

**DOCUMENT 00 11 16**

**INVITATION TO BID**

Project:

GAYLORD COMMUNITY SCHOOLS – PROJECT SF3.2  
NEMSCA Transportation Office Remodeling

Owner:

Gaylord Community Schools  
615 South Elm Street  
Gaylord, MI 49735

Architect/Engineer:

Anthony P. Esson, Architect, PLLC  
PO Box 479  
Gaylord, MI 49734

Date: September 18, 2020

Gaylord Community Schools will receive Bids from qualified Trade Bidders in connection with remodeling of an existing space at the Board Office / ECC Building for a NEMSCA Transportation Office.

Sealed Bids may be delivered in person to Gaylord Community Schools, c/o David Parsell, Transportation and Maintenance Director, 615 South Elm Street, Gaylord, MI 49735. Bids must be received prior to 1:30 PM local time on October 7, 2020. Bids will be opened publically and read aloud at 1:30 PM local time on October 7, 2020, in the Board Meeting Room, 615 South Elm Street, Gaylord, MI 49735. The Owner will not consider or accept a bid received after the date and time specified for bid submission. Post Bid Interviews with the apparent low Bidder(s) will be scheduled following receipt of Bids. All Bids will be evaluated at a later date.

There will be a Pre-Bid Meeting conducted by the Owner and Architect/Engineer at 1:30 PM local time on September 30, 2020. The meeting will convene outside the work area on the south side of the Board Office / ECC Building, 615 South Elm Street, Gaylord, MI 49735. The Pre-Bid Meeting will consist of a brief informational meeting followed by an opportunity for Bidders to examine the Project site. Attendance by Bidders is not mandatory, but is strongly encouraged as there will be no other opportunity offered for Bidders to examine the project site.

The Construction Manager will award the contracts for work of each trade on or about October 13, 2020.

Bidding Documents will be available on or about Tuesday, September 22, 2020. Interested Bidders may view and download bidding documents at [www.anthonnyessonarchitect.com](http://www.anthonnyessonarchitect.com). Select Gaylord Community Schools, SF3.2 – NEMSCA Transportation Office Remodeling under the Bid Docs button.

Bidding Documents will also be on file at the following Plan Rooms.

Builders Exchange Traverse City, Grand Rapids, Lansing, and Saginaw

Each Bidder shall include with its Bid, a sworn and notarized statement disclosing any familial relationships that exist between the owner or any employee of the Bidder and any member of the Board of Education of the Superintendent of the School District.

Compliance with the Iran Economic Sanctions Act (PA 517 of 2012) is required. Each Bidder shall include a sworn and notarized certification that they are not an "Iran Linked Business" as the term is defined in the Act.

A Bid security in the amount of no less than 5 percent of the Bid Sum in the form of a Bid Bond, or certified check payable to the Owner shall accompany each Bid. A personal or company check does not constitute a Bid security.

Refer to other bidding requirements described in Document 00 21 13.

Bids shall be submitted on the Bid Form provided in the Bidding Documents. Bidders may supplement this form as appropriate.

Trade Bidders will not be required to furnish Performance and Labor/Material Payment Bonds for this project.

Bids will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all Bids, either in whole or in part; to award the Contract to other than the lowest Bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the Owner.

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