



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

**Project Name: February 2012 TEC Table Purchase – Project #10547**

**RFP ISSUE DATE: Wednesday, February 1<sup>st</sup>, 2012**

**Portage Public Schools – Administration Building**

8111 S. Westnedge Avenue

Portage, MI 49002

---

**PROPOSAL DUE: Friday, February 17<sup>th</sup>, 2012 – 1:40 PM**

**Number of Copies Required: 3 (Three)**

***Facsimile/Email Proposals Will Not Be Accepted***

**MAILING ADDRESS & INSTRUCTIONS**

**Mail to:**

Portage Public Schools

Purchasing Department

8111 S. Westnedge

Portage, MI 49002

**Questions about this RFP should be directed to:**

Karen Dentler, Purchasing Agent, at (269) 323-5181 or [kdentler@portageps.org](mailto:kdentler@portageps.org).

***\*Addendums (if any) will be posted on our website: [www.portageps.org](http://www.portageps.org) under the Bids & Proposals link.***

***\*Bid tab response sheet will be posted on the [www.Bid4Michigan.com](http://www.Bid4Michigan.com) website by the next business day after the bid opening.***

**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](mailto:dvomastek@portageps.org).

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

You are invited to submit a proposal for this equipment. 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.
3. **LATE PROPOSALS**-Any proposal received at the office designated herein after 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 after receipt of the proposal and no 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.
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.

## **1. RFP Requirements**

### **1.1. Product**

All equipment provided shall be new and of the latest model version available.

### **1.2. Order Fulfillment**

The district requires the fulfillment of their purchase order during June, 2012 – not before. Delivery dates to be confirmed with successful vendor after an award is made. Should the awarded vendor be unable to fulfill the order within the specific dates needed in June, 2012 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 March 26<sup>th</sup>, 2012.

### **1.3. Freight**

The base bid must include all freight charges for delivery of equipment to Portage Public Schools. Delivery will be to three (3) separate locations - Portage Central Middle, 8305 S. Westnedge, 49002 – Portage North Middle, 5808 Oregon, 49024 – Portage West Middle, 7145 Moorsbridge, 49024.

### **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 reporting 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 unit prices for additional items. Vendors must CLEARLY indicate the final specifications included in any response. Failure to do so may result in a response being rejected as non-compliant.

### **1.6. Bid Selection**

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

### **1.7. Bid Pricing**

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

### **1.8. Minimum Specifications**

This RFP is divided into sections as listed below. Vendors should respond to all sections. Portage Public Schools reserves the right to accept proposes from any, all or any subset thereof of these sections. The total quantity for each section shall be enough for 145 complete tables.

---

#### **Section 1.8.1 – Table Top**

Please quote table tops as follows: high pressure laminate, sized 24x48 (rectangular) with top and edges surfaces mimicking a light maple finish, minimum thickness of 1-1/8<sup>th</sup> inches

#### **Section 1.8.2 – Adjustable Legs**

Please quote adjustable legs as follows: T-style base, height adjustable from 26-27” to 39-40”, front hand crank (detachable), casters, and silver or polished aluminum finish

### **1.9. Requested Options - Unit Costs**

Beyond the minimum specifications, Portage Public Schools is requesting unit pricing for the added specifications as listed below. If any of the following items are included in a base bid, please note this on your bid forms. Portage Public Schools reserves the right to select all, none or any combination of the below.

#### **Section 1.9. – CPU Tower Basket**

Please quote a CPU Tower Basket as follows: matches finish of legs, holds up to a full size CPU tower, mechanism to secure tower, attached to legs from either 1.8.2, attachable to either left or right leg

**BID PROPOSAL FORM**

(Pages 5 – 8)

***NAME OF BIDDER***

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

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

Telephone & \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Name \_\_\_\_\_

and E-mail: \_\_\_\_\_

***PROJECT NAME***

Project Name: February 2012 TEC Table Purchase – Project #10547

***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 Owners 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:**

**The undersigned acknowledges the following are included with the Bid Proposal Form:**

***Unit Pricing:*** \_\_\_\_\_

***Detailed Product Specification Information:*** \_\_\_\_\_

***Warranty Specification Information:*** \_\_\_\_\_

***Familial Relationship Disclosure Statement:*** \_\_\_\_\_

***Three (3) copies of the Proposal:*** \_\_\_\_\_

**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?

\_\_\_\_\_

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 200S, 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

**February 2012 TEC Table Purchase – Project #10547**

**Bidder Response Form – All Bidders Must Complete (duplicate for alternates if needed)**

**Vendor Name:** \_\_\_\_\_

**Section 1.8.1 Table Top**

Quantity	Description	Unit Price	Extended Price
145	Table Tops as per Sec. 1.8.1		

**Section 1.8.2 Adjustable Legs**

Quantity	Description	Unit Price	Extended Price
145	Adjustable Legs as per Sec. 1.8.2 (unit price should reflect cost to fully assemble one table with legs)		

**Section 1.9. OPTIONAL CPU Basket**

Quantity	Description	Unit Price	Extended Price
145	CPU Basket as per Sec. 1.9.		