

SECTION 00100
INSTRUCTIONS TO BIDDERS

1. GENERAL:

- A. Sealed Proposals will be received from Contractors for:

Proposed: #312081.B – Northville Public Schools,
Miscellaneous Renovations

in accordance with the following Instructions.

- B. Proposals shall be submitted in an opaque envelope. Envelope shall bear the name of the Bidder and the name of the Project. Submit on Proposal Forms provided. Proposals shall be submitted in duplicate. Proposals shall be addressed and submitted to:

Northville Public Schools
Administration Building – Room 307
501 W. Main St.
Northville, Michigan 48167

- C. Proposals shall be labeled as follows:

"SEALED BID – NORTHVILLE PUBLIC SCHOOLS
MISCELLANEOUS RENOVATIONS"

- D. No oral, telephone, or telegraphic proposals will be considered. Proposals shall be signed by the Bidder, giving business address and stating whether an individual, partnership, or corporation. If the latter, under the laws of that state.
- E. Each Bidder shall have attached to his bid a list of three (3) comparable projects completed within the past five year – include cost of project and name and phone number of contact person.
- F. The successful Bidder will be required to submit Labor, Material and Performance Bond in accordance with Division 1 requirements.
- G. Proposals must be accompanied by a bid guarantee in an amount not less than five percent (5 %) of the amount bid. Bid guarantee may be in the form of a cashier's check or approved bid bond.
- H. Expected completion for this project is Sept. 1, 2012.

2. DEFAULT:

- A. Submitted Proposals will be considered as final, and no alternate or revised Proposals will be accepted after the closing date for receiving bids.

3. OWNER'S REQUIREMENTS FOR BIDDERS

- A. The Owner retains the right to qualify or disqualify Bidders on the basis of available information covering their service and the quality and suitability of the equipment bid.

- B. All equipment bids shall be made by a reputable, experienced manufacturer, and conform with attached specifications.
- C. The Owner reserves the right to accept or reject any total bid, or part thereof, and to award the total contract or part thereof to other than the low Bidder. All decisions regarding contract awards will be final.
- D. All Proposals submitted shall remain firm for a period of sixty (60) days after the date of bid opening.
- E. Awarded Vendor shall, within a reasonable time after receipt of a written notice thereof, make good any defects in materials or workmanship which may develop during a one (1) year period.

4. BASIS OF PROPOSALS

- A. Proposals shall be based on the methods and materials shown and described on the Drawings and Specifications. If the Bidder wishes to bid on alternate material or piece of equipment other than that specified, he shall submit a separate Proposal on the alternate materials or equipment apart from the Base Bid.
- B. Anyone not quoting Specifications as set forth shall submit an itemized list of equipment they are proposing. This list shall be on Bidder's own letterhead and shall be accompanied by catalog cuts or line drawings in color if possible and a description listing all differences in design, construction and materials for each item. Failure to comply with these requirements may be cause to disqualify Proposal.
- C. The delivery by the Vendor shall be at the direction of the Vendor.
- D. Prices must include delivery, assembly and set in place.
- E. Manufacturer's specifications and product numbers are intended to establish a minimum standard of design, construction, and quality that will be accepted.
- F. Vendors not bidding on items "as specified" are to submit alternates for the equipment listed on the specification list. The Owner retains the right to qualify or disqualify all alternate or equivalent bids regardless of prices.

5. INTERPRETATION OF CONTRACT DOCUMENTS:

- A. If any person contemplating submitting a bid on the proposed Contract is in doubt as to the true meaning of any part of the Drawings, Specifications, or other Contract Documents, he may submit to the Architect a written request for an interpretation thereof. Any such Addendum will be mailed or delivered to each person receiving a set of the Contract Documents and to such other prospective Bidders as have requested they be furnished with a copy of such Addendum.

6. REQUIREMENTS FOR SIGNING BIDS:

- A. Bids which are not signed by individuals making them shall have attached thereto a Power of Attorney evidencing authority to sign the bid in the name of the person for whom it was signed.
- B. Bids which are signed for a partnership should be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there should be attached to

the Bid a Power of Attorney evidencing authority to sign bid, executed by the partners.

- C. Bids which are signed for a corporation should have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the word "by", together with the stamp of the corporate seal. If such a bid is manually signed by an official other than the president of the corporation, a certified copy of the resolution of the Board of Directors evidencing the authority of such official to sign the bid should be attached to it. Such bid should also bear the attesting signature of the secretary of the corporation and the impression of the corporate seal.
7. WHEN THE AWARD IS EFFECTUAL:
 - A. The Contract shall be deemed as having been awarded when formal Notice of Award shall have been duly served upon the intended awardee, i.e., the Bidder to whom the Owner contemplates awarding the Contract, by some officer or agent of the Owner duly authorized to give such notice.
 8. NUMBER OF COUNTERPARTS OF CONTRACT DOCUMENTS:
 - A. There will be required three (3) executed counterparts of the Contract Documents, including Drawings, Specifications and Contracts.
 9. WITHDRAWAL OF BIDS:
 - A. Any Bidder may withdraw his bid at any time prior to the scheduled time for the receipt of bids. No bid may be withdrawn after the scheduled closing time for receipt of bids for at least sixty (60) days. Owner reserves the right to reject any or all bids and waive any informalities when in the best interests of the Owner it is deemed advisable.
 10. CLOSING DATE FOR BIDS:
 - A. Bids will be received until: **THURSDAY MAY 31, 2012 @ 2:00 PM**
 11. CONTRACT DOCUMENTS AVAILABLE:
 - A. The Contract Documents, including the Drawings and Specifications, will be on file at the office of the Architect, Wilkie & Zanley, Architects, 'A Sidock Company', 4242 Biddle Avenue, Wyandotte, Michigan, and will be made available **MONDAY MAY 21, 2012**.
 - B. Available in electronic copy only (CD) \$10.00 non-refundable fee per CD.
 12. TIME SCHEDULE
 - A. Mandatory Pre-Bid Conference is scheduled for **THURSDAY MAY 24, 2012 @ 10:00 AM** at the site.
 - B. Bids are due **THURSDAY MAY 31, 2012 @ 2:00 PM**.
 - C. Contract Commencement is within ten (10) days after Contract is signed by all parties.

END OF INSTRUCTIONS TO BIDDERS