

# REQUEST FOR PROPOSAL

## GENERAL CONDITIONS

The Saginaw Schools is soliciting proposals for the Boiler Replacement Project at Claytor Sisd Saginaw County Head Start. See specification included in this document. This is a prevailing wage project.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your Company must meet the qualifications and satisfy the requirements set forth in this RFP.

Tim Furtaw, II  
Executive Director of Facilities  
Saginaw Public School District  
2102 Weiss Street  
Saginaw, MI 48602

Completed proposals must be received at the address noted above by **October 13, 2023, at 2:00 p.m.** Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL" with a return address. Proposals submitted by facsimile or email will not be accepted. All proposals will be opened immediately after the specified time (**2:00 p.m.**) and will be read aloud. The public is welcome to attend this bid opening. All proposals received after the date and time specified will be returned to the proposer unopened.

Although the cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the professional services of the Boiler Replacement Project solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for products/services and does not constitute an agreement for that product/service. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s). Each proposer, by its submission of its proposal, releases Saginaw Public School District, its Board of Education, employees, and agents from any claims arising out of, or in any way related to, the RFP process and the selection of the provider. An alternative may be offered if deviations from the specifications are minor and provided that deviations are clearly specified. Failure to outline such deviations may be grounds for rejection of the proposal. Saginaw Public School District will retain sole authority for determining what constitutes an acceptable deviation from the specifications/requirements.

The proposer is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to the RFP, or any negotiations incidental to its proposal for the RFP.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Any errors, omissions, or discrepancies in the specifications discovered by a proposing entity must be brought to the attention of Saginaw Public School District immediately. Such errors shall be promptly corrected for proposing entities, and no proposing entity shall be permitted to take advantage of or suffer harm from these errors.

Any decision made by Saginaw Public School District, including the selection of a provider, shall be final. Protests regarding the bid award must be submitted in writing and received by Mr. Tim Furtaw, not more than fourteen (14) days after the bid award notification is issued.

All questions and correspondence should be directed to Craig Veldkamp or Ron Moulton via email to [cveldkamp@macmillanassociates.com](mailto:cveldkamp@macmillanassociates.com) or [rmoulton@macmillanassociates.com](mailto:rmoulton@macmillanassociates.com) by telephone at 989-894-4300. In order to ensure consistency of information provided regarding this RFP, contact with Saginaw Public School District personnel other than Mr. Craig Veldkamp or Ron Moulton is discouraged and may be grounds for elimination from the selection process.

### **WITHDRAWAL OF PROPOSALS:**

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

### **TIME TABLE:**

1. Release of RFP on or about September 28, 2023.
2. A pre-bid walk-through is scheduled for Friday, October 6, 2023, at 3:30 p.m., at the Claytor Sisd Saginaw County Head Start site located at 3200 Perkins, Saginaw, MI 48601.
3. Proposals are due at 2:00 p.m. on October 13, 2023.
4. Sealed Proposals will be opened immediately after 2:00 p.m. on October 13, 2023, in the Board Room at the Saginaw Public School District, 2102 Weiss Street, Saginaw, MI 48602.
5. Commence work upon approval by the Board of Education notification.

### **REQUIREMENTS:**

All proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the proposer or any member of the Board of Education or Superintendent of Saginaw Public School District, a copy of which Familial Disclosure Affidavit is attached to this RFP. Bid proposals that do not include this sworn and notarized Familial Disclosure Affidavit will not be considered or accepted by the Board of Education.

### **SCOPE OF SERVICES**

Claytor Sisd Saginaw County Head Start Boiler Replacement Project includes the base bid work for removal of (2) existing boilers and installation of (2) new high efficiency boilers and new boiler circulating pumps. The existing expansion tanks, air separator and system circulating pumps will remain in use.

An alternate price shall be provided to retube the existing Burnham Boiler. The (2) existing boilers will remain with only the Burnham Boiler to be operational in this alternate pricing. The Owner has sent a letter of intent for (2) new Aerco Boilers and the (2) new boiler circulating pumps to be put on hold for this project. They are currently waiting for the Contractor to be selected and are immediately available. The Contractors shall include all costs to purchase this equipment.

### **METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality of service and delivery of the product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.