



Pre-Bid Addendum #1

Ingham ISD

Ingham Office & Classroom Renovation

Pre-Bid Addendum #1

Attachments:

- Pre-Bid Agenda and Attendees list Dated: 4/18/24. (See meeting minutes and attendees list at the bottom of the agenda in red)

Include above documents as part of contract/bid documents.

Instructions to Bidders:

Include the below information as part of the bid documents to be included in the bid.

1. Bid date is April 30th, 2024, at 1pm.

End Of Prebid Addendum #1



Ingham ISD
Ingham Office & Classroom Renovation
Pre-Bid Meeting Agenda
April 18th, 2024 – 10:00am

1. Introductions:

- a. Ingham ISD – Steve Ruskin (Director of Facilities)
- b. C2AE – Joe Lewis (Project Architect)
- c. Owen-Ames-Kimball Co. – Jeff Derosha (Project Superintendent)
- d. Owen-Ames-Kimball Co. – Adam Seng (Senior Project Manager)

2. Bidding:

a. Bid Submissions: HARD COPIES ONLY.

- i. **DO NOT SUBMIT YOUR BID ELECTRONICALLY.** Digital & electronically submitted bids will **NOT** be accepted.
- ii. Bids are to be delivered or mailed to Thorburn Education Center by 1:00PM EST, Tuesday, April 30, 2024, at 2630 W. Howell Rd., Mason, MI 48854.

b. Bid Documents

- i. Can be downloaded from this web address: <http://www.owen-ames-kimball.com/subcontractors/>
- ii. Builders Exchange

c. Questions during bidding are to be addressed to all the following:

- i. Adam Seng: adams@oakmi.com

d. Addendums

- i. Addendum will include the Pre-Bid Meeting Minutes, RFI responses (to date), revised bid documents, and forms. Tentative Issue Date April 22nd, 2024, 10am
- ii. Other addendums will be issued as needed.

e. RFIs will be accepted until 10:00am on Friday April 19th, 10am.

- i. Any RFIs received after this date and time may not receive a response prior to bid.

3. Project Descriptions:

- a. Renovation to Existing Office and Classroom Space (4,200sf)

4. Schedule / Phasing:

a. Schedule

- i. Renovation – June of 2024 – August 2024

b. Material Orders & Delivery

- i. Include storage costs, containers, etc. for all materials provided under your scope.
- ii. Purchase all materials as soon as submittals have been approved.
- iii. Provide expediting cost as add alternate to bid form.
- iv. Store until needed.
- v. Laydown will be limited on site and will need to be coordinated with O-A-K

c. Bid Opening

- i. Will take place in person at 1pm, Thorburn Education Center, 2630 W. Howell Rd., Mason, MI 48854



- ii. Opening will be 1:00pm local time, Tuesday, April 30, 2024.
- iii. All bids are due to Owen-Ames-Kimball Co., by mail or dropped off at Thorburn Education Center, 2630 W. Howell Rd., Mason, MI 48854 before 1:00 PM EST, Tuesday, April 30, 2024.

d. Bid Form and Other Required Documents

i. **Your bid must be in a sealed envelope clearly marked as to your respective bid category and must include the following (in triplicate):**

- 1. Bid Form
 - 2. Bid security/Bid Bond.
 - 3. **MANITORY ALTERNATES**
 - 4. **LUMP SUM & BREAKOUT COST**
 - 5. Familial Disclosure Statement and the Iran Economic Sanctions Act – Affidavit of Compliance must be signed and notarized.
- ii. Remember to fill in all required items on the bid forms.
 - iii. Voluntary Alternates are encouraged - list accordingly on the bid form.
 - iv. **DO NOT SUBMIT YOUR BID ELECTRONICALLY.** Digital & electronically submitted bids will **NOT** be accepted.

5. **Prevailing Wages – Do NOT apply to this project.**

6. **Post Bid Interviews:**

- a. Post bid interviews will be conducted May 1st, 2024, and scheduled as indicated below. All times indicated below are Eastern Standard Time (EST) and are subject to change.

i. **Wednesday, May 1st, 2024**

- 1. Bid Category No. 1 - General Trades 9am
- 2. Bid Category No. 2 - Mechanical 10am
- 3. Bid Category No. 3 - Electrical 11am

7. **Safety:**

- a. The safety of the Holland Public School District students, staff and public is our first priority.
- b. Contractors must follow all MIOSHA Standards
- c. Contractors must follow proper safety procedures and keep their safety manuals on site.
- d. Contractors must provide their own first aid, and fire protection equipment.
- e. Contractors are responsible for providing the necessary barricades for their work.
- f. Contractors must comply with the "Right to Know" law.
- g. Contractors are responsible for their own security.
- h. Contractors must comply with O-A-K's substance abuse policy.

8. **Policies and Procedures:**

- a. Monthly invoices must be submitted to OAK by the 20th of each month. Contractors must invoice on AIA forms G702 & G703.
- b. There will be a 10% retainage on invoices.
- c. If contractors' invoice for stored material not on site, the invoice must be accompanied with pictures & an insurance certificate for that material.
- d. Any additional work requires an O-A-K subcontract change order issued by the O-A-K Project Manager. Extras will not be paid for without a subcontract change order.



9. Insurance:

- a. Contractors must provide insurance certificates as per specifications.
- b. Bonds & Insurance certificates are required before payment is approved, and contracts are issued. Each contractor must have the insurance form approved prior to mobilization.
- c. Contractors must provide insurance certificates as per specifications. Insurance certificates must indicate the Owner, Architect, and C.M. as additional insured on a per project basis.
- d. Contractors must provide a 30-day notice of cancellation.
- e. Insurance must be on file 10 days after receipt of Notice of Pending Award.

10. Site Constraints:

- a. Maintaining a clean site/building is mandatory.
- b. Construction trailers, staging, & contractor parking will be coordinated with our Superintendent.
- c. No radios, I-pods, music, etc. allowed on site.
- d. No pictures are to be taken during school hours.
- e. NO SMOKING ON SCHOOL PROPERTY

11. Layout: Contractors are responsible for their own layout and measurements.

12. Shop Drawings & Submittals:

- a. All correspondence must be addressed to:
Amelia Troyer
Owen-Ames-Kimball Co.
161 E. Michigan Ave, Suite 102
Kalamazoo, MI 49007
E-mail: Ameliat@oakmi.com
- b. Contractors are required to send and receive submittals and shop drawings electronically. All Submittals will be returned electronically.
- c. Successful bidders will be asked in the "Notice of Pending Award" to submit manpower and shop drawing schedule.
- d. Submittals need to be completed by May 31st, 2024
 - i. ***Procurement of submittals for all materials/equipment with significant lead times need to begin as soon as letters of intent have been issued.***
 1. Structural Steel, joist, deck
 2. Mechanical equipment
 3. Electrical Panels, gear, & lights
 4. Doors/Frames/Hardware

13. Site Visit: Available following today's pre-bid meeting.

14. General Notes:

- a. Each bidder must submit their bid per construction project manual.
- b. If your bid varies from these documents, you must submit the variance as a voluntary alternate with your base bid matching the bid documents.
- c. Each contractor must supply sufficient manpower.



d. Storage will be allowed on site for each phase of construction only while in construction.

Good luck with your bid!

PRE-BID Meeting Minutes

Attendees:

Full Name	User Action	Timestamp
Ebels, Mandy	Joined	4/18/24, 9:58:33 AM
Seng, Adam	Joined	4/18/24, 9:58:34 AM
Dave/ Jaclynn (Unverified)	Joined	4/18/24, 9:58:54 AM
Derek Strong (Unverified)	Joined	4/18/24, 9:58:57 AM
Cooper Moore (Unverified)	Joined	4/18/24, 9:59:08 AM
Jeremy (Unverified)	Joined	4/18/24, 9:59:13 AM
Trent Strang (Unverified)	Joined	4/18/24, 9:59:58 AM
Steve Rusnock (Unverified)	Joined	4/18/24, 10:01:50 AM
Rebecca Hills (Unverified)	Joined	4/18/24, 10:04:17 AM
Sarah Kandell (Unverified)	Joined	4/18/24, 10:06:54 AM
Andrew Dravland (Unverified)	Joined	4/18/24, 10:07:12 AM

- There will be no power in the building during construction. This is to be accounted for in your bid.
- Plans have been submitted to the state for approval/permitting.
- Bid Form Review: Lump sum pricing with cost identified for classroom & office. Also 8 mandatory alternates.
- Site Visit Can be scheduled by contacting Adam Seng. adams@oakmi.com