



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

Project Name: Exterior Signage Upgrades for CHS/NHS - Project Number 10684

RFP ISSUE DATE: Wednesday October 28th, 2020

PROPOSAL DUE: Monday, November 16th, 2020, 10AM EST

Number of Copies Required: 1 (One) PDF on flash drive

Facsimile Proposals Will Not Be Accepted

Due to COVID-19, Email Proposals Will 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 information will be posted on our website: www.portageps.org under the Bids & Proposals link.***

Questions relative to the Technical Specification may be addressed to:

Daniel J. Vomastek, Director of Information and Technology Systems, at (269) 323-5100 or dvomastek@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. Product/Vendor

All equipment provided shall be new and of the latest model version available. All equipment must be genuine. When applicable, bids will only be accepted from authorized retailers.

1.2. Order Fulfillment

The district requires the fulfillment of their purchase order within 30 days of issuing a purchase order. Should the awarded vendor be unable to fulfill the order within 30 days the district may, at its discretion, cancel the undelivered balance of the purchase order. It is expected that a single purchase order for the entire purchase will be issued the week of November 23rd, 2020. The awarded vendor must coordinate installation activities with our facilities and technology teams.

1.3. Freight

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

1.4. Alternate Proposals

Any alternate proposals will be considered. Any equipment included in alternate bids must completely meet the specifications of the requested product. Alternates must be reported with unit pricing and in the same format as the main part of the RFP.

1.5. RFP Response

All responses must have pricing information submitted on the included forms. Full product literature must be included with your response. Minimum specifications are supplied, as well as a request for unit prices for additional items where applicable. Documentation, including operational instructions, must be included for all items. RFP responses must include full details regarding any and all warranties offered.

1.6. Bid Pricing

Bid responses, pricing, etc. must be valid for 90 days after the bid response due date and time, or the length of the contract if so applicable and specified. Vendors must include unit pricing should Portage Public Schools wish to add additional units to the order.

1.7. Line Item List

See bid response form for applicable, required line item pricing where required. Vendors shall complete the form as a part of their response.

1.8. Contract Nullification

Any and all service contracts must include a nullification clause acceptable to Portage Public Schools should Portage Public Schools determine the included services, in whole or in part, are not fulfilling the needs of the District as outlined hereinafter.

2. Description of Products/Services Requested

2.1. Northern High School (NHS) - 1000 Idaho Avenue, Portage MI 49024

Portage Public Schools (PPS) is seeking to replace the exterior digital signage panels at NHS as the existing panels are beginning to fail. The existing panels are 19mm pixel pitch, red, 32 total. Pricing must include the cost of replacement panels, as well as installation. We are seeking to replace all panels, as the existing ones are to be reused as per section 2.2 of this RFP.

The panels must fit inside the existing cabinet and physical structure, and be controlled using Watchfire, our existing software.

Proposers may include an alternate to upgrade the existing system (color panels, new cabinet, new software, etc.), however any alternates must not require structural changes to the existing sign installation.

2.2. Central High School (CHS) - 8135 South Westnedge Avenue, Portage MI 49002

The existing digital sign at CHS is identical to the one at NHS. The proposer shall harvest functional panels from NHS and use them to replace failing panels in the CHS sign. Should there not be enough panels from NHS, the proposer shall provide additional panels as needed to restore the existing CHS sign. Should there be excess panels from NHS, those panels shall be provided to PPS for use as spares.

While the proposer may provide an alternate to upgrade the digital signage at CHS, please note it is highly unlikely PPS will opt to replace the CHS sign at this time.

2.3. Upgrade Both Locations with LED Lighting

Currently both signs have ambient lighting for the school name and logo as a part of the physical structure of the sign. We would like these upgraded to LED lighting.

3. Additional RFP Response Requirements

3.1. Proof of Appropriate Local/State/Federal Licenses and Certifications

As a part of your response, you must include copies of all applicable local, state, and/or federal licenses and/or certifications required for the scope of work contained within this RFP.

3.2. Proof of Bonding

Should the total award of this contract exceed \$50,000, the selected vendor, prior to the issuance of a purchase order, shall be required to provide the PPS with performance, labor, and material bonds for the full contract award. All costs for said bonds shall be included in the RFP response.

3.3. Proof of Insurance

All proposers shall provide proof of insurance for workers compensation, general liability, auto, and excess liability. Should the awarded vendor change insurance coverage companies, plans, or otherwise modify coverage, vendor shall notify PPS of said coverage change 30 days prior to said change taking effect.

3.4. Assumed Liabilities

The awarded vendor shall assume all liability for the following scenarios caused directly or indirectly by their employees or subcontractors:

- Damage to PPS property
- Damage to existing structured cabling or electric service
- Damage to fire alarm, fire control, or fire suppression systems
- Environmental damage, including but not limited to hazardous material spills or airborne contaminants
- Removal of any cabling, conduit, raceways, or other hardware without prior written consent from PPS

3.5. Detailed Wiring Diagrams

As a part of project completion, if requested by the district, vendors are required to provide the district with installation diagrams, including detailed, labeled wiring diagrams, in PDF format.

3.6. Use of Subcontractors

If a proposer intends to use sub-contractor(s) for any work, they must provide complete information on their subcontractor(s) with their response. This includes copies of the legal status forms, familial, Iran economic sanctions act, and proof of insurance as outlined herein.

3.7. Liquidated Damages

Should the Contractor fail to meet the Project deadline date, the School District shall be entitled to \$750 per diem as stipulated liquidated damages for each and every calendar day delay until Substantial Completion is achieved and accepted by the School District. The parties agree that the liquidated damages are to compensate the School District for the lack of the completed project and equipment and are not a penalty for non-completion and are so fixed on a per diem basis because of the difficulty in ascertaining the true and full amount of damages that the School District will sustain if completion is not achieved by the date required. The liquidated damages shall be deducted from the Contract Sum to the extent possible, or paid directly by the Contractor to the School District.

4. Walkthrough

A walkthrough/inspection of the existing digital signage at CHS or NHS is not required. Vendors are welcome to inspect the signs should they wish, however. We ask that you contact Daniel Vomastek prior to any inspection, contact information included on page 1 of this RFP.

BID PROPOSAL FORM

(Pages 6 – 10)

NAME OF BIDDER

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

PROJECT NAME

Project Name: Exterior Signage Upgrades for CHS/NHS - Project # 10684

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: _____

Detailed Product Specification Information (where applicable): _____

Warranty Specification Information (where applicable): _____

Legal Status of Bidder: _____

Iran Economic Sanctions Act Statement: _____

Familial Relationship Disclosure Statement: _____

One (1) PDF of the Entire Proposal: _____

Pricing Summary:

Vendors - you are required to provide a total price for all goods and services included for your proposal for each category of this RFP as listed below. Additionally, as per the terms of this RFP, you are required to include detailed pricing with your response as an addendum to this form.

Portage Public Schools reserves the right to award this RFP to multiple vendors.

2.1 Parts and Labour for NHS Digital Signage \$ _____

2.2 Parts (if needed) and Labour for CHS Digital Signage \$ _____

Total Number of Additional Panels (if needed) for CHS (cost must be included above) _____

Total Number of Panels Returned to PPS (if excess) _____

2.3 Upgrade to LED Lighting - Both Sites \$ _____

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