



## **INVITATION TO BID**

### **1. PROJECT IDENTIFICATION**

#### **PROJECT**

**Elk Rapids Public Schools 2014 Door Access Control Project**

#### **OWNER**

Elk Rapids Public Schools  
Superintendent's Office  
Attn. Stephen Prissel  
707 E. Third Street  
Elk Rapids, MI. 49629

### **2. PROJECT DESCRIPTION**

**The project is to upgrade the existing Schlage offline access control system to an online SMS hardwired and wireless access control system for Elk Rapids Public Schools managed by Schlage Enterprise software. This new system will manage both Schlage offline and wireless online locks. The system will be self-managed by Elk Rapids Schools.**

This project includes work for (4) Elk Rapids Public Schools including: Mill Creek Elementary, Lakeland Elementary, Cherryland Middle School and Elk Rapids High School.

### **3. RECEIPT OF BIDS**

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

To: **Elk Rapids Public Schools  
Superintendent's Office  
Attn. Stephen Prissel  
707 E. Third Street  
Elk Rapids, MI. 49629**

Date: **Thursday, May 1, 2014**

Time: **2:00 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 May 19, 2014 Elk Rapids School Board Meeting.

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 will be held at 9:00 a.m., Thursday, April 17, 2014, required for all Bidders and recommended for all subcontractors. Meeting will commence at Elk Rapids High School Room 124.

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](http://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 Alternates is required.

7. **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.

8. **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.

9. **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 Friday July 31, 2014. 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: July 31, 2014**

**PROPOSAL FORM**

**CATEGORY OF WORK:**        Electronic Access Control

**TO:**                    Elk Rapids Public Schools  
                          Superintendent's Office  
                          Attn. Stephen Prissel  
                          707 E. Third Street  
                          Elk Rapids, MI. 49629

**FROM:**

Name \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROJECT:**

Elk Rapids Public Schools 2014 Door Access Control 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 titled Electronic Access Control, as prepared by Greg Hodge & Associates (GHA

Note that it is the Contractor's responsibilities to ensure that they have received all Addendums issued during the bidding period. Contact ERS or GHA to verify the existence of addendums.

The undersigned acknowledges that:

1. They have read and carefully examined the Bidding Documents and that he fully understands them and has made his 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 observations with the

requirements of the proposed project.

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

**PROJECT SCOPE:**

The scope of this job includes work for (4) buildings including:

1. Mill Creek Elementary
2. Lakeland Elementary
3. Cherryland Middle School
4. E.R. High School

**BID FORMAT**

**BASE BID #1: Mill Creek Elementary**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**BASE BID #2: Lakeland Elementary**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**Add Alternates #2-1:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**BASE BID #3: Cherryland Middle School**

**Add Alternates #2-1:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**BASE BID #4: E.R. High School**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**Add Alternates #4-1:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**COMBINED BASE BIDS:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**COMBINED ALTERNATES:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**OVERALL TOTAL (BASE & ADD ALTERNATES:**

\_\_\_\_\_ \$ \_\_\_\_\_  
(Amount in Words)

**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 (15) days after the award date.

**TIME OF COMPLETION:**

The project completion date is July 31, 2014.

If awarded the Contract, we estimate we will require \_\_\_\_\_ 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 30, 2014 or as negotiated by the Contractor and Elk Rapids Public 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 will be willing to negotiate with the Owner and GHA 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 three (3) 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 \_\_\_\_\_ .