

Schoolcraft Community Schools



SECTION 00 01 10
TABLE OF CONTENTS

DIVISION 00 – BIDDING & CONTRACT REQUIREMENTS

<u>Section</u>	<u>Description</u>
00 01 01	Cover Page
00 01 10	Table of Contents
00 01 15	List of Drawings
00 11 16	Invitation to Bid
00 40 00	Bid Forms
00 21 13	Instructions to Bidders
00 65 00	Contract Close-out

DIVISION 27 – TECHNOLOGY SYSTEMS

<u>Section</u>	<u>Description</u>
27 41 16	Multimedia Systems
27 51 16	Public Address System
27 53 13	Clocks & Timers

DIVISION 28 – ELECTRONIC SAFETY & SECURITY

<u>Section</u>	<u>Description</u>
28 13 00	Building Access System
28 23 00	Video Monitoring System

APPENDICES

<u>Section</u>	<u>Description</u>
A	Room Schedule
B	Door Schedule

END OF SECTION

SECTION 00 01 15
LIST OF DRAWINGS

<u>File/Name</u>	<u>Description</u>
SCS-NET01	Elementary First Floor Technology Plan
SCS-NET02	Elementary Second Floor Technology Plan
SCS-HS-CAM	High School Camera Alternate

NOTE:

Other coordination drawings may be obtained from the Owner's Construction Manager or may be reviewed on site at the field office at the worksite. Such drawings may include electrical plans, reflected ceiling plans or other plans as may be updated due to issuance of bulletins or field changes.

END OF SECTION

SECTION 00 11 16
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: NEW ELEMENTARY TECHNOLOGY SYSTEMS

- A. Schoolcraft Community Schools (Owner) is seeking bids for purchase and installation of new classroom multimedia, public address, clock, building access systems, and video monitoring systems and associated equipment and installation. Proposed systems shall be configured and installed as described herein.
- B. Project: New Elementary Technology Systems
- C. Owner: Schoolcraft Community Schools
551 E. Lyons St.
Schoolcraft, MI 49087
- D. Designer: Communications by Design, Inc.
- E. Sites of Work:
 - 1. Schoolcraft Elementary School
551 E. Lyon St.
Schoolcraft, MI 49087

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

- A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.
- B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.
- C. Schedule:
 - 1. Request for Bid Distributed: July 29, 2022
 - 2. Pre-Bid Meeting: August 10, 2022 at 10:00am
 - 3. Intent to Bids Due: August 11, 2022 at 5:00 PM
 - 4. Question and Clarification Deadline: August 12, 2022 at 5:00 PM
 - 5. Public Bids Due: August 24, 2022 at 1:30pm

1.03 TYPES OF BIDS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein and include all portions of the work identified for the individual bid package as specified herein. Bids shall be made on unaltered bid forms as included herein. Bidder shall fill in all blank spaces and the bid shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

1.04 PRE-BID CONFERENCE

- A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.
- B. Time: 10:00am on August 10, 2022
- C. Location: Schoolcraft High School – HS Cafeteria
551 E. Lyons St.
Schoolcraft, MI 49087
- D. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.
- E. Physical building inspections of sites of work will be provided for at this time.

1.05 TIME AND PLACE OF BID RECEPTION

- A. Physically sealed bids for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.
- B. Bid Receipt Deadline: August 24, 2022 at 1:30pm
- C. Bid Opening Location: Schoolcraft High School – HS Cafeteria
551 E. Lyons St.
Schoolcraft, MI 49087
- D. Faxed or electronically delivered bids will not be accepted.

1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

- A. Specifications and any relevant Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Rebecca Szilagy. Requests may be made by:

1. Writing – 4101 Sparks Drive Grand Rapids, Michigan 49546
2. Email – rszilagy@cbdconsulting.com

1.07 BID SECURITY

- A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

1.08 OWNER’S RIGHT TO REJECT BIDS

- A. The Owner reserves the right to reject any and/or all bids. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.
- B. Withdrawal of any Bids after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

1.09 DEFINITIONS

- A. “Owner” is intended to mean Schoolcraft Community Schools, a general powers school district.
- B. For purposes of this project, the terms “Architect”, “Engineer” and “Designer” are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.
- C. The term “Bidder” refers to any organization properly and accurately submitting a complete “Intent to Bid Form” prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.
- D. The term “Contractor” herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.

- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner's Purchase Order, Addenda, and all other materials as provided for herein defining arrangement between Owner and Contractor.
- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions, or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION