



Bid Documents

Project name: The Wex Capital Improvements
Project Number: RP19-0079

Bid Publication Date: Tuesday, September 1, 2020
Bid Submittal Deadline: Wednesday, September 23, 2020 at 2:30 p.m.
Submit in person to: Wexford County Administration Office
2nd Floor, Wexford County Courthouse
Or by mail to: Wexford County Administration Office
437 E. Division St.
Cadillac, MI 49601

Site Address: Wexford County Civic Center
1320 N. Mitchell Street
Cadillac, MI 49601

Grantee:
Wexford County
437 E. Division St.
Cadillac, MI 49601

Authorized Representative:
Janet Koch, County Administrator
437 E. Division St.
Cadillac, MI 49601
231-779-9453
jkoch@wexfordcounty.org

Prime Professional:
Scott Peedle, PE 6201052572
8199 Hagstrom Lane
Cadillac, MI 49601
231-388-0119 | scottpeedle@hotmail.com

Mr. Peedle is responsible for the planning services necessary for the design and construction of the project. His responsibilities include development of project specifications, review of project submittals, and general construction oversight.



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Description of the Project:

Wexford County has received a Recreation Passport Grant from Michigan's Department of Natural Resources for an HVAC System Upgrade at the Wexford Civic Center, known locally as the "Wex." The Wex, a County-owned facility, is the only venue in the greater Cadillac area that offers a 20,000 square foot indoor multi-functional facility, as well as the only ice rink in the area. The non-profit Boon Sports Management (BSM) took on management of the facility in 2014.

BSM developed a capital improvement plan for the aging facility, which identified a new HVAC system as a primary need. Providing a new HVAC system to replace the 1970s original units is necessary to continue providing quality recreation opportunities during all weather and seasonal conditions.

Therefore, Wexford County is seeking bids from qualified firms, on a competitive basis, for an upgrade of the Wexford Civic Center HVAC System.

- 1. Bid Submittal:** Bids must be delivered in a sealed envelope that is marked with the bidder's name and the words "Wex HVAC System Bid." Any bid received after **2:30 p.m. on Wednesday, September 23, 2020** will not be opened. Proposals must be signed by an official authorized to bind the firm to its provisions.
- 2. Bid Opening/Award:** Bids will be publicly opened at **3:00 p.m. September 23, 2020**, in the 2nd floor lobby of the Historic Courthouse. A final decision regarding project award by the Wexford County Board of Commissioners is anticipated on **Wednesday, October 7, 2020**. The County reserves the right to postpone the bid opening for its own convenience.
- 3. General Scope of Work:** Bid responses shall include all charges for delivery, labor, materials, design, equipment, services, and incidental costs such as permits and disposal fees that are necessary to complete the project as required. All proposals will remain in effect for at least 120 days to allow for review/approval by the Wexford County Board of Commissioners and then remain firm for the length of the contract from date of award by the Board of Commissioners.
- 4. Time of Completion:** The bid must contain an estimated start date and an estimated completion date of the project. The estimated project completion date will be a consideration in the awarding of contract.
- 5. Licensing and Permitting:** Contractor must hold any appropriate licenses and is responsible for obtaining the permits necessary to complete the work. The bid must include cost of obtaining such permits and all labor necessary to complete the project.
- 6. Mandatory Pre-Bid Site Visit Meeting:** Attendance at the pre-bid site visit is mandatory to be considered a qualified bidder. Meeting will be held at **1:00 pm on Wednesday, September 9**.
- 7. Bid Default:** In case of default by the bidder or contractor, Wexford County may procure the articles or services required by this agreement from other sources and hold the successful bidder responsible for any excess costs.
- 8. County Liability:** Officers, agents and employees of Wexford County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from these bid documents. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel, except when such loss or damage is due to the fault or negligence of the County.

9. **Bid Submittal Requirements**

- 9.1. Plans and Specifications: Bids must be submitted using the most recent Plans and Specifications, which can be viewed on the Wexford County website at <https://wexfordcounty.org/>
- 9.2. Addendums: Any and all addendums will be placed on the County's website. To be notified of addendums to the bid specifications, contact the County Administration office at 231-779-9453 or administration@wexfordcounty.org and provide an email address.
- 9.3. **Proof of Insurance:** The successful bidder agrees to provide proof of insurance as follows:
 - 9.3.1. Workers Compensation Insurance including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
 - 9.3.2. Commercial General Liability Insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and aggregate. Coverage shall include the following extensions: (a) Contractual Liability Coverage; (b) Products and Completed Operations Coverage; (c) Independent Contractors Coverage; (d) Broad Form General Liability Extensions or equivalent, if not already included.
 - 9.3.3. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1 million per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
 - 9.3.4. Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be Additional Insureds: Wexford County, all elected and appointed officials, all employees and volunteers, all boards, commissioners, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming Wexford County as additional insured, coverage afforded is considered to be primary and any other insurance Wexford County may have in effect shall be considered secondary and/or excess.
 - 9.3.5. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that a ten (10) day notice for non-payment of premium is required and a thirty (30) day notice is required for non-renewal, reduction, and/or material change, shall be sent to: County Administrator, Wexford County, 437 E. Division St., Cadillac, MI 49601.
 - 9.3.6. Proof of Insurance Coverage: The Contractor shall provide Wexford County at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements.
- 9.4. **Surety Performance Bond:** As required by Michigan law (the Michigan Contractor's Bond for Public Buildings or Works Act, Public Act 213 of 1963), the contractor whose bid is accepted must provide a performance bond at its own expense with a company acceptable to the County in the full amount (100%) of the award. The bond shall be made payable to Wexford County. NOTE: Performance Bond will only be required if the awarded bid for this project is \$50,000 or greater.

All bidders shall include a letter from their bonding agent (labeled Exhibit A) and submit it with their bid documents, indicating that upon award of the contract, they will be able to secure required insurances plus a performance bond and maintenance and guarantee bond.

The performance bond shall serve as security for the faithful performance of this contract including any maintenance or warranty provisions and for the payment of all persons

performing labor or furnishing materials in connection with this contract. Premiums for the performance bond shall be paid by the contractor.

If at any time the County shall be dissatisfied with any surety or surety bond or performance bond, or if for any other reasons such bond shall cease to be adequate security for the County, the contractor shall within ten (10) days after notice from the County to do so, substitute an acceptable bond in performance and sum and signed by other sureties which are acceptable to the County. The premiums on such substitute bond shall be paid by the contractor.

The performance bond shall remain in full force and effect during the life of the contract and during the term of any warranty or maintenance required by the specifications. The contractor may not commence work until the performance bond has been received and approved by the County.

9.5. **Surety Payment Bond:** If subcontractors are to be used on the project, Contractor must provide a Materials & Labor Payment Bond insuring that the Contractor's subcontractors will be paid according to their subcontract.

9.6. After a contract has been negotiated and signed by both parties, the project may start immediately.

10. Questions: Any questions regarding the bid specifications shall be directed to Adam Kerr, Maintenance Director, at 231-779-9469 or maintenance@wexfordcounty.org.

Questions regarding the bidding documents shall be directed to Janet Koch, County Administrator and Authorized Representative, at administration@wexfordcounty.org or 231-779-9453.

All questions must be asked before 5:00 pm Thursday, September 17. All questions and accompanying responses will be tabulated and emailed to those who signed up to receive addenda (see section 13.1) on Friday, September 18.

Contact with personnel of Wexford County other than the above stated persons regarding these bid documents will be considered grounds for elimination from the selection process.

11. Acceptance and Rejection of Bids: The Contractor chosen by Wexford County, and all subcontractors, shall not discriminate against any worker, employee, or applicant for employment because of race, color, religion, height, weight, marital status, national origin, ancestry, sex, age, (except where requirements as to age is based upon a bona fide occupational qualification), or disability (that is unrelated to the individual's ability to perform duties of a particular job or position) pursuant to 1976 PA 453, as amended, MCL 37.2101 et seq. (Elliot-Larsen Civil Rights Act). In addition, the Contractor chosen by Wexford County, and all sub-contractors, must comply with all requirements of 1976 PA 220 (Persons with Disabilities Civil Rights Act), and Executive Directive 2019-09, as amended.

Wexford County reserve the right to reject any or all proposals, or any part thereof, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

Wexford County also reserves the right to reduce or eliminate this purchase without prior notice, and to issue post-bid addendums to clarify or request additional information including pricing.

The undersigned hereby agrees that if the foregoing proposal shall be accepted by County, the successful bidder will, within ten (10) consecutive calendar days after receiving notice of the acceptance of such bid proposal, provide proof of insurance and enter into a contract to furnish labor, equipment, and tools necessary to completely execute the work at the pricing provided in the attached cost proposal.



**Wexford County
 BID SUBMISSION FORM
 Project name: The Wex Capital Improvements
 Project Number: RP19-0079**

Bid Submittal Deadline: Wednesday, September 23, 2020 at 2:30 p.m.

Submit in person to: Wexford County Administration Office
 2nd Floor, Wexford County Courthouse

Or by mail to: Wexford County Administration Office
 437 E. Division St.
 Cadillac, MI 49601

1. **Wexford Civic Center HVAC Project Bid** \$ _____

Includes, but is not limited to, the following:

- HVAC and structural system design and calculations
- Provision and installation of four (4) 20 ton 460/3 phase rooftop units with 2 stage high heat, output capacity of 320 MBh
- Provision and installation of economizers, custom curb adaptors, new gas lines, new electrical wiring, and related equipment for new rooftop units
- Provision and installation of new CO sensor, WIFI thermostat controls, and ductwork
- Removal and disposal of existing ceiling heating units
- Removal and disposal of existing exterior and interior A/C units

2. Estimated start date _____

Estimated completion date _____

3. On-site meeting completed on September 9, 2020 (circle one) Yes / No

Contractor Information:

Company Name _____ Office phone _____

Address _____ Cell phone _____

Email _____

 Typed or printed name and title of official authorized
 to find the firm to the provisions of the bid documents

 Signature of official authorized to bind
 the firm to the provisions of the bid documents.

Date _____

Failure to complete this form may be considered grounds for elimination from the selection process.



Plans and Specifications

Project name: The Wex Capital Improvements

Project Number: RP19-0079

Site Address: 1320 N Mitchell Street
Cadillac, MI 49601

Grantee: Wexford County
437 E. Division St.
Cadillac, MI 49601

Authorized

Representative: Janet Koch, County Administrator
437 E. Division St.
Cadillac, MI 49601
231-779-9453
jkoch@wexfordcounty.org

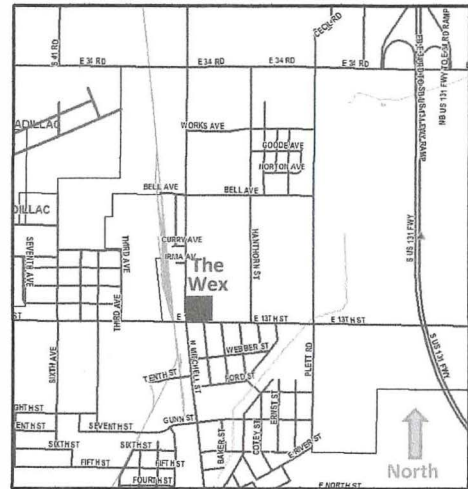
Prime

Professional: Scott Peedle, PE 6201052572
8199 Hagstrom Lane
Cadillac, MI 49601
231-388-0119
scottpeedle@hotmail.com

Mr. Peedle is responsible for the planning services necessary for the design and construction of the project. His responsibilities include development of project specifications, review of project submittals, and general construction oversight.

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Location Map



Plan Sheet

Existing interior and exterior A/C units to be removed.

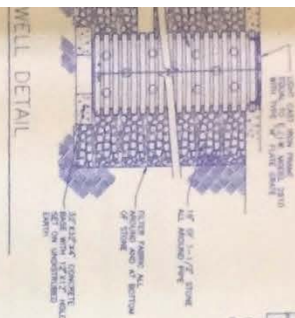
Existing interior A/C units to be removed.

Two ext. ceiling heating units to be removed.

Existing interior & exterior A/C units to be removed

Four new rooftop units to be installed (approx. location).

Two existing ceiling heating units to be removed.



DEHUMIDIFIER SCHEDULE

NO.	DESCRIPTION	QTY	UNIT	MAKE	MODEL	REMARKS
1	DEHUMIDIFIER	1	EA	DAIKIN	FH250	1.0
2	DEHUMIDIFIER	1	EA	DAIKIN	FH250	1.0

EXHAUST FAN SCHEDULE

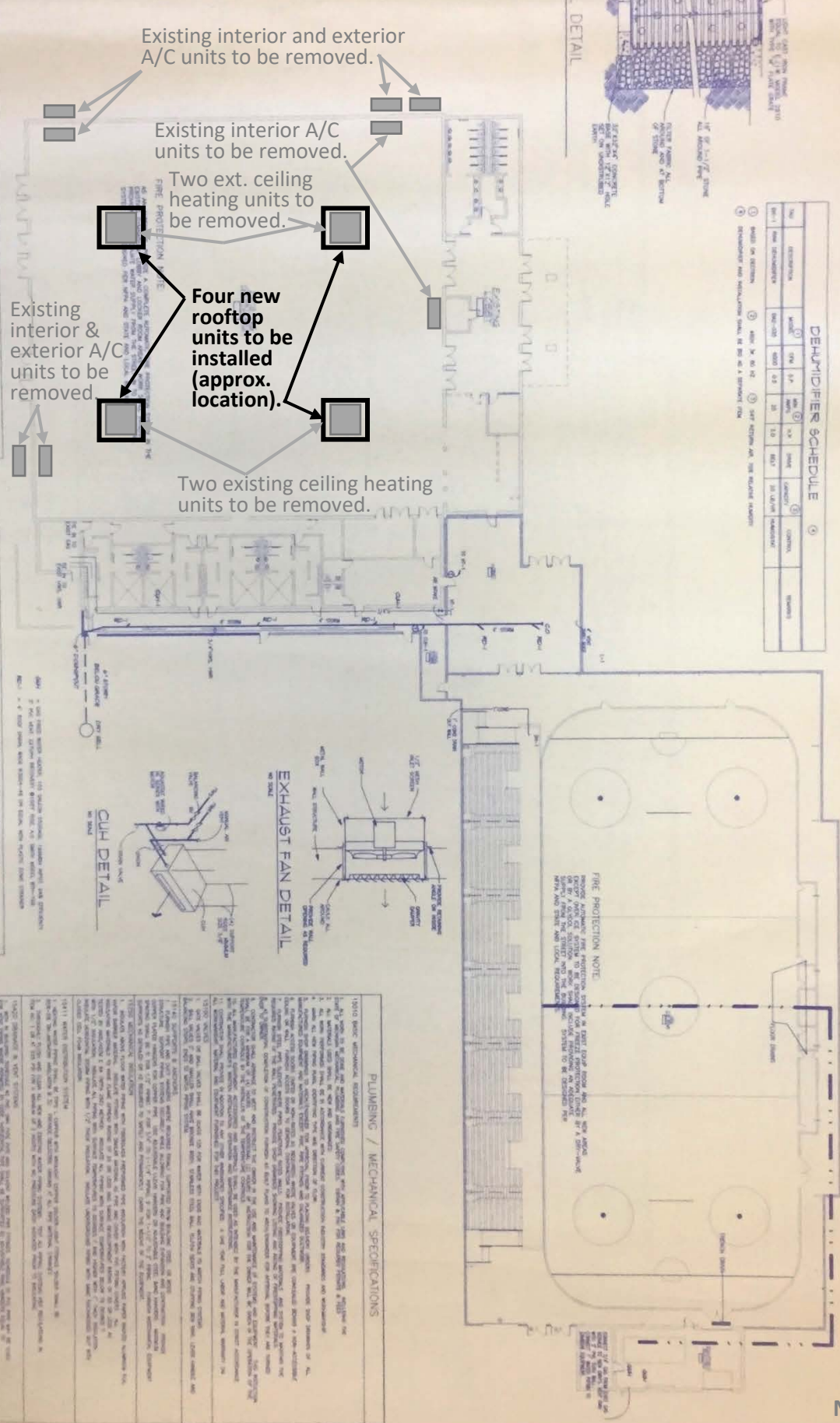
NO.	DESCRIPTION	QTY	UNIT	MAKE	MODEL	REMARKS
1	EXHAUST FAN	1	EA	DAIKIN	FH250	1.0

INFRARED HEATER SCHEDULE

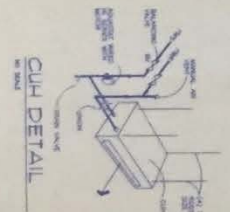
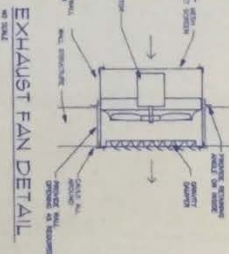
NO.	DESCRIPTION	QTY	UNIT	MAKE	MODEL	REMARKS
1	INFRARED HEATER	1	EA	DAIKIN	FH250	1.0

CABINET UNIT HEATER SCHEDULE

NO.	DESCRIPTION	QTY	UNIT	MAKE	MODEL	REMARKS
1	CABINET UNIT HEATER	1	EA	DAIKIN	FH250	1.0



FIRE PROTECTION NOTE
 PROVIDE AUTOMATIC FIRE PROTECTION SYSTEM IN EAST FOYER ROOM AND ALL NEW AREAS. PROVIDE 1/2" THICK FIRE RATED PROTECTIVE COVER AT ALL PENETRATIONS THROUGH THE CEILING AND THE WALLS. PROVIDE 1/2" THICK FIRE RATED PROTECTIVE COVER AT ALL PENETRATIONS THROUGH THE WALLS AND CEILING AND FLOOR PROTECTIVE COVER.



PLUMBING / MECHANICAL SPECIFICATIONS

1.0100 PLUMBING - GENERAL REQUIREMENTS
 1.0101 PLUMBING - GENERAL REQUIREMENTS
 1.0102 PLUMBING - GENERAL REQUIREMENTS
 1.0103 PLUMBING - GENERAL REQUIREMENTS
 1.0104 PLUMBING - GENERAL REQUIREMENTS
 1.0105 PLUMBING - GENERAL REQUIREMENTS
 1.0106 PLUMBING - GENERAL REQUIREMENTS
 1.0107 PLUMBING - GENERAL REQUIREMENTS
 1.0108 PLUMBING - GENERAL REQUIREMENTS
 1.0109 PLUMBING - GENERAL REQUIREMENTS
 1.0110 PLUMBING - GENERAL REQUIREMENTS
 1.0111 PLUMBING - GENERAL REQUIREMENTS
 1.0112 PLUMBING - GENERAL REQUIREMENTS
 1.0113 PLUMBING - GENERAL REQUIREMENTS
 1.0114 PLUMBING - GENERAL REQUIREMENTS
 1.0115 PLUMBING - GENERAL REQUIREMENTS
 1.0116 PLUMBING - GENERAL REQUIREMENTS
 1.0117 PLUMBING - GENERAL REQUIREMENTS
 1.0118 PLUMBING - GENERAL REQUIREMENTS
 1.0119 PLUMBING - GENERAL REQUIREMENTS
 1.0120 PLUMBING - GENERAL REQUIREMENTS



Utility & Permitting Information

Utilities

Electric

Consumers Energy Co.
330 Chestnut St.
Cadillac, MI 49601
800-477-5050

Natural Gas

DTE Energy
1560 Marty Paul St.
Cadillac, MI 49601
800-477-4747

Sewer

Haring Township Utility Department
515 Bell Ave.
Cadillac, MI 49601
231-775-8822

Water

Haring Township Utility Department
515 Bell Ave.
Cadillac, MI 49601
231-775-8822

Michigan law requires that underground utility lines must be flagged BEFORE digging begins. Contact Miss Dig online, by calling 811, or by calling 1-800-482-7171 to request a Locate Ticket.

Permitting

The following entity issues building, plumbing, mechanical, and electrical permits for this property:

Wexford County Building Department
401 North Lake St.
Cadillac, MI 49601

Phone: (231) 779-9465, fax: (231) 779-9110
Email: building@wexfordcounty.org
Hours: Monday-Thursday 8:30 a.m. – 5:00 p.m.
Closed 12:00 – 1:00 pm. Closed Fridays

1. Equipment and Materials

The following must be provided and installed:

- a) Four (4) 20 ton 460/3 phase rooftop units with 2 stage high heat, output capacity of 320 MBh.
- b) Units shall be Trane Voyager or approved equivalent.
- c) Economizers for each unit.
- d) Custom curb adaptors and related equipment for new rooftop units.
- e) New CO sensor for the control of the economizers for the area.
- f) New WIFI thermostat controls with remote sensors and smoke detectors.
- g) New gas lines for each rooftop unit.
- h) New electrical wiring for new rooftop units and conduit from facility mechanical room to the rooftop units: 70 amps of 480/3ph. Install new disconnects at the units with 110 conv. outlets.
- i) Steel angle iron for supports under the units to be welded in the ceiling (for weight distribution). All structural support work shall be approved by a structural engineer. Structural calculations shall be made available for review prior to authorization to proceed.
- j) Duct hangars ductwork with diffusers for all rooftop units.

2. Labor

- a) Labor to include installation of curb on the roof for new rooftop units; Installation of welded supports in building for new rooftop units; Installation of all new rooftop units with gas pipe and electrical to units; Installation of WIFI thermostats for remote control and monitoring with thermostats to have remote sensors installed in the electrical room; Installation of one (1) CO sensor for the area to control the economizers; Installation of gas lines and ductwork with registers from drops.
- b) Labor also to include removal and proper disposal of the existing heating units in the ceiling.
- c) Labor is to include removal and proper disposal of existing exterior and interior A/C units.
- d) Labor shall also include full system design, commissioning, development of operations and maintenance manuals, and basic operating and maintenance training to designated personnel as identified by the County.

3. Warranty

Warranty must be a minimum of (5) five years parts and labor on the compressors and (2) two years on all other parts.

4. Notes

- a) Construction Submittals: Technical data sheets and installation instructions shall be provided to the Prime Professional for review and approval for all materials. No payment will be made for purchase or installation of any materials for which a submittal has not been approved. Shop drawings shall be provided as indicated. HVAC system design and calculations shall be the responsibility of the contractor and shall be performed by a licensed engineer in the State of Michigan. All design and design calculations shall be submitted to the Prime Professional prior to the commencement of any work activities. In addition to HVAC system design and calculations, the contractor will be responsible for providing engineering drawings and calculations to verify structural capacity of existing roof and/or any structural modifications to support rooftop units. All engineering items shall be performed by a qualified and licensed engineer in the State of Michigan.
- b) Construction Requirements: The contractor shall be responsible to repair any County property damaged or affected by the contractor's work to match the existing materials and finishes. The Contractor shall to the extent feasible purchase materials and supplies locally.
- c) Contractor must clean job site of all work-related debris.
- d) Contractor shall obtain all necessary permits.
- e) Per the fully executed project agreement between the County and the Michigan Department of Natural Resources, all new telephone and electrical wiring within the project area must be buried.
- f) It shall be the responsibility of the contractor to verify existing conditions and to identify all work elements in order to bid the project accordingly. If any missing elements or deviations are discovered, they must be brought to the attention of the County's authorized representative prior to submitting bid package.
- g) Bids will be considered all-inclusive for the work described and no extra payment will be awarded unless substantial differing site conditions are discovered.
- h) Contractor must file a safety plan and must follow Michigan Occupational Safety & Health Administration and similar applicable regulations.
- i) Contractor must follow applicable CDC recommendations, applicable Michigan Executive Orders, and applicable County policies regarding COVID-19.