

**SECTION 00 1000  
INVITATION TO BID**

Notice is hereby given that **SPENCE BROTHERS** will be accepting bids from Trade Contractors only for the construction of

**North Country Community Mental Health  
Kalkaska Clinic**

According to drawings and specifications as prepared by Architecture Technology dated July 15, 2024 and the Construction Manager's Project Manual as prepared by Spence Brothers.:

Bid Category 3A	Concrete
Bid Category 4A	Masonry
Bid Category 6A	Rough Carpentry, Framing & Exterior Siding
Bid Category 7A	Shingle Roofing
Bid Category 9A	Drywall & Acoustical
Bid Category 9B	Flooring: Hard Tile & Carpet
Bid Category 9C	Painting
Bid Category 22A	Mechanical
Bid Category 26A	Electrical
Bid Category 31A	Site (Earthwork, Exterior Improvements & Utilities)

This portion of the project will consist of: a new, one-story, 4,596 SF, medical office building and its associated site development. The project includes rooms for reception/waiting, therapy, nursing, staff office, and related support functions.

Proposals will be received no later than **Thursday, August 22, 2024 at 2:00pm EST.**

Bid proposals shall be received from contractors via Procore. A scanned copy of the completed Construction Manager Bid Form and all required attachments must be included with the submission to Procore. Fax and email bids are unacceptable. Bid proposals will be opened publicly.

Proposals will be received from trade contractors submitting only complete bids on a bid category. All other subcontractors and suppliers shall submit their bids to the trade contractors. All bid proposals will be privately opened.

Bids **will not** be accepted at Spence Brothers or Architecture Technology Bids received after the bid due time on the bid due date will be rejected and returned to the Bidder. Bidders will be notified if their bid was received late.

The Construction Manager is utilizing Procore's project management software as the repository for all bid documents, construction documents, and related correspondence for this project. This includes, but is not limited to, notices, drawings, specifications, project manuals, addenda, bid clarifications, etc. It is each bidder's responsibility to ensure they retrieve all bid documents issued for this project.

**Bid documents are retrieved by clicking on the hyperlink in the email that transmits this Invitation to Bid. By clicking that hyperlink, a download will initiate for the bid documents published via that email.**

**If an invited bidder has any difficulty retrieving any bid document, notify the Construction Manager immediately.**

All questions need to be submitted to the Construction Manager, Spence Brothers. Contact Mairin Lynch ([mairinlynch@spencebrothers.com](mailto:mairinlynch@spencebrothers.com)), Project Manager at (231) 947-7824 / fax: (231) 995-0114 **in writing no later than August 15, 2024 at 4:30pm.** No direct contact with the Owner, Architect, or consulting Engineers is permitted.

It is each bidder's responsibility to make sure they have received (any) addenda issued for this project.

**Pre-Bid Conference** is not scheduled at this time. We encourage you to visit the site prior to submitting your proposal, especially BC 31A bidders.

All proposals submitted shall remain valid for a period of sixty (60) days after the bid date. The Owner, Architect and Construction Manager reserves the right to accept and/or reject any or all bid proposals and to waive any and all informalities and/or irregularities in bid proposals submitted. This right shall be exercised at the sole discretion of North Country Community Mental Health. Architect, Construction Manager and Owner will make award as may appear to be in the best interest of North Country Community Mental Health.

Bid Bonds will not be required for this project.

Successful Bidders may be required to furnish Performance and Payment Bonds in the amount of 100% of their bid.

The Construction Manager will direct, supervise, coordinate and manage the project. Overall administration of the Project will be the responsibility of the Construction Manager, Spence Brothers. The Construction Manager will award contracts for separate bid divisions or combinations of bid divisions. All bids shall be submitted on the Bid Proposal Form provided in the Construction Manager's Project Manual (section 00 4000) completely filled in, and executed (copies of the bid forms are acceptable).

**END OF SECTION 00 1000**