



Date: June 1, 2009
To: Telephone Contractors
Owner: Parchment School District
Project Location: Parchment, Michigan
Subject: Invitation to Bid
Project: Parchment Schools – Telephone System

Qualified contractors are invited to provide proposals to provide and integrate a new telephone system for Parchment schools. The district has chosen to re-use its current cabling system and desires to re-use its analog phones which currently services classrooms throughout the district. This project involves a turn-key system which includes coordination with the dial-tone provider, replacement of the current phone system, programming, training and warranty claims. Bid documents can be obtained by sending a request via email to mkovach@parchment.k12.mi.us. Bids are due at 2:25 PM June 19, 2009.

Project schedule shall begin July, 2009 and ends August 10, 2009.

Bidding Documents:

Documents will be available June 2, 2009 by sending an email request to Parchment Telephone Bid Request to mkovach@parchment.k12.mi.us.

Bidding Schedule:

June 7, 2009	Notification to Kalamazoo Gazette.
June 1, 2009	Notification to Michigan School Organization Building and Construction Web.
June 1, 2009	Bid documents available; request electronically for access the FTP download site by sending an email to mkovach@parchment.k12.mi.us
June 10, 2009	Bidders Conference - Mandatory 10:00 AM, Parchment Middle School; 307 N. Riverview Dr; Parchment MI 49004
June 17, 2009	Bid Due Date (Administration Building, 520 N. Orient Street, Parchment, MI 49004 – 2:25 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