



Kristina Lafferty
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RFP #30343 - Portage Northern High School & Portage Central High School Weight Room Flooring, Painting, & Equipment

DATE ISSUED: Tuesday, February 14th, 2023
PROPOSAL DUE: Tuesday, February 28th, 2023 3:00 pm EST

Sealed bid to be mailed or hand-delivered to:
Portage Public Schools
Attention: Kristina Lafferty, Purchasing Department BID# 30343
8107 Mustang Drive
Portage, MI 49002

You must submit two (2) paper copies, and one (1) digital copy of your response on a USB or other digital media. Faxed/emailed responses will not be accepted. Proposals must be received by 3:00 pm EST on Tuesday, February 28th, 2023. Late proposals will not be accepted.

You are invited to submit a proposal for this equipment and/or service. Specifications, terms, conditions, and instructions for submitting proposals are contained herein. This Request for Proposal with all pages, documents, and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed proposal shall constitute the contract between the District and the successful proposer when approved and accepted on behalf of the District by an authorized official or agent of the District.

All proposers shall complete and return the Proposal and Award page(s) and submit all information requested herein in order for a proposal to be responsive. **FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING REJECTED AS NON-RESPONSIVE.** The proposal document shall be returned in its entirety, in a properly identified and sealed envelope (**which includes the project name and number**) to the Purchasing Department at the above address.

Bid responses must include all manufacturer specification sheets for all items being bid (where applicable) as well as any/all comps and or incentives (along with the dollar value of comps/incentives).

The Portage Public Schools Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award the 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 interest of Portage Public Schools.

Bid responses are due by 3:00 PM, February 28, 2023. Late bids will not be accepted.

a. PROJECT LOCATIONS:

1. Portage Central High School (Weight Room) 8135 S. Westnedge Ave, Portage, MI 49002
2. Portage Northern High School (Weight Room) 1000 Idaho Ave, Portage, MI 49024

b. SITE INSPECTION

- A. A Pre-bid meeting will be held in the weight room at Portage Central High School, 8135 S. Westnedge Ave, Portage, MI 49002 at 1:00 pm local time, Tuesday, February 21, 2023. All bidders are encouraged to attend.
- B. A second pre-bid meeting will be held in the weight room at Portage Northern High School, 1000 Idaho Ave, Portage, MI 49024 at 2:00 pm local time, Tuesday, February 21, 2023. All bidders are encouraged to attend.

c. BID REQUIREMENTS

1. Bids shall be submitted as two copies in a sealed envelope **AND one copy is to be an electronic copy on a USB or other digital media.** (The electronic copy must be a complete duplicate of the paper copy including all manufacturer specification sheets, warranty information, color charts, legally signed/notarized forms, etc.) **Faxed/emailed bid copies will not be accepted.**
2. Bidders shall submit their bids **on the enclosed Bid Proposal Form(s)**, attaching any and all information required by the form(s), as well as:
 - i. Warranty Information
 - ii. Unit Pricing
3. Send or deliver the bid to:

Portage Public Schools
BID# 30343
Attention: Kristina Lafferty, Purchasing
8107 Mustang Drive
Portage, MI 49002
4. A bid received after the due date and time will **not** be accepted.
5. Portage Public Schools shall not be responsible for any cost or expense the Bidder incurs during the preparation of this bid. Additional copies of the bid documents will be furnished at the Bidder's expense.
6. Portage Public Schools reserves the right to hold the bids for 60 days; to accept or reject any or all bids; to omit or accept any informalities in any bid and to make such awards as it considers in its best interest of the district, whether low bid or not.
7. Bidders must submit pricing for all items within any given Bid Category. Proposed equal substitutions will be considered. Proposals must include full specifications, colored finish options, cut sheets, estimated lead time, and product warranty information. **Samples of equal substitutions may be requested by the district after the bid opening date.**
8. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions, and bid proposal form, or should they be in doubt as to the meaning, they should notify, at once, Portage Public Schools who will send written instructions to all appropriate Bidders. PPS shall not be responsible for any oral instructions.
 - i. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
 - ii. Bidders are required to verify product description to model numbers during bidding. Any discrepancies shall be brought to the attention of Portage Public Schools.
9. All information issued prior to the close of the bidding period shall be included in returned bid proposals and acknowledged on the Bid Proposal Form(s).
10. The Contract shall be awarded when a Bidder has been issued a Purchase Order.

11. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.

12. Bid Security

i. Bid Bond

Provide with the bid response a 5% Bid Bond which is required for all proposals. The bond must be in the form of a certified check or a bond executed by a surety company authorized by the State of Michigan. The amount of the bond shall be forfeited if the Contractor, after being awarded the bid, fails to enter into an appropriate contract with the Owner within (30) days.

ii. Performance Bond

Successful bidders, for work valued at \$50,000 or more, will be required to secure Performance, Labor and Material Bonds issued for the full amount (100% value) of the contract by a company licensed to do business in the State of Michigan and having an A.M. Best rating of A- or better. The cost of these bonds is to be included in the proposal amount.

13. Insurance

A. Contractors must have the proper insurance forms submitted prior to the start of their Work. The required insurance shall be written for not less than the limits shown below, or greater if required by law. Contractors will require all subcontractors to maintain similar coverage limits. The Contractor shall name the Owner as additional insured.

1. Standard Workers Compensation and Employers Liability Employers Liability

- a. \$500,000 Bodily Injury by Accident—each accident
- b. \$500,000 Bodily Injury by Disease—each employee
- c. \$500,000 Bodily Injury by Disease—policy limit

2. General Liability Combined Single Limit Liability

- a. \$1,000,000 each occurrence
- b. Or Split Limit Liability
- c. \$500,000 Bodily Injury—each occurrence
- d. \$500,000 Property Damage—each occurrence

3. Aggregates

- a. \$1,000,000 General Aggregate
- b. \$1,000,000 Products-completed operations
- c. Automobile Liability Combined Single Limit Liability
- d. \$500,000 each accident

Or

- e. Split Income Liability
- f. \$500,000 Bodily injury—each person
- g. \$500,000 Bodily injury—each accident
- h. \$500,000 Property Damage—each accident

4. Umbrella Insurance

- a. \$2,000,000 Limit over primary insurance

0.4 PRICING

- A. Portage Public Schools qualifies for pricing discounts associated with the following programs:

Hospital Purchasing Services, GSA pricing, US Communities, EI, and HPS cooperative programs. All proposers shall include and identify in their responses any/all pricing discounts relating to these programs or any others available to the District.

- B. Totaled bid category prices are to be entered on the Bid Proposal Form(s). **All pricing is to include freight, liftgate delivery, and installation.** In all cases, Bidders must observe the established Bid Proposal Form for bidding.
- C. "Lump Sum" on the Bid Proposal form means the total of all the unit prices within the Category. "Unit Price" means the price of one item delivered, freighted, and installed.
- D. Pricing shall include the vendor receiving the items and installation at the job site(s). Drop shipping is unacceptable. Installation must be scheduled in advance.

0.5 ORDER DELETIONS

- E. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities without any effect on the unit prices submitted.

0.6 TAXES

- F. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

Scope of the Project and General Conditions

- 1) Contractor(s) must certify that they are experienced in painting and/or flooring installation and provide several references and include names and phone numbers of recent work.
- 2) The contractor(s) agree that the school district shall have the authority to determine that the work is done properly and meets the school district's satisfaction at the expense of the contractor. The school district may withhold partial or full payment until the work is completed to the satisfaction of the school district.
- 3) Contractor must enclose a copy of their current liability insurance certificate with the proposal.

- 4) Exceptions may be noted on the schedule and pricing document, however, the school district reserves the right to reject any proposal which does not meet the district's needs, regardless of price.
- 5) Painting to take place prior to flooring installation (see #14 below- All work will need to be coordinated with the district).
- 6) Repair damaged drywall in Portage Central High School weight room
- 7) Wash & Prep all walls in the weight room(s).
- 8) Prime as needed.
- 9) Paint Walls (satin finish).
- 10) Cost to include all labor & materials for **two (2)** coats of paint.
- 11) To be painted in Sherwin Williams SW6385 Dover White (satin finish), with one brown and one orange stripe painted around the weight room at Portage Northern High School to match current colors.
- 12) To be painted in Sherwin Williams SW6385 Dover White (satin finish), with one blue and one yellow stripe painted around the room at Portage Central High School to match current colors.
- 13) The installation of the rubber flooring over the existing flooring and the installation of equipment must be performed between the period of MAY 30, 2023 to JUNE 14, 2023. Vendor to keep the district apprised of any delays.
- 14) All work is to be coordinated with the school district and shall not begin until the successful vendor(s) has received an authorized purchase order from the school district.
- 15) The awarded equipment bidder will be responsible for the removal and disposal of any unwanted, existing equipment prior to the installation of flooring and new equipment.
- 16) The contractor shall follow all applicable safety regulations.
- 17) The contractor is responsible for working with the school to ensure the areas are secured to prevent anyone from entering the work area during the preparation and application of the weight room floor(s).
- 18) The contractor shall provide all necessary labor, materials, supplies, equipment, and safety devices required to perform the refinishing of the gym floor
- 19) Liftgate delivery and installation must be included in the total bid price.

20) Note: Successful vendors to take note of Contractor Code of Conduct pages for their delivery/installation staff and for debris removal.

The brands/styles numbers listed are for reference purposes. Vendors are welcome to bid a different brand/style as long as the specifications are equivalent or better.

BID PROPOSAL FORMS (PAGES 7-14)

0.1 NAME OF BIDDER

Firm Name: _____
Address: _____
Contact
Person: _____
Telephone &
Fax: _____
E-mail: _____

0.2 PROJECT NAME

Project Name: **RFP #30343 - Portage Northern High School & Portage Central High School Weight Room Flooring, Painting, & Equipment**

0.3 AGREEMENTS

- A. The undersigned understands that Portage Public Schools (PPS) reserves the right to reject any and all bids and to waive informalities in bidding.
- B. PPS also reserves the right to withhold bids for a period of ninety (60) days from the bid closing date.
- C. PPS reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in PPS' opinion, it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.
- D. If award is made to us under this proposal, we agree to enter into an Agreement with Portage Public Schools to furnish equipment, and installation service in strict accordance with this proposal, bid documents, and all pertinent portions of specifications.

0.4 ATTACHMENTS TO BID PROPOSAL FORM

- A. The undersigned acknowledges the following are included with the Bid Proposal Form (Please Initial all that apply):
 - 1. Unit Pricing: YES
 - 2. **Warranty** & Product Specification Information: YES
 - 3. Familial Relationship Disclosure Statement: YES
 - 4. Iran Economics Sanctions Act: YES
 - 5. **Certify that the bid enclosed includes installation and liftgate delivery:**

YES

0.5 BID CATEGORIES

A. Bids for the following bid categories are included:

LEGAL STATUS OF BIDDER - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

B. A Corporation organized and existing under the laws of the State of _____

C. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Address: _____

Title: _____

Signature: _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2005, all bids shall 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 employee of the Portage Public School District or member of the Portage Public Schools Board of Education. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____(the "Bidder"), pursuant to the familial disclosure requirement provided in the Portage Public Schools advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any employee of the Portage Public School District or member of the Portage Public Schools Board of Education. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____(Bidder Signature)

Title: _____(type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____A.D., in and for the

County of _____, State _____

My Commission expires _____.

Signature of Notary

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at the time of submission.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business", as that term is defined in the Act.

_____	_____
Signature	Title

_____	_____
Company	Date

BID FORM

BID PROPOSAL FORM (TOTALS) -

BID CATEGORY A: **FLOORING**

TOTAL LUMP SUM BID FOR BID CATEGORY A \$ _____

BID CATEGORY B: **PAINTING**

TOTAL LUMP SUM BID FOR BID CATEGORY B \$ _____

BID CATEGORY C: **RACKS, ACCESSORIES, & BENCHES**

TOTAL LUMP SUM BID FOR BID CATEGORY C \$ _____

BID CATEGORY D: **WEIGHT PLATES**

TOTAL LUMP SUM BID FOR BID CATEGORY D \$ _____

BID CATEGORY D1: **WEIGHT PLATES (MANDATORY ALTERNATE)**

TOTAL LUMP SUM BID FOR BID CATEGORY D1 \$ _____

BID CATEGORY E: **DUMBBELLS**

TOTAL LUMP SUM BID FOR BID CATEGORY E \$ _____

BID CATEGORY F: **PULLDOWN MACHINES**

TOTAL LUMP SUM BID FOR BID CATEGORY F \$ _____

BID CATEGORY G: **OTHER EQUIPMENT**

TOTAL LUMP SUM BID FOR BID CATEGORY G \$ _____

CONTRACTOR CODE OF CONDUCT

The purpose of the Portage Public Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Portage Public Schools for persons both contemplating performing work and performing work for Portage Public Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract.

In general, it is expected that everyone entering a Portage Public Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

1. Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.
2. All contractors shall be furnished by their company with a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.
3. Each person working in a school building or on school property shall comply with the following:
 - a. No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.
 - b. No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance, or office equipment.
 - c. No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).
 - d. A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.
 - e. There shall be no use of profanity or obscene language or gestures.
 - f. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

4. The contractor is responsible for a clean and safe workplace. To that end, the following will be adhered to:
 - a. All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.
 - b. All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.
 - c. **All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.**
 - d. All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.
 - e. Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.
 - f. Upon leaving a job site all doors and windows must be locked, secured, or left as they were found prior to beginning the work.
 - g. Contractors are to provide their own site safety plan for areas that they are working in.
5. The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct that is deemed not in the best interest of the Portage Public Schools will be grounds for immediate removal from the building and the project.**