CITY OF LINCOLN PARK

LINCOLN PARK COMMUNITY CENTER – EMERGENCY EXITS

TERMS AND CONDITIONS OF BID PROCESS

1. **Preparation of Bids:**
2. Contractors are expected to examine attached specifications and all instructions. Bids are to be submitted for stated specifications only.
3. If any contractor is in doubt as to the meaning of any part of the specifications or other conditions within the bid process, he should contact Dennis Anderson, Assistant Director, Parks & Recreation, danderson@citylp.com.
4. Each bidding contractor must furnish all information required on the bid form.

1. **Submission of Bids:**
2. Bids may not be withdrawn for a period of thirty (30) days after the bid is submitted.
3. All bids must be sealed, have a return address, be clearly marked “Sealed Bid – Lincoln Park Community Center – Emergency Exits” and received by 10:00 a.m. Wednesday, August 21, 2019.
4. Sealed bids must be delivered to the following address:

Kerry Kehrer, City Clerk

City of Lincoln Park

1355 Southfield Road

Lincoln Park MI 48146

1. **Consideration of Proposals:**
2. The City of Lincoln Park reserves the right to reject any and all proposals and to waive irregularities in bidding, or to accept the lowest responsible proposal that, in the opinion of the City, will serve its best interest.
3. The City of Lincoln Park will not be obligated to accept the lowest proposal.
4. **Insurance and Licenses**
5. General Contractors and sub-contractors are responsible for submitting proof of insurance before any bid is considered.
6. Minimum statutory levels of insurance for general contractors and sub-contractors are as follows
7. Workmen’s compensation and employer’s liability
8. General liability
	1. Property damage: no less than $100,000
	2. Bodily injury: no less than $300,000
	3. Contractors are required to submit proof of their State of Michigan Contractors License. Sub-contractors are required to submit proof of all required licenses before any bid is considered.
9. **Contractor:**

A. The City of Lincoln Park will notify the approved contractor stating the

 specific contract amount and authorizing work to begin after contracts are

 signed.

B. If work requires a permit from the City of Lincoln Park Building

Department, said fee will be waived. Work is expected to begin within 30 days after the contract is signed by the City of Lincoln Park and the contractor.

C. With the approval of the final inspection(s), payment will be processed and

 issued in the form of a check to the contractor for full payment.

TIMELINE:

August 9-21, 2019 – advertise for bids

August 12 – 19, 2019 Monday – Friday 9:00 am – 4:00 pm – Site Visits scheduled with Dennis Anderson, Assistant Director, Parks & Recreation, danderson@citylp.com.

August 21, 2019 10:00 a.m. – bids due

August 21, 2019 10:00 a.m. – open bids

September 3, 2019 – award bid

Work must be completed within 60 days of contract being executed.

A valid binding contract is not created until all parties execute underlying agreements.

**Sealed Bid**

**City of Lincoln Park Michigan**

**3525 Dix Hwy.**

**Lincoln Park Community Center**

**Emergency Exits**

**Scope of Work**

**Mandatory Site Visit Required**

The bid package is for replacement of 17 Emergency Exit Doors in like kind and quantity at the Lincoln Park Community Center. All doors will swing outward and will have a crash bar to allow for the easy of egress in the event of an emergency. Contractor to provide all accessories and hardware except for lock cores which will be provided by City’s Representative. Six doors will have an exterior keyed entry while the remain eleven doors will remain exit only. All painting of doors and frames any other accessories are to be completed offsite before installation. All colors including paints are to be approved by the City’s Representative before installation.

* + All work must be performed by Licensed Contractor.
	+ All work must be performed under a building permit.
	+ All work to be done during normal business hours.
	+ Delivery and work schedules to be approved by the City’s Representative.

REQUIRED INSURANCE:

All general contractors and subcontractors on all WORK done under this project are required to carry full Worker’s Compensation Insurance and Comprehensive Public Liability Insurance coverage protecting the City, for no less than One Hundred Thousand ($100,000.00) Dollars in the event of property damage arising out of the WORK performed by the CONTRACTOR, and Three Hundred Thousand ($300,000.00) Dollars in the event of bodily injury including death, and otherwise in form and content satisfactory to the City of Lincoln Park, and shall furnish evidence of said insurance coverage naming the City of Lincoln Park as an additional insured on your commercial general liability insurance.

Installation of Emergency Exits at the Lincoln Park Community Center, 3525 Dix Hwy., Lincoln Park MI 4814

1. Remove & Replace 17 Emergency Exit Doors.
2. All doors to have new closers, crash bars, and keyed entry if existing doors are equipped.
3. Permit to be pulled, fee will be waived.

Fixture Manufacturer, /Part # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIXTURES: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LABOR: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL COST: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unforeseen cost to be submitted and approved before work is performed. All selections to be approved before work begins.

A valid binding contract is not created until all parties execute underlying agreements.

**Send all sealed bids to:**

Kerry Kehrer, City Clerk

City of Lincoln Park

1355 South field Road

Lincoln Park, MI 48146

**Deadline for receiving bids is 10:00 a.m., Wednesday August 21, 2019. No late bids will be accepted.**

**\*All bids should be sealed and clearly marked “Lincoln Park Community Center – Emergency Exits”.**

Bids shall be publicly opened and read at:

**10:00 a.m. (local time), Wednesday August 21, 2019**

City of Lincoln Park

 City Council Chambers

 1355 Southfield Road

 Lincoln Park, MI 48146