

SUMMARY

1.01 RELATED DOCUMENTS

- A. AIA Documents
 - 1. A701 – 1997 Instructions to Bidders
 - 2. A101 – 2007 Standard Form of Agreement Between Owner and Contractor
 - 3. A201 – 2007 General Conditions of Contractor for Construction (with Supplemental Conditions incorporated)

1.02 GENERAL

- A. The Public Schools of Petoskey, located in Petoskey, MI, will receive proposals from qualified Contractors for the re-roofing of sections, of Petoskey High School, located at 1500 Hill Street, Central Elementary School, located at 410 State Street, Ottawa Elementary School, located at 871 Kalamazoo Ave. and Sheridan Elementary School, located at 1415 Howard Street, Petoskey MI 49770. Included in this work is the demolition of the existing roofing membrane, including accessories, and wood nailers as required, etc.
- B. The owner will enter into one (1) contract with the successful Roofing Contractor who will be the Prime Contractor and will be responsible for the coordination of all work associated with demolition of the existing roofing membrane and the re-roofing of the schools listed above and all associated items, as specified and indicated on the construction documents, for a complete job.
- C. All proposals will be opened publicly and read aloud on May 08, 2023, at 11:00 AM via Zoom at the following link: <https://us02web.zoom.us/j/9385359224>. Post bid interviews will be held the same day, following the public bid opening, no later than 12:00 noon, these will be conducted by conference calls with the selected Bidders.
- D. The successful Roofing Contractor will receive a letter of intent prior to receipt of contract.
- E. A mandatory Pre-bid meeting will be held at 11:00 AM, Wednesday, APRIL 26, 2023, at the Petoskey Public Schools, Spitler Administration, at 1130 Howard Street, Petoskey MI 49770. Prospective bidders may make alternative arrangements with the Owner, to walk the roofing sites if they are unable to be at the pre-bid meeting.
- F. The schedule of work shall be as follows:

April 24, 2023	Documents Available
April 26, 2023	Pre-Bid meeting at 11:00 AM local time
May 08, 2023	Bids Due at 11:00 AM local time
May 08, 2023 local time	Post Bid Interview no later than 12:00 noon,
May 19, 2023	Award of Contract Letter of Intent

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June 12, 2023	Anticipated Start of installation
August 25, 2023	Substantial Completion
August 31, 2023	Final Completion

- G. It shall be understood and agreed that all work to be performed under this Contract shall be completed with-in the noted Contract completion time.
- H. All Bidders are required to furnish a Bid Security in the amount of (5%) percent of the base bid. Form of security may be a bid bond, certified or Cashier's check made payable to Public Schools of Petoskey. This will be a guarantee that the selected contractor will be able to perform the work outlined in the documents.
- I. All Bidders must indicate on the Bid Proposal Form the cost of the Performance and Labor and Material Bond, covering 100% of the value of the project. Do not include the cost of PLM Bond in your base bid.
- J. 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 statement.
- K. The Owner reserves the right to accept or reject any and all bids and to waive any irregularities.
- L. Bid Proposals shall be firm for a period of 60 days from date of bid received.
- M. Examination of Bid Documents and Contract Documents
 - 1. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.
- N. Inquires and Addenda
 - 1. Direct questions to both Gernot Runschke, email: gernotrunschke@gmail.com and Kirsten Runschke, email: kirsten.runschke@architekturapl.com
 - 2. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.
 - 3. Verbal answers are not binding on any party.
 - 4. Clarifications requested by bidders must be in writing not less than 3 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.
 - 5. Bid documents may be examined after April 24, 2023 at:
 - a. Builders Exchange of Northwest Michigan
1373 Barlow Street, Suite 4
Traverse City, MI 49686

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- b. Public Schools of Petoskey website
<https://www.petoskeyschools.org/departments/business-office/rfp>

END OF SECTION