



FOREST HILLS PUBLIC SCHOOLS

Operations Center
150 Alta Dale SE, Ada, MI 49301
(616) 493-8780 ♦ Fax (616) 493-8788

TO: All vendors
FROM: Tom Walters
DATE: November 6, 2008
RE: Invitation to Bid

The Board of Education of Forest Hills Public Schools has authorized the Administration to Solicit Sealed Bids on:

REPLACEMENT LIGHTS FOR THE FOREST HILLS EASTERN HIGH SCHOOL GYMNASIUM

Instructions

Sealed bids will be received in the office of the Operations Center, **on or before 1:00 p.m., November 24, 2008.**

Bids must be marked “**Replacement Lights for Eastern High School**” on the face of the envelope and are to be addressed to:

Forest Hills Public Schools
Operations Center
150 Alta Dale, S.E.
Ada, MI 49301

Awarding of the bid will be done no sooner than the Board of Education Meeting on December 8, 2008.

Bids must comply with listed specifications. If this is not the case, explain why and clearly indicate all changes or deviations. Questions on this bid may be directed **Tom Walters at 616-493-8766. THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ALL OR ANY PORTION OF A BID, AND IS NOT BOUND TO ACCEPT THE LOW BID.**

Additional bid information: **See Attached Information**

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Please provide a bid for the materials, services, and installation.

Replacement lights for the Forest Hills Eastern High School gymnasium

<u>DESCRIPTION:</u>	<u>QUANTITY</u>	<u>PRICE</u>
4-ft Lamp T5 Light Fixture	102	\$ _____

Total price to include all tax, freight, set-up, dealer prep and delivery

Please describe the warranty _____

VENDOR ADDRESS

SIGNATURE CITY/STATE/ZIP

PRINTED SIGNATURE TELEPHONE and FAX #

DATED

INSTALLATION INFORMATION:

The installation site is: Forest Hills Eastern High School
2200 Pettis NE
Ada, MI 49301

Feel free to visit to verify installation conditions prior to submitting a bid by calling Eastern High School's Head Custodian, Mark Scoby, at 616-293-5696.

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FAMILIAL DISCLOSURE FORM

All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to the bid: **Replacement Lights for Forest Hills Eastern High School Gymnasium**

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner and any employee of the bidder and any member of the board or the superintendent of the school district.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE.

Signature(s): _____

Title: _____

Name of Firm: _____

STATE OF MICHIGAN
COUNTY OF _____

On this _____ day of _____, _____, before me a Notary Public in and for said

County, personally appeared _____,
agent of the said

Firm _____ and who acknowledged the same to
be his

Free act and deed as such agent.

Notary Public