

REVISED APRIL 25, 2016
Project Manual/Instructions to Bidders

East Coast Migrant Head Start Project (ECMHSP)

Child Care Center
Palmetto, Florida

Project Name: ECMHSP Palmetto Child Care Center
Bid Deadline: *TBD*

Owner/Developer: ECMHSP
Owner's Administrative Contact
Mr. John E. Menditto
General Counsel and Director of Risk Management
East Coast Migrant Head Start Project
1126 16th Street, NW, Suite 210
Washington, DC 20036
 [\(O\)\(202\) 791-0995 ext. 227](tel:(202)791-0995)
Email at Menditto@ecmhsp.org

Architect/Bid Contact **Ted Hoffman, Architect**
Labelle, Florida
863-673-6814 email thoff44@gmail.com
Mike Wilcox, ECMHSP
919 606-2846 email wilcox@ecmhsp.org

Note: The bid process and all administrative matters shall be governed by AIA Document A701-1997 Instructions to Bidders and other AIA Documents contained herein EXCEPT in the case they are amended or changed by the Invitation to Bid below. In any discrepancy between the AIA Document and the Invitation to Bid, the Invitation to Bid will apply.

Item 1

All technical specifications are printed on the drawings or contained herein. This Project Manual consists of the following:

Invitation to Bid/Instructions to Bidders

Bid Form (2 pages)

Detail Drawings

AIA General Conditions (A201 – 2007) (by reference only)

Davis Bacon Wage Rate

Item 2

ECMHSP is a not-for-profit provider of childcare services in various states on the east coast of the United States. The Owner is seeking bids from statewide licensed General Contractors for a project located in Palmetto, Florida. The work generally consists of the interior renovation of an existing building located at 906 17th Street West in Palmetto, Florida.

The scope of work includes, but is not limited to, the following:

1. Selective demolition of interior elements as shown on the plans
2. New interior partitions, storefront glass, and millwork as shown on the plans
3. Reconfigured mechanical, electrical, and plumbing systems AS SHOWN ON THE DRAWINGS.

There is an allowance figure that is to be included in the base bid. see the bid form. the purpose of this allowance is to cover unforeseen and unexpected conditions that may arise during demolition or construction. if such a condition occurs, the architect will request estimates for the work and a dollar amount for each condition will be negotiated.

Item 3

Sealed bids will be received on the date and time listed above at the office of the architect/bid contact with a copy to the Owner in at the following email addresses.

Ted Hoffman/Architect. thoff44@gmail.com

ECMHSP

Mike Wilcox wilcox@ecmhsp.org

John E. Menditto menditto@ecmhsp.org

Item 4

Permits. Immediately after Contract award, the successful GC shall submit and obtain a demolition permit from the City of Palmetto. This cost will be reimbursed to the GC. **The full set of drawings will have been submitted to the city and the successful GC shall pick up the permitting process, fill out all forms and documents required, and complete the permit process. The cost of the permit shall NOT be in the Base Bid. It will be reimbursed by the Owner.**

Item 4a (Payments)

Payments for work shall be as per AIA standard requests for payment (examples included in the Project Manual) on a monthly basis with standard 10% retainage.

Item 5

Contract Documents will be available beginning **April 26, 2016**. Plans can be obtained, or questions answered by contacting the Architect or Owners Rep at the contact numbers as follows:

Architect – Ted Hoffman

Email: thoff44@gmail.com

Phone - 863 673 6814

Owners Rep

Mike Wilcox

Phone – 919 606-2846

Item 6

Bidders shall submit their proposal on forms contained in this Project manual. The bid shall include all taxes, fees, and material and labor in a lump sum to completely carry out the work. The Proposal shall be signed by a representative of the Company authorized to submit proposals and this individual's title and name shall be printed on the Proposal. A fixed sum Contract will be executed between the Owner and the successful bidder using a standard AIA fixed cost construction contract. Before the Contract is signed the successful bidder shall provide a Contractor's license valid in the County in which the work is performed and appropriate for the type of work undertaken as well as proof of insurance as may be required by the Owner and the funding sources.

Item 10

No Bid security is required. After the bid opening, however, each bidder acknowledges, by submission of a bid, that his/her bid is valid and will be the basis of a Contract with the Owner/Developer for a selected site for a period of 60 days after the Bid opening date. A Performance and Payment bond in the full amount of the Contract may be required. This cost shall NOT be included in the bid but it is understood by the submission of a Bid that the Contractor is willing and able to obtain a bond if required.

Item 11 Davis Bacon Provisions

This project will be governed by the latest wage decision attached to these instructions. At each draw, the GC shall submit payrolls for each sub contractor who has performed work on the project during the time period of the draw.