#### FROM:

## 1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER ):

- A. Orchard View Public Schools
- B. Mailed hard copies to:

Orchard View Public Schools

Attn: Cardinal Elementary Controls and Unit Ventilator Replacement, Heather

Lorenz-Babcock

35 S. Sheridan Drive

Muskegon, MI, 49442

OR

C. Hand delivered hard copies to:

Orchard View Public Schools

Attn: Cardinal Elementary Controls and Unit Ventilator Replacement, Heather Lorenz-Babcock

Central Office

35 S. Sheridan Drive

Muskegon, MI 49442

### 1.02 BID DUE DATE: TUESDAY, OCTOBER 11, 3:00 PM

#### 1.03 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for the upgrade of the Controls system and unit ventilator replacement located at 2310 Marquette Ave, Muskegon, MI 49442 before 3:00 pm local standard time on the October 11, 2022. A pre bid meeting is scheduled for September 27th at 3:30 PM. Report to the main office.
- B. Bidding documents will be available on September 21, 2022.
- C. Sealed proposals for this project will be received and publicly opened at the Central Office located at 35 S. Sheridan Road, Muskegon, MI 49442 immediately following the bid due date.
- D. Questions pertaining to the controls or unit ventilator upgrades should be directed to Lydia Fries at friesl@progressiveae.com or by calling 616-361-2664
- E. Documents will be available by contacting Lydia Fries friesl@progressiveae.com.
- F. The Owner intents to award the project during the month of October, 2022.
- G. This project will adhere to Davis Bacon Wage Rates, see current rates published in the project manual.
- H. Orchard View Public Schools reserves the right to reject any or all proposals; reserves the right to award the contract to a bidding entity other than the low bid entity; reserves all rights granted to it by law; and reserves the right to waive formalities as its interest may require.

# **END OF SECTION**