



Portage Public Schools, Portage, Michigan is soliciting sealed proposals for:

Project Name: Laser Engraver – Project #10631

RFP ISSUE DATE: Monday, January 16, 2017

Portage Public Schools – Administration Building

8107 Mustang Drive

Portage, MI 49002

PROPOSAL DUE: Friday, January 20, 2017 – 1PM

Facsimile responses will NOT be accepted. Responses may be Emailed or submitted via US Mail, FedEx, etc.

MAILING ADDRESS & INSTRUCTIONS

Mail to:

Portage Public Schools

Purchasing Department

8107 Mustang Drive

Portage, MI 49002

Questions about this RFP should be directed to:

Karen Dentler, Purchasing Agent, at (269) 323-5181 or kdentler@portageps.org.

****Addendums (if any) will be posted on our website: www.portageps.org under the Ddistrict tab, then under Bids & Proposals.***

You are invited to submit a proposal for this equipment. 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 to the Purchasing Department at the above address. **PROPOSALS MUST BE RECEIVED BY TIME OF THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.**

Instructions to Proposers:

1. **EXAMINATION OF PROPOSAL DOCUMENT**-Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
2. **LATE PROPOSALS**-Any proposal received at the office designated herein after the exact time specified for receipt, will not be considered. (Note: The District reserves the right to consider bids that have been determined by the District to be received late due to mishandling by the District after receipt of the proposal and no award has been made.)
3. **DISCOUNTS** - List any discounts that may be applicable from programs such as MiDEAL, US Commodities, etc.
4. **FEDERAL OR STATE SALES, EXCISE, OR USE TAXES** - Portage Public School is tax exempt. Do not include Federal, State, or Local taxes in your bid price except as related to enhancements to real property.
5. **ACCEPTANCE OF PROPOSALS** - Portage Public Schools reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than 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.

1. RFP Requirements

1.1. Product/Vendor

All equipment provided shall be new and of the latest model version available. All equipment must be Epilog or equivalent. Epilog brand are the items and descriptions specified within this bid request.

1.2. Order Fulfillment

The district requires the fulfillment of their purchase order within 30 days of issuing a purchase order. Should the awarded vendor be unable to fulfill the order within 30 days the district may, at its discretion, cancel the undelivered balance of the purchase order.

1.3. Freight

The base bid must include all freight charges for delivery of equipment to Portage Public Schools. Delivery will be to a single location.

1.4. Alternate Proposals

Any alternate proposals will be considered. Any equipment included in alternate bids must completely meet the specifications of the requested product. Alternates must be reporting with unit pricing and in the same format as the main part of the RFP. Alternates will be evaluated and the District will have final determination of acceptance or rejection.

1.5. RFP Response

All responses must have pricing information submitted on the included forms. Full product literature must be included with your response. Minimum specifications are supplied, as well as a request unit prices for additional items. Vendors must CLEARLY indicate the final specifications included in any response. Failure to do so may result in a response being rejected as non-compliant.

1.6. Bid Pricing

Bid responses, pricing, etc. must be valid for 90 days after the bid response due date and time. Vendors must include unit pricing should Portage Public Schools wish to add additional units to the order.

1.7. Line Item List

See bid response form for itemized listed on the requested items. Vendors shall complete the table as a part of their response.

BID PROPOSAL FORM

(Pages 4 – 9)

NAME OF BIDDER

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

PROJECT NAME

Project Name: **Laser Engraver – Project #10631** _____

AGREEMENTS

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owners 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.

The undersigned acknowledges the following are included with the Bid Proposal Form:

The undersigned acknowledges the following ***are included*** with the Bid Proposal Form:

Unit Pricing: Yes

Detailed Product Specification Information: Yes

Warranty Specification Information: Yes

Familial Relationship Disclosure Statement: Yes

Iran Economic Sanctions Act: Yes

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 offences 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).

Firm Name: _____

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

Name: _____

Title: _____

Signature: _____

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

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 submittal.

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

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 _____, Michigan.

My Commission expires _____.

Signature of Notary

BID FORM

All Catalog/Item Numbers and Descriptions are Epilog for reference. You MUST indicate if you are bidding Epilog or if not what other brand.

QTY	Catalog #	Description	
One	Fusion M2 40"	Laser Engraver – CO2 Only – Standard 1 year warranty	_____
One	Frotary	Fusion Rim-drive Rotary Attachment	_____
One	V.Grid	Vector Grid for Fusion 40	_____
One	software	CorelDraw EDU Softward Version X7	_____
One	XUS 035	External Ventilation Fan 2HP/single phase motor	_____
One	3-jaw chuck	Fusion 3-Jaw Chuck Rotary	_____
One	set CUPS	Set of large & small cups for 3-jaw	_____
One	FT805	Fusion 1.5" Lens High Resolution (Lens only)	_____
One	HT922	4" Lens Assembly with Cone	_____

All delivery costs must be included in prices or itemized separately here: _____

Estimated delivery time after receipt of an order _____

Shipment will be to: Portage Northern High School, 1000 Idaho, Portage, MI 49024.