

Anthony Esson, Architect
Gaylord, Michigan

Gaylord Community Schools
Sinking Fund – Phase 3
Gaylord, Michigan

May 1, 2008

Project No. 0118-08

DOCUMENT 00020

INVITATION TO BID

Gaylord Community Schools will receive sealed proposals from qualified bidders for the Sinking Fund – Phase 3 project, including Remodeling of the Board Offices, Shower Repairs at the Intermediate School, and Repaving of the Middle School Parking Lot.

There will be a Mandatory Pre-Bid Meeting conducted by the Owner and Architect/Engineer at 1:00 p.m., on Thursday, June 5, 2008 in the existing Board Office Board Room located at 615 South Elm Street, Gaylord, Michigan. The Pre-Bid meeting will consist of an informational meeting followed by a walk-thru and opportunity for Bidders to examine each project site. Attendance by interested General Contract Bidders is mandatory. Attendance by major trade subcontractors is strongly encouraged.

Proposals may be mailed or delivered in person to Jackie Warren, Maintenance Director, Gaylord Community Schools, 615 South Elm Avenue, Gaylord, MI 49735. Proposals must be received "prior" to 3:00 p.m. (local time) on Thursday, June 12, 2008. Proposals will be opened publicly and read aloud at the Gaylord Board Office Board Room immediately following closure of the Bidding Period. The Board will not consider or accept a bid received by the Board after the date and time specified for bid submission. All bids will be evaluated at a later date.

Gaylord Community Schools intends Award of Contract to a "General" Contractor for work of all trades. Overall administration of the project will be the responsibility of the "General Contractor".

Post-Bid Interviews are tentatively scheduled for Friday, June 13, 2008 in the Board Office Conference Room. Interview times will be scheduled with successful bidders prior to that date.

The Owner will award the project contract(s) on or about June 17, 2008.

Bidding documents will be available on or about May 19, 2008, and will be on file for inspection at the at the following locations:

Gaylord Community Schools Maintenance Office
Construction News Service of Michigan
Builders Exchange, Traverse City, Saginaw, Grand Rapids, Lansing
Construction Association of Michigan, Bloomfield Hills
McGraw Hill, F.W. Dodge, Lansing

A \$ **150.00 refundable deposit fee** and \$**10.00 non-refundable mailing fee per set** must be received by Anthony Esson, Architect, PO Box 479, Gaylord, Michigan 49734, prior to issuance of documents. Submit **separate checks for deposit fee and mailing fee payable to "Gaylord Community Schools"**. A maximum of three (3) sets available to each General Contractor and one (1) set available to each subcontractor/supplier.

The Bidding Document deposits will be refunded following receipt of returned documents provided they are of "good and useable" condition, under the following conditions:

1. Non-Bidders who return complete sets prior to the Bid date.
2. Non-successful Bidders and all Sub-Bidders who return complete, undamaged set(s) no later than ten (10) days after the bid opening.

3. The successful Bidder will be issued additional sets for distribution to their Sub-Contractors.
4. Failure to return Bid Documents within the specified ten (10) days and /or not in good and usable condition shall forfeit deposit.

Bid Security in the amount of five percent (5%) of Base Bid shall accompany each Proposal in the form of a bid bond, cashiers check or money order **payable to Gaylord Community Schools**. A personal or company check does not constitute a Bid Security.

Each bidder shall include with its bid, a sworn and notarized statement disclosing any familial relationships that exists between the owner or any employee of the bidder and any member of the Board of Education or the Superintendent of the School District. The Board of Education will reject any bid which does not include this sworn and notarized disclosure statement.

Proposals shall be submitted on the Proposal Forms provided in the Bidding Documents and shall be completely filled in and executed in accordance with the Contract Documents.

The successful Bidder will be required to furnish surety bonds as stated in the Contract Documents.

Performance Bond (100%)
Labor and Material Payment Bond (100%)

The Owner reserves the right to reject any of or all Proposals, to accept other than a low bid, and to waive informalities, irregularities, and/or errors in Proposals, which they feel is in their best interest.

Bids may not be withdrawn for a period of thirty (30) days after the opening of the Bids.

END OF INVITATION TO BID