

SECTION 00 01 13

NOTICE OF INTENT TO ACCEPT BID PROPOSALS

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project: **LOWER LEVEL RENOVATION PROJECT**
 BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT (DHD)
 6051 Frankfort Highway
 Benzonia, MI
- B. Design
Professional: Kendra C. Thompson Architects, PC
 803 Cherry Street
 Manistee, MI
 T: (231)723-4195

1.02 General Description of Work

- A. Work of the contracts includes: Renovations of existing lower level offices for Benzie-Leelanau District Health Department. Including but not limited to: All selective demolition work, concrete, carpentry, casework and counters, doors and hardware, insulation, gypsum board work, painting and finishing, ceilings, flooring, equipment, plumbing, mechanical, electrical, and all other work associated with completion of the Work.

1.03 Pre-Bid Proposal Conference

- A. General Contractor Bidders attendance at the Pre-Bid Conference is required. Sub-contractors and material suppliers are encouraged to attend. The **MANDATORY** Pre-Bid Conference will be held on **Wednesday, November 20, 2024 at 10:00 a.m.** Bidders should assemble at Project Site, Roger Griner Conference Room located at 6051 Frankfort Highway, Benzonia, MI.

1.04 Communications

- A. All communications shall be directed to Kendra C. Thompson Architects, PC at 231.723.4195 or kt@kendrathompson-architects.com. Do Not contact the Owner, or Owner representatives, directly.

1.05 Time and Place of Bid Proposal Reception:

- A. All bid proposals shall be received by the Owner no later than **2:00 p.m. EST on Wednesday, December 4, 2024.**

Sealed bid proposals shall be clearly marked on the outside of the sealed envelope and delivered either by hand or mail to the Owner Representative at:

Benzie-Leelanau District Health Department
ATTN: Dodie Putney
6051 Frankfort Highway
Benzonia, MI 49616

Proposals received after the bid due date and time will not be accepted.

A public opening of bid proposals will take place at 2:00 p.m. EST on Wednesday, December 4, 2024 at Roger Griner Conference Room located at 6051 Frankfort Highway, Benzonia, MI.

1.06 Examination and Procurement of Documents

- A. Access to bid documents will be made available by contacting Kendra C. Thompson Architects, PC at 231.723.4195 or kt@kendrathompson-architects.com.
- B. Bid Documents may be viewed at the Owner's offices located at Benzie-Leelanau DHD at 6051 Frankfort Highway, Benzonia, MI (ATTN: Dodie Putney) during regular business hours.
- C. Bid documents may be viewed at the Owner's website: www.bldhd.org.
- D. Bid documents will be available at Builders Exchange of Michigan (Traverse City and Grand Rapids).
- E. Bid documents may be obtained from Traverse Reproduction & Supply, 1373 Barlow, Traverse City, MI 49686 by calling (231) 947-6284 to make arrangements for printing of documents at Bidder's cost.

1.07 Security

- A. Proposal security, in the amount of five percent (5%) of the total proposal, must accompany each proposal in the form of Bid Bond (certified check acceptable). Performance and Payment Bonds will be required of the successful bidder.

1.08 Labor Standards

- A. Local participation is strongly encouraged. Applicable state and federal laws regarding the 'Conditions of Employment' apply to work under this contract.

END OF SECTION