



INVITATION TO BID

0.1 Notice is hereby given that sealed bids will be received by Portage Public Schools, 8111 S. Westnedge Ave., Portage, Michigan 49002 for:

FURNISHINGS FOR PORTAGE CENTRAL HIGH SCHOOL & PORTAGE NORTHERN HIGH SCHOOL

- A. Proposals are to be submitted in accordance with contract documents prepared by TMP Architecture, Inc. 470 W. Centre Ave, Portage, Michigan 49024 dated January 12, 2011.

0.2 DOCUMENT AVAILABILITY

- A. Bidding Documents will be available for examination and distribution on or after January 12, 2011. Examination may be made at the Office of the Architect, TMP ARCHITECTURE, INC., 470 West Centre Ave., Portage, Michigan 49024; Builders Exchange of Kalamazoo, 3431 E. Kilgore Road, Kalamazoo, MI 49001; Builders Exchange of Grand Rapids, 4461 Cascade S.E., Grand Rapids, MI 49546.
- B. Bidders may obtain bidding documents at no cost from the Office of the Architect (mboyer@tmp-architecture.com), consisting of electronic PDF's of Drawings and Specifications emailed to Bidding Contractor. Contractors may request to purchase a hard copy of the bid documents from Kal-Blue www.kalblue.com.

0.3 DUE DATE

- A. Bid Proposals will be received until the time and the place, as follows:
Date and Time: January 26, 2011, 2:00p.m.

Place: Purchasing Department
Administration Building
Portage Public Schools
8111 S. Westnedge Ave.
Portage, Michigan 49002

- B. Bid proposals will be publicly opened and read aloud.
Date and Time: January 26, 2011, 2:00p.m.

Place: Administration Building – Room 2C
Portage Public Schools
8111 S. Westnedge Ave.
Portage, Michigan 49002

0.4 GENERAL INFORMATION

- A. Bidder shall agree not to withdraw Bid Proposal for a period of ninety (90) days after date for receipt of bids. **A 5% bid bond is required** in accordance with the Section 00100-F - Instructions to Bidders (See Page 00100-F-1, Paragraph 0.2, G).
- B. Accepted Bidder shall be required to enter into a contract with Portage Public Schools and furnish satisfactory Performance Bond in accordance with the Section 00100-F - Instructions to Bidders. (See Page 00100-F-2, Paragraph 0.2, L, and Paragraph 0.3, I).
- C. The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.
- D. Portage Public Schools reserves the right to reject any or all bids, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities, and in general to make the award in any manner deemed to be in the best interest of Portage Public Schools.
- E. All bidders must provide familial disclosure in compliance with paragraph (d.) of MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Portage Public Schools Board or the Portage Public Schools Superintendent. The District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.