

**SECTION 00100  
INVITATION TO BID**

**PROJECT**

**Lansing School District  
2007 Renovation Projects**

Sexton Cafeteria Expansion - Bid #S.O. 1395  
Toilet Partitions @ 27 Buildings - Bid #S.O. 1401  
Johnson Fiedlhouse Bleacher Repairs - Bid #S.O. 1392

**OWNER**

Lansing School District  
Purchasing Department  
519 W. Kalamazoo St Room 203  
Lansing, Michigan 48933

**ARCHITECT**

Roger L. Donaldson, AIA P.L.C..  
4787 Tartan Lane  
Holt, Michigan 48842  
Telephone/fax: (517) 694-0011  
Email: Roger.AIA@comcast.net  
Architects Project #07-13 Sexton Cafeteria Expansion  
Project #07-15 Toilet Partitions @ 27 Buildings  
Project #07-17 Johnson Fiedlhouse Bleacher Repairs

**Engineer**

Engineering Applications, Inc.  
815 Coolidge, Suite 307  
Lansing, MI 48906  
Telephone: (517) 337-4422  
Fax:(517) 337-7115

**DESCRIPTION OF PROJECTS:**

**Sexton Cafeteria Expansion - Bid #S.O. 1395:** Work includes removal of wall to expand Cafeteria into room to the west. Relocation of Return Air Ductwork into new wall, Painting, Flooring, Electrical/Fire Alarm, and Misc. work. Construction must be completed prior to start of next school year.

**Toilet Partitions @ 27 Buildings - Bid #S.O. 1401** Removal of existing toilet partions and providing new Toilet Partions to match existing. Base Bid Metal Toilet Partions with alternate of Solid Phenolic.

**Johnson Fiedlhouse Bleacher Repairs - Bid #S.O. 1392:** Welding and Repair to bleacher structure, new motorized operation and addition of Handrails. Work must be completed prior to start of next school year.

**PRE-BID MEETING:**

**Sexton Cafeteria Expansion - Bid #S.O. 1395:** A Highly Recommended Pre-Bid meeting will be held on Tuesday June 19, 2007 at 10:00am

**Toilet Partitions @ 27 Buildings - Bid #S.O. 1401:** No Pre Bid meeting is required. Contractor will have access to the buildings June 11, 2007 between 9am and 3 pm.

**Johnson Fiedlhouse Bleacher Repairs - Bid #S.O. 1392:** No Pre Bid meeting is required. Contractor to arrange on site visit with Owner and Architect.

**TYPE OF BIDS REQUESTED**

Separate Bids are requested for the following three (3) projects.

Sexton Cafeteria Expansion - Bid #S.O. 1395, Toilet Partitions @ 27 Buildings - Bid #S.O. 1401, Johnson Fiedlhouse Bleacher Repairs - Bid #S.O. 1392. Sealed proposals for construction work of all trades for each separate project will be received.

**TIME AND PLACE**

Sealed proposals will be received until 2:00 p.m. local Time, on Tuesday, June 26, 2005 Lansing School District, Board of Education Room , 519 W. Kalamazoo, Lansing, Michigan 48933. Bids will be opened and read aloud. Bids received after the time and date for receipt of Bids will be returned unopened. Bid forms are included in the Project Manual. One copy of the proposal shall remain bound the Project Manual. Bids must be submitted prior to the date and time specified in an Opaque Envelope marked in large letters – **SO-**\_\_\_\_\_.

## **“2007 Renovation Projects BID PROPOSAL”**

The envelope shall be addressed to the party receiving the Bids and shall be identified with the Project name, the Bidder's name and address and, if applicable, the designated portion of the Work for which the Bid is submitted. If the Bid is sent by mail the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.

No oral interpretations will be made. Interpretations must be made in writing and delivered to the Architect at least seven (7) working days prior to bid opening. Interpretations will be made in writing and furnished to prospective bidders present at the pre-bid inspection meeting.

Each bidder is responsible for making their own measurements, for acquainting themselves with the specification documents, and for inspecting the work site and conditions.

### **PROPOSAL GUARANTEE**

Each proposal must be accompanied by a proposal guarantee in an amount equal to five percent (5%) of the basic proposal. Guarantee shall be in the form of a certified check or bid bond executed by and approved surety company, made payable to the Lansing School District. Proposal guarantee shall run for a period of **sixty (60)** days.

### **ACCESS TO BIDDING DOCUMENTS**

Bidding documents are on file at the following locations and are available for the use of bidders:

Office of the Architect,

Lansing School District Physical Plant  
F. W. Dodge of Grand Rapids and Flint, MI,

Office of Engineer EAI  
Builders Exchange of Lansing and Grand Rapids, MI

### **PROCUREMENT OF BIDDING DOCUMENTS**

Copies of the bidding documents may be obtained from the Architect, with each general contractor being entitled to obtain up to three (3) sets, and each Sub Contractor entitled to obtain one (1) set of bidding documents for a refundable deposit of \$50.00 per set. Make Checks out to “*Lansing School District*”. Provide a self address stamped envelope for return of deposit when drawings are returned after submission of bid proposal.

If any bidder requires more than the sets of bidding documents stipulated, such additional full sets may be purchased from Capital City Blueprint at cost and this purchase amount will not be refunded. Subcontractors and suppliers may purchase complete sets of bidding documents at cost and this purchase amount will not be refunded.

Bid documents may be mailed to contractors upon written request and prepayment (by check made out to Roger L. Donaldson AIA PLC) of \$20.00 to cover cost of wrapping, handling and mailing. This is for the contractor's convenience only, and the cost of this service is without refund.

### **CONTRACT SECURITY**

Successful bidder will be required to furnish a "Performance Bond" and a "Labor and Material Payment Bond", each bond in the amount of 100% of his contract, as required in the "Instructions to Bidders".

### **RIGHTS RESERVED BY OWNER**

The owner reserves the right to reject any or all proposals and to waive any irregularities in bidding, or to accept the lowest responsible proposal(s), that in the opinion of the owner will serve the best interest of the owner. The owner will not be obligated to accept the lowest proposal. The owner further reserves the right to approve all subcontractors.

### **WITHDRAWAL OF PROPOSALS**

No proposals may be withdrawn for a period of **sixty (60)** days after the receipt of proposals.

**END OF SECTION 00100**