

1.1 NOTICE TO BIDDERS

- A. Public Schools of Petoskey, Petoskey, Michigan, will receive proposals from qualified contractors for the remodeling of the Petoskey Middle School Auditorium, located on 801 Northman Drive, Petoskey Michigan, 49770.
- B. Separate bids will be received from General, Mechanical, Test and Balance, Electrical, and A/V Systems Contractors; the Owner will enter into a separate contract(s) with each successful Contractor. The successful Mechanical and Electrical Contractors will be assigned to the successful General Contractor, who will be fully responsible for coordination of all required work between all trades. Bid Packages are as follows:
 - BP-1: General
 - BP-2: Mechanical
 - BP-3: Test and Balance
 - BP-4: Electrical
 - BP-5: A/V Systems
- C. Proposals must 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 – Middle School Auditorium Remodeling" and must be received prior to 10:00 A.M, local time, on Tuesday, February 8, 2011. Envelopes shall also be labeled with the respective Bid Division being submitted as listed in the Description of Work. Contractors will be notified within the allocated period of time as to their position in the bid process. Evaluation of proposals and award will be at a later date; the successful contractor will receive a letter of intent prior to receipt of contract.
- D. A mandatory pre-bid meeting will be held at 3:30 P.M., local time, on Tuesday, January 25, 2011 at the Petoskey Middle School Auditorium. Prospective bidders may make arrangements with the Owner to walk through the construction site prior to the pre-bid meeting, contact Mr. Kent Cartwright at 231-348-2348.
- E. The Schedule of Work shall be as follows:

January 25, 2011, 3:30 P.M.	Pre-Bid Meeting on site, 801 Northman Drive. Petoskey
February 8, 2011, 10:00 A.M.	Bids Due
February 8, 2011 following the bid opening (11:00 A.M.- 6:00 P.M.)	Post-Bid Interviews
February 17, 2011	Anticipated Award of Contract with Letter of Intent
May 9, 2011	Anticipated Start of Construction
September 15, 2011	Anticipated Substantial Completion
October 31, 2011	Required Final Completion of Entire Project, Including Punch Lists

- F. All bidders are required to furnish Bid Security in the amount of five (5%) percent of the Base Bid made payable to Public Schools of Petoskey. Form of the security may be a bid bond, certified or cashiers check. 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.

- G. 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.
- H. The successful bidder may order materials after receipt of Letter of Intent, signed contract, or purchase order.
1. Construction will start May 09, 2011 and all work within the Auditorium, including Punch List items, shall be completed by October 31, 2011.
 2. All major construction (concrete, masonry, steel erection, and modification, as well as mechanical equipment installation) must be completed by August 31, 2011.
 3. All work outside the room of the Auditorium / Stage House must also be completed prior to August 20, 2011. All other work, including Punch List items, must be completed by October 31, 2011.
 4. **Liquidated Damages will be enforced if work is not completed by October 31, 2011. (Refer to paragraph I. below.)**
 5. Refer to Specification Section 00.310 for complete project schedule.
- 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, 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. Applicable Michigan use and sales tax apply to this project.
- K. 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.
- L. Bidding Documents may be examined after January, 20, 2011 at:

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

AND

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

MHC/Repro MAX – Capital Imaging
2521 E. Michigan Avenue
Lansing, MI 48912

AND

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

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

- 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 sixty (60) days from date of Bid Opening.