

INVITATION FOR BIDS

- BIDS will be received by Missoula County Public Schools at the MCPS Business Building until July 11th, 2018 at 4:00 pm for Movable Furniture to be provided and installed in Sentinel High School, 901 South Ave W, Missoula, Montana 59801.
- Bid Documents request and questions may be directed to:

MMW Architects, Ryan Schumacher
125 West Alder Street
Missoula, MT 59802
406.543.5800
ryans@mmwarchitects.com

Directions for Submitting Bids

- E-Mail Bids will not be accepted
- Envelopes containing hard copy bids must be sealed, marked and addressed as follows:

Addressed to: Burley McWilliams
 Missoula County Public Schools
 915 S Ave W
 Missoula, MT 59801
Bid for: Sentinel High School Furniture

- Bidders are strongly cautioned to mail or ship bids to allow ample time for receipt at the MCPS Business Building. Overnight or next day delivery services may not be adequate. It is the bidder's responsibility to ensure that the bid is received by the date and time specified; no assumptions should be made in regard to an extension due to unforeseen circumstances of any kind.

Bid Submission Requirements

- Completed Bid Proposal Form (use provided bid form)
- Accompanying cut sheets/specifications & images of each furniture type priced
- Detailed information of any furniture substitutions you submit
- Bid Bond

Instructions to Bidders

- All bidders are to submit bids on Bid Proposal Form furnished in Bid Documents. All bid forms are to be signed in all designated spaces by an authorized officer or employee of the bidder.
- All bidders shall base their proposals on the exact schedule of equipment, material, or service specifications herein.

- Bidders are highly recommended to submit furniture substitution requests to the Architect during the bid period for approval. Furniture design will be reviewed when evaluating bids.
- Pictures, descriptions, and specifications should accompany all bids. Samples may be required and, if so, shall be furnished free of cost to the Owner.
- Reference to manufacturers, suppliers, catalog numbers, etc. is intended to set quality standards and does not preclude bids from others as long as quality standards are met. Offers of equal items shall state the brand and number of level of quality. Alternates will not be considered if they do not conform to specification requirements. Bidders may submit more than one bid for each Bid Package, with different furniture manufacturers in each bid.
- All bidders are required to submit unit prices and extended prices for each item bid, Where the unit price and the extended total price do not agree, the unit price shall prevail.
- Prices submitted on the Bid Proposal Form are to be installed prices to Sentinel High School, including removal of all waste.
- Should the bidder find discrepancies in, or omissions from the bid documents or should the bidder be in doubt as to their meaning, the bidder must immediately notify MMW Architects who will send written instructions to all bidders via Addenda.
- Addenda will be issued via email to each person holding contract documents. It is the bidder's responsibility to make inquiry as to the addenda issued. Addenda shall become part of the contract and all bidders shall be bound by such addenda.
- Inquiries will not be accepted to or replied to the previous day or day of required bid submission.
- The project is subject to Montana Prevailing Wage Rates for Building Construction, 2018.
- The project is subject to the 1% Montana Gross Receipts Tax withholding.
- Each bid must be accompanied by a bid guarantee bond payable to the Owner for ten percent (10%) of the total amount of the bid. As soon as the bid prices have been compared, the Owner will return the bonds of all except the three lowest responsible bidders. When the contract is executed the bonds of the unsuccessful bidders will be returned. The Bid Bond of the successful bidder will be retained until the Payment Bond and the Performance Bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a Bid Bond.
- The Owner reserves the right to award Bid Package 1 (Office), Bid Package 2 (Classrooms), and Bid Package 3 (Commons) separately at the Bid Package price submitted.
- The party/parties to whom the contract(s) is/are awarded will be required to execute the contract within ten (10) calendar days from receipt of contract. The contract shall serve as the Notice to Proceed.
- A Performance Bond and a Payment Bond, each in the amount of 100 percent (100%) of the contract price (with a corporate surety approved by the Grantee) will be required to ensure faithful performance of the contract.
- The Owner may make such investigations as he or she deems necessary to determine the ability of the bidder to perform the work.
- Conditional or qualified bids will not be accepted.
- Missoula County Public Schools is an equal opportunity employer.

Insurance Requirements

The limits of liability for insurance required shall provide coverages for not less than the following amounts or greater where required by Law or Regulations:

1. Workers' Compensation and Related Coverages:
 - a. State Statutory
 - b. Applicable Federal Statutory
 - c. Employer's Liability \$1,000,000.00
2. General Liability: The General Aggregate Limit shall apply separately to each of the Contractor's projects.
 - a. General Aggregate per project \$2,000,000.00
 - b. Products- Completed Operations (Aggregate) \$1,000,000.00
 - c. General Personal and Advertising Injury \$1,000,000.00
 - d. Bodily Injury and Property Damage \$1,000,000.00
(Each Occurrence)

Coverage will include:

- a. Premises – Operations
- b. Operations of Independent Contractor
- c. Contractual Liability
- d. Personal Injury
- e. Products and Completed Operations
- f. Broad Form Property Damage (to include explosion, collapse, blasting and underground where applicable).
- g. Per Project Aggregate Endorsement.

Contractor's Liability Insurance may be satisfied by primary insurance or a combination of primary and excess or umbrella insurance. Primary occurrence limit cannot be less than \$500,000.00. The deductible, if any, may not exceed \$5,000.00 per occurrence.

If the General Aggregate Limit is diminished by an amount of \$500,000 or greater, Contractor shall provide notice to Owner of this fact, and shall again provide such notice on each subsequent occasion on which the General Aggregate Limit is again diminished by an amount of \$500,000 or greater.

3. Automobile Liability:
 - a. Combined Single Limit (bodily injury and property damage)
Each Accident \$1,000,000.00
 - b. Coverage to Include:
 - a. All Owned
 - b. Hired
 - c. Non-Owned

Contractor's Automobile Liability Insurance must be satisfied by primary insurance of \$1,000,000.00. The deductible, if any, may not exceed \$5,000.00 per occurrence.

4. Contractor's Contractual Liability Coverage shall provide coverage for not less than the amounts required by the contract for General Liability as follows:
- | | | |
|----|-------------------------------|----------------|
| a. | General Aggregate Per Project | \$2,000,000.00 |
| b. | Each Occurrence | \$1,000,000.00 |
- (Bodily Injury and Property Damage)

Miscellaneous Provisions

- You must ensure you do not purchase unnecessary things under contract. You must evaluate whether it is most economical to lease rather than purchase equipment.
- Bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR 223, "Surety Companies Doing Business with the United States."
- Bid price for work to be held for 60 calendar days.
- It is understood that the Owner may accept any or all items at the prices listed in this proposal, including acceptance of alternates in any order. Time is of the essence to this bid and if delivery is not made within the time specified, MCPS reserves the right to cancel any order placed as a result of this Bid. The bid may not be withdrawn at any time prior to the scheduled time for the opening of Bids, or any authorized postponement thereof.
- The Owner may waive any informalities or minor defects or reject any and all BIDS. Any BID received after the time and date specified shall not be considered. No BIDDER may withdraw a BID within seven days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the OWNER and the BIDDER.
- Each bidder will be required to be registered with the Montana Department of Labor.
- BIDDERS must satisfy themselves of the accuracy of the estimated quantities in the BID Schedule by examination of the drawings and specifications, including ADDENDA. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

Schedule for Furniture Deliveries/Installation

Phase 1 – August 2018

- Admin
- Entry
- CPU Lab
- Library

Phase 2 – January 2019

- STEM

Phase 3 – August 2019

- North Commons
- South Commons
- Auto (400 Building)

BID PROPOSAL LETTER

MISSOULA COUNTY PUBLIC SCHOOLS – SENTINEL HIGH SCHOOL FURNITURE

MISSOULA, MONTANAJuly 11th, 2018Burley McWilliams
Missoula County Public Schools
915 S Ave W
Missoula, MT 59801

Dear Missoula County Public Schools:

The undersigned bidder, having become familiar with the local conditions affecting the cost of the work and with the contract documents, invitation for bids, instruction to bidders, proposal, plans and technical specifications prepared by MMW Architects, PC, and addenda, proposes and agrees to furnish and install all furniture specified for Sentinel High School Furniture – 901 South Ave W, Missoula, Montana 59801, all in accordance with the contract documents at the prices stated.

The undersigned certifies that:

- (a) He/She has examined the site of the work.
- (b) He/She understands the manner of payment for the cost of the project.
- (c) He/She has received and duly considered the Project Addenda:

1. BID PACKAGE 1 (OFFICE):

FURNITURE PIECE INCLUDED: CH1, CH2, CH5, CH6A, CH6B, DSK1, TB2, TB2A, TB3, TB3A

All furniture, labor, equipment, transportation and materials necessary for furniture, the completion of the Work described in the Contract Document, the sum of:

_____dollars

(\$ _____)

2. BID PACKAGE 2 (CLASSROOM):

FURNITURE PIECE INCLUDED: CH6, CH7, DSK2, DSK2A, WB1, WB1A, WB2

All furniture, labor, equipment, transportation and materials necessary for furniture, the completion of the Work described in the Contract Document, the sum of:

_____dollars

(\$ _____)

3. BID PACKAGE 3 (COMMONS):

FURNITURE PIECE INCLUDED: CH3, CH4, TB1, TB1A

All furniture, labor, equipment, transportation and materials necessary for furniture, the completion of the Work described in the Contract Document, the sum of:

_____ dollars

(\$ _____)

4. UNIT PRICES (PRICE PER FURNITURE PIECE)

CH1: _____ CH2: _____ CH3: _____

CH4: _____ CH5: _____ CH6: _____

CH6A: _____ CH6B: _____ CH7: _____

DSK1: _____ DSK2: _____ DKS2A: _____

TB1: _____ TB1A: _____ TB2: _____

TB2A: _____ TB3: _____ TB3A: _____

WB1: _____ WB1A: _____ WB2: _____

5. _____ Initial to acknowledge the Change Order fee may not exceed 10%, including all overhead, profit, bonds, and insurance.

6. ATTACH FURNITURE CUT SHEETS, IMAGES, AND SPECIFICATIONS.

7. ATTACH BID BOND PAYABLE TO MISSOULA COUNTY PUBLIC SCHOOLS FOR TEN PERCENT (10%) OF THE TOTAL AMOUNT OF THE BID.

8. **BIDDER:** The names of all persons interested in the foregoing bid as principals are: (Company name, principal's signature, and date):

9. _____ Initial to acknowledge Invitation to Bid Document requirements, including Directions for Submitting Bids, Bid Submission Requirements, Instructions to Bidders, Insurance Requirements, Miscellaneous Provisions, and Schedule for Furniture Deliveries.

10. CONTRACTOR TO: Initial to acknowledge the following Addenda:

Addendum #1: _____(Initial)

Addendum #2: _____(Initial)

Addendum #3: _____(Initial)

11. _____Initial to acknowledge that the project is subject to Montana Prevailing Wage Rates for Building Construction, 2018.**12.** _____Initial to acknowledge that the project is subject to 1% Montana Gross Receipts Tax withholding.**13.** _____Initial to acknowledge that a Performance and Payment Bond, each in the amount of one hundred percent (100%) of the contract price will be required prior to contract signature._____
Name of Firm
Business Address_____
State of Incorporation (if applicable)_____

Signature of Responsible Official_____
Printed name of Responsible Official & Title

Attach proof of signature authority to obligate company if not a Principal Owner or Officer
Montana Contractor's Registration No: _____