

Invitation to Bid

Building exterior renovation project per attached architectural plan at building located at 1110 Hill Street, Three Rivers, Michigan

The Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) is accepting sealed bids from licensed contractors to renovate the existing exterior building, in accordance with the attached architectural plan, for their building located at 1110 Hill Street, Three Rivers, Michigan. All project work must be completed by September 30, 2023. The closing date for the bid is Friday, January 6, 2023 at 2:00 p.m. Proposals not physically received by the deadline will be returned, unopened. To obtain a copy of the invitation to bid, please visit our web site at www.bhsj.org. Bids must be submitted on the bid form provided in the invitation to bid.

Request for Bids:

Closing Date: January 6, 2023 at 2:00 PM

Contract Administrator: Theresa Fisher

Telephone: 517-933-3031

Email Address: fishert@bhsj.org

Website Address: www.bhsj.org

Location: 1110 Hill Street, Three Rivers, MI

Scope: The bid shall cover the procurement of a licensed contractor to renovate the exterior of the building according to the specifications detailed in the attached architectural plan. Please read this request and the specifications carefully as instructions for building construction may be located in any part of the construction drawings. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Updates/Notifications: All notifications, releases, and amendments associated with this project will be posted at www.bhsj.org. BHSJ will make no attempt to contact contractors with updated information. It will be the responsibility of each contractor to periodically check this site for the latest details.

General Information

Contract:

Renovating the exterior of the building to cover all painted wood surfaces, to minimize building maintenance per the specifications in the attached architectural plan. Please read the plan specifications carefully as instructions for building construction may be located in any part of the construction drawings. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Bid Submission:

Completed proposals may be submitted in a sealed envelope by mail, or hand-delivered in person. Bids should be in sealed envelopes, clearly marked as follows, and delivered to:

Branch-Hillsdale-St. Joseph Community Health Agency
EXTERIOR RENOVATION BID – Attn: Rebecca Burns
1110 Hill St.
Three Rivers, MI 49093

Bids Due: Friday, January 6, at 2:00 p.m.

Bids Opened Publicly: Friday, January 6, 2023 at 3:00 p.m. in the conference room of the building located at 1110 Hill Street, Three Rivers, MI 49093

Bids must be submitted on the bid form provided in the following pages and received in a sealed envelope.

Description:

The bid shall consist of the total cost for providing all manpower, equipment, materials, and supplies required to perform the specified renovation.

Agency's Rights:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to accept or reject any or all bids in the best interest of the Agency.

Contract Cancellation:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to cancel any Agreement signed by the parties, by providing a written 30-day notice.

General Requirements

Scope of Work:

Building exterior renovation project. All details of the scope are detailed out in the attached architectural plan. Work must be completed by September 30, 2023.

Equipment, Inspections, & Permits:

The Contractor shall supply all manpower, equipment, materials, and supplies required to perform the specified renovation. All equipment used to perform the work described in the Contract shall meet all applicable State and Local Regulations. The contractor shall be responsible to obtain and pay for all local/required permits and inspections.

Conditions to Bidding

1. **Inquiries:** All inquiries regarding this Request for Bid shall be submitted via email to Theresa Fisher, fishert@bhsj.org.
2. **Cost of Preparing Bids:** All costs associated with the preparation of bids, including the cost of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Bids are the sole responsibility of the Bidder and BHSJ will not reimburse any costs incurred in preparation of the bid. All responses will become the property of BHSJ once submitted.
3. **Acceptance or Rejection:** BHSJ reserves the right to accept or reject any or all bids; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the request for bid; and unless otherwise specified, to accept any item in a bid.
4. **Evaluation of Bids:** The bid award shall be made in the best interest of BHSJ, as determined by BHSJ. Considerations are focused toward, but not limited to:
 - Price: Bidders must carefully review the scope of work and ensure their proposal includes the total cost of the project.
 - Insurance: Bidders must be licensed and maintain insurance
 - Completion Date: Bidders must specify the estimated completion date for the work.
 - Adequacy and Completeness: The submitted packet must contain all items.
5. **Review Process:** BHSJ reserves the right to make an award without further discussion of the bids submitted; therefore, proposals should be initially submitted on the most favorable term the bidder can propose. Bids will be included with information made available to the BHSJ Board of Health, which is also available to the public.
6. **Notification of Award:** It is expected that a decision will be made selecting the successful Bidder at the January 26, 2023 Board of Health meeting. Upon conclusion of final negotiations with the successful bidder, all bidders who submitted bids will be notified in writing whether they have been selected.
7. **Contractual Obligations:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.

Proposal Format

Proposals must be submitted on the attached Bid Form and submitted along with the attached Certification Form. They must be accompanied by the evidence of accords listed on the bid form and a minimum of three references.

General Provisions

1. **Contract:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.
2. **Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures

or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

3. **Project Completion Date:** The estimated project completion date should be specified by the bidder in the bid. This project must be completed by September 30, 2023. The specific completion date will be negotiated during the award process of the successful bid.
4. **Payment:** Once a successful proposal has been chosen and the procurement model and pricing has been determined, BHSJ will negotiate with the successful bidder to ensure the appropriate payment is made at completion of the project. If the contractor requires any payments be made up-front, the contractor must make that request on the submitted pricing proposal.
5. **Financial Award:** The contractor agrees and understands that the payment of sums specified in this contract is dependent and contingent upon and subject to the appropriation and allocation of funds for the purpose set forth in this request for bids and is contingent upon fund availability.
6. **General Indemnity:** The contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify BHSJ, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the contractor or their employees, including losses, expenses or damages sustained by officials (including the Health Officer, Board of Health, as well as employees) from any and all such losses, expenses, damages, demands and claims. The contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the contractor.
7. **Hold Harmless:** The contractor shall indemnify BHSJ against all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work under this contract.

BHSJ shall not be precluded from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss or damage to property in the contractor's custody and control, where such loss or destruction is to BHSJ property. The contractor shall do nothing to prejudice BHSJ's right to recover against third parties for any loss, destruction, or damages to BHSJ property.



Bid Form

Building Exterior Renovation Bid for BHSJ Building Located at 1110 Hill Street, Three Rivers, MI
 Closing Date: Friday, January 6, 2023, at 2:00 PM EST.

We submit a bid to furnish requirements in accordance with the specifications listed in the Building Exterior Renovation Request for Bids. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:
Telephone Number:
Email Address:
Mailing Address:
City, State, Zip:
Social Security / Federal Employer Identification Number: (Information will be redacted from public information)
Signature of Authorized Representative:
Typed or Printed Name of Signature:
Title:
Date:
Total Cost to Complete Project:
Proposed Payment Terms:
Estimated Completion Date: (Must be completed by September 30, 2023)
Evidence of Accords Must be Attached: <ul style="list-style-type: none"> • Copy of Certificate of General Contractor’s License • Copy of Insurance Certificate • Copy of General Liability • Copy of Workers’ Compensation Insurance
Contractors must provide a minimum of three references.



Certification Statement

By submitting this bid, the potential contactor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitting bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this request for bid and agrees to them with no exceptions.

Therefore, in accordance to this request for bids and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this request for bid at the price quoted, providing the bid is accepted within 60 days of the date of submission.

Individual / Entity Represented:
Signature:
Typed or printed name:
Title:
Date: