

INSTRUCTIONS TO BIDDERS

0.1 PROJECT LOCATION:

- A. Portage Central Middle School, 8305 S. Westnedge, Portage, MI 49002.

0.2 BID REQUIREMENTS

- A. Bidders shall submit two copies of their bid **on the enclosed Bid Proposal Form**
- B. Bid responses are due no later than: Monday, January 8, 2018 at 11:00 am. There will be a non-mandatory walk thru meeting on Thursday, January 4, 2018 at 9:00am at Portage Central Middle School, 8305 S. Westnedge, Portage, MI 49002.
- 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. The Contract shall be awarded when a Bidder has been issued a Purchase Order.

0.3 PRICING

- A. Portage Public Schools qualifies for pricing discounts associated with the following programs: Hospital Purchasing Services, GSA pricing, US Communities programs, MiDeal, E&I. 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. Pricing shall include the vendor receiving the items and installation at job site(s). Drop shipping is unacceptable.**

0.4 TAXES

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

Scope of Project

Coordinate work to start after 11:00 am on January 25, 2018 and to be completed on that day. This is a half day of school for the district, no students will be present in the work areas. Furniture installation is scheduled for delivery that day and installation to be the following day (January 26, 2018).

Installation shall be in the following rooms: 62, 67, 70, 75. Refer to attached sketches.

The final color of carpet product will be approved by Owner (Portage Public Schools) after award. *Any color or pattern of carpet tiles will be acceptable as long as the vendor can guarantee that the installation can be completed in full by the required date/time specified in this RFP.

Contractor is responsible to provide all labor, materials, tools, equipment and supervision to install 24" x 24" closed loop glue down carpet tiles. Carpet tiles must conform to State of Michigan School safety codes.

Contractor shall provide and install transition strips between adjacent surfaces during the installation. Design, material and application of such transition strips must be to the satisfaction of the Owner or their Representative.

Cleanup and off-site removal of job material and any waste produced by the installation work is the responsibility of the contractor.

BID PROPOSAL FORM (PAGES 3-9)

0.5 NAME OF BIDDER

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

0.6 PROJECT NAME

Project Name: **Central Middle School Carpet Tiles RFP # 20427**

0.7 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.

0.8 ATTACHMENTS TO BID PROPOSAL FORM

- A. The undersigned acknowledges the following are included with the Bid Proposal Form:
 - 1. Unit Pricing: YES
 - 2. Product Specification Information: YES
 - 3. Familial Relationship Disclosure Statement: YES
 - 4. Iran Economics Sactions Act : YES

BID FORM

BID PROPOSAL FORM -

Carpet tiles and installation for all four classrooms specified

TOTAL: \$ _____

Vendor can guarantee installation on January 25, 2018 after 11:00am and to be completed on January 25, 2018.

Circle Yes or No Signature of vendor representative _____

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:

5. 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.
6. 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.
7. 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.

8. 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.
9. 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.**

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

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 member of the Portage Public Schools Board of Education or the Superintendent of Schools.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), 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 member of the Portage Public Schools Board of Education or the Superintendent of Schools. 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

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).

Vendor/contractor will notify the Portage Public Schools Business Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.

Firm Name: _____
Address: _____
Phone &
E-mail: _____

Name, title and signature of individual duly authorized to execute contracts:

Name: _____
Title: _____
Signature: _____



TMP ASSOCIATES INC.
 430 W CENTER AVE
 PORTAGE - MICHIGAN - 49824
 PH - 616.227.1077 FAX - 616.227.8990
 EA - WWW.AB-ARCHITECTS.COM

PROJECT TITLE
Central Middle School Interior Remodeling

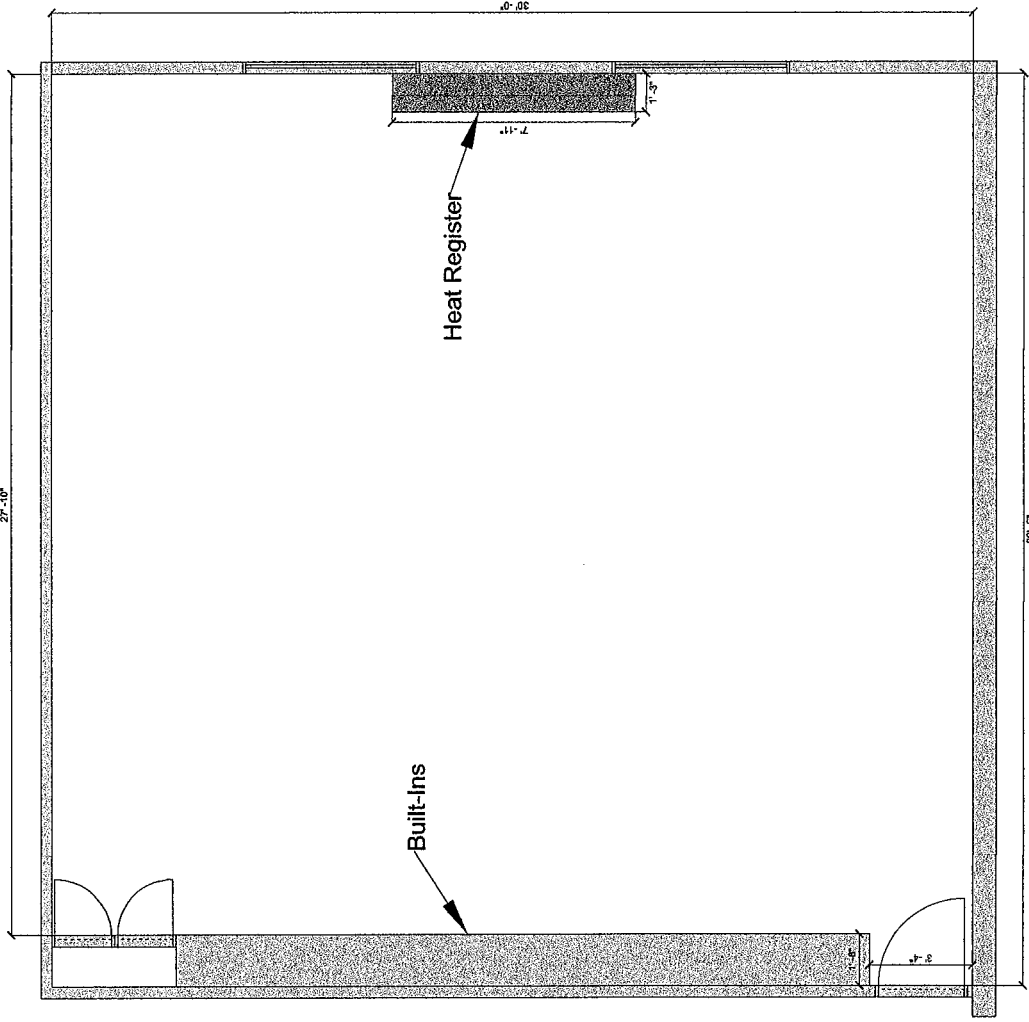
Portage Public Schools
 SHEET TITLE
Composite Floor Key Plan

 **COMPOSITE FLOOR KEY PLAN**
 SCALE: 1" = 20'-0"

05-29-04 BJS
 DATE ISSUED FOR:
 DRAWN SW
 CHECKED SW
 APPROVED MWR
 PROJECT NO.

03123

SHEET NO.
AC.1



1/4

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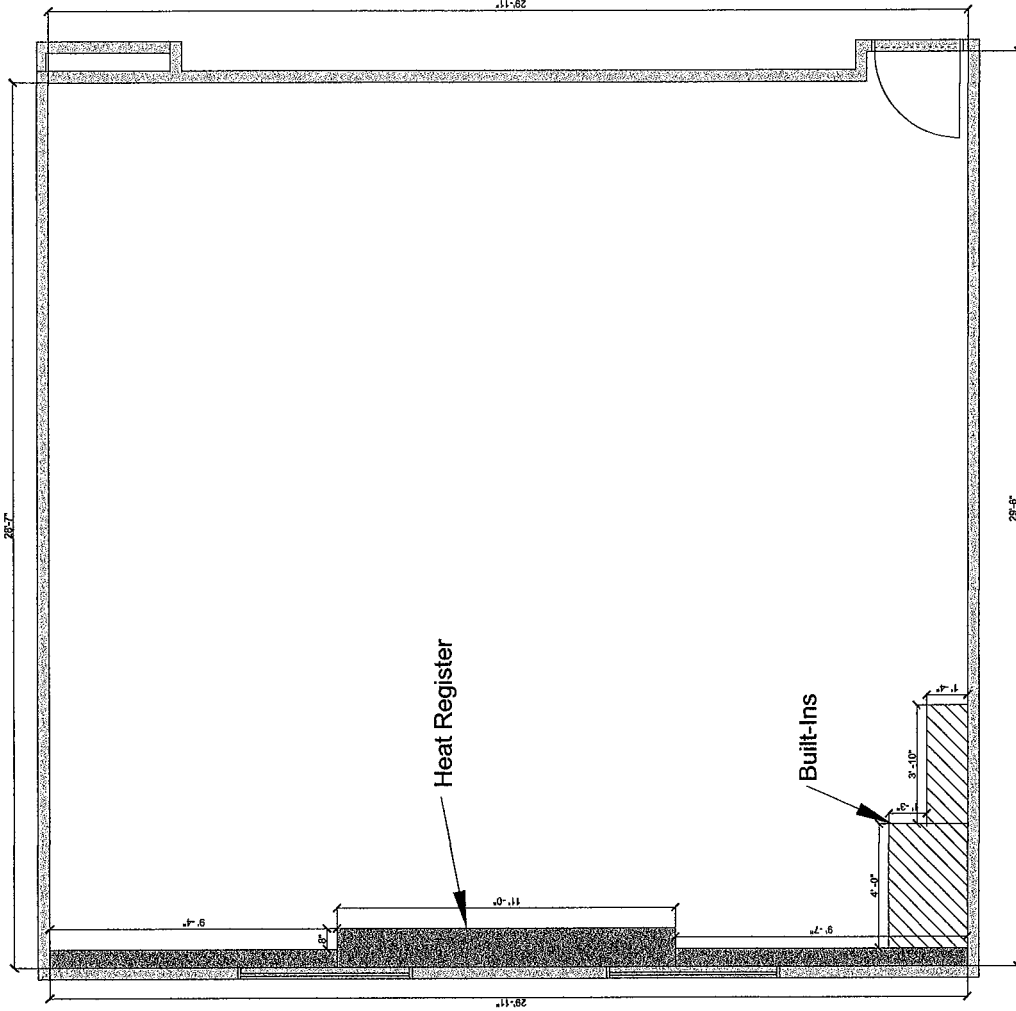
KEY PLAN:

Portage Public School Pilot Program- Portage Central Middle School

ELA Classroom 62
 SCALE: 1/4" = 1'-0"
 DESIGNER: TAYLOR ST. LOUIS
 11/17/2017

217 GRANDVILLE AVENUE • GRAND RAPIDS, MICHIGAN • 49503 161 E. MICHIGAN AVENUE • KALAMAZOO, MICHIGAN • 49007





Portage Public School Pilot Program- Portage Central Middle School

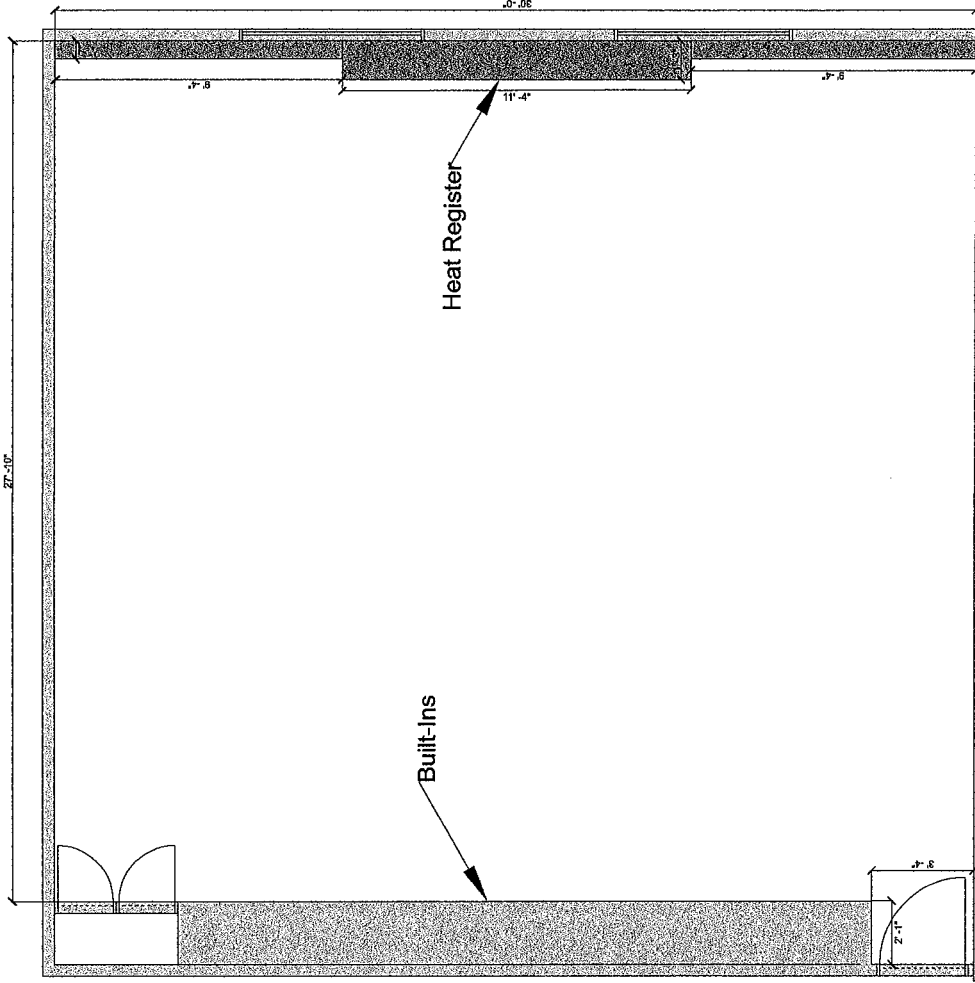
Social Studies Classroom 67
 11/17/2017

SCALE: 1/4" = 1'-0"
 DESIGNER: TAYLOR ST. LOUIS

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KEY PLAN:





Portage Public School Pilot Program- Portage Central Middle School

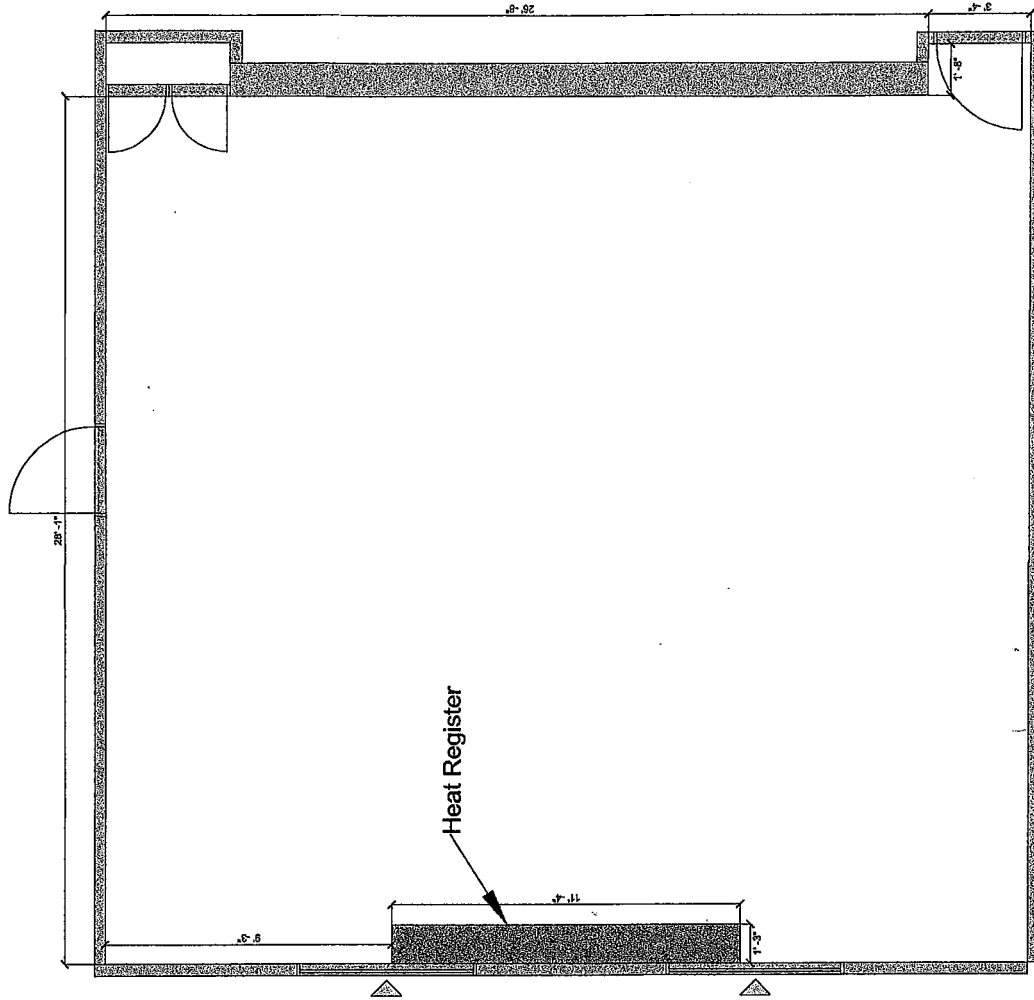
Mathematics Classroom 70
11/17/2017

SCALE: 1/4" = 1'-0"
DESIGNER: TAYLOR ST. LOUIS

KEY PLAN:

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Portage Public School Pilot Program- Portage Central Middle School

Spanish Classroom 75
11/17/2017

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KEY PLAN:

