

INSTRUCTIONS TO BIDDERS

0.1 PROJECT LOCATION:

- A. Portage West Middle School, 7145 Moorsbridge Rd, Portage MI 40924

0.2 BID REQUIREMENTS

- A. Bids shall be submitted as one digital file to the purchasing email address provided below. Due to COVID19 Closures we cannot accept paper bids at this time. **Final Bid Responses are due no later than: Friday, May 29, 2020 at 1:00 pm**
- B. Bidders shall submit their bids **on the enclosed Bid Proposal Form**, attaching any and all information required by that form:
- Finish Options
 - Warranty Information
 - Unit Pricing [Verify deposit requirements and enter here, if necessary.]
- C. Send or deliver the bid to:
ahoward@portageps.org
- 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 90 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. 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.
- It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
 - 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.**
- E. Delivery and installation must be prearranged with the purchasing manager no less than 48 hours in advance.
- F. Due to construction, there may not be access to the building on certain dates and times.

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 July/August, 2020. We anticipate awarding to the successful bidder(s) by June, 2020.

The brands/style numbers listed are for reference purposes. Vendors are welcome to bid 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 3-11)

0.6 NAME OF BIDDER

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

0.7 PROJECT NAME

Project Name: **#20453 –WMS Teacher Desks & Ancillary Furniture Items**

0.8 AGREEMENTS

- A. The undersigned understands that Portage Public Schools (PPS) reserves the right to reject in full or in part any and all bids and to waive informalities in bidding.
- B. PPS also reserves the right to withhold bids for a period of sixty (90) 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 acknowledge by **initialing each**):
 - 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:

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:

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: Teacher Desks

Teacher Desks –

Equivalent or Better Than:

34000 Series Desk w Right Pedestal & Center locking Drawer

Minimum criteria- standard height desk with two filing pedestals with a combination of filing and personal storage drawers, must be lockable. Work surface must be bleach cleanable

Quantity – 27 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

Bid Category B: Storage Furniture

B1:

Fire Safe – Lateral Locking 4-Drawer:

Equivalent or Better Than:

Fire King Lateral 4-drawer Fire Files

Quantity – 4 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

B2:

Fire Safe – Vertical Locking 4-Drawer

Equivalent or Better Than:

Fire King Bertical 4-drawer Fire Files

Quantity – 4 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

B3:

Classroom Bookcase – 3-Shelf

Equivalent or Better Than:

Allsteel Three Shelf Bookcases

Minimum Criteria – Must be three shelves with two adjustable shelves. Must be a metal frame bookshelf unit.

Quantity – 19 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

Bid Category C: Media Center Lounge Pieces/Ottomans

C1: 28” Round with Power

Equivalent or Better Than: Mien Chameleon Lounge Round Stoll with Top and Power 28"

Minimum Criteria: Must be 28” in diameter with a bleach cleanable surface, Power outlet to be included

Quantity – 3 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

C1: 42” Round with Casters

Equivalent or Better Than: Flex 42" Round Ottoman with Casters

Minimum Criteria: Must be 42” in diameter with a bleach cleanable surface, Casters to be included, Prefer casters are lockable

Quantity – 3 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

C1: 18" Round

Equivalent or Better Than: Mien Flex Small Round Stools, 18"

Minimum Criteria: Must be 18" in diameter with a bleach cleanable surface

Quantity – 7 each

Brand: _____

Model/Style: _____

Unit Cost: _____ Lump Sum: _____

Delivery Time Frame: _____

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.**