

## REQUEST FOR PROPOSAL (RFP)

### 1. DEFINITIONS

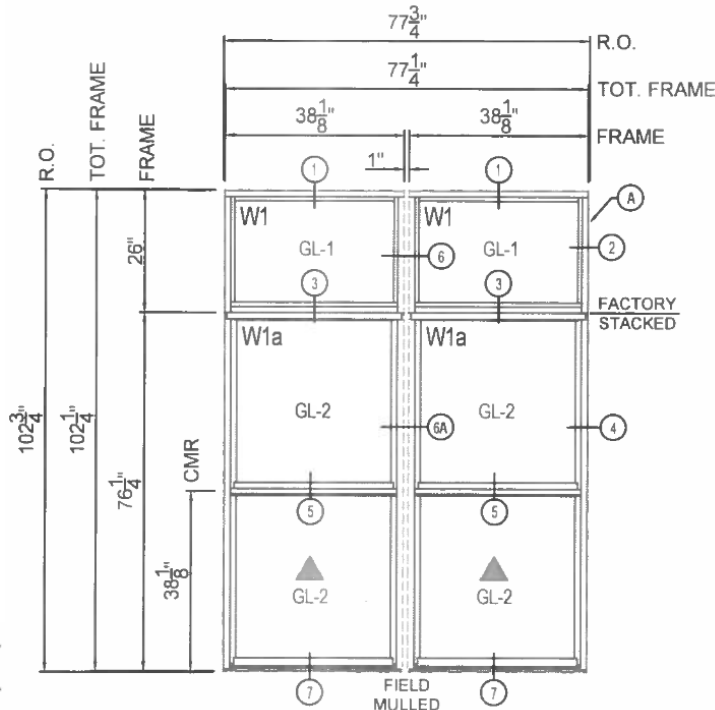
- A. The Owner is Montague Area Public Schools (MAPS) of Montague, MI.
- B. The Project Team consists of the Owner and other design professionals providing services in connection with the Project. For questions regarding this RFP or to setup a mandatory site visit, please contact:  
  
Tom Cederquist, *Director of Operations*  
Montague Area Public Schools  
(231) 730-5228  
[CederquistT@mapsk12.org](mailto:CederquistT@mapsk12.org)
- C. The Project consists of the removal and replacement of existing windows at MAPS R.R. Oehrli Elementary School located at 4859 Knudsen Street, Montague, MI 49437.
- D. Work is any portion of the Project.
- E. The Bidding Documents include:
  - 1. Advertisement for Bids
  - 2. Request for Proposal (RFP)
  - 3. Bid Form (Pages 17 to 21 of this RFP)
- F. Addenda are written and/or graphic instruments issues by the Owner and/or other design professionals which adds to, deletes from, clarify, or correct the Bidding Documents.
- G. Base Bids are stipulated sums in the Bid Form for which Bidders propose to perform the Work, and which Alternate Bids may be added to or deleted from.
- H. Alternate Bids are sums, which may be added to or deleted from Base Bids for the performance of Alternate Work, as defined in the Bidding Documents.

### 2. SCOPE OF WORK

- A. Remove existing window units entirely and prepare opening to receive replacement windows.
- B. Provide any necessary blocking or backing needed to install new window units.
- C. Furnish and install all new window units – it is recommended that this will be a remove and replace within the same work day.
- D. All interior and exterior caulking of new window units to masonry and to drywall/plaster.
- E. All replacement windows are to be by Wojan, Series M85 Fixed and Single Hung, 2-3/4" frame depth, no fins. (Single Hungs to be Egress Window; Non-Offset Vent)
  - I. Units to be Factory Stacked.
  - II. Units to be Field Mullied with 3-pcs. Mullions, by others.

III. Hardware: Self-Locks & Fiberglass Screens.

- F. Finish to meet AAMA 2605 Standard Wojan 2-coat 70% Kynar Bronze Paint.
- G. Glass (GL-1) 1/4" Black Ceramic Frit (Tempered) over 1/8" Clear (Tempered) 1" IGU, Warm Edge Spacer & Argon.
- H. Glass (GL-2) 1/8" Low-E (Tempered) over 1/8" Clear (Annealed) 3/4" IGU, Warm Edge Spacer & Argon.
- I. New sill flashings and head flashing (drip cap) in dark bronze color are to be fabricated and installed on all openings.
- J. Existing louvers are to be removed, cleaned up of caulk, debris, etc. for new installation (caulking-in) to new window frame. In the event the louvers cannot be reused, the Owner will furnish new louvers to the subcontractor for installation into the new frames.
- K. Provide all labor, materials, engineering, equipment, rubbish removal (dumpsters), shop drawings and supervision as necessary to complete the work.
- L. Window sample information from Wojan (Window Type K):



**GLAZING TYPE: GL-1**

1" INSULATED TOTAL THICKNESS  
EXT. 1/4" BLACK CERAMIC FRIT (T)  
1/2" AIR SPACE, WES, ARGON  
INT. 1/4" CLEAR (T)  
REFER TO GENERAL NOTES

**GLAZING TYPE: GL-2**

3/4" INSULATED TOTAL THICKNESS  
EXT. 1/8" LOW-E (T)  
1/2" AIR SPACE, WES, ARGON  
INT. 1/8" CLEAR (T)  
REFER TO GENERAL NOTES

**W1**

- (1) OPENINGS
- (2) WINDOWS REQ'D

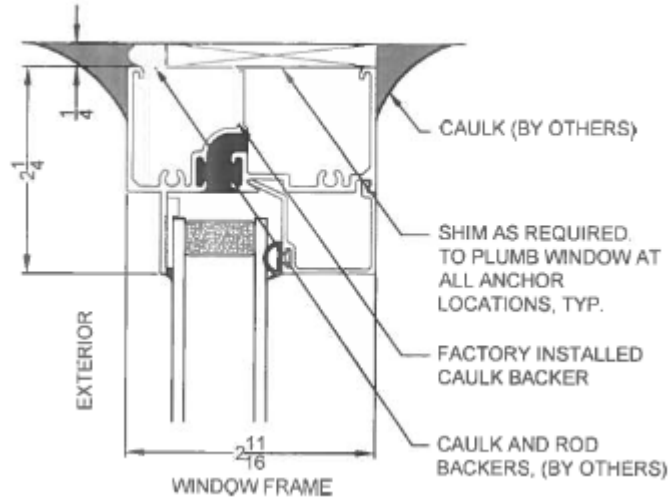
SERIES: M85 PW  
FRAME DEPTH: 2 3/4"  
FINISH: KYNAR BRONZE  
NAIL FIN: NONE  
RECEPTORS: NONE  
SCREENS: NONE  
MUNTINS: NONE  
HARDWARE: NONE  
MISC: 3-PCS. MULLION

**W1a**

- (1) OPENINGS
- (2) WINDOWS REQ'D

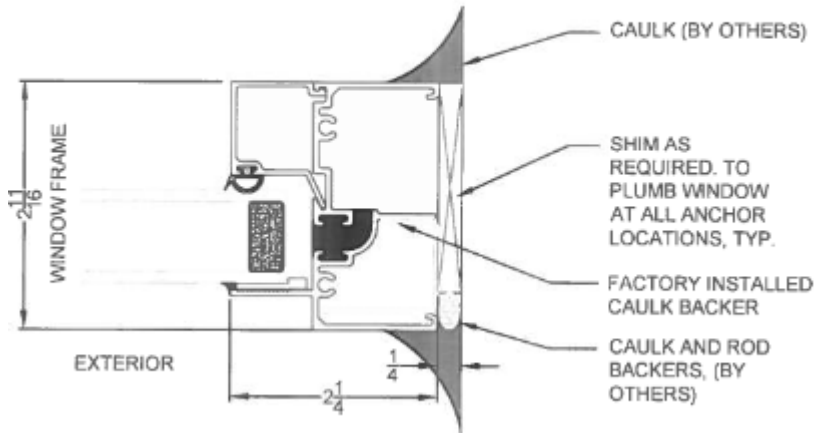
SERIES: M85 SH  
FRAME DEPTH: 2 3/4"  
FINISH: KYNAR BRONZE  
NAIL FIN: NONE  
RECEPTORS: NONE  
SCREENS: FIBERGLASS  
MUNTINS: NONE  
HARDWARE: SELF-LOCKS  
MISC: 3-PCS. MULLION

ALL SEALANT SHOWN (BY OTHERS) TO BE CONTINUOUS FOR ENTIRE LENGTH OF PART & CONNECT TO EACH JAMB SEALANT.

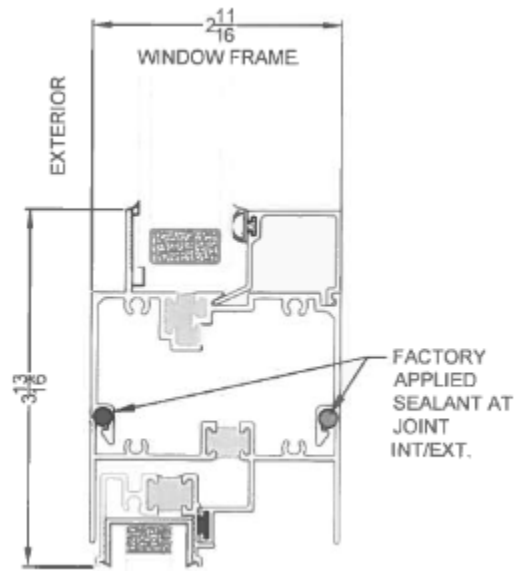


1 HEAD DETAIL M85 PW

ALL SEALANT SHOWN (BY OTHERS) TO BE CONTINUOUS FOR ENTIRE LENGTH OF PART & CONNECT TO HEAD & SILL SEALANT.

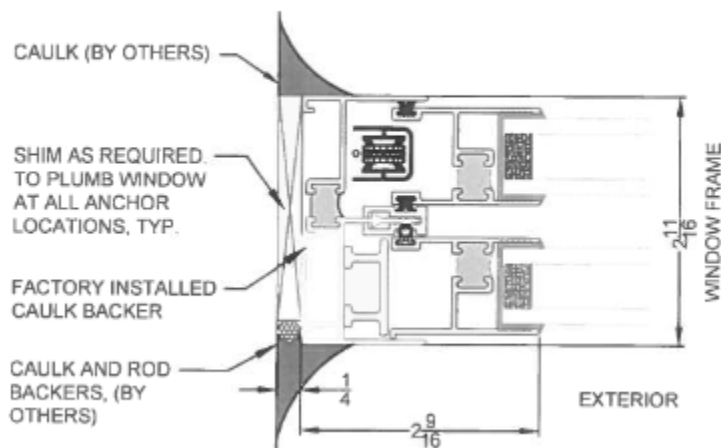


2 JAMB DETAIL M85 PW  
OPPOSITE SIDE SIMILAR

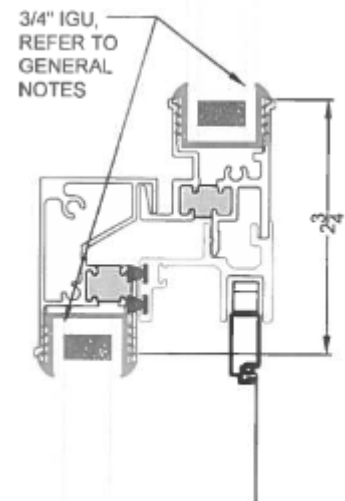


3 FACTORY STACK DETAIL M85

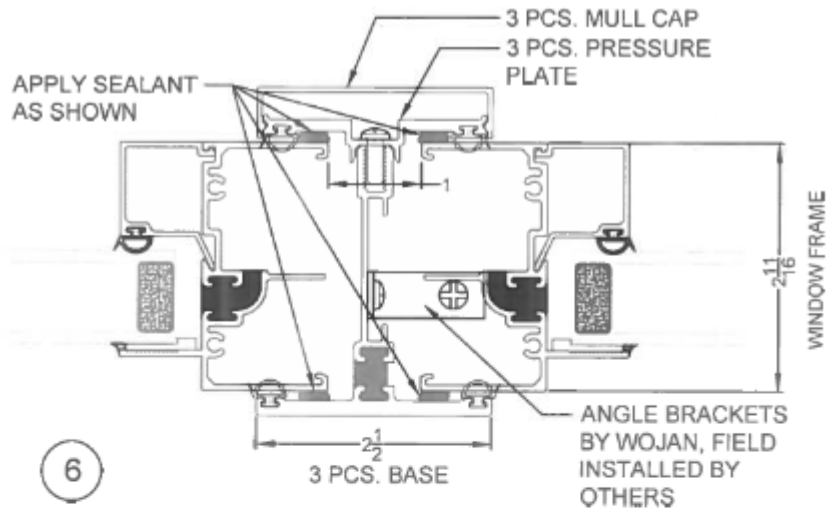
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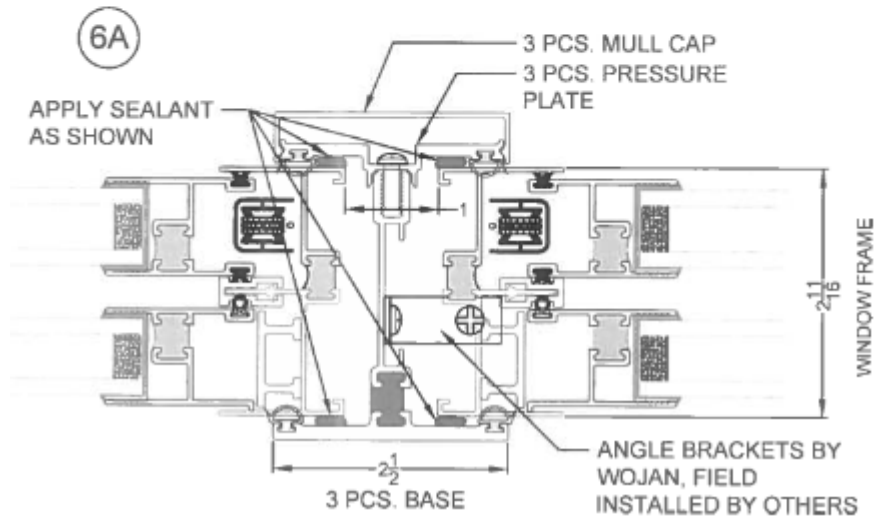
4 JAMB DETAIL M85 SH  
OPPOSITE SIDE SIMILAR



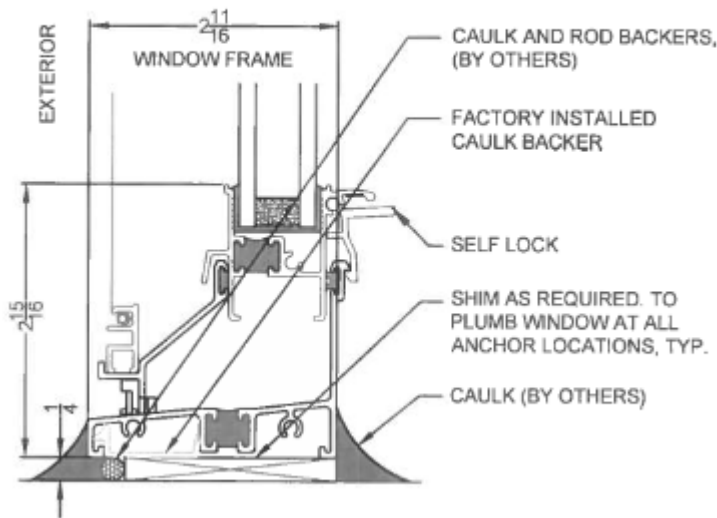
5 INTERLOCK DETAIL M85 SH



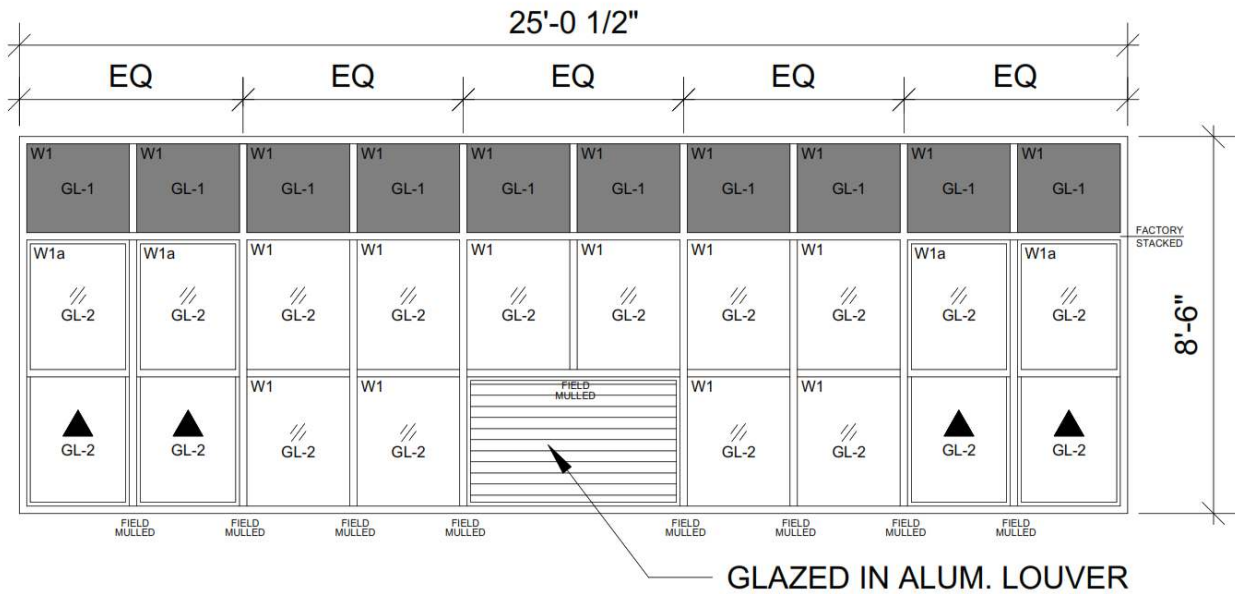
3-PCS. MULLION DETAILS M85 PW, SH



ALL SEALANT SHOWN (BY OTHERS) TO BE CONTINUOUS FOR ENTIRE LENGTH OF PART & CONNECT TO EACH JAMB SEALANT.

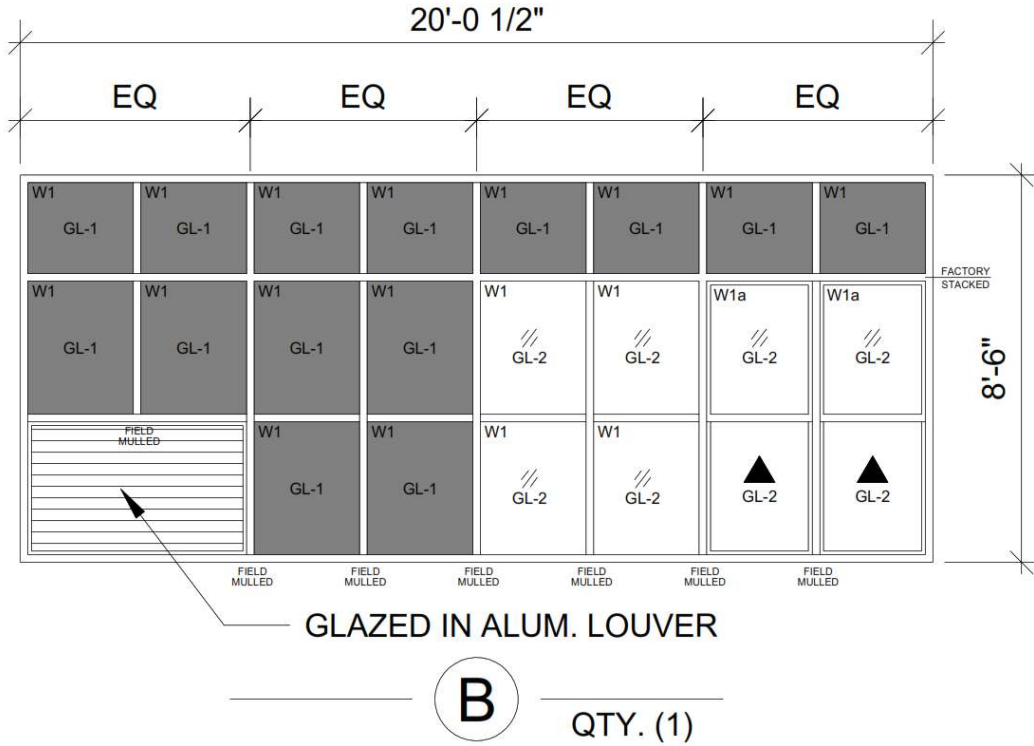


7 SILL DETAIL M85 SH

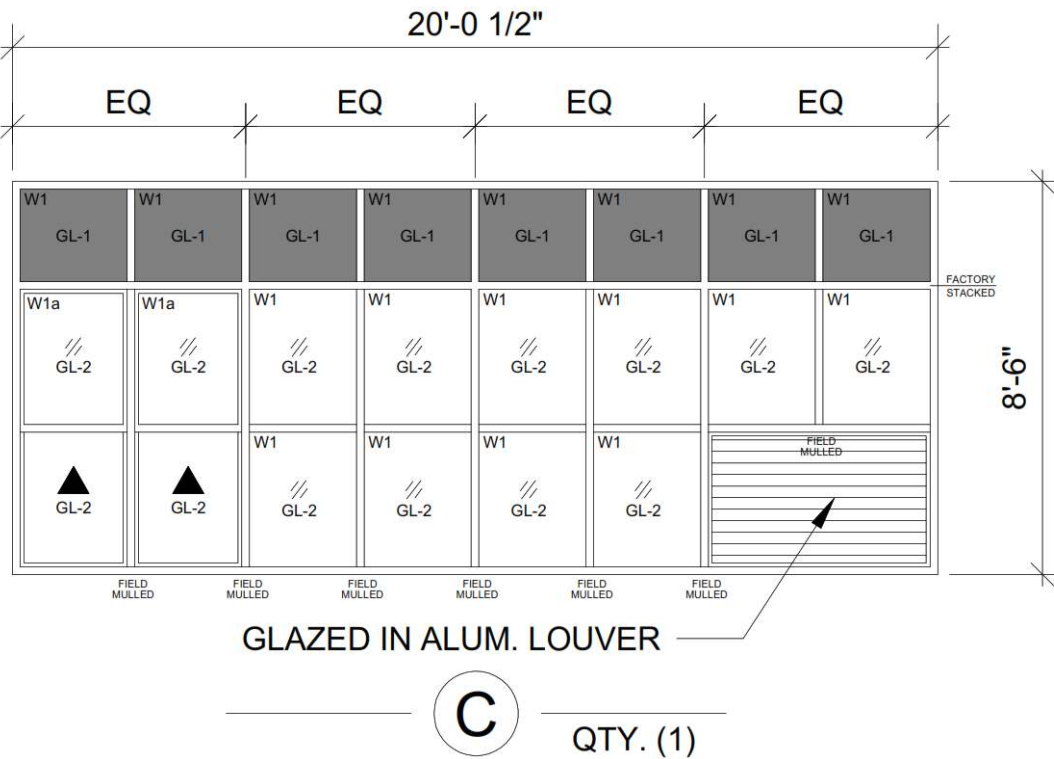


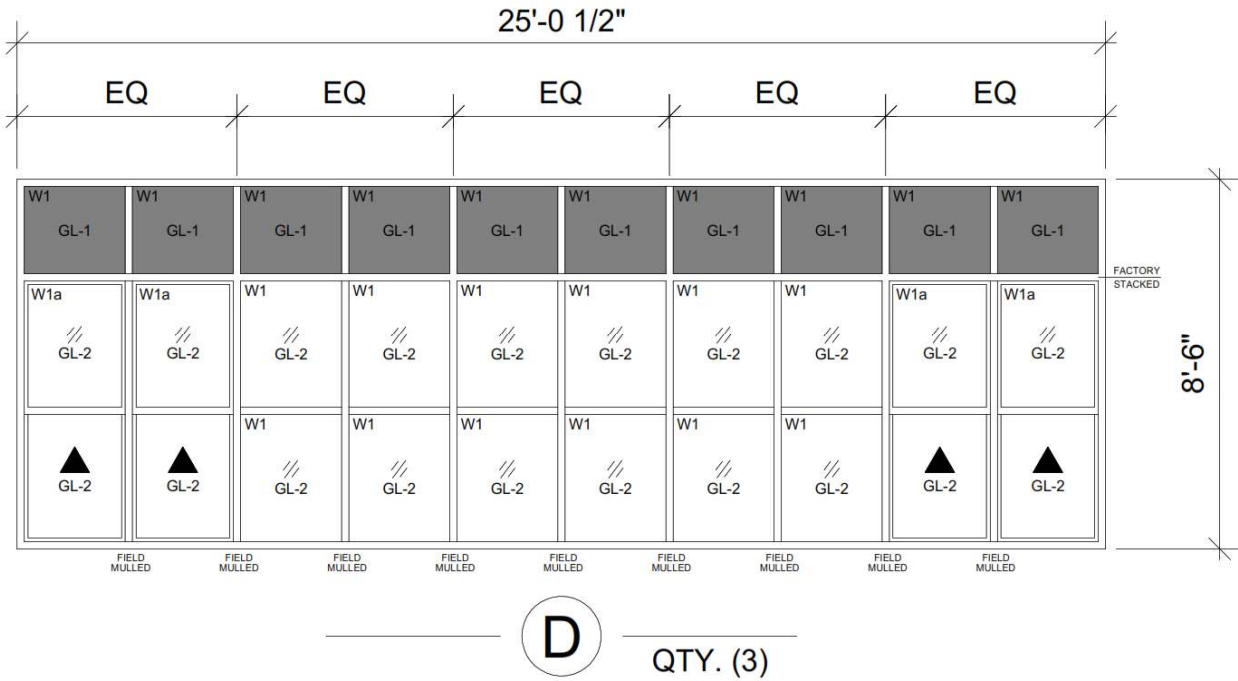
A QTY. (4)

\*\*\* FIELD VERIFY ALL EXISTING OPENING DIMENSIONS \*\*\*

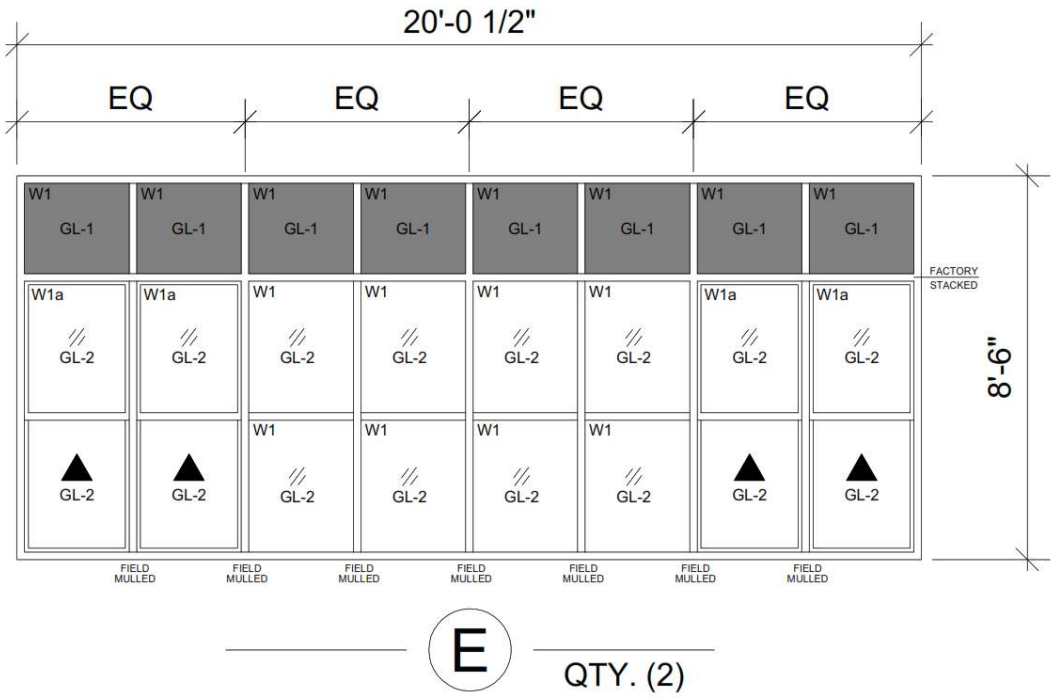


\*\*\* FIELD VERIFY ALL EXISTING OPENING DIMENSIONS \*\*\*

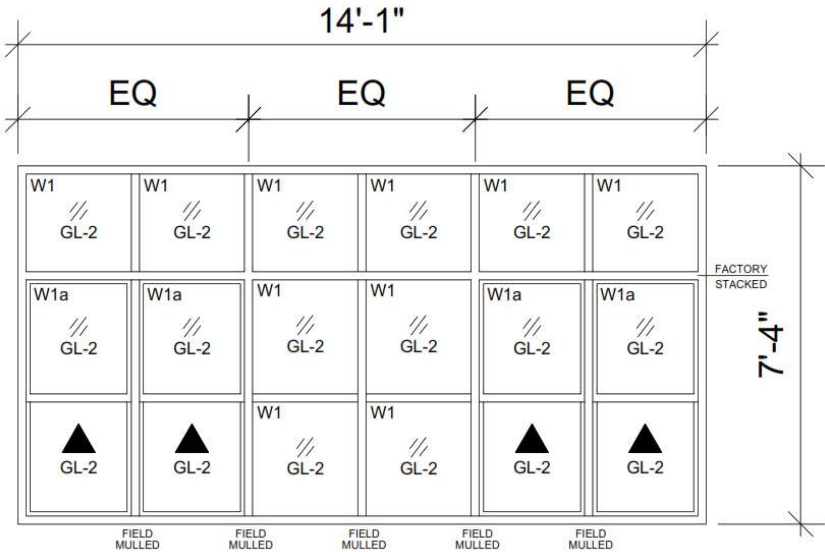




\*\*\* FIELD VERIFY ALL EXISTING OPENING DIMENSIONS \*\*\*



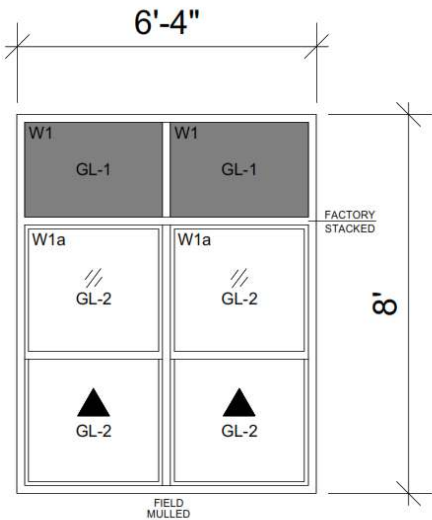




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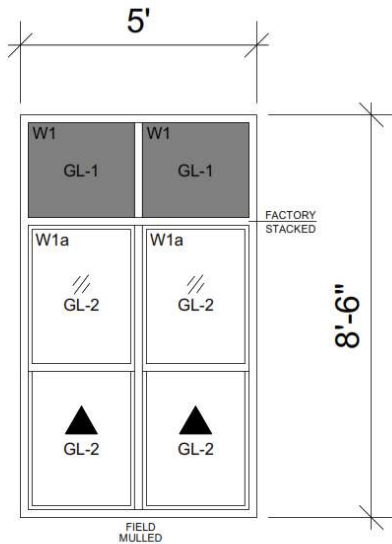
QTY. (1)

\*\*\* FIELD VERIFY ALL EXISTING OPENING DIMENSIONS \*\*\*



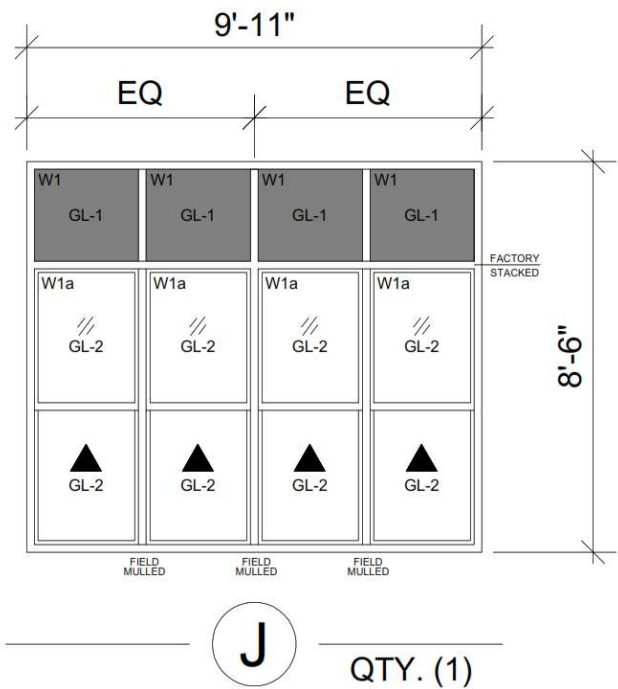
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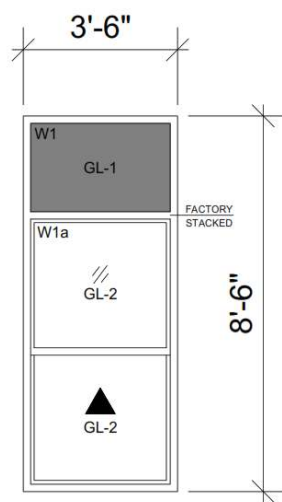
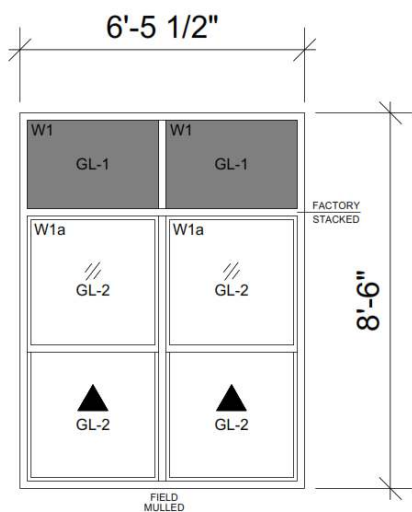


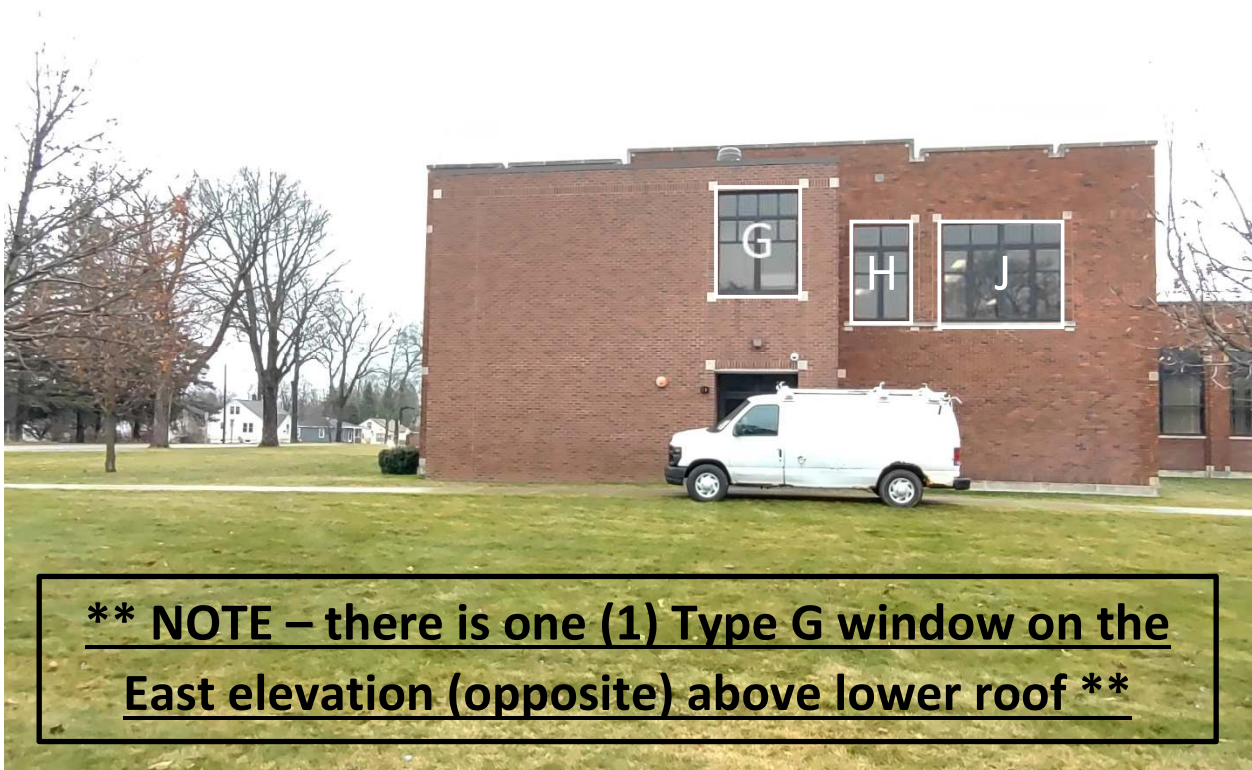
H

QTY. (1)



\*\*\* FIELD VERIFY ALL EXISTING OPENING DIMENSIONS \*\*\*









### **3. BIDDER'S REPRESENTATION**

- A. Bidders, by submitting a bid, represent that they have read and understand the Bidding Documents to the extent that it relates to the Work for which the bid was submitted, and that the bid is made in accordance with the Bidding Documents.
- B. Bidder has visited the site and become familiar with the local conditions, specifically as it relates to the Work being performed and have correlated these observations with the requirements of the Bidding Documents.
- C. Bids submitted shall be representative of the materials, systems, equipment, and manufacturers as set forth in the Bidding Documents, without exception, unless noted on the Bid Form.

### **4. CONSTRUCTION SCHEDULE**

- A. A Preliminary Construction Schedule has been developed by the Owner and supplied to the Bidders. Each Bidder is required to review the dates indicated in that Schedule, and either to endorse or amend them within the context of the Bid Division(s) they are bidding. Space is provided on the Bid Form for endorsement or amendment of. The Construction Schedule and the information it provides are part of the Bidding Documents.
- B. Each Bidder is obligated to comment on the Construction Schedule if, in his or her opinion, the dates do not depict realistic time interval(s) for performance of the Work of his or her Bid Category.
- C. The effect of endorsements and amendments to the Construction Schedule will be considered when selecting Bidders for contract awards.
- D. The Project will proceed with the following schedule:

February 8, 2023 at 2:00 PM	Bids Due at Montague Area Public Schools District Office
February 8, 2023 at 2:05 PM	Public Bid Opening at MAPS – District Office
February 14, 2023	Issue Notice of Intent to Award
ASAP	Contractor to Submit Shop Drawings
June 10, 2023	Construction Start
August 1, 2023	Owner Occupancy

### **5. BIDDING PROCEDURES**

- A. All Proposals shall be submitted, in duplicate, on the Bid Form provided in the construction documents. All blanks on the form shall be filled in by either typewriter or manually in ink. No oral, telephone, emailed, or faxed bids will be accepted.

- B. Proposals shall be sealed in opaque envelopes identifying the legal name and address of the submitting contractor's company, plainly labeled as follows:

**Sealed Bid Proposal  
for Montague Area Public Schools  
2023 – RRO Window Replacement**

- C. Proposals must be received prior to **Wednesday, February 8, 2023 at 2:00 pm local time** at Montague Area Public Schools District Office, located at 4882 Stanton Blvd., Montague, MI 49437. All proposals will be publicly opened and read aloud immediately after the closing of bids. Bids received after this time will neither be considered nor accepted.
- D. All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship between the bidder and any member of the School District's Board of Education or the Superintendent. The Familial Disclosure Statement form is included in the Bid Form. Failure to provide this document will result in the rejection of your Bid, pursuant to Section 1267 of the Revised School Code – MCL 380.1267.
- E. All proposals shall be accompanied by a sworn and notarized Iran Economic Sanctions Act in compliance with "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012. The Iran Economic Sanctions Act form is included in the Bid Form. Proposals that are not accompanied by the sworn and notarized Act will not be accepted.
- F. Bid security in the amount of five percent (5%) of the bid, in the form of a Bid Bond, Certified or Cashier's Check is required and to be made payable to Montague Area Public Schools. Proposals not accompanied with the proper bid security will not be accepted.
- G. Performance, labor and material bond costs (which is to cover 100% of the value of the Contract amount) should be included in the Base Bid cost of the contractor. Please note there is a breakout price on the Bid Form where the cost of said bond is to be noted.
- H. All applicable Michigan sales and use taxes apply to this project.
- I. **Prevailing wages DO NOT apply to the project.**
- J. After the time and date of receipt of Bids, a bid may not be withdrawn, modified, or canceled by the Bidder for a period of sixty (60) days.

**6. CONSIDERATION OF BIDS**

- A. Unless indicated otherwise, all bids received on time, as set forth in the Advertisement and Invitation to Bid, will be publicly opened and read aloud.

- B. The Bidder recognizes that the Owner reserves the right to waive irregularities and/or reject any and all bids.
- C. It is the intent of the Owner to award a contract to the lowest responsible bidder, provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available.
- D. The Owner reserves the right to accept Mandatory and Voluntary Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents.

**7. POST-BID INFORMATION**

- A. Within ten (10) days upon receipt of the Notice of Intent to Award, which shall be considered as a Notice to Proceed, the successful Bidder shall submit the following information to the Owner:
  - 1. If required, a labor, material and payment bond covering one-hundred percent (100%) of the value of the contract (exceeding \$50,000.00) per the Bidding Documents.
  - 2. Certificate of Insurance, meeting or exceeding the limits set forth in the Bidding Documents, also naming Montague Area Public Schools as additional insured for General Liability.
  - 3. A cost breakdown on the continuation sheets of the “Application and Certificate for Payment,” AIA Document G703 showing all major work items, separated by both material and labor.
  - 4. Names of the manufacturers, products and suppliers of all principle items, materials or systems proposed for the Work.
  - 5. The name(s) of the on-site supervisor(s) whom the bidder proposes to employ to accomplish the Work and all appropriate contact information.
  - 6. Schedule information, particularly long lead-time items that will impact the schedule.
  - 7. Current company Safety Plan / Program to be kept on file at the office of the Owner.
  - 8. Shop Drawing procurement shall begin at this time.
- B. The Bidder will be notified in writing if any of the above items are not acceptable.
- C. The Owner may make such investigations as they deem necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish all such information and data for this purpose as the Owner may request within five (5) days from Bid Date, including, but not limited to:
  - 1. A list of projects completed of similar size and scope
  - 2. Financial statements for the past two (2) years
  - 3. A current list of work in progress
- D. The Owner reserves the right to reject any bid if the evidence submitted, or investigation of such Bidder, fails to prove that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the Work contemplated therein.

- E. Upon receipt of the Contract, the Bidder shall sign and return the document to the Owner within five (5) days.
- F. Upon receipt of the Contract, the Bidder shall complete Shop Drawings and schedule delivery of materials on a timely basis.
- G. Contractors will be required to submit with their monthly billings a sworn statement showing all subcontractors, material suppliers and their respective contract amounts.

#### **8. FORM OF AGREEMENT**

- A. Subcontract Agreements will be issued by the Owner upon receipt and successful review of all information requested of the Bidder.

#### **9. INSURANCE AND BOND REQUIREMENTS**

##### **A. INSURANCE**

1. The Contractor shall provide the Owner with a certificate of insurance including the following:
  - a. Worker's Compensation coverage per Michigan statute;
  - b. Commercial Liability Insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate;
  - c. Automobile Liability Insurance of \$1,000,000 per occurrence for all vehicles;
  - d. Montague Area Public Schools listed as additional insured; and
  - e. 30 day cancellation notice
2. In the event that the Contractor becomes uninsured during the term of its contract for any policies specified, such default shall be considered a breach of contract.
3. All insurance procured and provided by the Contractor shall be underwritten by insurance companies with a policy holder rating of not less than "A-" and financial ratings not less than "XI" as published by A.M. Best's latest published edition.
4. Contractors will require all sub-contractors to maintain similar coverage limits.

##### **B. BONDS**

1. All Bidders are required to furnish Bid Security in the form of a Bid Bond or Certified or Cashier's Check made payable to Montague Area Public Schools in the amount of 5% of the Base Bid amount.
2. Successful Bidders will be required to furnish a Performance and Payment Bond (PLM Bond) equal to 100% of the contract amount made payable to Montague Area Public Schools prior to commencement of any work for contracts over \$50,000. The Bond shall be underwritten by a Treasury Listed surety Company.



# BID FORM

**SUBMIT IN DUPLICATE**

**BID TO:** Montague Area Public Schools  
ATTN: Jeffrey Johnson, *Superintendent*  
4882 Stanton Blvd.  
Montague, MI 49437

**BID FROM:** \_\_\_\_\_  
(Bidder Name)  
  
\_\_\_\_\_  
(Address)  
  
\_\_\_\_\_  
(City, State, Zip)

**PROJECT:** 2023 – RRO Window Replacement

Ladies and Gentlemen:

The undersigned, having familiarized themselves with the local conditions affecting the cost of the work and having examined the site and the Bidding Documents hereby propose to furnish all labor, material, equipment, taxes, and services required for the proper completion for this project, including all addenda issued thereto, for the sum of:

**BASE BID AMOUNT:**

\_\_\_\_\_ Dollars ( \$ \_\_\_\_\_ ),  
(use words) (use figures)

**TAXES:** Bid sum includes all applicable taxes, including Michigan Sales Tax.

**COST OF BONDS:** Bid sum includes cost of furnishing a Performance Bond and a Material Payment Bond, each in the amount of 100% of the Base Bid for all bids exceeding \$50,000.00.

Price of performance, labor and material bond (included in Base Bid). . . . Dollars ( \$ \_\_\_\_\_ )

**ACKNOWLEDGEMENT OF ADDENDA:**

The following addenda have been received, are hereby acknowledged, and their execution is included in the above Base Bid:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**VOLUNTARY ALTERNATES:**

Identify in detail on appropriate attachment any Voluntary Alternates shown here:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**BID SECURITY:**

Accompanying this Bid, as required by the Instructions to Bidders, is a Bid Security in the form of (Certified Check / Cashier's Check / Bid Bond) in the amount of:

\_\_\_\_\_ Dollars ( \$ \_\_\_\_\_ )

Payable to the Owner, which is it agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated in the Contract Documents and fails to furnish specified bonds within ten (10) days after date of issuance of Letter of Intent to Award to the undersigned.

**CONSTRUCTION PROGRESS SCHEDULE:**

If awarded the Contract, the undersigned agrees to commence the Work within ten (10) days after date of issuance of Letter of Intent, which shall be considered as the Notice to Proceed, and agrees to complete the Work in accordance with the Construction Schedule set forth in the RFP.

Endorses the Construction Schedule: \_\_\_\_\_  
(Bidder Initials)

Amends the Construction Schedule as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR LABOR RATES:**

In the event of a contract change during the course of the project, that will add or decrease from the Contract amount, we will apply the following hourly labor rates (total labor rate includes hourly wage rate plus all insurances, taxes, health and welfare contributions and other benefits - before overhead and profit mark-up) for each employee's job title:

Job Title	Labor Rate	Job Title	Labor Rate
_____	\$ _____/hr	_____	\$ _____/hr
_____	\$ _____/hr	_____	\$ _____/hr

**CHANGE ORDER WORK:**

For revisions to the contract, whether deleted or added, the contractor agrees to the following mark-ups for overhead and profit:

- |                              |         |
|------------------------------|---------|
| 1. Direct (own forces) Labor | _____ % |
| 2. Direct Material           | _____ % |
| 3. Subcontracted Work        | _____ % |
| 4. Equipment Rental          | _____ % |

**CREDIT FOR WORK DELETED:**

Should any work be deleted from the Contract by order of the Owner, full cost savings realized thereby will be credited to the Owner.

**FAMILIAL DISCLOSURE:**

See Page 4 of this Bid Form for required Familial Disclosure Statement.

**IRAN ECONOMIC SANCTIONS ACT:**

See Page 5 of this Bid Form for required Iran Economic Sanctions Act.

**AGREEMENT:**

The undersigned agree(s) to provide the post-bid information required within ten (10) days after receipt of the Notice of Intent to Award and to execute an agreement for work covered by this Proposal on a Subcontract Agreement (included in the Specifications for reference).

In submitting this bid, it is understood that the Owner reserves the right to reject any or all bids. It is further agreed that this bid is binding for a period of sixty (60) days from the opening thereof.

Respectfully submitted,

(If a Corporation, affix seal)

Date \_\_\_\_\_, 2023

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

**FAMILIAL DISCLOSURE STATEMENT**

This form is required by State Law for the construction, addition, repair, or renovation of school buildings when that project cost exceeds the calculated threshold. For the 2022-23 year, that threshold is \$28,048 and it is adjusted annually by the Consumer Price Index. The law does not preclude bidders from submitting bids or a Board of Education from approving a bid with a familial relationship. The law requires the notification to allow Board members and the Superintendent to avoid recommending or voting on a conflict of interest.

*“The legislation requires bidders to provide “a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board [of Education]...or Superintendent of the School District...A Board [of Education]...shall not accept [i.e. “approve”] a bid that does not include this sworn and notarized statement.”* *MCL 380.1267(3)(d)*

The following are members of the Board for Montague Area Public Schools:

<b>Brent Raeth</b>	<b>Cindy Francis</b>	<b>Scott Beishuizen</b>	<b>Joel Smith</b>
<b>Tom Johnson</b>	<b>Amanda Dahl</b>	<b>Karen Neubauer</b>	

The bidder must check one of the following:

\_\_\_\_\_ No, there is not a familial relationship between the Owner or any employee of the Bidder and any member of the Montague Area Public Schools Board.  
\_\_\_\_\_ Yes, there is a familial relationship between the Owner or an employee of the Bidder and a member of the Montague Area Public Schools Board.

	<u>Owner/Employee</u>	<u>Board Member</u>	<u>Relationship</u>
1.	<hr/>		
2.	<hr/>		
3.	<hr/>		
4.	<hr/>		

If additional, please list on the reverse or another sheet.

**Sworn Statement:** I swear that I have prepared the above information to the best of my knowledge.

Signature	Printed Name	Title	Date
<hr/>			
<b>Notary:</b>	Subscribed and sworn this _____ day	Notary Public, State of _____	
	of _____, 2023.	County of _____	
		My Commission expires: _____	
	_____ Signature of Notary	_____	

**IRAN ECONOMIC SANCTIONS ACT**  
***Michigan Public Act No. 517 of 2012***

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the compliance certification requirement provided in the Montague Area Public Schools (the "School District") Request for Proposals for the 2023 – RRO Window Replacement (the "RFP"), hereby certifies, represents and warrants that the Bidder (including officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a contract/purchase order as a result of the aforementioned RFP, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract/purchase order or proposed contract for which false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal three (3) years from the date it is determined that the person has submitted the false certification.

**BIDDER:**

\_\_\_\_\_  
*Name of Company*

\_\_\_\_\_  
*Name and Title of Authorized Representative*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**NOTARY:**

Subscribed and sworn this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

\_\_\_\_\_  
*Signature of Notary*

Notary Public, State of \_\_\_\_\_

County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_