

HARTFORD PUBLIC SCHOOL

115 School Street
Hartford, MI 49057
Phone: 269-621-7002

INVITATION TO BID July 21, 2026

The Board of Education of the Hartford Public Schools has authorized the Administration to solicit Sealed Bids on:

Replace High School Marquee Sign

Instructions:

Sealed bids must be received in the office of the Hartford Public Schools Central Office 115 School Street, Hartford, MI 49057 on or before 10am on August 4, 2026. Bids must be mailed or delivered in person.

Bids must be marked “**High School Marquee Sign Bid**” on the face of the envelope and be addressed to:

Hartford Public Schools
Stephanie Walker, Finance Director
115 School Street
Hartford, MI 49057

Bids must comply with the listed specifications. Questions on the bid may be directed to Garrett McGuirt at 269-621-7145. Parties submitting bids will be notified of action taken as a result of their invitation to bid if desired.

The Board of Education reserves the right to reject any or all bids, in whole or part, to waive any irregularities, and in general, to make the award in any manner deemed in the best interest of the district. Bids received after 10am on August 4, 2026 will be returned unopened.

2026 High School Marquee Sign

SCOPE OF WORK

Furnish all the necessary labor, tools, equipment to demo, install.

INSTRUCTION TO BIDDERS

All bidders shall quote in conformance with exact conditions and specifications outlined in this document. Hartford Public School is seeking bids to provide and install an exterior digital marquee sign to replace the existing entrance sign at 121 School Street Hartford, MI 49057. The scope of the project entails a complete installation that includes, but is not limited to the following:

1. The new marquee sign is to be installed.
2. Provide a breakdown of costs showing:
 - a. Materials
 - b. Installation
 - c. Total Cost
3. Provide and install a new marquee per RFP requirements. See proposed basis of design drawing
4. Provide all shop drawings and design drawings for review and approval.
5. Cleanup and repair of all areas affected by the installation.
6. Provide all required footings or foundations for a complete installation.
7. Provide all final electrical scope. Owner will be responsible for hiring an electrician.
8. Bidders are responsible for visiting each site to assess existing conditions to include in bid response and no additional costs will be allowed for failure to verify existing site conditions.

BONDING

A bid bond in the amount of 5% of your bid **must** be provided with your bid. Bonds for all unsuccessful bidders will be returned upon award of bid. A performance and labor bond may be required by owner. Please list your cost for PLM bond separately on the bid sheet. Do **not** include cost in your base bid.

VISITATION TO THE SITE

The contractor shall field measure carefully and check all areas on the prints furnished for other conditions to ensure proper fit in all areas designated. No request for installation extras will be considered due to measurement or take-off errors by the installation contractor. When visiting the site contractors shall make an appointment with the Communications Director, Garrett McGuirt 269-621-7145 between the hours of 9:30 to 2:00.

CLEAN UP

After completion of **High School Marquee Sign** installation, the installation contractor shall remove all scraps, packaging, and rubbish caused by his/her work.

GUARANTEE

Installation contractor shall guarantee all workmanship and materials furnished against defects for a period of one year from date of final payment and shall make any adjustments and replace defective work without additional cost.

DAMAGE TO THE BUILDING

The successful bidder shall be responsible for any damage to the building by his workers while performing the work indicated in this specification.

PROJECT SCHEDULE/TIME COMPLETION

- | | | |
|----|------------------|--|
| 1. | July 21, 2026 | Invitation to bid released |
| 2. | August 4, 2026 | Bids due by 10:00 am est |
| 3. | August 4, 2026 | Bids are opened at 10:00 am est |
| 4. | August 17, 2026 | Award of bid pending Board of Education approval |
| 5. | August 18, 2026 | Available start date |
| 6. | October 31, 2026 | Completion Date |

PAYMENT

Contractor shall invoice district for work when completed. Prior to acceptance, an inspection will be made by the owner's representative together with the contractor to insure that all work has been completed according to specifications. Once owner approval is given, contractor shall issue invoice for work completed. The invoice will be paid within 30 days after receipt of invoice.

LOCATIONS

See the attached diagrams and locations for **High School Marquee Sign** project:

BID FORM

Fill in completely the attached bid form when submitting bid. Bid award will not be split between bidders.

Hartford Public Schools

Bid Tally Form

“High School Marquee Sign”

2026 High School Marquee Sign Bid

Date: _____

Total \$

TOTAL BASE BID	\$
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Performance Bond	\$
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Vendor

Address

Signature _____

City/State/Zip Code

Printed Signature

Telephone

Fax

E-Mail

(SCHOOL USE ONLY)

Bid Bond Included

§ _____

AFFIDAVIT OF PROPOSER

The undersigned, the owner or authorized officer of _____ (the
“Proposer”), pursuant to the familial disclosure requirement provided in the _____ (the “School
District”) advertisement for proposals, hereby represent and warrant, except as provided below, that **no familial
relationships**

exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

PROPOSER:

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by

_____*

_____, Notary Public

_____ County,

Michigan My Commission Expires: _____

Acting in the County of: _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

**Michigan Public Act No. 517 of
2012**

The undersigned, the owner or authorized officer of

(the “Proposer”), pursuant to the compliance certification requirement provided in the Warren Consolidated School District (the “Warren Consolidated Schools”) Invitation For Proposals for **Bleacher Replacements** hereby certifies, represents and warrants that the Proposer (including its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Proposer is awarded a Contract as a result of the aforementioned Invitation For Proposal, the Proposer will not become an “Iran Linked Business” at any time during the course of performing under the Contract.

The Proposer further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the Warren Consolidated Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation For Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

PROPOSER:

Name of Proposer

By:

Its:

Date:

STATE OF MICHIGAN)
) ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20
_____, by
_____.

, Notary Public

County, Michigan My

Commission Expires: _____

Acting in the County of:



