



Yale Public Schools



198 School Drive - Yale, Michigan 48097
Phone: 810-387-3231 - Fax 810-387-4418

Kurt Sutton
Superintendent of Schools

Dear Prospective Vendors:

Sealed proposals will be received by the Yale Public School District for:

ITEM: PHASE 2 Equipment Package

BID NUMBER: 230907

EFFECTIVE DATES: 2023-2024 SCHOOL YEAR

Sealed bids will be received no later than **2:00 PM, Monday, September 7, 2023**. Bids must be plainly marked on the outside of envelope **SEALED BID: RFP 230907 Phase 2 Equipment Package**, delivered to the Administration Building, 198 School Drive, Yale, MI 48097. **Bids must be made on the enclosed bid document. Faxed bids and/or electronic bids will not be accepted.**

Bidding documents and specifications will be available electronically by contacting Laurie Malone, SitelogIQ, at 952-223-4411.

Only bids received by the date and time specified will be considered.

The Yale Board of Education reserves the right to accept or reject any or all bids, to award contracts for individual items as they may appear advantageous to the district and waive any or all formalities.

Bidders are invited to be present at the opening of the bids at the above address, on the above date and time

Bids must include the familial relationship sworn statement which is included in the Bid Form.

Bids must include certification that the bidder is not an Iran-linked business

Bids must include a Bid Security in the amount of 5% of the bid amount.

Proposals received without proper signature will not be accepted.

Your proposal will be appreciated.

Sincerely,

Rebekah Silkworth
Director of Business Services

Board of Education: President – Mr. Peter M. Bullard, Vice-President – Mrs. Dena French, Treasurer – Mr. Ron Charney, Secretary – Mr. Mark Hurlburt, Trustee – Mr. Greg Hoppe, Trustee – Dr. Michael McClelland, Trustee – Mrs. Meghan Butler

**YALE PUBLIC SCHOOLS
YALE PUBLIC SCHOOL EQUIPMENT PRE PURCHASE**

SECTION 001116 – INVITATION TO BID

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified Bidders are invited to submit Bids for Project as described in this Document per Instructions to Bidders.
- B. Project Identification: Yale Public Schools
Yale Public School Equipment Pre Purchase
198 School Dr.
Yale, MI 48097
- C. Owner: Yale Public Schools
198 School Dr.
Yale, MI 48097
Contact: Kurt Sutton
- D. General Contractor: SitelogIQ, Inc.
80 South 8th Street, Suite 1850
Minneapolis, MN 55402
- E. Architect: SitelogIQ, Inc.
80 South 8th Street, Suite 1850
Minneapolis, MN 55402
- F. Construction Contract: Bids will be received for the following Work associated with completion of Yale Public School Equipment Pre Purchase:
 - 1. Multiple Subcontract Project consisting of the following subcontracts:
 - a. Mechanical Equipment Package
 - b. Electrical Equipment Package

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed envelopes, containing Bids marked “Yale Public Schools Yale Public School Equipment Pre Purchase Bid” and address of Bidder until Bid time and date at location indicated below. Owner will consider Bids prepared in compliance with Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: September 07, 2023.
 - 2. Bid Time: 2:00 PM., local time.
 - 3. Location: Yale Public Schools
198 School Dr.
Yale, MI 48097
Attn: Kurt Sutton
- B. Bids will be thereafter publicly opened and read aloud.
- C. Submit Bids that reflect costs necessary to meet construction schedule requirements as indicated in Time of Completion Article below.
- D. Submit Bids that are typewritten or written legibly in ink on forms provided herein and fill out applicable spaces on the forms. Unsigned Bids will not be considered.

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1.3 BID SECURITY

- A. Submit Bid security, in form of certified check, cashier's check, or acceptable Bidder's Bond, made payable to Owner, with each Bid in amount of Five Percent (5%) of Bid amount. No Bids may be withdrawn for a period of sixty (60) days after opening of Bids. Owner reserves the right to reject all Bids and to waive informalities and irregularities.
 - 1. Bid security guarantees that Bidder will, if awarded, enter into Contract per Contract Documents and submitted Bid.

1.4 DOCUMENTS

- A. Printed Procurement and Contracting Documents: Plans should be available on or about August 03, 2023, by contacting Laurie Malone at 952-223-4411 for instructions to access the online plan room. Qualified bidding subcontractors are responsible to review all documents and must download complete sets.

1.5 TIME OF COMPLETION

- A. Bidders shall begin Work on receipt of Notice to Proceed and shall complete Work within Contract Time.

1.6 BIDDER'S QUALIFICATIONS

- A. Bidders shall be properly licensed under laws governing their respective trades and be able to obtain insurance and bonds required for Work. Successful Bidder will be required to submit Performance Bond and separate Labor and Material Payment Bond in the amount of 100 percent of Contract Sum, and Insurance in a form acceptable to Owner.

1.7 METHOD OF CONTRACTING AND PROPOSED SCHEDULE

- A. Work will be constructed with SitelogIQ, Inc. serving as a General Contractor and bidders serving as SitelogIQ, Inc.'s subcontractors as described by Contract Documents.

1.8 SITE REVIEW

- A. Prior to submitting Bid for Work, Subcontractors are required and expected to have examined Project site and premises and be thoroughly familiarized with existing conditions under which Subcontractors will be obligated to operate or which will in any way affect Work under this Contract.
- B. Bidders and Sub-Bidders are further cautioned to become familiar with contents, alternates, revisions, addenda, General Conditions, Special Conditions, Specifications, Drawings, and Work of other Subcontractors. Should Bidder find discrepancies or omissions in Bidding Documents, or should there be doubt as to intent, notify General Contractor at once, who may, if necessary, issue written instructions to Bidders.
- C. Notify or General Contractor of apparent variances in Bidding Documents from conditions as they exist at Project site. Failure to comply with above requirements does not relieve Subcontractors of requirements of Contract Documents.
- D. No extras will be allowed because of Bidder's misunderstanding as to amount of Work involved, Subcontractor's own error or negligence, or failure to examine Project site. Lack of knowledge of conditions pertaining to Work shall not relieve Subcontractor from performing Work required to complete performance of Contract.

PART 2 - PRODUCTS

INVITATION TO BID

**YALE PUBLIC SCHOOLS
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NOT USED

PART 3 - EXECUTION

NOT USED

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END OF SECTION 001116