



Town Hall Auditorium
Renovation

2024

Design, labor and materials associated with renovating and furnishing the
Bloomfield Township Hall Auditorium. Specifications found within.

Bloomfield
Township



Request for Proposal

The Charter Township of Bloomfield’s Department of Public Works distributes bid documents and requests for quotes through the Michigan Intergovernmental Trade Network (MITN). Copies of documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from the MITN system are guaranteed access to receive addendum information, if such information is issued. Vendors are required to register with the MITN site in order to gain access to the specifications and in order to submit a quote. Free registration is available and can be done at the following link: www.mitn.info

- 1) Go to the www.mitn.info
- 2) Select vendor registration at the top of the page
- 3) Review the vendor registration options that are available
- 4) Register to access bid form and specifications

You should register for at least one of the following NIGP Codes:

96248

90652

91065

NOTE: Any deviation from the specifications must be noted on the bid. Failure to complete every space on the bid form may disqualify the bid.

BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

Bids must be submitted and received by Thursday, June 27, 2024 at 2:00 P.M. All bids must be submitted in a sealed envelope marked “Township Hall Auditorium Renovation – 2024” and either mailed or delivered to Bloomfield Township, 4200 Telegraph Road, Bloomfield Hills, MI 48303-0489.

Questions regarding the bid must be made in writing (letter or email) prior to Thursday, June 13, 2024 at 4:30 P.M. at which time a response will be prepared and forwarded to all vendors.

Carrie LeZotte
Director of Cable & Community Relations
Bloomfield Township
Email: Clezotte@bloomfieldtwp.org
P: 248-433-7790
F: 248-642-7624



Project Description

The Township of Bloomfield is accepting bids for the Design, labor and materials associated with renovating the auditorium within Township Hall. The bidder will be responsible for all phases and aspects of the renovation.

The proposal shall include all of the cost associated with the design concept. All of the procurement of supplies for the renovation. All of the labor required to complete the renovation in accordance with the proposed design. The design does NOT need to be submitted with the bid. This will be an interactive process in cooperation with the assigned personnel from Bloomfield Township.

The successful bidder must meet and provide all requirements as outlined in the specifications package contained herein. The bid form contains general conditions which are used as the basis for the overall bid evaluation. All bids shall be in conformance with and subject to General Specifications and other bid documents as contained herein.

1 General Conditions

- 1.1 The manufacturer's warranty and/or component warranties MUST be stated. Unsatisfactory or inadequate warranty provisions shall, in themselves, be justification for the denial of the award by the Township.
- 1.2 The unit provided shall meet or exceed all Federal and State of Michigan safety, health and lighting regulations and standards in effect and applicable to equipment furnished at the time of manufacture.
- 1.3 All bid prices shall remain in effect for at least ninety (90) days from the date of the bid opening to allow for the award of the bid.
- 1.4 No bidder may withdraw a bid after the actual date of the opening thereof except in a case where a bidder demonstrates to the Township's reasonable satisfaction that a material and substantial mistake was made in preparing the bid, in which event the bidder shall have 24 hours after the opening of the bid to deliver to the Township a notice, in writing, that the bidder desires to withdraw the bid and state the reasons therefore. Once a bid is withdrawn, it may not be re-bid.



Town Hall Auditorium Renovation | 2024

- 1.5 The Township reserves the right to reject any and all bids; and to waive any defect or irregularity in bids. The Township reserves the right to accept any separate item in the bid; and to accept the bid that in the opinion of the Township is to the best advantage and interest of the public.

- 1.6 Any significant explanation desired by the bidder, regarding meaning or interpretation of the bid must be requested with sufficient time allowed for a reply to reach all prospective bidders before the submission of their bids. Any information given to a prospective bidder concerning the bid will be furnished to all prospective bidders as an amendment or an addendum to the bid, if such information would be of significance to uninformed bidders. The Township shall make the sole determination as to the significance to uninformed bidders. Monday, June 17, 2024 at 4:30 P.M. at which time a response will be prepared and forwarded to all vendors.

NOTE: An on-site pre-bid meeting is optional on Thursday, June 20, 2024 at 10:30 am. This will take place in the Town Hall auditorium. For more information, please contact: Carrie LeZotte, Director of Cable & Community Relations at Clezotte@bloomfieldtwp.org or 248-433-7790.

- 1.7 Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Prices quoted shall not include Federal or State taxes. The Township will furnish the successful bidder with a tax exemption certificate upon request.

- 1.8 The successful bidder will be required to coordinate with the Township for a pre-construction meeting, to be held prior to the build process to ensure work will be completed to Township standards and will meet specifications. The Township shall determine the date of the meeting after arranging it with the vendor.

- 1.9 The successful bidder shall be responsible for the procurement, removal and installation of any furniture, lighting, trim, doors and window treatments as well as any other construction throughout this project.

- 1.10 Each bidder shall examine the work site as well as the bid specifications contained herein, so as to arrive at a clear understanding of the work to be performed. Such considerations shall include the arrangement and condition of the existing structures and facilities, the availability and cost of labor and facilities for transportation, handling, and storage of materials and equipment. In submitting a proposal, the contractor accepts full responsibility for their conclusions relative to the nature and probable difficulties of performing the work specified, and no additional payments will be made by the Township for unanticipated difficulties encountered in performing the actual work.



Town Hall Auditorium Renovation | 2024

- 1.11** A bid price that includes a breakdown for parts and labor shall be submitted for performing each phase of any work specified in the plans and specifications as a turnkey project. If any items, accessories or groups of items required to perform the work specified are not specifically indicated in the plans and specifications, it shall be the successful bidder's responsibility to furnish those items, accessories or groups of items, and include them in the bid price submitted.
- 1.12** The successful bidder shall have a minimum ten (10) years' experience in related work and in similar conditions, including the design and construction of comparable type and size of renovation.
- 1.13** The successful bidder shall perform all work by competent, trained, and properly equipped personnel in strict accordance with good practices, and applicable industry standards.
- 1.14** The successful bidder shall make necessary field measurements and coordinate with the furniture manufacturer or its representative to assure precise fit of items in accordance with the approved design at no additional charge.
- 1.15** The successful bidder shall coordinate with the furniture supplier for delivery of the units and shall be responsible for offloading the units.
- 1.16** The successful bidder shall be responsible for sequencing construction operations in an efficient manner, and to minimize the length of service interruptions.
- 1.17** The successful bidder shall be responsible for removal and proper disposal of existing furniture as well as any construction refuse.
- 1.18** The successful bidder shall be responsible for the purchase and installation of every element of the renovation project.
- 1.19** The successful bidder shall be responsible for temporary connections, systems, and services.
- 1.20** The successful bidder will not subcontract the work to another company. Trades such as electrical or painting may be brought in to assist with the construction.

2 Notice to Bidders

Examples shown are listed to indicate the type and class of equipment desired. Bidders are cautioned to read the specifications carefully, as there may be special requirements not commonly offered by the equipment manufacturer. Bidders are cautioned that any units delivered which do not meet the specifications in every aspect, will not be accepted. A site visit shall be made as all new equipment must



conform to existing mounting and connection points. All new equipment shall meet or exceed existing specifications.

3 Scope of Work

Bidders shall complete every space in the following specification tables. Every item should be marked with an “X” to indicate the specification is being EXACTLY met or with a description of ANY DEVIATION from the specification. **Failure to complete every space on the specification form may disqualify the bidder.**

Each section of this document is separated and labeled in the bottom-right of each page; there is also an index on page 12 to guide through the specifications of different equipment components. Except where noted in “Exceptions,” the following bids are in strict accordance with the specifications contained herein.

- 3.1 Providing a design concept for the auditorium space.
- 3.2 Removal and installation of all lighting as required as part of the project.
- 3.3 All painting of the walls in the Township Hall auditorium.
- 3.4 All removal of existing doors and installation of new doors in the Township Hall auditorium.
- 3.5 All removal of existing trim and installation and painting of new trim in the Township Hall auditorium.
- 3.6 All sanding, painting and/or staining of the of dais.
- 3.7 Removal of the existing dais countertop. Procurement and installation of a new countertop for the dais.
- 3.8 Procurement and placement of 100 new locking audience chairs to meet the spatial requirements in the auditorium.
- 3.9 Procurement and placement of eight chairs on the dais.



4 QUALIFICATIONS

- 4.1 Provide documentation of at least two (2) examples of previous work you have completed, showing photos of the completed project.
- 4.2 Provide three (3) references. Information should include size of project, total time to complete as well as the cost.
- 4.3 Disclose any conflicts or perceived conflicts of interest with Township employees or Township Board members, including elected officials. Provide who the conflict would be with and specifically what the conflict may be.

5. FEES

- 5.1. Identify the total cost, in U.S. Dollars, to be charged for performing the services necessary to accomplish the objectives of the contract.
- 5.2. The proposal should specify the total number of meetings anticipated and also include an hourly cost for additional meetings.
- 5.3. A project budget and fee schedule which includes consulting costs and clerical costs. Indicate a “not to exceed” total cost. Provide an estimate of the number of hours to be provided and the rate per hour. Any travel required by the consultant, which is part of the normal scope of work, will be at the consultant’s expense.

6. SUBMISSION REQUIREMENTS AND CONDITIONS

- 6.1. To be considered, please provide a printed, color design concept (Scope of Work - 3.1) that includes but is not limited to:
 - Details three (3) possible color pallets for the project
 - Details three (3) possible both audience and dais chair styles showing color examples of the suggested fabric to be used on chairs
 - Details of replacement countertops; material recommended, color etc.
 - Examples of replacement doors
 - Examples of replacement moldings



Town Hall Auditorium Renovation | 2024

- 6.2 To be considered, one (1) printed copies of the proposal, including the color design presentation and one (1) encrypted electron copy (USB flash drive) must be submitted in a sealed envelope with “Township Hall Auditorium Renovation – 2024” on the outermost cover of the submittal.
- 6.3 The bidder must submit with their bid, the latest printed manufacturer’s specifications and advertising literature on the units they propose to furnish along with their tentative build sheet, which identifies the specific components being offered. The information shall be included in the bid package.
- 6.4 Proposals submitted by companies who have been debarred, suspended, or made ineligible by any State or Federal Agency will be rejected. Each bidder agrees to waive any claim it has or may have against the Township and its employees, arising out of or in connection with administration, evaluation, or recommendation of any bid.
- 6.5 The Township reserves the right to reject any and all bids and to waive any irregularities in bidding. The Township reserves the right to award the project to the bidder who in the sole determination of the Township will best serve the interests of the Township.
- 6.6 Bidders submitting proposals must agree to the following conditions and indicate this agreement in their submission:
 - a. Late submissions will not be accepted.
 - b. All costs incurred in preparing or submitting qualifications are the bidder’s sole responsibility.
 - c. This request for proposal has been executed in the State of Michigan and shall be governed by and construed under the laws of State of Michigan. In the event of any legal action to enforce or interpret this request for proposal, the sole and exclusive venue shall be a court of competent jurisdiction in Oakland County, Michigan.
 - d. The successful bidder agrees to comply with the Insurance, Indemnity and Hold Harmless Requirements set forth in Schedule A, which is attached hereto.
- 6.7 All information in a bidder’s proposal and the subsequent contract is subject to the provisions of the Freedom of Information Act. 1976 no. 442, as amended, MCL 15.231 or latest revision thereof.

DISCLOSURE OF CONTENTS

All information provided in the bid will be held in confidence and will not be revealed or discussed with competitors until the deadline for submission of proposals has expired. Pursuant to Section 12(1)(j) of the Michigan Freedom of Information Act, as amended, MCL15.243(1)(j), provides that a public body may exempt from disclosure as a public record a bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of the bids or proposals, or if a public opening is not conducted, until the deadline for submission of bids or proposals has expired



Town Hall Auditorium Renovation | 2024

Any deviations/exceptions to base bid specifications? Yes No

Please indicate within each section whether your bid meets the specifications listed. If indicating 'No' for any reason, further explanation is required in the space provided at the end of each section.

For quick reference, please indicate which sections have exceptions:

- | | |
|--|---|
| <input type="checkbox"/> Audience Chairs | <input type="checkbox"/> Design |
| <input type="checkbox"/> Dais Chairs | <input type="checkbox"/> Sanding, Painting or Staining the Dais |
| <input type="checkbox"/> Painting (Walls and Trim) | <input type="checkbox"/> Doors |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> Window Treatments |

On a separate sheet explain each exception. Use the bullet delineation for reference (i.e. 1.3, 2.5, etc.)

Bid Price Firm

As Specified Above Also, see attached parts list on page 13 for clarification.

\$ _____ Design

\$ _____ Parts

\$ _____ Labor

\$ _____ TOTAL

Warranty Terms: _____

Signed: _____

Company: _____

Address: _____

Phone: _____



INSURANCE REQUIREMENTS

Insurance Policy and indemnity requirements to be applied at the time the Township enters into a contract for services to be provided to or on behalf of the Township as follows:

1. Professional Liability/Errors and Omissions Coverage, when applicable, as determined by the Township, in the minimum amount of one million (\$1,000,000) Dollars, per occurrence and two million (\$2,000,000) Dollars aggregate.
2. General Liability with the following minimum limits:
 - One million (\$1,000,000) dollars each occurrence
 - Two million (\$2,000,000) dollars General Aggregate that applies on a per project basis
 - Two million (\$2,000,000) dollars Products/Completed Operations Aggregate
 - One million (\$1,000,000) dollars Personal & Advertising Injury
3. Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of ownership, maintenance or use of any motor vehicle owned, non-owned or hired vehicles in the minimum amount of one million (\$1,000,000) dollars combined single limit per occurrence. No fault coverage complying with the statutory requirements of the State of Michigan is also required.
4. Workers' Compensation Insurance including Employer's Liability to cover employee injuries or disease compensable under the Workers' Compensation statutes of the State of Michigan with the following minimum limits for Employer's Liability:
 - Five hundred thousand (\$500,000) dollars each accident
 - Five hundred thousand (\$500,000) dollars Disease Policy limit
 - Five hundred thousand (\$500,000) dollars Disease each employee

The following additional requirements be addressed with respect to liability insurance policies:

1. Bloomfield Township will be named as an Additional Insured on a primary basis under contractor's General Liability policy prior to the commencement of any work per ISO CG 2010 Edition 11-1985 or its equivalent, or a combination of CG 2010 and CG 2037, 10-2001 or 07-2004 editions (including completed operations). This additional insured status is to remain in place for a period of two (2) years after the work has been completed. Requirements of a minimum A- carrier on a standard ISO form or equivalent GL form with no Modifications limiting coverage for: contractual (CG 2139/CG 2426 or equivalent); Damage to work performed by subs (CG 2294 or equivalent); Residential construction; earth movement; and XCU (CG 2143/2142). This coverage shall also include a per-project General Aggregate Endorsement.



Town Hall Auditorium Renovation | 2024

2. Such insurance certificates minimum insurance protection amounts may be increased or decreased in amounts as set by resolution of the Township Board.
3. The policies of insurance underlying the certificates shall provide for continuing liability under the policies to the full amount of the policies, notwithstanding any recovery under the policies, and that the insolvency or bankruptcy of the insured shall not release the company.
4. The policies of insurance underlying the certificates shall further provide that it shall not be cancelled, surrendered or revoked by either party except after thirty (30) days' written notice to the Township, furnished by the insurance company issuing the policy. Ten (10) days' written notice will only be accepted when it's for cancellation for nonpayment of premium.
5. The coverage to of the Township shall be primary and non-contributory.
6. The General Liability coverage shall be written on an "occurrence basis" and not a "claims-made basis."
7. Prior to finalizing any contract for services, the Township shall be provided and shall review the insurance certificate for compliance with this Resolution.

Contracts for services to be provided to or on behalf of the Township shall contain the following language, which may be modified only upon the review and approval of the Township Attorney:

The Consultant/Contractor shall agree to indemnify, defend, and hold harmless the Township and the Township's agents, officials, and employees, from and against any and all claims, loss, liability, damages, costs, and expenses, including, but not limited to, all reasonable fees and charges of attorneys, and other professional services, and other time and expenses incurred by the Township using its own staff and all court or other dispute resolution costs, that arise out of and to the extent caused by the negligent acts, errors or omissions of the Consultant/Contractor, its agent, subcontractors, or employees, regardless of whether or not such claim, loss, liability, damage, cost, or expense is caused or contributed to, in part, by a party indemnified in the contract.



Town Hall Auditorium Renovation | 2024

<u>SECTIONS</u>	<u>PG</u>
1. Invitation to Bid.....	01
2. Project Description.....	02
3. General Conditions.....	02
4. Notice to Bidders.....	04
5. Scope of Work.....	05
6. Qualifications	06
7. Fees	06
8. Submission Requirements	06
9. Insurance Requirements	09