**INSTRUCTIONS TO BIDDERS**
**NVPS Athletics Stadium Addition & Renovation**

**Owner:** Northview Public Schools
**Architect:** Integrated Design Solutions
**Construction Manager:** Rockford Construction

**Bid Categories included in this project:**

| | |
|---|---|
| Selective Demo | Cast In Place Concrete |
| Masonry | Structural Steel & Misc. Metals |
| General Trades (Rough Carpentry, Wood Trusses, Doors/hardware/Coiling Doors, Sectional Doors, Signage, Toilet Partitions, Accessories, Athletic Equipment, Stainless Steel Tables/Counters. | Caulking & Sealants, Damp Proofing & Vapor Barrier |
| Roofing/Sheet Metal/Metal Panels | Aluminum Framing/Glass & Glazing |
| Metal Stud/Drywall/Ceiling Metal Truss | Flooring |
| Painting | Plumbing |
| HVAC | Electrical/Site Electrical |
| Excavation/Utilities (Civil Related Demolition) | Asphalt |
| Landscape/Irrigation/Retaining Walls | Synthetic Turf/Base |
| All Weather Synthetic Track Surface | Fencing/Netting |

1. Bids will be received FROM ALL BIDDERS via Procore Bidding:

   Bid Package 2 - Athletics - Grand Rapids, MI | Procore

2. Bids must be received via Procore Bidding submission no later than 1:00PM (ET), on November 10, 2026, for all bid categories. The Northview Public School Board will not consider or accept bids received after this date and time specified for bid submission.

3. A **public bid opening** will take place on the bid due date, **November 10, 2026 at 1:00 PM** (ET), local time, to which the board will open and read aloud each bid received by the board prior to the deadline. The public opening will take place at *4365 Hunsberger Ave NE, Grand Rapids, Michigan 49525*. There will be an option to attend virtually via Zoom. The link will be sent out 48-Hours before the bid opening.

4. Post-bid interviews will be held between November 11, 2026, and November 25, 2026 via Zoom Calls.

5. Bids must be prepared and submitted using the Bid Proposal Form provided in Procore Bidding. Bidders may not modify, alter, qualify, or attach stipulations to the Bid Proposal Form. The Owner and Rockford Construction reserve the right to reject such bids as non-responsive. Proposals shall remain firm for ninety (90) days from date of Bid Opening.

6. Bids must be accompanied by a sworn statement disclosing any familial relationship between the owner(s) or any employee of the bidder and any member of the Board of Education of the School

District or the Superintendent of the School District. The Board of Education will not accept bids submitted without a sworn and notarized familial relationship disclosure statement.

7. Bids must be accompanied by an Iran Economic Sanctions Act Certification in accordance with MCL 129.311. The Board of Education will not accept bids submitted without a sworn and notarized Iran Economic Sanctions Act Certification.

8. In addition, all bids shall be accompanied by a signed and notarized Criminal Background Affidavit, Non-Collusive Affidavit, Legal Status of Bidder Affidavit, and a signed Equal Opportunity Form.

9. Applicable Michigan use and sales tax apply to this project.

10. All bidders should note that this project does **NOT** require prevailing wages.

11. Bid Documents may be examined via BuildingConnected.

12. SCHEDULE: Bids must be based upon the Preliminary Construction Schedule (Section 01 32 16 – Construction Progress Schedule).

13. **A pre-bid walk through will be held from 9:00AM – 9:30AM, local time (ET), on October 06, 2026.** The meeting place will be on site at 4451 Hunsberger Avenue NE, Grand Rapids, Michigan 49525. **Please plan to meet at the Field Office at the Performing Arts Center Entrance to the High School. Parking is available in the lot near the trailer**

14. SITE INSPECTION: Inspection of the work areas is the responsibility of the Trade Contractor. There will be no adjustments in the Contract Sum for additional costs that could have been avoided had Trade Contractor thoroughly reviewed all site conditions.

15. CHANGE ORDER FEES: For any additional work performed upon authorization of Owner, Bidder agrees to accept the following fees:
    A. A fee of 10% applied to total cost of labor. Reimbursable labor must be expended at the Project Site and must include hourly wage rate plus all insurance, taxes, health and welfare contributions and other employee benefits. No other miscellaneous fees, allowances, off site labor, or overhead costs are allowed; overhead includes all costs not directly expended at the Project Site.
    B. A fee of 10% applied to total cost of material and equipment. Total cost of material includes applicable sales tax.
    C. A fee of 5% applied to quote of a Trade Contractor. These fees shall be acceptable as full compensation for extra work including all Trade Contractor overhead and profit.
    D. Additional bond premiums allowed at net invoice charge. A cost breakdown of all wages, material and vendor invoices must be submitted with all extra work to contracts.
    E. Markups are based on amounts determined after all applicable discounts are applied. Costs exclude warehousing, small tools or estimating charges, which are part of overhead.
    F. CREDIT FOR WORK DELETED should any work be deleted from Contract by order of Owner, full cost savings realized thereby will be credited to Rockford and/or Owner.

16. ALLOWANCES:
    A. Products and material under allowance shall be purchased only as directed by Rockford Construction. The amount of allowance must include net cost of product, delivery to the site, and applicable taxes. In addition to the amount of the allowance, the Base Bid must include Trade Contractor's costs for handling at site including unloading, uncrating and storage; protection from elements, from damage; labor, installation, and finishing; other expenses (e.g., testing, adjusting, and balancing) required to complete installation; overhead and profit. These costs will be included in the Contract Sum.

B. After selection of material by Architect/Engineer and Owner, the contract prices will be adjusted by Change Order to reflect increases or decreases to the allowance.
C. Selection of product/material: after consulting with Trade Contractor, the Architect/Engineer will select the product/ material to be used and notify the Trade Contractor of its selection. The Trade Contractor shall assist and make appropriate recommendations to the Architect/Engineer in determining qualified suppliers. The Trade Contractor will also obtain proposals from suppliers when requested by the Architect/Engineer. The Trade Contractor will notify the Architect/Engineer in writing, of effect anticipated by selection of product or supplier under consideration on Construction Schedule and Contract Sum. The Trade Contractor is responsible for arranging delivery and unloading, prompt inspection of product for damage and defects and submitting claims for transportation damage.
D. Unused funds included under allowances shall be credited to the Owner by deduct Change Order prior to approval of Final Application for Payment.
E. Refer to the descriptions of the individual specific scopes of work within this section for allowances to be included within the base bid.

17. MANDATORY ALTERNATES: Trade Contractor agrees that prices quoted for Mandatory Alternates (to be quoted on Bid Form) shall be acceptable as full compensation for work thus described in the drawings, specifications, and Instructions to Bidders. Rockford Construction and/or Owner may decide in their sole discretion to proceed with Mandatory Alternates in any order or combination.

18. VOLUNTARY ALTERNATES: Voluntary Alternates must comply with the Bid and Contract Documents. Submit Voluntary Alternates at location indicated on Proposal Form or on Bidder's company letterhead clearly labeled as:

***VOLUNTARY ALTERNATE(S)***

Voluntary Alternates must be sufficiently and adequately detailed (see CSI Form 003600) to allow acceptance or rejection. Rockford Construction and the Owner will not consider Voluntary Alternates if the requested Lump Sum Base Bid, Unit Prices, and Mandatory Alternates are not offered. Rockford Construction and/or Owner may decide in their sole discretion to proceed with Mandatory Alternates in any order or combination.

19. BIDDERS EXAMINATION OF PREMISES AND THE CONTRACT DOCUMENTS: Bidders shall visit the site(s) to familiarize themselves with local conditions affecting the job. Bidders shall take their own measurements and be responsible for the correctness of same. Bidders shall be held to have made such examinations. There will be no adjustment to the Contract Sum in case of errors or omissions. If any part of the Trade Contractor's Work depends, for proper results, upon existing work or the work of another trade contractor, the Trade Contractor shall notify Rockford Construction before commencing work of any conditions or defects that will affect the results. Failure to so notify will be deemed acceptance of the conditions. Plans, diagrams, and other descriptive information which depict existing conditions are provided for scope identification and scheduling purposes only; dimensions should not be scaled. Quantities, elevations, measurements, and locations shown may have been approximated and / or gathered from dated, incomplete original construction documents. **Therefore, this data should not be relied on for bidding purposes without field verification by bidders.**

By executing the Trade Contractor Agreement, the Trade Contractor will represent and warrant that it has visited the Project Site and concluded that it can perform the work for the Contract Sum, in accordance with the Schedule, and with competent and sufficient manpower and adequate equipment.

The Contract Documents are intended to provide sufficient information for the Trade Contractor to perform all Work required. However, the Trade Contractor shall rely on its own site inspection and review of the Contract Documents to obtain any information necessary to properly execute and complete the Work. If this inspection and review present any unanswered questions, the

bidder must submit them in writing to Rockford Construction at least five (5) days before the bid to allow written addenda to be issued.
**Submission of a Bid Proposal shall constitute acceptance of all terms and conditions set forth in the Contract Document terms and conditions.**

Any incidental material, labor, or detail, required for the proper execution and completion of the Work required by governing codes, local regulations, trade practices, operational functions, and good workmanship, shall be provided as part of the Work and is deemed included in the Contract Sum, even though not specifically required under the Contract Documents.

By submitting a bid, the bidder represents that it has read and understood the Bidding Documents and the Contract Documents, has satisfied itself as to the extent of the proposed work, is familiar with the local conditions under which the work is to be performed and has made his own estimate of the facilities and difficulties attending the performance and completion of the work.

20. QUESTIONS (RFI) DURING BID PERIOD:
    A. All questions must be provided in writing. The owner, architect or Rockford will not provide any oral explanation or interpretation of the contract documents.
    B. Questions will only be accepted on or before September 10, 2026.
    C. Answers to all Requests for Information will be provided to all bidders.

21. SUB-TRADE CONTRACTORS AND VENDORS: No single trade contract may exceed 50% of the Lump Sum Base Bid without written approval of Rockford Construction. All proposed trade contractors and vendors must demonstrate, to the satisfaction of Rockford Construction, qualifications to perform specified work.

22. DEFINITIONS: All definitions set forth in the Contract Documents are applicable to these Instructions to Bidders.

23. EXAMINATION OF BIDDING DOCUMENTS: Each bidder shall examine the Bidding Documents and Contract Documents carefully. Questions and Requests for Information may be submitted as set forth in these Instructions. Only a written interpretation or correction by addendum or bid clarification shall be binding. All addenda or bid clarifications so issued shall become a part of the Contract Documents.

24. SUBSTITUTIONS:
    A. Each bid or proposal shall be based upon the materials and equipment described in the bidding documents.
    B. Whenever a material, article or piece of equipment is identified on the drawings or in the specifications by reference to manufacturers' or vendors' names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, and any material, article, or piece of equipment of other manufacturers or vendors which will adequately perform the duties imposed by the general design may be considered equally acceptable, PROVIDED the proposed substitute material, article, or piece of equipment is, in the opinion of Rockford Construction and Architect/Engineer of equal substance, appearance and function, and is approved in writing before the bid due date.
    C. To obtain approval to use unspecified products, bidders shall submit an emailed or written request via a Substitution Request Form (Section 00 61 13 – Substitution Request during bidding) at least September 10, 2026 before the bid date and hour. Requests received after this time will not be considered. Each such request shall include a complete description of the proposed substitute and the name and specification section of the material or equipment for which it is to be substituted. Requests shall clearly describe the product for which approval is asked, including all data necessary to demonstrate acceptability. If the product is acceptable, the Architect will approve it in an Addendum issued to all plan holders on record.

25. BIDDING PROCEDURES:
    A. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the advertisement or prior to any extension thereof issued

by addendum to the bidders or as directed by Rockford Construction. Bids received after the time and date for receipt of bids will be returned unopened.

B. Prior to the receipt of bids, addenda will be distributed electronically to each person or firm recorded by the Rockford Construction as having received the bidding documents and will be available for inspection wherever the bidding documents are kept available for that purpose. No addendum will be issued later than three (3) days prior to the date for receipt of bids except an addendum, if necessary, postponing the date for receipt of bids or withdrawing the request for bids. Each bidder shall ascertain prior to submitting a bid that it has received all addenda issued and shall acknowledge receipt in the bid.

C. Combined bids will be accepted only for those companies pre-qualified for more than one bid category in the same bid pack and will be considered only if submitted on a separate proposal form and proper identification of all bid categories included is given.

D. All bids must be signed as follows:
   1) Corporations: Signature of official shall be accompanied by a certified copy of the resolution of the board of directors authorizing the individual signing to bind the corporation.
   2) Partnerships: Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If a certified copy of the partnership's certificate submitted with the bid indicates that all partners have signed, no authorization is required.
   3) Bids submitted by joint ventures shall be signed by one of the joint ventures and shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all the joint ventures. If a certified copy of the joint ventures' certificate submitted with the bid indicates that all joint ventures have signed, no authorization is required.
   4) Individual signing in own behalf: No authorization is required.
   5) Individual signing on behalf of another: Power of attorney or comparable evidence of authority shall accompany bid.

E. Bids shall be prepared on unaltered proposal forms furnished with the bidding documents. A separate form is required for each category.

G. No responsibility shall attach to Rockford Construction, the Owner, or the authorized representatives of either one, for the premature opening of any proposal that is not properly addressed, delivered, and identified.

H. The bidder shall assume full responsibility for timely delivery of bid to the location designated.

I. Negligence in preparation, improper preparation, errors, or omissions in the bid shall not relieve the Trade Contractor, if awarded, from fulfillment of any and all applicable obligations and requirements of the Contract Documents.

J. The Owner or Rockford Construction, in making copies of the bidding documents available, do so only for the purpose of obtaining bids for the Project and do not confer a license or grant for any other use.

26. CONSIDERATION OF BIDS:

A. The bidder acknowledges the right of Rockford and the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid:
   1) If the bidder fails to furnish any required bid security, or fails to submit the data required by the bidding documents; or
   2) If the bid is in any way incomplete or irregular; or
   3) If the bidder's performance as a Trade Contractor was unsatisfactory under a prior contract for the construction, repair, modification, or demolition of a facility with the Owner or Rockford Construction.
   4) For known poor performance by the bidder.
   5) Inadequate financial condition.

B. Rockford and the Owner may accept Mandatory and Voluntary Alternates in their sole discretion and in any order or combination.

C. Bidders may be requested to submit to Rockford Construction a properly executed Contractor's Qualification Statement or other information format specified by Rockford Construction after bid opening. Bidders shall be prepared to submit their most recent audited

financial statement prior to Rockford Construction making an award of contract. Simple balance sheets will not be acceptable.

D. Bids must be based on the entire bid category. Partial bids will not be considered.

27. BID SECURITY: Bidders are required to furnish a Bid Security in the amount of five (5%) percent of the Base Bid. The Bid Security may be in the form of a bid bond, certified, or cashier's check made payable to Northview Public Schools. This Bid Security will be a guarantee that the bidder selected by Northview Public Schools will furnish the required Performance, Labor and Material Bonds; failure to do so may result in forfeiture of the Bid Security.

28. PERFORMANCE AND LABOR AND MATERIAL BONDS:
    A. All bidders must indicate, where shown on the Proposal Form, the cost of Performance and Labor and Material Payment Bonds covering 100% of the value of the Project. Do not include the cost of the Bonds in the Base Bid.
    B. If awarded the Contract, the bidder may be required by the Owner or Rockford Construction to provide a performance bond and a labor and material payment bond, each covering up to the full amount of the Contract sum as security for the proper performance of all work under the Contract and payment of all charges in connection therewith, within fifteen (15) days after the acceptance of any proposal. The cost to provide performance bonds must be priced as a separate add option (Refer to the Bid Proposal Form - in BuildingConnected*).* The bidder shall obtain such bonds in a manner consistent with Michigan law. Bonds signed by attorney-in-fact must be accompanied by a certified and effectively dated copy of their power of attorney. Performance and labor and material payment bonds may not be required for proposals less than $50,000.00. Rockford Construction and Owner shall be named obligees.
    C. The bonds must be provided by a surety company complying with the following requirements, unless the owner has defined more stringent requirements, in which case the owner's requirements shall supersede:
        1) Policy holders rating of A- or higher
        2) Financial category not less than Class V, as shown on Best's Key Rating Guide, latest edition
        3) Listed in the Most current edition of the U.S. Department of the Treasury Circular 570 (Federal Register)
        4) Licensed in the State of Michigan
        5) Penal sum of the bond does not exceed the underwriting limitation set forth in the subject Circular, unless the excess, if any, is reinsured with the approval of the Owner.

29. MINORITY, WOMAN, AND HANDICAPPED TRADE CONTRACTORS AND SUPPLIERS:
    A. Bidders are encouraged to utilize minority, woman, and handicapped owned business on this project
    B. For assistance in locating and identifying certified businesses, contact the Department of Civil Rights, Compliance Division, Leonard Plaza, Lansing, Michigan 48913, or the Department of Transportation, Office of Small Business Liaison, or Trade Contractors Division, Transportation Building, Lansing, Michigan 48917.

30. AWARD OF TRADE CONTRACTS:
    A. Bid Proposals will be addressed to Rockford Construction. The Owner will authorize, through an action of its Board, Rockford Construction to award Trade Contracts through the execution of a Trade Contract Agreement between Rockford Construction and the successful bidder.
    B. An approved Rockford Construction Vendor Prequalification Form must be on file prior to final trade contract award.
    C. Rockford Construction and the successful bidder for each Scope of Work will enter into a Trade Contractor Agreement using Rockford Construction's/Owner's standard terms and conditions (See Section 00 52 00x) which incorporate all Contract Documents including, without limitation, this Bidding Instructions.
    D. Failure of the bidder to accept these terms and conditions may result in cancellation of the award. ANY exception to the terms and conditions MUST be submitted with bidder's bid or proposal. Modifications to the Contract Documents received after bids have been received will **not** be considered.

**END OF SECTION**