

**SECTION 00 1000
INVITATION TO BID**

Notice is hereby given that

Caro Community Schools

Will be accepting Bids open to public Trade Contractors for Construction of

**Caro Community Schools
Caro 2024 Bond Projects
BID PACKAGE #1
ALARM-PA-CASEWORK**

00 2201	Bid Category	101 – Electrical
00 2202	Bid Category	102 – General Trades

According to drawings and specifications as prepared by Integrated Design Inc and the Construction Manager’s Project Manual, as prepared by Spence Brothers.

The project will consist of Caro Community Schools 2024 Bond Projects, Bid Pack #1- Alarm-PA-Casework. Construction will start on June 13, 2025, and be completed in the August 4, 2025

Proposals will be received no later than **April 9, 2025 at 2:00 pm LOCAL TIME.**

Bid proposals shall be received from contractors only via Procore. All other contractors and suppliers shall submit their bids to invited contractors. Bid proposals will be opened publicly. Fax and email bids are unacceptable. When submitting your proposal via Procore you MUST attached a scanned copy of the bid form provided by the Construction Manager.

No bids will be accepted at the office of the Owner, Construction Manager or the Architect. All bids received after the bid due time on the bid due date will not be accepted and will be returned to the Bidder. Bidder will be notified if their bid was received late.

Bid Category Bidders may [view the plans on Procore in the documents folder](#)

The Construction Manager is utilizing Procore’s project management software as the repository for all bid documents, construction documents, and related correspondence for this project. This includes, but is not limited to, notices, drawings, specifications, project manuals, addenda, bid clarifications, etc. It is each bidder’s responsibility to ensure they retrieve any and all bid documents issued for this project.

Bid documents are retrieved by clicking on the hyperlink in the email that transmits this Invitation to Bid. By clicking that hyperlink, a download will initiate for the bid documents published via that email.

If an invited bidder has any difficulty retrieving any bid document, notify the Construction Manager immediately.

All questions need to be submitted to the Construction Manager, Jeremy Huntoon at jeremyhuntoon@spencebrothers.com. All questions must be submitted in writing no later than April 2, 2025. No direct contact with the Owner, Architect, or consulting Engineers is permitted.

It is each bidder's responsibility to make sure they have received (any) addenda issued for this project. There will be a **Pre-Bid Conference** scheduled for all trades on:

March 31, 2025 at 11:00am

The Owner, Architect, and Construction Manager will provide a tour of the site. Questions and discussions will be entertained regarding the bidding process, construction schedule, site conditions, and any other related matters. It is highly recommended that any contractor submitting a proposal attend. The pre-bid meeting will be held in **the cafeteria**. The building is located at **301 N. Hooper St. Caro, MI 48723**

Substantial completion dates for the work in each Bid Category shall be as indicated in the Milestone Schedule in the Construction Manager's Project Manual.

All proposals submitted shall remain valid for a period of sixty (60) days after the bid date. The Owner, Architect, and Construction Manager reserve the right to accept and/or reject any or all bid proposals and to waive any and all informalities and/or irregularities in bid proposals submitted. This right shall be exercised at the sole discretion of Caro Community Schools. Spence Brothers will make awards as may appear to be in the best interest of Caro Community Schools.

A Bid Security by a qualified surety authorized to do business in the State where the Project is located and in the amount of five percent (5%) of the Base Bid shall accompany each proposal or proposal combination. The Bid Security may be in the form of a Bid Bond, Cashier's Check, or Money Order. Personal checks are NOT acceptable. Bids may not be withdrawn for a period of sixty (60) days after the bid date.

Bidders will be required to furnish the cost of Performance and Payment Bonds in the amount of 100% of their bid. The cost of the Bond shall be included on each proposal form separate from the base bid.

The Construction Manager will direct, supervise, coordinate, and manage the project. Overall administration of the Project will be the responsibility of the Construction Manager, Spence Brothers. The Construction Manager will award contracts for separate bid divisions or combinations of bid divisions. All bids shall be submitted on the bid proposal forms provided in the Construction Manager's Project Manual, completely filled in, and executed.

Prevailing wages will be a requirement of this project.

END OF SECTION 00 1000