



**ST. CLAIR COUNTY
COMMUNITY MENTAL HEALTH**
PROMOTING DISCOVERY & RECOVERY OPPORTUNITIES
FOR HEALTHY MINDS & BODIES

**I.T. OFFICE
RENOVATIONS**

**3111 ELECTRIC AVENUE
PORT HURON, MI**

Contract Documents

OCTOBER 7, 2024



William Vogan Associates

Architects – Planners
413 Bard Street
Port Huron, Michigan 48060

Tele: (810) 985-3511
E-mail williamgvogan@gmail.com

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ADVERTISEMENT FOR BIDS

**PROJECT: St. Clair County
Community Mental Health – I.T. Office Renovations**

OWNER: St. Clair County Community Mental Health
3111 Electric Avenue
Port Huron Michigan 48060

ARCHITECT: William Vogan Associates
Architects – Planners
413 Bard Street
Port Huron, MI 48060
Telephone: (810) 985-3511
williamgvogan@gmail.com

PROJECT DESCRIPTION

St. Clair County Community Mental Health (SCCCMH) will accept sealed proposals for the I.T. Office Renovations Project at 3111 Electric Avenue, Port Huron, MI 48060 as shown on the Contract Documents dated October 7, 2024.

PRE-BID MEETING A pre-bid meeting will be held 10:00 a.m. on Monday, October 14, 2024 at the St. Clair County Mental Health Office Building at 3111 Electric Avenue, Port Huron, MI

PROPOSALS

SCCCMH will receive sealed proposals until: 2:00 p.m., local time, Wednesday, October 23, 2024, at the SCCCMMH Building at 3111 Electric Avenue, Port Huron, Michigan 48060, Attention: James Krzywiecki , Facilities Supervisor. Label outside of envelopes "I.T. Office Renovations Project". Faxed proposals will not be accepted. The Owner will not consider or accept a bid received after this date and time. All proposals will be publicly opened and read aloud at the same time and place. All interested parties are invited to attend.

BIDDING DOCUMENTS

Bidders may obtain copies of the Bidding Documents from the Architect after October 7, 2024 for a \$50.00, fee. (Electronic versions are at no charge). Documents may be examined at the Architects Office between 10:00 a.m. and 4:30 p.m. Drawings shall not be removed from the premises.

BID PROPOSAL GUARANTEE

Each proposal must be accompanied by an acceptable bid security in the form of a certified check, cashier's check or standard form bid bond, made payable to the St. Clair County Community Mental Health in an amount of not less than five percent (5%) of the base bid submitted. Failure of any accepted Bidder to enter into contract for the work will cause forfeit of his bid security. After contracts for the work have been signed, all bid securities will be returned.

RIGHTS RESERVED BY THE OWNER:

The Owner reserves the right to waive any irregularity or informality in bids, to reject any and/or all bids, in whole or in part, or to award any Contract to other than the low bidder, should it be deemed in the Owner's best interest to do so.

Signed: James Krzywiecki, Facilities Supervisor, St. Clair County Community Mental Health

END OF ADVERTISEMENT FOR BIDS

INSTRUCTIONS TO BIDDERS

PART 1- GENERAL

1.1 THE PROJECT

- A. In accordance with these instructions, the Bidder is requested to submit a Bid for project and contract work indicated on Project Manual title page.
- B. Each Bidder is referred to the Advertisement for Bids for this Project, which includes instructions and requirements for Bidders in addition to those included in this Section.

1.2 CONTRACTS

- A. The Owner will enter into a single lump sum Contract for each proposal or combination of proposals
- B. Each Bidder shall use the following Owner's subcontractor bids which shall be included in their base bid. (proposal copy attached)

Flooring: Endres Interiors Co.
Painting: Blue Water Painting and Wallcovering Co.
Electrical Work: Stephenson Electric Co.

1.3 SUBMISSION OF BIDS

A. Place for Receiving Bids

- 1. Sealed Bids for performing the Work pertaining to this project will be received by St. Clair County Community Mental Health at the Administrative Offices addressed below.
- 2. (3) copies of the Form of Proposal, and any other documents required to be submitted with the Bid, shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to:

St Clair County
Community Mental Health
3111 Electric Avenue
Port Huron, Michigan 48060

Attention: James Krzywiecki

- 3. The sealed Bid envelope shall be properly and clearly addressed and shall be identified with the project name, the Bidder's name and address, and the category of work for which the Bid is submitted.
- 4. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with notation "SEALED BID ENCLOSED: Renovation Project" on the face of the envelope.

B. Date for Receiving Bids

- 1. Bids shall be mailed or otherwise delivered on time to reach the designated location (address on sealed envelope) on or before the time and date for receipt of Bids indicated in the Advertisement for Bids, unless extension is made by Addendum. Bids received after time and date for receipt of Bids will remain unopened.
- 2. Bidder shall assume full responsibility for timely delivery at location designated for receipt of Bids.
- 3. Oral, telephonic, or facsimile Bids are invalid and will not receive consideration.

4. The Bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the Owner. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having their bid deposited on time at the place specified.

1.4 DEFINITIONS

- A. Bidding Documents include the Advertisement for Bids, Instructions to Bidders, other sample Bidding and Contract Forms and the proposed Contract Documents including any Addenda issued prior to receipt of Bids.
- B. The proposed Contract Documents consist of the Agreement, the Conditions of the Contract, General and Supplementary and other Conditions, the Drawings, the Specifications, all Addenda issued prior to execution of the Contract and all modifications thereto.
- C. Addenda are written or graphic instruments issued by the Architect-Engineer prior to the execution of the Contract which modify or interpret the Bidding Documents by additions, deletions, clarifications or corrections.
- D. A Bid is a complete and properly signed proposal to do the Work or designated portion thereof for the sums stipulated, supported by data called for by the Bidding Documents and proposed Contract Documents.
- E. Base Bid is the sum stated in the Proposal for which the Bidder offers to perform the Work described as the base, to which work may be added or deducted for sums stated in Alternate Bids.
- F. An Alternate Bid or Alternate is an amount stated in the Proposal to be added to or deducted from the amount of the Base Bid if the corresponding change in project scope or materials or methods of construction described in the Bidding Documents is accepted.
- G. A Bidder is one who submits a Proposal or bid for a prime contract with the Owner for the Work described in the proposed Contract Documents.
- H. A Sub-Bidder is one who submits a Bid to a Bidder for materials or labor for a portion of the work.

1.5 BIDDERS REPRESENTATIONS

- A. Each Bidder by making their Bid represents that:
 1. He has read, understands, and makes their Bid in accordance with the Bidding Documents.
 2. He has visited the site, has familiarized himself with the local conditions under which the Work is to be performed and has correlated their observations with the requirements of the proposed Contract Documents.
 3. Their Bid is based upon the materials, systems, and equipment required by the Bidding Documents without exception.

1.6 INSPECTION OF SITE

- A. Before submitting their bid, each Bidder shall personally inspect the site of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done.
- B. Each Bidder shall be held to have compared the premises and the site with the Drawings and Specifications, and to have satisfied himself as to the conditions of the premises, the existing

obstructions, the actual elevations, and any other conditions affecting the completion of their work; all before the delivery of their proposal.

- C. No allowances or extra considerations in behalf of any Bidder will be permitted subsequently by reason of error or oversight on the part of the Contractor, or on account of interferences by the activities of the Owner.

1.7 BIDDING DOCUMENTS

A. Copies

1. Bidders may obtain complete sets of Bidding Documents in the number stated as designated in the Advertisement for Bids.
2. Bidding Documents will not be issued directly to Sub-Bidders, manufacturers, suppliers, etc.
3. Complete sets of contract documents shall be used in preparing Bids. Neither the Owner nor the Architect-Engineer assume any responsibility for errors, omissions or misinterpretations resulting from the use of incomplete sets of contract documents.
4. In making copies of the bidding documents available, the Owner or Architect-Engineer do so only for the purpose of obtaining Bids on the work and do not confer a license or grant permission for any other use.

B. Documents Displayed

1. Bidding Documents may be examined at the following locations at any time by prospective Bidders:
 - a. The Architects Office

C. Interpretation on Correction of Bidding Documents

1. Bidders shall promptly notify the Architect of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents or of the Site and local conditions of the Work.
2. Any interpretation, correction or change of the documents will be made by the Architect/Engineer by Addendum. Interpretations, corrections or changes of the bidding documents made in any other manner will not be binding and bidders shall not rely upon such interpretations, corrections and changes.
3. Bidders requiring clarification or interpretation of the bidding documents shall make a written request to the Architect-Engineer. All RFI's should be directed to William Vogan at williamgvogan@gmail.com.

D. Substitutions

1. The materials, products and equipment described in the Contract Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.
2. No substitutions will be considered, during the bidding period, unless written request for approval has been submitted by the Bidder and has been received by the Architect-Engineer at least three (3) 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 complete 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 changes in other materials, equipment or work that 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-Engineer's decision of approval or disapproval of a proposed substitution shall be final.

3. If the Architect/Engineer approves any proposed substitution, such approvals will only be made by Addenda. Bidders shall not rely upon approvals made in any other manner.
4. No substitutions will be considered after the Contract Award unless specifically submitted in accordance with the Contract Documents.

E. Addenda

1. Requirements contained in the Bidding Documents shall apply to all Addenda, and the general character of the work called for in the Addenda shall be the same as specified in the documents for similar work, unless otherwise specified in the Addenda. Incidental work necessitated by Addenda shall be included in the Bids, even though not particularly mentioned.
2. Addenda shall become a part of the Documents and will be made a part of the Contract.
3. All Addenda will be posted on the St. Clair Community Mental Health web site
4. Copies of Addenda will be made available for inspection wherever bidding documents are on file for that purpose.
5. Each Bidder shall ascertain prior to submitting their bid that he has received all Addenda issued and shall acknowledge their receipt in their Proposal. No extras will be authorized because of failure of the Bidder to include work called for in Addenda in their Bid.

1.8 BIDDING PROCEDURE

A. Form and Style of Bids

1. Each Bidder shall submit their bid in triplicate.
2. Bids must be filled out fully and correctly and submitted only on Bid Forms provided by the Architect-Engineer. Bids in any other form will be rejected.
3. All information required to be provided on the Bid form shall be typewritten or printed manually in ink with signature where noted.
4. Where so indicated by the Bid form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount shall govern.
5. Completed Bid form shall be without interlineation, alteration or erasure. Any interlineation, alteration or erasure occurs, it must be initialed signifying approval by the signer of the Bid.
6. All requested Alternates shall be Bid. If an Alternate price called for does not involve a change in price, the Bidder shall so indicate with the words "No Change".
7. Where there are two or more major items of work for which separate quotations have been requested, Bidder may state their refusal to accept less than whatever combination of the items he stipulates.
8. Bidder shall make no additional stipulations on the Bid form or qualify their Bid in any other manner.

9. Each copy of Bid Form shall include the legal name of Bidder and a statement whether Bidder is a sole proprietor, a partnership, a corporation, or any other legal entity, and each copy shall be signed, in long hand, written in ink, by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying agent's authority to bind Bidder.
10. Bids for a partnership shall be signed by one of the partners or by an attorney-in-fact, in which case the power of attorney executed by the partners must be attached.
11. Bids for a corporation shall show the correct corporate name and the signature of the president or other authorized officer of the corporation, manually signed below the corporate name following the word, "By _____."

B. Bid Security

1. Bids shall be accompanied by a Bid Security in the form of a certified check or cashiers check or Bid Bond made payable to the Owner in the amount of five percent (5%) of the Base Bid lump sum price.
2. Such Bid Security shall be submitted with the following understanding:
 - a. If a Bidder defaults in executing an Agreement or in furnishing and delivering the performance bond and labor and material payment bonds within fifteen calendar days after receipt of award of contract, the Owner will sustain liquidated damages in the amount covered by the Bid Security and the Bid Security will become the property of the Owner.
 - b. If the Bidder executes and delivers the Agreement and the performance bond and labor and material payment bonds within the above time, or if the bid is not accepted within the time stipulated under "Withdrawal of Bid" in the Bid Form, the Bid Security will be returned to the Bidder by the Owner.
 - c. The Bid Security for all except the lowest three Bidders will be returned within ten (10) working days after the opening of bids, unless otherwise agreed upon with the Owner.
 - d. The remaining Bid Securities will be returned to the lowest Bidders within ten (10) working days after an Agreement has been executed. If an Agreement has not been executed within the time stipulated under "Withdrawal of Bid" in the Bid Form, then the Bid Security of any Bidder so desiring will be returned upon their written request, provided such Bidder has not been notified of the acceptance of their Bid prior to the date of such request.

C. Submission of Qualification Statement

1. Bids shall be accompanied by a properly executed Contractor's Qualification Statement, AIA Document A305 providing all information required by the form. Failure to provide this information on the prescribed form may disqualify the Bidder from consideration in the award of Contract.
2. The Owner reserves the right to reject Subcontractors.

D. Modification or Withdrawal of Bid

1. A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting their bid.
2. Prior to the time and date designated for receipt of Bids, Bids submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

3. Such notice shall be delivered to the Owner in writing over the signature of the Bidder.
4. Withdrawn Bids may be resubmitted up to the time designated for the receipt of bids provided they are fully in conformance with these instructions to Bidders.
5. Bid Security, if any is required, shall be in an amount sufficient for the modified Bid resubmitted.

1.9 CONSIDERATION OF BIDS

A. Opening of Bids

1. The properly identified bids received on time will be opened and publicly read aloud as stated in the Advertisement for Bids.

B. Rejection of Bids

1. The Owner shall have the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

C. Acceptance of Bid (Award)

1. The Owner reserves the right to accept or reject any or all bids, to award to other than lower bidder, to waive any informality or irregularity in any Bid or Bids received and to accept the Bid or Bids which, at their sole discretion, to be in the best interest of the Owner.
2. The Owner shall have the right to accept Alternates in any order or combination, and to determine the low Bidder on the basis of the sum of the Base Bid and the Alternates accepted.

D. Notice of Award

1. The Contract shall be deemed as having been awarded when formal notice of acceptance of this Proposal has been duly served upon the intended awardee by an officer or agent of the Owner duly authorized to give such notice. The Contract Date shall be the date of this Notice of Award.
2. The Bidder to whom the Contract is awarded by the Owner shall, within seven (7) days after Notice of Award and/or receipt of Agreement forms from the Owner, sign and deliver to the Owner all required copies.

E. Time of Starting and Completion

1. The Bidder, if awarded a Contract, will be required to agree to start active work on the Project within seven (7) days after receipt of Notice of Award a Contract, to start work at the site(s) as required in the project schedule, and to complete the work described in the Contract Documents within the time stated in the Form of Proposal.

F. Work Week

1. The Bidder, if awarded a Contract, will be required to establish the work week and hours of work as required to properly man the project, maintain the progress schedule, and complete the work within the time stated in the contract. The Contractor shall provide and pay for any overtime necessary to complete their work within the agreed time, with no change in the Contract Sum or additional costs to the Owner. The Contractor shall coordinate construction activities with the St. Clair County Community Mental Health as required to avoid disruption with the building operations.

1.10 POST BID INFORMATION

A. Submission of Proposed Subcontractors

1. Bidders to whom award of contract is under consideration shall submit to the Architect/Engineer on request, the full name, address and qualifications of any Subcontractors proposed by the Bidder for the work for the project. This information shall be received by the Architect/Engineer in writing, signed by the Bidder, within forty eight (48) hours after the date and time for the receipt of bids. Failure of compliance will be sufficient cause for rejection of bid.
2. If after due investigation, the Architect/Engineer and/or Owner have reasonable objections to any proposed subcontractor, the Architect / Engineer will notify the Bidder of the objections and request for the resubmission of acceptable substitutes for the Subcontractors originally proposed. The Owner reserves the right to accept or reject any Subcontractor in their consideration of an award of contract.

B. Owners Financial Capability

1. Each Bidder submitting a proposal for this project is declaring that he has the financial resources, the technical and administrative experience, sufficient skilled workmen and supervisors, and sufficient equipment, in combination with their proposed Subcontractors, to complete their contract in full accordance with the Contract Documents.
2. The Owner shall, at the request of the Bidder to whom award of a Contract is under consideration and no later than seven (7) days prior to the expiration of the time for withdrawal of Bids, furnish to the Bidder reasonable evidence that the Owner has made financial arrangements to fulfill the Contract obligations. Unless such reasonable evidence is furnished, the Bidder will not be required to execute the Owner-Contractor Agreement.

1.11 POST NOTICE OF AWARD INFORMATION

A. Submissions

1. The Contractor shall, within seven (7) days after receipt of selection for the award of a Contract for the Work, submit the following information to the Architect / Engineer.
 - a. A designation of the Work to be performed by the Contractor with their own forces.
 - b. The proprietary names of the suppliers of principal items or systems of materials and equipment proposed for the Work.
 - c. A list of names of the Subcontractors, sub-subcontractors or other persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.
2. The Contractor will be required to establish to the satisfaction of the Architect / Engineer and the Owner the reliability and responsibility of the subcontractors, sub-subcontractors, suppliers and persons or entities proposed to furnish and perform the Work described in the Bidding Documents.
3. After due investigation, the Architect /Engineer will notify the Contractor in writing if either the Owner or the Architect, has reasonable objection to any proposed subcontractors, sub-subcontractors, suppliers and person or entity. If the Owner or Architect has reasonable objection to any proposed subcontractors, sub-subcontractors, suppliers and person or entity, the Architect / Engineer will notify the Contractor of the objections and request acceptable substitutes. The Architect / Engineer and Owner reserves the right to approve or disapprove any subcontractor, sub-subcontractor, supplier, person or entity for the Work.
4. Subcontractors, sub-subcontractors, suppliers, persons and entities proposed by the Contractor and to whom the Owner and the Architect / Engineer have made no reasonable objection and are approved must be used on the Work for which they were proposed and shall not be changed except by written consent of the Owner and the Architect / Engineer

B. APPLICATIONS FOR PAYMENT SCHEDULE

1. Submit to the Architect / Engineer-Owner at least twenty (20) days prior to the submission of the first request for payment, a schedule detailing projected monthly requests for payment for the duration of the project.
2. At a point of approximately halfway through the construction period, Contractor shall submit to the Architect / Engineer-Owner a revised payment schedule based on their previous requests for payment.

1.12 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

A. Time of Delivery and Form of Bonds

1. Bidders, if awarded a Contract in the amount of \$50,000.00 or more, may be required to furnish bonds executed on AIA Document A311, with the amount shown for each part equal to 100 percent of the total amount payable by the terms of the Contract. Premium for such bonds shall be added to the Base Bid.
2. Bidders with proposals less than \$50,000.00 may be required to provide evidence of bond ability. Bonds may be required at the Owner's option, in which event the bond cost will be added to the Base Bid amount to determine the Contract price.
3. The Bidder shall deliver the required Bonds to the Owner not later than the date of execution of the Contract, or if the Work is commenced prior thereto in response to a Notice of Award, the Bidder shall, prior to commencement of the Work, submit evidence satisfactory to the Owner that such bonds will be issued.
4. The Bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of their power of attorney indicating the monetary limit of such power.

1.13 FORM OF CONTRACT BETWEEN OWNER AND CONTRACTOR

- A. A contract for the Work will be written on the Standard AIA Document A101, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a stipulated sum.

1.14 CONTRACT DOCUMENTS

- A. All Proposals shall be based on the Contract Documents prepared by the Architect/Engineer, consisting of the Project Manual and the Drawings, all of which are dated September 22, 2024.

END OF INSTRUCTIONS TO BIDDERS

FORM OF PROPOSAL

NAME OF BIDDER: _____

Organized and existing under the Laws of The State of Michigan

PROPOSAL FOR: **I.T. Office Renovations**
St. Clair County Community Mental Health

TO: St. Clair County Community Mental Health (Owner)
3111 Electric Avenue
Port Huron, Michigan 48060

BASE PROPOSAL

The Undersigned, having familiarized himself with the all conditions affecting the cost of the work, and with the requirements of the Contract Documents, hereby proposes to furnish all labor, materials and equipment required, and to perform and complete the fore stated Contract Work in connection with the I.T. Office Renovations at the St. Clair County Community Mental Health Building in strict accordance with the Contract Documents bearing the Project No.2011 prepared by William Vogan Architects, Inc., within the time set forth and agrees to accept in full payment therefore, the lump sum amount of:

BID PROJECT

Proposal #1 – Lump Sum – General Contract

_____ Dollars
(\$ _____)

CONSTRUCTION COST

The construction cost shall include actual reimbursable cash charges, the total of all contract sums and the direct salaries of all construction manager personnel engaged on the project including project site and off site staff.

TIME OF SUBSTANTIAL COMPLETION

The Undersigned proposes and agrees to start work under this Contract after the award. Each bidder shall include an estimated time of substantial completion with their bid

TAXES, PERMITS AND FEES

The undersigned affirms that the cost of all applicable Federal, State and local taxes, all required permits, all specified Cash Allowances, all insurance specified and fees which are required for the performance of the Contract and other General and Supplemental Conditions requirements are included in the foregoing Proposal amount.

BONDS

Accompanying this Proposal is a Bid Bond, Cashier's Check or Certified Check in the amount of 5% of the amount of the bid submitted, made payable to the Owner.

The Undersigned agrees that in case of failure on his part to execute a Contract, and provide (if required) the Performance Bond and Labor and Material Bond, within the seven consecutive calendar days after written notice being given of the Award of a Contract, the bid security accompanying this bid shall be paid to the Owner's, as liquidated damages for such failure; otherwise the bid security accompanying this Proposal will be returned to the Undersigned.

If required, the cost for a satisfactory Performance Bond and a Labor and Material Bond for the full amount of the Contract will be added to the Contract amount.

SUBSTITUTIONS

The Undersigned proposes the following substitutions for material or work specified, it being understood that should any such substitutions be accepted, the applicable amounts hereinafter listed are to be added to or deducted from Proposal #1 as stated. (If additional space is required, supplement this item with additional sheets and attach to Form of Proposal and title "Substitutions").

Proposed Items of Substitution

1. _____

ADD \$ _____

DEDUCT \$ _____

2. _____

ADD \$ _____

DEDUCT \$ _____

3. _____

ADD \$ _____

DEDUCT \$ _____

ADDENDA

If Addenda are issued during the bidding period, the Bidder shall fill in their numbers and dates, which will be an acknowledgment of his having received and included same in his Proposal. Lack of acknowledgment of any or all Addenda may be cause to disqualify the Bidder's Proposal in whole.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

TENDERS

By submission of this Bid, each bidder certifies, and in the case of a joint Bid each party thereto certifies as to its 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.

Bidder hereby agrees to commence Work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the project within a to be determined number of consecutive calendar days thereafter.

Bidder further agrees to pay as liquidated damages, the sum of \$ -0- for each consecutive calendar day thereafter as provided in Section 15 of the General Conditions,

In submitting this bid, it is understood and agreed by the Bidder that the Owner reserves the right to reject any or all bids. The Bidder further agrees that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

The Undersigned does hereby declare and stipulate that this Proposal is made in pursuance of and subject to all the terms and conditions of the Instructions to Bidders and the Contract Documents and that it is made in good faith, without collusion or connection with any other person(s) or entity bidding for the same work.

ACCEPTANCE OF PROPOSAL

The Undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within sixty (60) days after date of Proposal.

The Undersigned does hereby declare that the address given below is the legal address to which all notices, directives or other communications may be served or mailed.

Street _____

City _____ State _____ Zip Code _____

Telephone No. (_____) _____ E-Mail Address _____

This Proposal is submitted in the name of:

By _____

Title: _____ Date _____

In the presence of _____

Name of firm: _____

STATE OF MICHIGAN

COUNTY OF _____

On this _____ day of _____, before me a Notary Public in and for said county,

personally appeared _____, agent of the firm _____,

and who acknowledged the same to his free act and deed as such agent.

Notary Public

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract and the Project Manual, including General Conditions and Division-1 Specifications sections, apply to Work of this Section.

1.2 FORM OF CONTRACT BETWEEN OWNER AND CONTRACTOR

- A. AIA Document A201, General Conditions of the Contract for Construction, 1997 Edition, is a part of the Contract Documents.
 - 1. Copies of the General Conditions of the Contract are available from the American Institute of Architects 553 E. Jefferson, Detroit, MI 48226, (313) 965-4100.

END OF SECTION

PART 1 CONTRACTORS INSURANCE REQUIREMENTS

PART 2- GENERAL

2.1 The Contractor shall maintain the following limits of insurance's which will protect them from liability under Workman's Compensation Acts and other Employee Benefits acts in accordance with the law in force where the building or structure is located and from the liability for damage because of personal injury including death and property damage, including accident claims due to motor vehicles, off road vehicles, all under Comprehensive General and Automobile Bodily injury and Property Damage form of policies, which may arise both out of and during work under this Contract, whether such work be by the Contractors themselves or by a Subcontractor or anyone directly employed by either of them.

A. Workman' Compensation as required by the State of Michigan.

1. Employers Liability	Limit
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limit
Bodily Injury by Disease	\$500,000 Each Employee

B. Comprehensive General Personal Injury Liability in the limits of:

1. General Aggregate Limit	\$3,000,000
2. Products/Completed Operations Aggregate Limit	\$3,000,000
3. Personal/Advertizing Injury Limit	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage Limit – Any One Fire	\$1,000,000
6. Medical Expense Limit – Any One Person	\$20,000

C. Property Damage Liability in the limits of:

1. \$500,000 each person.
2. \$1,000,000 each occurrence.
3. \$1,000,000 each aggregate.
4. This insurance shall include coverage for damage to utilities and explosion hazards, collapse, and excavating hazards and undermining hazard (XCU).

D. The State of Michigan has a no-fault automobile insurance requirement. The Contractor shall be certain coverage is provided which conforms to any specific stipulation in the law.

E. Automobile Personal injury Liability in the limits of:

Commercial Automobile Liability

1. Bodily Injury and Property Damage Limit \$1,000,000 each accident

- | | |
|--------------------------|---------------------------|
| 2. Auto Liability Limit. | \$1,000,000 Each Accident |
| 3. Uninsured Motorist | \$1,000,000 Each Accident |
| 4. Underinsured Motorist | \$1,000,000 Each Accident |
- F. Umbrella/Excess Liability (\$2,000,000 Minimum)
1. The Contractor shall obtain an Umbrella Clause written for the above prime coverage. The Umbrella Clause shall specifically state that the policy is written on an "occurrence" basis.
- G. This insurance shall include coverage for complete Operation and Product Liability, as well as Contractual Liability coverage.
- H. The Owner and the Architect shall be named as an additional insured on all of the above policies.
- I. Certificates shall contain an endorsement to the effect that such insurance shall not be terminated, altered, or further endorsed without thirty (30) days written notice by Registered or Certified Mail to the Owner and Design Professional.
- J. All insurance's shall be carried with companies authorized to do business in the State of Michigan with Certificates of Insurance coverage issued to the Owner.
- K. The Owner shall provide Builder's Risk insurance.
- L. Certificates of Insurance shall be provided to the Owner and Design Professional.
- M. The Contractor and his Subcontractor shall, at their option, separately insure all their respective equipment such as tools, equipment, scaffolding towers, staging and other temporary building owned, borrowed, or rented, and all materials which do not become a part of the construction.

END OF SECTION

SECTION 01010 - SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and Division-0 Specification sections, apply to work of this section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. In general, provide all labor and materials required to renovate the office area at the existing SCCCMH Building as delineated and described on the bidding documents. Painting, Floor Finishes and Electrical work will be by the Owners Contractors.
- B. Specifications and procedures are on the blueprints and in the Project Manual.
- C. All materials and workmanship shall be free from defects, under normal operations, for a period of 1 year after the acceptance by the Architect / Engineer. Any defects on workmanship and materials during the one year period shall be corrected by the Contractor at no charge to the Owner.
- D. No deviations in any requirements or procedure will be allowed unless approved by the Owner- Architect / Engineer prior to bid openings.
- E. All work shall be done in accordance with the construction drawings and the Project Manual dated October 7, 2024..
- F. In general, the General Contractor is the Prime Contractor for the work, and is responsible for completing all of the work of all of the trades to complete the project and will coordinate the work of the Owner's Contractors.

1.3 CONTRACT

Complete the Work under a single lump sum contract.

1.4 OWNER'S BENEFICIAL OCCUPANCY

- A. The Owner shall have the right to beneficial occupancy of any completed or partially completed parts of the Project prior to the scheduled date of Substantial or Final Completion of the Work, upon the Owner's written notice to the Contractor, for the purpose of installing equipment, furnishings or fixtures in each portion of the Project ready to receive same, and do whatever is necessary to complete the spaces or for any other purpose whatsoever.
- B. The Contractor shall cooperate with the Owner in making available for such use, without cost, all appropriate building spaces. If, however, these spaces are complete and ready for acceptance as certified by the Architect/Engineer, the Owner shall accept same and the guarantee periods shall commence on the date of acceptance, providing that such acceptance will not establish a date of Substantial or Final Completion or an acceptance of any portions not completed and specifically accepted, nor shall it in any way relieve the Contractor from correcting defective workmanship or materials in the area so occupied.
- C. The Contractor shall not be responsible for equipment, furnishings or fixtures installed or stored upon the premises, as described in Paragraph A, beyond their negligence or that of those in their employ.

1.5 CUTTING AND PATCHING

- A. The Contractor shall do all cutting, fitting or patching of their work that may be required to make its several parts come together properly and fit to receive or be received by work of other subcontractors or sub-subcontractors shown upon, or reasonably implied by, the Drawings and Specifications for the completed work.
- B. The Contractor shall not endanger any work, adjacent property, workmen or the public by cutting, excavating or otherwise altering the work and shall not cut or alter any existing work not specifically required by the Contract Documents without the prior consent of the Owner and Architect / Engineer.
- C. Patching shall be by the trade skilled in the work to be performed but such patching shall be paid for by the party causing it unless the patching is specifically called for by the Contract Documents. Cutting shall be paid for by the trade requiring it to complete their work unless specifically indicated by another trade.

1.6 OVERTIME WORK

- A. If the Contractor is directed in writing by the Owner to perform certain portions of the work on an overtime basis, over and above the contract requirements, the Contractor's charges for such work shall be based on the actual premium wages paid for such overtime, over and above the cost of straight time wages, plus payroll charges applicable thereto, plus the cost of direct additional expenses relating to the overtime work, plus a percentage for Contractor's overhead cost as stipulated in the Contract. No allowance shall be added for Contractor's profit.
- B. It is understood and agreed, however, that overtime work made necessary by Contractor's failure to meet or anticipate completion dates previously agreed upon in the Contract or Construction schedules, shall be at the sole cost and expense of the Contractor without increase in the Contract sum.

1.7 CONTRACTORS USE OF PREMISES

- A. The Contractor shall have exclusive use of the mechanical renovation areas within the Contract Limits, with limited use of the existing building as approved by the Owner.
- B. Coordinate use of the existing building and site under direction of the Owner and Architect / Engineer.
- C. Assume full responsibility for the protection and safekeeping of products, equipment, supplies, etc. under this Contract, stored on the site by the Contractor.
- D. Move any stored products, under Contractor's control, which interferes with operations of the Owner as directed by the Architect / Engineer and/or Owner.

1.8 COORDINATION WITH OWNER

- A. During the Contractor's performance of the work of this Contract, the Owner will continue to occupy the existing building. Interruption of building access and facilities by the Contractor will not be permitted, to whatever extent such interruptions might interfere with Owner's occupancy. Limit construction operations to those methods and procedures which will not adversely and unduly effect the working environment of Owner's occupied spaces, including noise, dust, odors, air pollution, ambient discomfort, poor lighting, hazards and other undesirable effects and conditions. Coordinate and schedule all work in existing building with Owner.

1.9 TIME OF STARTING AND COMPLETION

- A. The Contractor shall start work within the specified time upon receipt of Notice of Award issued to the Contractor.
- B. The period of time between the Notice of Award and the beginning of active field work may be utilized for submittals, preparatory work including field measuring, ordering of materials, submittal of shop drawings, scheduling, etc. to insure completion of the Work within the specified time.

END OF SECTION

SECTION 01300 - SUBMITTALS

PART 1 - GENERAL

1.1 DESCRIPTION

A. Work Included

1. Wherever possible throughout the Contract Documents, the minimum acceptable quality of workmanship and materials has been defined either by manufacturer's name and catalog number or by reference to recognized industry standards.
2. To ensure that the specified products are furnished and installed in accordance with design intent, procedures have been established for advance submittal of design data and for its review and approval or rejection by the Architect / Engineer.

B. Related Work Described Elsewhere

- | | | | | | |
|----|---|----|---|----|-------------------------------|
| 1. | Contractual requirements for submittals | 3. | General Conditions and Supplementary Conditions | 5. | Project Closeout Requirements |
| 2. | Individual submittals Substantial and Final | 4. | Pertinent Sections of these Specifications | 6. | Completion Requirements |

1.2 PRODUCT HANDLING

Make all submittals of Shop Drawings, Product Data, Samples, Colors, requests for approval, requests for substitutions, and other items, in strict accordance with the provisions of this Section of these Specifications.

PART 2 - PRODUCTS

2.1 SUPERINTENDENT

- A. Not later than seven (7) days from the Contract Date and prior to the Pre-Construction meeting, the Contractor shall provide written documentation to the Architect / Engineer of the following:
- B. Proposed superintendent's name whose qualifications are based on a minimum of three (3) years experience as a Field Superintendent.
 1. List of projects of similar size and scope that proposed superintendent has been directly responsible for in the field:
 - a. Prior to being employed by this Contractor
 - b. During his employ by this Contractor to date.
 2. List of past references of Owners and/or Architects / Engineers, to include names and telephone numbers, available for contact.
 3. Confirmation that proposed superintendent shall be able to fulfill all required responsibilities for this project from start of construction to completion.
- C. Reassignment of the superintendent for valid reasons shall not occur without prior approval by the Architect / Engineer. If reassignment must occur, proposed replacement will be subject to the same requirements for approval as requested above. Reassignment shall not occur unless written approval of replacement has been obtained from the Architect / Engineer.

- D. The Architect / Engineer and Owner reserve the right to request a new superintendent at any phase of the construction project should approved superintendent fail to, in the opinion of the Architect / Engineer or Owner, carry out fully the responsibilities called for in these specifications and required for construction process. It shall be the Contractor's responsibility to obtain approved replacement through procedure described above.

2.2 SHOP DRAWINGS

- A. Shop drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Contractor or a Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.

- B. Scale required

Unless otherwise specifically directed by the Architect / Engineer, make all Shop Drawings accurately to a scale sufficiently large to show all pertinent features of the item and its method of connection to the Work.

- C. Type and number of prints required

1. Unless otherwise specifically directed by the Architect / Engineer, submit shop drawings in reproducible sepia or transparency form, together with a minimum of two (2) prints which will be retained by the Architect / Engineer. Where not possible, as in the case of printed matter, submit two (2) copies to be returned plus two (2) copies which will be retained by the Architect / Engineer.

2. Transparencies that do not print with good contrast will be rejected without review.

3. Color and/or pattern charts for materials and equipment interacted with shop drawing approval shall accompany the shop drawings in the same number of copies. Shop drawings requiring color and/or pattern approval will be returned rejected if this information is not provided.

2.3 PRODUCT DATA

- A. Product data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

- B. Number of Copies Required

Submit all copies of product data in the quantity which is required to be returned plus two (2) which will be retained by the Architect / Engineer.

2.4 SAMPLES

- A. Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.

- B. Accuracy of Sample

Unless otherwise specifically directed by the Architect / Engineer, all Samples shall be of the precise article proposed to be furnished and of size to indicate general visual effect. Where materials may have a range of colors, texture, finish, graining, or other similar property, submit samples indicating maximum, average and minimums of ranges.

- C. Number of Samples required

Submit all Samples in the quantity which is required to be returned plus one (1) which will be retained by the Engineer.

2.5 COLORS

- A. General

Unless the precise color and pattern is specifically described in the Contract Documents or whenever a choice of color or pattern is available in a specified product, submit accurate color and/or pattern charts to the Architect / Engineer for review and selection.

B. Comparative analyses

Unless all available colors and patterns have identical costs and identical wearing capabilities, and are identically suited for the installation, completely describe the relative costs and capabilities of each.

2.6 APPROVAL OF MATERIALS, SYSTEMS OR EQUIPMENT

A. Not later than seven (7) days after Date of Award of Contract, and before any materials, products, systems or equipment are purchased, the Contractor shall provide a complete list of all such items proposed for installation, together with the name of the manufacturer of each, for acceptance by the Owner and Architect / Engineer. Lists shall be tabulated by, and complete for, each specification section. Where applicable, Sub-subcontractors names shall be included in such lists.

B. This list will be all inclusive covering every item in the specifications which allows any choice between manufacturers or materials.

PART 3 - EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

A. Shop Drawings, product data, samples, etc. shall be dated and bear the names of the Project, the Engineer's, Contractor, originating Subcontractor, manufacturer or supplier, and separate detailer if any. For ease in filing, each shall conspicuously bear the appropriate Specification section number near the title block. In addition, submittals consisting of printed material shall be identified showing proper location of equipment, equipment number and other pertinent information. Reproduction of Contract Drawings are not acceptable as Shop Drawings. Where specifications require materials to be used or installed in accordance with manufacturer's directions, submit not less than four (4) copies of printed instructions. Two (2) copies will be returned and two (2) copies retained by the Architect / Engineer.

B. All samples shall be properly labeled with the name and quality of the material, manufacturer's name, name of the project, Contractor's name, subcontractor and/or supplier's name, date of submission and the specification section to which the sample refers.

C. State whether shop drawings, product data and/or sample submittals are an original submittal or resubmittal.

3.2 COORDINATION OF SUBMITTALS

A. General

Prior to submittal for the Architect / Engineer's review, the Contractor shall use all means necessary to fully coordinate all material, including the following procedures:

1. Determine and verify all field dimensions and conditions, materials, catalog numbers, and similar data.
2. Coordinate as required with all trades and with all public agencies involved.
3. Secure all necessary approvals from public agencies and others having jurisdiction and signify by stamp, signature or other means, that approvals have been secured.
4. Clearly indicate all deviations from the Contract Documents, whatsoever with attached explanation for non-conformance.
5. Shop drawings, product data and samples shall be submitted to the Architect / Engineer only through the Contractor. Any submittals by others will be rejected without review.

6. Shop drawings, product data, colors and/or patterns and samples for interrelated items shall be scheduled for submission at the same time.

B. Contractor review

1. All submittals shall be reviewed by the Contractor for measurements, member sizes, and details before forwarding them to the Architect / Engineer, and shall be so signed and stamped.

2. All submittals received in error will be returned to the Contractor for their proper re-submittal to the Architect / Engineer.

3. The Contractor shall be responsible to distribute prints and copies of all submittals, samples, etc. for their own use, and for the use of Subcontractors, sub-subcontractors and suppliers as required. No distribution of this information will be made by the Architect / Engineer except to the Contractor and Owner.

3.3 TIMING OF SUBMITTALS

A. General

1. Make all submittals far enough in advance of scheduled dates of installation to provide all required items for reviews, for securing necessary approvals, for possible revision and resubmittal, and for placing orders and receiving delivery on the job site.

2. In scheduling, allow at least thirty (30) full days for the Architect's / Engineer's review following the date of their receipt of the submittal from the Contractor.

B. Delays

Delays occasioned by tardiness of submittals by the Contractor are the responsibility of the Contractor, including any costs for any delay of the work and shall not be borne by the Architect / Engineer or Owner.

3.4 ENGINEER'S REVIEW OF SUBMITTALS

A. The Architect / Engineer will review submittals only for conformance with information given and design concept expressed in the Contract Documents. This review is not conducted to determine the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment, materials, or systems, all of which remain the responsibility of the Contractor. Shop drawings, product data, samples and similar submittals are not Contract Documents and the Architect's / Engineer's review of the Contractor's submittals shall not relieve or modify the Contractor's obligations described in the Contract Documents.

B. The Architect / Engineer will review and mark all proper submittals and stamp each with one of the following notations before returning to the Contractor:

"REJECTED" indicates that the submittal is not in accordance with the Contract Documents. Submittals stamped thus shall not be released for any work by the Contractor.

"RESUBMIT" indicates that the submittal requires revision to comply with the Contract Documents and must then be resubmitted.

"REVIEWED" and "REVIEWED & NOTED" indicates that the submittal was reviewed only for conformance with information given and design concept expressed in the Contract Documents.

END OF SECTION

SECTION 01700 - PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Summarized herein are the requirements for closing out the work, which are conditions precedent to the issuance of a Final Certification for Payment by the Architect.
- B. Comply with requirements stated in Conditions of Contract and in Specifications for administrative procedures in closing out the work.

1.2 SUBSTANTIAL COMPLETION

- A. When Contractor considers the work is substantially complete, he shall submit to the Architect.
 - 1. A written notice that the work, or designated portion there of, is substantially complete.
 - 2. A list of items to be completed or corrected.
- B. After receipt of such notice, the Architect and Owner will make an inspection to determine the status of substantial completion.
- C. Should the Architect and Owner determine that the work is not substantially complete:
 - 1. The Architect will promptly notify the Contractor in writing, giving the reasons therefore.
 - 2. Contractor shall remedy the deficiencies in the work, and send a second written notice of substantial completion to the Architect.
 - 3. Architect and Owner will reinspect the work.
- D. When Architect concurs that the work is substantially complete, he will:
 - 1. Prepare a Certification of Substantial Completion on AIA Form G704, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Architect-Engineer and Owner.
 - 2. Submit the Certificate to Owner and Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.

1.3 FINAL COMPLETION

- A. When Contractor considers all work is complete in accordance with the Contract Documents, he shall submit written certification to the Architect that:
 - 1. All Contract Documents have been reviewed to assure completed work complies with all requirements of the project.
 - 2. All work has been completed and all mechanical systems are operating in accordance with the Contract Documents.
 - 3. All work for the project is complete and ready for final inspection by the Architect and Owner.
- B. The Architect and Owner will make an inspection to verify the status of final completion after receipt of such certification.
- C. Should Architect and Owner consider the work is incomplete or defective:
 - 1. Architect will promptly notify the Contractor in writing listing the incomplete or defective work.

2. Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to Architect that the work is complete.
3. Architect and Owner will reinspect the work.
- D. When the Architect and Owner find the work is acceptable under the Contract Documents, they shall request the Contractor to make closeout submittals.

1.4 CONTRACTOR'S CLOSEOUT SUBMITTALS

The Contractor shall obtain the following from all subcontractors, manufacturers and materials suppliers, when so required by individual specification sections, and shall forward two (2) copies of same bound in ring binders to the Architect with the final Application for Payment.

- A. Guarantees and Warranties: Listing the name of the guarantor or warrantor; starting date (Date of Substantial Completion) and expiration date; the portions of the work or items of materials or equipment included to be executed by an authorized officer of the firm offering the guarantee or warranty and countersigned by the Contractor; bound in sets and accompanied by the Contractor's written guarantee for the entire work.
- B. Statements of Instruction: Required, in letter form, when Owner's operating personnel are required to receive instruction in the various system, countersigned by the Owner's representative to indicate that such instruction was received and the operation is generally understood.
- C. Maintenance Instructions for Finish Materials: Required for all finish materials whether specified individually or not.
- D. Equipment and Maintenance Instructions and Parts Lists: Bound in sets by Specification Section; to include a tabulation listing subcontractor purchase order and date, manufacture's order number and date, model number and shipping date, and name of local parts distributor. Included for each items of equipment shall be manufacturer's printed catalogs (marked to indicated specific equipment), installation instructions, operating instructions, wiring diagrams, performance curves for fans and pumps, etc., spare parts lists, and similar typewritten instructions prepared by the subcontractor for assembled equipment and controls.
- E. Receipts: Required for loose and detachable parts, keys and master keys, special tools or parts required only in installation or disassembly, etc., required to be provided to the Owner.
- F. Project Record Documents: As provided in Supplementary Conditions.
- G. Final Waivers of Lien: Required for the Contractor, all subcontractors and all major material suppliers tabulated on the final Application for Payment.
- H. Final Certificates of Inspection: Required from all applicable Code authorities - boiler, electrical, etc., as noted.
- I. Affidavits and Certifications: As required by various specification sections, and the State Fire Marshal to indicate conformance to applicable codes.
- J. Non-Asbestos Affidavit: Affidavit that asbestos containing materials have not been used in new construction.
- K. Certificates of Insurance for Product and Completed Operations.
- L. Other Requirements: As required specifically by portions of the specifications.

1.5 FINAL APPLICATION FOR PAYMENT

- A. Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the Conditions of the Contractor.

1.6 FINAL CLEANING

- A. Refer to Section 01710, CLEANING, for Final Cleaning requirements.

END OF SECTION

SECTION 01710 - CLEANING

PART 1 - GENERAL

1.1 DESCRIPTION

The Contractor, at all times, shall keep the premises free from accumulation of waste materials or rubbish caused by his operations. At the completion of the work, he shall remove all his waste materials and rubbish from and about the Project as well as his tools, construction equipment, machinery and surplus materials.

A. If the Contractor fails to clean up at the completion of the work, the Owner may do so and the cost thereof will be charged to the Contractor.

B. Coordinate and direct the cleaning of all Subcontractors.

1.2 QUALITY ASSURANCE

A. Inspection

Conduct daily inspection, and more often if necessary to verify that requirements of cleanliness are being met.

B. Codes and Standards

In addition to the standards described in this Section, comply with all pertinent requirements of governmental agencies having jurisdiction.

PART 2 - PRODUCTS

2.1 CLEANING, CLEANING MATERIALS AND EQUIPMENT

Provide all required personnel, equipment, and materials needed to maintain the specified standard of cleanliness.

2.2 COMPATIBILITY

Use only the cleaning materials and equipment which are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

PART 3 - EXECUTION

3.1 COLLECTION AND DISPOSAL

A. Establish and enforce a routine system for collecting and disposing of waste materials from construction areas and elsewhere at project site. Do not hold collected materials at site for periods of more than seven (7) days, nor for periods of more than 3 days during hot weather (when daily temperatures can be expected to rise above 80°F.). Handle hazardous, dangerous, unsanitary, contamination, polluting and similar harmful wastes separately from inert materials by containerizing in an appropriate manner. Dispose of each category of waste material in a lawful manner. Do not bury or burn waste materials on Owner's property.

B. Provide large on-site container for use of all trades. Locate in accordance with local ordinances.

3.2 PROGRESS CLEANING

A. General

1. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
2. Do not allow the accumulation of scrap, debris, waste material and other items not required for construction of the Work.
3. Provide adequate storage for all items awaiting removal from the job site, observing all requirements for fire protection and protection of the ecology.

B. Site

1. Daily, and more often if necessary, inspect the site and pick up all resultant scrap, debris, and waste material. Remove all such items to the place designated for their storage.
2. Maintain the site in a neat and orderly condition at all times to the approval of the Architect

C. Structures

1. Daily, and more often if necessary, inspect the structures and pick up all resultant scrap, debris, and waste material. Remove all such items to the place designated for their storage.
2. Weekly, and more often if necessary, sweep all interior work spaces clean. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from dust and other material capable of being removed by reasonable diligence using a hand-held broom.
3. As required preparatory to installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all equipment and materials required to achieve the required cleanliness.
4. Following the installation of finish floor materials, clean the finish floor daily (and more often if necessary) at all times while work is being performed in the space in which finish materials have been installed. "Clean", for the purpose of this subparagraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Engineer, may be injurious to the finish floor material.

3.3 FINAL CLEANING

A. Definition

Except as otherwise specifically provided, "Clean" (for the purpose of this Article) shall be interpreted as meaning the level of cleanliness generally provided by commercial building maintenance subcontractors using commercial quality building maintenance equipment and materials.

B. Intent

The intent of this final cleaning is to leave all areas in such a condition that the building can be occupied without further cleaning of any kind, but the Contractor shall not be required to reclean after cleaning has been reviewed and approved by the Architect and/or Owner unless he or his Subcontractors again soil the premises.

C. Structures

1. General

a. Exterior

Visually inspect all exterior surfaces and remove all resultant traces of soil, waste material, smudges, and other foreign matter. Remove all resultant traces of splashed materials from adjacent surfaces.

b. Interior

Visually inspect all interior surfaces and remove all resultant traces of soil, waste material, smudges, and other foreign matter. Remove all resultant traces of splashed materials from adjacent surfaces. Remove all paint droppings, spots, stains, and dirt from finished surfaces. Use only the approved cleaning materials and equipment.

2. In particular

a. Remove stains, spots, marks and dirt from decorated surfaces, including refinishing where necessary.

b. Clean all metal surfaces.

c. Remove paint spots and smears from all surfaces.

d. Wash concrete, ceramic tile, and other finish floors; wax and buff all resilient floors soiled as a result of this work.

e. Broom clean all affected unfinished floors.

f. Remove all debris from finished and unfinished areas.

g. Comply with all specified special cleaning.

D. Timing

1. Schedule final cleaning just prior to occupancy by the Owner as scheduled with the Engineer and/or Owner to enable the Owner to accept a completely clean project.

2. Prior to final completion, or Owner occupancy, Contractor shall conduct an inspection of sight-exposed interior and exterior surfaces, and all work areas, to verify that the entire work is clean in accordance with this section of the Work.

3.4 CLEANING DURING OWNER'S OCCUPANCY

Should the Owner occupy the Work or any portion thereof prior to its completion by the Contractor and acceptance by the Owner, responsibilities for interim and final cleaning of the occupied spaces shall be as determined by the Engineer in accordance with the Contract Documents.

END OF SECTION

ENDRES INTERIORS,

333 BROADWAY

MARINE CITY, MI 48039

(810) 765-9229

Estimate

DATE	ESTIMATE NO.
9/18/2024	11909

NAME / ADDRESS
St.Clair County Community Mental Health Authority-- -3111 Electric Ave, PH jim #810-956-6433

TERMS

DESCRIPTION	QTY	COST	TOTAL
Mohawk Premium carpet tiles style get moving #IT44 color #559	1,344	3.05	4,099.20
Adhesives for carpet tiles	2	139.00	278.00
Ripup of Existing Flooring	1	600.00	600.00
Ripup of Existing base	210	0.50	105.00
Adhesives for base	6	12.99	77.94
4 " Cove Base (pewter) installed	294	3.00	882.00
Labor	1,344	0.95	1,276.80
Freight Charge	1	300.00	300.00
Sales tax		6.00%	0.00
TOTAL			\$7,618.94



43624 Elizabeth St., Clinton Township MI 48036
586-690-8316 Office – 586-690-8320 Fax

September 18, 2024

**St. Clair Community Health
3111 Electric Ave
Port Huron MI**

RE: IT room

Dear, Jim

Thank you for the opportunity to quote your project as follows:

- Prime and paint new walls
- Tie in existing new walls as needed
- Paint new frames only
- Accent walls as needed

**Note: All work to be done during normal business hours.
Add \$700.00 if needed for premium time**

We propose to furnish material and labor complete in accordance with above specifications

\$4,850.00

Quotation prepared by: Mike Smith

TERMS ARE NET 30.

Note that no materials will be ordered nor will any work be scheduled until our office receives the required authorization.

Authorized Signature

Date

Stephenson Electric Co.

Serving your electrical needs since 1886

P.O. Box 618841

Port Huron, MI 48061-0841

Phone 810-987-5777

Fax 810-987-3220

Email: office@seco1886.com

October 4th, 2024

St. Clair County Mental Health

3111 Electric Ave.

Port Huron, Mi 48060

Re: Quote- IT Room Renovations
Electrical / Data

Drawings by: William Vogan Assoc.

Dated: 9/22/24

We are pleased to quote you for the labor and materials required for the renovations as detailed on the drawings we received for this area.

Included as follows...

- Demo for the electrical trade
- Power receptacles as detailed
- Lighting relocations and new flat panel locations
- Office motion lighting control
- Existing data cable extensions of two cables to each office
- Local permit fee's

Quote amount...\$12,950.00

Quote is good for seven days due to material cost changes.

We Thank You for the opportunity. If you have questions, please contact us.

Sincerely,



David H. Smith, Vice President Estimator