



ORCHARD VIEW SCHOOLS

35 S. SHERIDAN DRIVE

MUSKEGON, MICHIGAN 49442

PROJECT MANUAL FOR:

FOOD SERVICE RENOVATIONS

ORCHARD VIEW EARLY ELEMENTARY

CARDINAL ELEMENTARY

ORCHARD VIEW MIDDLE SCHOOL

35 S. SHERIDAN

Muskegon, MI

PREPARED FOR:

ORCHARD VIEW PUBLIC SCHOOLS

35 S. SHELDON

MUSKEGON, MI 49442

ARCHITECT:

BERGMANN ARCHITECTS

560 5TH ST. NW Suite 305

GRAND RAPIDS, MI 49504

PROJECT NO#:

22013309A - ORCHARD VIEW EARLY ELEMENTARY (OVEE)

22013310A - CARDINAL ELEMENTARY

016633.00 - ORCHARD VIEW MIDDLE SCHOOL

JANUARY 31, 2023 - ISSUED FOR BIDS AND PERMITS

THIS DOCUMENT HAS BEEN PREPARED BY BERGMANN AS AN INSTRUMENT OF SERVICE, AND BERGMANN SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT THERETO.

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Identification of project team members.

1.02 PROJECT TEAM

- A. Owner:
 - 1. Owner Name: OVEE, Middle School, and Cardinal Food Service Renovations
 - 2. Project Name: Food Service Renovations
- B. Architect/Engineer
 - 1. Company Name: Bergmann Architects

1.03 PROJECT MANUAL WRITING TEAM

- A. Design Team
 - 1. Project Manager: Buddy Huyler
 - 2. Assist Project Manager: Dawn Holtrop
 - 3. Mechanical Engineer: Chris Nolan
 - 4. Electrical Engineer: Angela Robinson
 - 5. Structural Engineer: Kira Tennes

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 00 1113 ADVERTISEMENT FOR BIDS

FROM:

1.01 THE ORCHARD VIEW PUBLIC SCHOOLS (HEREINAFTER REFERRED TO AS OWNER):

- A. Orchard View Public Schools
- B. Mail hard copies to:
 - Orchard View Public Schools
 - Attn: Kayleigh Macomber
 - 35 S. Sheridan Drive
 - Muskegon, MI, 49442

OR

- C. Hand delivered hard copies to:
 - Orchard View Public Schools
 - Attn: Kayleigh Macomber
 - 35 S. Sheridan Drive
 - Muskegon, MI 49442

1.02 BID DUE DATE: Monday February 20th, 2023 at 2:00pm

1.03 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to the owner for the Food Service Kitchen Renovations at OVEE at 2820 MacArthur Road, Muskegon, MI, 49442, at Cardinal Elementary at 2310 Marquette Ave, Muskegon, MI 49442, and Middle School at 35 S. Sheridan, Muskegon, MI, 49442 before 2:00 pm local standard time on February 20, 2023. A pre-bid meeting is scheduled for Tuesday, February 7, 2023 at 2:00pm. Pre bid will start at OVEE at 2:00pm then move to Middle School at 2:30pm, and finish with Cardinal at 3:00pm. Report to the main office at each building.
- B. Bidding documents will be available at 4:00pm Tuesday, January 31, 2023
 - Bid documents can be obtained from the districts web site:
<https://www.orchardview.org/administration/request-for-proposals/>
- C. Sealed proposals for this project will be received and publicly opened at the Central Office located at 35 S. Sheridan Road, Muskegon, MI 49442 immediately following the bid due date.
- D. Questions pertaining to the Food Service Kitchen Renovations should be directed to Dawn Holtrop (Bergmann) at dholtrop@bergmannpc.com
- F. The Owner intends to award the project during the month of February, 2023.
- G. Davis Bacon Wage Rates will NOT be required
- H. Orchard View Public Schools reserves the right to reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities as its interest may require.

END OF SECTION

SECTION 00 2113 INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
- B. Bid Documents and Contract Documents
- C. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference

1.02 RELATED DOCUMENTS

- A. 22013309A - ORCHARD VIEW EARLY ELEMENTARY (OVEE)
22013310A - CARDINAL ELEMENTARY
016633.00 - ORCHARD VIEW MIDDLE SCHOOL

INVITATION

2.01 BID SUBMISSION

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete the Food Service Kitchen Renovations at OVEE at 2820 MacArthur Road, Muskegon, MI, 49442, at Cardinal Elementary at 2310 Marquette Ave, Muskegon, MI 49442, and Middle School at 35 S. Sheridan, Muskegon, MI, 49442 for a Stipulated Sum contract, in accordance with the Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Location: OVEE at 2820 MacArthur Road, Muskegon, MI, 49442, at Cardinal Elementary at 2310 Marquette Ave, Muskegon, MI 49442, and Middle School at 35 S. Sheridan, Muskegon, MI, 49442.

2.04 CONTRACT TIME

- A. The contract is intended to be awarded in February 2023. The work on site will begin on June 9th, 2023 unless an early date approved by Kayleigh Macomber. Projects must be complete before August 25, 2023.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as Project Number 22013309A, 22013310A, and 016633.00 as prepared by Bergmann Architects who is located at 560 5th NW Suite 305, Grand Rapids MI, 49504 and with contents as identified in the Table of Contents.

3.03 AVAILABILITY

- A. Bidding documents will be available on January 31, 2023
 - Bid documents can be obtained from the districts web site:
<https://www.orchardview.org/administration/request-for-proposals/>
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. The bidder shall visit the various sites of the work to fully inform himself of the existing conditions and materials and labor required to complete the project. No additional compensation will be allowed to complete the work due to the bidder's failure to acquaint themselves with the existing conditions. Attendance to Pre-Bid meeting is highly recommended.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to Dawn Holtrop, email; dholtrop@bergmannpc.com
- B. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing. All questions are due no later than Thursday, February 9, 2023 at 2:00pm local time. The reply will be in the form of an Addendum, a copy of which will be supplied to all bidders via the districts web site issued on Wednesday, February 15 at 4:00pm

3.06 VOLUNTARY ALTERNATES

- A. Base bids are requested in accordance with the detailed specifications.
- B. Voluntary alternates, which in the bidder's judgement will result in a better job or an equally satisfactory job at a lower cost, are allowed. The Owner reserves the right to reject any and all alternates.
- C. Such alternates are to be described in detail, together with any addition or deduction to the base price, to permit proper evaluation.

SITE ASSESSMENT

4.01 PREBID CONFERENCE

- A. A bidders conference has been scheduled for Tuesday, February 7th, 2023 at 2:00 PM. Start at OVEE 2820 MacArthur Rd, Muskegon, MI 49442 at 2:00PM then move to Middle School at 35 S Sheridan, Muskegon, MI 494442 at 2:30PM, and finish with Cardinal at 2310 Marquette, Muskegon, MI 49442 at 3:00PM
- B. All Prime contractors are invited as well as their subcontractors
- C. Representatives of Architect and Owner will be in attendance.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. Each bidder must present a list of up to three similar type projects with references for K-12 clients.

BID SUBMISSION

6.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit two copies of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name, and Owner's name on the outside.
- C. Improperly completed information, irregularities in security deposit, may be cause to declare the bid invalid.

6.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond in the amount of 5% on AIA A310 Bid Bond Form or Cashier's Check.
- B. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- C. If no contract is awarded, all security deposits will be returned.

D. The amount of the bid bond shall be forfeited to the Owner upon failure of the successful bidder to enter a contract within thirty (30) days after acceptance of the proposal

7.02 PERFORMANCE ASSURANCE

- A. A bid Performance bond is required.
- B. Include a cost for a performance, labor and materials bond (PLM) as a separate line item on the Bid Form (Not part of the base bid).

7.03 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.

7.04 BID FORM SIGNATURE

- A. Bids which are not signed by the individual making them, should have attached them to a power of attorney evidencing authority to sign the bid in the name of the person for whom it is 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 the bid, executed by the partners.
- C. Bids which are signed for a corporation should have the correct corporate name thereto and the signature of the president or other authored officer of the corporation below the corporate name following the work "By".

7.05 PREVAILING WAGES

- A. NOT required
- B. Certified payroll is required to be submitted with each pay application during the life of the project.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. No bidder may withdraw their bid for a period of 90 days from the date of opening the bids.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to reject any and all bids, or to waive irregularities as its interest may require.

8.03 AWARD OF CONTRACT

- A. Orchard View Schools Board of Education reserves the right to determine which bid is best suited for its use, to accept any or all parts of a bid, and awarding all or part of the contract to one or more qualified bidders.

8.04 AWARD DATE

- A. The date of the contract award shall be on the letter of intent issued by Orchard View Public Schools followed by a purchase order one week later. It is expected that a decision will be made no later than February 27, 2023.

8.05 CONTRACT

- A. Within ten days after being notified of the acceptance of the proposal, the bidder to whom the award is made will be required to enter into a written agreement in the form hereto specified with the Orchard View Public Schools and furnish two bonds with an approved indemnity company, as surety, as follows:
 1. **PERFORMANCE BOND:** A Surety Bond in the full amount of the contract, running to Orchard View Public Schools, demanding faithful performance of all provisions of the Contract and the satisfactory completion of the work within the time stipulated in the contract.
 2. **PAYMENT BOND:** A Surety Bond in the amount of 10% of the Contract, running to Orchard View Public Schools insuring the payment of all bids by the bidder to Subcontractor and for labor and material.

8.06 PAYMENT

- A. The contractor may submit monthly invoices for work completed. Invoices must be on an AIA form and approved by Bergmann Architects. These will be paid on a regular basis, less an appropriate retention. Final payment will be made upon successful completion of all punch list items and issuance of all warranties.

8.07 DAYS AND HOURS OF WORK

- A. Work may be done Monday through Friday from the hours of 7:00 am to 9:00 pm. If the contractor wishes to work Saturdays, or at other times, they shall submit a request in writing to Jack Timmer, Orchard View Public Schools at jack.timmer@orchardview.org or Kayleigh Macomber at kayleigh.macomber@orchardview.org

8.08 QUALITY - APPEARANCE - TIMELINESS

- A. Orchard View Public Schools has high standards for excellence. These include quality, attention to appearance and image, and timely completion of the specified work.
- B. The standards are reflected in the specifications and other documents within this proposal. The Owner will expect the Contractor to meet these standards, which will be enforced by Orchard View Public Schools personnel.
- C. Some examples of these standards are listed below:
 - 1. Planning ahead so that the work can be completed within the established time limits.
 - 2. Doing work correctly the first time.
 - 3. Keeping equipment clean, presentable and well maintained.
 - 4. Keeping a flexible schedule and cooperating in a reasonable manner with Orchard View Public Schools.
 - 5. Daily cleanup of the work area to keep it in a neat, safe and presentable appearance.

8.09 FAMILIA RELATIONSHIP

- A. The attached Familial Relationship Disclosure Statement and Iranian Certificate of Compliance Statement MUST be submitted with your bid.

8.10 WORK RELATED TO PERMITTING

- A. Because the permit will be under review during bidding, the owner reserves the right to negotiate any work required by the permit after an award has been made as an add to the contract. The terms of that negotiation will be fair and equitable to both parties. If the Owner and the Contractor do not come to agreement for the additional work, the Owner reserves the right to negotiate the additional work with another Contractor.

END OF SECTION



DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: _____
- B. Project Name: Food Service Renovations
- C. Project Locations:
 - 1. OVEE at 2820 MacArthur Road, Muskegon, MI, 49442
 - 2. Cardinal Elementary at 2310 Marquette Ave, Muskegon, MI 49442
 - 3. Middle School at 35 S. Sheridan, Muskegon, MI, 49442
- D. Owner: Orchard View Schools
- E. Architect: Bergmann
- F. Architect Project Number:
 - 22013309A - ORCHARD VIEW EARLY ELEMENTARY (OVEE)
 - 22013310A - CARDINAL ELEMENTARY
 - 016633.00 - ORCHARD VIEW MIDDLE SCHOOL

1.2 CERTIFICATIONS AND BASE BID

- A. **Base Bid, Single-Prime (All Trades) Contract:** The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Bergmann and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:
 - 1. Project: _____
 - 2. Bid: _____ Dollars

1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:



- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.4 SUBCONTRACTORS AND SUPPLIERS

- A. The bidder agrees to hold all subcontracts and manage those contracts under the prime contract.

1.5 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall fully complete the Work within _____ calendar days.

1.6 ACKNOWLEDGMENT OF ADDENDA & ALTERNATES

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- 1. Addendum No.____, dated _____
- 2. Addendum No.____, dated _____
- 3. Addendum No.____, dated _____

- B. The undersigned Bidder acknowledges the alternates and offers the following to their bid:

- 4. Alternate No.____, Add/Deduct _____
- 5. Alternate No.____, Add/Deduct _____
- 6. Alternate No.____, Add/Deduct _____

1.7 BID SUPPLEMENTS

- A. The following supplements are a part of the prime bidder.

- 1. Bid Form Supplement - Alternates.
- 2. Bid Form Supplement - Unit Prices.
- 3. Bid Form Supplement - Allowances.
- 4. Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

1.8 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in State of Michigan, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.



1.9 SUBMISSION OF BID

- A. Respectfully submitted this _____ day of _____, 2021.
- B. Submitted By: _____ (Name of bidding firm or corporation).
- C. Authorized Signature: _____ (Handwritten signature).
- D. Signed By: _____ (Type or print name).
- E. Title: _____ (Owner/Partner/President/Vice President).
- F. Witnessed By: _____ (Handwritten signature).
- G. Attest: _____ (Handwritten signature).
- H. By: _____ (Type or print name).
- I. Title: _____ (Corporate Secretary or Assistant Secretary).
- J. Street Address: _____
- K. City, State, Zip: _____
- L. Phone: _____
- M. License No.: _____
- N. Federal ID No.: _____ (Affix Corporate Seal Here).

END OF DOCUMENT 004113



DOCUMENT 004313 - BID SECURITY FORMS

1.1 BID FORM SUPPLEMENT

- A. A completed bid bond form is required to be attached to the Bid Form.

1.2 BID BOND FORM

- A. AIA Document A312-2010 "Bid Bond" is the recommended form for a bid bond. A bid bond acceptable to Owner, or other bid security as described in the Instructions to Bidders, is required to be attached to the Bid Form as a supplement.
- B. Copies of AIA standard forms may be obtained from The American Institute of Architects; <https://www.aiacontracts.org/>; email: docspurchasestOaia.org; (800) 942- 7732.

END OF DOCUMENT 004313

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
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: _____

NON-DISCRIMINATION IN EMPLOYMENT CERTIFICATION

Orchard View Schools
Certificate of Intent to Comply with
“NON-DISCRIMINATION IN EMPLOYMENT” POLICY

I hereby state my intent to comply with the terms and conditions of the Orchard View Schools policy. I further agree to furnish the Michigan Civil Rights Commission with such data and records concerning employment as may be requested in determining compliance with the policy.

Print or type name of Contact Person:

Signed: _____

Title: _____

Company: _____

Date: _____

AFFIDAVIT OF BIDDER - NON-COLLUSION

**Orchard View Schools
AFFIDAVIT OF BIDDER
SWORN STATEMENT
“Non-Collusion”**

DATE: _____

The Bidder, by its officers and agents or representatives, present at the time of filing this bid, being duly sworn, on their oaths, say that neither they nor any of them, have in any way, directly or indirectly, entered into any arrangement or agreement with any other Bidder, whereby such affiant or affiants or either of them has paid or is to pay to such other Bidder any sum of money, or has given, or is to give, to such other Bidder anything of value whatever, or such affiant or affiants or either of them has not, directly or indirectly, entered into any arrangement or agreement with any other Bidder or Bidders, which tends to or does lessen or destroy free competition in the letting of the Contract sought for by the attached bids; that no inducement of any form or character other than that which appears upon the face of the bid, will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or awarding of the Contract, nor has this Bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contract sought by this bid.

IN TESTIMONY WHEREOF, the Bidder (an authorized individual) has agrees to the above:

(Company Name)

By: _____
(Authorized Signer)

Print or type Name and Title of Signer

Address: _____

Notary Public: _____

Subscribed and sworn to before me on this _____ day of _____, 2016

County of: _____ My Commission expires: _____

Telephone number: _____

IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, *et seq.*), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: _____

By: _____

Dated: _____

Name: _____

Title: _____