

Invitation to Bid
Building HVAC upgrade at building located at
20 Care Drive, Hillsdale, Michigan

The Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) is accepting sealed bids from licensed contractors to replace the current HVAC equipment for the building located at 20 Care Drive, Hillsdale, Michigan, excluding that equipment serving the MCDC suite. All project work must be completed by June 30, 2026. The closing date for the bid is Tuesday, January 27, 2026 at 1:00 p.m. Proposals not physically received by the deadline will be returned, unopened. To obtain a copy of the invitation to bid, please visit our web site at www.bhsj.org. Bids must be submitted on the bid form provided in the invitation to bid.

Request for Bids:

Closing Date: January 27, 2026 at 1:00 PM

Contract Administrator: Rebecca Burns

Telephone: 517-933-3040

Email Address: burnsr@bhsj.org

Website Address: www.bhsj.org

Location: 20 Care Drive, Hillsdale, MI

Scope: The bid shall cover the procurement of a licensed contractor to remove and properly dispose of and then replace HVAC furnaces #1, #2, #3, and #4 and corresponding air conditioning units and lines from a/c to furnace that serve the original building, excluding the window heating and cooling units. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Updates/Notifications: All notifications, releases, and amendments associated with this project will be posted at www.bhsj.org. BHSJ will make no attempt to contact contractors with updated information. It will be the responsibility of each contractor to periodically check this site for the latest details.

General Information

Contract:

Replacement of the heating and air conditioning equipment serving the original building, excluding the MCDC suite. Excluded in the work are the window heating and cooling units. Failure of the general contractor to see information in any part of the contract documents will not be a valid reason for issuing a change order.

Bid Submission:

Completed proposals may be submitted in a sealed envelope by mail or hand-delivered in person. Bids should be in sealed envelopes, clearly marked as follows, and delivered to:

Branch-Hillsdale-St. Joseph Community Health Agency
HVAC BID – Attn: Rebecca Burns
20 Care Drive
Hillsdale, MI 49242

Pre-Bid Meeting: Wednesday, January 7, 2026 1:00-2:00 pm at 20 Care Dr, Hillsdale, MI.

Bids Due: Tuesday, January 27, 2026, at 1:00 p.m.

Bids Opened Publicly: Tuesday, January 27, 2026 at 1:30 p.m. in the conference room of the building located at 20 Care Drive, Hillsdale, MI 49093

Bids must be submitted on the bid form provided in the following pages and received in a sealed envelope.

Description:

The bid shall consist of the total cost for providing all manpower, equipment, materials, disposal and supplies required to perform the specified renovation.

Agency's Rights:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to accept or reject any or all bids in the best interest of the Agency.

Contract Cancellation:

The Branch-Hillsdale-St. Joseph Community Health Agency reserves the right to cancel any Agreement signed by the parties, by providing a written 30-day notice.

General Requirements

Scope of Work:

Replacement of heating and air conditioning equipment for the original building at the location of 20 Care Dr, Hillsdale, MI 49242. The window heating and cooling units at this location and the equipment in the MCDC suite are not included in the scope of work. Work to be completed by June 30, 2026. All bids must address:

1. Remove and dispose of existing HVAC equipment.
2. Remove bulk head and drywall ceiling covering AC line sets.
3. Remove and dispose of existing line sets.
4. Install new gas high efficiency furnaces with all necessary duct work.

5. Install new cased coils and condensation pumps if needed.
6. Install media air filters.
7. Install new 3 phase AC units with new line sets along the bulkhead area where the old line sets were run,
8. Connect all necessary electrical wiring.
9. Rebuild bulkhead, drywall finish ready for paint, paint bulk head and ceiling areas to match existing ceiling.
10. Remove and dispose of all debris.

Pre-Bid Meeting:

A pre-bid meeting to examine the existing HVAC equipment and review the spaces to be served by the equipment will be held on Wednesday, January 7, 2026 1:00 – 2:00 pm.

Equipment, Inspections, & Permits:

The Contractor shall supply all manpower, equipment, materials, and supplies required to perform the work. All equipment used to perform the work described in the Contract shall meet all applicable State and Local Regulations. The contractor shall be responsible to obtain and pay for all local/required permits and inspections.

Conditions to Bidding

1. **Inquiries:** All inquiries regarding this Request for Bid shall be submitted via email to Rebecca Burns burnsr@bhsj.org
2. **Cost of Preparing Bids:** All costs associated with the preparation of bids, including the cost of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Bids are the sole responsibility of the Bidder and BHSJ will not reimburse any costs incurred in preparation of the bid. All responses will become the property of BHSJ once submitted.
3. **Acceptance or Rejection:** BHSJ reserves the right to accept or reject any or all bids; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the request for bid; and unless otherwise specified, to accept any item in a bid.
4. **Evaluation of Bids:** The bid award shall be made in the best interest of BHSJ, as determined by BHSJ. Proposals will first be screened to ensure responsiveness to the RFP. Considerations are focused toward, but not limited to:
 - Price: Bidders must carefully review the scope of work and ensure their proposal includes the total cost of the project.
 - Insurance: Bidders must be licensed and maintain insurance
 - Completion Date: Bidders must specify the estimated completion date for the work.
 - Adequacy and Completeness: The submitted packet must contain all items.
 - Evaluation of Contractors Work/References: References must be submitted in order for the bid to be considered complete.

EVALUATION CRITERIA

The Branch-Hillsdale-St. Joseph Community Health Agency will adhere to the following procedures in evaluating proposals. An Evaluation/Selection Committee (Committee), which may include members of the agency staff and possibly one or more outside experts, will screen and review all proposals. The factors to be considered by the Committee in reviewing the proposals will be:

1. **Ability of the Proposer to Carry Out and Manage the Proposed Project (30%)** An assessment of the statement of qualifications, including past experience

of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety of projects completed and a demonstration of the organization's ability to undertake this project; and the demonstrated ability to work with governmental bodies and a full understanding of applicable laws or regulations that relate to the project.

2. **Qualifications (30%)** The qualifications (including education, training, licenses, experience, and past performance) of the Proposer and its agents, employees, and sub-service providers. BHSJCHA may consider Proposer's timely and accurate performance on contracts.

3. **Cost of Proposal (40%)** Cost, while not determinative, will be considered in the selection process.

4. **Local Business (+5%)** If the Proposer's company is physically located within the counties of Branch, Hillsdale, or St. Joseph will receive an additional five points.

5. **Review Process:** BHSJ reserves the right to make an award without further discussion of the bids submitted; therefore, proposals should be initially submitted on the most favorable term the bidder can propose. Bids will be included with information made available to the BHSJ Board of Health, which is also available to the public.
6. **Notification of Award:** It is expected that a decision will be made selecting the successful Bidder at the February 26, 2026 Board of Health meeting.
7. **Contractual Obligations:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.

Proposal Format

Proposals must be submitted on the attached Bid Form and submitted along with the attached Certification Form. They must be accompanied by the evidence of accords listed on the bid form and a minimum of three references.

General Provisions

1. **Contract:** This request for bid, including the terms and conditions set forth within, will be considered a contractual agreement between BHSJ and the awarded contractor once the bid is offered by BHSJ, and accepted by the awarded contractor. At the discretion of BHSJ, the awarded contractor may be required to enter into an additional contractual agreement for the services proposed in the bid.
2. **Independent Contractor:** Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.
3. **Project Completion Date:** The estimated project completion date should be specified by the bidder in the bid. This project must be completed by June 30, 2026. The specific completion date will be negotiated during the award process of the successful bid.
4. **Payment:** Once a successful proposal has been chosen and the procurement model and pricing has been determined, BHSJ will negotiate with the successful bidder to ensure the appropriate payment is made at completion of the project. If the contractor requires any payments be made up-front, the contractor must make that request on the submitted pricing proposal.

5. **Financial Award:** The contractor agrees and understands that the payment of sums specified in this contract is dependent and contingent upon and subject to the appropriation and allocation of funds for the purpose set forth in this request for bids and is contingent upon fund availability.
6. **General Indemnity:** The contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify BHSJ, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the contractor or their employees, including losses, expenses or damages sustained by officials (including the Health Officer, Board of Health, as well as employees) from any and all such losses, expenses, damages, demands and claims. The contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the contractor.
7. **Hold Harmless:** The contractor shall indemnify BHSJ against all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work under this contract.

BHSJ shall not be precluded from receiving the benefits of any insurance the contractor may carry which provides for indemnification for any loss or damage to property in the contractor's custody and control, where such loss or destruction is to BHSJ property. The contractor shall do nothing to prejudice BHSJ's right to recover against third parties for any loss, destruction, or damages to BHSJ property.



Bid Form

HVAC Bid for BHSJ Building Located at 20 Care Drive, Hillsdale, MI
Closing Date: Tuesday, January 27, 2026, at 1:00 PM EST.

We submit a bid to furnish requirements in accordance with the scope of work listed under General Requirements above. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:
Telephone Number:
Email Address:
Mailing Address:
City, State, Zip:
Social Security / Federal Employer Identification Number: (Information will be redacted from public information)
Signature of Authorized Representative:
Typed or Printed Name of Signature:
Title:
Date:
Total Cost to Complete Project:
Proposed Payment Terms:
Estimated Completion Date: (Must be completed by June 30, 2026)
Evidence of Accords Must be Attached: <ul style="list-style-type: none">• Copy of Mechanical License• Copy of Insurance Certificate• Copy of General Liability• Copy of Workers' Compensation Insurance
Contractors must provide a minimum of three references.



Certification Statement

By submitting this bid, the potential contactor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitting bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this request for bid and agrees to them with no exceptions.

Therefore, in accordance to this request for bids and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this request for bid at the price quoted, providing the bid is accepted within 60 days of the date of submission.

Individual / Entity Represented:
Signature:
Typed or printed name:
Title:
Date: