

**CONTRACT DOCUMENTS
FOR THE
PROPOSED
GRAND TRAVERSE COUNTY ROAD COMMISSION
TRUCK WASH ADDITION**

July 16, 2018

Prepared By:

JML Design Group, Ltd.
225 E. 16th Street, Suite B
Traverse City, Michigan 49684
(231) 947-9019

Section 00100 - Information for Bidders

1.01 Invitation to Bid

- A. The Grand Traverse Road Commission, of Traverse City, Michigan, invites bids from contractors for work in connection with the following:

Truck Wash Addition at 1881 LaFranier Road, Traverse City, MI

- B. All bids will be delivered to the Grand Traverse Road Commission, 1881 LaFranier Road, Traverse City, Michigan 49684 to the attention of Mr. Paul Wisniewski, by 4:00 p.m. EST, Monday, July 30, 2018.
- C. Bids will be opened publicly.
- D. The Owner reserves the right to reject any and all bids.
- E. Performance bond is required.
- F. Permit fees are to be by the contractor. Permit submission is in process.

1.02 Proposal

- A. Proposals shall be submitted on the forms provided. All blank spaces for the Base Bid and Unit Prices shall be filled in.
- B. Each bidder must include in his proposal all applicable fees and applicable taxes, including permit fees, unless otherwise stipulated. The Building Permit has been applied for. The contractor is responsible for fees.
- C. Each proposal must include a breakdown of the bid into total material cost and total labor cost, according to the form of the proposal.
- D. Bids having unfilled blanks in any part of the proposal may be rejected by the Owner.
- E. Each bidder shall include the following with his proposal:
 - 1. Insurance certificate verifying the bidder carries the required insurance limits, or a letter from insurance agent verifying that the insurance can be secured (refer to attached requirements).
 - 2. Complete description of any substitution and/or voluntary alternate. It is understood that there shall be no substitutions accepted on this project unless (A.) offered with the proposal, or (B.) deemed to be in the owner's best interest.

1.03 Conditions of Work

- A. Each bidder must inform himself fully of the conditions relating to the construction and labor under which the work is now being or will be performed. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of the Contract Documents and to complete the contemplated work for the consideration set forth in his bid.
- B. Each contractor, in the carrying out of his work, must employ such methods or means as will not cause any interruptions or interference with the work of any other contractor, nor will endanger the health or safety of any persons on the premises.

1.04 Definitions

- A. All definitions set forth in the General Conditions and Supplementary General Conditions are applicable to these Instructions to Bidders.
- B. Bidding Documents include the Invitation to Bid, Information for Bidders, Bid Forms, Special Conditions, General Conditions, Supplementary Conditions, Contract Form, Specifications and Drawings, including any Addenda issued prior to receipt of bids.
- C. Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the Bidding Documents, including Drawings and Specifications, by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed.

1.05 Bidder's Representation

- A. Each bidder by making his bid represents that he has read and understands the Bidding Documents.
- B. Each bidder by making his bid represents that he has visited the site and familiarized himself with the local conditions under which the Work is to be performed.

1.06

- A. All bids must be prepared on the forms provided by the Owner and submitted in accordance with the Information for Bidders.
- B. A bid is invalid if it has not been deposited at the location prior to 4:00 p.m. on date for receipt of bids indicated in the Advertisement, Invitation to Bid, or Bidding Documents, or prior to any extension thereof issued to the Bidders.
- C. Unless otherwise provided in any supplement to this Information for Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for sixty (60) days after the

time designated for the receipt of bids in the Advertisement, Invitation to Bid or Bidding Documents.

- D. Any questions should be addressed to Fred Campbell and should be in writing by letter or email to the following address:

JML Design Group, Ltd.
225 E. 16th Street, Suite B
Traverse City, Michigan 49684

Phone: (231) 947-9019
Email: jmldg@att.net

Any oral communications will not be considered binding unless confirmed by a written agenda.

Prior to the receipt of bids, Addenda will be mailed or delivered to each person or firm recorded by the Owner as having received the Bidding Documents and will be available for that purpose. Modifications issued after the receipt of bids will be mailed or delivered only to the selected bidder.

1.07 Examination of Bidding Documents

- A. Each bidder shall examine the Bidding Documents carefully and not later than seven (7) days prior to the date for receipt of bids, shall make written request to the Owner's Agent for interpretation or correction of any ambiguity, inconsistency, or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Owner's Agent. Only a written interpretation or correction by Addendum shall be binding. No bidder shall rely upon interpretation or correction given by any other method.

1.08 Substitutions

- A. Each bidder represents that his bid is based upon the materials and equipment described in the Bidding Documents. No substitutions will be accepted after the contract has been awarded, unless it is in the best interest of the Owner. Any substitutions must be noted in the proposal form as a "Voluntary Alternative".
- B. Substitution, along with the corresponding change in price, will be considered if such request is submitted to the Owner along with a bid. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted: drawings, cuts, performance and test data, and any other data or information necessary for a complete evaluation.

1.09 Rejection of Bids

- A. The bidder acknowledges the right of the Owner to reject any and all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to submit the data required by the Bidding Documents, or if the bid is in any way incomplete or irregular.
- B. Substitution, along with the corresponding change in price, will be considered if such request is submitted to the Owner along with a bid. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted: drawings, cuts, performance and test data, and any other data or information necessary for a complete evaluation.

1.10 Submission of Post-Bid Information

- A. Upon request by the Owner, each bidder must submit within three (3) business days, a detailed breakdown of their bid; the breakdown should include the following minimum information:
 - 1. Quantity, cost, and unit cost for each related Specification Sections, Labor and Material.
 - 2. Quantity, cost and unit cost of every major item of Work, Labor and Material.
 - 3. Quantity, cost and unit cost of every major equipment rental or purchase.
 - 4. Quantity, cost and unit cost for all General Conditions items.
 - 5. Quantity, cost and unit cost of any item the Owner and/or Owner's Agent deems appropriate.
- B. Upon request by the Owner, the selected bidder shall, within three (3) days thereafter, submit the following:
 - 1. A designation of the Work to be performed by the bidder with his own forces.
 - 2. A list of names of the sub-contractors or other persons or organizations (including those who are to furnish materials or equipment fabricated to a special design) proposed for such portions of the Work as may be designated in the Bidding Documents or, if no portions are so designated, the names of sub-contractors proposed for the principal portions of the Work. The bidder will be required to establish, to the satisfaction of the Owner, the reliability and responsibility of the proposed sub-contractors to furnish and perform the Work described in the Sections of the Specifications pertaining to such proposed sub-contractors' respective trades.

The Owner will notify the bidder, in writing, if the Owner, after due investigation, has reasonable and substantial objection to any person or organization on such list, and refuses, in writing, to accept such person or organization; the bidder may, at his option, withdraw his bid, notwithstanding anything to the contrary contained in Paragraph 1.06-C. If the bidder submits an acceptable substitute with an increase in his bid price to cover the difference in cost occasioned by such substitution, the Owner may, at his discretion, accept the increased bid price, or he may disqualify the bidder. Subcontractors and other persons and organizations proposed by the bidder and accepted by the Owner must be used on the Work for which they were proposed and accepted and shall not be changed except with the written approval of the Owner.

Grand Traverse County Road Commission- Truck Wash Addition

A. Base Bid

1. Lump sum for concrete footings/foundations

_____ \$ _____
(written amount)

2. Lump sum for concrete slabs

_____ \$ _____
(written amount)

3. Lump sum for metal roof/siding/flashing

_____ \$ _____
(written amount)

4. Lump sum for concrete/masonry

_____ \$ _____
(written amount)

5. Lump sum for doors / frames / hardware

_____ \$ _____
(written amount)

6. Lump sum for demolition

_____ \$ _____
(written amount)

7. Lump sum for structural steel

(written amount) \$ _____
8. Lump sum for fire suppression

(written amount) \$ _____
9. Lump sum for electrical

(written amount) \$ _____
10. Lump sum for plumbing

(written amount) \$ _____
11. Lump sum for painting

(written amount) \$ _____
12. Lump sum for Heating/Ventilation and Cooling

(written amount) \$ _____
13. Lump sum for caulking

(written amount) \$ _____
14. Lump sum for excavating/backfill

(written amount) \$ _____
15. Lump sum steel erection
_____ \$ _____

	_____	_____
	(written amount)	
16.	Lump sum for stairs/platform	
	_____	\$ _____
	(written amount)	
17.	Lump sum for overhead doors	
	_____	\$ _____
	(written amount)	
18.	Lump sum for fire extinguishers	
	_____	\$ _____
	(written amount)	
19.	Lump sum for insulation	
	_____	\$ _____
	(written amount)	
20.	Lump sum for general conditions	
	_____	\$ _____
	(written amount)	
21.	Lump sum for overhead/profit	
	_____	\$ _____
	(written amount)	
	TOTAL PROJECT:	\$ _____

Submitted by: _____

Contact information: _____

Proposed Schedule:

Non-mandatory walk through: Thursday, July 19, 10:00 A.M.

Bid Due Date: Monday, July 30, 2018 4:00 p.m. E.S.T.

Contract Award Notice: August 8, 2018

Contract Award Approval: August 14, 2018

Work Commencement Date:

Each contractor is to submit approximate time frame for completion of their work. Identify any long lead items. In this manner an overall schedule can be developed.

Anticipated turnover date: December 1, 2018.