

INFORMATION SHEET

OWNER'S REP: Sarah Neidert, Library Director

SITE LOCATION: 3688 N. Hartland Road, Hartland, MI 48353

SCOPE OF WORK: Removals, clearing, earthwork, storm sewer, utility adjustments, lighting, asphalt paving, concrete and clay paver paving, concrete curbing, prefab pavilion installation, fencing, masonry piers and signage, landscaping and irrigation

WORK BY OTHERS: Site furnishings, electrical service, gfl outlets and lighting

VOLUNTARY BUT STRONGLY ENCOURAGED TO ATTEND

PRE-BID MTG: 9am December 10th, 2025

SCHEDULE: Begin March, complete by June 12th, 2026

BID DUE DATE: December 19, 2025

EMAIL PDF OF BID TO: Sarah Neidert, Library Director, Cromaine Library
sarah@cromaine.org

COPY TO: Susan Grissim, VP, Grissim Metz Andriese Associates
sueg@gma-la.com

BID PACKAGES AVAILABLE THROUGH:

Grissim Metz Andriese Associates

Susan Grissim, VP, Grissim Metz Andriese Associates
sueg@gma-la.com

Tina Fix-Woodworth, Project Landscape Architect, Grissim Metz Andriese Associates
tinafw@gma-la.com

SECTION 002113 - INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 PROPOSAL:

- A. Owner will receive Bids on "Proposal Form" provided (ALL blanks must be completed), delivered in conformity with "Information Sheet". Please type, if possible. Submit copy of bid to Grissim Metz Andriese. Copy may be emailed.
- B. Bid shall be based upon requirements of Drawing(s) and Specifications.
- C. Proposal for original Contract work and for all future work thereunder to include all present applicable taxes, premiums, assessments, other like payments, fees or obtaining permits and licenses, and to be in full for all direct and indirect charges and expenses for proposed work.
- D. Erasures or changes in Bid must be initialed by Bidder.
- E. No Bid may be withdrawn for a period of forty-five (45) days after opening thereof.
- F. Owner has the right to pre-approve Contractor and also has the right to approve or reject subcontractors, which would serve Owner's best interest.
- G. Owner reserves right to reject any or all proposals submitted for any reason and to waive any irregularities contained therein.
- H. Owner reserves right to increase or decrease Contract work on basis of Unit Prices submitted by successful Bidder.
- I. Contract based upon completion of work according to Contract Documents as defined in "General Conditions", all in time and manner as therein set forth.
- J. Name and legal status of Bidder, that is, as a corporation, partnership, or as an individual, to be stated in the Proposal Form.
- K. Anyone signing the Proposal as an agent (or others) must submit evidence of authority to do so, with Proposal.
- L. Place of residence of Bidder, or office address in case of firm or company, with county and state, must be given in Proposal.
- M. Quantities have been carefully estimated, but it is the responsibility of the Bidding Contractor to verify all quantities and report discrepancy prior to Bid Due Date.

1.2 EXPLANATION BY ADDENDUM:

- A. No oral interpretation shall be made to the Bidder as to meaning of the Drawing(s), Specifications, or other Contract Documents. Every request for interpretation to be made in writing to the Landscape Architect five (5) days prior to Bid Due Date. Every interpretation made to the Bidder shall be in the form of an Addendum. All such Addenda become part of Contract Documents.

1.3 BIDDER'S QUALIFICATIONS:

- A. No Proposal will be considered from Bidder unless known to be qualified and experienced in work of nature similar to that covered by Drawings and Specifications, or unless Bidder presents evidence of such qualifications. In order to aid Owner in determining qualifications and responsibility, Bidder to furnish evidence, within forty-eight (48) hours or request by Owner, setting forth experience and familiarity with work proposed, and financial ability to complete work as required by proposed Contract, together with evidence of reliability to carry out previous contractual obligations. Such evidence may include, without being limited to:
 - 1. Address/description of Bidder plant/place of business
 - 2. List of major equipment available for use on proposed work
 - 3. Performance record within last three (3) years
 - 4. Evidence of License To Do Business in State of Michigan, if incorporated under laws of other states.
- B. Certified or authenticated financial statement dated within sixty (60) days prior to Bid opening. Owner may require any items of such statements to be further verified.
- C. List of contracts on which Bidder is currently engaged.
 - 1. Such additional information as may satisfy Owner of competence and reliability of Bidder.

1.4 BID DEPOSIT:

- A. Proposal to be accompanied by Bid Deposit in form of Bid Bond, or Certified/Cashier's Check drawn upon bank in good standing, for not less than five (5%) percent of amount of Proposal, at prices stated therein, and to furnish acceptable surety for faithful and entire fulfillment. Such Certified/Cashier's Check to be payable to Owner and subject to conditions specified in Proposal.
- B. Proposal to be accompanied by bidder's verification that all insurance requirements as listed in the supplemental general conditions can be met.

1.5 BONDS:

- A. Bidder to provide a Bid Bond covering 5% of the bid proposal value as noted above.
- B. Within fourteen (14) calendar days of notification by Owner of Award of Contract, successful Bidder to submit:
 - 1. 100% Performance Bond
 - 2. 100% Labor and Materials Bond (covering indebtedness to subcontractors, if any involved)
 - 3. 50% Maintenance and Guarantee Bond (one year)
- C. Bonds to be written by surety licensed to do business in the State of Michigan, in full amount of Contract, payable to Owner. All expenses connected with furnishing Bonds to be borne by Contractor.

1.6 PERMITS:

A. The following permits will be available to the contractor:

1. Livingston County Drain Commission: Storm water management and soil erosion and sedimentation control.
2. Livingston County Road Commission: ROW permit for work in School Road and Hartland Road ROW.
3. Hartland Township: Land use permit.

B. Contractor to obtain the following permits:

1. Livingston County: building permit for sign and pavilion; electrical permit.

END OF SECTION 002113