

Marie Howe
Supervisor

Brenda Butler-Challender
Clerk

Jennifer Wilson
Treasurer

Karen Hildebrant
Superintendent



Cheryl Kellerman
Trustee

Joe Benzie
Trustee

Ryan Fewins-Bliss
Trustee

Al Rosekrans
Trustee

BATH CHARTER TOWNSHIP INVITATION TO BID

DPW Pole Barn Lean-to Addition

Bath Charter Township is requesting bids to construct an open lean-to addition to the Public Works pole barn building located at the Bath Township main campus, 14480 Webster Road, Bath, MI 48808. Qualified Bidders shall have until 1:00 PM on Monday, May 22, 2023 to submit their bids to Karen Hildebrant, Superintendent, 14480 Webster Road, Bath, MI 48808. Bids will be publicly opened and read at 1:00 PM on Monday, May 22, 2023 in the Boardroom of the Township Offices.

Prospective Bidders are encouraged to attend a Pre-Bid Conference on May 10, 2023 at 9:00 AM to be held at the jobsite located at 14480 Webster Rd, Bath, MI 48808.

Bids shall comply with the standards set forth in the Invitation to Bid (ITB) posted for download on the Bath Township website at: www.bathtownship.us. Printed copies are also available in the Township Offices, 14480 Webster Road, Bath, MI 48808, during normal business hours. Each bid must be submitted in a sealed envelope, accompanied by the bid bond described in the ITB, and clearly marked on the outside of the envelope "Bid for DPW Lean-to Addition". Bids may be mailed to:

Bath Charter Township
ATTN: Karen Hildebrant
14480 Webster Road
PO BOX 247
Bath, MI 48808

The Superintendent and Director of Parks & Public Works will evaluate all bids submitted. Bath Charter Township reserves the right to reject any and all bids in response to this Invitation to Bid (ITB), and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

Bath Charter Township is an Equal Opportunity Employer. Bidders are required to certify equal employment opportunity and drug-free workplace, among other certifications required in the bid documents.

Publication Date: May 8, 2023

14480 Webster Road * P.O. Box 247 * Bath, MI 48808
517-641-6728 * Fax: 517-641-4170

INVITATION TO BID

1. NOTICE TO BIDDERS

1.1 Purpose

Bath Charter Township is requesting sealed bids for the construction of a lean-to addition to the DPW pole barn building.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the ITB process. Bids received after 1:00 PM EST on the Bid Due Date (as defined below) will not be considered.

PUBLICATION DATE:	May 8, 2023
INQUIRY PERIOD BEGINS:	May 8, 2023
PRE-BID MEETING @ SITE:	May 10, 2023 at 9 AM
INQUIRY PERIOD ENDS:	May 22, 2023 at 1 PM
BID DUE DATE:	May 22, 2023 at 1 PM
BID OPENING DATE:	May 22, 2023 at 1 PM

There are references in this ITB to the Bid Due Date, which shall mean the date, and time that the Offeror's bid response is due at the Bath Charter Township office. Sealed Bids received after 1:00 PM on the Due Date will not be evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as "Bid for DPW Lean-to Addition". Bath Charter Township reserves the right to reject any or all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

1.3 Additional Estimated Dates

CONTRACT AWARD NOTIFICATION: June 1, 2023

CONTRACT COMPLETION DATE: September 30, 2023

1.4 Location for Bid Response Opening

The following is the site for the public opening of Offeror's response(s).
Bath Charter Township Offices Boardroom, 14480 Webster Road, Bath, MI 48808

14480 Webster Road * P.O. Box 247 * Bath, MI 48808
517-641-6728 * Fax: 517-641-4170

2. EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for bids to CONSTRUCT A LEAN-TO ADDITION ON THE DPW POLE BARN. Bath Charter Township is soliciting competitive, sealed bids for the described work. If a suitable offer is made in response to this Invitation to Bid (ITB), Bath Charter Township may enter into a contract to have the selected Offeror (the “Contractor”) provide the described work.

Upon selecting the selected Offeror, Bath Charter Township shall enter into a Contract with such person or entity. A contract for the described work shall be prepared by Bath Charter Township and submitted to the selected Offeror. This ITB provides details on what is required to submit a Bid for the Work, and what will be required of the Contractor in providing the described work. As used herein, the term “Bath Charter Township” shall also include any of their employees, agents, or representatives.

This ITB also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, Bath Charter Township will make efforts to adhere to the dates contained herein. Once a contract is awarded, the described work must be completed by the completion date agreed upon by Bath Charter Township and the Contractor.

2.2 Objectives

The purpose of this Invitation to Bid (ITB) is to solicit bids that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Technical Specifications (see Section 4). It shall be the successful Bidder’s obligation to ensure that their personnel providing any work or services in accordance with this ITB are qualified to perform such work or services.

2.3 Calendar of Events

Significant dates in connection with this ITB are shown above and are subject to change. Bath Charter Township may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period Begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this ITB. It will be the responsibility of the prospective Offerors to notify the Township that they intend to bid, and to check his/her email on a regular basis for posted addendums, changes and other ITB information.

3. INSTRUCTIONS TO BIDDERS

3.1 Purpose

The following sections provide details on how to respond to this Invitation to Bid (ITB). All responses must be complete and in the prescribed format subject to the right of Bath Charter Township to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB as set forth above.

3.2 Contacts

The following individual will be the representative of Bath Charter Township who may be contacted in connection with this Invitation to Bid (ITB).

Karen Hildebrant
Township Superintendent
(517) 641-6728
khildebrant@bathtownship.us

Ben Zeeb
Director of Parks & Public Works
(517) 641-6728
bzeeb@bathtownship.us

A complete set of the Invitation to Bid (ITB) documents will be posted on the Bath Township website at: www.bathtownship.us for downloading. Prospective bidders should notify Karen Hildebrant of their intention to bid and provide her with their contact information. Bidders may also obtain complete sets of the Invitation to Bid document at the Bath Charter Township Offices, 14480 Webster Rd, Bath MI 48808.

3.3 Inquiries

Bidders may make inquiries regarding this ITB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to Karen Hildebrant: khildebrant@bathtownship.us. **The submission of oral, telephonic, facsimile, or telegraphic inquiries will not be accepted.**

3.4 Preparation of Bid

- 3.4.1 Submit a bid amount on the original Bid Form furnished by Bath Charter Township, in this document.
- 3.4.2 Sign Bid Form with name printed below signature.
- 3.4.3 All bids submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the ITB.
- 3.4.4 Oral, telephonic, facsimile, or telegraphic bids in response to this ITB will not be accepted.

- 3.4.5** Provide all the required attachments to the Bid Form as follows:
A) EEO Certification
B) Drug-Free Workplace
- 3.4.6** Submit sealed bids in an opaque envelope plainly marked on the outside with the project title **“DPW Pole Barn Lean-to Addition”**, bid date and time, and name of the Offeror.
- 3.4.7** If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation **“BID for DPW Pole Barn Lean-to Addition”** on the face of the bid envelope.
- 3.4.8** Mailing and delivery address is:
Bath Charter Township
14480 Webster Rd.
PO BOX 247
Bath, MI 48808
- 3.4.9** Bidders shall be solely responsible for the timely delivery of their bid in response to this ITB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by Bath Charter Township.
- 3.4.10** Bids in response to this ITB that are unsigned, improperly prepared, contain mathematical errors, alterations, or irregularities of any kind, may, at Bath Charter Township discretion be declared unacceptable.

3.5 Contractor Pre-Qualification Verification Requirements

- 3.5.1** The selected contractor will be required to submit the following documents before entering into a contract with the Bath Charter Township Board of Trustees:

- 1) A completed W-9 Tax Form (if not on file)
- 2) A copy of your Workers Compensation Certificate
- 3) Any required licenses and identification numbers
- 4) Liability Insurance Certificates as follows:

Commercial General Liability: Minimum \$1,000,000 per occurrence
Minimum \$1,000,000 aggregate

Auto Liability: Minimum \$1,000,000 per occurrence
Minimum \$1,000,000 aggregate

Umbrella/Excessive Liability: Minimum \$3,000,000 per occurrence

3.6 Laws and Regulations

3.6.1 The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities, including Michigan Occupational Safety & Health Administration (MIOSHA), having jurisdiction over this project shall apply to this contract.

3.7 Award of Contract

3.7.1 Criteria for Service and Quality

- 1.1. In addition to cost criteria, the Township may consider other criteria such as quality, reliability, life-cycle cost, service, timing of delivery, warranty, vendor's ability, and capacity to perform, local vendors, and or prior experience with a vendor.
- 1.2. Local Purchasing. The Township will purchase from local or regional merchants when appropriate, taking into account price, service, and quality.

3.8 Time of Completion

3.8.1 All work shall be completed by September 30, 2023, unless an approved time extension is granted by approval of Owner change order to the contract.

3.9 Payment Applications

3.9.1 Full payment shall be made upon satisfactory completion of the work, and all contract close-out requirements.

4. TECHNICAL SPECIFICATIONS

4.1 **Scope of Work:** The purpose of this Invitation to Bid (ITB) is to obtain bids to:

- a. Frame an approximate 16 ft x 105 ft open lean-to on the west side of DPW pole barn building.
- b. Constructed in a way to achieve maximum plate height without exceeding pitch limits and roof snow load per Michigan Building Code.
- c. Tie into existing roof and re-roof entire building.
- d. Clean jobsite and haul away all scrap building material and debris.

4.2 The contractor will be required to obtain all applicable permits for the work of this project. **There will be NO cost for the permits obtained from the Building and Zoning Departments at Bath Charter Township as the work is being performed on behalf of the owner, Bath Charter Township.** The contractor will be required to arrange inspections for permits.

5. ADDITIONAL REQUIREMENTS

In addition to any other requirements herein, the Contractor shall comply with the requirements listed below:

- a. General Requirements
- b. Coordination
- c. Security
- d. Fire Safety
- e. Hazardous Materials
- f. Cleaning

5.1 **General Requirements**

5.1.1 The Contractor shall comply with all applicable ordinances, laws, and regulations.

5.1.2 The Contractor shall provide a Liability Insurance Certificate, and Workers Compensation Certificate to the Township prior to the start of work.

5.2 **Coordination**

5.2.1 The Contractor shall coordinate all activities with the authorized representative of Bath Charter Township and provide a written schedule of the work.

5.3 **Security**

5.3.1 The Contractor shall maintain security of the project site and its contents at all times during the term of the contract and any extensions thereto.

5.4 **Fire Safety**

5.4.1 The Contractor shall comply with all local fire safety requirements.

5.4.2 The Contractor shall take every precaution to prevent fires.

5.5 **Final Clean-Up**

5.5.1 Upon final completion of the demolition work, the Contractor shall perform sweeping of the roadway and surrounding parking areas to remove all dirt, mud, or debris.