

**SECTION 00 2113**  
**INSTRUCTIONS TO BIDDERS**

**SUMMARY**

**1.01 DOCUMENT INCLUDES**

- A. Invitation
  - 1. Bid Submission
  - 2. Work Identified in the Contract Documents
  - 3. Contract Time
- B. Bid Documents and Contract Documents
  - 1. Definitions
  - 2. Contract Documents Identification
  - 3. Examination
  - 4. Inquiries/Addenda
- C. Site Assessment
  - 1. Site Examination
  - 2. Prebid Conference
- D. Qualifications
  - 1. Subcontractors/Suppliers/Others
- E. Bid Submission
  - 1. Submission Procedure
  - 2. Bid Ineligibility
- F. Bid Enclosures/Requirements
  - 1. Insurance
  - 2. Bid Form Requirements
  - 3. Fees for Changes in the Work
  - 4. Bid Form Signature
  - 5. Additional Bid Information
- G. Offer Acceptance/Rejection
  - 1. Duration of Offer
  - 2. Acceptance of Offer

**1.02 RELATED DOCUMENTS**

- A. Document 01 1000 - Summary.
- B. Document 00 4100 - Bid Form.
- C. Document 00 4336 - Proposed Subcontractors Form.
- D. Document 00 4322 - Unit Prices Form.
- E. Document 00 4325 - Substitution Request Form
- F. Document 00 4373 - Proposed Schedule of Values Form.
- G. Document 00 7300 - Supplementary Conditions:
  - 1. Contract Time identification.
  - 2. Tax exempt procedures.
  - 3. Bond types and values.

**INVITATION**

**2.01 BID SUBMISSION**

- A. Bids signed, executed, and dated will be received at the office of the Owner via email submission ( [fpdcrrfp@spectrumhealth.org](mailto:fpdcrrfp@spectrumhealth.org) ) per date and time specified in Section 00 0102.
- B. **Bids must be submitted to the above email address only.** Any bids sent to an email other than this email will be deemed unacceptable and not opened.

- C. Offers submitted after the above time shall be returned to the bidder unopened.
- D. Submit required Supplements To Bid Forms within 48 hours after closing time for receiving bids.
- E. Offers will be privately opened at the office of the Owner.
- F. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed the offer.

## **2.02 INTENT**

- A. The intent of the Bid Request is to obtain an offer to perform Construction Management Services.
- B. These services would be broken into two phases: Pre-Construction Services; and Procurement & Construction Services.
  - 1. Pre-Construction Services to be completed for a Fixed Fee.
  - 2. Procurement and Construction Services to be a Cost Plus GMP contract.
  - 3. Selected firm will be completing both phases.
- C. CM Selection to be based on a number of criteria:
  - 1. Fixed Fee Pre-Construction fee and CM fee percentage.
  - 2. General Condition Costs.
  - 3. Proposed Construction Schedules.
  - 4. Proposed CM Team.
  - 5. Previous project experience and performance with Spectrum Health.
- D. The Construction / Renovation Project is as described in Section 00 0102 and located as described in Section 00 0102.

## **2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS**

- A. Work of this proposed Contract may comprise of: building construction, site development, remodeling, renovation, demolition, and other work as required to complete project, including general construction, structural, mechanical, electrical, and plumbing Work.

## **2.04 CONTRACT TIME**

- A. Owner requires that under the work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids.

## **BID DOCUMENTS AND CONTRACT DOCUMENTS**

### **3.01 DEFINITIONS**

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.

### **3.02 CONTRACT DOCUMENTS IDENTIFICATION**

- A. The Contract Documents are identified as described in Section 00 0102 Project Information.

### **3.03 AVAILABILITY**

- A. Bid Documents may be obtained at the office of Owner .
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

### **3.04 INQUIRIES/ADDENDA**

- A. Direct questions to Project Leader or Construction Project Manager, via email: as described in Section 00 0102 Project Information.
- B. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal or email answers are not binding on any party.

- D. Clarifications requested by bidders must be in writing prior to date set for receipt of bids. See Section 00 0102 Project Information for last date for inquiries. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients .

### **3.05 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS**

- A. Where the Bid Documents stipulate a particular product, substitutions will be considered prior to receipt of bids.
- B. See Section 00 0102 Project Information for last date for Substitutions.
- C. Submit substitution requests by completing the form in Section 00 4325 - Substitution Request Form; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. When a request to substitute a product is made, Owner may approve the substitution and will issue an Addendum to known bidders.
- E. The submission shall provide sufficient information to determine acceptability of such products.
- F. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- G. Provide products as specified unless substitutions are submitted in this manner and accepted.

## **SITE ASSESSMENT**

### **4.01 SITE EXAMINATION**

- A. Examine the project site before submitting a bid.
- B. The bidder is required to contact Owner's Project Leader or Construction Project Manager at the following address and phone number in order to arrange a date and time to visit the project site: Contact Information per Section 00 0102.

### **4.02 PREBID CONFERENCE**

- A. A prebid conference will be scheduled for this project, see Section 00 0102 Project Information for date, time and location.
- B. Attendance is mandatory for all Invited Pre-Qualified Firms.
- C. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

## **QUALIFICATIONS**

### **5.01 SUBCONTRACTORS/SUPPLIERS/OTHERS**

- A. Owner reserves the right to reject a proposed subcontractor and/or supplier for reasonable cause.

## **BID SUBMISSION**

### **6.01 SUBMISSION PROCEDURE**

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed via email, clearly identified in the email title: bidder's name, project name and address and Owner's name.
- C. Incomplete bid submission, may be cause to reject the Bid Form email and declare the bid invalid or informal.

### **6.02 BID INELIGIBILITY**

- A. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- B. Bids are by invitation only from prequalified construction firms. Bids from unsolicited bidders will be returned.

## **BID ENCLOSURES/REQUIREMENTS**

### **7.01 INSURANCE**

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.

### **7.02 BID FORM REQUIREMENTS**

- A. Complete all requested information in the Bid Form and Appendices.

### **7.03 SALES AND USE TAXES**

- A. The Owner is a tax exempt organization as defined by the State of Michigan, see attached State form of Sales and Use Tax exemption (State of Michigan Form 3372).
- B. This tax exemption is not universal and does not apply to all work.
- C. Work that maybe subject to tax (verify with Spectrum Project Manager):
  - 1. Constuction work for non-acute care facilities, any facility not housing patients for a minimum stay of 24 hours.
- D. Work that is tax exempt:(verify with Spectrum Project Manager):
  - 1. Items purchase by Owner and installed by Contractor.
  - 2. Construction work for acute care facilities, facilliteis providing care for patients for a minimum of 24 hours.

### **7.04 FEES FOR CHANGES IN THE WORK**

- A. Include in the Bid Form, the fees proposed for subcontract work for changes (both additions and deductions) in the Work. Construction Manager shall apply fees as noted, to the subcontractor's gross (net plus fee) costs on additional work.

### **7.05 BID FORM SIGNATURE**

- A. The Bid Form shall be signed by the bidder, as follows:
  - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature.
  - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature.
  - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
  - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

### **7.06 ADDITIONAL BID INFORMATION**

- A. Bidders proposing the lowest bid, best value, schedule, or project team, will be requested to complete the Supplements To Bid Forms within 48 hours of notification.
- B. Submit the following Supplements concurrent with bid submission:
  - 1. Project staffing model and key individuals identified.
    - a. Spectrum Health recommends the following Staffing:
      - 1) Project Superintendent to assigned full time for this project
      - 2) Project Manager to be assigned to no more than one other project (50% assigned to project)
      - 3) Project Engineer as required to complete project documentation, submittals, project Record Drawing management, and other office functions as required.
    - b. Provide resumes and specific project experience relevant to project for all proposed staff.

2. Document 00 4322 - Unit Prices Form: Include a listing of unit prices specifically requested by the Contract Documents.
  3. Document 00 4325 - Substitution Request Form.
  4. Document 00 4373 identifies the Bid Amount segmented into portions as requested.
- C. Submit the following Supplements 72 hours after bid submission:
1. Document 00 4336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.

#### **7.07 SELECTION AND AWARD OF ALTERNATES**

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternatives as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the base bid price. After determination of a successful bidder, consideration will be given to Alternates and bid price adjustments.

#### **OFFER ACCEPTANCE/REJECTION**

##### **8.01 DURATION OF OFFER**

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of sixty (60) days after the bid closing date.

##### **8.02 ACCEPTANCE OF OFFER**

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance, Owner will issue to the successful bidder a written Work Authorization Contract (WAC).

**END OF SECTION 00 2113**

