

Troy School District  
District Wide Moving  
Troy, Michigan

**SECTION 000101  
PROJECT TITLE PAGE**

**PROJECT MANUAL  
FOR  
TROY SCHOOL DISTRICT  
DISTRICT WIDE MOVING  
SEALED BID # 2324-10**



# **Barton Malow**

## **BUILDERS**

**1140 RANKIN DR.  
TROY, MICHIGAN 48083**

**DATE: 12-18-2023**

**PREPARED BY:**

**BARTON MALOW BUILDERS**



**END OF SECTION 000101**

Troy School District  
District Wide Moving  
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**SECTION 00102  
REQUEST FOR PROPOSAL**

Troy School District, Troy, MI, will be accepting sealed bids for The District Wide Moving bid. The necessary specifications and/or questions can be requested via e-mail to Nolan Gerds with the Barton Malow Builders at [Nolan.Gerds@bartonmalow.com](mailto:Nolan.Gerds@bartonmalow.com). Specifications will be e-mailed upon request.

**A pre-bid meeting will be held at Costello Elementary 1333 Hamman Dr, Troy, MI 48085 on December 27<sup>th</sup>, 2023, at 10:00 AM.**

All bid proposals shall be in accordance with the specifications set forth. All bids must be uploaded to Building Connected no later than January 4<sup>th</sup>, 2024, at 2:00 p.m.

The Board of Education reserves the right to reject any or all bids, to award contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities, to award to multiple contractors, and, in general, to make award in any manner deemed by it, in its sole discretion to be in the best interest of the School District.

No Fax bids will be accepted.

**END OF SECTION 00102**

## **SECTION 00200 INSTRUCTIONS TO BIDDERS**

### **Right to Reject**

1. The district reserves the right to accept or reject any or all bids or any part thereof, to waive informalities or irregularities therein, or award contracts to other than the low bidder in the best interest of the district.

### **Bid Award**

1. The district plans to award this project in two groups. A contractor can be awarded Group #1, Group #2, or both groups. The school groups are listed as follows.
  - a. Group #1: Baker Middle School, International Academy East, Costello Elementary School, and Wass Elementary School.
  - b. Group #2: Hamilton Elementary School, Leonard Elementary School, Schroeder Elementary School, and Wattles Elementary School.

### **Qualifications of Bidders**

1. In determining the qualifications of a bidder, the district will consider his record of performance of any contract for similar services in which he may have entered with other public bodies, and the district specifically and expressly reserves the right to reject the bid of such bidder if the record discloses that such bidder, in the opinion of the district, has not performed properly such contracts or otherwise disregarded contractual obligations. The district may make such investigation as it deems necessary to determine the ability of the bidder to perform the terms of the contract, and the bidder shall furnish the district all information for this purpose as the district may request.

### **Payment**

1. Submit invoice for payment via email to [AP@bartonmalow.com](mailto:AP@bartonmalow.com). Include project number 230018 on invoice.
2. Payment to be made within 60 days of invoice

### **Contracting & Insurance Requirements**

1. Comprehensive General Liability with policy limits of not less than Two Million Dollars (\$2,000,000) for each occurrence and Four Million Dollars (\$4,000,000) in the aggregate for bodily injury and property damage.
2. Automobile Liability covering owned and rented vehicles operated by the Contractor with policy limits of not less than One Million Dollars (\$1,000,000) combined single limit and Two Million Dollars (\$2,000,000) aggregate for bodily injury and property damage.
3. Umbrella or excess liability insurance to achieve the required coverage for Comprehensive General Liability and Automobile Liability, provided that such umbrella or excess insurance results in the same type of coverage as required for the individual policies. The Contractor shall provide umbrella coverage with a policy limit of not less than Four Million Dollars (\$4,000,000).
4. Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than Five Hundred Thousand Dollars (\$500,000).
5. A Pollution liability insurance policy providing Two Million Dollars (\$2,000,000) per job site pollution event and Two Million Dollars (\$2,000,000.00) policy aggregate.
6. Coverage may be provided on a "Claims made" or "occurrence" basis. However, if "Claims made" Contractor must agree to keep coverage in force for five (5) years after Project completion or until the statute of limitation runs, whichever is longer.

### **Changes from Original Specifications**

1. The school district reserves the right to make any desired change in the specifications after the same shall have been put under contract, but the change so made with the price to be added or

deducted from the contract price, therefore, shall be agreed upon in advance between the school district and the contractor. The contractor shall be furnished a supplement to the original contract; such supplement shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract. The school district reserves the right to increase or decrease the services being ordered to meet budget guidelines.

### School District's Right to Correct Deficiencies

1. If the contractor should neglect to execute the work properly, or if he should refuse to remedy any defects in his work due to inferior quality or workmanship or material, or if he should in any manner fail to perform any provision of this contract, the school district (after ten (10) days written notice to the contractor) may correct such deficiencies and may deduct the cost thereof from payment due the contractor.

### Withdrawal

1. No bid may be withdrawn for a period of Ninety (90) days after the date of the opening.

### Bid Schedule

- |                                   |                                |
|-----------------------------------|--------------------------------|
| 1. Out for Bid                    | December 18, 2023              |
| Pre-Bid Conference                | December 27, 2023, at 10: A.M. |
| Addendum #1                       | December 29, 2023              |
| Addendum #2                       | January 3, 2024                |
| Bid Due Date (building connected) | January 4, 2023, at 2:00P.M.   |
| Post Bid Interview                | January 5, 2023                |

### Construction Schedule

- |   |                        |
|---|------------------------|
| 1. Pre-Move Conference (w/ Owner)       | March 12, 2024         |
| Provide Owner Materials                 | March 26, 2024         |
| Move out ½ of Baker and all of Wattles. | June 14, 2024          |
| Move out the rest of Baker              | June 17, 2024          |
| Start moving out remaining schools.     | June 18, 2024          |
| Finish moving out remaining schools     | June 28, 2024          |
| Move Baker and Wattles items back       | Week of August 5, 2024 |

### Moving Details

1. This bid should include the cost to dispose and relocate furnishings, equipment, and boxes at all schools as indicated below. All items to be moved will be marked with one of the following labels. It is the responsibility of this contractor to provide all labels.
  - a. **Green label** – Furniture and equipment to be disposed of or recycled.
  - b. **Yellow label** – Furniture and equipment to be relocated to another location in the district. Building and room number will be indicated on the label. Assume 7 full classrooms at each of the elementary schools and 5 full classrooms at IAE and Baker (52 42 classrooms total) will be relocated to Smith Middle School, Athens High School, or Baker Middle School. Furniture in existing rooms of Smith Middle School, Athen High School, and Baker Middle School will need to be removed from site and disposed of, assume 90% of the existing furniture at Smith and Athens is combo desks and the remainder is larger desk/ tables. Relocated furniture will then be moved into existing rooms at Smith, Baker, and Athens. Yellow labels should have space to indicate school, teacher, room, and box #.
  - c. **Red label** – Furniture and equipment to be temporarily stored on site in another space and returned at the end of the summer. Room number to be written on label. These labels will only be used at the Wattles Media Center and Baker Middle School 2<sup>nd</sup> Floor. Red labels should have space to indicate school, teacher, room, and box #.
2. All rooms highlighted on the "Phase I Moving" attachment will need to be moved out by June 17,

2024.

- a. Wattles – Furniture in highlighted spaces to be moved as labeled. All furniture and mobile shelving in the Wattles media center will need to be relocated to the cafeteria and moved back in August and 7 classrooms worth of furniture will be relocated to another school within the district.
  - b. Baker Middle School – Furniture in highlighted spaces to be moved as labeled. Assume 50% of all furniture and non-fixed shelving on the second floor will be moved to the cafeteria on the first floor and be moved back in August. Provide all temporary protection for flooring. Provide boxes as needed for storage of items in shelving. **Assume 5 classrooms from Baker will be moved to either Smith middle school or Athens.**
3. All rooms highlighted on the “Phase II Moving” attachment will need to be moved out by June 28, 2024.
    - a. Costello Elementary – Furniture in highlighted spaces to be moved as labeled. Assume 7 classrooms worth of furniture will be relocated to another school within the district.
    - b. Hamilton Elementary – Furniture in highlighted spaces to be moved as labeled. Assume 7 classrooms worth of furniture will be relocated to another school within the district.
    - c. Leonard Elementary – Furniture in highlighted spaces to be moved as labeled. Assume 7 classrooms worth of furniture will be relocated to another school within the district.
    - d. Schroeder Elementary – Furniture in highlighted spaces to be moved as labeled. Assume 7 classrooms worth of furniture will be relocated to another school within the district.
    - e. Wass Elementary – Furniture in highlighted spaces to be moved as labeled. Assume 7 classrooms worth of furniture will be relocated to another school within the district.
    - f. International Academy East – Furniture in highlighted spaces to be moved as labeled. Assume **5 classrooms** 25% will be relocated to another school within the district.
  4. Rooms added to the plans in Addendum #1 will be colored in red. There are additional rooms at Baker and IAE.

#### **Allowance**

1. Contractor to include a \$1,000.00 allowance at each school for additional moving requirements outside of this scope, post move modifications to layouts, misc. moving, additional materials, etc. **Include this amount base bid. If allowance is not used it will be deducted from the final contract amount.**
2. **Contractor to include a 20 man hour allowance at international academy for additional moving. Include this amount base bid. If allowance is not used it will be deducted from the final contract amount.**

#### **Alternates**

1. Alternate #1 Store Furniture on Site (for Phase II moving)
  - a. Base Bid: Furniture in spaces highlighted needs to be removed and disposed of.
  - b. Alternate: In lieu of disposal provide a cost to recycle

#### **Additional Instructions to Bidders**

1. The successful bidder shall pay all taxes required by law.
2. Contractor must include the signed and notarized familial disclosure Iran sanctions form.
3. Any questions regarding the intent of this Request for Proposal must be submitted via e-mail to: Nolan Gerds, Barton Malow Builders at [Nolan.Gerds@bartonmalow.com](mailto:Nolan.Gerds@bartonmalow.com)
4. The Board of Education reserves the right to reject any or all bids, to award contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make award in any manner deemed by it, in its sole discretion to be in the best interest of the School district.

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**END OF SECTION 00200**

**SECTION 00220  
WORK SCOPES**

The work of this bid includes but is not limited to providing all labor, equipment, materials, and incidentals to complete the necessary furniture removal and relocation in accordance with the specifications, drawings, and site reviews. All work is to be performed in accordance with the contract documents. The scope of work is to include, but is not limited to, the following items:

1. Contractor will be responsible to perform moving services per the outline in this document and referenced attachments.
2. Contractor will be required to perform a pre-move meeting with Barton Malow and the Owner to review layouts, schedule, labeling, boxing, etc. and provide packing instructions. Contractor will be required to perform a site visit to record existing layouts for the return move.
3. Contractor to include all materials, equipment, labeling, boxes, packing material, blankets, tape, etc. to complete this move in a professional manner. Contractor to review site conditions and provide the quantities necessary to complete the move.
4. Contractor to include all furniture, furnishings and equipment relocation and removal per the work scopes, site visit, and attached drawings. Including all offices, common areas, storage rooms, conference rooms, etc.
5. Contractor will be responsible to properly move, stack and store all furniture, boxes, etc. to prevent any damage to the existing furnishings. Contractor to use materials such as blankets, plastic wrap, cardboard, etc. to prevent damage.
6. Contractor will be responsible to protect, box, etc. and move all misc. furnishings, pictures, plants, etc. typical of a professional office that may not fit into the boxes provided.
7. Personal computers, printers, phones and copiers will be the responsibility of the Owner.
8. Contractor shall designate a Supervisor who will directly communicate with Barton Malow on all moving activities.
9. Any damage to the District's facility, equipment or furnishings caused by the work of the contractor will be replaced or repaired at the contractor's expense to the District's satisfaction.

**END OF SECTION 00220**