

INSTRUCTIONS TO BIDDERS

I. General

1.1 Examination and Procurement of Documents

- A.** Documents may be examined at the following location:

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: [Requests for Proposals and Bids](#) 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 consideration 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.

Bid Due Date: September 21st, 2026 at 2:00 p.m.

- G. The scheduled site visit is as follows:

Date: Tuesday, September 15th, 2026
Time: 11:00 a.m. EDT
Location: The Health & Fitness Center at Washtenaw Community College
4833 E Huron River Dr, Ann Arbor, MI 48105
Front entrance

- 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 Susan Pulice, Purchasing Agent at spulice@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 **09/15/2026 at 2:00 p.m. EDT**. All emails must reference the bid number and title. All questions submitted by the deadline date will be answered and posted to the WCC Budget & Purchasing [Requests for Proposals and Bids](#) by **09/17/2026 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 bid 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 at 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 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.
- B. Bids will be received by the Purchasing Department of Washtenaw Community College until **2:00 p.m. EDT, September 21st, 2026**. The public opening for Bid 6903 OE Lobby Flooring will be held electronically via the link below; attendance is optional.

**Public Opening – Bid 6903 HFC Men's Locker
Room Flooring Replacement
September 21th, 2026 at 2:30 p.m. EDT**

Join Zoom Meeting

<https://us05web.zoom.us/j/85607584858?pwd=RKpnCJFX7K0gJgcO5alVucrI3LulKK.1>

Meeting chat link

<https://us05web.zoom.us/jc/85607584858>

Meeting ID: 856 0758 4858

Passcode: 6qfR0g

- 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. **Project timeline will be discussed at site visit.**

4.2 General Requirements

- A.** Contractor shall be aware of the milestone schedule durations for this project. The contractor shall provide a schedule/workplan on obtaining the necessary permits, materials, procurement of long-lead items, to begin work and complete the work as scheduled for review by the Construction Manager at the Post-Bid Conference.
- B.** Provide barricades, including shoring and fencing required to maintain required safety regulations as defined by OSHA.

Bid Due Date: September 21st, 2026 at 2:00 p.m.

- C.** 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.
- D.** On an on-going basis all identifiable trash or debris is to be cleaned up by the trade contractor who created it on a daily basis.
- E.** Laydown area is limited Contractor will move materials at no cost to Owner if impeding progress of the project.
- F.** This Contractor MUST comply with MI-OSHA requirements for this work. This will be closely monitored.

4.3 Scope of Work

The chosen installer will be responsible for removing the existing VCT flooring and installing the new Flotex flooring in the Men's Locker Room in the Health and Fitness Center. They are responsible for removing and installing the flooring that is included in the highlighted areas shown on the floor plan provided. Disposal will also be the installers' responsibility, along with the removal of the existing flooring.

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

Forbo - Flotex Carpet Mills
Collection: Principles
Style: Ensure
Color: 065055 Honey
Tile Size: 10" x 40"

Tarkett Mills
Style: 4" Traditional Wallbase

Other necessary adhesives, skim coating, etc.

V. Bid Specifications

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

List of attachments:

Bid 6903 – Attachment A – Sample Small Projects Construction Contract
Bid 6903 – Attachment B – General Conditions
Bid 6903 – Attachment C – HFC Men's Locker Room Flooring Plans

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 – OPTION 1 – DAY TIME WORK, TWO PODS AT A TIME UNTIL WORK IS COMPLETED**
Proposal to furnish all labor, material, equipment and services necessary to complete the carpet installation work in accordance with the descriptions, requirements, and specifications contained in all bid documents for the amount as follows:

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

(Total dollar amount written in words)

- C. ALTERNATE – OPTION 2 – NIGHT WORK – PHASES**

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

(Total dollar amount written in words)

Discuss your timeline for this work to be completed during evening hours:

Washtenaw Community College Purchasing
Department – SC Room 326 Bid # 6903 HFC
Men’s Locker Room Flooring Replacement
Bid Issued On: September 8th, 2026
Bid Due Date: September 21st, 2026 at 2:00 p.m.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
Phone (734) 973-3448

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.	_____	\$ _____
2.	_____	\$ _____

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.

F. CONTRACTOR QUALIFICATIONS: The Owner will consider the qualifications 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)

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

State License No.

Address of Bidding Company

Contact Name

Phone number

Contact Email

Washtenaw Community College Purchasing
Department – SC Room 326 Bid # 6903 HFC
Men's Locker Room Flooring Replacement
Bid Issued On: September 8th, 2026
Bid Due Date: September 21st, 2026 at 2:00 p.m.

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
Phone (734) 973-3448

Washtenaw Community College Contractor Responsibility Form

Firm: _____

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

Project Name: HFC Men's Locker Room Flooring Replacement

Type of Work/Project: Small construction project

Bid/RFQ/RFP Number: Bid 6903

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 _____
- (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 _____

- (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