



Kristina Lafferty
8107 Mustang Drive
Portage, MI 49002
Phone: (269)323-5181
klafferty@portageps.org

RFP #30346 - CHS Wrestling Mats

DATE ISSUED: Friday, March 17th, 2023
PROPOSAL DUE: Friday, March 31st, 2023 10:00 am

Sealed bid to be mailed or hand-delivered to:
Portage Public Schools
Attention: Kristina Lafferty, Purchasing Department **BID# 30346**
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/mailed responses will not be accepted. Proposals must be received by 10:00 am EST on Friday, March 31st, 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 bid proposal form 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, (including the project number), to the Purchasing Department at the above address.

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.

Questions may be addressed to:
Kristina Lafferty, Purchasing Specialist Portage Public Schools, at klafferty@portageps.org or 269-323-5181

a. PROJECT LOCATIONS:

1. Portage Central High School - 8135 S. Westnedge Ave, Portage, MI 49002

b. 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**, attaching any and all information required by the form, as well as:
 - i. Warranty Information
 - ii. Unit Pricing
3. Send or deliver the bid to:

Portage Public Schools
BID# 30346
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. 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)**
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.

Item Specifications Requested:

Wrestling Mats

- Two (2), 36' x 42' x 1.25" Classic Double-Sided Mats with three sections a piece - (to total a final surface area of 72'x42')
- Top and bottom sides to be identical

Color and Surface Area Description:

- Protection Area Color- Dark Navy
- 10' Circle Color- Dark Navy
- 10' Circle Line- White
- 28' Wrestling Circle Color- Light Gold
- 28' Wrestling Circle Lines: Light Gold
- 8 - 8' Practice Circle Lines: White
- 6' Logo Center - "PC" as provided by Portage Central High School
- Bottom Side of Mat - same as top

***Please submit a mockup of mat(s).**

***Shipping to be included in quoted pricing**

BID PROPOSAL FORM (PAGES 4 - 8)

0.1 NAME OF BIDDER

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

0.2 PROJECT NAME

Project Name: **RFP #30346 - CHS Wrestling Mats**

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. Legal Status of Bidder: YES

4. Familial Relationship Disclosure Statement: YES_____
5. Iran Economics Sanctions Act: YES_____
6. Certify the bid enclosed includes liftgate delivery: YES_____

Pricing Summary

Wrestling Mat Unit Price	\$
Shipping (if not included in unit price)	\$
Total Cost for Two (2) Wrestling Mats:	\$

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).

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