

PROJECT IDENTIFICATION

Project

Renovations to
Midland County Administrative Services Building
Architect's Project Number 20220400

Architect

Archiverde Design, LLC
2720 Rodd Street
Midland, MI 48640

INSTRUCTIONS

Purpose

This addendum forms a part of the Contract Documents and is issued to modify the Bidding Documents.

Procedure

Bidders shall verify that sub-bidders have included addendum items in their sub-bids.

The Bid shall include all items modified by this addendum.

Bidders shall acknowledge receipt of this addendum in the space provided on the bid form.

DRAWINGS

The following documents are issued as a part of this addendum:
000200 – Invitation to Bid

ADDENDUM ITEMS

Architectural

Item A1

Refer to Project Manual Title Page, reissued with this Addendum.

- A. Corrected the address for Midland County Administrative Services Building to 220 W. Ellsworth Street, Midland, MI 48640.

Item A2

Refer to specifications section 002113 – Instructions to Bidders, reissued with this Addendum.

- A. Item 4.01: the date of the pre-bid walk through has been revised to Wednesday, November 20, 2024 at 9:00 AM.

---END OF ADDENDUM---

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**SECTION 000101
PROJECT TITLE PAGE
PROJECT MANUAL
FOR
RENOVATIONS TO MIDLAND COUNTY ADMINISTRATIVE SERVICES BUILDING**

**OWNER:
THE COUNTY OF MIDLAND, MICHIGAN
220 WEST ELLSWORTH STREET,
MIDLAND, MI 48640**

**ARCHITECT:
ARCHIVERDE DESGIN, LLC
2720 RODD STREET
MMIDLAND, MI 48640
ARCHITECT'S PROJECT NUMBER: 20220400**

**PROJECT LOCATION:
2020 WEST ELSWORTH STREET
MIDLAND, MICHIGAN 48640**

DATE: NOVEMBER 11, 2024

**PREPARED BY:
ARCHIVERDE DESIGN, LLC**

END OF SECTION

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**SECTION 002113
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 THE INSTRUCTIONS IN THIS DOCUMENT AMEND OR SUPPLEMENT THE INSTRUCTIONS TO BIDDERS AND OTHER PROVISIONS OF THE BIDDING AND CONTRACT DOCUMENTS.

1.02 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in Contract Documents
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Availability
 - 4. Examination
 - 5. Inquiries/Addenda
 - 6. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Site Examination
 - 2. Prebid Conference
- D. Qualifications
 - 1. Prequalification
- E. Bid Submission
 - 1. Submission Procedure
- F. Bid Enclosures/Requirements
 - 1. Performance Assurance
 - 2. Insurance
 - 3. Bid Form Requirements
 - 4. Fees for Changes in the Work
 - 5. Bid Form Signature
 - 6. Additional Bid Information

1.03 RELATED DOCUMENTS

- A. Document 011000 - Summary.
- B. Document 001113 - Advertisement for Bids.
- C. Document 003100 - Available Project Information.
- D. Document 004100 - Bid Form.
- E. Document 004336 - Proposed Subcontractors Form.
- F. Document 004325 - Substitution Request Form - During Procurement
- G. Document 004373 - Proposed Schedule of Values Form.
- H. Document 007300 - Supplementary Conditions:
- I. Document 005210-Addendum to the Agreement Form

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Denise Mason, Procurements and Contracts Administrator, 3rd Floor Finance Department at 220 West Ellsworth Street, Midland, MI 48640 before 10:00 a.m. local standard time on Thursday, December 5, 2024.
- B. Offers submitted after the above time will be returned to the bidder unopened.
- C. Submit required Supplements To Bid Forms within 24 hours after closing time for receiving bids.
- D. Offers will be opened publicly at 10:05 AM, on December 5, 2024, after the time for receipt of bids.
- E. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named Renovations To Midland County Administrative Services Building Renovation for a Stipulated Sum contract, in accordance with Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises remodeling and renovation, including general construction, mechanical, and electrical Work.
- B. Project Location:
 - Midland County Administrative Services Building.
 - 220 West Ellsworth Street.
 - Midland, Michigan 48640.

2.04 CONTRACT TIME

- A. Identify Contract Time in the Bid Form. The completion date in the Agreement shall be the Contract Time added to the commencement date.
- B. Owner requires that under the work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
- B. Contract Documents: Defined in Section 005200 - Agreement Form and Section 005210 - Addendum to the Agreement Form including issued Addenda.
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. Contract Documents are identified as Architect's Project Number 20220400, as prepared by Architect, and with contents as identified in the Project Manual.

3.03 AVAILABILITY

- A. Bid documents may be obtained at www.archiverde.us/Midland_County

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of Architect.
- B. Bid Documents may be viewed at the office of Owner.

- C. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- D. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to the Architect, email; dave@archiverde.us.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing not less than 7 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.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the Project Manual.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to 10 days before receipt of bids.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing the form in Section 004325; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders.
 - 2. For approved substitutions, include representation of changes in the bid, if any, required in the work and changes to Contract Time and Contract Sum to accommodate such substitutions. A later claim by the bidder for an addition to the Contract Time or Contract Sum because of changes in work necessitated by use of substitutions will not be considered.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
- B. A visit to the project site has been arranged for bidders as follows: A prebid walk-through has been scheduled for 9 AM (EST) on Wednesday, November 20, 2024. The walk-through shall commence in the lobby (atrium) of the Midland County Administrative Services Building, 220 West Ellsworth Street, Midland MI 48640.
 - 1. Subsequent to the walk-through, the currently occupied premises at the project site will be available for examination by bidders only upon appointment with, and accompanied by, the Owner's representative.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit AIA A305.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

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 one copy 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 not to open the Bid Form envelope and declare the bid invalid or informal.
- D. An abstract summary of submitted bids will be made available to all bidders following bid opening.

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.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, be waived.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount on AIA A310 Bid Bond Form.
 - 2. Certified check in the amount of 5% of the Base Bid.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. Endorse the certified check in the name of the Owner.
- D. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- E. Include the cost of bid security in the Bid Amount.
- F. After a bid has been accepted, all securities will be returned to the respective bidders and other requested enclosures.
- G. If no contract is awarded, all security deposits will be returned.

7.02 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Provide a Performance Bond as described in 005210 - Addendum to the Agreement Form.
- B. Include the cost of performance assurance bonds in the Bid Amount.

7.03 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on the form provided stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.04 BID FORM REQUIREMENTS

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

- B. Taxes: Refer to Document 005210 - Addendum to the Agreement Form for inclusion of taxes, procedures for tax rebate claims, and products that are tax exempt.

7.05 FEES FOR CHANGES IN THE WORK

- A. Overhead and profit for changes in the work shall be limited to 15% total. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Supplementary Conditions.

7.06 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
 - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
 - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

7.07 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements concurrent with bid submission:
 - 1. Preliminary Project Schedule in horizontal bar chart form. Refer to Section 013216 - Construction Progress Schedule
 - 2. Written request for substitution.
 - a. Comply with the requirements of Section 012500 - Substitution Procedures
- B. Submit the following Supplements 24 hours after bid submission:
 - 1. AIA Document G705-2001 "List of Proposed Subcontractors"
 - 2. AIA Document G703-1992 "Continuation Sheet with Proposed Schedule of Values:"

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Architect on behalf of Owner, will issue to the successful bidder, a written Bid Acceptance.

END OF SECTION

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