

WEST BRANCH – ROSE CITY AREA SCHOOLS  
2024 DOOR AND WINDOW REPLACEMENT PROJECT  
Ogemaw Heights High Schools and  
Surline Elementary/Middle School  
January 19, 2024

**DOCUMENT 00 11 16**

**INVITATION TO BID**

Project: West Branch – Rose City Schools; 2024 Door and Window Replacement Project

Owner:

West Branch – Rose City Area Schools  
PO Box 308  
West Branch, MI 48661

Architect/Engineer:

Anthony P. Esson, Architect, PLLC  
PO Box 479  
Gaylord, MI 49734

Date: January 19, 2024

West Branch – Rose City Area Schools will receive Bids from Bidders for remodeling work comprising replacement of designated windows at Ogemaw Heights High Schools and designated doors at Surline Elementary/Middle School.

Sealed Bids should be delivered in person to West Branch – Rose City Area Schools Central Office, c/o Gail Hughey, Superintendent, 960 HWY M33, West Branch, MI 48661. Bids must be received prior to 1:00 PM local time on February 6, 2024. Bids will be opened publically and read aloud immediately following the closure of the bidding period, in the West Branch – Rose City Area Schools Central Office located at 960 S. M33, West Branch, MI 48661. The Owner will not consider or accept a bid received after the date and time specified for bid submission. Post Bid Interviews with the apparent low Bidder(s) will be scheduled following receipt of Bids. All Bids will be evaluated at a later date.

There will be a Pre-Bid Conference conducted by the Owner and Architect/Engineer at 11:00 AM local time, Tuesday, January 30, 2024. The meeting will convene in the Ogemaw Heights High School Lobby located at 960 HWY M33, West Branch, MI 48661. The Pre-Bid Conference will consist of a brief informational meeting followed by an opportunity for Bidders to examine the Project site. Attendance is not mandatory but is strongly encouraged.

Bidding Documents will be available on or about January 22, 2024. Bidding Documents will be available to Bidders in electronic format (.pdf) free of charge. Interested Bidders may view and download bidding documents at [www.anthonypesonarchitect.com](http://www.anthonypesonarchitect.com). Select West Branch – Rose City Area Schools; 2024 Door and Window Replacement Project under the Bid Docs button.

Each Bidder shall include with its Bid, a sworn and notarized statement disclosing any familial relationships that exist between the owner or any employee of the Bidder and any member of the Board of Education of the Superintendent of the School District.

Compliance with the Iran Economic Sanctions Act (PA 517 of 2012) is required. Each Bidder shall include a sworn and notarized certification that they are not an "Iran Linked Business" as the term is defined in the Act.

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A Bid security in the amount of no less than 5 percent of the Bid Sum in the form of a Bid Bond, or certified check payable to the Owner shall accompany each Bid. A personal or company check does not constitute a Bid security.

Refer to other bidding requirements described in Document 00 21 13.

Bids shall be submitted on the Bid Form provided in the Bidding Documents.

The successful Bidder will be required to furnish Performance and Labor/Material Payment Bonds in the amount of 100% of the contract amount.

Bids will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all Bids, either in whole or in part; to award the Contract to other than the lowest Bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the Owner.

**END OF DOCUMENT**