

**Anthony Esson, Architect
Gaylord, Michigan**

**Pellston Public Schools
Adolescent Health Clinic
Pellston, Michigan**

December 23, 2009

Project No. 0145-09

DOCUMENT 00020

INVITATION TO BID

Pellston Public Schools will receive sealed proposals from qualified bidders for the Pellston Public Schools Adolescent Health Clinic project.

There will be a Mandatory Pre-Bid Meeting conducted by the Owner and Architect/Engineer at 1:00 p.m., on Tuesday, January 12, 2009. The meeting will convene in the Pellston Public Schools Board Meeting Room located at 172 North Park Street, Pellston, Michigan. The Pre-Bid meeting will consist of a brief informational meeting followed by a walk-thru and opportunity for Bidders to examine the project site. Attendance by Contract Bidders is mandatory.

Sealed Proposals may be mailed or delivered in person to William Tebbe, Superintendent, Pellston Public Schools, 172 North Park Street, PO Box 16, Pellston, MI 49769. Proposals must be received "prior" to 3:00 p.m. (local time) on Thursday, January 21, 2009. Proposals will be opened publicly and read aloud at the Pellston Public Schools 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.

Pellston Public Schools intends Award of Contract to a single Contractor for work of all trades. Overall administration of the project will be the responsibility of the Contractor.

Post-Bid Interviews are tentatively scheduled for Friday, January 22, 2009. Interview times will be scheduled with apparent low bidder(s) following opening of Bids.

The Owner will award the project contract on or about January 25, 2009.

Bidding documents will be available on or about December 28, 2009, and will be on file for inspection at the following locations:

Pellston Public Schools Administration Office
Construction News Service of Michigan
Builders Exchange, Traverse City, Grand Rapids, Lansing, and Saginaw
Construction Association of Michigan, Bloomfield Hills
Reed Construction Data, Norcross, GA
McGraw Hill, F.W. Dodge, Lansing

Bidding Documents will be available to Bidders in electronic format (.pdf) free of charge. Email requests to tony@anthonyessonarchitect.com. Paper copies of Bidding Documents may be purchased from Traverse Reproduction & Supply Company; 1373 Barlow Street, Traverse City, MI 49686, telephone 231/947-6284, fax: 231/947-6552. Requests for paper copies of Bidding Documents shall be made to Traverse Reproduction and Supply Company at the address above. Each request should be accompanied by the Bidders name, mailing address, shipping address if different, telephone, fax, email address. Contact Traverse Reproduction & Supply Company for Document purchase pricing and shipping costs.

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 Pellston Public 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 may 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