

ADVERTISEMENT FOR BID

PROJECT: **West Bloomfield School District – PE & Athletic Equipment**
OWNER: West Bloomfield School District
Administration Office
5810 Commerce Road
West Bloomfield, MI 48324
(248) 865-6430

PROPOSAL: **Request for Bids for PE & Athletic Equipment**

DUE DATE: Bid proposals will be received by the West Bloomfield School District, 5810 Commerce Road, West Bloomfield, MI 48324 by hand delivery or mail, to the attention of the **Business Office** by **1:00 p.m. local time on February 28, 2022**. Proposals must be sealed with bidder's name on the outside of the envelope and designated as follows:

Sealed Bid Enclosed
West Bloomfield School District – PE & Athletic Equipment
Vendor Name, Address, Phone Number

Bid proposals will be publicly opened and read aloud on February 28, 2022, at 2:00 pm in lower level conference room at the ACS, 5810 Commerce Road, West Bloomfield, MI 48324. The Owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in this advertisement for bids. Some delivery services will not deliver the overnight package until late in the afternoon. It is the responsibility of the bidder to verify delivery date and time of their bid proposal.

BID

DOCUMENTS: Bid documents may be obtained by contacting the Business Office (248-865-6430) or by visiting the school district's website: www.wbsd.org. Any questions regarding the bid documents should be directed to Ted Stinson, (Theodore.stinson@wbsd.org or 248-865-3686).

RESERVED

BY THE OWNER: The right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the West Bloomfield School District.

PROPOSAL FORM

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Fax Number: _____

Costs: By making a bid, each bidder represents that he has read and understands the documents, has correlated there observations with the requirements of the documents, and has based there bid upon the materials and equipment required by the documents.

Delivery Date: _____

Warranties: _____

Please attach manufacturer's warranty sheets, if applicable.
Please attach sheets listing variations to specifications.

Acceptance of Proposal: In submitting this bid, it is understood that the right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the West Bloomfield School District.

Date: _____

Signature: _____

Title: _____

Witness: On this _____ day of _____, 20__, the aforesaid personally appeared to me as the person(s) described in and who executed the foregoing instrument, and acknowledged it was executed as a free act and deed.

Notary Public

County: _____

Commission Expires: _____

Signature: _____

INSTRUCTIONS TO BIDDERS

- 1.01 Bid proposals will be received by the West Bloomfield School District, 5810 Commerce Road, West Bloomfield, MI 48324 by hand delivery or mail, to the attention of the **Business Office** by **1:00 p.m. local time on February 28, 2022**. Proposals must be sealed with bidder's name on the outside of the envelope and designated as follows:

Sealed Bid Enclosed
West Bloomfield School District – PE & Athletic Equipment
Vendor Name, Address, Phone Number

Sealed bid proposals will be publicly opened and read aloud on February 28, 2022 at 2:00 pm at the owner's address listed above by the West Bloomfield School District Business Office.

- 1.02 The Owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in this advertisement for bids. Some delivery services will not deliver the overnight package until late in the afternoon. It is the responsibility of the bidder to verify delivery date and time of their bid proposal.
- 1.03 By making a bid, each bidder represents that he has read and understands the documents, has correlated there observations with the requirements of the documents, and has based there bid upon the materials and equipment required by the documents.
- 1.04 No oral, facsimile, telegraphic, telephone proposal, modification or interpretation will be considered.
- 1.05 Bids shall be based on the specifications indicated in the bid documents. Proposed substitutions shall be detailed and included in the bid as voluntary alternates. The owner will consider proposed substitutions and / or voluntary alternates.
- 1.06 Each bidder will receive one set of specifications / bidder's form.
- 1.07 If applicable, bidders shall submit as part of the bid, an itemized list of products as well as unit prices for each. Unit prices will govern the addition or deletion to the contract. The owner reserves the right to add or subtract to the quantities using the unit price given. If the dealer has stipulations, they must specify them at the time of bid.
- 1.08 Bids shall be submitted in duplicate on the forms furnished. Each copy shall be properly executed and signed by the person or persons legally authorized to bind the bidder to a contract. The copies shall be enclosed in a sealed envelope marked, **“Sealed Bid Enclosed, West Bloomfield School District – PE & Athletic Equipment, Vendor Name, Address, and Phone Number”**.
- 1.09 Bids may be modified or withdrawn before the time established for receipt of bids. After such time bids shall remain firm for (ninety) 90 days.
- 1.10 Rights Reserved by the Owner: The right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the West Bloomfield School District.

- 1.11 Bidders agree not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to the employment, because of race, color, religion, natural origin, ancestry, age, sex, height, weight, marital status, physical or mental handicap or disability.
- 1.12 Taxes: The undersigned affirms that payment of applicable federal, state and local taxes are included herein.
- 1.13 Cost Itemization: The bidder shall submit reasonably accurate cost itemizations at the time for receipt of bids, as required by the Owner. It is understood that cost itemizations will be required for the owner's information and accounting purposes.
- 1.14 Substitutions: The bidder shall furnish equipment as specified by the manufacturer. Proposed substitutions shall be detailed and included in the bid as voluntary alternates. The bidder is encouraged to submit voluntary alternates attached to their proposal. Voluntary alternates found to meet or exceed the specifications will be considered by the owner.

BID SPECIFICATIONS

****See the attached spreadsheet**

FAMILIAL DISCLOSURE FORM

FAMILIAL DISCLOSURE: All bidders must provide the following familial disclosure in compliance with MCL 380.1267

Familial Relationship (complete A or B):

A. None _____

B. The following are familial relationships between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Provide employee name, associated family contact, family contact position, and familial relationship.

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267.

By this sworn and notarized statement we are disclosing familial relationship(s) that exists (as noted above) between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. (***West Bloomfield School District will not accept a bid that does not include this sworn and notarized disclosure statement.***)

Disclose any familial relationship and complete the form below in its entirety:

Complete this portion whether or not a familial relationship exists:

Signature(s):

Title:

Title: _____

Name of firm: _____

STATE OF MICHIGAN)

) SS

COUNTY OF)

On this _____ day of _____, 20__, before me a Notary Public in and for said county, personally appeared _____, agent of the said firm _____, and who acknowledged the same to be his free act and deed as such agent.

Notary Public

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below-named Vendor (the “Vendor”), pursuant to the compliance certification requirement provided in the West Bloomfield School District (the “School District”) Request For Bids For _____ (the “RFB”), hereby certifies, represents and warrants that the Vendor (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Vendor is awarded a Contract as a result of the aforementioned RFB, the Vendor will not become an “Iran linked business” at any time during the course of performing any services under the Contract.

The Vendor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid/proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

VENDOR:

 Name of Vendor

By: _____

Its: _____

Date: _____

STATE OF _____)
)ss.
 COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____.

 , Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____