

PROJECT MANUAL

**DECEMBER 2018
PROJECT NUMBER 1806**

UNIFIED SCHOOL DISTRICT 434

**PROJECT NUMBER 1806-01 ENTRANCE:
OVERBROOK ATTENDANCE CENTER
202 WEST 7TH STREET
OVERBROOK, KANSAS 66524**

**PROJECT NUMBER 1806-02 ENTRANCE:
SANTA FE TRAIL HIGH SCHOOL
15701 SOUTH CALIFORNIA STREET
CARBONDALE, KANSAS 66414**

**PEARSON ARCHITECTURE STUDIO
AND
LATIMER SOMMERS AND ASSOCIATES PA, ENGINEERS**

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Invitation to Bid

Project:

Project Number 1806-01 Entrance
Overbrook Attendance Center
202 West 7th Street
Overbrook, Kansas 66524

Project Number 1806-02 Entrance
Santa Fe Trail High School
15701 South California Road
Carbondale, Kansas 66414

Project Scope:

The Work includes interior selective demolition of existing building components and new construction within each existing school building. Work includes General Construction and Mechanical and Electrical Construction.

Professional Consultants:

Architect: Pearson Architecture Studio Phone: 785-220-6898 Email: bobbi@pearson-studio.com
Engineer: Latimer Sommers and Associates Phone: 785-233-3232 Email: wbassette@lsapa.com

Bid Receiving:

A single Bid for General Construction will be received for EACH project. Construction of each project will be performed under separate contract between the Owner and General Contractor.

Bids will be received until 2:00 p.m., December 20, 2018.

Documents:

Documents include the Invitation, Instructions, Form of Bid, Specifications and Drawings, and any addenda issued prior to receipt of bids.

Electronic Construction Documents are available from the office of the Architect at no charge.
Phone: (785) 220-6898 Email: bobbi@pearson-studio.com

Bidders may view and/or download electronic files. Bidders are solely responsible for the cost of printing. USD 434 will not issue printed documents for bidding.

Only parties registered with the office of the Architect will receive issued Addenda.

All tiers of bidders are responsible for understanding the full scope of Work.

Questions shall be issued by email to bobbi@pearson-studio.com.

End of Invitation to Bid

Instructions to Bidders

Project:

Project Number 1806-01 Entrance
Overbrook Attendance Center
202 West 7th Street
Overbrook, Kansas 66524

Project Number 1806-02 Entrance
Santa Fe Trail High School
15701 South California Road
Carbondale, Kansas 66414

Method of Bidding and Awarding:

Bids shall be submitted on Bid Form issued for EACH project.

Construction of each project will be performed under separate contract between the Owner and General Contractor.

Examination of Documents and Site:

Bidding Documents include the Invitation to Bid, Instructions to Bidders, Bid Form, Specifications and Drawings, and any addenda issued prior to receipt of bids. Each Bidder shall carefully examine the Bidding Documents, and shall visit the site of the work. Each Bidder shall fully inform himself of all existing conditions and limitations under which the Work is to be performed. Each Bidder shall include in his Bid a sum to cover all costs of all items and conditions necessary to perform the Work as set forth in the Drawings, Specifications and Contract Documents. No allowance will be made to any Bidder because of lack of such examination or knowledge. The submission of a Bid shall be construed as conclusive evidence that a Bidder has made such examinations.

Any question, request for interpretation, or request for substitution must be submitted no later than five (5) calendar days prior to date of Bid Presentation. The Architect will issue any necessary response within form of Addendum to all Bidders. Only a written interpretation or correction by Addendum shall be binding.

Addenda:

Addenda are written or graphic instruments issued prior to the execution of the Contract for Construction that modify or interpret the Bidding Documents and Construction Drawings and Specifications by additions, deletions, clarifications or corrections. Addenda issued become a part of the Construction Documents when Contract for Construction is executed. No verbal instruction from any party shall modify interpretation for bidding.

All Addenda issued by Architect will be electronically mailed to each recorded party registered for Bidding Documents. Addenda issued after receipt of Bids will be mailed only to the selected Bidder.

Bidders shall acknowledge receipt of all Addenda on the Form of Bid, in the space provided.

Bid Preparation:

Bids shall be made on the Bid Form provided. Complete all blanks in clear type- or handwritten-form.

Signature shall be in longhand by a representative duly authorized to sign contracts.

Each Bidder shall bid each and every item of work noted on Bid Form.

Limitations, unauthorized conditions or provisions attached to or on Bid Form shall be cause for possible rejection of the bid. Alterations by erasure or interlineation must be explained on the Bid Form over the signature of the Bidder.

Alternate Bids:

Each Bidder shall bid all alternates included on the Bid Form, except that should he desire not to bid an alternate, he may insert the words "No Bid" in the space provided for prices for that alternate, however, when a Bidder writes "No Bid" for one or more alternates, he thereby waives any claim to the contract award if that alternate becomes the basis for determining the low bid and/or the contract award. If an alternate involves no change in price, the Bidder shall so indicate by "\$0" in the space provided.

Bid Presentation:

Each Bid Form shall be received by email, mail, or personally delivered no later than 2:00pm on December 20, 2018 as follow:

Email To: SPegram@USD434.us cc: Bobbi@Pearson-Studio.com

Mail or Delivery To:

Dr. Steve Pegram, USD 434 District Office, 104 Burlingame Ave, Scranton KS 66537

Subject line or enclosure shall be clearly marked as follows:

USD 434 PROPOSAL: 1806-01 OAC and/or 1806-02 SFT_Name of Bidder

If USD 434 should be closed due to inclement weather or any other unforeseen condition on bid date, all openings will be postponed with a revised bid date issued via Addendum. Any questions shall be communicated jointly to emails noted above.

Bonds:

Upon notice of award, the Contractor shall secure and pay for Performance Bond, Labor and Material Payment Bond, and Statutory Bond in the amount of one hundred percent (100%) of the Contract Sum of the award. Additionally, Certificate of Tax Clearance, if not provided with submittal of Bid Form, will be required within ten (10) business days of bid opening.

All bonds shall be issued by a company licensed to do business in the State of Kansas and by a surety acceptable to the Owner.

Attorney-in-fact who executes required bonds on behalf of the surety shall be required to affix thereto a certified and current copy of his power-of-attorney indicating the monetary limit of such power.

Completion Time and Liquidated Damages:

Completion time for the Work shall be identified on the Bid Form. If not prescribed, completion time may be used as criteria for selection of the successful bidder and the award of the contract.

The Contractor further agrees that, from the compensation otherwise to be paid, the Owner may retain the sum of \$250.00 for each day thereafter that the Contract remains incomplete.

The Contract may be extended for days lost due to inclement weather or site conditions caused by inclement weather, but only to the extent that the number of inclement weather days exceeds the norm for the geographical region, as defined by the weather charts included in the Project Manual.

Bidder's Representation:

Each Bidder by making his proposed Bid represents:

1. That he has read and understands the Instructions to Bidders, and has carefully examined all Bidding Documents.
2. That he has visited the site and has thoroughly familiarized himself with all conditions under which the work is to be performed, including pertinent local, state, and federal codes.

Bid Withdrawal:

A Bid may be withdrawn by written or telegraphic request if received prior to time of opening Bids.

No Bidder may withdraw his Bid for a period of thirty (30) days after date set for receiving Bids. All opened Bids shall be subject to consideration and acceptance by the Owner during this period.

Bid Receiving:

Bids will be received at the USD 434 District Office, 104 Burlingame Avenue, Scranton KS 66537, no later than 2:00 p.m., December 20, 2018.

Any proposals received after closing time will not be considered. No oral or telephone Bids will be considered.

Award or Rejection of Bids:

The intent is to award Contracts within (30) calendar days of the opening of bids, and to issue a notice to proceed to the Bidder submitting the best bid.

In the event the best bid is not within the Project's financial budget, the Owner may negotiate the Work and the price with the Bidders, by negotiating with each in sequence from the best to least favorable until an acceptable negotiation or an impasse is reached. The Owner may

terminate further negotiations at any stage, he may reject any or all Bids, and he may waive any informality or irregularity in any Bid received. Further, the Owner may reject a Bid if the Bidder failed to comply in any way with the requirements of these Bidding Documents.

Construction Agreement Form:

Upon receipt of notice of award and agreement forms, the Contractor shall, within fifteen (15) business days, deliver the following to the Owner through the Architect, for approval and execution:

1. Signed Agreement.
2. Certificates of Insurance.
3. Performance and Material Bond, and Statutory Bond
4. Schedule of Values
5. List of Sub-contractors and Material Suppliers

Upon receipt and approval of the above, the Owner shall execute the Agreement and provide the Contractor with a written Notice to Proceed.

Sales Tax:

This project has been determined to be exempt from Kansas sales tax, in accordance with the rules of the Kansas Department of Revenue. The cost of said Tax must be **EXCLUDED from** all Bid and Contract Prices. Sales tax includes all applicable state, county and city sales taxes.

The Owner shall provide the Contractor with a copy of proper Exemption Certificate documentation.

The Contractor, upon receipt of Exemption Number, shall assume full responsibility for his own proper use of the Exemption Number. The Contractor shall pay all costs of any legally assessed penalties relating to the Contractor's improper use of the Exemption Certificate Number.

Other Taxes, Fees, Permits:

Contractor shall include in his Base Bid all local, state and federal taxes applicable to labor and services for completion of the Project.

Codes:

The following codes establish minimum standards of construction for this project unless plans and specifications indicate higher standards:

- 2018 International Building Code
- 2010 ADA Standards for Accessible Design

Visitation of Project Site:

Contractors desiring to visit the school should call the District Office at 800-836-9525 to schedule and notify the District of their visit.

End of Instructions to Bidders

BID FORM

**PROJECT NUMBER 1806-01 ENTRANCE
OVERBROOK ATTENDANCE CENTER**

202 WEST 7TH STREET
OVERBROOK, KANSAS 66524

To: Unified School District 434

In response to Invitation to Bid, and in compliance with Instruction to Bidders, the Undersigned proposes to furnish all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees and to pay all royalties, fees, services and incidentals necessary to complete work for

PROJECT NUMBER 1806-01 ENTRANCE, OVERBROOK ATTENDANCE CENTER

The Undersigned acknowledges receipt of the following Addenda:

Name of Company (clearly print or type)

Base Bid:

The Undersigned agrees to perform all work indicated on the Drawings and described in the Specifications and Addenda for the Contract Sums of:

_____ Dollars (_____)

Time of Completion:

Provided on-site Work may commence on or following **May 20, 2019**, the undersigned agrees to have the work of the project to a point of final completion, including all punch list items, ready for the Project Architect/Engineer's final inspection and the Owner's and Office of Facilities and Property Management's acceptance by **July 15, 2019**.

The Undersigned further agrees that, from the compensation otherwise to be paid, the Owner may retain the sum of \$250.00 for each day thereafter that the Contract remains incomplete, which sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain per diem by the failure of the Undersigned to complete the Work at the time stipulated, and this amount is not to be construed as a penalty in any sense.

Alternate Bids and Unit Prices:

The undersigned offers for the Owner's consideration and use the following prices for specific alternate bids and unit prices. These prices include all costs to the Owner, including those for labor, materials, equipment, tools of trades and labor, appliances, accessories, warranties, guarantees, royalties, fees, permits, licenses, applicable taxes, insurances, haulage, storage, superintendency, overhead and profit and are to be added to the above quoted base bid price as noted.

For the Alternates as described in the Specifications and/or Drawings, the Undersigned agrees to add to or deduct from the Base Bid Sum the following amounts as itemized (indicate "\$0" if no change is required):

	<u>ADD</u>	<u>SUBTRACT</u>
<u>ALTERNATES:</u>		
<u>Alternate #1:</u> By Addenda, if required	_____	_____
<u>Alternate #2:</u> By Addenda, if required	_____	_____
<u>Alternate #3:</u> By Addenda, if required	_____	_____
<u>UNIT PRICES:</u>		
<u>Unit Price #1:</u> By Addenda, if required	_____	_____
<u>Unit Price #2:</u> By Addenda, if required	_____	_____
<u>Unit Price #3:</u> By Addenda, if required	_____	_____

Sub-Contractors:

The undersigned proposes to contract with the following sub-contractors for these projects:

Electrical _____

Doors, Frames, and Hardware _____

Contract:

If notified of the acceptance of this bid, the Undersigned agrees to execute Standard Form of Agreement between Owner and Contractor within receipt of such notification and in accordance with this bid and the Contract Documents.

Declaration:

The Undersigned hereby declares that he has carefully examined all bidding documents including the Instructions to Bidders, Specifications and Addenda, has visited the location of Work, has consulted his sources of supply, has satisfied himself as to all quantities and conditions, and understands that in signing this bid, he waives all right to plead any misunderstanding regarding the same.

Contract Award or Bid Rejection:

The Undersigned acknowledges the Owner's right to reject any or all bids, to accept or reject alternate bids, to reject a bid if the bidder fails to comply in any way with the bidding documents, and the Owner's right to waive any informality or irregularity concerning the bids received, as it may be in his interest to do so.

Date: _____

(Legal Name of Bidder)

(Address of Bidder)

By _____
(Authorized Officer)

(Title)

End of Bid Form

BID FORM

**PROJECT NUMBER 1806-02 ENTRANCE
SANTA FE TRAIL HIGH SCHOOL**

15701 SOUTH CALIFORNIA ROAD
CARBONDALE, KANSAS 66414

To: Unified School District 434

In response to Invitation to Bid, and in compliance with Instruction to Bidders, the Undersigned proposes to furnish all labor, materials, equipment, tools of trades and labor, accessories, appliances, warranties and guarantees and to pay all royalties, fees, services and incidentals necessary to complete work for

PROJECT NUMBER 1806-02 ENTRANCE, SANTA FE TRAIL HIGH SCHOOL

The Undersigned acknowledges receipt of the following Addenda:

Name of Company (clearly print or type)

Base Bid:

The Undersigned agrees to perform all work indicated on the Drawings and described in the Specifications and Addenda for the Contract Sums of:

_____ Dollars (_____)

Time of Completion:

Provided on-site Work may commence on or following **May 20, 2019**, the undersigned agrees to have the work of the project to a point of final completion, including all punch list items, ready for the Project Architect/Engineer's final inspection and the Owner's and Office of Facilities and Property Management's acceptance by **July 15, 2019**.

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<u>UNIT PRICES:</u>		
<u>Unit Price #1:</u> By Addenda, if required	_____	_____
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Date: _____

(Legal Name of Bidder)

(Address of Bidder)

By _____
(Authorized Officer)

(Title)

End of Bid Form