



Central County Transportation Authority  
**Purchasing Division**  
 241 W. South Street  
 Kalamazoo, MI 49007  
 Phone: 269.337.8020  
 www.kmetro.com

**MANDATORY PRE-BID MEETING:**  
**Monday, November 7, 2022 at 10:00 a.m. Local Time,**  
**Location: CCTA Building, 530 North Rose Street, Kalamazoo**

**ADDENDUM #1**

October 24, 2022

**PROJECT NAME: KTC Attic Insulation**  
**PROPOSAL REFERENCE: 91038-011.0**  
**PROPOSAL OPENING DATE/TIME: November 17, 2022 @ 3:00 p.m. Local Time**

The purpose of this addendum is to clarify and/or modify the Drawings and/or Specifications for this project. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

1. **NOTE: MANDATORY Pre-Bid Meeting: Monday, November 7, 2022 at 10:00 a.m. Local Time, Location: CCTA Building, 530 North Rose Street, Kalamazoo (see attached Meeting Agenda).**
2. **NOTE: New Bid Due/Opening Date/Time: Thursday, November 17, 2022 @ 3:00 p.m. Local Time.**
3. **ADDITION: SPECIAL REQUIREMENTS to be included with your bid (see attached Special Requirements).**

The Addendum can be viewed and downloaded from the City's website at <https://www.kalamazoo.org/bidopportunities>.

**In order for a bid to be responsive, this addendum must be returned with your bid.** If you have already submitted your bid, acknowledge receipt and acceptance of this addendum by signing in the place provided and returning it to the undersigned and it shall be incorporated in your bid. Please identify your return envelope with the bid reference number and project description.

Questions may be addressed to Rob Branch, [branchr@kmetro.com](mailto:branchr@kmetro.com) at (269) 337-8235 or Gracia Mason, Buyer at (269) 337-8720 or [masong@kalamazoo.org](mailto:masong@kalamazoo.org).



Greg Vlietstra  
 Deputy Director of Support Services

FIRM: \_\_\_\_\_ SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

(Type or Print)

# PRE-BID MEETING MINUTES

CLIENT: KMetro – Historic Depot  
PROJECT: Historic Depot Insulation and HVAC Upgrades - 224096  
MEETING NAME: Non-Mandatory Pre-Bid Meeting  
DATE: October 24, 2022

**Bid Due Date Extended and Pre-Bid will be mandatory on November 7, 2022, 10am. Meeting will begin at Administration Office at the NW corner of CCTA Maintenance Building, 530 North Rose Street.**

## Introductions

- Sign in Sheet
- Identify Project Roles
  - Rob Branch, CCTA Deputy Director of Fleet and Facilities – 269.337.8235
  - Scott Friedrich, Transportation Maintenance Supervisor – 269.337.8487
  - Keith McClurken, CCTA Maintenance 269.337.8424
  - Gracia Mason, Buyer, City of Kalamazoo Purchasing Division – 269.337.8720
  - Braden Cox, ME, 417.459.5207, Peter Hamann, EE, Steelhead Engineering – 269.370.4792
  - Emmanuel Kollias, Project Architect, Wightman, 734.658.7581
  - Frank Renaldi, Project Manager, Wightman, 269.217.4673

## Comply with All City, FTA, CCTA, and City Purchasing Requirements

- Bid Bond Required
- Prevailing Wage Job
- DBE Requirements
- Buy American Requirements

## Present Overall Project Scope of Work

Project Description: The project consists of providing spray on insulation in the rafters at the Historic Depot and installing two mini-split mechanical units and a wall-mounted condensing unit. The work includes:

1. Architectural Work including:
  - a. Spray on insulation
  - b. Install mechanical units
2. Administration work
  - a. Comply with Project Close out paperwork
  - b. Testing and balancing
  - c. Provide warranties
  - d. Provide certified payroll with invoices

## Discuss Bid Sheet and Bid Alternates

- Base Bid: To do all work indicated on the plans. There are no alternates anticipated at this time.
- This is a Prevailing Wage project.
- High Definition Laser Scan is available online.

## Schedule and Requirements

- **Bid Date: Thursday, November 3<sup>rd</sup> November 17<sup>th</sup>, 3:00 PM local time** at City of Kalamazoo Purchasing Division, 241 West South Street, Kalamazoo, MI 49007.
- Payment & Performance Bonds: required.
- Addenda:



# PRE-BID MEETING MINUTES

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- Addendum 1, including pre-bid meeting minutes and sign-in sheet, is anticipated release by end of day, Thursday, ~~October 27, 2022~~ November 10, 2022
- All final questions shall be directed to Rob Branch by end of day, Wednesday, ~~October 26, 2022~~ November 9, 2022.
- The Depot is to be kept operational during construction. Disruptions should be kept to a minimum to account for transportation functions.

## Site Requirements

- Hours: Construction on site shall be limited to 7am to 5pm unless coordinated with the CCTA.
- Discuss Parameters for Normal contractor operations:
  - Parking Locations, Material Deliveries and Construction Trailer. Space in the furthest NE bus station will be set aside for the Contractor's use (Bay 20).
  - Storage Areas: ~~may be available upon request~~. Contractor remains responsible for security of stored items.
- Security: Building must be kept secure during construction and all required egress paths must be maintained.
- Temporary Contractor Use of Utilities and Facilities:
  - Notify the owner not less than two days in advance of proposed utility interruptions and obtain owners written permission before proceeding.
  - Water/Electric: coordinate with Owner as needed.
  - Restrooms: Public Available, ~~Temporary Porta John can be placed~~.

**A project walk through will be performed.**

## **SPECIAL REQUIREMENTS**

### **1. BID BOND/GUARANTEE**

The bid must be accompanied by a bid bond which shall not be less than five (5%) percent of the total amount of the bid. No bid will be considered unless it is accompanied by the required guarantee. The bid guarantee shall ensure the execution of the bid and award, and the furnishing of a performance bond and a labor and material bond (A and B below) by the successful bidder. (Contractors Note: A cashier's or certified check in lieu of a bid bond is **NOT** acceptable.)

#### **A. PERFORMANCE BOND**

A performance bond shall be furnished in the full amount of the contract ensuring the CCTA of faithful performance of all the provisions of the contract, and the satisfactory performance of any equipment required hereunder. The bond shall also ensure the CCTA against defective workmanship and/or materials.

#### **B. LABOR AND MATERIAL (PAYMENT) BOND**

A labor and material (payment) bond shall be furnished for the period covered by the contract, in the full amount of the contract for the protection of labor and material suppliers and sub-contractors.

Bonds shall be secured by a guaranty or a surety company listed in the latest issue of the U.S. Treasury, circular 570, and licensed to do business in the State of Michigan and written in favor of the CCTA of Kalamazoo. The amount of such bonds shall be within the maximum amount specified for such company in said circular 570. The bonds shall be accompanied by a power of attorney showing authority of the bonding agent to sign such bonds on behalf of the guaranty or surety company. The cost of the bonds shall be borne by the Contractor.

Failure of the Contractor to supply the required bonds within ten (10) days after Notice of Award, or within such extended period as the Purchasing Manager may agree to, shall constitute a default and the CCTA may either award this contract to the next lowest bidder or re-advertise for bids and may charge against the Contractor for the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed, irrespective of whether the amount thus due exceeds the amount of the bid bond. If a more favorable bid is received by re-advertising, the defaulting bidder shall have no claim against the CCTA for a refund.

### **2. WAIVERS OF LIEN**

Upon completion of all work and request for final payment, the Contractor shall furnish a 100% waiver of lien from each supplier and sub-contractor covering all items of the work. Failure to supply waivers of lien for the entire job upon completion and final payment request will be considered grounds for withholding final payment.

**3. SUBCONTRACTORS**

- A. Contractors shall state on the Bid and Award page any and all subcontractors to be associated with their bid, including the type work to be performed. Any and all subcontractors shall be bound by all of the terms, conditions and requirements of the contract; however, the prime contractor shall be responsible for the performance of the total work requirements.
  
- B. The Contractor shall cooperate with the CCTA in meeting its commitments and goals with regard to maximum utilization of minority and women business enterprise and shall use its best efforts to ensure that minority and women business enterprises have maximum practicable opportunity to compete for subcontract work under this agreement.