

**REQUEST FOR BIDS
CITY HALL RENOVATIONS
CITY OF JONESVILLE**

The City of Jonesville is accepting proposals from qualified contractors for interior renovations at City Hall located at 265 E. Chicago Street, Jonesville.

Project Summary:

The Jonesville City Hall was constructed in 1867. City offices are housed on the first floor of the building, which totals approximately 2,600 square feet. The project includes the reconfiguration of some office space, relocation of the break room, and new flooring throughout much of the office space.

Project Description:

1. Renovation of City Hall in accordance with the attached plans, photo illustrations, and specifications that are described below. An existing floor plan is also provided for reference.
2. The project includes three components: Construction, Electrical, and Flooring. Bidders may bid on any one or more individual components of the project or all three components.
3. Construction Component includes all of the following work:
 - a. Demolition of the existing wall between the Clerk and proposed Administrative Assistant offices. The area to be demolished is approximately 12 feet wide by 9 feet tall. The contractor will complete drywall repair where the demolition meets existing wall and ceiling surfaces. Trim and finishes will match existing finishes. The finished opening will provide an open passage between the Clerk and Administrative Assistant offices.
 - b. Construction of new walls, door and trim to create a Finance Director office. The proposed office area is approximately 12 feet by 11 feet, 6 inches in area. The contractor will provide finished (primed and painted) walls with the door and trim to match the existing.
 - c. The existing breakroom will be converted for use as an office for the City Manager. The existing cabinets, sink and overhead soffit will be removed. Cabinets will be salvaged for re-use elsewhere in the building. Plumbing will be capped by City staff. The contractor will repair all wall surfaces as needed.
 - d. The contractor will install some of the relocated cabinets and sink into the proposed kitchenette. City staff will complete plumbing for water supply and drain for the sink.
 - e. The remaining salvaged cabinets will be relocated to the file storage/copier room and corridor.
4. Electrical Component includes the following work:
 - a. Removal of the existing wall outlets from the wall to be demolished between the Clerk and Administrative Assistant offices. Receptacles will be installed in the floor. Wall switches currently existing in the wall will be relocated to the adjoining wall.
 - b. Overhead lights in the corridor outside of the proposed Finance Director office wall will be relocated (see photo illustration). Two fluorescent fixtures will be moved slightly to the south to light the corridor at the east building entrance.
 - c. If wiring permits, a new light switch will be installed to allow the overhead lights in the proposed Finance Director office to operate separate of those in the corridor. This work will be included in the proposal as a bid alternate.
 - d. Three (3) counter height wall receptacles will be installed in the proposed kitchenette.

5. Flooring Component includes the following work:
 - a. Removal of the existing flooring to permit installation of new flooring in the areas depicted on the attached plan.
 - b. Installation of Mann Luxury Vinyl Tile, Adura 16" by 16", or an approved equivalent in those areas depicted as "Vinyl Tile" on the attached plan. Tile will be installed per manufacturer specifications. Installation to include 1/4" plywood subfloor, and vinyl insert transitions to carpeted areas and any existing flooring to be retained.
 - c. Installation of Shaw Franchise 26 oz. carpet with Stalok backing, or an approved equivalent in those areas depicted as "Carpet" on the attached plan Carpet will be installed per manufacturer specifications.
 - d. Wood baseboards may need to be removed to accommodate the installation. Contractor will include a bid alternate to remove and reuse existing wood baseboards, as needed.
 - e. City staff will move furniture and other fixtures.
 - f. Colors to be selected prior to installation.
 - g. Estimated quantities are included in the attached bid sheet. The contractor/installer is responsible for confirming actual quantities to be installed.
6. Modifications to plumbing, heating, telephone or computer network cabling, if needed, will be completed by City staff or under separate contract.

Additional Requirements:

1. The contractor is responsible for obtaining any required permits. In addition to inspections required under the permit, the City will inspect work in progress.
2. Proof of liability insurance in the amount of \$1,000,000 and workers compensation insurance are required. Construction and electrical work must be completed by a licensed contractor.
3. City Hall will remain open during renovations. The contractor will coordinate work with the City and minimize interference between construction and office work.
4. The City anticipates awarding the bid by February 17, 2017. Work will commence as soon as possible after a contract is awarded and to proceed expeditiously to minimize disruption to the office. Please include the anticipated construction schedule with your bid.
5. The contractor is required to attend a preconstruction meeting to coordinate schedules with the contractor or contractors selected to complete other components.
6. Contractors wanting to view the project area may do so by appointment by calling City Manager Jeff Gray at 849-2104 or DPW Superintendent Mike Kyser at 849-9772.
7. The cost proposed by the contractor is a consideration, but not the only consideration, in awarding a bid. The City will select the contractor that, in its sole discretion, is most qualified to satisfactorily complete the work within the stated timeframe. The contractor will supply references upon request.

Bid Submission:

To be considered, a completed bid form (see attached) must be submitted in a sealed envelope, clearly marked: REQUEST FOR BIDS – CITY HALL RENOVATIONS and received by 1:30 p.m. on Monday, February 6, 2017 by mail or hand delivery to:

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Proposals arriving after the date and time will remain unopened and will be disqualified.

Addendums, if determined necessary, will be posted on the “Bids” section of the City of Jonesville website by 4:30 p.m. on Friday, February 3rd.

Reservations:

The City reserves the right to accept any bid, to reject any or all bids, to waive defects in bids submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing bidders for expenses incurred in responding to this Request for Proposals.

Attachments:

- Bid Form
- Existing Floor Plan
- Proposed Floor Plan
- Proposed Flooring
- Photo Illustrations

BID FORM
JONESVILLE CITY HALL RENOVATIONS
DUE MONDAY, FEBRUARY 6, 2017, 1:30 P.M.
265 E. CHICAGO STREET
JONESVILLE, MI 49250

Name of Firm: _____

Address: _____

Telephone: _____ Email: _____

Name of Authorized Representative: _____

Anticipated Start and Completion Dates: _____

BID PRICES:

Construction Component

➤ Wall demolition, new partition walls, cabinet relocation, etc. \$ _____

Electrical Component

➤ Relocate outlets and switches in demolished wall, new outlet in office, relocate corridor lights, outlets in kitchenette \$ _____

➤ Bid Alternate: add separate switch for new office lights, if existing wiring permits \$ _____

Flooring Component

➤ Install approximately 480 square feet of Luxury Vinyl Tile (includes removal of existing flooring, new subfloor, approximately 78 feet of vinyl insert) \$ _____

➤ Install approximately 2,012 square feet of Carpet (includes removal of existing flooring) \$ _____

➤ Bid Alternate: Remove and reuse existing wood baseboards, if necessary \$ _____

TOTAL BID: \$ _____

Liability Insurance Limits: _____

Additional Information: _____

Addenda Received (if any): _____

Signature: _____ Date: _____

Your form may be used in place of this form, provided that all information listed above is included. For more information, please contact Jeff Gray at (517) 849-2104.