

## INVITATION TO BID

PROJECT NAME: Niles Ballard Elementary Roof Improvements

PROJECT DESCRIPTION:

Base Bid: (9,286 SF) Leave existing asphalt built-up roof in place and clean surface with wet vac to remove loose gravel ballast and dirt. Fully adhered 2" base layer of insulation over existing BUR system. Fully adhere 1/8" tapered insulation system. Install fully adhered 45 mil fleece-back KEE roofing membrane. Add 2x wood nailers at roof edge as needed to accommodate insulation thickness. Provide .050 aluminum fascia / roof edge metal. Provide manufacturer's 20-year no dollar limit warranty.

OWNER: Niles Community Schools  
One Tyler Street  
Niles, MI 49120  
(Administrative Offices)

ARCHITECT: CARMI Design Group  
210 E. Main Street,  
Suite 200  
P.O. Box 487  
Niles, MI 49120  
Phone: 269-663-5073

BID DATE:

Bids will be received at the district's Administrative Offices until **1:00 PM (local time) on Wednesday, June 24th, 2026.**

Bids will be publicly opened at the Administrative Offices and read aloud at this time. Bids received after this time will not be considered and will be returned to the bidder unopened.

Bids shall be properly and completely executed on the Bid Proposal Form included within the Project Manual and submitted in duplicate. Bids shall be clearly marked as "**Niles Ballard Elementary Roof Improvements – Phase 2**" on the front of the submitted envelope.

PRE-BID MEETING:

A Mandatory Pre-Bid Meeting will be held on **Wednesday, June 17<sup>th</sup>, 2026 at 1:00 PM (local time)** at Ballard Elementary – 1601 W Chicago Rd, Niles, MI 49120.

DOCUMENT AVAILABILITY AND USE:

Bid Documents may be viewed at the following **Plan Rooms** on or after **Wednesday, June 10<sup>th</sup>, 2026.**

Builders Exchange of Kalamazoo	<a href="http://www.builder-exchange.com">www.builder-exchange.com</a>
Builders Exchange of Lansing	<a href="http://www.bxlansing.com">www.bxlansing.com</a>
Builders Exchange of Michigan	<a href="http://www.grbx.com">www.grbx.com</a>
Construction Association of Michigan	<a href="http://www.BuildwithCAM.com">www.BuildwithCAM.com</a>
ConstructConnect	<a href="http://www.constructconnect.com">www.constructconnect.com</a>
Dodge Construction Network	<a href="http://www.construction.com">www.construction.com</a>
MACIAF (South Bend, IN)	<a href="http://www.constructionsite.org">www.constructionsite.org</a>

Bidding documents are available electronically at no charge, via email. Please email your request to CARMi at [cadmin@carmi.biz](mailto:cadmin@carmi.biz).

Bidding questions should be directed to: [cadmin@carmi.biz](mailto:cadmin@carmi.biz). cc emails to Tanner Leininger, [tanner@carmi.biz](mailto:tanner@carmi.biz).

**BONDS:**

A five percent (5%) Bid Bond shall accompany each bid. The successful bidder will be required to provide a Performance Bond, Labor and Material Bonds, and certificates of Liability and Worker's Compensation Insurance.

**OTHER CONDITIONS AND INFORMATION:**

1. The awarded contractor will be required to pay not less than the published Berrien County, Michigan prevailing wage rates.
2. Each bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Berrien Springs Public Schools Board of Education or the superintendent of the school district.
3. No bidder may withdraw their bid for a period of **Thirty (30) calendar days** after the date set for bid opening.
4. Public Act 517 of 2012 (effective December 31, 2012) enacted the "Iran Economic Sanctions Act", which prevents "Iran linked businesses" from bidding on a school district or ISD's request for proposals ("RFP"). This law requires that persons submitting bids certify that they are not an "Iran linked business," which is defined as either:
  - a) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
  - b) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.
5. Niles Community Schools reserves the right to reject any or all bids, to waive any defects or irregularities in bids, and to accept any bid that is deemed most advantageous to the public interest.