

## INSTRUCTIONS TO BIDDERS

### 0.1 PROJECT LOCATIONS:

- A. Angling Road Elementary, Amberly Elementary, Central Elementary, Haverhill Elementary, Lake Center Elementary, Moorsbridge Elementary, Woodland Elementary, North Middle, Central Middle, Community High, and Central High School Buildings

### 0.2 BID REQUIREMENTS

- A. Bids shall be submitted as one copy in a sealed envelope and one **copy is to be an electronic copy on a flash drive.** (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 and/or email bid copies will not be accepted.**
- B. Bidders shall submit their bids **on the enclosed Bid Proposal Form**, attaching any and all information required by that form:
- a. Warranty Information
  - b. Unit Pricing
- C. Send or deliver the bid to:
- Amanda Howard  
Portage Public Schools  
8107 Mustang Drive  
Portage, Michigan 49002
- D. A bid received after the due date and time will be **not** be accepted.
- E. PPS 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.
- F. PPS 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.
- G. Bidders must submit pricing for all items within any given Bid Category. Incomplete bid categories will not be considered. Proposed equal substitutions will be considered. Proposals must include full specifications, colored finish options, cut sheets and product warranty information. **Samples of substitutions may be requested to be provided by the district after the bid opening date.**
- H. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should he be in doubt as to the meaning, he 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.
1. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
  2. Bidders are required to verify product description to model numbers during bidding. Any discrepancies shall be brought to the attention of Portage Public Schools.
- I. 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.
- J. The Contract shall be awarded when a Bidder has been issued a Purchase Order.

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.

### 0.3 PRICING

- A. Portage Public Schools qualifies for pricing discounts associated with the following programs: Hospital Purchasing Services, GSA pricing, US Communities, EI and HPS cooperative programs. All proposers shall include and identify in their responses any/all pricing discounts relating to these programs or any others available to the District.
- B. Totaled bid category prices are to be entered on the Bid Proposal Form. **All pricing is to include freight, delivery, and installation.** In all cases Bidder must observe the established Bid Proposal Form for bidding.
- C. "Lump Sum" on the Bid Proposal form means the total of all the unit prices within the Category. "Unit Price" means the price of one item delivered, freighted, and installed.
- D. **Pricing shall include the vendor receiving the items and installation at job site(s). Drop shipping is unacceptable. Installation must be scheduled in advance.**

### 0.4 ORDER DELETIONS

- A. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities without any effect on the unit prices submitted.

### 0.5 TAXES

- A. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

## Scope of Project

Desired delivery would be for Late summer or fall 2021. We anticipate awarding to the successful bidder(s) by July, 2021.

**The brands/style numbers listed are for reference purposes. Vendors are welcome to be another brand/style as long as the specifications are equivalent or better.**

**Colors:** Label colors with which Bid Category and item that it applies to. We are only interested in standard colors. **Be sure to indicate if there is an additional charge if all items in a particular category are not ordered in the same colors.**

**Specification Brochure:** Detailed manufacturer specification **information must be included** in your bid response for all items, including product construction material, manufacturer's maximum weight support for the product frame, photos, manufacturer warranties, etc.

**Note:** Successful vendors to take note of Contractor Code of Conduct pages for their delivery/installation staff and for debris removal.

**BID PROPOSAL FORMS (PAGES 3-12)**

0.6 NAME OF BIDDER

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

0.7 PROJECT NAME

Project Name: **Furniture Proposal #10689 – District Classroom Furniture**

0.8 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 sixty (60) days from 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, installation service in strict accordance with this proposal, bid documents and all pertinent portion of specifications.

0.9 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. Familial Relationship Disclosure Statement: YES
- 4. Iran Economics Sanctions Act : YES

**5. Certify that the bid enclosed includes installation and white glove delivery:**

**YES**

0.10 BID CATEGORIES

- A. Bids for the following bid categories are included:

\_\_\_\_\_

**LEGAL STATUS OF BIDDER 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).

B. A Corporation organized and existing under the laws of the State of \_\_\_\_\_

C. 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:

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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 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

**Bid Category A:**

Student Chairs – **Equivalent or Better Than:** Academia Inspiration #684, #686, #688 or equivalent. Shell style with cantilever legs, chrome frame, 18” size.

Quantity – 10 each / Delivery Location – Woodland Elementary 18” chairs

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

18” Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category A1:**

Student Chairs – **Equivalent or Better Than:** V/S America Panto Swing - LuPo Chair (Model No. 31400), Height-Blue Dot, Frame- Arctic, Seat Shell Color- Dark Blue, Glides- 2-component.

Quantity – 32 each / Delivery Location – Central High School

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category B:**

Student Desks – **Equivalent or Better Than:** Alumni Honor Roll DTL-2026, or equivalent. T-Leg, lift lid desk, hard plastic desktop, black frame, chrome legs/base, adjustable legs 22”-30”.

Quantity – 32 each / Delivery Location – Amberly Elementary

Quantity – 30 each / Delivery Location – Central Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category B1:**

Student Desks – **Equivalent or Better Than:** V/S Uno-M Student Desk (19 3/4"D x 27 5/8"W) Model No. 2408 30" Height, Blue Dot, Top- Beech Frame- Arctic, Glides- 2 Component, Metal Grid Bookshelf

Quantity – 32 each / Delivery Location – Central High School

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category B2:**

Student Desks – **Equivalent or Better Than:** Alumni Integrity Combo Desk with under seat Book Rack, HPL Top, and Top Size 18”x 24”

Quantity – 25 each / Delivery Location – Community High School (PCEC)

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category C:**

Standing Desks -**Equivalent or Better Than:**

Stand2Learn K-5 Standing Desks, 26-36" Adjustable Height, Desktop Size 20" x 26"

Quantity – 10 each / Delivery Location – Angling Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category D:**

Flexible Seating – **Equivalent or Better Than:** Hokki Stools

Quantity – 15 each / Delivery Location – Angling Road Elementary 15” stools, Red

Quantity – 15 each / Delivery Location – Angling Road Elementary 18” stools, Dark Blue

Quantity – 10 each / Delivery Location – Lake Center Elementary 15” stools, Green/Dark Blue

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

15” Unit Cost: \_\_\_\_\_ 18” Unit Cost: \_\_\_\_\_

Delivery Time: \_\_\_\_\_

**Bid Category D1:**

Flexible Seating – **Equivalent or Better Than:** Zuma Rockers

Quantity – 10 each / Delivery Location – Haverhill Elementary 15” stools, Blue

Quantity – 15 each / Delivery Location – Haverhill Elementary 18” stools, Blue

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_



**Bid Category D2:**

Flexible Seating – **Equivalent or Better Than:** Scholar Crafts’ 3800 Series Ovation Swivel Lab Stools, Self-Leveling Nylon Glides, Navy Blue, 24”

Quantity – 24 each / Delivery Location – Community High School

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category D3:**

Seating – **Equivalent or Better Than:** Stand2Learn Stool, Adjustable 19"-33"H

Quantity – 10 each / Delivery Location – Angling Road Elementary, Red

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category E:**

Activity Tables – **Equivalent or Better Than:** T-Mold Activity Table, Kidney, Adjustable Height 48 x 72 inches, Maple Top, Chrome Legs

Quantity – 1 each / Delivery Location – Haverhill Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category E1:**

Activity Tables – **Equivalent or Better Than:** Artcobell Discover Shape Table, Square 48” x 48”, Adjustable Legs with Casters, Dry-Erase Top with Banded Flat Edge

Quantity – 6 each / Delivery Location – Woodland Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category F:**

Bookshelves – **Equivalent or Better Than:** HON Brigade 3-Shelf Steel Bookcase with two adjustable shelves, Light Grey

Quantity – 10 each / Delivery Location – North Middle School

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category G:**

Cafeteria Table – **Equivalent or Better Than:** Convertible 2800 Bench (3-in-1 convertible) Table, 8 foot, 27" Table Height, Blue Silk Graphix (color)

Quantity – 6 each / Delivery Location – Amberly Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category G1:**

Cafeteria Table – **Equivalent or Better Than:** SICO TC-65 Prepster Table with 16 attached Stools, 12'L x 30" D, Table Height 25.56", Black Stools, Chrome Frame, Table top: Grey Glace Laminate with Black edge band

Quantity – 6 each / Delivery Location – Moorsbridge Elementary

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**Bid Category G2:**

Cafeteria Table – **Equivalent or Better Than:** Amtab Mobile Bench Table, Rectangle, 30" w X 12'1"L – 4 benches, Table/bench height 29-17, and laminate: Wilsonart: Pewter Brush, Frame: Standard Black metal

Quantity – 3 each / Delivery Location – Central Middle

Brand: \_\_\_\_\_ Model/Style: \_\_\_\_\_

Unit Cost: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

**BID FORM**

**BID PROPOSAL FORM (TOTALS) -**

**BID CATEGORY A: STUDENT CHAIRS**

TOTAL LUMP SUM BID FOR BID CATEGORY A \$ \_\_\_\_\_

**BID CATEGORY A1: HS STUDENT CHAIRS**

TOTAL LUMP SUM BID FOR BID CATEGORY A1 \$ \_\_\_\_\_

**BID CATEGORY B: STUDENT DESKS**

TOTAL LUMP SUM BID FOR BID CATEGORY B \$ \_\_\_\_\_

**BID CATEGORY B1: STUDENT DESKS**

TOTAL LUMP SUM BID FOR BID CATEGORY B1 \$ \_\_\_\_\_

**BID CATEGORY B2: STUDENT DESKS**

TOTAL LUMP SUM BID FOR BID CATEGORY B1 \$ \_\_\_\_\_

**BID CATEGORY C: STANDING DESKS**

TOTAL LUMP SUM BID FOR BID CATEGORY C \$ \_\_\_\_\_

**BID CATEGORY D: HOKKI STOOLS OR SIMILAR**

TOTAL LUMP SUM BID FOR BID CATEGORY D \$ \_\_\_\_\_

**BID CATEGORY D1: ZUMA ROCKERS OR SIMILAR**

TOTAL LUMP SUM BID FOR BID CATEGORY D1 \$ \_\_\_\_\_

**BID CATEGORY D2: SWIVEL LAB STOOLS**

TOTAL LUMP SUM BID FOR BID CATEGORY D2 \$ \_\_\_\_\_

**BID CATEGORY D3: CHAIRS/STOOLS FOR STANDING DESKS**

TOTAL LUMP SUM BID FOR BID CATEGORY D2 \$ \_\_\_\_\_

**BID CATEGORY D7: ACTIVE LEARNING STOOLS**

TOTAL LUMP SUM BID FOR BID CATEGORY D7 \$ \_\_\_\_\_

**BID CATEGORY E: KIDNEY TABLES**

TOTAL LUMP SUM BID FOR BID CATEGORY E \$ \_\_\_\_\_

**BID CATEGORY E1: SQUARE DRYERASE TOP TABLES**

TOTAL LUMP SUM BID FOR BID CATEGORY E \$ \_\_\_\_\_

**BID CATEGORY F: BOOKSHELVES**

TOTAL LUMP SUM BID FOR BID CATEGORY F \$ \_\_\_\_\_

**BID CATEGORY G: CONVERTIBLE BENCH/CAFETERIA TABLE**

TOTAL LUMP SUM BID FOR BID CATEGORY G \$ \_\_\_\_\_

**BID CATEGORY G1: CAFETERIA TABLES W/ 16 STOOLS (ATTACHED)**

TOTAL LUMP SUM BID FOR BID CATEGORY H \$ \_\_\_\_\_

**BID CATEGORY G2: CAFETERIA TABLES**

TOTAL LUMP SUM BID FOR BID CATEGORY I \$ \_\_\_\_\_

## CONTRACTOR CODE OF CONDUCT

1. The purpose of the Portage Public Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Portage Public Schools for persons both contemplating performing work and performing work for Portage Public Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by the any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract.

In general it is expected that everyone entering a Portage Public Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

1. Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.
2. All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.
3. Each person working in a school building or on school property shall comply with the following:
  - a. No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.
  - b. No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.
  - c. No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).
  - d. A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.
  - e. There shall be no use of profanity or obscene language or gestures.
  - f. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

4. The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:
  - a. All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.
  - b. All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.
  - c. **All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.**
  - d. All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.
  - e. Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.
  - f. Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.
  - g. Contractors are to provide their own site safety plan for areas that they are working in.
5. The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Portage Public Schools will be grounds for immediate removal from the building and the project.**