



Portage Public Schools, Portage, Michigan is soliciting sealed proposals for:

Project Name: CHS & NHS Auditorium Rigging Repairs – RFP #10656

RFP ISSUE DATE: Tuesday, February, 27, 2018

PROPOSAL DUE: Tuesday, March 13, 2018 - 1:30 PM

Number of Copies Required: 2 (Two) paper, 1 (One) PDF on flash drive

Facsimile/Email Proposals Will Not Be Accepted

DELIVERY ADDRESS & INSTRUCTIONS

Portage Public Schools
Purchasing Department
8107 Mustang Drive
Portage, MI 49002

Bids will be publicly opened and read at the above address.

Include on the Envelope the Project Name (above). All Envelopes Must Be Sealed.

General questions regarding the submission of this RFP should be directed to:

Amanda Howard, Purchasing Agent, at (269) 323-5181 or ahoward@portageps.org.

****Addendums (if any), bid tabulations, and award notices will be posted on our website: www.portageps.org under the District tab, then under Bids & Proposals.***

Questions relative to the Technical Specification may be addressed to:

Al Shearer, Maintenance Supervisor, at (269) 323-5063 or ashearer@portageps.org

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 to the Purchasing Department at the above address. **PROPOSALS MUST BE RECEIVED BY TIME OF THE DUE DATE - LATE PROPOSALS WILL NOT BE CONSIDERED.**

Instructions to Proposers:

1. **EXAMINATION OF PROPOSAL DOCUMENT**-Before submitting a proposal, proposers shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The proposer shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.
2. **PREPARATION OF PROPOSAL**-The proposal shall be legibly prepared in ink or typed. The proposal shall be legally signed and the complete address of the proposer given thereon. All proposals shall be tightly sealed and plainly marked SEALED PROPOSAL and identified by project name, bid opening date and time. Proposals opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Department will maintain and guarantee confidentiality of the contents until the specified opening date and time. Facsimile and/or e-mailed bids will not be accepted. The PDF version of the proposal must contain all documents, specification sheets, required forms, etc., contained in the paper copies.
3. **LATE PROPOSALS**-Any proposal received at the office designated hereinafter the exact time specified for receipt, will not be considered. (Note: The District reserves the right to consider bids that have been determined by the District to be received late due to mishandling by the District, or circumstances beyond the control of the proposer, after receipt of the proposal and before an award has been made.)
4. **ADDITIONAL CHARGES** - No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order and all costs for shipping and insurance costs.
5. **DISCOUNTS** - List any discounts that may be applicable from programs such as MiDEAL, US Commodities, etc. Note the District will apply for eRate funding where appropriate. Awarded proposers are expected to participate in eRate funding.
6. **FEDERAL OR STATE SALES, EXCISE, OR USE TAXES** - Portage Public School is tax exempt. Do not include Federal, State, or Local taxes in your bid price except as related to enhancements to real property.
7. **ACCEPTANCE OF PROPOSALS** - Portage Public Schools 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.

1. RFP Requirements

1.1. Order Fulfillment

It is expected that a single purchase order for this purchase will be issued after the bid is approved by the Board of Education. This can take up to 60 days to complete.

1.2. Freight

The base bid must include all freight charges for delivery of equipment to Portage Public Schools. Delivery will be to a single location.

1.3. Labor/Installation

Labor and installation costs are to be included or listed separately on your bid response. Estimated time to complete the job needs to be listed as well as your approximate start time based on your current schedule openings.

1.4. Schedule and Safety

Schedule and coordination of site logistics and safety items will be conducted through the Maintenance Supervisor of Portage Public Schools. Proper PPE must be worn including but not limited to high visibility shirts (with at least 8" of sleeve) or vests, hardhats, safety glasses and boots. These are the responsibility of the bidding company or its employees.

1.5. RFP Response

All responses must have pricing information submitted on the included forms. Full product literature must be included with your response. Estimated delivery time must be included in your response.

1.6. Bid Pricing

Bid responses, pricing, etc. must be valid for 60 days after the bid response due date and time, or the length of the contract if so applicable and specified.

GENERAL CONDITIONS

Portage Public Schools reserves the right to accept or reject any or all bids or partial bids, to accept a bid that is not low bid, etc. based on what is determined to be in the best interest of the Portage Public School district.

A representative from the vendor will accept any/all items being delivered. This representative will inform the Owner of missing or damaged items. All paperwork noting condition of items will come to the Portage Public Schools Purchasing office.

PPS shall conduct a final inspection of the project upon completion to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

CONTRACTOR RESPONSIBILITIES

The Contractor is defined as:

The bidder(s) awarded the contract(s) to provide, deliver, and install/assemble the project per specifications.

DELIVERY AND INSTALLATION SCHEDULES

Contractor shall guarantee delivery between 8:00 a.m. and 3:00 p.m. Monday, through Friday.

It is the Contractor's responsibility to receive items delivered from the Manufacturer and to deliver those furnishings to the job site(s) at the time of installation. Drop shipping is unacceptable and if it occurs will result in a deduction in the Contractor's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.

PAYMENT TERMS

Upon final approval from the Owner, based on substantial completion of the punch list items, final and complete payment will be made.

Send all invoices directly to: Mary Caswell
Portage Public Schools
8107 Mustang Drive
Portage, MI 49002.

NO ADVERTISING CLAUSE

No written publication or photographs will be allowed without written approval of Portage Public Schools.

CONTRACTOR CODE OF CONDUCT

1. CONTRACTOR CODE OF CONDUCT

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:

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.

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.

Prior to the beginning of a job, the contractor shall furnish the project supervisor with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.

The contractor shall provide the project supervisor with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.

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).

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.

There shall be no use of profanity or obscene language or gestures.

Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the project supervisor.

All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

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.

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.

Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite any/all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

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.**

****END OF SECTION****

SCOPE OF PROJECT WORK:

Provide labor and materials to repair auditorium rigging per the below specifications.

PORTAGE NORTHERN HIGH SCHOOL

- Replace 84 under sized trim chains for the Motorized Winch System with new 36"x1/4" Grade 30 proof coil chain, 1/4" cable thimbles, and 1/4" screw pin anchor shackles
- Add cable thimbles to power feed lifting lines for the electric battens.
- Re-install the terminating cable clips for the F.O.H. speaker system that are installed backwards.
- Replace the turnbuckles and open S-hooks hanging the projection Screen with Forged Turn Buckles, Safety Wires and 1/4" screw pin anchor shackles (1000 lb. W.L.L.)

PORTAGE CENTRAL HIGH SCHOOL

- Replace 13 Rope Locks for the Counterweight Rigging System. (Looking for JR Clancy Inc. Model # 533-RA or substantial equivalent.)
- Install safety wires on turnbuckles for fire safety curtain clew.
- Replace "quick links" for lifting trim chains at pipe battens with 1/4" screw pin anchor shackles (1000 lb. W.L.L.)
- Rebuild six (6) double purchase power feed cable cradles for the electric line sets that are being damaged by lifting cables with larger nyla-tron sheaves.

BID PROPOSAL FORM

NAME OF BIDDER

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

PROJECT NAME

Project Name: RFP #10656 – CHS & NHS Auditorium Rigging Repairs

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)

Detailed Product Specification Information (where applicable): _____

Warranty Specification Information (where applicable): _____

Two (2) paper copies: _____

One (1) PDF of the Entire Proposal (including all materials in paper copies): _____

Total Cost of Rigging Repairs for CHS (including Labor) _____

*Please be sure to note if your price does NOT include all labor costs.

Estimated time to complete the job _____

Estimated start time for scheduling purposes _____

Total Cost of Rigging Repairs for NHS (including Labor) _____

*Please be sure to note if your price does NOT include all labor costs.

Estimated time to complete the job _____

Estimated start time for scheduling purposes _____

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 _____.

PORTAGE AFFILIATION (If it pertains):

Do you maintain a permanent office, factory, or other facility in Allegan, Barry, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties with employees working in any of these counties? If yes, please provide the address:

Have you paid real or personal property taxes relating to said business in the previous tax year?

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 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 _____, Michigan.

My Commission expires _____.

Signature of Notary