mechanical system control improvements including online management system to make temperature set point changes, edit schedules, view trend logs and receive failure alarm remotely.

OWNER: Carson City-Crystal Area Schools
115 East Main Street
Carson City, MI 48811

(Administrative Offices)

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 until **9:00 AM [local time] August 5, 2010.**

Bids will be publicly opened at the Administrative Offices 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 Form included within the Project Manual and submitted in duplicate. Bids shall be clearly marked as "**Bond 2010: Partial Energy Management Systems Improvements**" on the front of the submitted envelope.

PRE-BID MEETING:

A Pre-Bid Meeting will be held at the Administrative Offices on **July 29, 2010 at 9:00 AM [local time].**

DOCUMENT AVAILABILITY AND USE:

Bid Documents may be viewed at the following **Plan Rooms** on or after **July 21, 2010**

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 from the **Architect's office** on or after **July 21, 2010.**

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 sweiss@carmi.biz, and include company name, address, phone and fax numbers.

BONDS:

1. 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 Carson City-Crystal Area Schools board of education or the superintendent of the school district.
2. Submission of proposal signifies that bidder has visited premises, has made examinations and verifications and is fully conversant with all conditions. No claims for additional compensation will be considered or paid to any contractor.
3. The Contractor shall obtain and file with owner, prior to commencement of any work, the certificates of all insurance required by the General Conditions and Supplementary Conditions of the contract.
4. The Contractor shall pay all sales, consumer, and other taxes required by law.
5. No bidder may withdraw their bid for a period of **Thirty (30) calendar days** after the date set for bid opening.
6. Carson City-Crystal Area 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.
7. Negligence in preparations, improper preparations, errors in and/or omission from the proposals shall not relieve the bidder from fulfillment of any and all obligations and requirements of the contract documents.
8. No responsibility shall attach to the Owner or the authorized representatives of any of these, for the premature opening of any proposal which is not properly addressed and identified.