



Date: April 13, 2009  
To: Classroom Technology Suppliers and Cabling Contractors  
Owner: Parchment School District  
Project Location: Parchment, Michigan  
Subject: Invitation to Bid  
Project: Parchment High School – Technology Equipment Procurement, Electrical Extension and System Installation

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Qualified contractors are invited to provide proposals to provide and integrate classroom technology systems for Parchment High School. Categories include supplying loose equipment such as projectors, interactive whiteboards, document cameras, sound enhancement and IP video equipment. There is also a separate category for infrastructure installation of the above systems which includes classroom wiring of high and low voltage components. Electronic Bid documents are available on April 14, 2009 and may be obtained by sending an email request to [parchmentbiddocs@optimalinternet.com](mailto:parchmentbiddocs@optimalinternet.com). Bids are due at 3:00 PM May 1, 2009.

Project schedule shall begin June, 2009 and ends August 2009.

**Bidding Documents:**

Documents will be available April 13, 2009 by sending an email request to [parchmentbiddocs@optimalinternet.com](mailto:parchmentbiddocs@optimalinternet.com). An FTP site will be set up in which potential bidders may download electronic documents.

**Bidding Schedule:**

April 12, 2009	Notification to Kalamazoo Gazette.
April 15, 2009	Notification to Michigan School Organization Building and Construction Web.
April 15, 2009	Bid documents available; request electronically for access to the FTP download site by sending an email to <a href="mailto:parchmentbiddocs@optimalinternet.com">parchmentbiddocs@optimalinternet.com</a>
April 22, 2009	Bidders Conference (only mandatory for installation bidders): 3:00 PM, Parchment High School; 1916 East G Avenue, Parchment MI 49004
April 29, 2009	Deadline for Intent to Bid form submittal.
May 4, 2009	Bid Due Date (Administration Building, 520 N. Orient Street, Parchment, MI 49004 - 3:00 pm, 3 Paper Copies; one electronic copy of bidder response form (Excel format).



Bidders may request inspection of the sites prior to the bid due date.

Qualified bidders are invited to submit proposals for this project according to these specifications. The proposal shall include a well-documented Design/Build System that best meets all the minimum requirements of this document.

Qualified bidders are encouraged to review and understand the required bid forms and other submittal requirements prior to designing and proposing a System.

Owner:

Parchment School District  
520 North Orient Street  
Parchment, MI 49004