

## PROJECT ADVERTISEMENT

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET  
STATE FACILITIES ADMINISTRATION  
DESIGN & CONSTRUCTION DIVISION

This form is required for the advertisement of all construction projects. (1984 PA 431)

<b>DTMB FILE NO.</b> <b>751/23476.JLM</b>	<b>DATE:</b> <b>March 25, 2026</b>
<b>ADVERTISEMENT DATE:</b> <b>March 25, 2026</b>	<b>BID DUE DATE:</b> <b>April 22, 2026</b> <b>@ 2:00 p.m. EASTERN time</b>
<b>PROJECT NAME AND LOCATION (INCLUDE STREET ADDRESS)</b> <b>DNR – Customer Service Center                      621 North 10<sup>th</sup> Street, Plainwell, MI 49080</b> <b>Roof Replacement</b>	
<b>WALK-THROUGH INSPECTION DATE, TIME, AND LOCATION</b>  <b>Friday, April 10, 2026 at 9:00AM EST ;    621 North 10<sup>th</sup> Street, Plainwell, MI 49080</b>  Mandatory Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> <b>LEIN CHECK</b> (Dept. of Corrections ONLY) All contractor/vendor representatives attending a Pre-Bid Walk Through Meeting must submit a Vendor/Contractor LEIN Request <u>five business days prior to the meeting date</u> , (See the attached Vendor/Contractor LEIN Request form). Send the LEIN Request form, filled out and signed, by email to Daniel T. Smith & Sharon Frost at email addresses: <a href="mailto:SmithD76@michigan.gov">SmithD76@michigan.gov</a> & <a href="mailto:FrostS1@michigan.gov">FrostS1@michigan.gov</a> .The email “Subject” must include <u>(Facility Name, Project Name, Date &amp; Time of Pre-Bid Walk Through Meeting)</u> .	
NOTE: An individual is only permitted to represent <u>one bidder</u> at a mandatory walk-through.	
<b>DESCRIPTION OF WORK:</b>  Please NOTE: <ul style="list-style-type: none"> <li>• <b>All bid responses require proof of State Project Registration from the Department of Labor and Economic Opportunity.</b></li> <li>• Bid responses and bid attachments MUST be uploaded to SIGMA VSS.</li> <li>• Contractors should only submit a maximum of two (2) attachments (both being less than 25 MB) for bid responses. One attachment is to be bid documents (Bid Summary, Bid Schedule, Bid Bond, Certification forms, Signature Authority, etc.) and if applicable, the other attachment should be Qualified Disabled Veteran (QDV) information (DD214, Proof of 51% Ownership and Proof of Service-Connected Disability)</li> <li>• Do not wait until just before the 2:00 p.m. solicitation deadline to submit your bid response. SIGMA VSS will not allow a proposal to be submitted after 2:00 p.m., even if a portion of the bid response has been uploaded.</li> <li>• If you experience issues or have questions regarding your electronic submission, you must contact the SIGMA Help Desk for assistance prior to the 2:00 p.m., solicitation deadline. You may contact the SIGMA Help Desk by telephone at 517.284.0540 or toll-free at 888.734.9749. You may also email the SIGMA Help Desk at <a href="mailto:sigma-procurement-helpdesk@michigan.gov">sigma-procurement-helpdesk@michigan.gov</a></li> <li>• Please email the Design and Construction Contract Specialists if you are having SIGMA VSS issues. Please include your SIGMA ticket number and any supporting documentation (i.e., screenshots) to Anne Watros (<a href="mailto:WatrosA@michigan.gov">WatrosA@michigan.gov</a>) and Don Klein (<a href="mailto:KleinD4@michigan.gov">KleinD4@michigan.gov</a>).</li> <li>• You may be asked by our contract specialists to email your bid response. Emailed submissions will require DCD approval and will be handled on a case-by-case basis.</li> </ul>	

- Approved emailed submissions MUST be received prior to 2:00 p.m. deadline to be considered responsive and responsible.
- Bid Responses should not be emailed to the Project Director.

**5% BID SECURITY REQUIRED: YES**

**NIGP CODES: 91066, 91078, 91200, 91473**

**ACCEPTING QUESTIONS UNTIL:**

Please do not submit online questions via SIGMA VSS. ALL questions should be emailed to **Jolanta Stecka, R.A.** at [jstecka@mcsagroup.com](mailto:jstecka@mcsagroup.com) no later than 12:00 p.m., Eastern on **April 15<sup>th</sup>, 2026.**

Documents may be obtained from:

<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>

PSC/Agency: MCSA Group, Inc.

Address: 529 Greenwood Ave. SE  
East Grand Rapids, MI 49506

Phone: 616-451-3346

Email: [jstecka@mcsagroup.com](mailto:jstecka@mcsagroup.com)

Approved by: Josiah L. Meyers, PE / DTMB Project Director