



North Muskegon Public Schools Request for Proposals

AAON Replacement

11.21.2025

Curt Babcock

North Muskegon Public Schools
1600 Mills Ave
North Muskegon, MI 49445



Overview

North Muskegon Public Schools (the “District”) is seeking proposals from a contractor (each a “Bidder”) for replacement of one low roof Aeon unit.

Bids to include the following:

Refer to Appendix B.

Additional Information

Non-Mandatory Walk-Throughs

Walk-throughs can be scheduled with Jake Kurtzhal via email kurtzhal@northmuskegon.org and are recommended.

Desired Installation Time-Line

School is out on June 12, 2026 so the work can be performed after June 12, 2026. The work shall be completed before the start of the 26-27 School Year (estimated to be August 24, 2026). If the timeline cannot be met, please state when you believe the work can be completed by.

Proposal Timeline

1. RFP released on 11/21/2025.
2. Non-mandatory walk throughs can happen during this timeframe. Information to set one up is above.
3. **Proposals are due on December 19, 2025 at 1:00 pm. Bids are to be submitted via mail to: North Muskegon Public Schools, Attn: Mark Mesbergen, 1600 Mills Ave., North Muskegon, MI 49445 OR via email to mmesbergen@nmpps.net with a subject line of “AAON Replacement”.**
4. A tentative post bid interview with the low bidder will be held on December 22nd.
5. Board of Education will take action on the lowest qualified on the January board meeting. The district will notify the company the following day.
6. This project needs to be completed by August 24, 2026.



Proposal Requirements

1. Proposals shall be prepared in compliance with provisions of this RFP. Failure to comply may result in the disqualification of the proposal.
2. Interested Bidders are strongly encouraged to submit an intent to respond to Mark Mesbergen via email at mmesbergen@nmpps.net to ensure that the Bidder receives all addenda or communications regarding this RFP.
3. Late Proposals will not be accepted.
4. Each Bidder, before submitting a proposal, shall, if it is uncertain of the conditions, requirements, and/or obstacles that might impact the provision of the project, request further information. Failure to make such inquiry or receive an answer shall not relieve the selected Bidder from the obligation to comply, in every detail, with all provisions and requirements of the RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the eventual contract between the selected Bidder and the District (the "Contract").
5. If a Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify the District of such error in writing and request modification or clarification of the document. Modifications will be made by issuing a revision and will be given by written notice to all parties who have submitted an intent to respond. The Bidder is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the RFP prior to submitting the proposal or it shall be deemed waived.
6. All proposals and any accompanying documents become the property of the District and will not be returned.
7. The District reserves the right to waive irregularities in this RFP, the bid process, or the proposals. Any such waiver shall not modify any remaining RFP requirements or excuse a Bidder from full compliance with the RFP specifications and other Contract requirements if the Bidder is awarded the Contract.
8. Each Bidder who submits a bid, by submitting a bid, agrees to indemnify and hold harmless the District and its employees, board members, and consultants for any claim against the District involving the Bidder and arising out of the bid process. By submitting a bid, each Bidder agrees that it will make not claim against the District regarding this RFP or the bid process.
9. Each Bidder must provide pricing for a payment and performance bond per the requirements of Michigan Compiled Laws Section 129.201. The performance and payment bonds shall be in an amount equal to the base bid, but do not include the cost of bonds within the base bid. Rather, the costs should be identified separately. The bonds shall be solely for the protection of the District



and shall be executed by a surety company authorized to do business in the state of Michigan and be listed in Federal Register or have an AM Best Rating of B+ or better.

10. All Bidders, by submitting proposals, agree that they have read and are familiar with all the terms and conditions of the RFP and applicable federal and state laws, rules and regulations and will abide by the terms and conditions thereof.
11. **Each Bidder complete Appendix A as the three forms are the proposal bidding documents. The documents include Affidavit of Bidder, Iran Economic Sanctions Act Certification, and the bid proposal sheet.**



APPENDIX A

Proposal:

Please make sure you have accounted for everything within Appendix B.

TOTAL PROPOSAL PRICE: _____

Please include the cut sheet of the unit you are bidding.

The district will handle any road closures required for set up and completion of the project. How many days do you think you will need to street to be closed during the duration of the project? _____

If you believe the timeline cannot be met, when can the work be done by: _____



FAMILIAL RELATIONSHIP DISCLOSURE FORM AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the Bidder), pursuant to the familial disclosure requirements provided in the Advertisement for Bid, hereby represents and warrants, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ (the Bidder) and any member of the Board of Education of the School District or the Superintendent of North Muskegon Public Schools.

List and describe any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)

_____) ss.
COUNTY OF _____)

The instrument was acknowledged before me on the ____ day of _____, 2025, by _____.

_____, Notary Public
_____, County, Michigan

My Commission Expires: _____

Acting in the County of: _____



APPENDIX B

Requirements:

1. Removal and disposal of the existing Aeon unit and associated materials.
2. Provide and install a new Aeon unit equivalent to the existing unit including providing and installing a curb adapter so that the new unit will properly fit onto the existing unit curb assembly. Please include the cut sheet of the unit you are bidding.
3. Provide and install all necessary sheet metal for connections from existing to new unit
4. Provide and install all necessary hangers, brackets and supports for all new sheet metal and piping
5. Provide and install all necessary electrical from the existing disconnect to the new unit
6. Crane rental is included for removal of existing unit and setting the new curb adapter and Aeon MUA in place on roof
7. Start and check the operation of the unit
8. Cleanup and removal of all work-related debris
9. Permits and inspections are included in this proposal