

**ADVERTISEMENT FOR BIDS
FOR
GRAYLING DEPARTMENT OF PUBLIC WORKS BUILDING
GRAYLING, MICHIGAN**

1. Sealed bids for Grayling Department of Public Works Building project will be received by the City of Grayling (1020 City Blvd. PO Box 549 Grayling, MI 49738) prior to **3:00pm, Thursday, August 2, 2018.**
2. Bids will be open publicly at 3:00pm, Thursday, August 2, 2018 at City Hall.
3. Sealed bids may be mailed or delivered in person to City of Grayling Attn: City Clerk DPW Building 1020 City Blvd. PO Box 549 Grayling, MI 49738. Faxed bids or electronic bids will NOT be accepted. If a bidder is mailing their bid it must be in a separate opaque envelope clearly marked "Bid Enclosed" and must indicate DPW Building.
4. This project will consist of one separate sealed bid packages for:
Grayling Department of Public Works Building
5. Bid Documents, including plans and specifications are available for inspection at the following locations:
Architect's Office in digital format only, contact Jen Wilt at jen@seidellarchitect.com or 989-731-0372.
6. In order to conserve our natural resources and to keep our printing costs efficient, we encourage bidders to view plans and specifications and bid from electronic sources whenever possible. Copies of the bid documents, including specifications and plans may be purchased from Traverse Reproduction 231-947-6284.
7. Questions during the bid process will be directed to the Architect:
Seidell Architects
114 N. Court Avenue
Gaylord, MI 49735
Todd Seidell
P) 989-731-0372
Todd@SeidellArchitect.com
8. There will be a **Pre-bid Meeting** at City Hall (City of Grayling 1020 City Blvd. Grayling, MI 49738) on **Tuesday, July 10, 2018 at 1:00pm** to go over the project and answer any questions. Attendance at the pre-bid meeting is NOT mandatory for contractors. Bidders will be responsible for any and all existing conditions.
9. City of Grayling reserves the right to reject any of or all bids, to accept other than a low bid, and to waive any informalities, irregularities, and/or errors in bids, which it feels is in its best interest.
10. Bids shall remain firm and shall not be withdrawn for a period of 30 days after the bid opening.

**INSTRUCTIONS TO BIDDERS FOR
GRAYLING DEPARTMENT OF PUBLIC WORKS BUILDING
GRAYLING, MICHIGAN**

1. City of Grayling and Seidell Architects, will be accepting bids for the Grayling Department of Public Works project located at 2920 Industrial Street, Grayling, MI 49738.
2. The project will consist of erection of a new 16,000 sq. ft. warehouse facility.
3. Complete bids for this project are due to City of Grayling, Attn: City Clerk DPW Building 1020 City Blvd. PO Box 549 Grayling, MI 49738, no later than 3:00pm, Thursday, August 2, 2018. Bids must be submitted on the provided Bid Proposal Form, 3 pages (00200-1 – 00200-3).
4. Bids will be open publicly at 3:00pm, Thursday, August 2, 2018.
5. City of Grayling reserves the right to reject any of or all Proposals, to accept other than a low bid, and to waive any informalities, irregularities, and/or errors in Proposals, which it feels is in its best interest.
6. There will be a voluntary **Pre-bid Meeting** at City Hall (1020 City Blvd. Grayling, MI 49738) on **Tuesday, July 10, 2018 at 1:00pm**. Attendance at the pre-bid meeting is NOT mandatory for contractors. Bidders will be responsible for any and all existing conditions.
7. In order to conserve our natural resources and to keep our printing costs efficient, we encourage bidders to view plans and specifications and bid from electronic sources whenever possible. Copies of the bid documents, including specifications and plans may be purchased from Traverse Reproduction 231-947-6284.
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Verbal answers are not bidding with any party. Written inquiries received 4 days prior to bid due date will be responded to in an addendum.

10. All bidders have the responsibility to read and review the contract documents carefully, and to familiarize themselves thoroughly with all requirements. A voluntary Pre-bid meeting is **Tuesday, July 10, 2018 at 1:00pm** to go over the project and answer any questions. All bids must take into consideration existing conditions and be responsible for them.
11. ALLOWANCES: There are no allowances for this project.
12. ALTERNATES: There are no alternates for this project.
13. Time is of the essence to the owner. A construction schedule will be developed and will need to be followed. We plan to begin work mid-July, 2018 and to be completed by November, 2018.
14. Certain material specifications are directly on the drawings. All bidding documents must be examined thoroughly before submitting your bids.
15. Contractors are to make application for payment by the 25th day of each month on AIA forms G-702 and G-703. Monthly payments will be made to the contractor on his percentage of completed work and material stored on site, less 5% retainage. Payments will be issued on or about the last day of the following month.
16. At each pay application, the contractor must supply the Architect with a Waiver of Lien covering all material, sub-contractors, and labor for prior month's payment. Before final payment is made, all work must be accepted by the owner and architect, and the contractor must supply full unconditional Waivers of Lien for all materials, sub-contractors and labor.
17. Contractor's Liability Insurance/Bonds:
 - A. Contractor to maintain public and automobile liability (bodily injury and property damage) insurance. Owner and architect shall be protected by such insurance.
 - B. Worker's Compensation and Employer's Liability insurance will be maintained by the contractor.
 - C. Limits of Liability:
 - Public liability, bodily injury and property damages:
 1. Each occurrence limit \$1,000,000
 2. Aggregate products \$1,000,000
 - Automobile and truck public liability, bodily injury and property damage:
 1. Each person \$1,000,000
 2. Each occurrence \$1,000,000
 - D. The architect will arrange and carry the performance and payment bonds for the entire project. Individual contractor bonds will not be required.
 - E. Individual contractors are not required to submit a bid bond.
18. The contractor will provide dumpsters for construction debris and portable restrooms. It is the contractors' responsibility to put debris in dumpsters on a daily basis. "A clean jobsite is a safe jobsite."

19. Safety is the responsibility of each individual contractor; each contractor, their sub-contractors and supplies shall comply with all local safety ordinances and OSHA regulations and requirements while performing their work.
20. Contractors shall consider protection of finish work of prime importance. Care shall be taken by contractors not to damage completed work of other contractors, and to provide adequate protection for their own completed work (including weather protection).
21. The contractor shall arrange for flagmen, barricades, etc. to maintain proper traffic flow if required by the contractor's operations.
22. Contractor to furnish a written guarantee that all labor and materials furnished and work performed, including portion of trade assigned or sublet, are in accordance with contract documents. Should any defect develop during construction or guarantee period due to improper materials, workmanship or arrangements that defect will be repaired or replaced by contractor without expense to owner or architect.
23. The guarantee to be good for a period of one (1) year from the date work completed is turned over to and accepted by owner.
24. Submit shop drawings (electronically, pdf format), product literature and required samples for architect to review within two (2) weeks of award contract.
 - A. Submittals: Contractor shall submit to the architect shop drawings and/or project literature, and material samples, for review by the Architect as listed in the Technical Specifications, including but not limited to:
 - A. Membrane Roofing and Accessories
 - B. Roof Insulation
 - C. Metal Edge Coping
25. No proposals may be withdrawn for a period of thirty (30) days after the receipt of proposals.
26. The roofing contractor will arrange for and provide the Building Permit. The site work, mechanical, and electrical contractors shall take out and pay for their respective permits, inspection fees, etc., as required by law.
27. All labor, materials, equipment and miscellaneous items are to be included under this contract for a complete project. Contractor is to include sales tax on materials in the bid. Certain materials and systems are specified in this project manual. Others are specified directly on the drawings. Under either condition, it shall be deemed to include all necessary labor and material. **NOTE: All repair or replacement of any roof plumbing element, sheet metal, roof curbs or electrical must be included in proposed cost.**
28. All material shall be delivered to the site in their original containers bearing manufacturer's label and marking as to the contents of the containers. Materials shall be stored in a protected place, property

covered and raised off the floor or grade. Security of materials and the replacement of materials in the event of a loss are the contractor's responsibility.

29. Furnish "as built" drawings when project is completed. "As built" shall identify all deviations from the original plans. "As built" drawings must be received before any final payments can be made.
30. Construction schedule work days are based on Contractors working five (5) day weeks unless overtime or additional time is designated. Any variation to this policy will be disruptive to the Project Construction Schedule and to other Contractor' work. Contractors may not use a four (4) day, forty (40) hour week or any other foreshortened work week other than a five (5) day week or what may be specifically required by the Construction Schedule. Any deviation from this must be requested in writing to the Construction Manager.
31. General conditions of this contract shall be the standard 2007 edition of the AIA Document A201.
32. Job-Site Meetings:

Pre-construction Meetings: Prior to the initiation of on-site activity, a mandatory meeting will be held with all Bid Division Contractors for the purpose of planning, scheduling and coordinating and orderly initiation of on-site construction activity. All contractors must have a representative at this meeting. The person(s) attending must be directly involved with the work of this project for this contractor.

Pre-construction Conferences: Each contractor is required to meet on the site with the Superintendent prior to beginning their work. The purpose of this meeting is to review the intent of the contract documents as they pertain to the Contractor's work, and to integrate the initiation of that work with work already in progress on the site. The person(s) attending must be directly involved with the work of this project for this contractor.

Progress and Project Meetings: Contractors active onsite shall be required to attend Progress and Project Meetings when called by the Construction Manager. These meetings are for the purpose of planning and assessing construction progress and for discussing problems of mutual concern. Generally these meetings will take place monthly or more frequent as required.

It shall be **mandatory** that each Contractor and/or their superintendent, foreman or lead person be in attendance at these meetings.

All decisions, instructions and interpretations given by the Owner or their designated representatives at these meetings shall be conclusive and shall be binding on the Contractors.

The minutes of such meetings will be recorded and distributed to the Contractors by the architect.

33. The contractor shall commence the work in such a manner and at such a time as to expeditiously interface with the work of other contractors and shall pursue the work diligently to completion. The Contractor shall work in a cooperative manner with other contractors.

Upon receipt of a Notice to Proceed, the Contractor shall pursue and complete the work without voluntary interruption for any reason, as long as the work can be performed. The Contractor agrees that they shall continue the work at all times the work can be performed, at a pace consistent with good industry practice, regardless of pending or current claims or disputes in connection with the contract documents. If it is deemed necessary by the site Superintendent or Project Manager that additional manpower is required in order to meet the schedule, it shall be provided by the contractor immediately.

34. Safety:

- A. Safety is the responsibility of each individual Contractor. Each Contractor shall comply with all local safety ordinances and OSHA regulations and requirements while performing the work.
- B. Each Contractor is required to submit bound Material Safety Data Sheets (MSDS) to the Construction Manager, to be used for reference only, prior to transporting the material/chemical to site. In addition, it is the responsibility of each Contractor to maintain an accessible MSDS file for their employees, subcontractors, sub-subcontractors, and suppliers that are on site.
- C. Each Contractor shall submit evidence of an Employer Safety Program that complies with current OSHA regulations prior to beginning any contract work.
- D. The Contractor and their Subcontractor(s), Sub-subcontractor(s), and suppliers shall take all necessary precautions to ensure the safety of the public and of workers on the job, and to prevent accidents and injury to persons, on, about or adjacent to the premises where the work is being performed. The Contractor and their Subcontractor(s), Sub-subcontractor(s), and suppliers shall comply with Federal or State OSHA regulations and all other laws, codes, ordinances, and regulations relative to safety and the prevention of accidents.
- E. The Contractor shall designate a responsible representative at the job site as a Safety Representative who shall be responsible for the promotion of safety and prevention of accidents, and shall enforce all applicable laws, ordinances, codes, rules, regulations and standards pertaining to safety and prevention of accidents. As required by OSHA, there shall be one person on site with a current First Aid, CPR certificate at all times.

35. Contract Close-Out: Each Contractor shall comply with requirements stated in the contract documents for procedures in closing out the work.

Substantial Completion and Final Inspection Procedure:

- A. The procedure for substantial completion and final inspection as outlined in General Conditions, Article 9, Section 9.8, shall be followed.
- B. Each Contractor will work diligently to complete their respective items of the Architect's Inspection Report (punch list) within the allotted time frame. If after 30 days from receipt of the punch list the contractor has failed to complete the respective items the owner will have the right to carry out the work in need of correction, the cost of which will be deducted from the contractor's retainage.
- C. By signing the Certificate of Substantial Completion prepared by the Architect, the Contractor represents that they have:
 - a. Reviewed the contract documents
 - b. Inspected their work for compliance with the contract documents
 - c. Completed their work in accordance with the contract documents, and all pertinent submittals.
- D. They further represent that:

- a. Equipment and systems have been tested in the presence of the Owner's representative and are operational.
 - b. Their work is completed and ready for final inspection.
- E. All architectural costs incurred after the specified Final Completion date resulting from the Contractors failure to complete the work as agreed, shall be paid by the Contractor to the Owner prior to the authorization of final payment. Charges to the Contractor shall be made at such times and in such amounts as the Architect invoices the Owner under the current rate schedule in affect at the time of service, for services provided in connection with the work. The architectural costs incurred after the final completion date will be deducted from the Contractors progress payment or final payment as applicable.

Contractor's Close-Out Submittals:

- A. Upon Substantial Completion, the Contractor shall submit the following to the Owner through the architect:
 - 1. Evidence of compliance with requirements of governing authorities, including Certificates of Inspection.
 - 2. Warranties
 - 3. Evidence of Payment and Release of Liens.
 - 4. Certification of Substantial Completion
 - 5. Record Drawings
 - 6. All test reports, material certifications, etc., as required by the Health Department, City Officials, etc., as specified in the contract documents.
 - 7. Operation and Maintenance Manuals
 - a. The manuals shall be neatly edited with similar equipment grouped, pages tabbed and indexed. All materials shall be printed or typewritten, and individual pages shall be set into plastic covers. The manuals shall contain the following information:
 - 1. Complete operating instructions and recommendations for the type of fuel and other materials to be used in or with the item.
 - 2. Manufacturer's complete data sheets.
 - 3. Complete cleaning instructions including recommended cleaning materials.
 - 4. Complete lubrication data and schedules.
 - 5. Maintenance data, repair and adjustment data including manufacturer's instructions.
 - 6. Parts list with numbers, recommended parts to stock and nearest parts depot and service organization.
 - 7. Assembly drawings, wiring diagrams, mechanical diagrams and installation diagrams and instructions.

Special tools: Provide special tools normally furnished with equipment which is required for maintenance purposes such as wrenches for door closers.

Owner Instructions and Training:

- A. Each contractor shall instruct the Owner of Owner's designated staff in the proper operation, use and maintenance of all materials, finishes, equipment and systems installed or furnished by the Contractor.
- B. Owner instruction and training will be scheduled by the Construction Manager. Contractors will have all subcontractor representatives and factory and equipment supplier

representatives present at these meetings as required to provide complete operating and maintenance instructions.

- C. Refer to individual sections of the work for additional operating and maintenance instruction requirements.

Rebates:

- A. All utility rebates are to be turned over to the Owner. Each Contractor shall supply the Owner with the necessary information and assist the Owner in obtaining rebates.

Final Application for Payment:

- A. Each Contractor shall submit the final Application for Payment in accordance with the procedures and requirements stated in the General Conditions. Close-out documents must be complete and submitted to the Construction Manager before receiving final payment.

END OF SECTION