

INVITATION TO BID

The following bidding information and project schedule pertains to the project known as –

Oselka Park Pavilion Improvements Project

Owner: City of New Buffalo
224 West Buffalo Street
New Buffalo, Michigan 49117

A/E Project #: 23-0544

Plans Issued: August 10, 2023

Pre-bid Building Inspection: Contact Katie Vanderhulst to schedule at 1-269-873-2378

Bid due date: Thursday, September 7th, at 2:00 p.m. local time at New Buffalo City Hall Office at 224 West Buffalo Street, New Buffalo, MI 49117 when bids will be opened publicly.

All bids shall be titled “City of New Buffalo – Oselka Park Pavilion Improvements Project”

Delivered bids shall be sealed and shall have the name and address of the bidder and the name of the project for which the bid is being submitted on the outside of the envelope.

Project Award is expected to be on or before October 16, 2023

Preliminary Project Schedule Construction begins on or before November 1, 2023

Date of substantial completion of all work: April 1, 2024

Date of final completion including punch lists: April 30, 2024

Bid shall be accompanied by a 5% security deposit per “Bid enclosures/Requirements”.

BID ENCLOSURES/REQUIREMENTS**1.01 PROJECT INFORMATION****1.02 IDENTIFICATION**

- A. Project Name: Oselka Park Pavilion Improvements Project
- B. A/E Project Number: 23-0544
- C. 224 West Buffalo Street, New Buffalo, Michigan 49117
- D. The Owner, hereinafter referred to as Owner: City of New Buffalo
- E. Owner's Project Manager: Abonmarche Consultants, Inc.

1.03 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to General Contractors for the construction of the project described below.

1.04 PROJECT DESCRIPTION

- A. Summary Project Description: Oselka Park Pavilion Improvements Project
- B. Contract Terms: Lump sum (fixed price, stipulated sum).

1.05 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Abonmarche Consultants, Inc.
 - 1. Address: 95 W. Main Street
 - 2. City, State, Zip: Benton Harbor, MI 49022
 - 3. Project Manager: Scott Kuchta, Assoc. AIA
 - 4. Phone/Fax: 574.366.3104
 - 5. Email: skuchta@abonmarche.com

1.06 PROCUREMENT TIMETABLE

- A. Last Request for Substitution Due: 3 days prior to due date of bids.
- B. Last Request for Information Due: 3 days prior to due date of bids.
- C. Bid Due Date: September 7, 2023, before 2:00 p.m. local time. Late bids will not be accepted.
- D. Contact Information: Katie Vanderhulst, 1-269-873-2378
- E. Bids May Not Be Withdrawn Until: 60 days after due date.
- F. Contract Time: To be stated in bid documents.
- G. Desired Substantial Completion Date: April 1, 2024.
- H. Desired Final Completion Date: April 30, 2024.
- I. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

1.07 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents may be obtained for a non-refundable sum of \$25.00 from:
 - 1. Abonmarche: 95 W. Main Street, Benton Harbor, MI 49022.

1.08 BID SECURITY

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent

1.09 SECURITY DEPOSIT

Bids shall be accompanied by a security deposit as follows:

Certified check or Bid Bond in the amount of 5 % of the Bid.

A 100% labor, material and performance Bond will be required of the successful bidder. The bonding company must be licensed to do business in the state of Michigan.

Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.

Endorse the certified check in the name of the Owner.

The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.

Include the cost of bid security in the Bid Amount.

After a bid has been accepted, all securities will be returned to the respective bidders with other requested enclosures.

If no contract is awarded, all security deposits will be returned.

1.10 INSURANCE

The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as \$250,000 each occurrence and \$500,000 general aggregate. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Owner, Architect, and Architect's consultants shall be named as additional insureds under the Contractor's commercial general liability policy.

1.11 BID FOR REQUIREMENTS

Complete all requested information in the Bid Form.

SALES AND USE TAXES

The Contractor shall pay all sales, consumer, use and other similar taxes.

BUILDING PERMIT FEE

The Contractor shall pay for building permit fee with cost charged back to project.

FEES FOR CHANGES IN THE WORK

Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.

BID FORM SIGNATURE

The Bid Form shall be signed by the bidder, as follows:

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.

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.

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.

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.

LIQUIDATED DAMAGES

Liquidated damages in the amount of \$100 per calendar day, every workday past the date of Final Completion date of April 30, 2024, will be charged to Contractor until the project is completed and both parties are in agreement that all Work and Punch List items are complete.

DURATION OF OFFER

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

ACCEPTANCE OF OFFER

Owner reserves the right to accept or reject any bid or rebid project if required.

After acceptance by Owner, the Architect, on behalf of Owner, will issue to the successful bidder, a written Notice to Proceed.

SUBMITTALS

Once contractor is selected, Product and Material Submittals shall be provided to Architect for approval within 10 working days of submission.

Items to include as follows;

1. New pre-finished soffit materials, including panels, trim and supports
2. New light fixtures
3. Masonry/brick materials, including mortar
4. New window frame and plexiglass

SUBSTITUTIONS

Product and material substitutions shall be approved by Architect prior to inclusion in bid.

Any approved change will be made available to all bidders through an Addendum.