



LAKE SUPERIOR STATE UNIVERSITY

LAKE SUPERIOR STATE UNIVERSITY
650 W EASTERDAY AVE
SAULT STE. MARIE MI 49783-1626

PURCHASING DEPARTMENT
STACY CHARLES, PURCHASING MANAGER
(906) 635-2761

REQUEST FOR PROPOSALS

RFP NO. (26-2425)
COVER PAGE

This proposal is due by
(2/4/26) at (2pm) EST

Quotation Valid: 120 days

Delivery Required	Purchasing Manager Stacy Charles SCCHARLES1@LSSU.EDU (906) 635-2761	Date Bid Mailed (02/4/2026)	Purchasing Department Lake Superior State University Sault Ste. Marie, MI 49783
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Item	Quantity	Unit	Description	Unit Price	Total Amount
			<p>LAKE SUPERIOR STATE UNIVERSITY is seeking proposals from qualified general contractors to provide all labor, tools, equipment, expertise, etc. for renovations as specified within the attached specifications, requirements and drawings. The work is comprised in general as: Natatorium Ceiling Removal and Replacement</p> <p>An optional pre-bid conference for all bidders is scheduled for (February 20,2026) at (10am) in LSSU's Purchasing office.</p>		

<p>INSTRUCTIONS TO RESPONDENTS:</p> <p>RFP NO. (26-2425)</p> <p>Any required paper copies of proposals must be mailed to the address(es) noted within the RFP. Any required electronic copies may be mailed using a USB compatible storage device or emailed to the address(es) noted within the RFP.</p>	<p>READ BEFORE SIGNING:</p> <p>The undersigned certifies that he/she offers to furnish materials in strict accordance with the Requirements of the bid including any terms or conditions set forth on the reverse side; that prices quoted are correct and she/he agrees that this bid may not be withdrawn for a period of thirty (30) days from the due date noted above. He/She further agrees to comply with applicable federal and state laws governing equal opportunity employment and not to discriminate against any employee or applicant because of race, color, national origin or ancestry, sex, sexual preference, age, disability, religion, height, weight, marital status or veteran status.</p> <hr/> <p style="text-align: right;">SIGNATURE (IN INK)</p> <hr/> <p>PRINT NAME & TITLE</p> <hr/> <p>CONTACT PHONE NUMBER FAX</p>
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LAKE SUPERIOR
STATE UNIVERSITY

Lake Superior State University
Request for Proposal

(Natatorium Pool Ceiling and Lighting replacement)

RFP No. (26-2425)

(2/4/2026)

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Lake Superior State University Request for Proposal

Lake Superior State University (LSSU) invites qualified contractors to submit a proposal for the **Natatorium Pool Ceiling and Lighting replacement** in accordance with the terms, conditions, and specifications of this Request for Proposal.

Section 1: GENERAL INFORMATION

Purpose: Lake Superior State University is seeking proposals from qualified general contractors to provide all labor, tools, equipment, expertise, etc. for Demolition and replacement of existing ceiling and lighting as specified within the attached specifications and drawings. The work is comprised in general as:

Removal of existing Ceiling and Lighting
And installation of new Ceiling and Lighting

SCOPE OF WORK: The successful Respondent (Contractor) shall be required to provide all labor, equipment, materials, and supplies to accomplish the following work except as otherwise identified below.

This Request for Proposal (RFP) states instructions for submitting proposals, the procedure and criteria by which a vendor may be selected and the contractual terms by which the University intends to govern the relationship between it and the selected vendor.

- 1.1. Definition of Parties: Lake Superior State University will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Vendor."
- 1.2. Debarment: Submission of a signed bid in response to this solicitation is certification that the Bidder (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.

1.3. Evaluation Criteria: Proposals will be evaluated on the basis of the most competitive offer considering quality of products and services offered, cost, and responsiveness to the RFP requirements. Evaluation criteria will consist of, but is not limited to, the following:

- Total cost
- Proven ability to perform services as required
- History of reliable, prompt, and thorough services
- Demonstrated ability to perform on-site work safely and efficiently for clients similar to the University.

1.4. Requirements for Return of Proposal Responses. Bidder must submit the following:

- one signed printed original
- one electronic copy

Proposals must be received by the time, date, and at the office indicated below. Each Bidder is solely responsible for the timely delivery of its proposal. Failure to meet the proposed due date and time shall be grounds for rejection.

- A Bidder's proposal is due no later than **the time and date specified in "Schedule of Events" Section 2.** via fax, email or printed copy:

Stacy Charles, Purchasing Manager
Lake Superior State University
Purchasing Department
650 W. Easterday Avenue
Sault Ste. Marie, MI 49783

The bid must be received with the following information clearly marked in the lower left hand corner:

- Bid Number
- Bid Due Date and Time
- Bid Title/Description
- Company Name

A Bidder may withdraw a proposal prior to the closing time. After the due date, submitted proposals constitute an offer by the Bidder and shall remain irrevocable for a period of 90 days.

A legally authorized representative of the Bidder must sign the proposal.

- 1.5. Questions and Clarification. Any questions regarding this request must be directed, in the form of an email or fax to:

Stacy Charles, Purchasing Manager
Lake Superior State University
Purchasing Department
PH: (906) 635-2761
FX: (906) 635-2111
E-mail: scharles1@lssu.edu

All questions must be submitted by date referenced in “Schedule of Events” Section 2. Questions submitted after this deadline; do not require a response by the University.

Responses to inquires/questions, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The University will not be bound by oral responses to inquires or written responses other than addenda.

Section 2: SCHEDULE OF EVENTS

These dates are for reference only; LSSU may change dates at our discretion and will provide notification of any schedule dates changed.

Issue Request for Proposal (RFP)	(2/4/2026)
Optional Walk Through	(2/20/2026) @ (10am)
Submission of Questions.....	(3/6/2026)
Response to Questions (Addendum).....	(3/13/2026)
Proposals Due	(4/17/2026@ (2pm)
Proposals must be received by the Purchasing Department no later than (2pm). Eastern Standard Time on this date. Please refer to information listed below regarding how to submit your materials.	
Selection and Award	(4/24/2026)
Project Start Date	(ASAP)
Project Completion Date	(Prior to 9/01/2026)

Section 3: RFP TERMS AND CONDITIONS

- 3.1. The University reserves the right to reject any or all proposals received as a result of this RFP or enter into an agreement with the Bidder that it feels is in the best interest of the University. The University also reserves the right to request clarification and/or further information (on the proposal) from one or more respondents after closing without becoming obligated to offer the same opportunity to all respondents.
- 3.2. The University reserves the right to negotiate with any Bidder considered qualified or to make an award without further discussions.
- 3.3. The University reserves the right to waive any irregularity in any proposal received.
- 3.4. The University reserves the right to select the most responsive Bidder(s) without further discussion, negotiation, or prior notice.
- 3.5. All proposals shall be submitted as best and final offers. Bidders should not anticipate that they will be able to modify proposals after the bid opening has occurred. Therefore, each Bidder shall include in their written proposal all requirements, terms and conditions they may wish to include in a contract issued as a result of this bid. Proposals must demonstrate an understanding of the scope of service to be provided and the ability to accomplish the tasks set forth and must include information that will enable the University to determine a bidder's overall qualifications.
- 3.6. The University reserves the rights to award in part, in whole, or not at all.
- 3.7. Bidders who offer prices on all items may be given preference; however, the University reserves the right to delete specific line items in order to provide a basis for an evaluation of the prices quoted by all Bidders.
- 3.8. Any costs incurred by Bidders to respond to this RFP, including but not limited to, costs to present their proposal at LSSU and/or negotiate a final agreement are the sole responsibility of the Bidder.
- 3.9. Any discussions with University personnel, other than as listed above, regarding this RFP while the RFP is in progress (from the time Bidder receives this RFP until final award is made) are strictly prohibited. Such contact and discussion may result in disqualification of Bidder's proposal.
- 3.10. This RFP is subject to cancellation if any University employee or Trustee involved in this matter has a relationship or history of activity with the Bidder that is in violation of Lake Superior State University's Conflict of Interest Policy.
- 3.11. The University is the sole owner of all data and information contained within the Request for Proposal document and accompanying attachments. Bidder shall use this information

exclusively to prepare a proposal. Bidder should not disclose this information to any other firm or use it for any other purpose unless required by law or legal process.

- 3.12. All proposals submitted become the property of the University; they will not be returned and may be subject to disclosure under the STATE OF MICHIGAN FREEDOM OF INFORMATION ACT ("FOIA") or other legal process. As such, proposal may be released to third parties, without prior notice to Bidder, as required to comply with legal requirements. Bidders must identify "Proprietary" information at time of submittal, however the University cannot guarantee protection if FOIA is invoked.
- 3.13. Where the phrase "or approved equal" occurs in the documents, do not assume that the materials, equipment or methods will be approved as equal unless the item has been specifically so approved for this work by the Owner.
- 3.14. Product alternates/substitutions must be submitted by the closing of the questions period. If the substitution is approved the approval will be sent forth to all bidders in an Addendum. The decision of the Owner on substitutions shall be final.
- 3.15. Examination of Premises: Bidder shall familiarize themselves with conditions at the site of the work. Bidder shall take their own measurements and be responsible for the correctness of the same. Bidder shall be held to have made such examinations and no allowances will be made on Bidders behalf by reason of error or omission on their part.
- 3.16. Landscaping and Sidewalks: The Contractor will insure that the condition of the landscaping and sidewalks at the project site are left, at the conclusion of the project, in their existing condition before the commencement of the project. Any needed landscaping or sidewalk repair/replacement will be the responsibility of the Contractor.
- 3.17. Clean-up: The Contractor shall at all times keep the premises free from accumulations of waste or rubbish. At time of completion all waste, tools, equipment, staging and surplus materials shall be removed with work site clean and ready for use as intended.
- 3.18. Contract Closeout: The University will make an inspection to verify status of completion. Should the University determine that the work is incomplete or defective the Contractor will be notified listing the incomplete or defective work. The contractor will be requested to make closeout submittals when the University determines that the work is acceptable under the contract documents. Closeout submittals include, but are not limited to warranties and evidence of payment and release of liens.
- 3.19. Product Handling: Except as otherwise approved, determine and comply with manufacturer's recommendations on product handling, storage, and projection.
- 3.20. Product Packaging: Deliver products to the job site in their original container, with labels intact and legible. Maintain packaged materials with seals unbroken and labels intact until time of use.
The University may reject as non-complying such material and products that do not bear identification as to the manufacturer, grade, quality, and other pertinent information.

Section 4: CONTRACT TERMS AND CONDITIONS

Any contract award based on this RFP will be subject to the following Terms and Conditions:

4.1. **Contract Terms and Conditions:** The terms and conditions below will govern the submission and evaluation of offers and the award of a contract. Bidders are requested to carefully review these terms and conditions.

- (a) **Contract Status:** The response to this RFP will be considered as an offer to contract. Final negotiations on the highest ranked offer will be conducted to resolve any minor differences and finalize financial commitments. After final negotiations, a contract will be executed in accordance with applicable terms and conditions.
- (b) **Contract Format:** The resulting contract will incorporate this RFP, all additional agreements and stipulations, and the results of any final negotiations. All of these documents will constitute the final contract.
- (c) **Contract Termination for Cause:** The University may terminate any resulting contract for cause by providing a letter to the successful Bidder citing the instances of non-compliance and non-performance on the contract
- (d) **Contract Modification:** All changes to the contract must be agreed upon in writing by both parties prior to executing any changes.
- (e) **Contract Assignment or Sub-Contract:** The resulting contract shall not be assigned, transferred, or sublet in whole or in part without prior written approval of LSSU.

4.2. **Indemnification Requirements:** The requirements listed below are mandatory for protecting the interests of the University.

- (a) **Hold Harmless:** Bidder shall indemnify and hold harmless, and at the University's option, shall defend the University and its employees and agents from any claims, losses or damages arising out of or alleged to arise out of any breach by Bidder of any agreement of Bidder contained herein.
- (b) **Liens:** The successful Bidder shall keep the University free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the successful Bidder.

4.3 **Insurance:** The successful Bidder will, at its expense, procure and maintain during the term of this contract, the following insurance. If any work contemplated under this contract is performed by a subcontractor of the successful Bidder, the subcontractor will likewise be required to procure and maintain this insurance.

- (a) Worker's Compensation with Employers' Liability
Statutory Limits & EL \$1,000,000
- (b) Commercial General Liability Insurance on an occurrence basis with the University named as additional insured with limits not less than the following:
 - 1) \$1,000,000 each occurrence
 - 2) \$2,000,000 aggregate
- (c) Automobile Liability Insurance covering all owned, non-owned and hired automobiles used in performing services under this contract with limits not less than \$1,000,000 combined single limit.
- (d) Excess Liability (umbrella) \$1,000,000

The University ***must be named additional insured*** on the general liability, auto liability and excess liability policies. A policy endorsement is required. Coverage provided by the endorsement is to be primary and the University's primary insurance will be non-contributory.

- (e) Certificates of Insurance showing evidence of the insurance required herein shall be provided to the following before any work is begun under this contract.

Stacy Charles, Purchasing Manager
Lake Superior State University
Purchasing Department
650 W. Easterday Avenue
Sault Ste. Marie, MI 49783

4.4 Standard Terms and Conditions

- (a) Federal, State and Local Taxes, Licenses and Permits: The successful Bidder will comply with all applicable laws and regulations.
- (b) Waiver of Rights: No delay or failure to enforce any provision of this agreement shall constitute a waiver or limitation of the University's rights under any resulting contract.
- (c) Contract Provisions by Reference: It is mutually agreed by and between the University and the successful Bidder that the University's acceptance of the successful Bidder's offer by the issuance of a contract shall create a contract between the parties thereto containing all specifications, terms and conditions in the RFP and any amendments or modifications made prior to signing the contract. Any exceptions taken by the successful Bidder which are not included in the contract will not be part of the contract. Therefore, in the event of a conflict between the terms and conditions of the RFP and information submitted by the Bidder, the terms and conditions of the resulting contract will govern.
- (d) Sales and Use Tax Exemption: The University certifies that it is tax exempt as an educational institution of the State of Michigan.

- (e) Observing Laws and Regulations: The successful Bidder shall keep itself fully informed of and shall faithfully observe all laws, national and state, and all ordinances and regulations affecting the rights of its employees, and shall protect and indemnify the University, its officers, and agents against any claims of liability arising from or based on any violation thereof.
- (f) Non-Collusion Clause: The Bidder, by submitting and signing this RFP declares that neither the Bidder nor agents of the Bidder's business have entered into any collusion or agreement concerning this proposal. The Bidder further declares that no persons, firms or corporations, have or will receive directly, any rebate, fee, gift, commission, etc., or that any employee or office of the University has any undisclosed interest in the award of this contract.
- (g) Choice of Law: The resulting contract shall be construed under the laws of the State of Michigan.
- (h) Actions of the Successful Bidder: The action of the successful Bidder with third parties is not binding upon the University.

Section 5: PERFORMANCE REQUIREMENTS

- 5.1. Service Requirements: The Vendor shall provide all equipment, labor, material and tools required to complete and satisfactory complete work as required in the RFP specifications and drawings.
- 5.2. Workplace Safety: The Vendor will comply with all federal, state and local laws, rules and regulations controlling workplace safety and will be responsible for enforcing compliance with safety regulations and procedures on the part of all employees and other persons employed or retained by or under the control of the Vendor in the performance of the work. The Vendor shall furnish all personal protective equipment required by law. Any violation of applicable laws, rules or regulations may result in termination of this contract.
- 5.3. Environmental Protection: The Vendor shall comply with all federal, state and local laws, regulations regarding the protection of the environment. In accordance with reporting requirements, the Contractor shall disclose any environmental violations caused in the performance of this work to the University and applicable governmental agency. A violation of applicable laws, rules or regulations may result in termination of this Contract.
- 5.4. Condition and Care of Property: The Vendor shall ensure adequate protection of the properties and adjacent properties from damage or loss in the performance of the work under this Contract. The Vendor shall assume total liability for any damage to buildings, grounds, surfaces, etc. or other property, including vehicles, resulting from negligence of the Vendor or the Vendor employees in the performance of the Contract.
- 5.5. Landscaping and Sidewalks: The Contractor will insure that the condition of the landscaping and sidewalks at the project site are left, at the conclusion of the project, in their existing condition before the commencement of the project. Any needed landscaping or sidewalk repair/replacement will be the responsibility of the Contractor.

Section 6: BID REQUIREMENTS

Pre-Bid Conference:

Safety and Health Plan: Contractor must provide a safety and health plan.

Performance and Bid Bond: Bids in excess of \$50,000 shall be accompanied by a Bid Security in the form of a certified check, cashier's check, money order or bid bond made payable to Lake Superior State University in the amount not less than five percent (5%) of the base bid as a bid guarantee.

Time of Completion: The construction availability dates for completion of the project is specified in "Schedule of Events" Section 2.

Liquidated damages: The contractor will be assessed \$500 per day for each day beyond the end of completion date.

References: A list of three (3) references is required to be submitted with your bid. These references should contain names and contact information of organizations having received similar services within the past two (2) years.

Section 7: GUIDELINES FOR BIDDER'S PROPOSALS

The following information must be included in the Bidder's proposal:

Payment terms should be clearly stated in the proposal. Proposed discount payment terms will be considered in the evaluation process.

Include any RFP exceptions. All exceptions shall be clearly identified and written explanations shall include the scope of the exceptions.

SIGNATURE PAGE

By virtue of submittal of a proposal, Bidder acknowledges:

- **That all of the requirements of this RFP have been read and understood.**
- **That compliance with the Specifications/Qualifications and any applicable Supplemental Terms and Conditions will be the responsibility of the Bidder unless otherwise noted in the submittal.**
- **That Bidder is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal/State department or agency.**
- **Any responses, materials, correspondence, or documents provided to the University are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.**
- **The individual signing below has authority to enter into this on behalf of Bidder.**

CORPORATE NAME _____

AUTHORIZED AGENT: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE #: _____

TOLL FREE #: _____ FAX #: _____

EMAIL ADDRESS: _____

The Internal Revenue Code requires recipients of payments which must be reported on Form 1099 to provide their taxpayer identification number (TIN).

T.I.N. (Taxpayer Identification Number or Federal Identification Number)

T.I.N. Number _____

BID PROPOSAL FORM

PROJECT: Natatorium Ceiling replacement

OWNER: Lake Superior State University
650 W. Easterday Ave.
Sault Sainte Marie, MI 49783

FIRM NAME/BIDDER: _____

ADDRESS: _____

TELEPHONE: _____ **FAX :** _____

EMAIL: _____

SIGNATURE & DATE: _____

Printed name of Signature: _____

BID

Pursuant to and in compliance with Advertisement for Bids, instructions to Bidders and other documents relating thereto, the undersigned proposes and agrees to furnish equipment, materials, and labor and perform all work necessary to complete the Contract for the Lake Superior State University, (Natatorium Ceiling and Lighting replacement), in accordance with the Bid Drawings and Specifications and agrees to accept payment as herein provided.

BASE BID (Natatorium Ceiling and Lighting replacement):

Lump sum bid for all work specified and shown on the Drawings as indicated for base bid

_____ Dollars (\$ _____)

NOTE: The amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

UNIT PRICE: The Bidder proposes unit prices in accordance with the following schedule. Said unit prices shall include all charges for labor, materials and equipment, overhead and profit, general conditions, supervision, insurance, taxes, and incidental expenses.

Said unit prices shall be applicable to the pricing of additions to, or deletions from, the work indicated in the Contract Documents.



LAKE SUPERIOR STATE UNIVERSITY

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650 W EASTERDAY AVE
SAULT STE. MARIE MI 49783-1626

PURCHASING DEPARTMENT
STACY CHARLES, PURCHASING MANAGER
(906) 635-2761

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