

## 1.1 NOTICE TO BIDDERS

- A. Lansing School District will receive proposals from qualified contractors for the Graphic Arts Classroom Ventilation at Everett High School. Project includes provision and installation of new ventilation system, including air handler, exhaust fan, circulation pump and related items.
- B. Proposals must be mailed or delivered in person Lansing School District, 519 W. Kalamazoo St., Room 200, Lansing, MI 48933, Attn: Purchasing. All proposals must be sealed in envelopes, plainly labeled with bidder's name, Sealed Proposal S.O. #1556 - Everett High School – Graphic Arts Classroom Ventilation” and must be received prior to **2:00 P.M.**, local time, on **Wednesday, August 11, 2010**. Bid proposals will be opened publicly and evaluated by the Engineer and Owner, with recommended awards subsequently made by Lansing School District.
- C. Bidder's, including Sub-Contractor's, shall be available for **post-bid meeting** immediately following the Bid Opening. A vendor application (attached) shall be completed for all contractor's and each sub-contractors.
- D. A pre-bid meeting will be held at 10:00 A.M., local time, Tuesday August 3, 2010 at Everett High School, 3900 Stabler St., Lansing, MI 48910. The meeting will take place in the Cafeteria. Bidders should enter the school through the single door (Door # 46) on the west side of high school building (at the old cafeteria). This pre-bid meeting is not mandatory, but highly recommended. All bidders are required to visit and inspect the site prior to bid day to ensure knowledge of existing conditions for the work. Pre-bid conference minutes will be distributed to all attendees and plan houses. Information disclosed in the pre-bid conference minutes will be considered part of the bidding and contract documents.
- E. Bidders will be required to submit with their bids a 5% Bid Bond by a qualified surety authorized to do business in the State of Michigan, an OSHA Form 200 (or 200-S) for the most recent past year, provide their worker's compensation Experience Modification Rate (EMR) factor and any other information required in the Instructions to bidders.
- F. All bidders must indicate, where shown on the Proposal Form, the cost of Performance and Labor and Material Payment Bonds covering 100% of the value of the Project. Do not include the cost of the Bonds in the Base Bid. The performance bond will be required.
- G. Background checks and finger printing will be required for all site workers (contractors and sub-contractors). Cost associated will be the responsibility of the contractor and sub-contractors and shall be included in their bid.
- H. Applicable Michigan use and sales tax apply to this project.
- I. All bidders should note that this project does require prevailing wages.

J. Bids 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 school board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

K. Bidding Documents may be examined after July 28, 2010 at:

GMB Architecture +-Engineering  
85 East Eighth St., Ste 200  
Holland, Michigan 49423  
616.796.0200

CAM – Construction Assoc. of MI  
43636 Woodward Avenue  
Bloomfield Hills, MI 48302

**AND**

Builders Exchange of Lansing  
1240 E. Saginaw Street  
Lansing, MI 48909

Builders Exchange of Michigan  
4461 Cascade Road, S.E.  
Grand Rapids, Michigan 49546

**AND**

MHC-ReproMax – Kal Blue  
401 Hall Street SW, Ste. 128B  
Grand Rapids, Michigan 49503

MHC-ReproMax – Motor City Imaging  
36060 Industrial Road  
Livonia, MI 48150

**AND**

MHC-ReproMax – Capital Imaging  
2521 E. Michigan Avenue  
Lansing, MI 48912

CNS of Michigan  
1793 RW Berends Drive SW  
Wyoming, MI 49519

L. Prospective bidders desiring complete sets of Contract Documents may obtain them from the Owner (Lansing School District). There will be no charge for the contract bid documents. It is requested that all bid documents be returned after the bid to the Architect.

M. The Owner reserves the right to accept or reject any or all bids and to waive all irregularities in Proposals. Proposals shall remain firm for ninety (90) days from date of Bid Opening.

N. Lansing School District has a strong desire to increase MBE, WBE, and Local business involvement.

O. The anticipated schedule of work shall be as follows:

July 28, 2010	Bidding Documents available
August 3, 2010	Pre-Bid Walk-thru 10:00 A.M.
August 11, 2010	Bids Due, 2:00 P.M.
August 12, 2010	Information to Physical Plant with written recommendation to Brian Ralph
August 13, 2010	Letter of Intent issued
August 16, 2010	Commence work
September 17, 2010	Date of anticipated substantial completion
September 30, 2010	Project and Punch List Complete

P. The attached map shows the location of the bid opening (519 W. Kalamazoo St., Lansing, MI 48933). Please note that parking is limited in this area. It is the bidder's responsibility to allow adequate time for such instances so that bids are not received later than **2:00 P.M.** on the state date. No bids will be accepted after the 2:00 P.M. deadline.

Q. Also attached are Lansing School District documents which become part of this Construction Handbook.

1. Statement of No Bid (please return this form, along with Bid Documents, to Lansing School District).
2. Document 3610 Purchasing Goods and Services.
3. Document 3610-R Purchasing Rules and Procedures.
4. General Conditions and Instructions to Bidders.
5. Supplier Application (submit with Proposal Form).