

RFP #10691 – CHS & NHS Auditorium Draperies

DATE ISSUED: July 1, 2021

Sealed Bid responses to be mailed or hand delivered to:

Portage Public Schools
Attention: Amanda Howard, Purchasing Dept.
8107 Mustang Drive, Portage, MI 49002

You must submit two (2) paper copies of your response.

Bid Responses Due by 10:30 AM, July 15, 2021.

Late bids 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.** PROPOSALS MUST BE RECEIVED BY TIME OF THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.

Bid responses must include all manufacturer specification sheets for all items being bid 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 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.

Questions relative to the specifications may be addressed to:

Beau Hartlerode at bhartlerode@portageps.org

ITEM SPECIFICATIONS REQUESTED:

PURPOSE AND BACKGROUND:

The purpose and intent of this request for bid is to replace (materials only) the scenic draperies in the auditoriums of both Portage Central and Portage Northern high schools.

INSTRUCTIONS TO BIDDERS:

1. Vendors may provide a quote for any or all items listed below.
2. No installation services are being requested as a part of this bid.
3. Vendors must provide pricing utilizing the template included below. However, additional pricing sheets may be included.
4. Vendors should indicate any price breaks offered at various order quantities.
5. Proposals should include available size and color options.
6. Pricing to be held firm through September 30, 2021
7. Quantities shown are rough estimates only. Final quantities subject to change prior to issuance of the purchase order.
8. Delivery is requested in late August to early September, if possible. Vendors should note in their proposals the estimated delivery window or lead time upon receipt of the purchase order, including any expedited shipping options and additional costs.
9. The cost of shipping must be included. Product will be shipped to two different locations.

SPECIFICATIONS:

Portage Northern High School Auditorium

All drapes to be constructed using a 20oz IRF Velour in the color Black.

All drapes need 3 inch webbing with grommets and ties on 12 inch centers along the top.

All drapes need bottom with chain lined hems

All borders and legs should have 2 inch hems on stage right and stage left ends

Travelers should have a 2 ft. turn back on the stage left and stage right ends

1- 8 ft. high x 58 ft. wide Border with 50% fullness box pleats

2- 6 ft. high x 58 ft. wide Border with 50% fullness box pleats

2- 20 ft. high x 28 ft. wide traveler panel with fullness box pleats

2- 11 ft. high x 29 ft. wide traveler panel with fullness box pleats

6- 20ft high x 15 ft. wide leg sewn flat

Portage Central High School Auditorium

All drapes to be constructed using a 20oz IRF Velour in the color Black.

All drapes need 3" webbing with grommets and ties on 12 inch centers along the top.

All drapes need bottom with chain lined hems

All borders and legs should have 2 inch hems on stage right and stage left ends

Travelers should have a 2 ft. turn back on the stage left and stage right ends

1- 3 ft. high x 66' 6" ft. wide Border with 50% fullness box pleats

3- 6 ft. high x 66'6" ft. wide Border with 50% fullness box pleats

4- 20 ft. high x 34' 6" ft. wide traveler panel with fullness box pleats

9- 20 ft. high x 20 ft. wide leg sewn flat

BID PROPOSAL FORMS (Pages 4-9)

NAME OF BIDDER

Firm Name: _____

Address: _____

Telephone & Fax: _____

Contact Name and E-mail: _____

PROJECT NAME

Project Name: 10691 – CHS & NHS Auditorium Draperies

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 Owner's 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:

(please initial)

Unit Pricing: _____

Alternatives Bid: YES NO

Detailed Product Specification Information (where applicable): _____

Warranty Specification Information (where applicable): _____

Legal Status of Bidder: _____

Iran Economic Sanctions Act Statement: _____

Familial Relationship Disclosure Statement: _____

Two (2) paper copies: _____

Pricing Summary:

Portage Central High School Auditorium

Qty 1- 3 ft. high x 66' 6" ft. wide Border with 50% fullness box pleats

Unit Pricing: _____

Qty 3- 6 ft. high x 66'6" ft. wide Border with 50% fullness box pleats

Unit Pricing: _____ **Subtotal:** _____

Qty 4- 20 ft. high x 34' 6" ft. wide traveler panel with fullness box pleats

Unit Pricing: _____ **Subtotal:** _____

Qty 9- 20 ft. high x 20 ft. wide leg sewn flat

Unit Pricing: _____ **Subtotal:** _____

Shipping Charges: _____

Grand Total: _____

Lead Time: _____

Notes or Comments from Vendor: _____

Portage Northern High School

Qty 1 - 8 ft. high x 58 ft. wide Border with 50% fullness box pleats

Unit Pricing: _____

Qty 2: 6 ft. high x 58 ft. wide Border with 50% fullness box pleats

Unit Pricing: _____ **Subtotal:** _____

Qty 2: 20 ft. high x 28 ft. wide traveler panel with fullness box pleats

Unit Pricing: _____ **Subtotal:** _____

Qty 2: 2- 11ft 10in high x 29 ft. wide traveler panel with fullness box pleats

Unit Pricing: _____ **Subtotal:** _____

Qty 6: 20ft high x 15 ft. wide leg sewn flat

Unit Pricing: _____ **Subtotal:** _____

Shipping Charges: _____

Grand Total: _____

Lead Time: _____

Notes or Comments from Vendor: _____

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).

Ilp Q dp h= _____

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

Q dp h= _____

W l d h= _____

V l j q d w x u h= _____

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 member of the Portage Public Schools Board of Education or the Superintendent of Schools. 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 member of the Portage Public Schools Board of Education or the Superintendent of Schools. 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