

## INSTRUCTIONS TO BIDDERS

### I. General

#### 1.1 Examination and Procurement of Documents

- A. Documents may be examined at the following locations on 05/26/26:

Washtenaw Community College  
Office of Facilities Management  
Damon Flowers Building  
4800 East Huron River Dr.  
Ann Arbor, MI 48105

- B. Electronic documents will be available at the following website:  
<https://www.wccnet.edu/about/purchasing/bids-rfp.php> additional documents may be issued by the Owner and will be posted on the website. Vendor is responsible for ensuring they have the most accurate documents. A site visit is required by Owner as a condition of Contract award.

### II. Execution

#### 2.1 Examination of Documents and Site

- A. Bidders shall carefully examine the Contract Documents and the construction site to obtain first-hand knowledge of existing conditions.  
B. Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site and the Contract Documents.

#### 2.2 Pre-bid Meeting / Site Visit

- A. A site visit is required and bids will not be accepted from bidders who have not inspected the site to obtain first-hand knowledge of existing conditions.  
B. A pre-bid meeting will be conducted at the start of the scheduled site visit.  
C. Each bidder shall inspect the site and become familiar with existing conditions and limitations of the site, means of access to the site and to work areas, relationship of existing and new work, and other conditions which might affect the proper performance and completion of the work.  
D. No allowance will be made after bid opening for cost estimation errors attributable to any failure to account for existing conditions and/or consider of any and all limitations on or of this scope of work.  
E. Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site.  
F. Bidder's representative shall report to the Owner's Representative and register his name, phone number, and name of the company, signing in as verification of his site visit.  
G. The scheduled site visit is as follows:

**Date:** June 16, 2026  
**Time:** 9:00 a.m. EDT  
**Location:** Damon Flowers Building, DF121  
Washtenaw Community College, Ann Arbor, MI

**Bid Due Date: June 26, 2026 at 2:00 p.m. EDT**

- H. The Owner is not obligated to offer any other times to conduct site visits.
- I. Any figured dimensions shown on the Contract Documents are for reference purposes only. The Contractor is required to verify and confirm all dimension in the field and report any discrepancies to the Owner's Representative immediately. Contractor's request for additional payment, additional time, or reconsideration of their bid will be denied if the claim is based on reliance on the figured dimensions shown on the Contract Documents only.

### 2.3 Questions, Interpretations, and Addenda

- A. Should any bidder find discrepancies between the site markings and the Project Manual, or be in doubt as to their exact meaning, he should notify the Owner at once. The Owner may then, at his option, issue Addenda clarifying the same to all bidders.
- B. The Owner will not be responsible for oral instructions or for the Contractor's misinterpretations of the Contract Documents.
- C. Questions must be directed to Don Harrison, Purchasing Agent at [dharriso1@wccnet.edu](mailto:dharriso1@wccnet.edu). All communication should be directed to the Purchasing Department. Vendor should NOT contact any department directly with questions. All questions must be submitted by **06/22/2026 at 2:00 p.m. EDT**. All emails must reference the bid number and title. All questions received by the deadline date will be answered and posted to the WCC Budget & Purchasing website <https://www.wccnet.edu/about/purchasing/bids-rfp.php> by **06/24/2026 at 2:00 p.m. EDT**.

### 2.4 Bid Security, Bonds, and Insurance

- A. A Bid Bond is required in the amount of five percent (5%) of the total bid, minimum, and shall be enclosed with the Bid Proposal, *for all base bids categories in excess of \$50,000.00*.
- B. Performance Bond and Payment Bond requirements are described in the General and/or Supplementary Conditions and are one hundred percent (100%) of the total bid, minimum, *for all bids in excess of \$50,000.00*.
- C. Insurance requirements are described in the General and Supplementary Conditions.

### 2.5 Modification and Withdrawal

- A. Proposals may be withdrawn and/or changed any time prior to the bid opening.
- B. Proposals may not be withdrawn or changed after the bid opening time and shall be deemed a firm offer continuing for a minimum of ninety (90) calendar days.
- C. Bids received after the time and date of the bid opening will not be considered for Contract award.

### 2.6 Receipt of Bids

- A. All bids must be received by the WCC Purchasing Department via email [pur@wccnet.edu](mailto:pur@wccnet.edu) on or before the date and time as specified. Late bids will not be considered. Telephone bids will not be accepted. If you have any questions concerning this bid, please do not hesitate to contact the WCC Purchasing Department. It is the responsibility of the Contractor to ensure that bids are received at the location stated below on or before the due date and time.
- B. Bids will be received by the Purchasing Department of Washtenaw Community College until **2:00 p.m. EDT, 06/26/2026**. The public opening for Bid 6864 CW Walkway Lighting Phase 2 will be held electronically via the link below:

Washtenaw Community College  
Purchasing Department – SC Room 326  
Bid # 6864 CW Walkway Lighting Phase 2  
Bid Issued On: May 26, 2026  
**Bid Due Date: June 26, 2026 at 2:00 p.m. EDT**

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Phone (734) 677-5231  
Fax (734) 677-5414

**Public Opening – Bid 6864 CW Walkway Lighting Phase 2  
06/26/2026 at 2:30 p.m. EDT**

**Join Zoom Meeting**

<https://wccnet-edu.zoom.us/j/87299757938?pwd=vnDX83bK8srlmAnQoEtFay3f1MJVLT.1>

**Meeting chat link**

<https://wccnet-edu.zoom.us/launch/jc/87299757938>

**Meeting ID: 872 9975 7938**

**Passcode: 693518**

- C. Contractor shall complete, sign, and submit the Bid Proposal Form and Washtenaw Community College Contractor Responsibility Form as a condition of Contract award.

**2.7 Codes, Ordinances, Regulations, Etc.**

- A. All labor and materials shall be furnished and installed in strict accordance with the latest to-bid-date applicable codes, ordinances, and regulations of any and all governing bodies that have jurisdiction over this project.
- B. If the quality of the labor and materials required by the Drawings and Project Manual exceeds the requirements of the applicable codes, ordinances, and regulations, the Drawings and Project Manual shall take precedence.
- C. If the quality of the labor and materials required by the applicable codes, ordinances, and regulations exceed the requirements of the Drawings and Project Manual, then the applicable codes, ordinances, regulations, etc. shall take precedence.

**2.8 Subcontractors and Material Suppliers**

- A. The successful bidder shall submit to the Owner within 24 hours after Notice of Award, a complete and final list of all sub-contractors, all material suppliers, and all superintendents (general construction and principal sub-contractors) he proposes to engage on the work. Subcontracts and material contracts shall not be awarded unless and until they have been approved by the Owner. Superintendents (primary contractors and principal sub-contractors) shall not be changed during the construction on this project without the Owner's prior approval in writing.
- B. Names of proposed principal sub-contractors must be listed on the Bid Proposal Form.

**2.9 Award of Contract**

- A. Material proposals to be used for the completion of work, the competency, solvency, reputation, and responsibility of the bidders, start/completion/duration times, and other issues deemed relevant by the Owner and the Engineer will be considered. All responsible bidders will receive due consideration before the awarding of this contract.
- B. In the reception of proposals for the Work, the Owner incurs no obligation to accept the lowest priced proposal.
- C. The right to accept or reject any and all bids is reserved by the Owner.
- D. The Owner reserves the right to require testimony or legal documents pertaining to the qualifications of a Contractor.
- E. If applicable, the Owner may award to multiple vendors if it is the best interest of the College.

**III. Requirements**

**3.1 Proof of Insurance** - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained for the following coverages in the amounts stated below.

1. Commercial general liability insurance (occurrence form) with respect to the premises, including contractual and products/completed operations coverages. The limits of liability are not to be less than \$1,000,000 combined single limit of bodily injury and property damage per occurrence and \$2,000,000 combined single limit of bodily injury and property damage annual aggregate.
2. Automobile liability insurance with limits not less than \$1,000,000 combined single limit of bodily injury and property damage per accident. Statutory workers' compensation employer's liability.
3. Umbrella or excess liability with limits not less than \$2,000,000 per occurrence and aggregate.
4. Professional liability insurance. Specify amounts carried.

**3.2 Contract Terms and Conditions** – The awarded Contractor will be required to sign a standard contract for the work to be performed per this bid. Sample contract is attached. (Attachment A – Sample Small Project Construction Contract).

**IV. Bid Scope**

**4.1** All work shall adhere to all specifications as outlined in the Contract Documents and Bid Drawings. **This project is scheduled to begin October 10, 2026 with a date of final completion on or before July 1, 2027.**

**4.2 Special Considerations**

1. The contractor shall provide a schedule/workplan on obtaining the necessary permits, materials, and procurement of long-lead items, to begin work and complete the work as scheduled for review by the Owner within 2 weeks of award.
2. Provide barricades, including shoring and fencing required to maintain required safety regulations as defined by OSHA.
3. Coordinate and adhere to all State and local building codes relative to this Contractor's work. This Contractor is to obtain and pay for all special permits associated with this category.
4. This Contractor MUST comply with MI-OSHA requirements for this work. This will be closely monitored.
5. See bid documents for Logistics, Staging, Parking , Access, & Freight Elevator requirements
6. Contractor to provide portable toilets, to be placed according to logistic plan.
7. Contractor is responsible for total removal and disposal of all waste generated from construction activities. WCC expectation is that contractor will attempt to separate and recycle as much as possible.

**4.3 Scope of Work**

The work of this bid category includes but is not limited to providing all labor, equipment, materials, scaffolding, hoisting and incidentals to complete the electrical work in accordance with the specifications, drawings and applicable codes. All work is to be performed as shown on the plans and specified herein.

**THE SCOPE OF WORK IS TO INCLUDE, but is not limited to, the following items:**

- A. De-energizing, demolition, capping and disposal of existing electrical systems indicated to be removed.
- B. Contractor to provide and install new lighting, wiring, controls, commissioning and conduit as detailed in PBA drawings and specification.
- C. The construction schedule for this contract will be phased based on the following timelines:  
Construction start: 10/10/26.  
Project Completion will be 7/1/27.
- D. WCC requests that this bid includes a mandatory Allowance of \$ 25,000. This amount will be used for potential changes or added scope and will be dictated for use by WCC. Remaining amounts will be returned at job close-out.
- E. Furnishing and installation of all electrical name-plates, signs, tags and other identification devices.
- F. Contractor to provide barricades, fencing required and signage to maintain required safety regulations as defined by OSHA.
- G. Secure and pay for all required permits, licenses, inspections, approvals and fees for this Contractor's work
- H. This Contractor to provide its own equipment and tools necessary to complete this contract.
- I. All tie-ins to existing electrical systems as required and shown on drawings. Coordinate shut downs with WCC.
- J. Contractor to field verifies all dimensions and verifies quantity's need for this project.
- K. Work to be completed within this timeframe. Contractor to include all shift premiums and overtime to complete the work within the timeframe provided.

**V. Bid Specifications**

Vendor shall comply with all bid documents and Addenda issued prior to bid opening.

**List of attachments:**

Bid 6864 – Attachment A – Sample Small Projects Construction Contract  
Bid 6864 – Attachment B – General Conditions  
Bid 6864 – Attachment C – Drawings  
Bid 6864 – Attachment D – Specifications  
Bid 6864 – Attachment E – Prevailing Wage Rate Schedule

**BID PROPOSAL FORM**

To the Owner:

The Undersigned has received and examined the Contract Documents and all conditions regarding the project, and having visited and inspected the site of the project, hereby proposes:

1. To hold my bid open for a minimum period of ninety (90) calendar days.
2. To enter into and execute a contract, if awarded to me on the basis of this proposal.
3. To accomplish the work in accordance with all the Contract Documents.
4. To complete the work by the time stipulated in this Bid Proposal Form and under the conditions as outlined in the Construction Documents.
5. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Security.

**A. ADDENDA:** Receipt of the following Addenda are acknowledged and incorporated into this Bid Proposal. (If none were issued, mark "N/A" for "not applicable." If additional space is needed, list at the end of the Bid Proposal Form.)

No.	Name of Addendum
No.	Name of Addendum

**B. BASE BID**

Proposal to furnish all labor, material, equipment and services necessary to complete electrical work in accordance with the descriptions, requirements, and specifications contained in all bid documents for the amount as follows:

**Zone 1:**

Labor.....	\$ _____
Materials.....	\$ _____
Total.....	\$ _____

**Zone 2:**

Labor.....	\$ _____
Materials.....	\$ _____
Total.....	\$ _____

**Zone 3:**

Labor.....	\$ _____
Materials.....	\$ _____
Total.....	\$ _____

Washtenaw Community College  
 Purchasing Department – SC Room 326  
 Bid # 6864 CW Walkway Lighting Phase 2  
 Bid Issued On: May 26, 2026  
**Bid Due Date: June 26, 2026 at 2:00 p.m. EDT**

4800 E. Huron River Drive  
 Ann Arbor, MI 48105-4800  
 Phone (734) 677-5231  
 Fax (734) 677-5414

**Zone 4:**

Labor..... \$ \_\_\_\_\_  
 Materials..... \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

**Zone 5:**

Labor..... \$ \_\_\_\_\_  
 Materials..... \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

**Grand Total:**

Labor..... \$ \_\_\_\_\_  
 Materials..... \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

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(Total dollar amount written in words)

**C. VOLUNTARY ALTERNATE:**

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(dollar amount (+ or – to Base Bid) written in words)

\$ \_\_\_\_\_  
 (dollar amount (+ or – to Base Bid) written in figures)

**D. UNIT PRICES**

Should additional repairs, not covered in the scope of work, be required. The work will be performed on a time and material basis as directed by Washtenaw Community College:

Description	Price
1) Concrete Light pole Base - \$_____/base	
2) Replace wiring within light pole - \$_____/pole	
3) Install Underground Conduit and wiring - \$_____/LF	
4) Replace 30' Light pole - \$_____/pole	
5) Replace 12' Light pole - \$_____/pole	

**E. OBLIGATIONS:** Upon notification of the acceptance of the Bid Proposal, the Undersigned agrees to execute a contract for the above work, for the above-stated compensation.

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**F. CONTRACTOR QUALIFICATIONS:** The Owner will consider the qualification and experience of the Contractor, the amount of the bid, the completion date, and other factors deemed relevant in determining the award of the contract.

**G. PRINCIPAL SUB-CONTRACTORS:** I propose to use the following sub-contractors in the performance of the Work which is the subject of this Bid: (If there are none, mark "N/A," Not Applicable. If more space is needed, continue listing at the end of the Bid Form.)

_____ Contractor/Company Name	_____ Type of Business
_____ Contractor/Company Name	_____ Type of Business

**H. EXCEPTIONS:** Please list any exceptions to the bid, including time frame, contract language, and specifications. (Note: exceptions will be reviewed and excepted at the Owners discretion)

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The Undersigned hereby agrees:

1. That all the Work and improvements will be completed as specified in the Contract Documents.
2. That the time of completion is an essential part of this Bid and will be made a part of the Contract of the successful Bidder.

Submitted by:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Address of Bidding Company

\_\_\_\_\_  
Address of Bidding Company

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
Contact Email

By: \_\_\_\_\_

Its: \_\_\_\_\_

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### Washtenaw Community College Contractor Responsibility Form

Firm: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Insert name, address and telephone number of firm submitting certification)*

**Project Name:** CW Walkway Lighting Phase 2

**Type of Work/Project:** Small construction project

**Bid/RFQ/RFP Number:** Bid 6864

As a condition of performing work on a contract for Washtenaw Community College, a contractor submitting a bid shall complete this form with the responsible contractor qualification standards set forth below. Bids will not be accepted unless they are accompanied by a completed copy of this form. The form is required for all bona fide solicited contracts greater than or equal to \$20,000. Washtenaw Community College will use this form and the items noted below in consideration of awarding the bid for the project identified above.

This form must be completed by an employee or other person representing the submitting firm who has the authority to execute this form and has adequate knowledge to address all matters specified herein. The person completing this form shall answer each question and execute the signature requirement at the end of this form in the presence of a notary. If this form has already been completed and submitted by a responding contractor for a previous bid or contract, it shall be valid for a period of no longer than two years from the date of receipt.

#### Contractor Qualification Standards

- (1) Does the firm meet the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- (2) Has the firm been debarred or suspended by any federal, state or local government agency or authority in the past three years?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- (3) Has the firm defaulted on any contract in the past three years?  
YES \_\_\_\_\_ NO \_\_\_\_\_
- (4) Has the firm had any type of business, contracting or trade license, registration, or other certification revoked or suspended in the past three years?  
YES \_\_\_\_\_ NO \_\_\_\_\_

**Bid Due Date: June 26, 2026 at 2:00 p.m. EDT**

(5) Have the firm or its owners been convicted of any crime relating to the contracting business in the past ten years?

YES \_\_\_\_\_ NO \_\_\_\_\_

(6) Has the firm within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000 or more?

YES \_\_\_\_\_ NO \_\_\_\_\_

(7) Is the firm currently a party to any pending litigation and/or arbitration?

YES \_\_\_\_\_ NO \_\_\_\_\_

If the answer to above is "YES", please describe: \_\_\_\_\_

(8) Does the firm pay all craft employees that it employs on the contract the current wage rates and fringe benefits as required under applicable federal, state or local wage laws?

YES \_\_\_\_\_ NO \_\_\_\_\_

(9) Will all individual workers on the contract be "W-2 employees"?

YES \_\_\_\_\_ NO \_\_\_\_\_

(10) Have all craft labor, who will be employed by the firm for the contract, completed at least the OSHA 10 hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration?

YES \_\_\_\_\_ NO \_\_\_\_\_

(11) Will the firm employ craft employees in all classifications and individual trades required to successfully perform the work related to this contract?

YES \_\_\_\_\_ NO \_\_\_\_\_

(12) Does the firm participate in a Class A Apprenticeship Program for each separate trade or classification in which it employs craft employees and will the firm continue to participate in such program or programs for the duration of the contract? For the purposes of this section, Washtenaw Community College defines "Class A Apprenticeship Program" as any apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or appropriate state apprenticeship agency and has successfully graduated apprentices to journeyman status for at least three of the past five years.

YES \_\_\_\_\_ NO \_\_\_\_\_

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(13) Does the firm have all other technical qualifications and resources, including equipment, personnel and financial resources necessary to perform the referenced contract, or will obtain same through the use of qualified, responsible subcontractors?

YES \_\_\_\_\_ NO \_\_\_\_\_

(14) Will the firm maintain all qualifications, resources and capabilities referenced in this form throughout the duration of the contract?

YES \_\_\_\_\_ NO \_\_\_\_\_

(15) Can the firm provide a listing containing a minimum of three (3) similar projects completed including the client name, dollar value of the project, and documentation regarding timeliness, extension requests, any fines or penalties imposed, liens filed, and claims for extra work? (If "Yes", please be prepared to provide listing at request of College)

YES \_\_\_\_\_ NO \_\_\_\_\_

(16) Will the firm notify Washtenaw Community College, within seven days of any material changes to all matters attested to in this form?

YES \_\_\_\_\_ NO \_\_\_\_\_

(17) If the firm is identified as the lowest responsible bidder, will it affirm to Washtenaw Community College that any and all subcontractors used for this contract will also adhere to the same contractor qualification standard responses attested to within this form within seven days (excluding items (7) and (15))?

YES \_\_\_\_\_ NO \_\_\_\_\_

The undersigned attests that he or she has the authority to execute this form and has sufficient knowledge to address all matters specified herein and attests, under the penalty of perjury, that the information submitted is true, complete and accurate.

\_\_\_\_\_

\_\_\_\_\_

Print and Sign Name

\_\_\_\_\_

Title

\_\_\_\_\_

Name of Firm

\_\_\_\_\_

Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_