

# **Big Jackson Public Schools – Instruction to Bidders**

## **Removal or demolition of two portable trailer units (20' x 40' each)**

**March 4, 2025**

**Big Jackson Public Schools**

**4020 13 Mile Road**

**Paris MI 49338**

### **1. Instruction to Bidders**

- a. Project: Big Jackson portable trailer unit removal or demolition
- b. Bid due date: April 2 - 3:00pm
- c. Location for receiving bids:

- i. Big Jackson Public Schools  
4020 13 Mile Road  
Paris MI 49338
- ii. \*Bids may be emailed to: [rveldman@bigjackson.net](mailto:rveldman@bigjackson.net)

1. Bids may be mailed or emailed; however, any delay or failure for mail or email to be received by required date and time is not the responsibility of the school district. To assure bid is received to meet the timelines and deemed responsible, the bidder should arrange hand off to District personnel.

\*Any bid to be considered must be in possession of the Big Jackson Public Schools by 3:00pm on April

2. Any bid received after that date/time will be deemed non-responsible and will not be evaluated. It is the bidder's responsibility to arrange bid drop off to hand to District personnel. Any Questions call: (231) 796-8947

#### **d. Big Jackson Public Schools:**

- i. reserves the right to accept or reject any or all bids in whole or in part.
- ii. reserves the right to waive irregularities or informalities.
- iii. reserves the right to award contract to other than the lowest bidder.
- iv. reserves the right to refuse any and all bids and to waive any technicalities and formalities.
- v. reserves the right to negotiate with all qualified bidders and reserves the right to cancel this solicitation in part or its entirety if it is in the best interest of BJPS to do so.
- vi. reserves the right that any agreement is subject to board approval.
- vii. may require references
- viii. requires any exceptions to be clearly set forth in bid/proposal.
- ix. may require bidders to attend a post-bid interview following the bid opening.

### **2. Other details for bidders**

- a. Bids must be submitted on this form and typed or written in ink and signed.
- b. These portable trailers are being sold as-is. There is no guarantee/warranty provided or implied.
- c. The bidders assume all liability for the removal of these units.
- d. Interested bidders may bid on one or both portable units and may submit bids which reflect a cost to the district or a payment to the district for removal or demolition.
- e. Documentation of proper insurance must be provided and maintained through the project.

### 3. Purpose of this Request

- a. The Purpose of this request for proposals is to solicit proposals from individuals or firms to provide removal of portable trailer units located at Big Jackson School, located at 4020 13 Mile Road Paris MI 49338. The successful Contractor will be expected to provide all insurance documents, tools, transportation, labor, and equipment necessary to perform the required duties herein. The overall objective of this project is to remove the portable/trailer structure, any attached stairs, landings, ramps, trailer skirting from the site and to leave the ground empty. All materials associated to or connected to the unit must be removed from site.

### 4. Site Restoration

- a. Successful bidder following removal of posts or footings will fill any holes or uneven surfaces to maintain site safety. The District will complete final landscaping with top soil, leveling, and grass seed; but the successful builder will infill holes on site.

### 5. Pre-bid Information

- a. All bidders must inspect the units on site prior to submitting a bid to determine the condition of the units and to understand the scope of work. District personnel will be on site on Saturday, March 29 from 9am to 12 noon for inspection. Bidders may also arrange another time and day to coordinate with the District to inspect the site.

### 6. Scope of Service

- a. Fees. Contractor is responsible for all permits, fees, insurance, inspections, certifications and approvals necessary to remove/demolish the buildings as outlined by the standards established by federal, state, and local authorities. This is school district property.
- b. Utilities and Terminations. Prior to commencement of work by Contractor, BJPS will conduct all utility terminations, power/phone/cable disconnections, as well as be responsible for any service or termination fees (if applicable) on each parcel of property within the Demolition Area, not including mainlines. Contractor will cap sewer line.
- c. Demolition and site clearance. Contractor shall demolish and remove all above and below ground debris and appurtenances including but not limited to; the main structure and/or any detached structures, all footings, foundations, floors, porches, and debris of any kind. No debris shall be left or buried on the site. All removal from this site of debris, rubbish, and other materials resulting from demolition operations must be disposed of in a legal manner.
- d. Project Schedule - Contractor will remove the units within 30 days following the board approval and contractor notification unless a mutually agreed to date is approved by both parties. The estimated timeline is that the work will need to be completed by May 8, 2025.
- e. Dumping Requirements: All demolition debris must be taken to a licensed landfill. All landfill receipts (for general debris and hazardous waste) must be turned in before final approval and payment.
- f. Infrastructure Protection: Contractor will be liable for any damage to public property.
- g. Safety: Public safety must be considered at all times. The Contractor must take precautions at all times to utilize and store materials and equipment in a way that will prevent injury to citizens. Before leaving for the day, Contractor must ensure that proper signs, caution tape, physical barriers or other devices as needed to signal a hazard or restrict public access are in place. In addition, the Contractor must insure the safety of their workers by adhering to industry best practices.

- h. Contractor will assure that all permitting, abatement, demolition and debris removal will comply with applicable City, State and Federal regulations and procedures covering demolition.
7. **Insurance Requirements** Contractor shall procure, maintain, and provide proof of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees or subcontractors. The amount of insurance shall not be less than:
- a. General Liability: \$500,000 per occurrence/\$1,000,000 in the aggregate toward bodily injury, personal injury and/or property damage.
8. **Furnishing of W-9**: Any payment under this Agreement is contingent upon Contractor furnishing BJPS with a signed and completed W-9 IRS tax form. Contractor shall cooperate with BJPS in furnishing any additional information BJPS may need to comply with rules and regulations of the Internal Revenue Service.
9. **Bid Submittals**
- a. Those wishing to submit a bid for the project must follow all information in this bid document.
- b. Complete the bid worksheet (Attachment 1). Note the bid form is laid out in a specific manner. Please structure your bids accordingly.
- c. Prior to demolition/removal, successful bidder must provide proof of insurance. Provide proof of insurance in the amount
- d. Successful bidder affirms the removal of each unit or the debris by transportation on public roads will follow all local, state, and federal transportation requirements.
- e. Bidder Requests for Information (“RFI”) shall be submitted no later than March 24, 2025, to: Ron Veldman, at Big Jackson School, 4020 E. 13 Mile Road Paris MI 49338. E-mail Ron Veldman at [rveldman@bigjackson.net](mailto:rveldman@bigjackson.net)

**Additional Information:**

Any additional information should be directed to Ron Veldman at: [rveldman@bigjackson.net](mailto:rveldman@bigjackson.net)

Attachments:

1. BID WORKSHEET (Attachment 1)

**(Attachment 1 – 3 pages) – BJPS Portable Removal or Demolition Bid Form**

Date: \_\_\_\_\_

Submitted by:

Bidder's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip:

\_\_\_\_\_ Telephone:

\_\_\_\_\_

E-Mail: \_\_\_\_\_

**OFFER - \*\*Bidders may bid on one or both of the portable demolition or removal of units:**



**“Old Office”**

Approx. 20’ x 40’ – wood exterior, shingle roof. SW location of the four portables on site.

Bid to remove or demolish –

**If bidding on this portion, check #1 or #2 and complete:**

\_\_\_\_\_ 1. Bidder to pay the District \_\_\_\_\_ amount to remove or demolish the portable trailer.

\_\_\_\_\_ 2. Bid which costs the District \_\_\_\_\_ amount to remove or demolish the portable.



**“Storage Portable”**

Approx. 20’ x 40’ – metal exterior and roof. NW location of the four portables on site

Bid to remove or demolish –

**If bidding on this portion, Check # 1 or #2 and complete:**

\_\_\_\_\_ 1. Bidder to pay the District \_\_\_\_\_ amount to remove or demolish the portable trailer.

\_\_\_\_\_ 2. Bid which costs the District \_\_\_\_\_ amount to remove or demolish the portable.

**\*\*Optional Alternate:** total bid to remove/demolish both units \_\_\_\_\_

**Statement of Familial Relationship**

The following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Big Jackson Public Schools Board of Education or Superintendent.

\_\_\_\_\_ 1. That there are no such familial relationships existing at this time.

OR

\_\_\_\_\_ 2. That a familial relationship exists between the bidder and

\_\_\_\_\_ ,

\_\_\_\_\_

Bidder's Signature

\_\_\_\_\_

Date

**All Bids are due by Aril 2 at 3pm.**