

**MONTCALM AREA INTERMEDIATE SCHOOL DISTRICT
2024 HVAC UNIT REPLACEMENTS**

INVITATION TO BID

FROM:

1.1 The Owner (hereinafter referred to as Owner):
Montcalm Area ISD
c/o Don Thompson – Director of Facilities
621 New St
Stanton, MI 48888

1.2 Date: September 23, 2024

1.3 TO: POTENTIAL BIDDERS

A. Your firm is invited to submit an offer to Owner for HVAC Unit Replacements project at four (4) different buildings part of the Montcalm Area Intermediate School District. **Bids are due by 2:00 PM local time on Thursday, October 10, 2024**, for the following project:

2024 HVAC Unit Replacements – Montcalm Area ISD

- B. **Bids shall be submitted in sealed envelope to The Montcalm Area ISD Administration Offices at 621 New St., Stanton MI 4888. Electronic bid submission by email will not be accepted.** Only the completed bid form and Familial Disclosure Statement is required to be submitted with bid offer. All bid offers will be publicly read aloud immediately after the bid due date/time.
- C. **Project Description:** This project consists of direct like-for-like replacement of HVAC Rooftop units at four (4) different buildings part of the Montcalm Area Intermediate School District, and shall be delivered as a single contract between the owner and Mechanical Prime Contractor, with Contractor including all sub-contract work (electrical, temperature controls, roofing, crane lifts, etc.) to deliver a complete project for the following:
1. Transportation Building: Replacement of one (1) grade mounted RTU.
 2. Seiter Center: Replacement of five (5) roof-mounted RTU units.
 3. Hamler Administration Building: Replacement of seven (7) roof-mounted RTU units.
 4. Transitions Center: Replacement of two (2) roof-mounted RTU units.
- D. Bid Documents: Hard copy of the bid documents can be obtained at the pre-bid meeting and contractor walk through, or electronic bid packets may be obtained from the owner's Director of Facilities, E-mail: dthompson@maisd.com or 616-894-0012.
- E. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- F. Your offer will be required to be submitted under a condition of irrevocability for a period of thirty (30) days after submission.
- G. This is a public project; all bid offers will be read aloud or disclosed to all bidders or interested parties, and a bid tabulation summary will be made available to all bidders not present at the bid reading that request such information by email to the owner's Director of Facilities.
- H. The Owner reserves the right to reject all bids, reject individual non-responsive bids, or award to any bidder that will serve the Owner's best interest as deemed in their opinion.
- I. **Mandatory Pre-bid meeting will be held on Wednesday, October 2nd, 2024 at 9:00 AM local time at the Seiter Center, 1401 E Van Deines St, Greenville MI.** The owner will be in attendance and will attempt to answer contractor questions.

END OF SECTION

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BID FORM

PROJECT AND PARTIES

1.1 **TO:**
Montcalm Area ISD
621 New St.,
Stanton, MI 48888
c/o Don Thompson – Director of Facilities

1.2 **FOR:**
2024 HVAC Units Replacement
Montcalm Area ISD

1.3 **DATE:** _____ (Bidder to enter Date). **Hard Copy of bid offer in sealed envelope must be received no later than 2:00 PM local time on Thursday, October 10, 2024. Bids must be delivered to The Montcalm Area ISD Administration Building at 621 New St., Stanton MI 48888, c/o Don Thompson – Director of Facilities. Bid must include signed/notarized FAMILIAL DISCLOSURE STATEMENT. Sealed Envelope shall be addressed as listed above under 1.1 and 1.2. Bids will be publicly read aloud immediately after the bid due date/time.**

1.4 **WORK CATEGORY:** This Bid Form is to be used for all project Work Categories.

A. **Mechanical Prime Work Category:** Includes, but is not limited to, the work scope identified on RFQ Sketches M1 thru M4, and the following work scope items:

1. Replacement of existing Rooftop HVAC equipment at the following buildings:
 - a. Transportation Center Building: One (1) RTU unit
 - b. Seiter Center Building: Five (5) RTU units
 - c. Administration Building: Seven (7) RTU units
 - d. Transitions Center Building: Two (2) RTU units
2. Provide all replacement HVAC equipment for project. Mechanical Prime Contractor shall include coordination with equipment manufacturer for equipment delivery to site.
3. Provide all required crane lifts by qualified crane and rigging contractor as sub-contractor under Mechanical work category.
4. Provide all required installation labor for removing existing RTU equipment, setting new RTU equipment, making all required duct connections to existing ductwork, all required gas piping modifications to reconnect existing gas pipe runouts to new equipment.
5. Provide all required electrical power disconnect of existing to be removed equipment and reconnect to new equipment, including all required disconnects, service receptacles, conduit, conductors, supports, junctions, etc. for complete installation.
6. Provide all required roof patching and weatherproofing of new or modified roof curbs or other penetrations by owner's preferred roofing contractor (Master Tech Roof Management, Mr. Marcus Kiste, Office: 616-577-7663, Cell: 616-252-9276).
7. Provide all require Temperature Controls integration of replaced and new HVAC systems by owner preferred Temperature Controls Contractor (Smart Building Systems, Mr. Joe Napieralski, Email: joen@sbsmi.com, cell: 616-822-6299). Contractor shall carry a COST allowance for temperature controls, broken out by building as follows, and shall include in their bid offer any mark-up or additional cost for managing the Temperature Controls sub-contractor as part of Mechanical Prime contract.

Transportation Building TCC COST ALLOWANCE:	\$	2,200
Seiter Education Center TCC COST ALLOWANCE:	\$	19,249
Hamler Administration Bldg TCC COST ALLOWANCE:	\$	14,500
Transitions Center TCC COST ALLOWANCE:	\$	4,900

8. Provide modifications to existing Building Fire Alarm Control system as required to accommodate relocation of existing or installation of new duct mounted smoke detectors

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associated with replacement RTU units. Utilize owner's preferred Fire Alarm Controls Contractor – Total Fire

9. Provide unit start-up for all new employee equipment, including basic air balance to confirm operation and set ventilation air damper position.
10. Provide engineered plans as required by either state or local building authority for permitting.
11. Include all permits, inspections, fees, sales and use tax

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1.5 SUBMITTED BY:

- A. Bidder's Full Name _____
- 1. Address _____
- 2. Contract Time _____
- 3. Phone Number _____
- 4. Fax Number _____
- 5. E-mail Address _____

1.6 OFFER:

A. Having examined the Place of The Work and all matters referred to in the Request for Quotation for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform The Work and furnish all labor, materials, equipment and methods necessary for and reasonable incidental to the proper execution in a workman like manner, of the complete implementation of the project for the owner for the sum of:

B. _____ Dollars
(\$ _____), in lawful money of the United States of America

TOTAL bid offer (above) must be broken out by building (intent is to award single contract for all four buildings)

- 1. Transportation Building: \$ _____
- 2. Seiter Education Center: \$ _____
- 3. Hamler Administration Building: \$ _____
- 4. Transitions Center: \$ _____

C. Proposed Start Date (assuming direction to proceed received on or before October 18, 2024)

D. Proposed installation duration (list number of weeks, assuming RTU equipment available within 2 weeks of approved submittals)

- 1. Transportation Building: _____
- 2. Seiter Education Center: _____
- 3. Hamler Administration Building: _____
- 4. Transitions Center: _____
- 5. _____

E. All applicable Federal and State of Michigan taxes are included in the bid sum. []

F. Family Relationship Affidavit confirmed []

G. Bid Bond (5% of Bid Offer): _____ Dollars
(\$ _____), in lawful money of the United States of America

H. Performance, Labor & Material Bond (100% of Bid Offer): _____ Dollars
(\$ _____), in lawful money of the United States of America

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1.7 ACCEPTANCE:

- A. This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid due date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the agreement within ten (10) days of receipt of acceptance to this bid.
 - 2. Timing of the project is critical, as a number of the units to be replaced are not in working order.
 - a. Contractor shall be expected to commence work as soon as possible, and contractor's proposed start-date and schedule will be taken into consideration when evaluating bids.
 - b. Contractor shall provide equipment submittals within 1 week of direction to proceed to expedite procurement of equipment.
 - c. Unit selection is based on stock units, and project intent is for all units to be installed this year before winter weather.

1.8 CHANGES TO THE WORK

- A. When established that the method of valuation for Changes in the Work will be net cost (actual cost of labor and materials, including insurance and taxes, plus subcontractor's mark-up and less all discounts), plus a percentage fee in accordance with General Conditions, our percentage fee will not exceed the following:
 - 1. _____ Percent overhead and profit on the net cost to your own Work;
 - 2. _____ Percent on the cost of work done by any Subcontractor.
- B. On work deleted from the contract, our credit to the Owner shall be Engineer approved net cost plus 100 percent of the overhead and profit percentage noted above.

1.9 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.

1.10 BID FORM SIGNATURES

- A. Name of person, partnership, or corporation submitting bid (check one)
 - () An Individual
 - () A Partnership
 - () A Corporation organized and existing under the laws of the State of Michigan

(Bidder – print the full name of your firm)
Was hereunto affixed in the presence of:

(Authorizing signing officer, Title)

(Authorizing signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION

AFFIDAVIT OF FAMILIAL RELATIONSHIP

THIS DISCLOSURE STATEMENT MUST BE NOTARIZED

Familial Relationship Disclosure

The undersigned, the owner, authorized official, or Board Members of _____ (the "Bidder"), pursuant to the Conflict of Interest / Familial Relationship requirement of Michigan Public Act No. 232 of 2004 and disclosure requirements for the Montcalm Area Intermediate School District's (the "MAISD") request for bid, hereby represent and warrant, except as provided below, that no familial or business relationship exists between the undersigned, Bidder staff or representatives, and MAISD including any of its board members, superintendent, principals or staff.

Identified Staff Members:

List any Familial / Business Relationship:

_____ This relationship does not remove you from consideration.

IRAN ECONOMIC SANCTIONS DISCLOSURE

Iran Economic Sanctions Act; Act 517 of 2012

The undersigned, the owner, authorized official, or Board Members of

_____ (the "Bidder"), pursuant to the Iran Economic Sanctions Act, Act 517 of 2012; effective on April 1, 2013 and disclosure requirements for the Montcalm Area Intermediate School District (the "MAISD") request for bid, hereby represent and warrant, except as provided below, that the company I own or represent is not an Iran linked business.

Bidder: _____

By: _____

Its: _____

Bidder Signature: _____ Date: _____

STATE OF MICHIGAN, COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____ 20____, by _____.

Notary Public
County, Michigan

My Commission Expires: _____

Acting in the County of: _____

Statement of Non-Discrimination

It is the policy of Montcalm Area Intermediate School District (MAISD) that no person shall be subjected to discrimination in any educational program, service, or activity that it provides, nor in any employment for which it is responsible. As such, MAISD and its Board of Education does not discriminate on the basis of race, color, national origin, gender (including orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Inquiries related to discrimination should be directed to Dr. Scott Koenigsknecht, MAISD Interim Superintendent, at drk@maisd.com or 616-225-6148.

MAISD Safety Rules and Accident Prevention

The Montcalm Area ISD is committed to safety on all of its projects. All contractors and sub-contractors shall be made aware of the Project Safety Rules listed below:

1. All contractors (subs), before beginning the project will give their employees a safety orientation and explain the Project Safety Rules.
2. Hard hats shall be worn in all instances where required by OSHA rules and regulations.
3. Any accident shall be reported to the site supervisor immediately. All contractors (subs) are required to maintain current SDS sheets and to train their employees in the identification and safe handling of hazardous chemicals.
4. Eye, face, and hearing protection must be used when cutting, grinding, chipping, burning, welding, air cleaning or using power actuated tools. Personal protective equipment shall be maintained and kept in clean working order.
5. Proper work clothing and work boots are required. No shorts, cut-offs, street shoes or gym shoes are allowed.
6. The use of alcohol, illegal drugs or tobacco products will be grounds for immediate removal from the project.
7. Any horseplay, pranks, or any action which may endanger others, will not be allowed.
8. Mobile scaffolding on castors with work platforms higher than four (4) feet will use a guard rail system.
9. Safety belts / harnesses, lanyards, rope grabs and lifelines will be used above six (6) feet if no other means of fall protection would be in effect as outlined in OSHA subpart M.
10. Compressed gas cylinders must be tied off in an upright manner.
11. All ladders and scaffolding must be erected and used properly. Any broken or defective equipment must be removed from service and disposed of properly.
12. All work areas, walkways, and stairs must be kept clean of debris and scattered materials.
13. All tools must be kept in good working order with guards and safety devices in place and working properly.
14. Only authorized personnel may operate equipment. No riders are allowed on handling equipment.
15. All gasoline or other flammable materials must be stored in approved containers / cans. Machinery and equipment must be shut down / off prior to fueling.
16. Areas where burning or welding are being done must be clear of debris and the operator must have a fire extinguisher adjacent to the work area.
17. Electrical tools and cords shall be checked at regular intervals. Those items worn or defective must be removed from service. Ground Fault Interrupters (GFI) devices will be used for electrical tools when used outside and in any wet or damp environment when an extension cord is connected to a power outlet without GFI protection.
18. Contractors (subs) employees must comply with all safety and health rules issued by OSHA, MiOSHA, Michigan Dept. of Public Health, NESHAP, Michigan Bureau of Construction Codes, Office of Fire Safety and the Owner's rules and regulations.