

Project Name: Lewton – Bid Package 2 – New BuildProject No.: 221125-100Architect: KingscottDate: 10/29/2025Bid Package No.: 2Bid Due Date: 11/20/2025 @ 2:00PM

This Addendum is issued to inform the bidders of modifications in the scope of work being bid for this project.

A. Documents included in this Addendum:

- Lansing School District - Bidding Disclosure Documents
- WC00 – Revised as noted below;
 - i. Added notes below Item 10 regarding mockup requirements
 - ii. Added Item 40 – Snow plowing for WC02
 - iii. Added Item 41 – Post Bid Schedule for WC 02, 11, 10, 12, 27, 28, 29.
- Pre-Bid Meeting Minutes & Attendance Report
- Pre-Bid Schedule (Revised from project manual to indicate task name, duration, and start dates)
- All Pre-Bid RFI's to date, including what has currently been answered*
*Note future addendums will include the full list of all RFI's, including the ones indicated as closed here
- Bid Form
 - i. Added Unit Rate item for WC05 – Winter Condition Costs (total)
 - ii. Added line for WC10 – [Multiple unit rates]

B. Other modifications:

- None

C. Bids are due 11/20/2025 @ 2:00PM.

- **Include in your bid the increase or decrease for all materials, labor, supervision, overhead and profit required to properly and completely execute the work described in this Addendum.**
- **Acknowledge receipt of this Addendum on the Bid Proposal Form.**

The applicable provisions of the Contract Documents shall govern all work included herein unless specifically noted otherwise.

END OF ADDENDUM NO. [#1]

LANSING SCHOOL DISTRICT
PURCHASING DEPARTMENT
519 W. KALAMAZOO ST., ROOM 200
LANSING MI 48933
(517) 755-3030
FAX (517) 755-3019

SUPPLIER/VENDOR APPLICATION
(Please type or print)

PURFR016 – 7/7/08 – Version 5

MARK ONE:

- ☐ New Application
☐ Update

Date: _____

W-9 form attached? ☐ YES ☐ NO

DUN & BRADSTREET RATING (if available)

NAME OF COMPANY		FEDERAL ID NUMBER (OR) SOCIAL SECURITY NUMBER Submit copy of W-9 form with application	
ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE			
ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE			
PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)			
E-MAIL ADDRESS: For Purchase orders to be emailed		WEB SITE:	
TYPE OF ORGANIZATION ☐ Individual ☐ Partnership ☐ Corporation		TELEPHONE #: _____ FACSIMILIE #: _____	
PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)			
Name	Official Capacity	Telephone No.	
PLEASE LIST ON THE REVERSE SIDE CLASSES OF EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID. ☐ Do you require a hard copy of verbal orders? Yes ____ No ____ Do you accept Procurement Cards? Yes ____ No ____ ☐ Electronic Disk Catalog ☐ Electronic Ordering			
Please complete the following: STANDARD PAYMENT TERMS: _____ PROMPT PAY DISCOUNT: _____ STANDARD DELIVERY TIME: _____			
PLEASE COMPLETE BELOW Please list percentage and circle category that applies: MINORITY OWNED: ____% Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American WOMEN OWNED: ____% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American DISABLED: ____% SMALL BUSINESS: Yes ____ No ____ Business located within LANSING SCHOOL District Yes ____ No ____ Are you certified? If so, list agencies _____ _____ _____ _____ Certificate Number: _____ _____ _____ _____			
SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION _____ NAME AND TITLE OF PERSON SIGNING (Please type or print) _____			

COMMODITY LIST

Please place a checkmark (✓) by the appropriate code and provide a detailed description of the commodities and/or services offered. If the complete NAICS Code is known please include this number in the description area.
Website URL address for NAICS is: <http://www.census.gov/epcd/www/naics.html>

NAICS CODE	DESCRIPTION
____11 – Agriculture, Forestry, Fishing and Hunting	
____21 – Mining	
____22 – Utilities	
____23 – Construction	
____31-33 – Manufacturing	
____42 – Wholesale Trade	
____44-45 – Retail Trade	
____48-49 – Transportation and Warehousing	
____51 – Information	
____52 – Finance and Insurance	
____53 – Real Estate and Rental and Leasing	
____54 – Professional, Scientific and Technical Services	
____55 – Management of Companies and Enterprises	
____56 – Administrative & Support, Waste Management & Remediation Services	
____61 – Educational Services	
____62 – Health Care and Social Assistance	
____71 – Arts, Entertainment and Recreation	
____72 – Accommodation and Foodservices	
____81 – Other Services (except Public Administration)	
____92 – Public Administration	
____99 – Unclassified Establishments	

CATEGORY (Check below the category which applies to the applicant)

- ☐ (A) Manufacturer or Producer ☐ (B) Wholesaler ☐ (C) Retailer ☐ (D) Mfg'r's Agent ☐ (E) Distributor
☐ (F) Service Establishment



Committed to Quality

STATEMENT OF NO BID

NOTE: IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY TO:

Lansing School District
519 W KALAMAZOO ST
LANSING, MI 48933

BID NO: # _____

PHONE: 517-755-3030
FAX: 517-755-3019

We, the undersigned, have declined to bid on the above noted bid for the following reasons:

_____ Insufficient time to respond to the invitation to Bid.

_____ Request for Proposal is unclear.

_____ Do not offer this product or service.

_____ Our schedule will not permit us to perform.

_____ Unable to meet the specifications

_____ Specifications are unclear (Please explain below)

_____ Remove us from your Bidder Mailing List

_____ Other (Please specify below)

REMARKS:

Company Name: _____

Signature: _____

Date: _____ Telephone: _____ Fax: _____

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by
_____.

, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____



Book	Policy Manual
Section	3000 Professional Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	Active
Adopted	November 1, 2016
Last Revised	June 22, 2023

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Race is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, "protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Darin Walter
 Title IX - Public Safety
 517-755-2037
 519 W Kalamazoo
 Lansing, MI 48933
 darin.walter@lansingschools.net

Erin Miracle
 Human Resources Manager
 517-755-2010
 519 W Kalamazoo
 Lansing, MI 48933
 Erin.miracle@lansingschools.net

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the staff handbooks, and in the School District Annual Report to the public

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the CO within two (2) days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) business days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures

involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of the COs; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 3122 – Nondiscrimination and Equal Employment Opportunity to the individuals in the school building or office where the Respondent works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Nondiscrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the

specific situation.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/19/17

Revised 11/15/18

T.C. 3/8/21

Revised 12/02/21

T.C. 6/22/23

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Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Fourteenth Amendment, U.S. Constitution

NON-DISCRIMINATION IN EMPLOYMENT CERTIFICATION

Lansing School District Certificate of Intent to Comply with “NON-DISCRIMINATION IN EMPLOYMENT” POLICY

I have read Lansing School District’s Policy #3122, including paragraph #13 and hereby state my intent to comply with the terms and conditions contained therein. Further I agree to furnish the Michigan Civil Rights Commission with such data and records concerning employment as may be requested by that agency in determining compliance with the policy.

Print or type name of Contact Person:

Signed: _____

Title: _____

Company: _____

Date: _____

AFFIDAVIT OF BIDDER - NON-COLLUSION

Lansing School District
AFFIDAVIT OF BIDDER
SWORN STATEMENT
“Non-Collusion”

DATE: _____

The Bidder, by its officers and agents or representatives, present at the time of filing this bid, being duly sworn, on their oaths, say that neither they nor any of them, have in any way, directly or indirectly, entered into any arrangement or agreement with any other Bidder, whereby such affiant or affiants or either of them has paid or is to pay to such other Bidder any sum of money, or has given, or is to give, to such other Bidder anything of value whatever, or such affiant or affiants or either of them has not, directly or indirectly, entered into any arrangement or agreement with any other Bidder or Bidders, which tends to or does lessen or destroy free competition in the letting of the Contract sought for by the attached bids; that no inducement of any form or character other than that which appears upon the face of the bid, will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or awarding of the Contract, nor has this Bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contract sought by this bid.

IN TESTIMONY WHEREOF, the Bidder (an authorized individual) has agrees to the above:

(Company Name)

By: _____
(Authorized Signer)

Print or type Name and Title of Signer

Address: _____

Notary Public: _____

Subscribed and sworn to before me on this _____ day of _____, 2016

County of: _____ My Commission expires: _____

Telephone number: _____

IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, *et seq.*), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: _____

By: _____

Dated: _____

Name: _____

Title: _____

Act No. 517
Public Acts of 2012
Approved by the Governor
December 28, 2012
Filed with the Secretary of State
December 28, 2012
EFFECTIVE DATE: April 1, 2013

**STATE OF MICHIGAN
96TH LEGISLATURE
REGULAR SESSION OF 2012**

Introduced by Senators Kahn, Marleau, Brandenburg, Anderson, Green and Booher

ENROLLED SENATE BILL No. 1024

AN ACT to prohibit persons who have certain economic relationships with Iran from submitting bids on requests for proposals with this state, political subdivisions of this state, and other public entities; to require bidders for certain public contracts to submit certification of eligibility with the bid; to require reports; and to provide for sanctions for false certification.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "Iran economic sanctions act".

Sec. 2. As used in this act:

- (a) "Energy sector of Iran" means activities to develop petroleum or natural gas resources or nuclear power in Iran.
- (b) "Investment" means 1 or more of the following:
 - (i) A commitment or contribution of funds or property.
 - (ii) A loan or other extension of credit.
 - (iii) The entry into or renewal of a contract for goods or services.
- (c) "Investment activity" means 1 or more of the following:
 - (i) A person who has an investment of \$20,000,000.00 or more in the energy sector of Iran.
 - (ii) A financial institution that extends \$20,000,000.00 or more in credit to another person, for 45 days or more, if that person will use the credit for investment in the energy sector of Iran.
- (d) "Iran" means any agency or instrumentality of Iran.
- (e) "Iran linked business" means either of the following:
 - (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
 - (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.
- (f) "Person" means any of the following:
 - (i) An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.
 - (ii) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c)(3) of the international financial institutional act, 22 USC 262r(c)(3).

(iii) Any successor, subunit, parent company, or subsidiary of, or company under common ownership or control with, any entity described in subparagraph (i) or (ii).

(g) "Public entity" means this state or an agency or authority of this state, school district, community college district, intermediate school district, city, village, township, county, public authority, or public airport authority.

Sec. 3. (1) Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

(2) Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

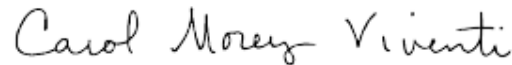
Sec. 4. If a public entity determines, using credible information available to the public, that a person has submitted a false certification under section 3(2), the public entity shall provide the person with written notice of its determination and of the intent not to enter into or renew a contract with the person. The notice shall include information on how to contest the determination and specify that the person may become eligible for a future contract with the public entity if the person ceases the activities that cause it to be an Iran linked business. The person shall have 90 days following receipt of the notice to respond in writing and to demonstrate that the determination of false certification was made in error. If a person does not make that demonstration within 90 days after receipt of the notice, the public entity may terminate any existing contract and shall report the name of the person to the attorney general together with information supporting the determination.

Sec. 5. The attorney general may bring a civil action against any person reported under section 4. If a civil action results in a finding that the person submitted a false certification, the person is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the public entity's investigation, and reasonable attorney fees, in addition to the fine. A person who submitted a false certification shall be ineligible to bid on a request for proposal for 3 years from the date the public entity determines that the person has submitted the false certification.

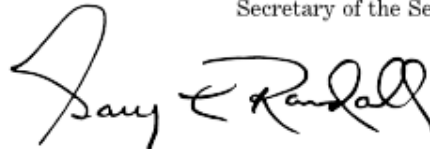
Sec. 6. The provisions of this act are effective only if Iran is a state sponsor of terror as defined under section 2 of the divestment from terror act, 2008 PA 234, MCL 129.292.

Enacting section 1. This act takes effect April 1, 2013.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

LEGAL STATUS OF BIDDER

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

Vendor/contractor will notify the Lansing School District Purchasing Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.

Firm Name:

Address:

Phone &

E-mail:

Name, title and signature of individual duly authorized to execute contracts:

The Owner, Principal, or Corporate Office of the responding firm is also attesting that all the information provided within this response is true.

Name:

Title:

Signature:

**A Corporation organized and existing under the laws of the
State of _____**

General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed, which are available at the Lansing School District Purchasing Office.

Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on a unit price basis.

2. **MAILING OF PROPOSALS:**

Proposals shall be mailed in an opaque, sealed envelope and shall be clearly marked describing the project upon which the bid is made.

3. No oral, telegraphic facsimile, or electronic mail proposals or modifications will be considered.

- 4 **WITHDRAWAL OF BIDS:**

Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of ninety (90) days.

5. **PROPOSAL FORMS AND SIGNATURES:**

Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.

6. **BRANDS:**

The naming of a manufacturer, brand or model number shall not be considered as excluding other brands or models. Specifically, similar products with comparable construction, material and workmanship shall be considered as equal. However, the Board of Education of the Lansing School District shall evaluate the merits of all bids submitted and reserves the right to accept or reject any or all bids.

It is the intent of the attached specifications to define the minimum quality of equipment acceptable. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are required.

7. **SAMPLES:**

Samples shall be submitted upon request at the expense of each bidder. These samples will be retained as control items until the completion of the delivery and installation.

8. **AGENDA:**

Any modifications of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No request for explanations can be processed within four (4) days immediately prior to the bid opening date.

9. **VARIATIONS FROM MATERIALS SPECIFIED:**

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases.

10. **ROYALTIES AND PATENTS:**

The contract shall pay for all royalties and patents, and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.

11. **CLEAN-UP:**

The contractor shall at all times, keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work broom clean, or it equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor, as the owner shall determine.

12. **FEDERAL, STATE AND MUNICIPAL TAXES:**

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State and Municipal Governments, on labor, and for materials entering into the work. The owner reserves the right to require evidence of payment of such taxes prior to final payment. The school district is exempt from Federal Excise Tax.

General Conditions and Instructions to Bidders

13. QUALIFICATIONS OF BIDDERS:

The owner may request any or all bidders to submit any of the following information before the award of the contracts.

- A. A bidder's performance record
- B. The address and description of bidder's equipment, plant or permanent place of business.
- C. An itemized list of the bidder's equipment, plant and personnel.
- D. A bidder's financial statement.
- E. A description of any project which the bidder has completed.
- F. Such additional information as will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- G. Description of work which will be done simultaneously with the owner's project.

14. NOTICE OF AWARD:

The contracts shall be deemed as having been awarded when the formal notice of acceptance of their proposal has been duly served upon the intended awardees (normally by purchase order) by some officer or agent of the owner duly authorized to give such notice.

15. GUARANTEE:

Each contract shall furnish the owner a written guarantee running for one (1) year, or longer as required herein, after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

16. DOCUMENTS:

The Proposals submitted shall be based upon the specifications contained herein.

17. RIGHTS OF ACCEPTANCE OR REJECTION:

The Board of Education of the Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interest of the School District.

18. Contractors and subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bona fide occupational qualification. Breach of this covenant of purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed there under. See Policy 6320.

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PURCHASING

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

- A. Seek informal price quotations on purchases in excess of \$3,000.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$10,000 the Superintendent shall whenever possible, require three (3) competitive price quotations.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

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Competitive Bids

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

When food purchased in a single transaction exceeds \$100,000, the Superintendent shall, whenever possible, require three (3) competitive price quotations.

Bids shall be sealed and shall be opened by the Director of Purchasing in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders

- A. which use a Michigan-based business as the primary contractor.
- B. which use one (1) or more Michigan-based business as subcontractors.

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For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the dollar amount permitted by State Statute. All other contracts require Board approval prior to purchase.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

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General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase

- A. was not contemplated during the budgeting process.
- B. exceeds the previously Board approved amount by ten percent (10%).

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

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The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

M.C.L. 380.1267, 380.1274 et seq.

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NEW SCHOOL CONSTRUCTION, RENOVATION

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit.

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 - 1. specify the date and time by which all bids must be received by the Board at a designated location;
 - 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 - 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;

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4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders:

1. which use a Michigan-based business as the primary contractor.
2. which use one (1) or more Michigan-based business(es) as subcontractors.

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For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267

NEW POLICY - VOL. 30, NO. 2

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor

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performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a “brand name” product instead of allowing for an “*or equal*” product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list annually.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold established annually by the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:
2 C.F.R. 200.317 - .326

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PREVAILING WAGE COORDINATOR

It is the purpose of this policy to comply with State and Federal regulations concerning prevailing wage rate.

The Michigan Department of Consumer and Industry Services; Wage and Hour Division will determine the prevailing wage rate in the locality where the work is to be performed.

The Superintendent shall designate a Prevailing Wage Coordinator for this District.

The Prevailing Wage Coordinator will submit to the Superintendent, for Board of Education approval, procedures for monitoring compliance with prevailing wage laws. S/He will request the Michigan Department of Consumer and Industry Services; Wage and Hour Division to establish the prevailing wage rate in this District for school construction or renovation projects. A schedule of those wages must be attached to the specifications for the work, and printed on any bidding blanks. A copy of the bidding blank must be filed with the Michigan Department of Consumer and Industry Services; Wage and Hour Division prior to the award of any contract. Thereafter, any contract which is awarded must include a provision that each laborer, workman, or mechanic employed by the contractor will be paid at a rate not less than the prevailing wage rate. On the first pay date, the contractors and subcontractors must provide each employee with written notification of his/her job classification and the prevailing wage rate for his/her job classification, unless the employee is covered by a collective bargaining agreement.

M.C.L. 408.551 et seq.

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COOPERATIVE PURCHASING

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Business Manager to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

M.C.L. 124.1 et seq.

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LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when

- A. their quotation is competitive, within a percentage determined by the Board,
- B. freight charges are a factor,
- C. maintenance service may be required,
- D. promptness of delivery is a consideration,

provided that all statutes pertaining to public purchasing are duly observed.

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VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

M.C.L. 15.321 et seq.



In order to maintain the public trust, your local school district Board of Education should consider and adopt a resolution containing at least some, if not all, of the factors listed below.

Each factor should be discussed thoroughly by school board members, the architects and construction managers involved in any school construction because of the potential impact they will have on a project.

Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.



EXPERIENCE. Institutional building projects are expected to last 50-75 years. Therefore school board members should review the past experience of all construction professionals to ensure that they have pertinent experience on similar institutional projects. In so doing, the board members can evaluate whether local contractors should be considered for the project and only if they have the required experience should they be considered.



REFERENCES. School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.





FINANCIAL CONDITION. A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding claims against them and bank references. A poor financial condition can affect the quality of materials, equipment and workers used on the project. It also can result in substantial project delays and unsafe schools.



SAFETY & ACCIDENTS. Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious physical harm. Every employee has the right to a safe and healthy workplace. An employer must provide training in the recognition and avoidance of hazards and specific training called for in the MIOSHA standards.



RESUME OF SUPERVISORY PERSONNEL. Beyond a construction professional's experience with similar institutional projects, it is important for board members to evaluate the resumes of the supervisory personnel of all construction professionals on their project. All supervisory personnel should have pertinent experience and adequate education and training to complete your project.



INSURANCE & SURETY BONDING. Construction professionals must show proof of adequate and relevant insurance coverage for a particular project and must prove their compliance with workers' compensation statutes. School boards must set minimum standards for insurance coverage. Construction professionals that cannot provide proper coverage may be unable to fulfill project obligations. A measure of a construction professional's stability is shown in the ability to secure the required bonding.



USE OF A TRAINED LOCAL WORKFORCE. Employing local construction professionals and skilled craft workers on a project can be an attractive goal for school boards. Local craft workers, their friends and family, in all probability use those schools. However, it is necessary to determine if the construction professional has ready access to a qualified, experienced workforce to build your project.



PREVAILING WAGE. Use of prevailing wage requirements ensures that school boards secure the best qualified construction professionals to perform work on their projects. Construction professionals should compete for projects on the basis of their management practices, not by paying sub-standard wages. Utilization of prevailing wage will allow the construction professional to pay locally determined wages and benefits to attract qualified skilled craft workers.



EMPLOYEE HEALTH INSURANCE & PENSION BENEFITS. School districts can maintain and promote their community's health care and craft employees by requiring the construction professional to use prevailing wage, which includes health insurance and pension benefits. Construction professionals who provide such benefits to their craft personnel demonstrate a commitment to developing a stable workforce, which is a key component to a quality project and to the health of the community.



WORKFORCE SOURCE & PROPER EMPLOYEE CLASSIFICATION. School boards can ensure that their project will be built by qualified construction professionals by ensuring contractor access to a skilled workforce. School districts should examine carefully the source of building trades craft employees. School districts should ask prospective construction professionals to identify the source of the workforce they intend to use on the project. Construction professionals who staff the project with personnel hired from help-wanted ads or employment agencies might not have sufficient competence and ability to complete a quality project on schedule.

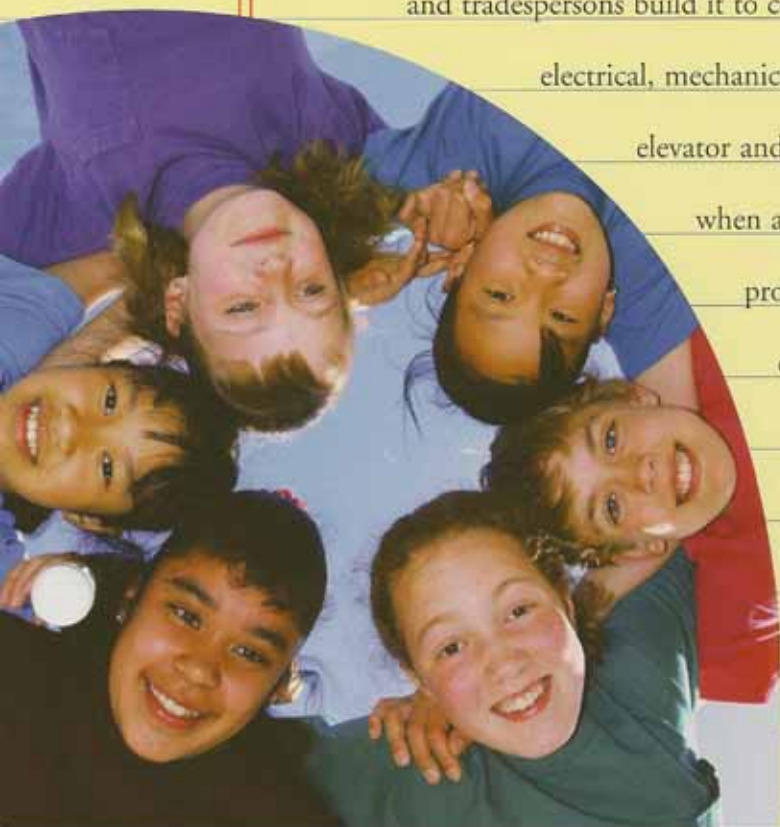


REGISTERED UNITED STATES DEPARTMENT OF LABOR, BUREAU OF

APPRENTICESHIP & TRAINING PROGRAMS. School boards know the value of high quality training and education. Responsible contractors know that better training equals better buildings. Bureau of Apprenticeship and Training (BAT) approved training programs create more productive craft workers. A construction professional's ability to staff a school construction project with qualified trades' workers is the key to success. Contractors, who bid on school construction projects should maintain, participate in and contribute to bona fide apprentice training programs recognized by the U.S. D.O.L./B.A.T. Trained craft workers promote cost effectiveness, timeliness, safety and quality on school construction work. Companies who employ skilled and trained workers, educated in their trade, deliver exceptional work. Moreover, every registered U.S. D.O.L./B.A.T., program must meet twenty-two standards of apprenticeship regulated and audited by the U.S. D.O.L./B.A.T., as outlined in 29 CFR 29.5.



LICENSING. School boards get a better building when highly competent construction professionals and tradespersons build it to code. State law establishes licensing requirements for electrical, mechanical, plumbing, boiler and elevator contractors, and electrical, elevator and plumbing craft workers. Proper licensing and certification, when applicable, show school boards that construction professionals bidding the job have been tested and are competent to perform the work. All responsible construction professionals must provide documented proof of licensing and certification. This will allow school boards to contact licensing and certification agencies to verify the bidder's history and determine if any complaints or judgments have been filed against them.





COMPLIANCE WITH REGULATORY AGENCIES. School boards get a higher quality building when local, state and federal regulations are followed. Compliance with the EPA, MIOSHA, OSHA and other agencies helps school boards evaluate the construction professional's willingness to follow rules. It also ensures that the bidding contractors are aware of the policies that affect them. Contractor adherence to wage and hour standards, record keeping guidelines, child labor regulations and other components of the Fair Labor Standards Act are good indicators of a stable workforce. Construction craft workers who are treated fairly and receive proper pay and benefits are more likely to produce high quality work which helps ensure a safe learning environment for Michigan children.



CIVIL SUITS/ARBITRATION/HISTORY. A school board will have their building projects completed without costly legal entanglements if they select a responsible contractor with a 'clean' legal history. School boards should contract with construction professionals that build according to contract – not in spite of the contract. School districts should carefully examine a contractor's litigation history and the final disposition of any arbitration claims brought against him/her. A contractor with an unusually high level of adverse claims might indicate that the school board should disqualify the contractor.



Michigan Association for Responsible Contracting

phone: 1-866-YES-MARC • fax: 517-372-0402 • www.miarc.org

Work Category No. 00 – General Requirements for All Subcontractors

Work Included:

1. All permits, fees, inspections and approvals required by governing jurisdictions are included within base bid. Coordinate well in advance (at least 24 hours), required inspections and testing with the Construction Manager. This will include liaison between state and local agencies to ensure code compliance and for securing approval for the facility.
2. Excessive noise and vibration creating equipment shall be prohibited within close proximity of existing Structures/Buildings or occupied spaces. All proposed equipment scheduled for project shall be reviewed with the Construction Manager prior to delivery onsite.
 - A. Contractors are advised that, in accordance with the City of Lansing Noise Ordinance §654.07(g), the operation of construction tools, equipment, drilling, or demolition work shall be limited to the hours of 7:00 a.m. to 8:00 p.m., Monday through Friday. Work outside of these hours, or on weekends/holidays, is prohibited unless specifically authorized by the City through a special or temporary permit. Contractors must plan and schedule their activities accordingly to ensure full compliance with this requirement.
3. Cleanup is required on a daily basis, and/or as directed by the Construction Manager. Cleanup dunnage, shipping materials and associated materials/debris generated from installation and dispose of properly. At no time will shipping containers, crates, materials, piles of debris, tarps, boxes, etc. be left on site, unattended and unsecured, subject to unsafe conditions (i.e. access, fire and slip hazards and wind blown debris).
 - A. Unidentifiable Progress Cleanup – A composite clean-up crew from each trade will be assembled each day immediately after the Daily Morning Huddle for 45 minutes. For a crew sized 1-6 people, each Trade Contractor shall provide supplies (brooms and sweeping compound) and one person. An additional person for clean-up must be supplied for every additional 6 people on site. This does not relieve any Trade contractor of their responsibility to cleanup all debris resulting from their own operation daily and discard waste into jobsite dumpsters provided by the Construction Manager. Each Trade Contractor shall clean all surfaces and leave the work area “broom clean” or its equivalent, unless otherwise specified.
 - i. If contractors do not maintain their work areas or provide the proper resources for our daily clean up, The Christman Company will provide one warning to the contractor. If the problem continues after the warning, The Christman Company will provide labor for the relative clean-up at the cost of the contractor.
4. At least two (2) weeks prior to starting on-site, meet with the Construction Manager, Architect and Engineer to discuss and resolve any issues relating to status of material procurements, site conditions, access, staging/storage requirements, safety, testing, sequencing and scheduling of work.
5. A drawing sort set has been provided that tags individual details and keynotes in the drawings with the associated Work Category. Each Work Category shall be fully responsible for all items tagged to it. This tagging effort is intended as a general guide to scope division and responsibility, and shall not be interpreted as an exhaustive list of work to be included. Each Work Category is responsible for reviewing the complete contract documents to ensure all work required for its scope is included.
6. General – All Bidders are responsible for reviewing all Work Category descriptions and report and conflicts or ambiguities which may affect the execution of their Work Categories. All Bidders are responsible to review all Bidding Documents and become familiar with them to coordinate their work accordingly. Work Category descriptions should in no way be construed as being all-inclusive. Should a conflict exist between the Work Category description and other Bidding Documents, the Work Category

description shall prevail and take precedence. Bidders are required to bid on the entire Work Category and may bid more than one Work Category.

7. Any work that could interfere with existing owners operation, i.e. use of certain roads, parking lots, access to buildings, shall require pre-task planning with the Construction Manager and shut-down notification requests shall be prepared (72) hours in advance of any work being scheduled. Pre-task planning shall review and discuss scheduling, coordination with Owner operations, working durations, safe practices and procedures.
8. Protect existing structures, equipment, and finishes, including new work in place, from damage during the performance of this work category. Any protection removed to facilitate other work shall be reinstalled / replaced by the trade needing access.
9. Include all layout and engineering for each work category. Unless otherwise indicated in Section 00210, two control lines and one bench mark will be provided by the Construction Manager for Trade Contractor use.
10. Prior to commencing with installation, verify all field conditions and measurements and report any discrepancies to the Construction Manager.
 - A. In addition to all specified mockups, extra effort will be made to verify all field finishes for this project, including CM Directed mockups for the following:
 - i. All masonry assemblies to verify material colors, dyes, mortar colors, sealants in 4'x4' assemblies. Assemblies may be either pre-assembled and brought on site, or built in place.
 - ii. All metals & trims as supplied by glazing contractor, masonry contractor, siding contractor, roofer, etc.,
 - iii. Concrete polishing, staining, and finishing in designated spaces as noted in the WC10 Specific Notes & Details
 - iv. All exposed overhead MEP in a designated room by all MEP contractors, and painting efforts.
11. Whenever possible all embeds to be furnished to other trades shall be fabricated / modified by the providing contractor with holes / tabs, etc. to allow easy for installation by the installing contractor.
12. Provide full-time on-site supervision during the performance of your work. Supervision will be responsible for coordination, scheduling, safety, manpower, and other activities necessary to achieve safety, quality and scheduling requirements set forth under this work category. Supervision shall not be removed from this project without prior written consent and approval of the Construction Manager.
13. Full compliance with all site specific rules and regulations, including (but not limited to) OSHA, State Authorities, Local Authorities, and the Construction Manager. This subcontractor shall submit, prior to performing any work on-site, a copy of their site specific safety program/manual.
14. Project Safety – Refer to the site specific project safety manual included with bidding documents.
 - A. It is a fundamental value of Christman that safety always is a primary consideration. It is our policy and top priority to do everything in our power to provide a safe workplace for all workers and to mandate the use of good safety practices. Adherence to Project Safety Manual is always mandatory of everyone on the project site. The Project Specific Safety Program has been developed in support of these concepts to serve as a reference in assisting all project trade contractors in satisfying their responsibility “to provide a safe, healthful workplace, free of recognized hazards.”

- B. Trade Contractor shall furnish and install all temporary covering over all penetrations two (2) inches in diameter and greater caused by execution of their work. Each cover is to be mechanically fastened down, including beveled edge, and clearly marked "HOLE".
 - C. At no time are power cords or like material allowed to be run along the ground. Cords are to be hung on tree stands or supported from overhead when the structure is available. All power cords must be in good condition, labeled with company name within 6" of each end, and used safely in a manner that is acceptable to MIOSHA.
 - D. If this Trade Contractor creates an opening or leading edge that creates a fall hazard, perimeter protection/guardrails or hole covers shall be promptly installed by this Trade Contractor. Fall protection shall satisfy all safety requirements. If this Trade Contractor requires existing fall protection to be removed or modified, seek prior approval from the Construction Manager, adjust fall protection as needed and promptly restore fall protection to original condition.
 - E. DTAs/JHAs are required to be filled out daily, forms are available when needed.
15. Jobsite Safety Orientation
- A. All workers must complete the Construction Manager's site and safety orientation on their first day of work on-site. Safety orientation for new Trade Contractor personnel is held in the mornings at 7:30 a.m.
 - B. All construction personnel will be required to wear a Christman issued safety sticker when working or visiting this jobsite. All Trade Contractors are required to clearly display both a company name and the name of the individual on their hardhat.
16. Material Deliveries and Staging – All material deliveries must be coordinated with the Construction Manager a minimum of 24 hours in advance. Delivery trucks will not be allowed to stage or park on existing roads and parking lots. Deliveries will require traffic control and the Trade Contractor is required to provide a sufficient number of flagmen for safely directing delivery trucks into the project site, unloading of materials, handling, protection and storage of all received equipment. The Owner and Construction Manager will not accept deliveries.
- A. Furnish and receive all required materials and deliver FOB jobsite. All deliveries shall be closely coordinated with the Construction Manager and a minimum 24-hours advance notice shall be given prior to delivery. Unless noted otherwise, deliveries must be coordinated to be complete with unloading during normal working hours.
 - B. For material deliveries, if traffic control is required, Subcontractor to arrange manpower accordingly and provide signage, barricading, flagman etc., necessary for the safe performance of own work and protection of the public. Staging, storage on-site, and all deliveries required to support this installation must be reviewed and approved in advance by the Construction Manager.
 - C. Each Trade Contractor shall assume full responsibility for all pre-ordered products after their arrival at this designated location. This includes transportation, storage, start-up, warranty services, and installation in accordance with the General Conditions unless otherwise specified.
 - D. Trade Contractor will receive and handle all respective material and properly store/protect, before and after installations. Excessive and out-of-sequence deliveries will be prohibited and subject to re-handling and removal offsite as directed by the Construction Manager.
 - E. No common use crane, or sky track is planned for this project. Trade contractor to furnish all hoisting, lifting, scaffolding and handling to complete work.
 - F. Hoisting of materials and equipment over occupied areas will not be permitted, unless areas below are

properly barricaded, vacated or occupancy access is managed during lifting. Each subcontractor will be required to notify Construction Manager seven (5) days in advance of required hoisting over occupied areas. Pre-Task planning and shut-down notifications will be required to assure minimum interruptions to Owner/on-site operations. In general, any hoisting equipment required to be used on-site must be reviewed in advance with Construction Manager for coordination of site logistics, safety procedures, access, lift swing areas, duration and overall activities relating to this hoisting equipment.

17. Should Subcontractor require on-site trailer or storage units, Subcontractor shall obtain approval from the Construction Manager on size, count and where to locate, prior to delivery on-site. Subcontractor to arrange and pay for service to trailers, including (but not limited to) electrical, phone, etc.
18. This subcontractor will RECEIVE and INVENTORY all respective material deliveries and immediately report any discrepancies or deficiencies before installations to allow the Construction Manager time to assist in procurement or plan accordingly as not to affect the schedule.
19. Gang boxes will not be allowed on any floors where finished flooring or ceramic tile is installed. Smaller type, rubber wheeled carts will be allowed as reviewed and approved by the Construction Manager.
20. Furnish all hoisting, lifting, scaffolding, and handling to complete your own work.
21. Approved O&M manuals are required at least 2 weeks prior to equipment start-up, start of warranty, and Owner training, but no later than thirty (30) days prior to substantial completion.
22. In the event of any jurisdictional or labor issues, the subcontractor assigned the work shall arrange to complete all work as required to avoid any interruptions/continuity of work on this project at no additional cost. All labor requirements pertaining to the project will be met.
23. Cooperate fully with representatives from Architect, Engineer, Owner, Construction Manager, independent testing agency, Commissioning Agent and allow for in progress inspections, including providing access to areas of work, when required.
24. This project may require multiple phases, which will require re-mobilization. All costs for multiple phasing shall be included.
25. Trade Contractors will be present at all site planning and coordination meetings. Daily Morning Huddles will occur daily, promptly at 7:00 a.m. or as chosen by the entire team with the approval by the Construction Manager, in a designated location on site. All site personnel must attend in person. The agenda of each morning huddle, lasting no more than 15 minutes, includes:
 - A. Foreman discusses daily tasks and safety events to be aware of
 - B. Discuss critical hoisting/lifts
 - C. Reminders to stay away from unsafe areas, etc.
 - D. Discuss any safety concerns that each team may have to be addressed the same day
 - E. Material delivery reminders
 - F. Foreman to discuss and coordinate the day's activities amongst each other

26. Critical Scheduling and Sequencing of Work:

The Construction Manager shall provide overall scheduling and coordination for the entire project. All Trade Contractors shall acknowledge the Construction Manager's right to establish and set up, or subsequently modify the sequencing and scheduling of all work on this project for the earliest completion and/or benefit to the Owner. More restrictive sequencing to coordinate the Owner's on-going operations and/or for the coordination of the various trades shall be spelled out by the Work Category descriptions or as otherwise directed by the Construction Manager. All Trade Contractors agree to cooperate and alter their operations to maintain these more specified restrictions and sequences of the work.

- A. Subcontractor agrees to work concurrently with other subcontractors and the Construction Manager, according to the Master Project Schedule.
- B. Subcontractor shall confirm fabrication lead times, installation durations and sequencing for their Work in writing within two weeks of award, and report any discrepancies to Construction Manager.
- C. Scheduling updates and proper coordination and communication with other trades shall be accomplished as follows:
 - Weekly sub-progress meetings
 - Safety meetings, BIM meetings, scheduling meetings, pre-installation meetings, etc.

- 27. This project will have a third-party commissioning agent that will conduct a formal commissioning process and periodic inspections. All respective trade contractors will be required to participate in the commissioning process.
- 28. Prior to ground disturbing activities or placement of significant loads on grade, contact MISS DIGG and perform Ground Penetrating Radar survey of effected area as necessary.
- 29. Construction Waste Management And Disposal – the Construction Manager will provide dumpster facilities on site which each individual trade contractor will be required to utilize. If material is so significant it cannot be disposed of in a standard 10cuyd masonry waste, or 30cuyd general debris container, the individual trade contractor shall be responsible to facilitate and dispose of the material, including any liquids or hazardous waste.
- 30. General Commissioning Requirements – Review Spec Section 019113 General Commissioning Requirements.
- 31. Indoor Air Quality Management Plan – During Construction. Comply with site specific IAQ Management Plan for this project.
- 32. Trade Contractor shall incorporate submittal review times into construction schedule to ensure required approvals are received prior to commencing work.
- 33. All Trade Contractor Foreman will be required to have and utilize tablets (iPad/Android Operating System), equipped with cloud based Procore Application to manage their Contract Obligations and track construction documents as outlined in the Contract Documents.
- 34. Smoking and the use of all tobacco/nicotine products is strictly prohibited on the project site.
- 35. Building Information Modeling (BIM) will be used for MEP systems, coordination, virtual mock-ups, off-site prefabricated assemblies, and as-built documentation for the Owner. BIM models will be required from all Trade Contractors that are installing products, equipment or systems for structural steel, fire protection, mechanical, plumbing, electrical, audio visual, security, and data. Construction Manager to identify/assign a BIM leader in the future.

36. Trade Contractor Foreman shall download and utilize the Telegram messaging application to maintain a high level of communication on the jobsite. Foreman will update all crews of the following but not limited to: overall crew size, activity(s) to be preformed that day, areas, of work and crew sizes in that area.
- A. Trade Contractor Foreman are to send the forementioned update prior to start of work for the day and to update when crews of said Trade Contractor are leaving for said working day.
37. Trade Contractor shall be responsible to furnish, install, maintain, and removal all required signage, barricading as necessary for the safe performance of the work.
38. Site Work Hours
- A. Common jobsite working hours shall be 7:00 a.m. to 4:00 p.m., Monday through Friday. Hours of work for all trades will be determined by the Construction Manager. Any overtime requires advance approval by the Construction Manager. Work hours may be subject to change by the Construction Manager. Crew sizes must be planned/allocated at bid time to meet the project schedule without needing to work outside of the common site working hours.
- B. If this Contractor falls behind schedule additional manpower will be required to be added to the project to catch up and meet the project schedule and/or phasing plan. Shift-time and/or overtime will be at the expense of this contractor if required to meet the project schedule and/or phasing plan.
- C. Under conditions where tie-ins to existing services/utilities are required, each Trade Contractor will be required to notify the Construction Manager five (5) working days in advance. Pre-Task planning and shut-down notifications will be required to assure minimum interruptions to Owner operations, including performing required tie-ins after normal working hours. Trade Contractors are responsible for covering premium time costs to complete required tie-ins.
39. Temporary Utilities
- A. Trade Contractors shall be individually responsible for providing all their utility needs, including but not limited to task specific lighting, temporary water supply system and heat. Temporary electrical power will be set up by WC 28, however any special hook-up requirements or provisions for powering special equipment shall be installed by the Trade Contractor and all associated costs included in their base bid.
- B. If temporary power provided at building is not adequate or in close proximity to the work, Trade Contract shall include costs for portable generators, welders or other equipment required to perform their work. If lighting is not adequate, the Trade Contractor shall provide their own task light without exception.
40. Snow Removal
- A. WC 02 is responsible for providing site snow removal at the sole discretion of The Christman Company. Each respective Work Category is responsible for all snow removal in their respective work areas.

4I. Post Bid Attendance

- A. The 2 lowest qualified bidders for all work categories will be scheduled in accordance with engineer/consultant availability. It is **essential** that the bidders for the following work categories will be available for a 45-minute post-bid interview during the scheduled times as indicated below (Dates are indicated in MM/DD/YY);

Work Category	WC29 - FSE	WC28 - Elec	WC27 - Mech & Plumbing	WC12 - Steel Fab	WC10 - Conc	WC11 - Masonry	WC 02 - Earthwork
Bidder 1	11/24/25 @ 9:00AM	12/4/25 @ 8:00AM	12/4/25 @ 1:00PM	12/2/25 @ 8:00AM	12/2/25 @ 10:00AM	12/2/25 @ 1:00PM	11/24/25 1:00PM
Bidder 2	11/24/25 @ 10:00AM	12/4/25 @ 11:00AM	12/4/25 @ 2:00PM	12/2/25 @ 9:00AM	12/2/25 @ 11:00PM	12/2/25 @ 2:00PM	11/24/25 2:00PM

End of Work Category No. 00

Project Name	Lewton – BP2 – New Build	Work Category	See Work Scopes below
Meeting Date & Time	10/29/2025 @ 2:00PM	Meeting Location	Teams: Conference Call

Meeting Purpose:

- To communicate clearly defined work scope, quality standards, and anticipated schedule to subcontractors.
- Providing this information improves the likelihood that bids will be consistent with the owner's and The Christman Company's quality standards and schedule expectations.

Meeting Agenda:**I. Introduction**

- a. Bid documents list
 - i. [Project Manual.pdf](#)
 - ii. [Bid Package 2 – Lewton CD Drawings.pdf](#)
 - iii. [Bid Package 2 – Lewton CD Specs.pdf](#)
 - iv. [Safety Program.pdf](#)

2. General Quality Expectations

- a. Why the owner is building this project
- b. What is important to the owner, building occupants, etc.

3. Schedule Expectations

- a. Schedule Dates in Schedule Attached

4. Work Scopes

- a. Included and excluded activities
 - i. 02 – Earthwork
 - I. All underground utilities outside building footprint 5' and beyond, with the exception of domestic water and fire suppression being stubbed up into the building footprint.
 - ii. 05 – Site Concrete
 - iii. 06 – Asphalt
 - iv. 07A – Fencing
 - v. 08 – Landscaping
 - vi. 10 – Structural concrete
 - I. Responsible for all excavating for this scope of work.
 2. Polished concrete & staining within this scope of work
 3. Slab on grade after CMU walls are topped out
 - vii. 11 – Masonry
 - I. All masonry assemblies, and spray foam behind masonry assemblies
 2. Decorative brick includes glazed brick colors, and burnished block styles
 3. Acrylic sealants and coatings
 4. Colored mortars
 - viii. 12 – Structural Steel
 - I. BIM Modeling & Coordination
 - ix. 14 – Roofing
 - I. Responsible to furnish and install all tectum decking, including any protection necessary
 2. Custom metal colors
 - x. 15 – Metal Siding
 - I. Custom metal colors
 - xi. 18 – Glass & Glazing
 - I. Custom metal colors
 2. All aluminum framed openings, FRP doors, and hardware within openings
 3. All glass & glazing in wood door lites
 - xii. 20 – General Trades

- xiii. 21 – Walls & Ceilings
 - 1. Ceiling baffles & acoustical panels
- xiv. 22 – Hard Tile
- xv. 23 – Flooring
 - 1. Epoxy flooring
 - 2. Wall base
 - 3. All caulking of wall base necessary
- xvi. 24 – Painting
 - 1. Vinyl wall coverings
 - 2. MEP Painting
- xvii. 25 – Playground Equipment
- xviii. 26 – Fire Suppression
 - 1. BIM Coordination
 - 2. MEP Painting (furnishing early, multiple mobilizations of material and material handing)
 - 3. Delegated design
- xix. 27 – Mechanical & Plumbing Systems
 - 1. BIM Coordination
 - 2. MEP Painting (see above)
- xx. 28 – Electrical Systems
 - 1. BIM Coordination
 - 2. MEP Painting (see above)
 - 3. Solar Panel Arrays
- xxi. 29 – Food Service Equipment
- b. Quality expectations for workmanship and results
 - i. Mockups
 - 1. Overhead Exposed MEP Mockup - All exposed overhead MEP in a designated room determined by CM, all pre-paint and overhead assemblies to be fabricated and installed on site for owner walkthrough and review prior to permanent installation.
 - 2. Masonry Mockups - All masonry assemblies to verify material, colors, dyes, mortar mixes, sealants, and accessories fabricated in a 4'x4' assembly for each individual block/brick, or fabricated in place for review.
 - 3. Metal & Trim Coordination – All metals and trims for exterior finishes (Siding, block/brick drip edge, roofing drip edge/gutters, glazing drip edge, louver drip edges, etc) to be reviewed on site in a coordinated effort to match all custom color assemblies and fabrications as closely as possible, with multiple iterations of submittals, and meetings as required.

5. Project Specifics

- a. Contractor amenities
 - i. Parking – onsite
 - ii. Laydown – onsite, parking lot
 - iii. Restrooms – Christman will provide portable toilets.
 - iv. Utilities – Existing water will have a temporary service until permanent water is available
 - v. Temporary power will be available as noted in WC 28 Scope.
- b. Contractor requirements (permits, delivery scheduling, clean up, dress code, smoking)
 - i. Permits – Contractors to carry own permitting, building permit provided by TCC.
 - 1. SESC Permit held by TCC, WC02 to maintain erosion control items as required.
 - ii. Clean Up – Christman will provide dumpsters, cleanup is required continuously, see front end scopes for requirements.
 - iii. Smoking – No tobacco use on Lansing School District property.
 - iv. Work Hours – M-F 7:00am – 3:30PM.
 - 1. As daylight hours shift through the year, site hours will also shift.
- c. Building occupancy

- i. The site will be unoccupied by the Owner, though the Owner may make frequent visits to the project site for inspections, constructability review.
 - d. Safety Manual
- 6. **Bid Procedures**
 - a. Bid due date, time, and location

IN PERSON BY 11/20/2025 @ 2:00PM at Lansing School District Administration Building
Address for Administration building;
519 W. Kalamazoo St., Lansing MI 48933
 - b. Addenda requirements – Final addendum will be published on 11/13/2025
 - c. Bond requirements
 - i. **BID BOND REQUIRED**
 - ii. Break out pricing for payment and performance bond
 - d. Mandatory Alternates
 - i. Refer to schedule of mandatory alternates found in the specifications under Alternates-012300, included here for reference;
 - 1. Foundations
 - a. Base bid: Provide CMU block footings per structural drawings
 - b. Alternate: Provide poured in place concrete footings in lieu of block footings. Refer to alternate detail provided on structural drawings.
 - 2. Acoustic Glazing
 - a. Base Bid: Provide standard specified glazing in all exterior storefront systems.
 - b. Alternate: Provide enhanced acoustic glazing in exterior storefront systems in classroom 334, 336, 338, and the east wall of 337, per specification, in lieu of standard glazing.
 - 3. Bipolar Ionization
 - a. Base Bid: No bipolar ionization provided
 - b. Alternate: Provide Needle point of Tubular Bipolar Ionization for all RTU's as Basis of Design.
 - 4. Stained Concrete
 - a. Base Bid: Include **decorative stained concrete** floor patterns as documented on the Color Floor Plans **ONLY** for the areas indicated **at Unit 200** in Blue (See A8.2/2 and A8.2/3). **All other areas of decorative steel concrete are to be solid colored** (no pattern) in base bid (Unit 100 – Teal, A8.1/2, Unit 200 – Orange, A8.2/4, and Unit 300 – Purple, A8.3/2).
 - b. Alternate: **ADD the decorative pattern as shown on drawings** at the following locations: Unit 100 – Teal, A8.1/2, Unit 200 – Orange, A8.2/4, and Unit 300 – Purple, A8.3/2.
 - e. Allowances – See specific work category notes for all allowances in the Project Manual.
 - f. Contact person for questions

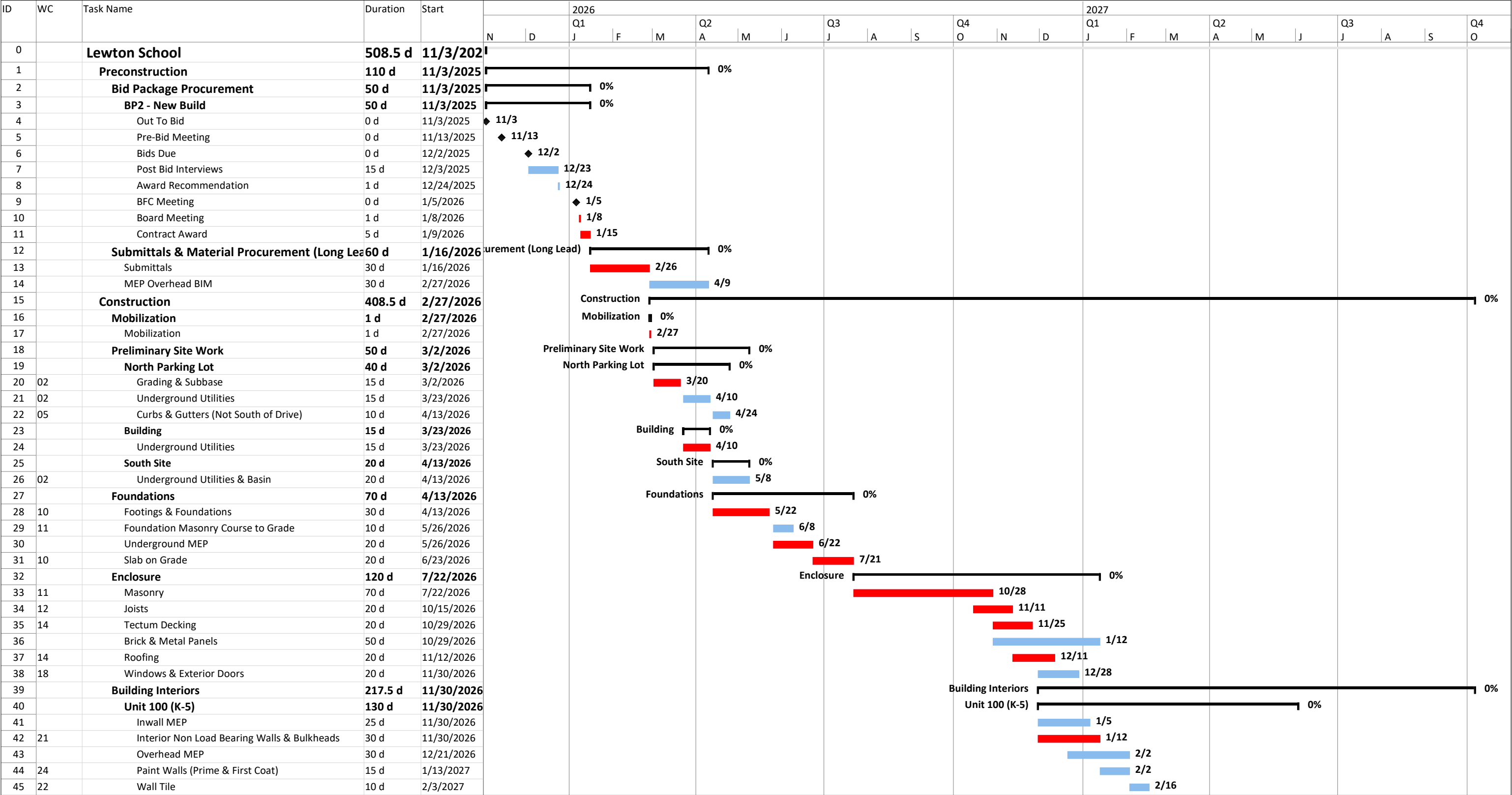
RFI's to be submitted to projects@lansingschools.net
RFI's must be received by 11/13/2025 @ 5:00PM
Austin Brown (Christman Company – Asst. Project Manager) – austin.brown@christmanco.com
Andrew Dobbs (Christman Company – Project Manager) – andrew.dobbs@christmanco.com

7. Questions

8. Walk Through

- a. No site walkthrough will be made available, the site is viewable from the road. Demolition activities are in progress.

Lewton Elementary - Bid Package 2 - New Build Attendance Report	
Meeting title	Lewton - Pre-bid Meeting
Attended participants	45
Start time	10/29/25, 1:37:56 PM
End time	10/29/25, 2:32:32 PM
Meeting duration	54m 36s
Average attendance time	33m 8s
Attendees	
Name	Email
Austin Brown	austin.brown@christmanco.com
Jim Chapman (External)	jchapman@ldclarkcompanies.com
Ryan Hull (External)	ryanhull@superiorelectricinc.com
Paige Nichols (External)	paige@redingersteel.com
Andrew Helfmann (External)	ahelfmann@superiorelectricinc.com
Dennis Rector (Unverified)	
Sam Brown (External)	SamB@summit.ws
Matt Ward- Leavitt and Starck (Unverified)	
Tristan Kesselring (External)	tkesselring@grangerconstruction.com
Dustin Schneemann (Unverified)	
Chris Churchill (Unverified)	
David Thompson III (External)	david@das-pros.com
Karen Headley (External)	kheadley@mooretosper.com
Caleb Smith	caleb@hrelectricllc.com
Dana Trysh (Unverified)	
Jon Laing (External)	jon.laing@lansingschools.net
Caleb Thelen (External)	caleb.thelen@lansingschools.net
Corey Glaspie (External)	Corey.Glaspie@mcshanemechanical.com
Brian Lapham (External)	BrianL@summit.ws
Ryan Egleston (Myers P&H) (Unverified)	
Gerald Rutkowski (External)	grutkowski@reichenbachco.com
Roofing Innovations (Unverified)	
Brian Johnson (External)	bjohnson@pioneerinc.com
John Long (External)	john@superiorfloorcoveringsllc.com
john joss (Unverified)	
Aspinwall, Russ (External)	russ.aspinwall@mosstele.com
Kimberly Vaughn (External)	kimberly.vaughn@lansingschools.net
Chad Uzarski (External)	UzarskiC@andyegan.com
Romica Singh (External)	rsingh@kingscott.com
Ken (Unverified)	
Shawn Mills Iron Horse Excavation (Unverified)	
Theron Coe (External)	todd.coe@lansingschools.net
Marc Alexa	Marc.Alexa@plantemoran.com
Stephanie Habers (External)	Stephanie@glrec.com
Livieratos, Alex (External)	alex.livieratos@mosstele.com
Stephanie Habers (Unverified)	
Brandon Kettenbeil	brandon.kettenbeil@christmanco.com
Matt Zenz (External)	mzenz@protech-cabling.com
John McCormick	John.McCormick@jci.com
Dean Chance	dchance@brigadefire.com
Jeremy Duval (External)	jduval@mtc-test.com
Lapeer Steel (Unverified)	
Trent Strang (External)	trents@centennial-electric.com
Justin (Unverified)	
Jeff Floyd (External)	jfloyd@wmfloyd.net



ID	WC	Task Name	Duration	Start	2026												2027											
							Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4
					N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
46	10	Grind Floors	15 d	2/3/2027																								
47	21	Hardlid Ceilings	10 d	2/17/2027																								
48		Exposed Overhead MEP Finishes	10 d	2/24/2027																								
49	24	Paint Hardlids	5 d	3/3/2027																								
50	21	Acoustical Ceilings Grid	10 d	3/10/2027																								
51	20	Casework, Doors, VDBs, Partitions, Lockers	20 d	3/17/2027																								
52		Walls, Casework & Drop Ceiling MEP Finishes	10 d	4/14/2027																								
53		Flooring & Polishing	15 d	4/28/2027																								
54	21	Drop Ceilings Tiles & Baffles	5 d	5/19/2027																								
55	24	Paint 2nd Coat & Wall Decals	10 d	5/19/2027																								
56		Unit 200 (Shared Spaces & Pre-K)	172.5 d	1/13/2027																								
57		Inwall MEP	35 d	1/13/2027																								
58	21	Interior Non Load Bearing Walls	40 d	1/13/2027																								
59		Overhead MEP	40 d	2/10/2027																								
60	24	Paint Walls (Prime & First Coat)	20 d	3/10/2027																								
61	22	Wall Tile	20 d	4/7/2027																								
62	10	Grind Floors	20 d	4/7/2027																								
63	21	Hardlid Ceilings	15 d	5/5/2027																								
64		Exposed Overhead MEP Finishes	25 d	5/5/2027																								
65	24	Paint Hardlids	10 d	5/26/2027																								
66	21	Acoustical Ceiling Grid	15 d	6/3/2027																								
67	20	Casework, Doors, VDBs, Paritions, Lockers, Gym	30 d	6/14/2027																								
68		Walls, Casework & Drop Ceiling MEP Finishes	10 d	7/27/2027																								
69		Flooring & Polishing	15 d	8/10/2027																								
70	21	Drop Ceiling Tiles & Baffles	5 d	8/31/2027																								
71	24	Paint 2nd Coat & Wall Decals	10 d	8/31/2027																								
72		Unit 300 (6-8 & Science)	147.5 d	3/10/2027																								
73		Inwall MEP	20 d	3/10/2027																								
74	21	Interior Non Load Bearing Walls & Bulkheads	25 d	3/10/2027																								
75		Overhead MEP	25 d	4/7/2027																								
76	24	Paint Walls (Prime & First Coat)	10 d	4/14/2027																								
77	22	Wall Tile	10 d	5/5/2027																								
78	10	Grind Floors	15 d	5/12/2027																								
79	21	Hardlid Ceilings	10 d	5/26/2027																								
80	24	Paint Hardlids	5 d	6/10/2027																								
81	21	Acoustical Ceilings Grid	10 d	6/24/2027																								
82	20	Casework, Doors, VDBs, Partitions, Lockers	20 d	7/9/2027																								
83		MEP Finishes	10 d	8/6/2027																								
84	21	Drop Ceilings Tiles & Baffles	5 d	8/20/2027																								
85		Flooring & Polishing	15 d	8/31/2027																								
86	24	Paint 2nd Coat & Wall Decals	10 d	9/22/2027																								
87		Finish Site Work	55 d	1/13/2027																								
88	05	Sidewalks & Maintenance Strips	15 d	1/13/2027																								
89	06	Paving	5 d	2/3/2027																								
90	29	Playground Equipment	15 d	2/3/2027																								
91	07	Fencing	10 d	2/24/2027																								
92	08	Landscaping	15 d	3/10/2027																								

ID	WC	Task Name	Duration	Start	2026												2027											
							Q1			Q2			Q3			Q4			Q1			Q2			Q3			Q4
					N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
93		Project Close-out	20 d	10/6/2027																						Project Close-out		
94		Final Inspections	5 d	10/6/2027																							10/1	
95		Punchlist	20 d	10/6/2027																								
96		Furniture Move In	20 d	10/6/2027																								



The Christman Company

RFI LOG

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
30	WC05 - Site Concrete - Winter Conditions	Closed		None	10/29/2025	Austin Brown	Brown, Austin (Th...		11/02/2025	10/29/25								No
Q: Austin Brown Sent Wed Oct 29, 2025 at 03:44 pm EDT It is noted in WC05 in note 8 that this work category is to furnish winter conditions, including all costs. Is this scope of work going to be conducted in the winter, or what span of work at what time will be done?																		
A: Austin Brown (The Christman Company (LAN)) Responded Wed Oct 29, 2025 at 03:47 pm EDT Current construction schedule indicates Sidewalks & Maintenance Strips to be installed in January, 2027. Please provide at bid time costs which are included in the base bid proposal for winter conditions (include heat, and frost protection for a complete installation), and a voluntary alternate cost to exclude all winter conditions for project consideration.																		
29	Footing Requirement for Dumpster Enclosure	Closed		None	10/29/2025	Austin Brown	Brown, Austin (Th...		11/02/2025	10/29/25								No
Q: Austin Brown Sent Wed Oct 29, 2025 at 03:38 pm EDT Work Category 10 note 6 notes; 6. Provide and install all exterior footings for service yard CMU walls. This WC to coordinate with WC 11. Service yard appears to be a decorative fence, please clarify.																		
A: Austin Brown (The Christman Company (LAN)) Responded Wed Oct 29, 2025 at 03:43 pm EDT Service yard is to receive a privacy fence - furnished and installed by WC 07A, including footings at fence posts. There are no footing requirements for WC10 to furnish and install in this assembly, and note 6 will be removed in a future addendum.																		
28	DAS Scope Requirement	Closed		None	10/29/2025	Austin Brown	Brown, Austin (Th...		11/02/2025	10/29/25								No
Q: Austin Brown Sent Wed Oct 29, 2025 at 03:35 pm EDT Is the DAS component in Section 27 5319.11 being carried by the EC for this project?																		
A: Austin Brown (The Christman Company (LAN)) Responded Wed Oct 29, 2025 at 03:36 pm EDT DAS components are under the Work Category 28, Electrical scope of work.																		
27	Prevailing Wages	Closed		None	10/29/2025	Austin Brown	Brown, Austin (Th...		11/02/2025	10/29/25								No
Q: Austin Brown Sent Wed Oct 29, 2025 at 01:31 pm EDT Is there a requirement for Prevailing Wages on this project?																		
A: Austin Brown (The Christman Company (LAN)) Responded Wed Oct 29, 2025 at 01:32 pm EDT There is not a requirement for prevailing wages on this project. Additionally, there are no requirements for certified payroll.																		
26	AWP3 & 4 - Unika Vaev Ecoustic Foliar - Discontinued	Open		None	10/29/2025	Austin Brown	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	11/02/2025									No
Q: Austin Brown Sent Wed Oct 29, 2025 at 11:24 am EDT																		

The Christman Company

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
AWP 3 and AWP 4 are Unika Vaev Ecooustic Foliar, this has been discontinued. Please provide an alternative.																		
25	Metal Lockers - Substitution Request	Open		None	10/28/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	11/01/2025								Bidding Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Tue Oct 28, 2025 at 04:10 pm EDT Q: Please see the attached substitution request for LockersMFG. Please advise if LockerMFG is an acceptable substitution. Lewton School substitution request.pdf																		
24	Proposed EPDM Manufacturer - Versico Roofing Systems	Open		None	10/28/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Kettenbeil, Brand...	11/01/2025								Bidding Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Tue Oct 28, 2025 at 04:01 pm EDT I viewed the above project on the GRBX site and I wanted to reach out to see if I could get Versico Roofing Systems added to the Low Slope roofing specs as a manufacturer. I have a couple of contractors who are interested in this project. I am attaching a brochure showing the roofing systems that Versico offers. If you are interested, I can also send a submittal packet so you can view some of our products. Should you have any questions or need additional information, please don't hesitate to contact any of the following representatives: Q: • Bill Rivet - (989) 415-3920 • Marc Treat - (616) 502-0230 • Marc Russell - (989) 225-0188 You can also learn more about our roofing systems by visiting Versico.com. Thank you for your time and consideration. I look forward to hearing from you. Versico All Systems Brochure.pdf																		
A: Romica Singh (Kingscott) Responded Tue Oct 28, 2025 at 04:14 pm EDT Versico is approved.																		
23	Acoustical Glass Alternate	Open		None	10/28/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	11/01/2025								Bidding Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Tue Oct 28, 2025 at 03:50 pm EDT Alternate # 2 for Acoustic Glass at some windows is called in the specification to be 2-5/8" thick glass with an STC-45 rating. The Aluminum Storefronts specified can only hold 1-1/8" thick glass maximum. Q: • Please specify a glass make-up and STC rating that will fit in the called for Aluminum System, or specify a new Aluminum system to be bid on this alternate. • Also, so far 2" thick glass unit is the largest my suppliers can make, FYI.																		
22	Substitute Controls	Open		None	10/28/	Brandon	Singh,	Singh,	11/								Bidding Andrew Dobbs (The Christman Company (LAN)), Blake	No

The Christman Company

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private	
	Contractor - Johnson Controls				2025	Kettenbeil	Romica (Ki... Szeszulski, Sami ...	Romica (Ki... Szeszulski, Sami ...	01/2025								Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))		
	Q: Brandon Kettenbeil Sent Tue Oct 28, 2025 at 03:33 pm EDT Per Spec section 230925-3 Johnson controls is a approved controls system installer. Andy Egan is a authorized Johnson Controls Building Controls Specialist. Which mean we have full support from Johnson controls to install and service Johnson controls products and get the same field support as JCI gets from internal field support team. Because of our partnership with Johnson Controls we are just an extension of Johnson controls. Because of this partner ship can we provide a control price under the Johnson Control approved system installers? RFI001 Approved control installers.pdf																		
21	Protect-All Flooring - (Z-Strip)	Closed		None	10/27/2025	Brandon Kettenbeil	Brown, Austin (Th...		10/31/2025	10/27/25							Bidding	No	
	Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:45 pm EDT What is meant by provide and install Z-strip where shown in transitions from protect all flooring wall base to wall protection, line 1 on specific notes and details? A: Brandon Kettenbeil (The Christman Company (LAN)) Responded Mon Oct 27, 2025 at 03:46 pm EDT I'll add this detail to our sort-set if not already in there- the protect-all-flooring will be the requirement of the flooring contractor, including wall base, up to FRP protection, including caulking at the wall base.																		
20	Spray on Fireproofing	Closed		None	10/27/2025	Brandon Kettenbeil	Brown, Austin (Th...		10/31/2025	10/27/25							Bidding	No	
	Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:44 pm EDT Who is responsible for spray on fireproofing if any? A: Brandon Kettenbeil (The Christman Company (LAN)) Responded Mon Oct 27, 2025 at 03:44 pm EDT WC21 is responsible to infill and spray the transition of drywall to decking where necessary, this is included in the project manual WC 21 notes.																		
19	Post-Tensioning Concrete	Closed		None	10/27/2025	Brandon Kettenbeil	Brown, Austin (Th...		10/31/2025	10/27/25							Bidding	No	
	Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:42 pm EDT Is there post-tensioning concrete on this project? A: Brandon Kettenbeil (The Christman Company (LAN)) Responded Mon Oct 27, 2025 at 03:43 pm EDT I believe you are likely meaning post-tensioning for concrete pours? If so, no I don't recall finding that in any of the structural notes.																		
18	Window Film Types	Closed		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...		10/31/2025	10/28/25							Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
	Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:30 pm EDT																		

The Christman Company

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
Section 088700-Window Films covers security type films. Where are these films used? We don't find this film called for on the drawings?																		
A: Romica Singh (Kingscott) Responded Mon Oct 27, 2025 at 07:16 pm EDT Refer to Architectural General Notes on the Floor Plans.																		
17	Approved Controls Installer - SC Technologies	Open		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	10/31/2025							Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:19 pm EDT Please Add SC Technologies as an approved Installer for Controls 23 0925 1.7 APPROVED CONTROL SYSTEMS INSTALLERS Q: SCT Currently provides HVAC controls to the majority of the districts buildings. - Brian Lapham (SCT)																		
16	Basis of Design - Privacy Fence	Open		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	10/31/2025							Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:17 pm EDT Q: On Sheet C5.3 there is a detail of a privacy fence but there is no manufacturer listed nor any mention of this fence in the specs., please clarify. Scan_1414.pdf																		
15	Vehicle Access Gate	Open		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...	Singh, Romica (Ki... Szeszulski, Sami ...	10/31/2025							Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:16 pm EDT Q: Please see the attached. On Sheet C5.1 there is a note that "14' Vehicle Access Gate", but there isn't an arrow pointing to anything, nor a description, please clarify. Pages from Scan_1414.pdf																		
14	FRP Door Clarification	Closed		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...		10/31/2025	10/28/25						Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No
Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:05 pm EDT There are several exterior doors type "F" and "N8" that are called to be Aluminum on the Door Schedule, should all exterior doors be FRP faced Doors. Please advise. A: Romica Singh (Kingscott) Responded Mon Oct 27, 2025 at 07:16 pm EDT Only main entrance doors are FRP. Secondary exterior doors are aluminum doors.																		
13	Door Type Clarification	Closed		None	10/27/2025	Brandon Kettenbeil	Singh, Romica (Ki... Szeszulski, Sami ...		10/31/2025	10/28/25						Bidding	Andrew Dobbs (The Christman Company (LAN)), Blake Burkhardt (The Christman Company (LAN)), Austin Brown (The Christman Company (LAN))	No

The Christman Company

NOTE; ALL RFI'S #1-12 ARE RELATED TO DEMOLITION BID PACKAGE 1, INCLUDED FOR REFERENCE ONLY.

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
							Szeszulski, Sami ...											
Q: Brandon Kettenbeil Sent Mon Oct 27, 2025 at 03:00 pm EDT Section 084113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS calls for Aluminum Wide-Stile Doors but all type-FG2 Doors are called to be FRP on the Door Schedule. Please clarify if these door types are to be aluminum or FRP faced? A: Romica Singh (Kingscott) Responded Mon Oct 27, 2025 at 07:15 pm EDT all FG2 doors are FRP. FRP door is specified in the same spec.																		
12	Stabilized Construction Accesses	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
Q: Austin Brown Sent Tue Jun 10, 2025 at 04:28 pm EDT Will the demolition contractor be responsible for providing stabilized construction entrances? A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:29 pm EDT Yes, as indicated on the SESC drawings, all measures including provision of stabilized construction accesses in 3 locations shall be provided by, and maintained by the demolition work category during the course of demolition until future earthwork contractor has began work on site.																		
11	Clearing and Grubbing Responsibility	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
Q: Austin Brown Sent Tue Jun 10, 2025 at 04:25 pm EDT Are demolition contractors required to clear and grub the entire site, or will this be handled in another bid package by a site worker? A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:28 pm EDT Similar to stripping and stockpiling all topsoil, the only requirement for clearing and grubbing is for all significantly disturbed areas. Note that all tree and stump removal is to be performed by the demolition contractor. All other areas which are not disturbed may remain until future earthwork contractor can strip the site of all topsoil.																		
10	Universal Waste Report	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
Q: Austin Brown Sent Tue Jun 10, 2025 at 04:21 pm EDT Is there a universal / hazardous waste report to accompany the asbestos report? A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:23 pm EDT There is no universal waste report available for this project. The drawings, specifications, BDN's Hazardous Material Report, and project manual shall be the only sources for identifying all hazardous materials to be removed for bidding purposes.																		
9	BDN and Christman bid form	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
Q: Austin Brown Sent Tue Jun 10, 2025 at 04:18 pm EDT Are bidders required to submit both Christman and BDN bid forms? A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:19 pm EDT The only required bid form to be filled and submitted is the Christman bid form.																		
8	Demolition Permit Responsibility	Closed		None	06/10/2025	Austin Brown	Brown, Austin		06/14/25	06/10/25								No

NOTE; ALL RFI's #1-12 ARE RELATED TO DEMOLITION BID PACKAGE 1, INCLUDED FOR REFERENCE ONLY.

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
							(Th...		2025									
	Q: Austin Brown Sent Tue Jun 10, 2025 at 04:17 pm EDT Who is responsible for issuing the demolition permit?																	
	A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:18 pm EDT The demolition contractor shall submit for, and pay all associated costs with the permitting requirements for abatement and demolition, with the exception for the SESC permit only.																	
7	Clarification on WC01 Fencing	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q: Austin Brown Sent Tue Jun 10, 2025 at 04:13 pm EDT Work Category 01 states that the fencing in Work Category 07 is by others. Can you please verify that demolition contractors do not have to include any temporary fencing?																	
	A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:15 pm EDT It shall be assumed that there is absolutely no fencing required to be provided by the Demolition contractor, and the fencing is entirely under the Work Category 07 responsibility, with the specific exception of any guardrails or temporary measures necessary for safe work to take place during the abatement & demolition progress.																	
6	Topsoil Removal	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q: Austin Brown Sent Tue Jun 10, 2025 at 04:09 pm EDT Will topsoil only be required to be stripped the width of a dozer bucket around disturbed areas and stockpiled for later use? Or will demolition contractors be required to strip and stockpile topsoil within the entire work boundaries? It is our opinion that stripping and stockpiling topsoil outside of disturbed areas should be handled by the site contractor along with providing new topsoil at unknown extents for build back purposes to eliminate unnecessary overlap in costs.																	
	A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:12 pm EDT Demolition contractor shall strip topsoil in areas where the site has been significantly disturbed (footing excavations, equipment removal, etc.), and stockpiled for future use. All areas where no work has taken place may remain for future removal by earthwork contractor.																	
5	SESC Maintenance	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q: Austin Brown Sent Tue Jun 10, 2025 at 04:06 pm EDT Who is responsible for maintaining SESC measures after WC 01 is complete and demobilized from the site in December 2025? Specs state that maintenance of SESC measures is to extend until March 2026.																	
	A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:08 pm EDT SESC measures are to be maintained by the demolition contractor from the start of the project in August/September until the future earthwork contractor is on site, assumed time at this moment is in March 2026.																	
4	Contract insurance requirements	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q: Austin Brown Sent Tue Jun 10, 2025 at 04:05 pm EDT Are the insurance requirements provided in the sample subcontract accurate for this project?																	
	A: Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 04:06 pm EDT Yes, contracts issued for this project will have the same insurance requirements as found in the sample contract in the project manual.																	
3	Backfill Compaction Testing	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No



The Christman Company

NOTE; ALL RFI's #1-12 ARE RELATED TO DEMOLITION BID PACKAGE 1, INCLUDED FOR REFERENCE ONLY.

#	Subject	Status	Responsible Contractor	Received From	Date Initiated	RFI Manager	Assignee	Ball In Court	Due Date	Closed Date	Location	Schedule Impact	Cost Impact	Cost Code	Sub Job	RFI Stage	Distribution List	Private
	Q:	Austin Brown Sent Tue Jun 10, 2025 at 03:57 pm EDT Who is responsible for backfill compaction testing?																
	A:	Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 03:58 pm EDT The owner will supply a 3rd party testing agency to verify compaction & fill material.																
2	3rd Party Asbestos Testing	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q:	Austin Brown Sent Tue Jun 10, 2025 at 03:50 pm EDT Will the owner handle 3 rd party clearance testing after asbestos abatement?																
	A:	Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 03:56 pm EDT Yes, the owner will handle 3rd party clearance testing, this is to be provided by BDN.																
1	Slide Gates Sizing Requirements	Closed		None	06/10/2025	Austin Brown	Brown, Austin (Th...		06/14/2025	06/10/25								No
	Q:	Austin Brown Sent Tue Jun 10, 2025 at 02:57 pm EDT Good afternoon, I was measuring out your gates for the project and I found that there are 2- 40' slide gates and 1- 30' slide gates. Is this correct? Also do you need any walk gates for this project?																
	A:	Austin Brown (The Christman Company (LAN)) Responded Tue Jun 10, 2025 at 03:49 pm EDT Work Category 07 Fencing shall assume 3 separate gates sized at 30' in length per project manual, WC07 Specific Notes and Details-Item 1.																

TRADE CONTRACT PROPOSAL FORM

WORK CATEGORY NO. 00 and _____

Date: _____

TO: The Christman Company
208 N. Capitol Avenue
Lansing, Michigan, 48933

Re: Lewton School
2000 Lewton Pl.
Lansing, Michigan, 48911

Ladies and Gentlemen:

Having carefully examined General Conditions, Supplementary Conditions, General Requirements, Advertisement for Bids, Instructions to Bidders, Proposal Section, Specifications, Drawings, all Addenda issued, Work Category Descriptions, and understanding the scope of work involved in this Work Category (ies) and those that interface with it (them), the undersigned does hereby propose to furnish all labor, materials, insurances, taxes, tools, equipment and services to complete all work required for the Work Category 00 & _____ indicated in accordance with the Work Category Description and the Contract Documents prepared by _____.

BASE PROPOSAL SUM:

_____ (\$ _____)

PERFORMANCE & PAYMENT BOND: The Trade Contractor may be required to furnish a Co-Obligee Labor & Material Payment & Performance Bonds for the full contract amount.

The name of the Bonding Company is: _____.

The sum of (\$ _____) to cover cost of furnishing these bonds are *included in the base proposal sum.*

EXPERIENCE MODIFICATION RATING (EMR):

List the EMR for your firm as determined by your insurance carrier for the past three (3) years, noting the effective date and EMR.

2024 _____ 2023 _____ 2022 _____

ADDENDA: The following Addenda have been received, are hereby acknowledged, and their execution is included in Bid Sums listed herein.

No. _____ Dated: _____ No. _____ Dated: _____ No. _____ Dated: _____

TRADE CONTRACT PROPOSAL FORM

WORK CATEGORY NO. 00 and _____

Date: _____

TIME AND MATERIAL RATES:

Labor rates listed below include the following:

Cost of labor including Michigan Single Business Tax, Social Security and Medicare, Federal and State Unemployment Tax, and Fringe Benefits Under Collective Bargaining Agreements, and Worker's Compensation Insurance. The rates listed below do not include overhead and/or profit. These rates are only for additions and/or deletions to the contract that could not have been anticipated at the time of the bid.

	TRADE	STRAIGHT TIME	SHIFT TIME	1 1/2 TIME	DOUBLE TIME
1					
2					
3					
4					
5					
6					

OVERHEAD AND PROFIT(FOR FUTURE CHANGES): Overhead and Profit shall include the following: Supervision, Superintendents, Commercial General Liability and Umbrella Insurances, Wage of Time Keepers, Watchmen and Clerks, Small tools with material value of less than \$1,500.00. Incidentals, General Office Expense, and all other expenses not included in Labor Rates as listed above. The percentage fee for Overhead and Profit on the Contractor's own work shall be 15% of net cost. The percentage fee for Overhead and Profit on Subcontractor's work shall be 5%.

MANDATORY ALTERNATES:

Reference Specification Section alternate 01100 for descriptions.

Alternate #1 Foundations	Add / Deduct \$ _____
Alternate #2 Acoustic Glazing	Add / Deduct \$ _____
Alternate #3 Bipolar Ionization	Add / Deduct \$ _____
Alternate #4 Stained Concrete	Add / Deduct \$ _____

UNIT PRICES:

WC02 – Snow Removal (Parking lots, drives, laydown area, walkway to main entrance)	\$ _____/Hour
WC02 – Street Sweeping	\$ _____/Event
WC02 – Excavation & Removal of Unsuitable Soils (Off-Site)	\$ _____/cy
WC02 – Engineered Fill (Sand) Compacted in place	\$ _____/cy

TRADE CONTRACT PROPOSAL FORM

WORK CATEGORY NO. 00 and _____

Date: _____

UNIT PRICES (Cont.):

WC02 – Engineered Fill (21AA) Compacted in place	\$ _____ /cy
WC02 – Engineered Fill (1x3 Stone) Compacted in place	\$ _____ /cy
WC02 – Amount included for Temporary Drives & Laydown area	\$ _____
WC05 – Typical Curb & Gutter	\$ _____ /sf
WC05 – Typical 4” Sidewalk	\$ _____ /sf
WC05 – Heavy Duty Concrete Pavement	\$ _____ /sf
WC05 – Costs Included for Winter Conditions	\$ _____
WC06 – Standard Duty Asphalt	\$ _____ /sf
WC10 – Amount to add Barrier One style admixture to slabs	\$ _____ /sf
WC10 – Excavation & Removal of Unsuitable Soils (Off-Site)	\$ _____ /cy
WC10 – Engineered Fill (Sand) Compacted in place	\$ _____ /cy
WC20 – Amount included for temporary windows & doors	\$ _____
WC22 & 23 – Amount for temporary flooring protection	\$ _____
WC23 – Amount to add vapor barrier should flooring not meet moisture requirements	\$ _____ /sf

VOLUNTARY ALTERNATIVES (Variations From Materials Specified):

Undersigned proposes the following voluntary alternates for materials and/or equipment specified, it being understood that, should any voluntary alternate(s) be accepted by the Owner, applicable amount(s) hereinafter listed will be added to or deducted from the Base Bid. (No voluntary alternates are required)

1. _____ \$ _____ (Add/Deduct)

2. _____ \$ _____ (Add/Deduct)

3. _____ \$ _____ (Add/Deduct)

SCHEDULE:

The undersigned if awarded a Contract, agrees to work concurrently with the work of other Trade Contractors and the Construction Manager, according to the "Approved Construction Schedule."

SUBCONTRACT AGREEMENT TERMS:

By submission of this bid form, the undersigned accepts all terms and conditions of The Christman Company Subcontract included in this Project Manual. Bidder is advised that The Christman Company reserves the right, in its sole discretion, to reject or declare any bid as non-responsive based on failure to accept the Subcontract without modification. Proposed edits to the Subcontract, if any, must be identified in the space below or on a referenced attachment. Requests for edits subsequent to submission of bids will not be considered.

TRADE CONTRACT PROPOSAL FORM

WORK CATEGORY NO. 00 and _____

Date: _____

BIDDER'S CERTIFICATE:

I hereby certify that all statements herein are made on behalf of

(Name of Corporation, Partnership or Person Submitting a Bid)

A Corporation organized and existing under the laws of the State of _____

An individual doing business as _____

Date: _____

Signature: _____

Title: _____

Street Address: _____

City, State, Zip Code _____

Phone: _____

Fax: _____

Email: _____