

**INVITATION TO BID**  
**CEILING TILE REPLACEMENT**

Mason Public School District will accept sealed bids for ceiling tile replacement at Mason Public Schools Middle School as specified within this document. Bids will be accepted until 10:00am on 6/8/2018. No oral, telephone, E-Mail, telegraphic or facsimile proposals will be accepted. No proposals will be accepted after the time of closing.

Bids shall be firm for ninety (90) days from the date of their opening. All bids must meet or exceed all the specifications contained herein. Bids must be submitted on the attached form and be signed by the bidder. Two (2) signed copies of the form should be addressed to the attention of:

Kevin J. Doty  
Operations Director  
Mason Public Schools  
400 S Cedar St  
Mason, MI 48854  
**“Ceiling Tile Replacement Bid”**

Owner reserves the right to reject any and all bids and to waive omissions, irregularities or clerical errors not affecting substantial compliance with the plans and specifications. Further, State of Michigan law prohibits smoking or use of tobacco products in the school buildings and on the surrounding grounds.

Mason Public School District may have asbestos containing building materials present in it. Consult the AHERA plan located in the Maintenance Office for specific locations or contact Kevin Doty. All material used in this project must be asbestos and lead free. In accordance with MiOSHA regulations, contractor employees who work in areas where they may contact, but not disturb asbestos-containing materials, must receive asbestos awareness training from their employer.

Any questions should be referred to Kevin Doty, Director of Operations, at (517) 676-6496.

# MASON PUBLIC SCHOOL DISTRICT CEILING TILE REPLACEMENT

## **1.0 SCOPE OF PROJECT:**

- 1.1 The scope of the project is to provide materials and labor to remove and replace the ceiling tiles, using existing suspension system, in hallways between the gymnasium thru to the cafeteria entrance – at Mason Middle School as indicated on the enclosed floor plan.

## **2.0 INSTRUCTIONS TO BIDDERS:**

- 2.1 Specifications and plans are to be considered as the minimum accepted standard. Alternates will be accepted for evaluation only. The primary bid shall be as specified in these documents.
- 2.2 The Board of Education reserves the right to accept or reject any or all proposals; to waive any informality therein; or to award the contract to other than the lowest bidder, which is in the best interest of the District.
- 2.3 Contractor shall submit appropriate documents of insurance (certificates of accord); workers compensation \$100,000, liability \$300,000, coverage pertaining to vehicles, property damage and public liabilities, personal injury, etc., and shall hold the school district blameless in any incident involving the contractor, his employees, his/her equipment, and vehicles.
- 2.4 A mandatory pre-bid meeting will be held at 10:00am on June 6<sup>th</sup>, 2018 at Mason Middle School.  
Project location is:

**Mason Middle School  
235 Temple St  
Mason, MI 48854**

- 2.5 The contractor shall submit a list of references complete with names, address, phone number and a contact person, which will allow the Owner to verify ability to meet the terms of this document.
- 2.6 The contractor shall provide items of a minor nature, not specifically noted in these specifications, so as to provide a complete, operable and Owner acceptable installation. Bent or damaged cross tees and beams shall be identified and included in the bid. All materials will be of industry standard quality and installed per manufacturers specifications.
- 2.7 Following award of the contract, work may commence on or after June 11<sup>th</sup>, 2018. All work must be completed on or before July 27<sup>st</sup>, 2018.
- 2.8 The contractor shall clean their job area daily and dispose of all trash and debris leaving the area broom clean. **The Owners dumpster is not to be used for contractor's trash.** A suitable area for storage may be arranged with prior agreement with the Owner.
- 2.9 **It is the responsibility of the contractor / bidders to field verify all existing conditions.** The prints provided are for reference and direction only and are not to scale.
- 2.10 The contractor and his/her/their sub-contractors must follow all the conditions of the Owner's Safety Program, a copy of which is enclosed.

## **3.0 SPECIFICATIONS – no alternates will be considered**

- 3.1 Ceiling Tile shall be Armstrong brand - SCHOOL ZONE Fine Fissured: #1714

## MASON PUBLIC SCHOOL DISTRICT

### Safety Rules and Accident Prevention

MASON PUBLIC SCHOOL DISTRICT is committed to safety on all of its projects. All contractors and sub-contractors shall be made aware of the Project Safety Rules listed below:

1. All contractors (sub), before beginning the project will give their employees a safety orientation and explain the Project Safety Rules.
2. Hard hats shall be worn in all instances where required by OSHA rules and regulations.
3. Any accident shall be reported to the site supervisor immediately. All contractors (sub) are required to maintain current SDS sheets and to train their employees in the identification and safe handling of hazardous chemicals.
4. Eye, face, and hearing protection must be used when cutting, grinding, chipping, burning, welding, air cleaning or using power actuated tools. Personal protective equipment shall be maintained and kept in clean working order.
5. Proper work clothing and work boots are required. No shorts, cut-offs, street shoes or gym shoes are allowed.
6. The use of alcohol, illegal drugs or tobacco products will be grounds for immediate removal from the project.
7. Any horseplay, pranks, or any action which may endanger others, will not be allowed.
8. Mobile scaffolding on castors with work platforms higher than four (4) feet will use a guard rail system.
9. Safety belts / harnesses, lanyards, rope grabs and lifelines will be used above six (6) feet if no other means of fall protection would be in effect as outlined in OSHA subpart M.
10. Compressed gas cylinders must be tied off in an upright manner.
11. All ladders and scaffolding must be erected and used properly. Any broken or defective equipment must be removed from service and disposed of properly.
12. All work areas, walkways, and stairs must be kept clean of debris and scattered materials.
13. All tools must be kept in good working order with guards and safety devices in place and working properly.
14. Only authorized personnel may operate equipment. No riders are allowed on handling equipment.
15. All gasoline or other flammable materials must be stored in approved containers / cans. Machinery and equipment must be shut down / off prior to fueling.
16. Areas where burning or welding are being done must be clear of debris and the operator must have a fire extinguisher adjacent to the work area.
17. Electrical tools and cords shall be checked at regular intervals. Those items worn or defective must be removed from service. Ground Fault Interrupters (GFCI) devices will be used for electrical tools when used outside and in any wet or damp environment when an extension cord is connected to a power outlet without GFCI protection.
18. Contractors (sub) employees must comply with all safety and health rules issued by OSHA, MiOSHA, Michigan Dept. of Public Health, NESHAP, Michigan Bureau of Construction Codes, Office of Fire Safety and the Owner's rules and regulations.

**MASON PUBLIC SCHOOL DISTRICT**  
**Bid Form**

PROJECT: Ceiling Tile Replacement  
Mason Public Schools  
Mason, Michigan

**PROPOSAL OF BIDDER FOR:**

GENERAL CONSTRUCTION

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

To Owner: Mason Public Schools  
Attention: Mr. Kevin Doty  
400 S. Cedar Street  
Mason, Mi. 48854

In compliance with the Instructions to Bidders, the bidder hereby proposes to perform all work for the construction of the above-named project in strict accordance with the contract documents, within the time set forth therein, and including all addenda issued hereto, for the stipulated sum of:

**Total Base Bid (\$ \_\_\_\_\_ / \_\_\_\_\_ Dollars).**  
The said amount constituting the total base bid.

ACKNOWLEDGMENT OF ADDENDA

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

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

By submission of this bid, each bidder certifies, and in the case of a joint bid, each party certifies as to his/ her own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

Further, each bidder also certifies that he/she has examined all sections of the contract documents and the location of the work described herein and is fully informed as to the nature of the work and the conditions relating to its performance.

The bidder shall include and be deemed to have included in his/her bid all Michigan sales and use taxes currently imposed by legislative enactment and as administered by the Michigan Department of Revenue on the bid date.

The undersigned further agrees to do such extra work as may be authorized in writing by the Owner, prices for which are not given in this proposal. Compensation shall be made on the basis agreed upon in writing before such work is begun.

PROPOSAL SECURITY

Accompanying this proposal is a security in an amount equal to 5 percent of the bid amount in the form of the following: (to be supplied by the bidder)

Certified check, bank draft, cashier's check, or bidder's bond (cross out all but 1) in the amount of \$ \_\_\_\_\_ ( \_\_\_\_\_ dollars).

Payable to the Owner, which it is agreed, shall be retained as liquidated damages by the Owner, if the undersigned fails to execute the contract in conformance with the form of contract incorporated in the contract documents and furnish bonds as specified within 10 days from the date of written notice of the award of the contract to the undersigned.

Respectfully submitted,

Company Name: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Bidder hereby agrees to commence the work under this contract on or after June 11, 2018 and to substantially complete the project not later than July 27, 2018.

Initial \_\_\_\_\_

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted by Mason Public Schools. You are authorized to do the work as specified.

Signature \_\_\_\_\_

Kevin J Doty

Title: Operations Director

Date \_\_\_\_\_

# AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the **Mason Public School** advertisement for construction bids and in compliance with MCL 380.1267, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ (the "Bidder") and any member of the Board of Education or the Superintendent of Mason Public Schools.

List any Familial Relationships:

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**BIDDER:**

\_\_\_\_\_  
Business Name

By: \_\_\_\_\_  
\_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2018, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

**IRAN ECONOMIC SANCTIONS ACT CERTIFICATION**

I am the \_\_\_\_\_(title) of \_\_\_\_\_(company), or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of \_\_\_\_\_ services to Mason Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, *et seq.* ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed)

\_\_\_\_\_  
(date)

