

SECTION 00011  
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: CLASSROOM TECHNOLOGY RENOVATIONS

A. North Muskegon Public Schools (Owner) is seeking bid proposals for new computer workstations. Proposed systems shall be configured and installed to service Owner's classrooms and administrative spaces across multiple instructional and support facilities, and as described herein.

B. Project: WORKSTATION UPGRADES

C. Owner: North Muskegon Public Schools  
1600 Mills Avenue  
North Muskegon, Michigan 49445

D. Designer: Communications by Design, Inc.

E. Sites of Work:

1. North Muskegon Elementary School  
1600 Mills Avenue  
North Muskegon, Michigan 49445
2. North Muskegon Middle School  
1507 Mills Avenue  
North Muskegon, Michigan 49445
3. North Muskegon High School  
1507 Mills Avenue  
North Muskegon, Michigan 49445

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.

B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.

C. Schedule

1. Request for Bid Proposal Distributed: September 15, 2010

2. Pre-bid Meeting: September 23, 2010 at 3:30 pm
3. Intent to Bid Forms Due: September 27, 2010 by 4:00 pm
4. Question and Clarification Deadline: September 27, 2010 by 4:00 pm
5. Public Bid Proposal Opening: October 7, 2010 at 3:30 pm

#### 1.03 TYPES OF PROPOSALS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Proposals shall be made on unaltered proposal forms as included herein. Bidder shall fill in all blank spaces and the proposal shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

#### 1.04 PRE-BID CONFERENCE

- A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.
- B. Time: September 23, 2010 at 3:30 pm
- C. Location: North Muskegon High School Library  
1507 Mills Avenue  
North Muskegon, Michigan 49445
- D. Any drawings and/or diagrams identified in the table of contents herein will be distributed and reviewed at this conference.

#### 1.05 TIME AND PLACE OF BID RECEPTION

- A. Physically sealed proposals for the base bid work will be received at the district office and read aloud at a public opening thirty minutes later at the High School (separate location). Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.
- B. Time: October 7, 2010 at 3:30 pm
- C. Location: North Muskegon High School Library

Attention: Mr. Curt Babcock  
1507 Mills Avenue  
North Muskegon, Michigan 49445

- D. Faxed or electronically delivered bids will not be accepted.
- 1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS
- A. Specifications and Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Carl VanderZee. Requests may be made by:
1. Writing – PO Box 499 Ada, Michigan 49301
  2. Email – [rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)
  3. Fax - 616-588-6251
- 1.07 BID SECURITY
- A. Bid security equal to the greater of five percent (5%) of the total bid amount, or \$7,500 must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.
- 1.08 PERFORMANCE BOND COVERAGE
- A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.
- 1.09 OWNER'S RIGHT TO REJECT PROPOSALS
- A. The Owner reserves the right to reject any and/or all proposals. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.
- B. Withdrawal of any Bid Proposal after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.
- 1.10 DEFINITIONS

- A. "Owner" is intended to mean North Muskegon Public Schools, a Michigan Constitutional Body Corporate.
- B. For purposes of this project, the terms "Architect", "Engineer" and "Designer" are used synonymously to refer to Communications by Design, a Michigan Corporation.
- C. The term "Bidder" refers to any organization properly and accurately submitting a complete "Intent to Bid Form" prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.
- D. The term "Contractor" herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.
- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner's Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.
- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION