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www.bhsj.org

INVITATION TO BID

Building Roof Replacement

Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ)

20 Care Drive, Hillsdale, MI 49242

1. Project Overview & Key Dates

The Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) is accepting sealed bids from licensed general contractors to strip and replace the roofing on the original building (excluding the flat roof addition) at **20 Care Drive, Hillsdale, MI 49242**.

- **Bid Closing Date:** Tuesday, December 22, 2026, at 1:00 p.m. EST
- **Public Bid Opening:** Tuesday, December 22, 2026, at 1:15 p.m. EST (BHSJ Conference Room, 20 Care Drive, Hillsdale, MI)
- **Target Board Award Decision:** Thursday, January 28, 2027
- **Project Completion Deadline:** July 31, 2027
- **Contract Administrator:** Rebecca Burns | 517-933-3040 | burnsr@bhsj.org
- **Official Project Updates:** www.bhsj.org

2. Scope of Work & Contractor Responsibilities

- **Roofing Replacement:** Provide all labor, equipment, materials, and supplies necessary to strip and replace the roofing material on the original building, excluding the flat roof section. Bidders must provide two separate, itemized total project quotes—one for **standing seam metal roofing** and one for **asphalt shingle roofing**—inclusive of all labor, removal/disposal, underlayment, flashing, materials, and equipment.
- **Site & Document Review:** Contractors are responsible for reviewing all contract documents thoroughly prior to bidding. Failure to account for information contained anywhere in the bid package will not be valid grounds for a change order.
- **Permits, Inspections & Compliance:** The contractor must obtain and pay for all required local permits and inspections. All work and equipment must comply with applicable state and local regulations.
- **Schedule:** All work must be completed no later than **July 31, 2027**. The specific completion schedule will be finalized during contract award negotiations.

3. Bid Submission Instructions & Required Packet

Bids must be submitted in a sealed envelope, delivered by mail or in person, and received prior to **Tuesday, December 22, 2026, at 1:00 p.m. EST**. Proposals not physically received by the deadline will be returned unopened.

Address Sealed Bids To:

Branch-Hillsdale-St. Joseph Community Health Agency
ROOF REPLACEMENT BID – Attn: Rebecca Burns
20 Care Drive
Hillsdale, MI 49242

A complete bid packet must include:

1. Completed and signed **Bid Form** (attached)
2. Completed and signed **Certification Statement** (attached)
3. Copy of **General Contractor's License**
4. **Certificates of Insurance** (Note minimum requirements below)
5. A minimum of **three (3) professional references**

4. Inquiries & Addenda

- **Questions:** All inquiries regarding this Invitation to Bid must be submitted via email to Rebecca Burns at **burnsr@bhsj.org**.
- **Addenda & Updates:** All notifications, releases, and amendments will be posted at **www.bhsj.org**. BHSJ will not notify contractors individually of updates; bidders are responsible for checking the website periodically prior to the closing date.

5. Evaluation & Award Process

- **Evaluation Criteria:** BHSJ will award the contract in the best interest of the Agency based on, but not limited to:
    - Total project cost (inclusive of all direct and indirect expenses)
    - Proof of active licensure and required insurance coverage (see below)
    - Proposed project completion date
    - Adequacy and completeness of the submitted bid packet
- **Review & Public Record:** BHSJ reserves the right to award a contract without further discussion; bidders should submit their most favorable terms initially. Submitted bids will be shared with the BHSJ Board of Health and will become part of the public record.
- **Notification:** Following final negotiations with the selected contractor, all bidders will be notified in writing of the award decision.

6. General Terms & Conditions

- **Agency Rights:** BHSJ reserves the right to accept or reject any or all bids, waive informalities or technicalities, clarify ambiguities, modify bid criteria, and accept any item in a bid in the best interest of the Agency.
- **Bid Preparation Costs:** All costs incurred in preparing, submitting, or negotiating a bid are the sole responsibility of the bidder. All submitted materials become the property of BHSJ.

- **Contractual Agreement:** Upon acceptance by BHSJ, this Invitation to Bid and the winning bid form a binding agreement. At BHSJ's discretion, the awarded contractor may also be required to execute a separate formal contract.
- **Payment & Funding Contingency:** Payment will be made upon project completion unless up-front payment terms are explicitly requested on the Bid Form and agreed to by BHSJ. All financial obligations are contingent upon the appropriation and availability of funds.
- **Contract Cancellation:** BHSJ reserves the right to cancel any signed agreement by providing thirty (30) days' written notice.
- **Independent Contractor:** The contractor acts strictly as an independent contractor and not as an agent, employee, partner, or joint venture of BHSJ.
- **Indemnification & Hold Harmless:** The contractor shall indemnify, defend, and hold harmless BHSJ, its Health Officer, Board of Health, officials, and employees from and against all claims, damages, losses, expenses (including legal fees), copyright/patent infringements, property damage, or bodily injury (including death) arising out of or incidental to the contractor's work, occupancy, or operations under this contract. The contractor shall maintain general liability insurance throughout the life of the contract, and the contractor's indemnification obligations shall not be limited by the coverage limits of its insurance policies. The contractor shall do nothing to prejudice BHSJ's right to recover against third parties for damage to BHSJ property.

Insurance Liability:

- $2 million general liability per occurrence.
- $4 million general aggregate.
- $2 million minimum completed operations coverage.
- $1 million automobile liability.
- Statutory workers' compensation and $1 million employers' liability.
- $5 million umbrella/excess liability.
- Additional insured status for the agency and building owner, including completed operations.

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Bid Form

Building Roof Replacement for BHSJ Building Located at 20 Care Drive, Hillsdale, MI
Closing Date: Tuesday, December 22, 2026, at 1:00 PM EST.

We submit a bid to furnish requirements in accordance with the specifications listed in the Building Roof Replacement. 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: with Standing Seam: $ with Asphalt Shingles: $
Proposed Payment Terms:
Estimated Completion Date: (Must be completed by July 31, 2027)
Evidence of Accords Must be Attached: ☐ 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.

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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: