

**RFP #20454 – CMS – Black Box Theater Stage & Seat Decking**

DATE ISSUED: June 3, 2020

**DUE TO COVID19 CLOSURES DIGITAL BIDS MUST BE SUBMITTED IN ONE PDF FILE**

**TO:** [ahoward@portageps.org](mailto:ahoward@portageps.org)

\*IF you are unable to email it as one document, a dropbox or google drive link will be accepted.

\*IF you are unable to have a document notarized at the time of the bid, one will be requested from you prior to the bid being awarded.

**Bid Responses Due by 10:30 AM, June 22, 2020.  
Late bids will not be accepted.**

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.

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:  
Beau Hartlerode, Auditorium Manager, at <mailto:bhartlerode@portageps.org>**

**ITEM SPECIFICATIONS REQUESTED:**

**Portage Public Schools is seeking modular decking that can be used as a stage surface or as three tiered seat risers in our versatile theater space. Specifications are below. Please quote only equivalent or better items and provide manufacturer's specifications for all items quoted. Items must work together to create a solid configuration as a stage, as well as three tiered seat risers.**

- Decking – Twenty-five (25) 4x8 foot deck surfaces with carpeted surface
- Legs –
  - Twenty-five (25) 24" Elevated, Fixed Height Leg Sets
  - Eight (8) 32" Elevated, Fixed Height Leg Sets
  - Ten (10) 16" Elevated, Fixed Height Leg Sets
  - Ten (10) 8" Elevated, Fixed Height Leg Sets
  - Storage Cart(s) for Stage Decking. Quantity quoted must be enough to accommodate all decking above (since capacity varies by vendor)
- Guardrails for sides & back-
  - Ten (10) 8' Standard Guardrail
  - Nine (9) 4' Standard Guardrail
  - Guardrail Storage Cart(s) - Quantity quoted must be enough to accommodate all guardrails above (since capacity varies by vendor)
- Stairways –
  - Two (2) Stairways, 3 Step, 24/32" with Railing
- Drapery –
  - Drapery for fronts/sides at dual height 24/32"
    - Seven (7) 8 foot by 24"/32" Drapery, Black
    - Four (4) 4 foot x 24"/32" Drapery, Black

Connecters-

Enough connectors to properly secure 25 stage decks together.

**Delivery** is requested ***only between August 24th-28th, 2020*** due to construction in this location.

**BID PROPOSAL FORM**

(Pages 7 – 11)

**NAME OF BIDDER**

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

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

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

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

**PROJECT NAME**

**Project Name: 20454 - CMS - Stage Decking**

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

Two (2) paper copies: \_\_\_\_\_

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**Pricing Summary:**

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**Connectors-**

Enough connectors to properly secure 25 stage decks together.

**Total Package Price:** \_\_\_\_\_

**Shipping cost if not included above:** \_\_\_\_\_

**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 \_\_\_\_\_, Michigan.

My Commission expires \_\_\_\_\_.

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Signature of Notary