



1.1 NOTICE TO BIDDERS

- A. Forest Hills Public Schools, Grand Rapids, Michigan, will receive proposals from qualified contractors for Horizontal Blinds at Eastern Middle / High School, located at 2200 Pettis, Ada, Michigan.
- B. The successful Horizontal Blinds Contractor, will be fully responsible for coordination of all required work.
- C. Note: Where “contractor” is referred to in these specifications, this shall be interpreted to refer to the Horizontal Blinds Contractor, unless noted otherwise.
- D. Proposals may be mailed or delivered in person to Mr. Tom Walters, Forest Hills Public Schools, 150 Alta Dale S.E., Ada, Michigan 49301. All proposals must be sealed in envelopes, plainly labeled “Forest Hills Public Schools – Eastern Middle / High School Horizontal Blinds” and must be received prior to 3:00 P.M., local time, on Monday, February 11, 2008. This will be a public bid opening. Evaluation of proposals and awards by the Forest Hills Public Schools will be at a later date; the successful contractor will receive a letter of intent prior to receipt of contract.
- E. Bidders are required to visit the site by calling Mr. Tom Walters at 616.493.8780.
- F. The Schedule of Work shall be as follows:

February 11, 2008	Bids Due
February 18, 2008	Anticipated award of contract
April 4, 2008 – 8:00 A.M.	Anticipated start of construction
April 14, 2008 – 5:00 P.M.	Anticipated Completion
- G. All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.
- H. Applicable Michigan use and sales tax apply to this project.
- I. All bidders should note that this project does not require prevailing wages.
- J. Bidding Documents will be mailed on January 25, 2008.
- K. The Owner reserves the right to accept or reject any or all bids and to waive all irregularities in Proposals. Proposals shall remain firm for thirty (30) days from date of Bid Opening.