

## INSTRUCTIONS TO BIDDERS

### 0.1 PROJECT LOCATIONS:

- A. Northern High School, and Central and North Middle 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 or CD.** (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:
1. Warranty Information
  2. 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.**

### 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 September, 2018. We anticipate awarding to the successful bidder(s) by August, 2018.

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 FORM (PAGES 3-10)**

0.6 NAME OF BIDDER

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

0.7 PROJECT NAME

Project Name: **Furniture Proposal #10664 – District Music Room 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:
  - 1. Unit Pricing: YES
  - 2. **Warranty** & Product Specification Information: YES
  - 3. Familial Relationship Disclosure Statement: YES
  - 4. Iran Economics Sanctions Act : YES

0.10 BID CATEGORIES

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

0.11 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).

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:

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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



**Bid Category A:**

Music chairs – Student Posture Chairs

Quantity – 120 each / Delivery Location – Central Middle, 16” chairs

Quantity – 40 each / Delivery Location – North Middle, 16” chairs

Quantity – 20 each / Delivery Location – Northern High, 20” chairs

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

16” Unit Cost: \_\_\_\_\_ 20” Unit Cost: \_\_\_\_\_

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

**Bid Category B:**

Chair Carts – Needs to hold at last 12 chairs

Quantity – 6 each / Delivery Location – Central Middle

Quantity – 60 each / Delivery Location – Woodland Elementary

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

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

**Bid Category B1:**

Chair Racks – Needs to hold at least 18 chairs

Quantity – 1 each / Delivery Location – North Middle

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

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

**Bid Category C:**

Music Stands – Equivalent or Better than:

Manhasset Model #48 Music Stands OR

Classic 50 Music Stands

Quantity – 40 each / Delivery Location – North Middle

Quantity – 40 each / Delivery Location – Northern High

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

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

**Bid Category D:**

Music Stand Carts – Large – Must hold at least 20 music stands

Quantity – 1 each / Delivery Location – North Middle

Quantity – 6 each / Delivery Location – Northern High

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

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

**BID FORM**

BID PROPOSAL FORM -

BID CATEGORY A: **MUSIC CHAIRS**

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

BID CATEGORY B: **CHAIR CARTS**

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

BID CATEGORY B1: **CHAIR RACKS**

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

BID CATEGORY C: **MUSIC STANDS**

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

BID CATEGORY D: **MUSIC STAND CARTS**

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

## 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.**