Monroe County Intermediate School District
1101 S. Raisinville Rd.
Monroe, MI 48161

REQUEST FOR BID
for
2026 MCISD Transition Center HVAC Project

SCHOOL YEAR: 2026-27

The Monroe County Intermediate School District (MCISD) is seeking bids for qualified contractors for the demo and replacement of the Monroe County Intermediate School Districts Transition Center HVAC condensing coil and boiler.

Bids will be received according to the following instructions:

GENERAL CONDITIONS

1. Bids may be emailed to bids@monroeisd.us to be held and opened at the date and time below. Also, vendors can submit sealed physical bids (2 copies) at the MCISD Administration Building, 1101 S. Raisinville Rd., Monroe, MI 48161 on or before **December 7th, 2026. NO LATE BIDS WILL BE ACCEPTED. BIDS WILL BE OPENED AT 2:00 P.M. on bid due date.**

2. Any physical bids must be in a sealed envelope and clearly marked "**2026 MCISD Transition Center HVAC Bid"** on the face of the envelope carrying said bid, and are to be addressed to:

Josh Wolan
Director of Buildings and Grounds
Monroe County Intermediate School Districts
1101 S. Raisinville Rd.
Monroe, MI 48161

Any questions concerning the bid should be directed to Josh Wolan via email at Joshua.Wolan@monroeisd.us

3. Bids submitted should comply with all aspects of the specifications. Any deviation from what is listed must be noted on your bid response form, or the bid may be considered rejected.

4. MCISD reserves the right to reject any or all proposals and bids, including that of the lowest bidder; or to accept bids either in whole or in part; to award contracts by individual items or by lump sum total; or to waive any informalities, defects or omissions in any bid, should it be deemed to be in the best interest of MCISD to do so.

5. Bids shall be binding for ninety (90) days from bid opening and prices will be binding for the length of the contract.

6. Awarding of the bid is pending final approval of purchase from the MCISD Board of Education.

7. Vendor shall include estimated delivery dates of equipment quoted at the time of your bid submission.

8. RFP Schedule

RFP Released	November 9th, 2026
Pre-Bid Meeting/Site Walkthrough	Nov 19th, 2026 @ 10:00 am (Mandatory)
Deadline for Questions	Nov 30th, 2026 @ 3:00 pm
Proposals Due and Bid Opening	Dec 7th, 2026 @ 2:00pm

Bid opening is a public meeting at 1101 S. Raisinville Rd., Monroe, MI that vendors are welcome to attend

9. A mandatory vendor pre-bid meeting / site walkthrough on that date and time above.

10. The vendor is responsible for checking our website for any Addenda's that would be posted for this RFP no later than 3 days after the deadline for questions at https://www.monroeisd.us/publications/biddingdocuments/

11. Provide detailed itemized project cost (quantity, part numbers, item cost, labor, total cost). This is helpful to verify your bid includes all components and allows us to verify the components meet the required specifications

12. A minimum of 2 references for similar projects should be included

13. Any required permits, licenses, inspections, approvals, and fees for the work shall be secured and paid for by the Contractor. All work shall conform to all applicable codes, rules, and regulations. Perform all test required by state, city, county and/or other agencies having jurisdiction. Provide all materials, equipment, etc., and labor required for tests.

14. All installation, labor, parts, cabling, and necessary equipment must be included in the total cost on your bid

SCOPE OF WORK

PROJECT TIMELINE

A. Project may be started after the bid is awarded by the Monroe County Intermediate School District Board of Education. Set dates for this project are March 26th, 2026 to April 2nd, 2026. Any deviation from this time frame must be agreed upon by the construction company and the owner in writing.
B. Project must be completed before Monday April 5th, 2026.

CONSTRUCTION AREA

C. All work is located on the grounds of the Monroe ISD located at 1101 S. Raisinville Road, Monroe, MI 48161

SITE SAFETY

D. The contractor is fully responsible for job site safety, including work personnel as well as employees and attendees. Compliance with rules of OSHA, State of Michigan, MDOT, County of Monroe and any other authority having jurisdiction shall cover were applicable.

PERMITS AND FEES

A. Contractor will be responsible for any inspection fees required on the project and any reinspection fees if required.

COORDINATION OF WORK

E. The contractor shall coordinate schedules, submittals, and work across all specified sections to ensure an efficient, orderly sequence of interdependent construction activities.

CONSTRUCTION SCHEDULE

A. Upon award of the contract, the contractor shall present a Critical Path Construction Schedule. This schedule shall become part of the contract documents. The schedule shall identify all major categories of work (including Owner supplied items), done by

Owner's subcontractors and others, their start and completion dates, lag times for non critical activities, the dates required for submittals and shop drawing approval, and the completion date of the project, noting allowance for weather delays.

B. This schedule shall be revised and updated as required to incorporate changes in the project due to delays caused by weather, Change Orders, or other factors.
C. Time for extended general conditions will not be approved unless adequately documented on this schedule.
D. Owner shall be given a weather delay schedule in the event the contractor cannot start the project as scheduled originally.

CHANGE ORDER PROCEDURE

A. Any work performed without an approved "Change Order" in writing will not be considered by the Owner for monetary compensation. It shall be the responsibility of the contractor to repair or redo any work that was done without the approval of a change order in order to meet the intent of the drawings and specifications and to the satisfaction of the Owner.

INSURANCE REQUIREMENTS

A. The contractor, prior to commencement of the work, shall obtain and provide all
B. necessary insurance coverage verification as required by law as well as for his subcontractors and shall provide copies or verification of such coverage to the Owner. Coverage is to include Bodily Injury, Property Damage, Workman's Compensation, etc. as carried by an insurer in the State of Michigan. The contractor assumes responsibility for all loss of material and tools, destruction of equipment and other machinery and shall indemnify and save harmless the Owner against all claims arising out of the performance of this contract. Minimum insurance limits shall be:
    1. Workmen's Compensation coverage as required by all applicable Federal, State or other laws including employer's liability with a limit of at least $100,000.
    2. Comprehensive General Liability including Subcontractor's liability, contingent liability, contractual liability, products and completed operations, all on the occurrence basis with personal injury coverage and broad form property damage. Limits shall be at least the following:
        a. Each Occurrence $1,000,000
        b. General Aggregate $2,000,000
    3. Comprehensive Automobile Liability, including non-Ownership and hired car coverage as well as Owner's vehicles, with at least the following limits:
        c. Combined Single Limit $1,000,000
    4. Umbrella or excess liability coverage $1,000,000
    5. Any deviation from the above specifications shall be noted in the bid paperwork.
C. Each subcontractor shall provide proof of insurance to the contractor prior to commencement of work. Insurance coverage shall remain in effect throughout the duration of the subcontractor's work. Should a subcontractor's coverage expire, the

subcontractor shall notify the contractor and the Owner thirty (30) days prior to expiration. The Owner or contractor may insure the work and deduct the costs from the subcontractor contract amount.

PROGRESS CLEANING AND WASTE REMOVAL

A. Contractor shall provide dumpsters as needed for waste removal of all site debris and
B. any of the subcontractor's debris. Use of the Owner's existing dumpsters shall be
C. prohibited.
D. Contractor shall keep the site and structures clean and free of debris at all times.
E. Debris shall be picked up and site cleaned daily. Work areas shall be broom cleaned
F. daily if needed and all debris removed.

EXAMINATION AND PREPARATION

A. Prior to starting Work:
    1. Coordinate demo work with Owner prior to the start of the project.
    2. If services need to be interrupted (only by written permission from the Owner) you must provide a minimum 48-hour notice to the owner and receive written notice to proceed prior to interrupting services.

REJECTING DEFECTIVE WORK

A. The Owner may disapprove or reject work which the owner believes to be defective, or that the owner believes will not produce a completed project that conforms to the contract documents or that will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated by the contract documents. The owner may also bring in an outside contract service to determine if the work is defective. The owner will also have authority to require special inspection or testing of any work, whether or not the work is fabricated, installed, or completed.

PROJECT CLOSEOUT

A. Remove any temporary measures and restore site to a finished condition.
B. Remove all construction debris and construction dumpsters from site.
C. Cleaning: Broom clean all hard surfaces as needed.
D. Contractor shall submit to Owner the project manual containing the following:
    1. Provide list of all subcontractors and their phone numbers.
    2. Copies of warranties from all subcontractors and suppliers.
    3. Copies of final lien waivers from all subcontractors.

PREVAILING WAGES

A. Consistent with Michigan's Prevailing Wages on State Projects Act (Act), MCL 408.1101, et seq., any bidder who submits a bid in response to this RFP expressly represents that

the wages and fringe benefits paid to "construction mechanics" (excluding those under the State Civil Service Commission), as the phrase is defined under MCL 408.1101(b), by the bidder/contractor and all subcontractors will not be less than the prevailing rates in the locality where the work is performed. The current rate sheets as of the date of this RFP for Monroe County, Michigan can be found here.[1]

B. Bidders further warrant they will assume the responsibility of ensuring any subcontractors pay the prevailing rates under the rate sheets identified above. The chosen bidder as well as any subcontractor(s) must post on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefit rate sheets as well as keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each construction mechanic employed by it who is performing services under this RFP.

C. MCISD expressly states that construction mechanics are intended beneficiaries of the prevailing wage, fringe benefit, and nondiscrimination nonretaliation requirements contained under the Act. The wages and fringe benefits paid to construction mechanics (excluding those under the State Civil Service Commission) by the contractor and all subcontractors must not be less than the prevailing rates in the locality where the work is performed. Any construction mechanic aggrieved by the failure of a contractor or subcontractor to pay prevailing wages or benefits as specified under a rate sheet identified above or MCL 408.1107, in addition to any other remedies provided in the Act or by law, may bring an action in a court of competent jurisdiction against the bidder/contractor or subcontractor for damages or injunctive relief and may be awarded reinstatement or other appropriate relief, and all damages sustained, together with actual costs and attorney fees at trial and on appeal.

D. In addition, all bidders/contractors and subcontractors must hold a state project registration as required by MCL 408.1102. Bidders must submit a copy of their state project registration along with their bid for both themself and each subcontractor that has been selected at the time the bid is submitted. By bidding on this RFP, bidders agree they will will submit certified payroll records to the online certified payroll submission system identified by the Michigan Department of Labor & Economic Opportunity within the timeframes identified under the Act and will indemnify, defend, and hold MCISD harmless from any and all claims resulting from a bidder's failure to fulfill its obligations under the Act.

E. MCISD expects – and bidders/contractors agree - that all bidders/contractors will follow all other requirements of the Act.

[1] *https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/PWRS-By-County/Monroe.pdf?rev=e86218b96c8548f797f38b9d98b517cc&hash=5221D74C36F25E83C1529D4D7682D7A4*

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HVAC Work Specifications

SCOPE OF WORK

Remove and Replace Boiler

A. Demo old boiler / piping as needed
B. Furnish & Install New Boiler
    1. Lochinvar – FTX500N – 97.7% Efficiency
    2. Bac Net MSTP
    3. H & L gas pressure switches
    4. Cond neutralization kit
    5. Grundfos Pump UPS43-100 w/ flange set
C. Furnish new HW Piping as needed
D. Insulation
E. Testing

Electrical Installation

Demo the following

A. 120 Volt feed
B. 1 Circulator pump feed
C. 1 Flow switch

Install the following

A. 120 Volt feed
B. 1 Junction box
C. 1 Flow switch
D. 2 Temperature sensors

Remove and Replace Coil and Condensing Unit

A. Unit provided by Trane
B. Demo including refrigerant recovery.
C. Demo & Replace - Refrigerant piping
D. Provide & Install Refrigerant specialties
E. Sheet metal for coil replacement
F. Insulation
G. Crane & Rigging
H. Testing

Electrical Work

Electrical Demo -

A. 1 – 2 Conductor control

B. 1 – 4 Conductor control
C. 1 - 90 Degree fitting and LB on power feed
D. 1 – ½" Seal-tight for control
E. 1 Temp probe
F. 1 Solenoid feed

Electrical Install -

A. 1 Junction box for power
B. 1 Junction box for control
C. 125 Amp 1.5" seal-tight
D. ¾" Control seal-tight
E. 1 Temp probe flex
F. 1 Solenoid flex
G. Includes - Refrigerant Monitor Electrical Work:
    1. 1 - 120 Feed to refrigerant monitor panel
    2. 1 BACNET feed to refrigerant monitor panel
    3. 1 Sample tube for refrigerant monitor panel

EVALUATION

The district's objective is to get the best overall value and features. Below is all evaluation rubric we will be using to award this bid.

Criteria	Points
Cost	40
Prior Work Experience with ISD	30
Vendor Capability (Experience, qualifications, references, team)	10
Site Visit and Design	10
Implementation Timeline	10

Attachment A

CONTRACTOR INFORMATION AND BID

CONTRACTOR'S NAME:_____

CONTACT PERSON:_____

ADDRESS:_____

CITY/STATE:_____

TELEPHONE NUMBER:

_____

_____

FAX NUMBER:

_____

E-MAIL ADDRESS: _____

A. CONTRACTOR PRICING

Monroe County Intermediate School District Total Bid Amount: $_____

The undersigned understands that the School District reserves the right to accept or reject in whole or in part any and all Proposals, to waive informalities and irregularities therein, and to award the Contract to other than the Contractor(s) submitting the best financial

Proposal (low bidder) and to award the Contract to one (1) or more Contractors in the School District's sole and absolute discretion.

If award is made to our firm based upon our Proposal, we agree to enter into the attached form of Contract with the School District to furnish the Work in strict accordance with this Request For Proposal, the Contract, and our Proposal.

My signature certifies that the Proposal as submitted complies with all terms and conditions as set forth in this Request For Proposal and the Contract, unless specifically enumerated as an exception as part of our Proposal.

I hereby certify that I am authorized to sign as a

Representative for the firm. CONTRACTOR HEREBY

SUBMITS THIS PROPOSAL PRICING FORM IN

ACCORDANCE WITH THE TERMS AND CONDITIONS OF

THE RFP.

Name of Contractor:_____

_____

(Signature/Principal)

_____

(Name Printed)

Date: _____

MONROE COUNTY ISD BID FORM
Acknowledgement of Authority to Bid

My signature certifies that the proposal submitted complies with all Terms and Conditions set forth in this RFP. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law and can result in fines, prison sentences and civil damages awards.

I hereby certify that I am authorized to sign as a representative for the following firm:

Firm Name:_____

Firm Address:_____

Signature:_____

Printed Name:_____

Business Phone:_____ Cellular Phone:_____

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF THE VENDOR AND FURNISHED WITH EVERY BID

The Board of Education will not accept this bid without this completed, signed and notarized form

AFFIDAVIT FAMILIAL RELATIONSHIP

STATE OF: _____

COUNTY OF: _____

_____ _____ ***, being sworn, says***
(Affiant's printed name)

1. I am the _____ of _____
(title) (vendor bidder)
which has submitted, to **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT,** a proposal for the furniture and equipment**.**

2. I state that there is **NO** familial relationship between the owner or any employee of above Vendor-Bidder and any member of the Board of Education or the Superintendent of Monroe County ISD, said exceptions being as follows:

_____

_____

Signed: _____ Printed: _____

SWORN TO and subscribed before me, a Notary Public, in and for the above-named state and county this _____ day of _____, 2026. My commission expires on _____.

Signature: _____, Notary Public

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company") hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Monroe County ISD as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Monroe County ISD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

_____
Name of Company

_____
Name and Title of Authorized Representative

_____
Signature

_____
Date