

INSTRUCTIONS TO BIDDERS

Proposal, to be entitled to consideration, must be made in accordance with the following instructions:

- 01 Proposals shall be made on the forms provided therefore; all blanks in the forms shall be fully filled; numbers shall be stated both in writing and in figures; the signature shall be in long hand; the completed form shall be without interlineations, alteration or erasure.
- 02 Proposals shall not contain any recapitulation of the work to be done. No oral, telegraphic, or telephonic proposals or modifications will be considered.
- 03 Proposals shall be received by the Owner, at the Highland Township Clerks Department, 205 North John Street, Highland, Michigan 48357. Proposals shall be enclosed in an opaque sealed envelope and filed not later than **4:00 P.M., E.D.T., Wednesday, September 23, 2026.**
- 04 Should a bidder find discrepancies in, or omissions from the drawings or documents, or should he be in doubt as to their meaning, he should at once notify the Architect who will send a written instruction to all bidders. Neither the Architect nor the Owner will be responsible for any oral instructions.
- 05 Before submitting a proposal, bidders should carefully examine the drawings and specifications, visit the site of the work, fully inform themselves as to all existing conditions and limitations under which they shall work and shall include in the proposal a sum to cover the cost of all items included in the contract.
- 06 The competency and responsibility of bidders and of their proposed subcontractors will be considered in making the award. The Owner does not obligate himself to the lowest of any other bidder and reserves the right to reject any or all proposals, in whole or in part, and to waive any informalities therein.
- 07 Any addenda issued during the time of bidding are to be covered in the proposal and in closing a contract they will become a part thereof. No addenda will be issued less than three (3) days prior to the due date of proposals.
- 08 Each proposal must list in the allotted space any proposed substitutions for required base proposal material.

CONTRACTS

- 01 It is intended that the work as shown on the accompanying drawings and described in the specifications shall be done under one general contractor for all trades.
- 02 Proposals will be received for:
 - a. PROPOSAL - ALL TRADES - Specification Divisions 1 thru 16
Architects Comm. No. 26044

CONTRACT DOCUMENTS

- 01 The instruments upon which proposals and contract for the work to be based are:
 - a. General conditions of the Contract, Standard Form as issued by the American Institute of Architects, Articles 1 through 14, together with additions and modifications as stated in Division 1 of the Specifications and specifically stricken in copy of General Conditions included herein.
 - b. Specifications for Work Divisions 1 through 16, except as specifically deleted.

- c. Architectural Drawings covering the work.
- d. Schematic Mechanical and Electrical criteria outlining required design build scope.
- e. Addenda as may be issued in the course of bidding.
- f. The form of Agreement which the successful Bidder will be required to execute is AIA Document A101.

BIDDING DOCUMENTS

- 01 The drawings and specifications are the exclusive property of the Architect and must not be altered in any fashion. The drawings and specifications shall be destroyed at the completion of the project. Bidding Documents will be distributed electronically upon request

BASE BID SPECIFICATION

- 01 Whenever the specifications call for one specific product, material application, etc. the Contractor or sub-contractor shall bid solely on that which is named. All Base Bids shall then be consistent in such a manner as to permit the best possible evaluation of all proposals.
- a. The Owner and architect in no way wish to overlook any possible alternate material that may be satisfactory as a direct substitute. At the contractors option a list of proposed alternates of materials, products, methods, etc., may be attached to his proposal form stating the proposed substitute and the cost savings, if any, of the substitution. The Base Bid, however, shall be based on all items as specified.
 - b. Should any real and definite hardship result in the foregoing "Base Bid" the Contractor shall communicate the facts to the Architect, and if warranted, an addendum will be issued to all bidders rectifying the condition.

Oakland County CDBG Construction Bonding Requirements

Required bid bond for all construction or facility improvement contracts or subcontracts:

1. A bid guarantee is required from each bidder equivalent to 5% of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of their bid, execute such contractual documents as may be required within the time specified.
2. The above described bid guarantee or bid bond must be submitted at the time of the bid; If a contractor fails to deliver the required guarantee or bond, the bid will be rejected.

Additional required bonds for construction or facility improvement contracts or subcontracts exceeding \$50,000.00:

1. A performance bond shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "performance bond" is executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
2. A payment bond (labor & material bond) shall be delivered to the agency when the contract is executed on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
3. The above described performance and payment bonds must be submitted at the time of contract signing when construction or facility improvement contracts or subcontracts exceed \$50,000.00.