



PROJECT MANUAL
for the

WING PRINCIPAL OFFICES
West Senior High School

Prepared By

TCAPS Capital Projects | Planning
1212 Cass Road
Traverse City, Michigan 49685

TCAPS Project Number WSH26-002

Issued for Bids
July 9, 2026

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ADVERTISEMENT FOR BIDS – WEST SENIOR HIGH – WING PRINCIPAL OFFICES

TCAPS Project Number: WSH26-002

FROM:

The Owner:

Traverse City Area Public Schools (TCAPS)

1212 Cass Road

Traverse City, MI 49685

Phone: 231.933.1935

Contact Person: Paul Thwing

Director of Capital Projects

thwingpa@tcaps.net

or

Karen Hicks

Assist. To the Director

HicksKa2@tcaps.net

Advertisement Date: July 10, 2026

TO: POTENTIAL BIDDERS

The Owner will receive sealed bids for a Single Prime, Stipulated Sum Contract for the **WING**

PRINCIPAL OFFICES PROJECT at: West Senior High School

5376 N. Long Lake Road

Traverse City, MI 49685

Bids will be received and publicly opened at **2:00 PM on July 23, 2026** at 1212 Cass Road, Traverse City, Michigan. Any bids received after the specified date and time will not be considered.

Bidders unable to attend the public bid opening should deliver their sealed bids to the Facilities Building Reception Desk, at 1212 Cass Road, Traverse City, Michigan, 49685, prior to the bid due date and time.

Project Description:

The scope of the work includes but is not limited to: Minor demolition for new window and door openings and frames in stud and masonry walls. Provision and installation of new windows, doors and frames. Touch-up painting

Schedule:

Bids Due: July 23, 2026; 2:00 PM

TCAPS Board Approval: August 10, 2026

Substantial completion: TBD

Bidding Documents:

Requirements, drawings and specifications for submissions are available on/at or through:

The State of Michigan – SIGMA website - <https://sigma.michigan.gov>

Builders Exchange of Northwest Michigan

Bid sets may be purchased from Traverse Reproduction / 1373 Barlow Rd / Traverse City, MI 49686 at the bidders' expense.

Bid Documents may also be provided electronically by emailing your request for requirements and specifications to thwingpa@tcaps.net.

SITE VISITS:

A Pre-Bid Conference is not scheduled

TO VISIT A SITE YOU MUST REQUEST A SITE VISIT THROUGH CAPITAL PROJECTS | PLANNING OFFICE, DO NOT CONTACT OR SHOW UP AT THE SCHOOL DIRECTLY.

TO SCHEDULE A SITE VISIT CONTACT:

Paul Thwing at 231-933-1935 or by email at thwingpa@tcaps.net or
Karen Hicks at 231-933-1940 or by email at HicksKa2@tcaps.net

It is expected all bidders will be familiar with the site, project and existing conditions at the time their bid is submitted. TCAPS will make every effort to accommodate site visit requests.

Bidding:

Bidders are required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount. Refer to other bidding requirements described in: 00 0002 Instructions to Bidders and 00 7300 Supplementary Conditions.

Submit your offer on the Proposal Form provided, 00 0003 – Proposal Form. Bidders may supplement this form as appropriate.

Bids submitted via email or fax will NOT be received, accepted or read.

The State of Michigan requires Payment and Performance Bonds for all projects over \$50,000.
Refer to other bidding requirements described in Instructions to Bidders.

Bids shall be accompanied by sworn and notarized statements:

- Statement Regarding Familial Relationship.
- Iran Economic Sanctions Act Certification

Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.

The Owner reserves the right to accept or reject any or all offers, waive irregularities, and to accept the bid that in their opinion is in the best interest of the school district.

For: Traverse City Area Public Schools

Josey Ballenger, Secretary of the Board of Education

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DIVISION 02 – EXISTING CONDITIONS

02 4119	Selective Demolition
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DRAWING LIST

A01	FIRST FLOOR PLAN
A02	SECOND FLOOR PLAN

TCAPS Fingerprint Background Check Process and Forms are found on the Capital Projects and Planning webpage, under the 'Badging Requirements' tab.

<https://www.tcaps.net/about/departments/capital-projects-and-planning/>

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SECTION 00 0002 - INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 PROJECT IDENTIFICATION

- A. Project: **Wing Principal Offices**
West Senior High
5376 N. Long Lake Road
Traverse City, MI 49685
- B. Owner: Traverse City Area Public Schools
- C. Owner's Project Manager (PM): Paul D. Thwing, R.A.
Director of Capital Projects & Planning
1212 Cass Road
Traverse City, Michigan 49685
thwingpa@tcaps.net
231.933.1935

1.2 SUMMARY OF WORK

- A. TCAPS Wing Principal Offices Project includes but is not limited to the following:
1. Provide all work for the installation of new windows, doors and frames, door hardware.
- B. Type of Contract
1. Project will be constructed under a single prime contract.
 2. The Contract form of agreement between the Owner and Contractor shall be: Blanket Purchase Order referencing the General and Supplemental Conditions found on the Capital Projects and Planning webpage.

1.3 QUALITY CONTROL

- A. The Contractor shall maintain continuously, a competent superintendent, satisfactory to the Owner, with authority to act for him in all matters pertaining to the work.

1.4 PROCUREMENT OF DOCUMENTS

- A. Bid documents are available in PDF format from the Owner via email (upon request) to thwingpa@tcaps.net and posted on the State of Michigan SIGMA website <https://sigma.michigan.gov/> and Builders Exchange Traverse City, MI.
- B. Bid Sets may be purchased from Traverse Reproduction & Supply, 1373 Barlow, Traverse City, MI 49686, at bidder's expense.

1.5 PRE-BID CONFERENCE

A. **NO Pre-Bid Conference is scheduled.**

TO VISIT THE SITE YOU MUST REQUEST A SITE VISIT THROUGH THE CAPITAL PROJECTS | PLANNING OFFICE, DO NOT CONTACT OR SHOW UP AT THE SCHOOL DIRECTLY.

TO SCHEDULE A SITE VISIT CONTACT:

**Paul Thwing at 231-933-1935 or by email at thwingpa@tcaps.net or
Karen Hicks at 231-933-1940 or by email at HicksKa2@tcaps.net**

1.6 SCHEDULE

- A. It is the intent of the Owner to award a contract August 11, 2026.
- B. A complete list of all subcontractors, material and equipment suppliers shall be furnished to the Owner's PM by the apparent low bidder within 24 hours after bid opening.
- C. The successful bidder is to prepare a Preliminary Construction Schedule for review with the Owner within three (3) calendar days of the bid opening.
- D. Start date: **TBD**. Contractor is to have all materials, equipment, labor, etc ready prior to starting the work, Construction duration is to be kept to a minimum.
- E. Substantial Completion Date: **TBD, submit a preliminary schedule with proposal.**
- F. Contractor to coordinate schedule of work with Owner's PM. Contractor shall not begin work prior to receiving proper authorization from Owner's PM.

1.7 BID RECEIPT

- A. Bid proposals must be received by **July 23, 2026, 2:00 PM**

Traverse City Area Public Schools
Capital Projects | Planning
Facilities Building
1212 Cass Road
Traverse City, Michigan 49685

1.8 WORK RESTRICTIONS

- A. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.

- B. Non-Smoking Campus: Smoking or tobacco use of any kind is prohibited in the buildings and on the grounds of any TCAPS facility.
- C. **Employee Identification:** TCAPS requires all Contractor personnel to wear identification badges at all times.
 - 1. Badges are issued by the Human Resources Department in the Administration Building at 412 Webster Street, Traverse City, MI 49686, 231-933-1710
 - a. **TCAPS Fingerprint Background Check Process and Forms** are found on the Capital Projects and Planning webpage,

<https://www.tcaps.net/about/departments/capital-projects-and-planning/>

This process must be completed before badges are issued.
 - b. Provide Owner's PM with a list of personnel to be badged.
 - c. Personnel will be fingerprinted and are subject to FBI and State of Michigan background checks.
 - d. **A fee is charged for each background check per badge issued; include the cost for badging in your BID.**
 - 2. Identification tags are numbered. Distribution of ID tags will include the recording of the tag number and the contractor it is issued to.
 - 3. Lost identification tags will be replaced at cost (\$6.00) and billed to the contractor the tag is assigned to.
- D. Parking: Contractor vehicles must be parked in legal parking areas or will be subject to towing, unless specific consent has been given by the Owner for purposes of loading or unloading tools, equipment, materials, etc. Parking of vehicles on sidewalks, landscape or other areas is prohibited.
- E. Trash disposal: Contractor is responsible for the removal of all trash, debris, excess material, etc. The use of TCAPS' dumpsters is not permitted.
 - 1. Failure to abide by this may render Contractor subject to back charges.
- F. Use of TCAPS' owned equipment, lifts, ladders, tools, custodial equipment or supplies, etc is specifically prohibited. Contractor shall supply all necessary tools, equipment and materials necessary to complete the work.

1.9 ACCESS TO SITE

- A. Use of Site: Limit use of Project site to areas within the Contract limits. Do not disturb portions of site beyond areas in which the Work is indicated. Contractor to protect all adjacent building materials, surfaces, Owner's furnishings, etc and is responsible for any repair/restoration/replacement required as a result of any damage caused by the contractor's operations.
- B. Area of Work: Contractor must keep the area of work reasonably presentable and clean throughout the duration of the work.

- C. Security: Contractor is responsible for barricades, signage, etc necessary to secure the area of work during construction.
- D. Driveways, Walkways, Entrances, Doors: Keep all means of access and egress serving premises clear and available to Owner, Owner's staff, students, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Do not restrict, close or obstruct access to premises unless given specific written permission from the Owner's PM.
- E. Deliveries: Schedule deliveries to minimize use of driveways and entrances by construction operations and to minimize space and time requirements for storage of materials and equipment on-site.
- F. Storage: Staging of contractor equipment, materials, tools or other project related items in data closets, janitorial closets, penthouses, tunnels or areas other than those specifically directed by the Owner is prohibited. Contractor shall safeguard their materials, tools, equipment. TCAPS is not responsible for vandalism and/or theft of same.

1.10 COORDINATION WITH OCCUPANTS

- A. Schedule work when buildings will be unoccupied, spring break, summer, etc.
- B. Owner Occupancy: Owner may occupy the premises during the construction period, including the areas under construction.
- C. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations.
- D. Provide not less than 72 hours' notice to Owner's Representative of activities that will affect Owner's operations or building occupants, including but not limited to utility interruptions, odor, noise, vibration.

1.11 PROJECT CLOSEOUT

- A. Cleaning: Contractor is responsible for final cleaning of work area. No dust, debris, trash, excess materials, etc may be left behind.
 - 1. Failure to properly clean work area may result in the contractor being back charged for the use of TCAPS' custodial staff.
- B. Warranties: Provide one (1) year warranty on all materials and labor. Provide additional warranty information for all products, systems, materials, equipment, etc
- C. Operation & Maintenance Data: Refer to system specification section(s).
- D. Final payment will not be made until all closeout documents have been received, punch list items are complete and the work area is clean and the Owner's PM has approved the work.

PART 2 – MATERIALS

2.1 OWNERSHIP OF DOCUMENTS

- A. Drawings and specifications purchased by Bidders for bidding remain property of the Bidders and shall not be sent to the Owner or Architect for a refund of the "Cost to Purchase."

PART 3 - EXECUTION

3.1 EXAMINATION OF DOCUMENTS AND SITE

- A. It is the Bidder's responsibility to study the drawings and specifications, visit the construction site and examine existing conditions to correlate site observations with requirements of the Contract Documents.
- B. All bidders must give prior notification to Owner's PM and schedule a time to examine the site after the pre-bid meeting. Contractors must wear yellow ID badges at all times while on campus.
- C. No "EXTRA" payment or allowance will be made to cover obvious discrepancies or changes required due to existing site conditions not visually determined and addressed in writing to the Owner before bid opening, or by reason of any error or oversight on the Contractor's part.
- D. Drawings shall not be scaled by Bidders for the purpose of bidding. Information required for bidding shall be obtained by using the indicated dimensions of each plan, elevation, section or detail. All discrepancies noted by the Bidders shall be immediately brought to the Owner's attention.

3.2 INTERPRETATIONS AND CORRECTIONS OF DOCUMENTS

- A. Written requests must be submitted to the Owner's PM a minimum of four (4) days before receipt of bids for clarification or interpretation of errors, inconsistencies or ambiguities found in contract documents.
- B. An addendum will be issued to Bidders to clarify the subject or request a minimum of two (2) days before receipt of bids; the addendum will become part of the Contract Documents.
- C. Only interpretations, corrections or changes made by addendum will be binding.

3.3 SUBSTITUTIONS

- A. To obtain approval to use unspecified products, Bidders shall submit a written request to the Owner's PM a minimum four (4) days before receipt of bids. Requests received after this time will not be considered.
- B. Submit, with the request, all-necessary samples and substantiating data to prove equal quality and performance to the product originally specified.

- C. If proposed product is accepted, an addendum will be issued to Bidders a minimum three (3) days before receipt of bids and will become part of the Contract Documents.
- D. Only substitutions accepted by addendum are binding.
- E. No substitutions will be allowed after receipt of bids.

3.4 CODES, ORDINANCES AND REGULATIONS

- A. Furnish and install all labor and material according to latest codes, ordinances and regulations for all governing bodies having project jurisdiction.
- B. The quality of labor and material shall be as required by drawings and specifications except when exceeded by local codes, ordinances, or regulations.
- C. Contracts for work under this bid will require the Contractor and subcontractors to maintain policies of employment and to pay wage rates as described in the General Conditions and/or this Section.

3.5 BASIS OF BID

- A. SECTION 1.2 SUMMARY OF WORK describes the basis of bids.
- B. A lump sum bid is to be provided.
- C. The Bidder shall include all unit cost items and allowances included in the Proposal Form. Bids, which are incomplete, conditional, obscure or which contain additions not asked for will be subject to rejection.

3.6 PREPARATION AND SUBMITTAL OF BID

- A. Bids are due no later than and will be publicly opened and read at the time, date and location noted in Section 1.7 BID RECEIPT.
- B. The Bidder shall fill in all blanks by typing or lettering in ink. Sums are to be given both numerically and written, with the amount written in words to govern in case of discrepancy. Bid shall give legal name of Bidder and shall be signed by a person legally authorized to bind the Bidder to a contract.
- C. All addenda received by the Bidder shall be acknowledged by placing all identifying addendum numbers and dates on bid proposal form.
- D. Submit one copy of the Proposal Form completely executed.
- E. Required documentation to be submitted with the bid:
 - 1. Proposal Form
 - 2. Signed Iran Economic Sanctions Act Certification
 - 3. Signed Statement Regarding Familial Relationship

- F. Bids may be submitted in person or via mail.
- G. Failure to submit the minimum requirements may render the bid unresponsive and may eliminate the bid from consideration for award.
- I. The bidding contractor is solely responsible for the timely delivery of the proposal. Submissions received after the posted due date and time will be returned unopened. No employee of TCAPS will be held responsible for prematurely opening an incorrectly addressed bid proposal.
- J. All program and contract administration costs must be spelled out, including subcontracting, managing, documentation, containment, reporting, installation, delivery, service, maintenance, material and consumables, and replacement costs. TCAPS will not accept hidden costs or fees not otherwise documented.

3.7 BID SECURITY

- A. A bid Security is required to accompany each bid in the amount of five percent (5%) of total base bid in the form of a cashier's check or bid bond, made payable to the Owner, and insured by a licensed surety doing business in the State of Michigan.
- B. Failure to furnish Bid Bond at time of bid opening will be cause for rejection of bid.
- C. Bid Bonds will be returned to unsuccessful Bidders after bid opening. Bond will be returned to successful Bidder after execution of further documents and bonds required by the specifications.
- D. Owner reserves the right to retain security of the three lowest Bidders until it has entered into contract with one of the Bidders or until sixty (60) days after bid opening date. If any Bidder refuses to enter into a contract, Owner will retain his bond as liquidated damage.

3.8 BID MODIFICATION AND WITHDRAWAL

- A. Bid may **NOT** be modified, withdrawn, or canceled for sixty (60) days after date of bid opening.
- B. Prior to bid date and time, Bidder may modify, cancel, withdraw and/or resubmit his bid in person or by signed, written notice. Notice must be mailed to party receiving bids, in confirming envelope, post-marked before date and time of receipt of bids. Modification of bids may require modification of bid security.

3.9 GUARANTY BONDS AND INSURANCE

- A. The State of Michigan requires Payment and Performance Bonds on projects whose value is \$50,000 and higher.
- B. When required: Refer to Section 00 7300 Supplementary Conditions for requirements.

3.10 SELECTION OF SUCCESSFUL BIDDER AND CONTRACT AWARD

- A. Owner reserves the right to waive bid irregularities and to accept the bid in the Owner's best interest and to award to other than the low bid.
- B. Owner reserves the right to reject any or all bids where incomplete or irregular, lacking bid bond, data required by bidding documents, or where proposals exceed funds available.
- B. The Owner will consider the qualification and experience of the Bidder and the amount of the bid when determining the award of the contract.
- C. If requested, the Bidders under consideration for award of contract shall submit a contractor's solvency qualification statement.
- D. Before award of contract, considered Bidder will be notified in writing if the Owner has reasonable objection to a person or entity proposed by Bidder. Bidder may then withdraw bid, or submit substitute person or entity together with adjustment in bid for Owner's acceptance or disqualification. In event of withdrawal by Bidder or disqualification by Owner, bid security will not be forfeited.
- E. Sub-contracts, material and equipment contract shall not be awarded until they have been accepted by the Owner.
- F. This bid in no manner obligates TCAPS to the eventual contract for any items described, implied, or which may be proposed, until confirmed by written agreement issued by the Purchasing Department and may be terminated by TCAPS without penalty or obligation at any time prior the issuance of an award.

3.11 ADDITIONAL WORK

- A. All requests for work that will require additional payment beyond the original scope of work must be submitted to the Owner's PM prior to execution of the work. Failure to obtain advanced written approval may result in non-payment.

3.13 INSURANCE REQUIREMENTS

- A. Refer to Section 00 7300 Supplementary Conditions for requirements.

3.14 ADDITIONAL TERMS & CONDITIONS

- A. The Contractor, and the agents and employees of the Contractor, in the performance of this agreement, shall act in an independent capacity and not as officers, employees, or agents of TCAPS.
- B. **Upon request** Contractor will provide TCAPS with Material Safety Data Sheets [MSDS] for all chemicals, glues, cleaning solvents, etc. used in the building prior to, during or following the work to be performed. Such sheets shall be submitted to the following address:

Traverse City Area Public Schools
Capital Projects & Planning
1212 Cass Road
Traverse City, Michigan 49685

- C. Contractors who must access a confined space or permit-required confined space to fulfill the service they provide to TCAPS must submit a current confined space training program, and/or a permit [for permit-required confined space entry] to the Owner's Project Manager.
- D. Access to confined spaces and permit-required confined spaces will only be given after a notice to enter has been given to the Owner's Project Manager, and only then after [s]he has confirmed receipt of the contractor's current confined space training program and/or permit.
- E. Owner will not pay for any information requested herein, nor is it liable for any costs incurred by the contractor in responding to this request. Submitted proposals will not be returned and may be subject to the Freedom of Information Act.
- F. The Contractor agrees to indemnify, defend and hold harmless TCAPS, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Contractors, subcontractors, material persons, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract; from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this agreement; or from any misrepresentation or breach of warranty by the Contractor.
- G. The contractor shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, language, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary. TCAPS may request the contractor to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:
 - 1. Neglect of duty
 - 2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting
 - 3. Theft, vandalism, immoral conduct or any other criminal action
 - 4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for TCAPS.
- H. The Contractor shall be responsible to TCAPS for the acts and omissions of all his/her employees and all Subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Contractor.
- I. TCAPS shall have the right to terminate the award with the Contractor without penalty pursuant to thirty (30) days written notice of termination to the Contractor under the following circumstances:
 - 1. Default of Contractor - It shall be considered a default whenever the Contractor shall:

- a. Disregard or violate the material provisions of the contract documents or College instructions; violate applicable law, regulation or guidance of any governmental authority; present an unreasonable risk of personal injury or property damage; or failure to execute the work according to the agreed schedule of completion and/or time of completion specified, including extensions thereof or fail to reach agreed upon performance results.
 - b. Declare bankruptcy, become insolvent, or assign company assets for the benefit of credits.
 2. Lack of Funds of TCAPS - Lack of funds shall be construed to mean when TCAPS, in the judgment of its Chief Financial Officer, determines that it cannot continue the funding of its contract services, without undue hardship to TCAPS.
 3. Termination of contract services will be rendered if it is construed by TCAPS to be in its best interests for serving the community and its students, faculty, and staff.
- J. Any different or additional terms and conditions contained in the Contractor's acknowledgement forms or documents furnished by the Contractor are rejected by the Buyer and are not a part of the agreement between the parties.

END OF SECTION 00 0002

PROPOSAL FORM

Project: **Wing Principal Offices**
 West Senior High

Owner: Traverse City Area Public Schools (TCAPS)

Name of Bidder: _____

Street: _____

City: _____ **MI;** **Zip Code:** _____

Telephone No. _____ **Date:** _____

Email _____

To: TCAPS Maintenance Department
 1212 Cass Road
 Traverse City, Michigan 49685

The undersigned Bidder, having received the drawings and specifications for the above named project prepared for the Traverse City Area Public Schools. The undersigned Bidder having also received the Addenda acknowledged below and having included all provisions and costs in the below Base Bid, and after carefully considered and examined all Contract Documents, having visited the site and examined all conditions affecting the work, hereby submits the following Bid and hereby agree:

1. To furnish all labor, services, material, equipment and coordination of trades required to perform all work in strict conformance with the Contract Documents, including all commissions, overhead, taxes, fees and profit.
2. To complete the work by the time stipulated on the Proposal Form and under the conditions as outlined in the General Conditions.
3. To accept the provisions of the Instruction to Bidders regarding disposition of Bid Security.
4. To hold this Bid as submitted open for a period of sixty (60) days.

BASE BID:

TOTAL Lump Sum Price for the Wing Principal Offices @ West Senior High.

_____ \$ _____
(State the Amount in Words)

ADDENDA:

The undersigned, hereby acknowledge receipt of the following addenda:

Addendum

Date

PROPOSAL SIGNATURE:

The undersigned agrees upon notification of the acceptance of this proposal, to execute a contract for the work, for the above Base Bid.

Date: _____

Name of Bidder: _____

Signature: _____

Name Printed: _____

Title: _____

Witnessed in Presence of:

Signature: _____

Name Printed: _____

Date: _____

Title: _____

Submit one (1) copy of completed form and retain one for your file.

STATEMENT REGARDING FAMILIAL RELATIONSHIP

I am the _____ of _____, a bidder on a
(Title) (Company Name)
Construction / improvement project for **Traverse City Area Public Schools (TCAPS)**.

- ☐ I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and employee(s) of the aforementioned contractor and the school district's superintendent and/or board members.

The following are the familial relationship(s):

	<u>Owner / Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

(Attach additional pages if necessary to disclose familial relationships)

I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the construction project.

- ☐ There is no familial relationship that exists between the owner(s) and employee(s) of the aforementioned contractor and the school district's superintendent and/or board members.

BIDDER'S FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 2017, a Notary Public

In and for _____ County, _____

Signature

My commission expires _____

END OF STATEMENT REGARDING FAMILIAL RELATIONSHIP FORM

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IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the _____ of _____, a bidder on a
(Title) (Company Name)

construction / improvement project for **Traverse City Area Public Schools (TCAPS)**.

I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids

I have knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, *et seq.* ("Act").

I certify that this Bidder or any subcontractors to this Bidder is not an Iran-linked business, as that term is defined in the Act.

I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

BIDDER'S FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____

Seal:

day of _____, 2013, a Notary Public

In and for _____ County, _____

Signature

My commission expires _____

END OF IRAN ECONOMIC SANCTIONS ACT CERTIFICATION FORM

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SECTION 00 5213 FORM OF AGREEMENT

FORM OF AGREEMENT

Blanket Purchase Order with a Stipulated Sum, and these Contract Documents inclusive of the General and Supplemental Conditions referenced and attached to these documents, forms the basis of Contract between the Owner and Contractor.

END OF SECTION 00 5213

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SECTION 00 72 00 GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

AIA Document A201-2017, General Conditions of the Contract for Construction, 2017 Edition, is the General Conditions between the Owner and Contractor.

Copies of *AIA Document A201-2017* may be purchased and downloaded by interested parties from the following:

American Institute of Architects US <https://documentsondemand.aia.org>

A copy of the General Conditions can also be found on the Capital Projects and Planning webpage within the TCAPS website, or by using this link:

<https://www.tcaps.net/page/capital-projects-and-facilities>

Then selecting the General & Supplemental Conditions Tab under the Additional Resources heading.

Both the General Conditions and Supplemental Conditions are incorporated into this contract by reference. It is the contractor's responsibility to familiarize themselves with these documents.

SUPPLEMENTARY CONDITIONS

Refer to Section 00 73 00 for amendments to these General Conditions.

END OF 00 72 00 - GENERAL CONDITIONS

TRAVERSE CITY AREA PUBLIC SCHOOLS
WING PRINCIPAL OFFICES
WEST SENIOR HIGH SCHOOL

TCAPS PROJECT #WSH26-002

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SECTION 00 73 00 SUPPLEMENTARY CONDITIONS

Supplemental Conditions as written modify AIA Document A201, "General Conditions of the Contract for Construction", Sixteenth Edition, copyright 2017. Where a portion of the General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

TCAPS Supplemental Conditions can be found on the Capital Projects and Planning webpage within the TCAPS website, or by using this link:

<https://www.tcaps.net/page/capital-projects-and-facilities>

Then selecting the General & Supplemental Conditions Tab under the Additional Resources heading.

Both the General Conditions and Supplemental Conditions are incorporated into this contract by reference. It is the contractor's responsibility to familiarize themselves with these documents.

END OF 00 73 00 - SUPPLEMENTARY CONDITIONS

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SECTION 02 4119 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Demolition and removal of interior partitions for new windows, doors and frames.

1.3 DEFINITIONS

- A. Remove: Detach items from existing construction and legally dispose of them off-site unless indicated to be removed and salvaged or removed and reinstalled.
- B. Remove and Salvage: Carefully detach from existing construction, in a manner to prevent damage, and deliver to Owner ready for reuse.
- C. Remove and Reinstall: Detach items from existing construction, prepare for reuse, and reinstall where indicated.
- D. Existing to Remain: Existing items of construction that are not to be permanently removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.

1.4 MATERIALS OWNERSHIP

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.

1.5 INFORMATIONAL SUBMITTALS

- A. Coordination of Owner's continuing use / occupancy of portions of existing facility.

1.6 FIELD CONDITIONS

- A. Owner will occupy portions of building immediately adjacent to selective demolition areas. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
- C. Notify Owner of discrepancies between existing conditions and Drawings before proceeding with selective demolition.
- D. Storage or sale of removed items or materials on-site is not permitted.
- E. Utility Service: Maintain existing utilities to remain in service and protect them against damage during selective demolition operations.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Survey existing conditions prior to bidding and correlate with requirements indicated to determine extent of selective demolition required.

3.2 PREPARATION

- A. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
- B. Temporary Shoring: Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.

3.3 SELECTIVE DEMOLITION, GENERAL

- A. General: Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
1. Proceed with selective demolition systematically.
 2. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping, to minimize disturbance of adjacent surfaces.
 3. Do not use cutting torches until work area is cleared of flammable materials.
 4. Maintain adequate ventilation when using cutting torches.
 5. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 6. Dispose of demolished items and materials promptly.
- B. Existing Items to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by Owner, items may be removed to a suitable, protected storage location during selective demolition and reinstalled in their original locations after selective demolition operations are complete.

3.4 DISPOSAL OF DEMOLISHED MATERIALS

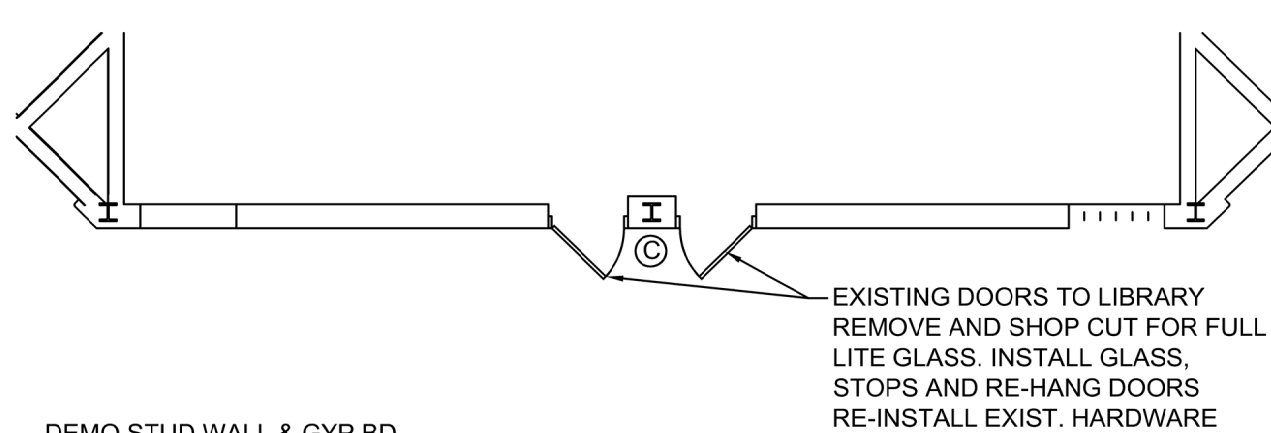
- A. General: Except for items or materials indicated to be recycled, reused, salvaged, reinstalled, or otherwise indicated to remain Owner's property, remove demolished materials from Project site and legally dispose of them.
1. Do not allow demolished materials to accumulate on-site.
 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn demolished materials.
- C. Disposal: Transport demolished materials off Owner's property and legally dispose of them.

3.5 CLEANING

- A. Clean adjacent structures and areas of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 02 4119

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PRECAST CONCRETE LINTEL
SCORE EXPOSED FACE TO
SIMULATE VERTICAL JOINTS
1-#4 T&B, 4" MIN END BEARING
PROVIDE TEMP SHORING &
BRACING

FIXED, TEMPERED GLASS WINDOW
IN HM FRAME

APPLIED STOP

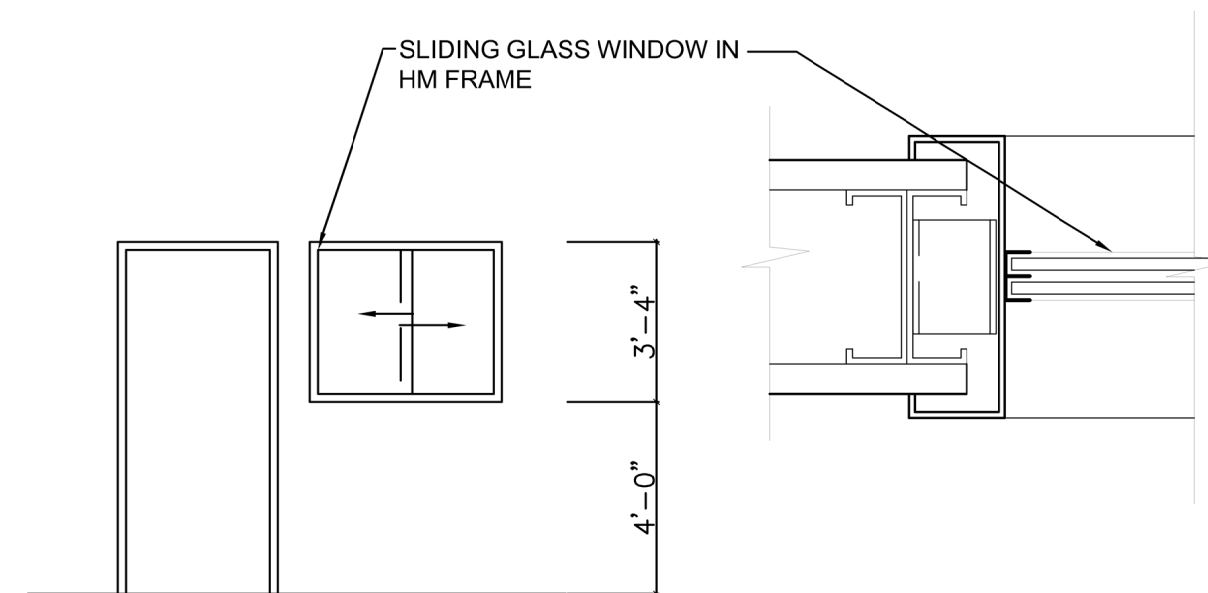
EXISTING 8" CMU WALL

SEALANT ALL
AROUND TYP.

EXISTING COLUMN

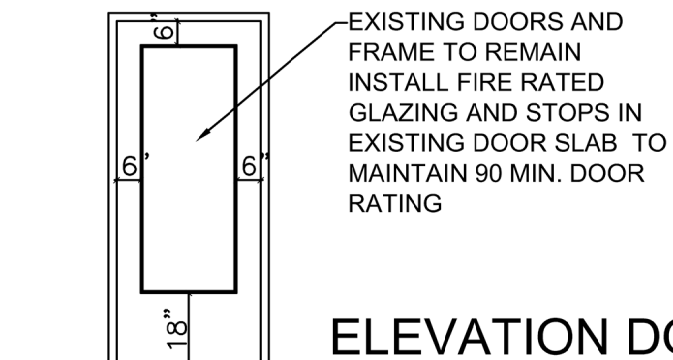
ELEVATION WINDOW 'A' & JAMB DETAIL (nts)

SCALE: 1/4" = 1'-0"



ELEVATION WINDOW 'B' & JAMB DETAIL (nts)

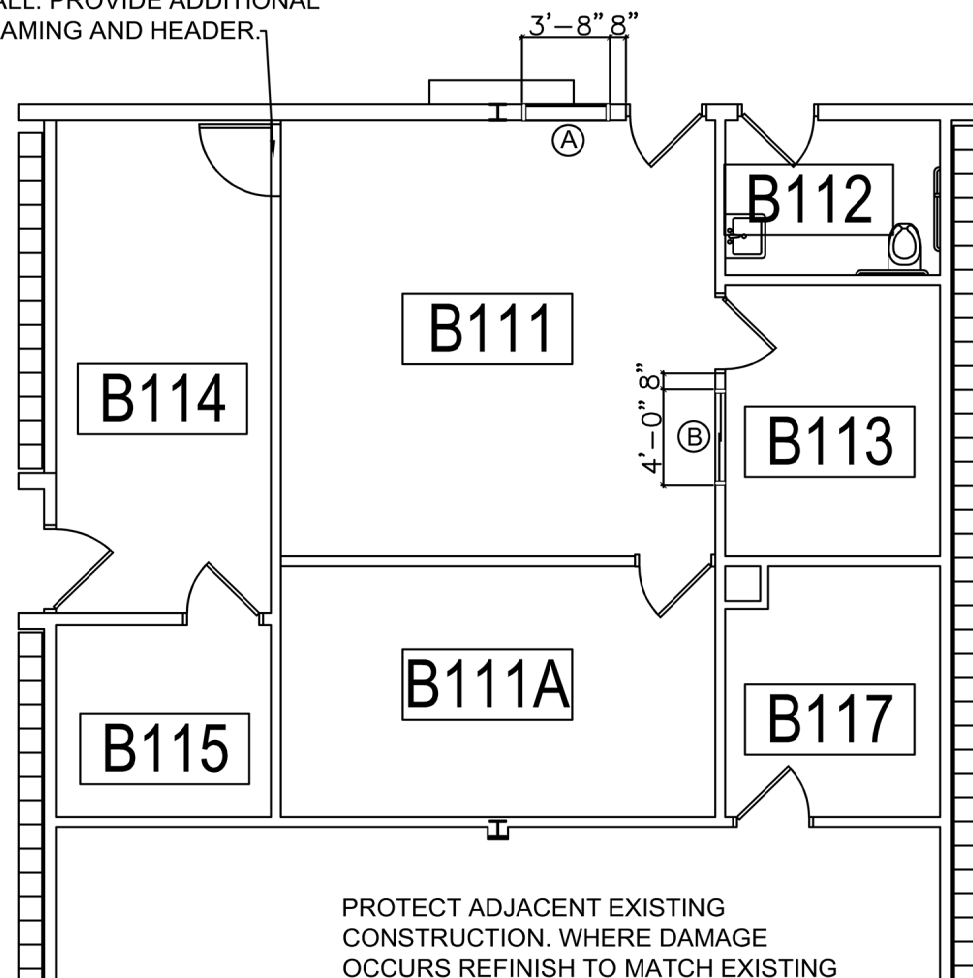
SCALE: 1/4" = 1'-0"



ELEVATION DOORS 'C'

SCALE: 1/4" = 1'-0"

DEMO STUD WALL & GYP.BD.
INSTALL OWNER PROVIDED DOOR
AND FRAME (3' x 7') IN EXISTING
STUD WALL. PROVIDE ADDITIONAL
STUD FRAMING AND HEADER.



B111 PLAN

SCALE: 1/8" = 1'-0"

date:	issued for:
07.09.2026	BIDS

TCAPS
CAPITAL
PROJECTS |
PLANNING

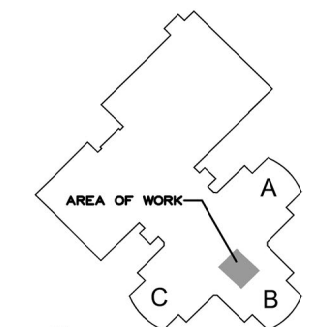
1212 Cass Road
Traverse City, MI
49685

p. 231-933-1935
p. 231-933-1940
f. 231-933-1945

director: Paul D. Thwing, R.A.

project title

WING PRINCIPAL
OFFICES
WEST SENIOR HIGH



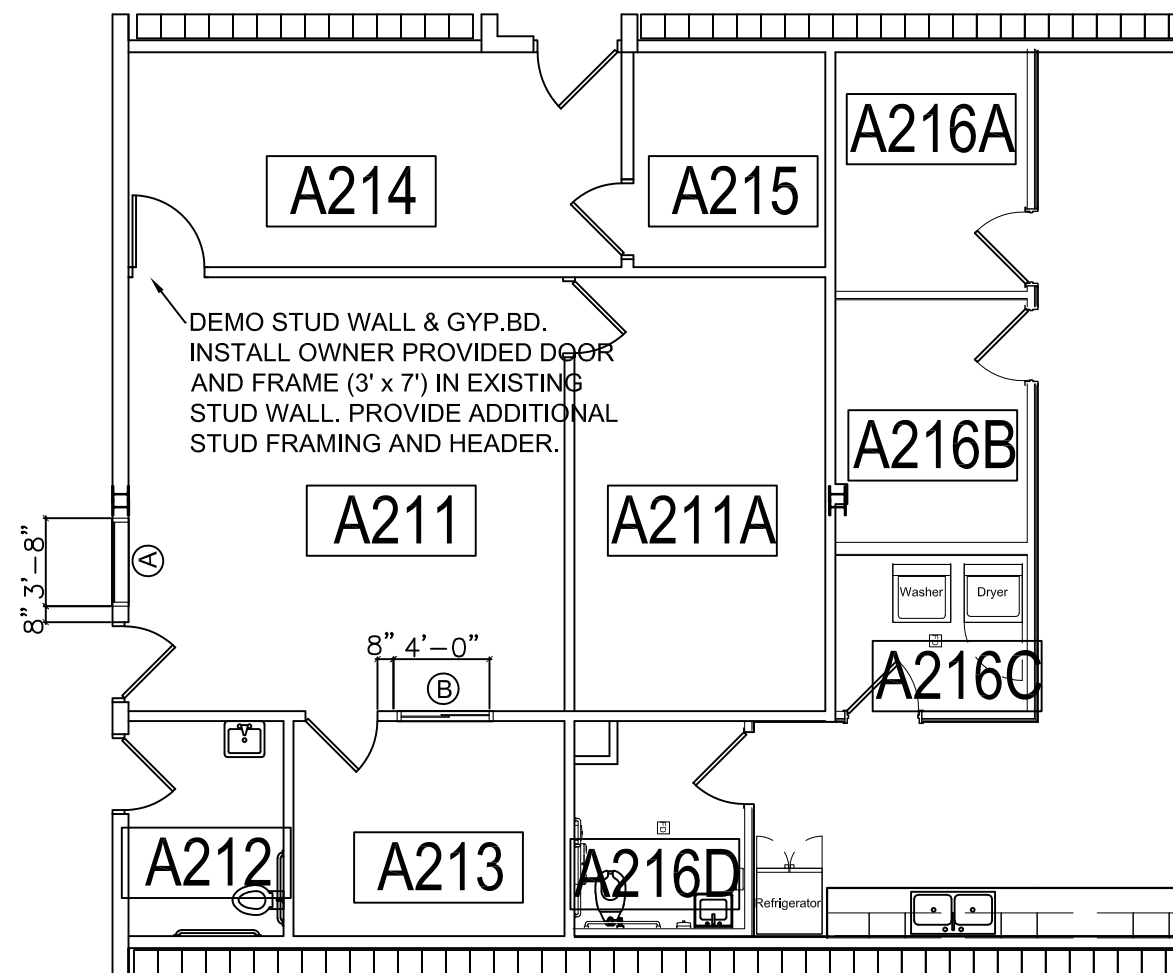
1ST FLOOR KEY PLAN
NO SCALE

tcaps project number:

WSH26-002

SHEET NO.

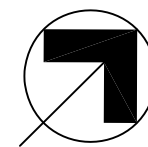
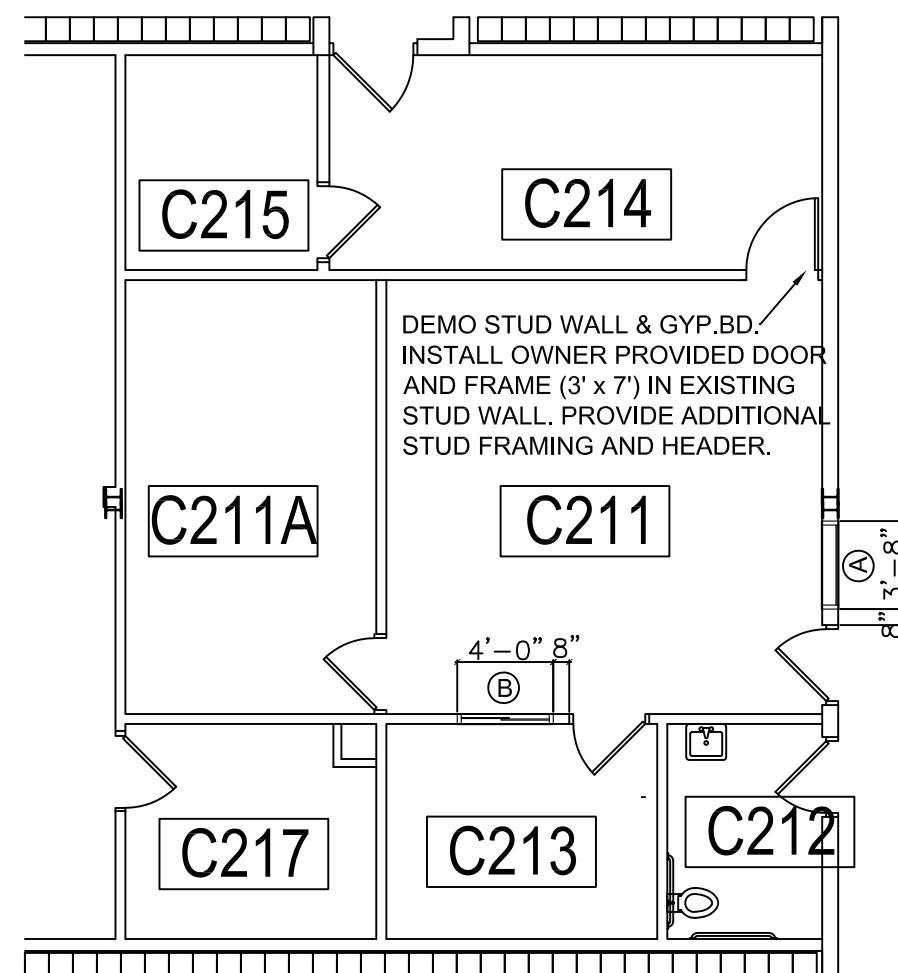
A01



A211 PLAN

SCALE: 1/8" = 1'-0"

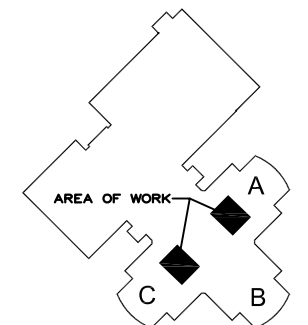
PROTECT ADJACENT EXISTING
CONSTRUCTION. WHERE DAMAGE
OCCURS REFINISH TO MATCH EXISTING



C211 PLAN

SCALE: 1/8" = 1'-0"

PROTECT ADJACENT EXISTING
CONSTRUCTION. WHERE DAMAGE
OCCURS REFINISH TO MATCH EXISTING



2ND FLOOR KEY PLAN
NO SCALE

tcaps project number:

WSH26-002

SHEET NO.

A02