

MINOR ADDITION AND EXTERIOR REMODEL
BATA SERVICE CENTER
CWS 1123

INVITATION TO BID

PROJECT:

Minor Addition and Exterior Remodel to
Bay Area Transportation Authority Service Center
3233 Cass Road
Traverse City, MI 49684

Project Manager: Ray Kendra, CWS Architects
Mechanical\Electrical: Larry Monigold, Bayshore Engineering Inc.

PROJECT DESCRIPTION : Notice is hereby given that Bay Area Transportation Authority will receive sealed Bids for the following:

Projects includes:

An approximate 400 s.f. entry addition with related site work and interior finish up-grades, window replacement in the administrative areas and re-facing a portion of the existing exterior cmu with a thin brick veneer system and re-painting all remaining existing exterior cmu and metal siding. Additionally, construction of a decorative screen fence along the north property boundary at the Bay Area Transportation Authority Transfer Station site will be included in the project scope

The awarded will be based upon available funds. It is the intent of the Owner to start work on the project immediately following award of contract.

General Contractors, Mechanical Contractors and Electrical Contractors will be required to visit the site in order familiarize themselves with access to the site and existing conditions.

TYPES OF BIDS REQUIRED: This project will be constructed under a single prime contract with Bids received on a lump sum basis. The bids will be broken down on a per group basis and only portions of the project may be awarded based upon available funds.

RECEIPT OF BIDS : Bids shall be addressed to, clearly labeled and will be received until the following date and time:

TO: Bay Area Transportation Authority
BATA Transfer Station, Meeting Room
115 Hall Street
Traverse City, MI 49684

ATT: Carrie L. Thompson, Bay Area Transportation Authority Office Manager

DATE: **Thursday January 26, 2012**

TIME: **3:00 P.M., local time**

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.

EXAMINATION AND PROCUREMENT OF DOCUMENTS : Complete and detailed Bidding Documents will be on file, and may be examined by prospective Bidders at the following locations:

Office of the Architect

CWS Architects Inc.
300 E Front Street, Suite 460

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BATA SERVICE CENTER
CWS 1123

Traverse City, Michigan 49684
Telephone: (231) 946-3627
Fax: (231) 946-1234
e-mail: rkendra@cws-arch.com

Plan Rooms

Builders Exchange of Northwest Michigan
1373 Barlow
Traverse City, MI 49686

Complete sets of Bidding Documents may be obtained by Bidders on or after **Monday, January 9, 2012**, from Traverse Reproduction & Supply, 1373 Barlow St., Traverse City, MI, in accordance with the INSTRUCTIONS TO BIDDERS. **There will be a non-refundable cost of \$40.00 per set for printing plus shipping and handling (if necessary), assessed by Traverse Reproduction & Supply. Contractor will be responsible for their own drawings if they are successfully awarded the project.**

BOND REQUIREMENTS: Bidders to whom award of a Contract is under consideration shall furnish and pay for an acceptable Performance Bond in the penal sum of 100%; Labor and Material Payment Bond and Supply Bond in a penal sum of 50% of the total amount payable by the terms of the Contract in accord with the INSTRUCTIONS TO BIDDERS.

MODIFICATION OR WITHDRAWAL OF BID: A bid may not be modified, withdrawn or canceled for a period of sixty (60) calendar days after the time and date designated for receipt of Bids.

PRE-BID MEETING: A mandatory walk thru for general contractors will be held at **4:00p.m., Thursday January 12, 2012. While the walkthrough is open to all bidders, due to limitations on parking, we are suggesting subcontractors consider visiting the job sites at their own discretion as all work areas are located in public areas with the exception of small areas of mechanical and electrical.** Due to parking constraints we are asking contractors to meet at the NMC University Center located at 2200 Dendrinos Drive at the North parking lot by the windmill. BATA will bus contractors to the Service Center site ½ mile away. If any special considerations are required please notify the Architect.

IMPACT OF FEDERAL, STATE, AND LOCAL TAXES:

Bay Area Transportation Authority is exempt from Federal, State, and local taxes. Bay Area Transportation Authority will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this Request for Bids.

THIS PROJECT IS BASED ON FEDERAL PREVAILING WAGE USING DAVIS BACON.

RIGHT TO REJECT BIDS:

The Bay Area Transportation Authority reserves the right to waive any informality in the request for proposals; to reject any or all proposals; and to make any award which it considers to be in the best interest of the Bay Area Transportation Authority. The Bay Area Transportation Authority reserves the right to use whatever reasonable and prudent evaluation techniques it deems appropriate.

The successful vendor must comply with Bay Area Transportation Authority equal opportunity requirements. Bay Area Transportation Authority is committed to a program of equal employment opportunity regardless of race, color, religion, age, national origin, height, weight, marital status, or disability

DURATION OF CONTRACT:

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Entire project shall completed no later than **July 1, 2012.**

TERMS OF PAYMENT:

The prime contractor will submit an invoice to the Bay Area Transportation Authority address. No payment will be submitted to the State of Michigan for reimbursement until Bay Area Transportation Authority or the Architect verifies that the project meets the bid specifications or sufficient progress on project is accomplished (if allowing for multiple billings). Upon acceptance Bay Area Transportation Authority will submit a request to the State of Michigan which will take a minimum of forty-five (45) days to be processed. No payment will be made by Bay Area Transportation Authority until the reimbursement check is received by the finance department of the Bay Area Transportation Authority. All invoices shall be **itemized**.

BID PROTESTS:

All questions or protests pertaining to the bid award shall be addressed in writing to Bay Area Transportation Authority within five (5) days following the deadline for bid submittals. The Bay Area Transportation Authority will review questions and respond within ten (10) days of receiving the bid question or protest. The Bay Area Transportation Authority is the final arbitrator on any question or dispute pertaining to bid proposals, bid forms, and bid awards. This "disputes" clause does not preclude consideration of questions of law in connection with decisions provided for above; provided that nothing in this Contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law. Bid protests shall contain:

- a) The name and address of the protester
- b) Identification of the project
- c) A statement of the grounds for the protest and any supporting documentation. The grounds for protest shall be fully supported to the extent feasible. Additional materials in support of an initial protest may be permitted only at the sole discretion of the Bay Area Transportation Authority.
- d) The relief desired of the Bay Area Transportation Authority

LIQUIDATED DAMAGES:

None stipulated at this time.

CANCEL SOLICITATION:

The Bay Area Transportation Authority reserves the right to waive any informality in the request for proposals; to reject any or all proposals; and to make any award which it considers to be in the best interest of the Bay Area Transportation Authority. The Bay Area Transportation Authority reserves the right to use whatever reasonable and prudent evaluation techniques it deems appropriate.

Date: January 9, 2012

By: Carrie I. Thompson, Bay Area Transportation Authority Office Manager