



INVITATION TO BID

1. PROJECT IDENTIFICATION

PROJECT

Elk Rapids High School 2018 Athletics Fields Drainage Project

OWNER

Elk Rapids Schools
Central Office
Attn. Director of Finance
707 E Third Street
Elk Rapids, MI. 49629

2. PROJECT DESCRIPTION

The Contractor shall install a bypass drainage system at the main high school soccer playing field as specified. A bypass drainage system installation for the high school practice soccer field (add alternate) and drainage tile installation at the high school baseball field (add alternate) will be considered.

3. RECEIPT OF BIDS

Bids shall be addressed to, and will be received until the following date and time:

To: **Elk Rapids Schools
Central Office
Attn. Jeff Scroggins
707 E Third Street
Elk Rapids, MI. 49629**

Date: **Monday, May 21, 2018**

Time: **3:00 PM**

All Bids received at such place, date and time will then be publicly opened and read aloud. Bids received after such time will be returned to the respective Bidder, unopened. Bidders submitting Bids will be informed of the results of all the Bid proposals following award of all contracts.

Bids shall be accompanied by a sworn and notarized statement disclosing any familial

relationship that exists between the Owner or any employee of the bidder and any Elk Rapids School administration personnel.

Bids shall be accompanied by a sworn and notarized statement certifying that the bidder is not an Iran-linked business (PA 517 of 2012.)

Award of Bid is currently planned to take place at the **June 4, 2018** Elk Rapids School Board Meeting. This may occur sooner, at the district's option, with a special School Board Meeting, if necessary.

Bidders are instructed to inspect sites and conditions under which the work is to be performed, and any obstacles, which may be encountered. No extra will be considered because of Bidder's failure to inform himself of the site conditions which can be verified by inspection.

A MANDATORY pre-bid conference and walkthrough, by appointment, must occur prior to bid submission. This is required for all Bidders and recommended for all subcontractors. For an appointment, [contact Jim Standerfer, assistant principal/athletics director, at 231-264-8108.](tel:231-264-8108)

4. EXAMINATION AND PROCUREMENT OF DOCUMENTS

Complete and detailed Bidding Documents are now on file and may be examined by prospective Bidders on the District's website: www.erschools.com/erbids.

5. VISIT TO SITE:

Bidders are instructed to inspect the site and conditions under which the work is to be performed, and any obstacles which may be encountered. No extra will be considered because of Bidder's failure to inform himself of the site conditions which can be verified by inspection.

6. BID SECURITY

A five percent (5%) Bid Security for the total amount of Base Bid PLUS Alternate(s) is required.

7. PERFORMANCE BOND

A one-hundred percent (100%) Performance Bond for the total amount of the Base Bid & Add Alternate(s) is required.

8. MODIFICATION OR WITHDRAWAL OF BID

A bid may not be modified, withdrawn or canceled for a period of thirty (90) calendar days after the time and date designated for receipt of Bids.

9. RIGHT TO REJECT BIDS

The Elk Rapids Schools, 707 E Third Street, Elk Rapids, Michigan 49629, reserves the right to accept or reject any and all Bids received, waive irregularities, and to accept the bid that in their opinion is in the best interest of the Elk Rapids Schools.

10. LIQUIDATED DAMAGES

Elk Rapids Public Schools shall enforce a liquidated damages penalty if the Contractor does not complete the project by the Project Due Date **Saturday June 30, 2018**. The penalty shall be in the amount of 0.20% (two tenths of one percent) per day of the cost of the original award.

Project Due Date: June 30, 2018

11. INSURANCE

- A. Contractor will keep in force during contract, policies of insurance covering Worker's Compensation and Employer's Liability, and Commercial General Liability, with minimum limits as provided below or as modified by the Contract Documents, if any, or satisfactory to the Owner, with an insurance company licensed to operate in the State where work is being done. Contractor will advise its insurer of its obligations under the contract documents. Contractor will furnish, before any work is started, certificates from said insurance companies showing the coverage, limits of liability, and policy expiration dates as required herein.
- B. Insurance Coverage -As a condition of performing work for the Owner as a Contractor, the Contractor must provide Owner with satisfactory evidence of their insurance coverage as follows:
- a. Workers' Compensation and Employers' Liability Insurance covering your statutory obligations in the State(s) in which your work for the Owner is to be performed.
 - b. Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Product and Completed Operations; Broad Form Property Damage), with limits as follows:
 - Bodily Injury \$500,000 each occurrence, \$1,000,000 aggregate, Products and Completed Operations.
 - Property Damage \$500,000 each occurrence, \$500,000 aggregate.
- C. Other Requirements
- a. Evidence of your insurance coverage, required herein, is to be provided to the Owner on ACCORD Certificate Form 25-S and must indicate:
 - 1) Any coverage exclusions or deviations from the 1988 ISO commercial general liability form or subsequent versions,
 - 2) A Best's rating for each of your insurance carriers at B+ VII or better,
 - 3) That the issuing insurance company will provide thirty (30) days written notice of cancellation to the certificate holder and the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" do not apply or have been removed,
 - 4) That Elk Rapids Schools are additional insureds on the General Liability policy form, and the policy endorsement form must be the ISO Additional Insured-Owners, Lessees or Contractors (Form B) C G 2010 or equivalent, and
 - 5) Any deductibles over \$2,500 applicable to any coverage.
 - b. Contractor will send or fax a copy of these insurance requirements, to their agent, when an insurance certificate is requested to assure that the contractor's insurance policies, comply with the insurance requirements.

GENERAL INSTRUCTIONS

With the goal of having a playable field by **August 25, 2018**, The Contractor shall install a bypass drainage system (base bid) at the main high school soccer playing field as specified.

A bypass drainage system installation for the high school practice soccer field (add alternate) and drainage tile installation at the high school baseball field (add alternate) will be considered.

-----APPENDIX A-----

SPECIFICATIONS:

IN GENERAL:

- A) Bypass Drain Columns
 - 50mm perforated tile
 - Trench width 2.75 “, depth 14”
 - Trench back filled to 8”depth of 3/8” pea stone, and 6”of # 28 drain sand
 - Assumption that irrigation lines are at adequate depth to allow for Bypass trenching at 14” deep. Irrigation repairs related to inadequate depth to be disclosed apart from project bid.
- B) Collector lines
 - 4” and 6” perforated single wall HDPE
 - Minimum depth 18” run at 1/3% slope
 - Trenching done with laser controlled sports field specific equipment
- C) Grading and Turf Establishment
 - Removal of existing turf
 - Removed vegetation to be disposed of at football field berm
 - Use of laser guide grading equipment to create a uniform slope and grade
 - Establishment of turf from seed 90% bluegrass / 10% perennial ryegrass
 - 3 application fertilizer and weed control
 - 1 deep tine aerifications
 - 50 ton sand topdressing
 - 1st 3 mows
- D) Clean up and remove all project related debris from the job site.

MAIN SOCCER PLAYING FIELD DRAINAGE (Base Bid)

- 1) Size of area to be addressed 150’x 370’
- 2) 50 mm Bypass tile Installed on 80” centers 150’ long
- 3) 4” collector line to terminate at manhole in ditch north of soccer field
- 4) Restoration of existing turf and disturbed areas by slit seeding
- 5) 3 applications of fertilizer
- 6) 2 deep tine aerifications 1” solid tine
- 7) 50 ton sand topdressing

PRACTICE SOCCER FIELD DRAINAGE (Add Alternate 1)

- 1) Size of area to be addressed 240’x 370’
- 2) 50 mm Bypass Drainage Columns Installed
- 3) 1,100 of 4” collector line to terminate at Storm Manhole # 1 in parking lot north of soccer field

- 4) Restoration of existing turf and disturbed areas by slit seeding
- 5) 3 applications of fertilizer
- 6) 1 deep tine aerifications 1" solid tine
- 7) 50 ton sand topdressing
- 8) 80" spacing
- 9) Grading and Turf Establishment
 - a) Size of area to be addressed whole field 380'x 250'
 - b) 200 yds topsoil to raise west side of field

BASEBALL FIELD DRAIN TILE (Add Alternate 2)

- 1) Additional drain tile installed, spoils to be disposed of onsite
 - 50 mm tile \$ X.XX per foot installed?
 - Collector line \$ XX.XX per foot installed?

MISCELLANEOUS

IRRIGATION REPAIR* – To include, materials, labor and turf restoration:

PVC

3"	\$XXX ea.
2.5"	\$XXX ea.
2"	\$XXX ea.
1"	\$XXX ea.
1.25"	\$XXX ea.

* NOTE: Bidder to submit a simple statement itemizing/detailing their rates for irrigation repairs

PROPOSAL FORM

CATEGORY OF WORK: Athletics Fields Drainage

TO: Elk Rapids Schools
Central Office
Attn. Jeff Scroggins
707 E Third Street
Elk Rapids, MI. 49629

FROM:

Name _____

Contact: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

PROJECT:

Elk Rapids Schools 2018 Athletics Fields Drainage Project
707 E Third Street
Elk Rapids, MI. 49629

ACKNOWLEDGEMENTS:

The undersigned acknowledges that he/she has received the Bidding Documents, which include the Invitation to Bid, Instructions to Bidders, the Bid Form, and the Specifications

Note that it is the Contractor's responsibilities to ensure that they have received all Addendums issued during the bidding period.

The undersigned acknowledges that:

1. They have read and carefully examined the Bidding Documents and that he/she fully understands them and has made his/her Bid in accordance therewith.
2. They have visited the site, have familiarized themselves with the local conditions under which the Work is to be performed and has correlated his/her observations with the

requirements of the proposed project.

- The Bids are based upon the materials, systems and equipment required by the proposed Contract Documents without exception.

PROJECT SCOPE: High School Main Soccer Field Drainage (Base Bid) ; High School Practice Soccer Field Drainage (Add Alternate 1); Baseball Field Drain Tile (Add Alternate 2)

BID FORMAT

BASE BID #1: High School Main Soccer Field Drainage

_____ \$ _____
(Amount in Words)

Add Alternates #1: High School Practice Soccer Field Drainage

_____ \$ _____
(Amount in Words)

Add Alternates #2: Baseball Field Drain Tile

_____ \$ _____
(Amount in Words)

OVERALL TOTAL (BASE & ADD ALTERNATE(S)):

_____ \$ _____
(Amount in Words)

PERFORMANCE BOND: _____ \$ _____
(Amount in Words)

IRRIGATION REPAIR – Rate schedule for repairs attached? ___ Yes ___ No

BID SECURITY:

A Bid Security of five percent (5%) of the total Combined Base Bid and Alternate(s) shall be included with this proposal.

The Bid Security shall be in the form of Certified Check or Cashier's Check.

The Bid Security shall be payable to: Elk Rapids Schools

Elk Rapids Schools may retain the Bid Bond Check and terminate the Contract, if the Undersigned Bidder awarded this contract fails to execute the Contract within fifteen (10) calendar days after the award date.

TIME OF COMPLETION:

The project completion date is June 30, 2018.

If awarded the Contract, we estimate we will require 5 to 7 consecutive calendar days to complete the project.

The above time(s) assume(s) that:

1. Award of Contract allows start of construction by **Monday, June 11, 2018** or as negotiated by the Contractor and Elk Rapids Schools.
2. We are not delayed by strikes or other causes beyond our control.
3. We are not unnecessarily delayed by work of other contractors of the Owner.

AGREEMENTS:

In submitting these bids, the undersigned agrees:

1. To hold his Bid open for 90 consecutive calendar days.
2. To accept the provisions of the Instructions to Bidders regarding the disposition of the Bid Security.
3. To enter into and execute a Contract with Elk Rapids, if awarded on the basis of this Bid, and to furnish required Bonds (if requested) and other specified submittals within seven (7) days of notification of selection of award of Contract for the Work.
4. To perform the Work in accord with the proposed Contract Documents and to complete said Work within the time period stipulated in the Bid.

NEGOTIATION:

The Undersigned agrees that should the overall cost of this Project exceed the funds available, after designated as the successful Bidder, he/she will be willing to negotiate with the Owner for the purpose of making reductions in the Contract Work. The Contractor shall agree to give full credit for all such deductions in the work requested by the Owner, including full value for labor, material and subcontract work, and reasonably proportionate reductions in overhead and profit, thereby arriving at an agreed upon Contract Price.

ATTACHMENTS:

The undersigned acknowledges that he has attached to this Bid the required following documents:

1. Bid Security
2. Include documentation of at least ten (8) project references. Information to include: Project name, location, contact person, and phone number.

LEGAL STATUS AND SIGNATURE OF BIDDER:

(Bidder shall fill out the appropriate form, and strike out the other two types of business.)

A **CORPORATION** duly organized and doing business under the laws of the State of Michigan for whom

bearing the official title of

whose signature is affixed to this Bid Form, is duly authorized to execute Contracts.

A **PARTNERSHIP**, all of the members of which, with address, are:

An **INDIVIDUAL**, doing business as

_____ who signature is affixed to this Bid Form.

Contractor

by

Title

Signed and sealed this ____ day of _____ .

SIGNATURE

Contractor

By

Title

Signed and sealed this _____ day of _____ .