



Village of Stockbridge
Office of the President
Jill Marie Ogden
P.O. Box 155, Stockbridge, MI 49285-0155
Cell: 734-223-6548
Office 517-851-7435
email: president@vosmi.org

INVITATION TO BID

INTRODUCTION

The Village of Stockbridge is accepting bids for renovating office space at the Village Hall located at 118 N. Center St., Stockbridge, MI 49285. Bids must be submitted no later than Friday, May 3, 2024, by 3:00 PM to the Village of Stockbridge, with the mailing address at P.O. Box 155, Stockbridge, MI 49285. Bids received after Friday, May 3, 2024, at 3:00 PM, will be returned unopened to the sender.

PROJECT BACKGROUND

This project aims to renovate an area of the new Village Hall to serve as office space. The space will include interior walls in an open area to create four offices, one reception workspace, and one reception/waiting area. This packet comprises both an electronic copy and an 8x10 print of the documents. Larger 24x36 prints are available for review at the Village office.

SUBMISSION REQUIREMENTS

If you are interested in submitting a bid, it must be delivered to the Village of Stockbridge offices no later than Friday, May 3, 2024, by 3:00 PM. To schedule a time to view large scale prints or for a walk-through of the site please get in touch with the Village offices. Please submit bids to:

Village of Stockbridge
Attn: Jill Marie Ogden
Re: Bid submission
Mailing address: P.O. Box 155, Stockbridge MI 49285
Physical address: 118 N. Center, Stockbridge, MI 49285

Bids must be prepared and submitted on the bid forms provided, typed or neatly printed, and signed in ink. All bids received by the deadline date and time will be reviewed by the Building Committee, including:

- Jill Marie Ogden, Village Manager
- Molly Howlett, Village Council
- Fred Cattell, Village Council

All bids must include all requested work items, conform to the Project Standards/Specifications, and be responsive, accurate, and cost-reasonable. The Building Committee will select the contractor to perform all required construction work, and the contract will be executed between The Village of Stockbridge and the winning contractor. Bids will be reviewed at an open meeting on May 6, 2024, at 6:00 PM at the Village Hall, 118 N. Center St., Stockbridge, MI 49285.

You are reminded to bid only on those items designated on the work write-up form. If the owner requests additional work or deletes any work from the write-up, or if you feel additional work is required, list those items with costs on a separate piece of paper or letterhead stationery. All additional items will be considered separately from the base bid, and any changes will be negotiated with the Village after the bid opening.



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The Village of Stockbridge reserves the right to reject all bids at its sole discretion. If you have any questions or concerns about any of the items on the work write-up, please contact Jill Marie Ogden for clarification prior to bidding. Your bid should include all taxes, fees, and permits.

Upon selecting the winning contractor, The Village of Stockbridge will send a Bid Award Notice to the chosen contractor. The Bid Award Notice will advise the selected contractor of the date, time, and location of the pre-construction conference that must take place before any work can begin. Upon satisfactory completion of the pre-construction conference, The Village of Stockbridge will issue a "Notice to Proceed," which must be executed by the selected contractor as well.

Thank you for your consideration of this Invitation to Bid.

Sincerely,
Jill Marie Ogden
Village Manager



Village of Stockbridge

118 N Center St

P.O. Box 155, Stockbridge, MI 49285-0155

Office 517.851.7435

www.vosmi.org

BID PROPOSAL FORM

Project: Renovations, Village of Stockbridge, Stockbridge, MI.

Name of the Bidder: _____

Address of the Bidder: _____

Telephone: _____ Fax: _____

Date: _____

To: Attn. Jill Marie Ogden
118 N. Center Street, Stockbridge, MI. 49285
Mailing Address is PO Box 155, Stockbridge, MI. 49285

Mark on the envelope "Bid Submission".
Faxed or email bids are unacceptable.

Your proposal must be prepared in compliance with provisions, conditions, specifications and instructions of this Request for Proposal. Failure to comply with all provisions, conditions, specifications and instructions of this BID may result in disqualification of your proposal.

I, the undersigned, have received the contract documents for the Construction Work on the above-named project prepared by Dangerous Architects PC. I have also received the Addenda acknowledged below and have included all of their provisions and costs in my bid. Having carefully considered and examined all Contract Documents, having visited the job site and examined all conditions affecting the work, I submit the following Bid and hereby agree:

1. To furnish all labor, services, material, equipment and coordination of trades required to perform all work in strict conformance with the Contract Documents, including all commissions, overhead, taxes, fees, and profit.
2. To complete the work by the time stipulated on the Bid Proposal Form and under the conditions as outlined in the Supplementary Conditions.
3. To hold my Bid open for a maximum period of thirty (30) days.

ADDENDA RECEIVED AND ACKNOWLEDGED (Use additional sheets as necessary)



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Addendum # _____. Dated _____.

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Base Bid Lump Sum Please provide a lump sum bid for the entire project.

1) Lump Sum (\$_____)

Spell out in words: _____

(Includes all Work as shown on the specifications, and drawings)

Base Bid Break Down

- 1. Building Systems/Architectural Trades (\$_____)
- 2. Plumbing Systems (includes design) (\$_____)
- 3. Mechanical Systems (includes design) (\$_____)
- 4. Electrical Systems (includes design) (\$_____)

Schedule: Time is of the essence with the completion of this project. A 90 day maximum completion time frame is highly desirable. If you are able to complete the project quicker than this it may have an impact on your selection. Please indicate below your proposed start and completion schedule for all work. Assume a mid to late May 2024 start date.

Schedule: Proposed start date _____
Proposed date of substantial completion _____

Alternate One

Provide a price to

Price for alternate one: \$_____

Alternate TWO

Provide a price for

Price for alternate two: \$_____

Voluntary Alternates:



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Voluntary alternates are encouraged by bidders, especially if a more efficient system or product is suggested which essentially still meets the drawings and specifications, and which is acceptable to the Owner.

Acceptance

I, the undersigned, upon notification of the acceptance of the proposal, agree to execute a contract for the above Base Bid work and the accepted Alternates, for the above-stated compensation.

Respectfully submitted

By: _____
Signature

Printed Name

Title

Firm

Telephone and Fax #s

Contractor License Information:

License Number

Expiration Date

License Holders Name