



**YELLOWSTONE COUNTY COURTHOUSE RENOVATION
217 N. 27TH ST, BILLINGS, MT 59101
Complete Bid Package**

**Instructions to Bidders
March 6, 2026**

Project Location:
217 N. 27th Street
Billings, MT 59101

Owner:
Yellowstone County
Owners Representative:
Shane Swandal, Hulteng CCM, Inc

GC|CM:
Sletten Companies
1375 4th Ave North, Suite C
Billings, MT 59101
Phone (406)534.6976

Contacts:
Brooke Logan, Project Manager
Curt Swets, Preconstruction Manager
E-mail:
blogan@sletteninc.com
cswets@sletteninc.com

This request for bids from subcontractors is being issued by Sletten Construction (Sletten) as the General Contractor/Construction Manager (GC|CM) for Yellowstone County to complete the scopes of work for the new Yellowstone County Courthouse Renovation Project.

Submit one (1) original of job specific Bid Form in a sealed envelope or by electronic submittal (see below). Envelope label will include the following information: BID FORM ENCLOSED, PROJECT NAME (YELLOWSTONE COUNTY COURTHOUSE RENOVATION) AND SUBCONTRACTOR NAME. Hand delivery or mail only directly to Sletten Construction’s main office in Billings, MT, **attention Brooke Logan**. Submitting subcontractors must verify receipt by Sletten prior to deadline. **No fax or emailed bids will be allowed.**

All communication regarding this project and/or bid package, including questions of any nature, clarifications, requests for information, and substitution requests will be directed ONLY to Sletten Construction, attention Brooke Logan via email at blogan@sletteninc.com. Do not contact the Owner or Architect for any reason.

All bids must be received before 2:00 pm, MST on April 2, 2026
Bids will be accepted via hand-delivery or mail submittal only

Hand-delivery or Mail: Envelope label will include the following information: BID FORM ENCLOSED, PROJECT NAME (YELLOWSTONE COUNTY COURTHOUSE RENOVATION), BID PACKAGE # AND SUBCONTRACTOR NAME (Example: “07A – XXX Roofing”). Hand delivery or mail only directly to Sletten Construction’s main office in Billings, MT, **attention Brooke Logan**. Submitting subcontractors must verify receipt by Sletten prior to deadline. **No fax or emailed bids will be allowed.**



Bid Opening: Public bid opening will be held at the time bids are due at Sletten’s Billings office located at 1375 4th Avenue North - Suite C, Billings, MT 59105.

Join Zoom Meeting
<https://us06web.zoom.us/j/81097948053>

Meeting ID: 810 9794 8053

Bid Schedule:

Pre-bid site walk	03/12/2026	10:00 am
Substitution Requests Cut off	03/17/2026	5:00 pm
Request for Information (RFI) Cut off	03/17/2026	5:00 pm
Final Addendum not later than:	03/26/2026	5:00 pm
Bids due	04/02/2026	2:00 pm
Bid Opening	04/02/2026	2:00 pm

Project Description: Sletten has been selected as the general contractor/construction manager (GC/CM) for the renovation of the third and first floors of the Yellowstone County Courthouse, located in Billings, MT. There is a planned second phase of construction to renovate the second floor of the courthouse as phase one construction completes. The courthouse will maintain their daily operations throughout construction, with noise and safety being of concern for this project. There will be a staging area provided in the parking area(s) to the east of the courthouse building.

Scope of Work: Project scope of work includes but not limited to: Heavy demolition, concrete saw cutting, steel stud framing, insulation, sheet rock – hang, tape and paint, cabinetry, laminate wall panels & millwork, doors & frames, hardware, aluminum storefronts, restoration of period stone, acoustical wall paneling, acoustical ceilings, flooring, ceramic tile, division 10 specialties, plumbing, HVAC, controls, fire alarm, communications, and fire sprinkler work.

Bids shall be based on these Instructions and the following documents:

- YCCH - CONFIDENTIALITY AGREEMENT.pdf
- YCCH - SITE LOGISTICS PLAN.pdf
- YCCH - 100% PLAN SET - BIDDING 03.05.2026.pdf
- YCCH - 100% PROJECT MANUAL - BIDDING 03.05.2026.pdf
- YCCH - 2025 PREVAILING WAGES.pdf
- YCCH - ASBESTOS PRELIMINARY SUMMARY 02.19.26.pdf
- YCCH - PRELIM CONSTRUCTION SCHEDULE 03.05.26.pdf
- YCCH - SLETTEN SUBST REQ.pdf
- YCCH - YELLOWSTONE COUNTY COURTHOUSE 1956.pdf (FOR REFERENCE ONLY)
- YCCH - YELLOWSTONE COUNTY COURTHOUSE 2018.pdf (FOR REFERENCE ONLY)
- YCCH - SAMPLE SUBCONTRACT
- YCCH - ATTACHMENT A - G (FOR REFERENCE ONLY)
- YCCH - EXHIBIT 1 - GENERAL INCLUSIONS
- YCCH - EXHIBIT 2 - (FOR SPECIFIC SCOPE OF WORK)
- YCCH - BID FORM - (FOR SPECIFIC SCOPE OF WORK)

Special Considerations:

- **Package Discounts:** Applicable bid forms have an additional line item under the base bid line that allows subcontractors to describe and offer a discount for if they receive multiple scopes.
- **Value Engineering:** All bid forms include line items so subcontractors can provide value engineering options. Although Value Engineering ideas are encouraged, it is not mandatory for Subcontractors to provide value engineering requests on the bid form. Acceptance of value engineering proposals are not



guaranteed. To ensure acceptance of modifications to the base bid, subcontractors should submit a substitution request prior to the due date listed above.

- **Project Phasing:**
 - Phase 1 – Floors 3 and 1. Note, access will be given on 2nd floor for scope specific work items needed to complete the 3rd floor renovation complete. Update of plumbing fixtures and electrical fixtures in core bathrooms to be included in base bid for core bathrooms. See preliminary schedule for start date.
 - Phase 2 – Floor 2 – Tentative Start July of 2027; refer to preliminary schedule.
- **Alternates:**
- **Alternates:**
 - Alternate No. 1 – Additive Alternate – Phase 1 – All work associated with the Core Bathroom(s) for Floors 3 and 1, exception: ceiling tile replacement, plumbing fixtures, and electrical fixtures. These are to be included in base bid scope.
 - Alternate No. 2 – Additive Alternate – Phase 2 – Floor 2 Work Scope Complete, including plumbing and electrical fixture updates in Core Bathrooms.
 - Alternate No. 3 – Additive Alternate – Phase 2 – All Work Associated with the Core Bathroom(s) for Floor 2, exception: ceiling tile replacement, plumbing fixtures, and electrical fixtures. These are to be included in base bid scope.
- **Demolition Debris:**
 - Window will be removed on 3rd floor and 1st floor east side of building for removal of debris directly into staging area where dumpsters are located. Minimize debris removal down elevator.

All Documents: are available directly from Sletten Construction by visiting www.slettenestimating.com. All addenda will be posted at the same locations.

Schedule: Bidders should review the included Preliminary Project Schedule for time constraints associated with their respective bid scopes.

Bid Forms are available directly from Sletten Construction by visiting www.slettenestimating.com. All bids must be submitted on the Bid Form provided. Any submission of a bid proposal in a different format may be considered non-responsive at the discretion of Sletten and Owner. All sections of the Bid Form need to be completed in their entirety. Exclusions are not permitted. Bid forms must be completed in their entirety to be considered responsive.

Subcontracts are intended to be awarded the entirety of the bid scope. Bid break outs are for bid validation and comparison purposes and should reflect the scope of work for the representative line item including all materials, labor and profit (as applicable).

Sample Subcontracts are available directly from Sletten Construction by visiting www.slettenestimating.com. Bidders must read, acknowledge and accept the terms of the subcontract, unaltered. The sample subcontracts include detailed descriptions of the scope of work included in each bid scope.

Substitution Requests and Requests For Information (RFI). All requests for information and substitution requests will be directed only to the GC|CM, attention **Brooke Logan** via email at blogan@sletteninc.com. All RFIs and Substitution Requests will be answered in writing as part of an Addendum to all bidders. Only Substitution Request and RFI responses included in addenda are binding; all other responses, whether oral or in written format are not part of the Scope of Work.

All Addenda must be acknowledged on the Bid Form to be considered responsive. Bidders should acknowledge receipt of addenda as well as list each addendum received in the blanks provided.



Use and Access to the Project Site During Bidding:

There will be one pre-bid site walk on 03/12/2026 at 10:00 am at the project site. The pre-bid site walk is not mandatory; however, attendance is strongly encouraged. Attendees should bring their own hard hat and safety vest for the walk. Please meet outside the North Entrance of the building.

For any questions, please contact Sletten Companies, Brooke Logan (406) 202-0664 or blogan@sletteninc.com.

Attachments:

- YCCH - CONFIDENTIALITY AGREEMENT
- YCCH - SITE LOGISTICS PLAN.pdf
- YCCH - 100% PLAN SET - BIDDING 03.05.2026.pdf
- YCCH - 100% PROJECT MANUAL - BIDDING 03.05.2026.pdf
- YCCH - 2025 PREVAILING WAGES.pdf
- YCCH - ASBESTOS PRELIMINARY SUMMARY 02.19.26.pdf
- YCCH - PRELIM CONSTRUCTION SCHEDULE 03.05.26.pdf
- YCCH - SLETTEN SUBST REQ.pdf
- YCCH - YELLOWSTONE COUNTY COURTHOUSE 1956.pdf
- YCCH - YELLOWSTONE COUNTY COURTHOUSE 2018.pdf
- YCCH - ATTACHMENT A W9.pdf
- YCCH - ATTACHMENT B VENDOR REQUEST-NB.pdf
- YCCH - ATTACHMENT C-MT SUBCONTRACTOR UNEMPLOYMENT VERIFICATION PROCESS.pdf
- YCCH - ATTACHMENT D MCCF-NB.pdf
- YCCH - ATTACHMENT E SAMPLE INSURANCE.pdf
- YCCH - ATTACHMENT F SUBCONTRACTORSAFETYPOLICY2025.pdf
- YCCH - ATTACHMENT G COMPETENT PERSON DESIGNATION FORM-NB.pdf
- YCCH - SAMPLE SUBCONTRACT.pdf
- YCCH - BID FORMS - 02A DEMOLITION.pdf
- YCCH - BID FORMS - 04A MASONRY.pdf
- YCCH - BID FORMS - 06B CABINETS.pdf
- YCCH - BID FORMS - 07C APPLIED FIREPROOFING.pdf
- YCCH - BID FORMS - 07E INSULATION.pdf
- YCCH - BID FORMS - 08A DOORS & HARDWARE.pdf
- YCCH - BID FORMS - 08C ALUMINUM STOREFRONT & GLAZING.pdf
- YCCH - BID FORMS - 09A WALL ASSEMBLIES.pdf
- YCCH - BID FORMS - 09B WALL PANELING.pdf
- YCCH - BID FORMS - 09C FLOORING.pdf
- YCCH - BID FORMS - 09D ACOUSTIC CEILINGS.pdf
- YCCH - BID FORMS - 09E GYPSUM BOARD & PAINTING.pdf
- YCCH - BID FORMS - 09F CERAMIC TILING.pdf
- YCCH - BID FORMS - 09G SUPPLY AND HANG GWB.pdf
- YCCH - BID FORMS - 10-12 MISC SPECIALITIES.pdf
- YCCH - BID FORMS - 21A FIRE SUPPRESSION.pdf
- YCCH - BID FORMS - 22A PLUMBING.pdf
- YCCH - BID FORMS - 23A HVAC.pdf
- YCCH - BID FORMS - 26 27 28 ELECTRICAL.pdf
- YCCH - EXHIBIT 1 - GENERAL INCLUSIONS.pdf
- YCCH - EXHIBIT 2 - 02A SELECTIVE DEMOLITION.pdf
- YCCH - EXHIBIT 2 - 04A MASONRY.pdf
- YCCH - EXHIBIT 2 - 06B CASEWORK & COUNTERTOPS.pdf
- YCCH - EXHIBIT 2 - 07C APPLIED FIREPROOFING.pdf
- YCCH - EXHIBIT 2 - 07E INSULATION.pdf
- YCCH - EXHIBIT 2 - 08A DOORS & HARDWARE.pdf
- YCCH - EXHIBIT 2 - 08B STOREFRONTS & GLAZING.pdf
- YCCH - EXHIBIT 2 - 09A WALL ASSEMBLIES.pdf
- YCCH - EXHIBIT 2 - 09B WALL PANELING.pdf



- YCCH - EXHIBIT 2 - 09C FLOORING.pdf
- YCCH - EXHIBIT 2 - 09D ACOUSTICS.pdf
- YCCH - EXHIBIT 2 - 09E TAPE GWB & PAINT.pdf
- YCCH - EXHIBIT 2 - 09F CERAMIC TILE.pdf
- YCCH - EXHIBIT 2 - 09G SUPPLY AND HANG GWB.pdf
- YCCH - EXHIBIT 2 - 10-12 MISC SPECIALTIES.pdf
- YCCH - EXHIBIT 2 - 21A FIRE SPRINKLER SYSTEM.pdf
- YCCH - EXHIBIT 2 - 22 PLUMBING .pdf
- YCCH - EXHIBIT 2 - 23 HVAC.pdf
- YCCH - EXHIBIT 2 - 26 27 28 ELECTRICAL.pdf

(End Instructions to Bidders)