

GRAND RAPIDS PUBLIC SCHOOLS
MDF & Toilet Room Renovations
Jefferson School Building

1. RECEIPT OF BIDS

The Grand Rapids Public Schools will receive sealed bids for the MDF and toilet room at the Jefferson School Building at the GRPS Administration Building located at 1331 Franklin St SE, Grand Rapids, MI 49506, Attn: Fred Finn, Director of Purchasing and Supply on Tuesday, November 17, 2009 at 2:00 P.M. local time. No bids will be received after that time. Bids will be publicly opened and read aloud at that time and place.

2. SCOPE OF PROJECT

The Project consists of furnishing all labor and material for the Jefferson School Building MDF/Toilet Room renovation.

3. EXAMINATION OF DOCUMENTS

Bid documents can be examined at the following locations:

Builder's Exchange, 4461 Cascade Road, S.E., Grand Rapids, MI 49546
CNS of West Michigan, 1793 R.W. Berends Drive SW, Wyoming, MI 49519
Kal-Blue (Dodge Reports), 401 Hall SW/Suite 128B, Grand Rapids, MI 49503

4. OBTAIN BIDDING DOCUMENTS

Bid specifications and drawings may be picked up from the Grand Rapids Public Schools Purchasing Office, located at 1331 Franklin St SE, Grand Rapids, MI 49506. Vendors are asked to call (616) 819-2175 prior to pick-up to allow for sufficient time to prepare documents. Office hours are M-F, 7:30 AM - 4:30 PM.

Plans may also be examined at 900 Union, N.E., Grand Rapids, MI 49503 by appointment (616) 819-3033 or at the above plan sites.

5. BID SECURITY

Bid security in the amount, form and subject to the conditions provided in the Instructions to Bidders must be submitted with each bid.

6. FAMILIAL STATEMENT

As required by State Law (P.A. 232 of 2004), all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner and/or any employee of the Bidder, and any member of the Grand Rapids Public School Board or the Superintendent of the District. The Board shall not accept a bid that does not include the sworn and notarized disclosure statement.

7. WITHDRAWAL OF BIDS

Bids may not be withdrawn for a period of 60 days after the actual date of opening thereof. This time period may be extended by mutual agreement of the Owner and any Bidder or Bidders.

8. RIGHT TO REJECT BIDS

The Owner reserves the right to waive any irregularities and to reject any and all Bids.

9. PRE-BID MEETING

A **MANDATORY** pre-bid meeting will be held on Thursday, November 12, 2009 at 2:00 P.M. at Jefferson School Building, 1356 Jefferson, S.E., Grand Rapids, MI 49507.