SECTION 00 41 13 – PROJECT BID FORM

PART 1 - GENERAL

1.1 BID

A. To the Charter Township of West Bloomfield, hereinafter called “Owner”, for the West Bloomfield Township Civic Center Restroom Renovation, hereinafter called the “Project”.

B. The Undersigned, as Bidder, declares as follows:

1. The only parties interested in this Bid as Principals are named herein;

2. This Bid is made without collusion with any other person, firm, or corporation;

3. No officer, agent, or employee of the Owner is directly or indirectly interested in this Bid;

4. The Bidder has carefully examined the site of the proposed Work and fully informed and satisfied himself as to the conditions there existing, the character and requirements of the proposed Work, the difficulties attendant upon its execution and the accuracy of all estimated quantities stated in this Bid, and he has carefully read and examined the Project Documents comprised of the Project Manual and Plans, the proposed Contract, any and all addenda, and knows and understands the terms and provisions thereof;

5. The Bidder understands that information relative to subsurface and other conditions, natural phenomena, existing pipes and other structures (surface or subsurface) has been furnished only for his information and convenience without any warranty or guarantee, expressed or implied, that the subsurface and other conditions, natural phenomena, existing pipes and other structures (surface or subsurface) actually encountered will be the same as those shown on the Plans or in any of the Project Documents and he agrees that he shall not use or be entitled to use any such information made available to him through the Project Documents or otherwise obtained by him in his own examination of the site, as a basis of or ground for any claim against the Owner or the Architect arising from or by reason of any variance which may exist between the aforesaid information made available to or acquired by him and the subsurface or other conditions, natural phenomena, existing pipes and other structures (surface or subsurface) actually encountered during the construction work, and he has made due allowance therefore in this bid and;

6. The Bidder understands that the quantities of work tabulated in this Bid or indicated in the Project Documents are only approximate and subject to increase or decrease as deemed necessary to complete the project.
C. The undersigned, as Bidder, agrees that, if this Bid is accepted, he will contract with the Owner, as provided in the Project Documents, this Bid Form being part of said Project Documents, and that he will perform all the work and furnish all the materials apparatus, appliances, tools, supplies and all other things required by the Project Documents in the manner and within the time therein prescribed and according to the requirements therein set forth, and that he will take in full payment therefore the lump sum or unit price applicable to each item of the Work.

D. Bidders must bid on each item included in the Contract, including Base Bid and all Alternative Bid items associated with the Project. All entries in the entire Bid must be made clearly and typed or hand-written in ink, prices must be written in both words and figures. Bidders shall insert extended item prices obtained from quantities and unit prices. In the event that there is a discrepancy between the prices in words and figures, the bid price written in words shall govern. In the event of mathematical errors in the Bid, the Bid total will be the corrected sum of: 1) the lump sum prices as bid, and 2) the product of the written unit prices as bid multiplied by the quantities stated.

E. As a part of the Bid, the Bidder shall complete the following Itemized Bid Schedule, including in the appropriate item, all project costs associated with the item including equipment, materials, bonds, insurance policies, and other miscellaneous costs. A bid price for each item fairly reflecting the cost of that item must be provided such that the total of all items shall equal the total price bid.

F. In submitting this Bid, it is understood that the Owner reserves the right to reject any and all bids. It is agreed that this Bid may not be withdrawn for a period of ninety (90) days.

G. The Undersigned, as Bidder, further agrees that for extra work, if any, performed in accordance with the terms and provisions of the Project Documents, he will accept compensation as stipulated therein in full payment for such extra work.

H. If the Bidder is awarded the Contract for this work, the undersigned agrees to achieve a Date of Substantial Completion by November 4, 2020 and a Date of Final Completion no later than November 18, 2020.

I. If the Owner shall accept this Bid by issuance of a Standard Form of Agreement Between Owner and Contractor, AIA Document A101, the Bidder will duly execute and acknowledge the Agreement and furnish the required bonds and certificates of insurance and deliver same to the Owner. The Owner immediately following will execute the Agreement and return to the Bidder a copy thereof.

J. Should the Bidder fail to fulfill any of his agreements as hereinabove set forth, the Owner shall have the right to retain as liquidated damages the bid security.

K. The Bidder, by submittal of this Bid, agrees with the Owner that the amount of the bid security deposited with this Bid fairly and reasonably represents the amount of damages the Owner will suffer due to the failure of the Bidder to fulfill his agreements as above provided.
All Bids will be submitted on the enclosed bid form. Insert language accordingly; complete in its entirety.

**BIDDER REMINDER LIST**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>Have you included Base Bid amount and requested Allowance as part of your Bid?</td>
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<tr>
<td>Have you completed each paragraph of Part II, Section A, Experience Questionnaire?</td>
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<td>Have you answered the questions in Part II, Section B Plan and Equipment Questionnaire?</td>
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<td>Have you completed the Non-Collusion Affidavit?</td>
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<td>Have you completed the Non-Discrimination In Employment Certification?</td>
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<td>Have you completed the Affidavit of Bidder – Familial Disclosure?</td>
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<td>Have you completed your Company’s Financial Statement (Part II, Section C)?</td>
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<td>Have you enclosed a certified check or Bid Bond? (NOTE: Bond must be signed by Surety and Principal)</td>
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<tr>
<td>Have you indicated the Project Name, and Contractor Name and on the outside of your Bid envelope?</td>
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**NOTE:** IF ANY OF THE REQUIRED BIDDING DOCUMENTS ARE NOT INCLUDED, DATED, OR PROPERLY EXECUTED, THE CONTRACTOR'S BID MAY NOT BE ACCEPTED.

The following documents shall be submitted to the Architect by all the apparent low bidder(s) upon request within twenty-four (24) hours after the Bid opening:

1. Proposed List of Subcontractors, Suppliers, and Manufacturers. Refer to Exhibit 01 33 00-A.

2. Proposed Schedule of Values, in enough detail to facilitate continued evaluation of the Bid. Include line items for each portion of work and each subcontract amount in excess of two percent of the Bid amount. Please indicate project closeouts as a separate line item.

3. Proposed project schedule indicating delivery of materials, lead time, mobilization, demolition, and installation activities. (Microsoft Project Schedule Format)
CONTRACTOR'S BID

PART I
(To be completed for all bids. Please type or print)

Date:____________

Owner: Charter Township of West Bloomfield
Location: West Bloomfield Township Civic Center
4550 Walnut Lake Rd.
West Bloomfield, MI  48323

BIDDER (Firm): _______________________________________________________________
Address_________________________ P.O. Box ___________________
City/State/Zip:___________________________ _____________
Telephone Number: _______________________________
Fax Number: _______________________________
Person to contact regarding this Bid:____________________________________________________
Email Address:_________________________________________________________________

Pursuant to notices given, the undersigned offers to furnish labor and materials necessary to complete the construction work for:

West Bloomfield Township Civic Center Restroom Renovation

In accordance with Plans and Specifications prepared by DLZ Michigan, Inc.; Project No. 1941-7053-00, dated August 21, 2020.

TOTAL BID:
State the total lump sum amount for all work associated with the Scope of Work, inclusive of all specified allowances.
For the total amount of ____________________________________________________________
______________________________ dollars ($____________________)

ALTERNATE NO. 1 - State the change to the Base Bid amount of CTW-1:
____________________________________________________________________________

For the total amount of ____________________________________________________________
______________________________ dollars ($____________________)
ALTERNATE NO. 2 - State the change to the Base Bid amount of CTW-1:

____________________________________________________________________________________

For the total amount of _____________________________________________________________________________________________

____________________________________________________________________________________
dollars ($________________________)  

ALLOWANCES

None

CONDITIONS

The undersigned further agrees to furnish a bond or certified check with this bid for an amount specified in the notice of the bidding. If alternative bids apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the owner. If the bid is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

The contractor and his subcontractors, if any, shall not discriminate against or intimidate any employee, or applicant for employment, to be employed in the performance of this contract, with respect to any matter directly or indirectly related to employment because of race, religion, color, sex, national origin or ancestry. Breach of this covenant may be regarded as a material breach of the contract.
PROPOSAL TIME

Bidder agrees that this bid shall remain in force for a period of Ninety (90) consecutive calendar days from the due date on the bid, and bids may be accepted or rejected during this period.

The undersigned acknowledges receipt of the following Addenda:

Receipt of Addenda Number(s) ________________________________

Attended Pre-Bid Conference _________ Yes _________ No

SCHEDULE

The undersigned bidder or agent, being duly sworn on oath, that their bid is in agreement with the project schedule as referenced in Section 00 22 13 and information available to bidders.

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<th>Individual</th>
<th>Corporation</th>
<th>Date</th>
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ACCEPTANCE

The above bid is accepted this __________ day of ________________, ______, subject to the following conditions:______________________________

Contracting Authority Members:

________________________________________________________________________

________________________________________________________________________
PART II

BIDDER (Firm): ____________________________________________________________

Date:_______________________________________________________________

These statements to be submitted under oath by each bidder with and as a part of his bid. Attach additional pages for each section as needed.

SECTION I EXPERIENCE QUESTIONNAIRE

1. What similar projects has your organization completed for the period of five (5) years prior to the date of the current bid?

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<th>Contract Amount</th>
<th>Class of Work</th>
<th>Completion Date</th>
<th>Name and Address of Owner</th>
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2. What similar projects are now in process of construction by your organization?

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<th>Contract Amount</th>
<th>Class of Work</th>
<th>Expected Completion Date</th>
<th>Name and Address of Owner</th>
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3. Have you ever failed to complete any work awarded to you? ________ If so, where and why?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

4. List references from private firms for which you have performed work.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
SECTION II PLAN AND EQUIPMENT QUESTIONNAIRE

1. Explain your plan or layout for performing proposed work. (Examples could include a narrative of when you could begin work, complete the project, number of workers, etc. and any other information which you believe would enable the governmental unit to consider your bid.) Attach response to the Bid Form if necessary.

2. Please list the names and addresses of major subcontractors (i.e. persons or firms outside your own firm who have performed part of the work) that you have used on public works projects during the past five (5) years along with a brief description of the work done by each subcontractor. Attach response to the Bid Form if necessary.

3. If you intend to sublet any portion of the work, state the name and address of each subcontractor, equipment to be used by the subcontractor, and whether you will require a bond. However, if you are unable to currently provide a listing, please understand a listing must be provided prior to contract approval. Until the completion of the proposed project, you are under a continuing obligation to immediately notify the governmental unit in the event that you subsequently determine that you will use a subcontractor on the proposed project. Attach response to the Bid Form if necessary.

4. What equipment do you have available to use for the proposed project? Any equipment to be used by subcontractors may also be required to be listed by the governmental unit. Attach response to the Bid Form if necessary.

5. Have you entered into contracts or received offers for all materials which substantiate the prices used in preparing your proposal? If not, please explain the rationale used which would corroborate the prices listed. Attach response to the Bid Form if necessary.

SECTION III CONTRACTOR’S FINANCIAL STATEMENT

Attachment of bidder’s financial statement is mandatory. Any bid submitted without said financial statement as required by statute shall thereby be rendered invalid. The financial statement provided hereunder to the governing body awarding the contract must be specific enough in detail so that said governing body can make a proper determination of the bidder’s capability for completing the project if awarded.
SECTION IV CONTRACTOR'S NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

SECTION V OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated at ____________________ this ______________ day of ________________, ________

____________________________________________________ (Name of Organization)

By____________________________________________________

_____________________________________________________ (Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF _______________________

COUNTY OF____________________

Before me, a Notary Public, personally appeared the above-named __________________________ and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this ____________ day of ____________________, ________.

_____________________________________________________ Notary Public

My Commission Expires:____________________

County of Residence:____________________
Enclosed herewith, please find a bid bond, certified check, or bank draft for the following amount

$_____________________, which is five percent (5%) of the maximum bid herein.

Bid Bond has been made payable to the Owner, the proceeds of which are to remain the absolute property of the Owner if I, ______________________, the Bidder, shall not, within ten (10) days notification of acceptance of this bid, enter into written contract and secure said contract with a Performance and Payment Bond, which is satisfactory to the proper officials of the Owner, in an amount equal to the following percentage of the Contract Sum:

   One Hundred Percent (100%)

PROJECT BID FORM

00 41 13-10