

Troy School District  
District Wide Moving Summer 2025  
Troy, Michigan

**SECTION 000101  
PROJECT TITLE PAGE**

**PROJECT MANUAL  
FOR  
TROY SCHOOL DISTRICT  
DISTRICT WIDE MOVING SUMMER 2025  
SEALED BID # 2425-10**



# **Barton Malow**

## **BUILDERS**

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

**DATE: 12-20-2024**

**PREPARED BY:**

**BARTON MALOW BUILDERS**



**END OF SECTION 000101**

Troy School District  
District Wide Moving Summer 2025  
Troy, Michigan

**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 Adam Lewis with the Barton Malow Builders at Adam.Lewis@bartonmalow.com. Specifications will be e-mailed upon request.

**A pre-bid meeting will be held at Barnard Elementary 3601 Forge Dr, Troy, MI 48083 on January 2<sup>nd</sup>, 2025, 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 14<sup>th</sup>, 2025, 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.

### **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. Invoice's must note billed to date amount and total current contract amount. Invoices without this information will not be processed.
3. Payment to be made within 60 days of invoice

### **Contracting & Insurance Requirements**

1. Comprehensive General Liability with policy limits of not less than One Million Dollars (\$1,000,000) for each occurrence and Two Million Dollars (\$2,000,000) 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 Two Million Dollars (\$2,000,000).
4. Workers' Compensation at statutory limits and Employers Liability with a policy limit of not less than Two Hundred Fifty Thousand Dollars (\$250,000).
5. A Pollution liability insurance policy providing Million Dollars (\$1,000,000) per job site pollution event and One Million Dollars (\$1,000,000.00) 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 five (5)) 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 20, 2024             |
| Pre-Bid Conference                | January 02, 2025, at 10: A.M. |
| RFI Deadline                      | January 09, 2025              |
| Bid Due Date (building connected) | January 14, 2025, at          |
| Post Bid Interview                | 2:00P.M. January 15, 2025     |

### Construction Schedule (See attached Schedule)

- |  |                        |
|--|------------------------|
| 1. Pre-Move Conference (w/ Owner)      | March 12, 2025         |
| Provide Owner Materials                | March 26, 2025         |
| Start moving out with Baker            | June 06, 2025          |
| Finish moving out remaining schools by | June 23, 2025          |
| Move Baker items back                  | Week of July 21, 2025  |
| Move Barnard, Wass, IAE, and Hill back | Week of August 4, 2025 |

### 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 30% of all classrooms at each of the schools will be relocated to rooms at one of any five buildings in district. Furniture in existing rooms of those five buildings will need to be removed from site and disposed of, assume 90% of the existing furniture at those five buildings is combo desks and the remainder is larger desk/ tables.. 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 Baker Middle School Media Center. Red labels should have space to indicate school, teacher, room, and box #.
- 2.

### 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 40-man hour allowance for additional moving. Provide breakout of total cost included for this allowance in bid proposal. **Include this amount base bid. If allowance is not used it will be deducted from the final contract amount.**

**Alternates**

1. Alternate #1 Recycle removed furniture instead of disposal
  - 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: Adam Lewis, Barton Malow Builders at [Adam.Lewis@bartonmalow.com](mailto:Adam.Lewis@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.

**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**