

SECTION 00100 - INVITATION TO BID & INSTRUCTIONS TO BIDDERS

Exterior Stair Replacement at Troy High School

Troy Unified School District 429
Troy, Kansas

Drawings and Specifications Dated May 4, 2009

1. SCOPE OF PROJECT:

The Specifications and the accompanying drawings are intended to provide for all materials and labor necessary for the **Exterior Stair Replacement at Troy High School, Troy USD 429, Troy, Kansas.**

2. CONTRACT DOCUMENTS:

2.1 The General Contractor may obtain drawings and specifications from the school district or the office of the Architects, **HANNEY & ASSOCIATES ARCHITECTS**, 1726 South Hillside, Wichita, Kansas 67211, or via our website at www.haarchitects.com.

3. PROPOSAL PROCEDURE:

3.1 Bid Date:

A. Sealed proposal for this project will be received by the Owners, The Board of Education, Troy Unified School District 429, at the Central Office, 230 West Poplar, Troy, Kansas 66087

Friday, May 15th, 2009.

1. General Construction.....up to and until 1:30 PM.

B. At which time proposals received will be opened and read publicly. Any proposals received after closing time will be returned unopened.

3.2 Should a proposer find discrepancies in, or omissions from the drawings or documents, or should he be in doubt as to their meaning, he shall at once notify the Architect, who will send written instructions to all proposers. Neither Owner nor Architect will be responsible for any oral instructions.

3.3 Proposals shall be made upon the PROPOSAL FORM or exact copy thereof bound into the specifications.
Fill in all blanks on the PROPOSAL FORM clearly with ink. Erasures or other changes in a proposal must be explained or noted over the signature of the proposer. Signatures shall be in longhand by a principal duly authorized to sign contracts, and if proposal is by a corporation, the signature shall be accompanied by the corporate seal impression. Proposals shall contain neither alterations nor recapitulation of work to be done.

3.4 Should the Contractor fail to complete all of the work required by the Contract Documents on or before the date set for substantial completion, the Contractor shall pay as liquidated damages, the sum of \$200.00 per day for each consecutive calendar day the work extends past that date, Sundays and legal holidays excluded.

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- 3.5 Each proposer is required to bid all alternates included in the Proposal Form, except that should he desire not to bid an alternate he may insert the words “no bid” in the space provided for prices for such alternate. In such case, if it is determined to use such alternate, the fact that the cost of the type or method bid in the proposal may be lower than that chosen shall not constitute the basis of a claim by the proposer that the contract shall be awarded to him. If an alternate price called for involves no change in price, proposer shall so indicate by writing the words “no change” in the space provided.
- 3.6 No oral or telephonic proposals or modifications will be considered. No telegraphic proposals will be considered, but modification by telegraph of proposals already submitted will be considered if received prior to time set for proposal opening.
- 3.7 Before submitting his proposal, each proposer shall carefully examine all documents pertaining to the work, visit the site of work, and fully inform himself as to all existing conditions under which the work will be performed. Submission of a proposal will be considered presumptive evidence that the proposer is fully aware of the Contract Documents, pertinent state and markets, and has made allowances in his proposal for all work and all contingencies.
- 3.8 Any addenda issued during the time of preparation of proposals are to be acknowledged in the Proposal Form and in closing a contract, they will become a part thereof.
- 3.9 Enclose the proposal along with the required Proposal Security, in an opaque envelope:
Proposal For: (State category of the work)

Exterior Stair Replacement at Troy High School
Troy Unified School District 429
Troy, Kansas
Name of Bidder.

4. PROPOSAL SECURITY:

- 4.1 Proposal Security, consisting of a bid bond, certified check or cashier’s check on a solvent bank, must be enclosed with each proposal for at least five percent (5%) of the Base Proposal.
- 4.2 Proposal Security shall be made payable, without condition to **Troy Unified School District #429**, Troy, Kansas as a guarantee that the bidder, if awarded the contract, will promptly execute the formal contract in accordance with the proposal and as required by the other Contract Documents, and that he will furnish good and sufficient bonds for the faithful performance in each category of work will be retained until the contract is awarded or other disposition is made thereof. Proposal Security of all bidders will be returned promptly after the canvass of proposals.
- 4.3 Performance Bond and Statutory Bond will be required in an amount of 100% of the contract amount. Such bonds shall be in such form as indicated in the Revisions in the General Conditions and registered at the **Doniphan County Courthouse**.

5. PROPOSAL WITHDRAWAL:

A Proposal may be withdrawn on written or telegraphic request received from proposer prior to time for proposal opening. No proposal may be altered or withdrawn for a period of at least thirty (30) days after opening of proposals.

6. SUBSTITUTIONS:

6.1 The materials, products and equipment described in the bidding documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

6.2 No substitution will be considered unless written request for approval has been submitted by the bidder and has been received by the architect at least ten (10) days prior to the date for receipt of bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a completed description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changed in other materials, equipment or work which incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The Architect's decision of approval disapproval of a proposed substitute shall be final.

6.3 If the Architect approves any proposed substitute, such approval will be set fort in an addendum. Bidders shall not rely upon approvals made in any other manner.

7. AWARD OF CONTRACT:

Contract will be awarded as soon as possible to the responsible proposer submitting the lowest acceptable proposal (i.e. combination of Base Proposal and accepted alternates, with due consideration to unit prices), provided:

7.1 Evidence of the experience, qualifications and financial responsibility of the bidder and his subcontractors, and the time of completion are all-acceptable to the Owner.

7.2 Manufacturer's Guarantee, Service Warranty and financial responsibility of manufacturer.

7.3 The total of acceptable proposals are within the financial budget for the project.

7.4 The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and to waive all technicalities concerning the proposals received when it may be in his best interest to do so.

END OF SECTION 00100

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SECTION 00150 - GENERAL PROPOSAL

FOR

EXTERIOR STAIR REPLACEMENT AT TROY HIGH SCHOOL

The Board of Education
Troy USD 429
Troy, Kansas

Date: _____

The undersigned, in compliance with your invitation for bids for the **Exterior Stair Replacement at Troy High School, Troy USD 429, Troy, Kansas**, having examined the site of the work, and being familiar with all the conditions surrounding the work, hereby propose to furnish all labor, materials and supplies and do all work necessary for the project in accordance with the contract documents at the price stated below. These prices are to cover all expenses incurred in performing the required work under the Contract Documents, of which this Proposal is a part.

BASE PROPOSAL:

For all the work described in the specifications and shown on the plans for **Exterior Stair Replacement at Troy High School, Troy USD 429, Troy, Kansas**; I or (we) agree to perform all the work and furnish all materials complete for the sum of:

Dollars (\$) _____).

CONTRACT START AND TIME OF COMPLETION:

Construction for this project shall begin immediately after school is dismissed for summer break. The undersigned agrees, if awarded the Contract; to work through the school district's summer break and reach substantial completion before the start of the next school year. The undersigned further agrees that, from the compensation otherwise to be paid; the Owner may retain the sum of Two Hundred Dollars (\$200.00) for each day thereafter, Sundays and Holidays excluded, that the Contract remains incomplete, which sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain per diem by the failure of the undersigned to complete the work at the time stipulated, and this amount is not to be construed as in any sense of penalty.

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ALTERNATE NUMBER ONE: New Sidewalk

This alternate considers the additional cost to the Base Bid to remove the existing sidewalk that extends East from the new work in the Base Bid to the existing North-South walk that is to remain. This alternate shall include the additional demolition, and finished grading that will be required.

The amount of the Base Bid will be increased/decreased/unchanged by the following amount:

Dollars (\$) _____

ALTERNATE NUMBER TWO: Helical Pier

This alternate considers the additional cost to the Base Bid to engage a foundation contractor to design and implement a helical pier system that will stabilize and raise the existing concrete piers that are located on each side of the concrete entrance stair that is being replaced. The system shall be designed by an engineer licensed in the State of Kansas.

The amount of the Alternate One will be increased/decreased/unchanged by the following amount:

Dollars (\$) _____

UNIT PRICE NO. ONE:

Unit price per linear foot of five-foot (5') wide x four inches (4") thick reinforced concrete sidewalk.

\$ _____ Per linear foot

DECLARATION:

The undersigned declares that he has carefully examined and understands all Bid Documents, including Invitation to Bid, instructions to Bidders, Drawings, Specifications, and Addenda, that he has visited the location of the work and familiarized himself with all conditions under which the work is to be performed, including all pertinent codes and the conditions of labor and material markets, that he has checked quantities and prices, that he has made allowance in his bid for all work and all contingencies, and understands that in signing this bid he waives all right to plead any misunderstanding regarding the same.

The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

(Give number and date of each.)

Respectfully Submitted,

(legal name of bidder)

(address of bidder)

Seal

(If bid is by a corporation)

(signed by authorized officer)

(title)

END OF SECTION 00150