

Instructions to Bidders
NEWAYGO PUBLIC SCHOOLS
Food Service Wall/Serving Line Vinyl Wrap
Project

The Newaygo Public Schools Board of Education is accepting bids for the purchase and installation of Food Service Wall/Serving Line Vinyl Wrap for all three buildings. There will be a **mandatory Pre-Bid Meeting held at the Administration Office at 360 S. Mill St, Newaygo, MI 49337, on Thursday, February 6, 2025 @ 2:00pm.**

Your proposal marked "SEALED BID: NEWAYGO PUBLIC SCHOOLS — Food Service Wall/Serving Line Vinyl Wrap Project" will be accepted **NO LATER THAN 2:00pm, Thursday, February 20, 2025.** Bids can be sent to: NEWAYGO PUBLIC SCHOOLS ADMINISTRATIVE OFFICE, Attn: Kim Bidwell, 360 Mill Street, PO Box 820, Newaygo MI, 49337.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will 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 Newaygo Public Schools Board of Education or the Newaygo Public Schools Superintendent. The District will not accept a bid proposal that does not include these sworn and notarized disclosure statements.

All bidders must provide a reference sheet (such as the one provided). If you have another format to provide this information, please do so in that other format.

The Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interests of the owner.

General Requirements

Newaygo Public Schools require installation of decorative vinyl on one wall and serving lines at each of the following locations:

Newaygo Elementary School – 29 E. Post Street, Newaygo, MI

Newaygo Middle School – 850 E. 76th Street, Newaygo, MI

Newaygo High School – 200 East Street, Newaygo, MI

**NEWAYGO PUBLIC SCHOOLS
Food Service Wall/Serving Line Vinyl Wrap Project
Bid Response**

Location	Price for all labor and materials
Newaygo Elementary	\$
Newaygo Middle School	\$
Newaygo High School	\$

Pricing is firm and shall remain in effect for 90 days.

Company Name

Website

Address

Phone Number

Email Address

Date

Signature

Printed Name

Title

**Bid Requirements and
Specifications**

Food Service Wall/Serving Line Vinyl Project

SPECIFICATIONS

The bidder shall get any/all measurements during the Mandatory Pre-Bid Meeting. If there is a need to follow up with The District, they may do so by contacting either Kim Bidwell, 231-652-3799 or Mary Anne, 231-652-9286. Bidder will work with The District on the designs for each building/location. We will share specifics of what is being asked of for ideas at the Mandatory Pre-Bid Meeting.

INSTALLATION

The bidder shall install the vinyl in each cafeteria on the wall, as well as the serving line equipment, specified by The District.

SAMPLE

A sample or mockup of the specific design shall be a part of the bid. These samples and/or mockup pictures will not be used by the district or shared with other bidders unless given permission by the owner.

MANUFACTURER RECOMMENDATIONS

The manufacturer's specifications and recommendations for installation areas. Some manufacturers may not recommend vinyl for certain areas of a commercial kitchen, such as cooking or dishwashing areas. Please make sure you aware of the manufacturer's specifications and compare this with the product where the vinyl is being installed.

DEADLINE

Bids will be received by the deadline of February 20, 2025 @ 2:00pm. Bids will be publicly opened and read at Newaygo Administration Office at 360 S. Mill St, Newaygo, MI 49337. No late bids will be accepted. Please return one (1) copy of each, Page 2, 4 & 5.

EVALUATION CRITERIA

Bids will be evaluated based on experience, cost and references received in the bid packet.

TIMELINE

Mandatory Pre-Bid Meeting – Thursday, February 6, 2025 @ 2:00pm to be held at the Administration Office of Newaygo Public Schools, 360 S. Mill St, Newaygo, MI 49337.

Bids Due – Thursday, February 20, 2025 @ 2:00pm to be held at the Administration Office of Newaygo Public Schools, 360 S. Mill St, Newaygo, MI 49337.

References

List references for similar services provide for at least three (3) clients in the past five (5) years.

Client 1:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 2:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

Client 3:

Organization Name: _____

Contact Name: _____

Phone: _____

Project(s): _____

AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Newaygo Public Schools (School District) advertisement for Food Service Wall/Serving Line Vinyl Project , hereby represent and warrant, except as provided below, that no familial relationships exist 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.

List any Familial Relationships (or state "None"):

Bidder:

Signature of Bidder

Printed Name

Title

STATE OF MICHIGAN

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of __, 2025, by

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____