



## VICKSBURG COMMUNITY SCHOOLS

### REQUEST FOR PROPOSALS

**PROJECT: ADMINISTRATION HVAC UPGRADES**  
**Bids Due by 1:30 p.m., June 24, 2009**

**OWNER: Vicksburg Community Schools**  
**301 South Kalamazoo Ave**  
**Vicksburg, Michigan 49097**

#### **INSTRUCTIONS AND PROCEDURES**

1. Bids for the Administration Boiler Purchase project, as described in these specifications, will be accepted until **Wednesday, June 24 2009 at 1:30 PM EDT**, at which time they will be opened and read.
2. Bids will be accepted by mail or by personal delivery to Vicksburg Community Schools Administration Building at 301 South Kalamazoo Ave, Vicksburg, Michigan 49097.
3. Should a vendor elect to hand deliver bids to the Vicksburg Community Schools Administration Building, it is the responsibility of the vendor to ensure that the bid is delivered to the reception desk of the business office at 301 South Kalamazoo Ave, Vicksburg, Michigan 49097.
4. All bids must be printed & in electronic format and placed in an opaque envelope with "SEALED BIDS ADMINISTRATION HVAC UPGRADES" clearly marked on the outside of the envelope.
5. All bids must be addressed to:  
  
James Rice, Director of Facilities and General Operations  
Vicksburg Community Schools  
301 South Kalamazoo Ave  
Vicksburg, MI 49097
6. Bids received after **Wednesday, June 24, 2009 at 1:30 PM EDT**, and bids sent by fax or electronic mail will not be accepted.
7. It is the sole responsibility of the vendor to ensure that the bids are delivered to the Vicksburg Community School District by the stated date and time.

8. All bids must be submitted with the BID RESPONSE FORM (Attachment B) and must be signed by an authorized representative of the vendor.
9. Bids not submitted with the BID RESPONSE FORM or bids not signed and/or dated will not be considered and will be determined to be a non-bid.
10. A notarized copy of Public Act 232 of 2004, Familial Relationship Disclosure, (Attachment C) must accompany all bids. Bids submitted without the notarized Public Act 232 of 2004, Familial Relationship Disclosure, will be determined to be a non-bid.
11. **5% Bid Bond:** A certified check or bank draft payable to Vicksburg Community Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
12. The Vicksburg Community School District reserves the right to withdraw this Request for Bid at any time and for any reason and to issue such clarifications, modifications and/or amendments as it may deem appropriate.
13. The Vicksburg Community School District Board of Education reserves the right to accept any bid, reject any part or all bids, or to waive any information in the bids should they deem it to be in the best interest of the school district.
14. Any questions regarding the project or bid process should contact JR Rice, Director of Facilities and General Operations, at (269) 321-1026 at the address stated above.
15. Copies of prints and specifications can be obtained through Kal-Blue Reprographics 914 E. Vine St Kalamazoo, MI 49001 (269) 349-8681 [www.kalblue.com](http://www.kalblue.com)