

**RFP #10683 – Band and Choral Masks**

DATE ISSUED: October 21, 2020

**Sealed Bid responses to be mailed or hand delivered to:**

Portage Public Schools  
Attention: Amanda Howard, Purchasing Dept.  
8107 Mustang Drive, Portage, MI 49002

**You must submit two (2) paper copies and 1 pdf copy (on thumb drive or other media) of your response.**

**Bid Responses Due by 10:30 AM, October 29, 2020.**

**Late bids will not be accepted. Emailed/Facsimile responses will NOT be accepted due to the sample requirements.**

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 (which includes the project name and number) to the Purchasing Department at the above address.** PROPOSALS MUST BE RECEIVED BY TIME OF THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.

Bid responses must include all manufacturer specification sheets for all items being bid as well as any/all comps and or incentives (along with the dollar value of comps/incentives).

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 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.

**Questions relative to the specifications may be addressed to:**

**Josh Bartz at [jbartz@portageps.org](mailto:jbartz@portageps.org)**

**ITEM SPECIFICATIONS REQUESTED:**

**PURPOSE AND BACKGROUND:**

The purpose and intent of this request for bid is to secure choral masks, instrument masks, and instrument bell covers for middle school and high school students in the Portage Public School System (PPS).

**SCOPE OF WORK:**

1. Vendors may provide a quote for any or all items listed below.
2. Vendors must provide pricing utilizing the template included below. However, additional pricing sheets may be included.
3. Vendors should indicate any price breaks offered at various order quantities.
- 4. Bell covers must meet a specification of 80 denier fabric or above.**
- 5. Vendors must submit one sample of each item proposed (any size or color is acceptable),**
- along with specifications of the items. Samples will not be returned to the vendor.**
- Quotes submitted without the proper documentation or samples, will not be considered.**
6. Proposals should include available size and color options.
7. Pricing to be held firm through June 30, 2021. Additional purchases to be made as needed throughout the school year.
8. Quantities shown are rough estimates only. Final quantities subject to change prior to issuance of the purchase order.
9. Delivery is requested in late October to early November, if possible. Vendors should not in their proposals the estimated delivery window or lead time upon receipt of the purchase order, including any expedited shipping options and additional costs. The cost of shipping must be included.

**NAME OF BIDDER**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone & Fax: \_\_\_\_\_

Contact Name and E-mail: \_\_\_\_\_

**PROJECT NAME**

**Project Name: PNHS Auditorium Wireless Microphone System - Project #10660**

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

Alternatives Bid: YES NO

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: \_\_\_\_\_

**CHORAL ITEMS:**

Item	NMS	NHS	CMS	CHS	WMS	TOTAL	Unit Cost	Total Cost	Item Specifications/Notes	Lead Time
Vocal Performance Masks	122	92	130	53	110	507				
SHIPPING CHARGES IF ANY										
								TOTAL		

**BAND ITEMS:**

Item Name	Instruments Appropriate For:	NMS	NHS	CMS	CHS	WMS	Total Needed	Unit Cost	Total Cost	Item Specifications/Notes	Lead Time
Muscians Facemasks		95	125	220	167	252	859				
Woodwind-Reeds - Face Masks		47	41	95	55	89	327				
Flute Facemasks		32	16	55	29	46	178				
3" Bell Covers	Bassoon	0	3	3	4	2	12				
5" Bell Covers	Trumpet	37	39	63	34	55	228				
8" Bell Covers	Trombone	18	25	33	28	43	147				
10" Bell Covers	Mellophone, Euphonium, Bass Trombone	7	7	13	15	13	55				
17" Concert Tuba	Concert Tuba	3	8	6	9	9	35				
French Horn Sleeve/Cover		12	8	10	12	11	53				
Clarinet & Oboe Bag		42	15	65	29	55	206				
Alto/Tenor Bag		10	24	25	22	22	103				
Bass Clarinet Bag		2	6	6	6	6	26				
Bari Sax Bag		0	3	3	2	2	10				
Flute Bag		32	15	55	28	46	176				
Bassoon Bag		0	4	3	4	2	13				
SHIPPING CHARGES IF ANY											
								TOTAL			

GRAND TOTAL:

**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**  
\_\_\_\_\_

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