

## **1.1 NOTICE TO BIDDERS**

- A. Public Schools of Petoskey, Petoskey, Michigan, will receive separate proposals from qualified contractors for:
  - 1. Partial Re-Roof projects at Petoskey High School and AG Building.
  - 2. Re-Light Projects at Petoskey High School, AG Building, Petoskey Middle School, Dr. H. Carl Spitler Building, Sheridan Elementary, Ottawa Elementary, and Lincoln Elementary.
  - 3. Installation of roof support steel at Petoskey High School
- B. Proposals may be mailed or delivered in person to Kent Cartwright, Business Manager, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770. All proposals must be sealed in envelopes, plainly labeled "Public Schools of Petoskey – Re-Roof and Re-Light Projects" and must be received prior to 2:00 P.M., local time, on Wednesday, March 31, 2010. All proposals will be opened publicly and read aloud at this time. Evaluation of proposals and awards by the Public Schools of Petoskey will be at a later date; the successful contractor will receive a letter of intent prior to receipt of contract. Bid opening will take place at Spitler Administration Building, 1130 Howard Street, Petoskey, MI. 49770.
- C. A pre-bid walk-thru will be held at 3:00 P.M. local time, on Thursday, March 18, 2010, meeting in the Business Manager's office in the Administration Building, 1130 Howard Street. If a supplemental field visit in addition to the pre-bid walk-thru is desired, contact Mr. Kent Cartwright at 231-348-2348.
- D. All bidders are required to furnish Bid Security in the amount of five (5%) percent of the Base Bid. Form of the security may be a bid bond, certified or cashiers check made payable to Public Schools of Petoskey. This will be a guarantee that the bidder selected by Public Schools of Petoskey will furnish the required PLM Bonds; failure to do so could mean forfeiture of the Bid Security.
- E. 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.
- F. Michigan use and sales tax applies to this project.
- G. All bidders should note that this project does not require prevailing wages.

H. The Schedule of Work shall be as follows:

March 11, 2010	Bidding Documents Available
March 18, 2010	Pre-Bid Walk-thru 3:00 pm
March 31, 2010	Bids Due, 2:00 pm
March 31, 2010	Post-Bid Interviews following Bid opening
April 16, 2010	Anticipated award of contract
April 18, 2010	Letter of Intent
June 17, 2010	Start Project
August 10, 2010	Date of mandatory substantial completion
September 7, 2010	Project and Final Punch List Complete – Last day contractor can be on-site.

- I. It is understood and agreed that all Work to be performed under the Contract shall be completed within the established Contract completion time. Upon failure to have all Work completed within the specified period of time (September 7, 2010), the Owner shall be entitled to retain or recover from each Contractor, as Liquidated Damages, and not as a penalty, the amount of \$1,000 per day.
- J. All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.
- K. Bidding Documents may be examined after March 11, 2010 at:

GMB Architecture + Engineering  
85 East Eighth Street  
Suite 200  
Holland, Michigan 49423  
616-796-0200

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

**AND**

Builders Exchange of Northwest Michigan  
1373 Barlow Street, Suite #4  
Traverse City, Michigan 49686

Builders Exchange of Grand Rapids  
4461 Cascade Road SE  
Grand Rapids, Michigan 49546

- L. Prospective bidders desiring complete sets of Contract Documents may obtain them from the Architect/Engineer.
- 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 60 days from date of Bid Opening.