



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

**Project Name: Teacher Desks - Project #10650**

**RFP ISSUE DATE: Monday February 12th, 2018**

**PROPOSAL DUE: Tuesday March 6th, 2018 - 3:00PM**

**Number of Copies Required: 2 (Two) paper, 1 (One) PDF on flash drive**

***Facsimile/Email Proposals Will Not Be Accepted***

**DELIVERY ADDRESS & INSTRUCTIONS**

Portage Public Schools  
Purchasing Department  
8107 Mustang Drive  
Portage, MI 49002

Bids will be publicly opened and read at the above address.

*Include on the Envelope the Project Name (above). All Envelopes Must Be Sealed.*

**General questions regarding the submission of this RFP should be directed to:**

Amanda Howard, Purchasing Agent, at (269) 323-5181 or [ahoward@portageps.org](mailto:ahoward@portageps.org).

**\*Addendums (if any) will be posted on our website: [www.portageps.org](http://www.portageps.org) under the Bids & Proposals link.**

**Questions relative to the Technical Specification may be addressed to:**

Daniel J. Vomastek, Director of Information and Technology Systems, at (269) 323-5100 or [dvomastek@portageps.org](mailto:dvomastek@portageps.org).

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 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. **PREPARATION OF PROPOSAL**-The proposal shall be legibly prepared in ink or typed. The proposal shall be legally signed and the complete address of the proposer given thereon. All proposals shall be tightly sealed and plainly marked SEALED PROPOSAL and identified by project name, bid opening date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Department will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile and/or e-mailed bids will not be accepted. The PDF version of the proposal must contain all documents, specification sheets, required forms, etc., contained in the paper copies.
3. **LATE PROPOSALS**-Any proposal received at the office designated hereinafter 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, or circumstances beyond the control of the proposer, after receipt of the proposal and before an award has been made.)
4. **ADDITIONAL CHARGES** - No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order and all costs for shipping and insurance costs.
5. **DISCOUNTS** - List any discounts that may be applicable from programs such as MiDEAL, US Commodities, etc. Note the District will apply for eRate funding where appropriate. Awarded proposers are expected to participate in eRate funding.
6. **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.
7. **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 genuine. When applicable, bids will only be accepted from authorized retailers.

### **1.2. Order Fulfillment**

The district requires the fulfillment of their purchase order within 90 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. It is expected that two purchase orders will be issued for this RFP with issue dates of May 2018 and May 2019.

### **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.

### **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.

### **1.6. Bid Pricing**

Bid responses, pricing, etc. must be valid for 90 days after the bid response due date and time, or the length of the contract if so applicable and specified. 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.

### **1.8. Contract Nullification**

Any and all service contracts must include a nullification clause acceptable to Portage Public Schools should Portage Public Schools determine the included services, in whole or in part, are not fulfilling the needs of the District as outlined hereinafter.

## 2. Description of Products/Services Requested

### 2.1. Teacher Desks

Portage Public Schools is in the process of building two new middle schools, and is seeking proposals for teacher desks for these new spaces. The desks themselves are intended to serve a dual purpose as both a work area for the teacher as well as an instructional podium with attached computing hardware.

Specifically, we seek a desk with the following components:

- Desktop thickness, 1-1/8" min.
- Electrical to include IEC-C13 15A receptacle to AFCI/GFCI Outlet
- 6 Outlet Power Strip plugged into AFCI/GFCI Outlet
- Desktop power in the three gang box is fed from AFCI/GFCI output lugs
- Cable trough (optional), bottom of modesty panel
- To include mounts and wire management (Ex. Legrand Wiremold ECB-SHELF), center of desk preferred
- If motorized, motor lift apparatus must be uncentered (shifted right/left)
- Lift height Control Box (height memory settings are preferred but are optional)

Included with this RFP is a mock drawing that shows the above components as we seek to have them in the desk. Vendors do not have to match the included design exactly - it is included only to clarify our intent. Vendors are encouraged to submit more than one desk if they like, so long as each submission includes all required components of the RFP.

We are seeking seventy-two (72) desks in total, to be delivered in two waves.

### 2.2. File Cabinets

Along with the desks, we are also seeking file cabinets as per the below:

- File cabinet to match color/design of desk
- Modular
- Furniture casters
- Bracket to desk leg, swap left to right (not to lift with desktop)
- Drawer locks

We are seeking seventy-two (72) cabinets in total, to be delivered in two waves.

**Portage may or may not chose to purchase the desks and file cabinets from the same vendor.**

### 2.3. Prototype/Sample

Vendors agree to provide Portage Public Schools with a prototype or sample of quoted desks and file cabinets upon request. Proposing vendors must agree to cover the cost of shipping the desk to Portage, as well as the return shipping costs. It is agreed that Portage Public Schools would have the option to purchase the prototype/sample at the cost quoted in a vendor's proposal.

**BID PROPOSAL FORM**

(Pages 5 – 9)

***NAME OF BIDDER***

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

***PROJECT NAME***

Project Name: Teacher Desks Project Number 10650

***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:*** \_\_\_\_\_

***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:*** \_\_\_\_\_

***One (1) PDF of the Entire Proposal (including all materials in paper copies):*** \_\_\_\_\_

***Pricing Summary:***

**2.1. Teacher Desks**

Unit cost per desk \_\_\_\_\_

Total cost for 72 desks \_\_\_\_\_

Please include technical specifics for all quoted units/configurations.

**2.2. File Cabinets**

Unit cost per cabinet \_\_\_\_\_

Total cost for 72 cabinets \_\_\_\_\_

Please include technical specifics for all quoted units/configurations.

**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 \_\_\_\_\_.**

***PORTAGE AFFILIATION (If it pertains):***

Do you maintain a permanent office, factory, or other facility in Allegan, Barry, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties with employees working in any of these counties? If yes, please provide the address:

Have you paid real or personal property taxes relating to said business in the previous tax year?





### 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

# Technology Enhanced Classroom (TEC) Table

Adjustable Height Table  
Crank or Motor Driven

