

BUCHANAN COMMUNITY SCHOOLS

February 25, 2022

Request for Bids

Buchanan Community Schools invites you to provide a bid for Marquee Sign per the specifications set forth herein.

Bid Information and Requirements for Acceptance:

All bids, required forms, and pricing shall be submitted to the Superintendent's Office no later than 12:00 p.m., local time, March 11, 2022 (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.

BCS will not consider or accept any late Bids received after the Due Date specified within the RFB. It is the sole responsibility of the Bidder to ensure their bid is entered completely and forms are delivered before the closing date and hour indicated within the RFB. Bidders shall plan ample time to respond to all requirements and input all requirements. BCS is not responsible for any delivery delays.

Included in your response shall be one (1) of each of the following forms:

- Vendor Information Form, signed
- Vendor Price Quotation on Vendor Bid Form inclusive of specifications on "Attachment A" with pricing breakdown specified in "Project Scope and Background"
- Iran Economic Sanctions Certification Form, signed
- Familial Disclosure Statement Form, signed and notarized
- 5% Bid Bond

Bid Opening and Public Reading:

All bids will be opened and read aloud immediately following the Bid Due Date at 401 West Chicago Street, Buchanan, MI 49107. Compliance with all local health orders and guidelines for public gatherings in effect on the Bid Opening date will be enforced.

Bidder's Instructions:

1. The price quoted on the Vendor Price Quotation must be net. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately on the Vendor Price Quotation.
2. The buyer has the right to cancel a purchase order if the terms and conditions set forth herein are not met.
3. Prices bid are to include shipment delivered to the district location as specified.
4. All purchases are to be exempt from all taxes including State and Federal taxes. An exemption certificate will be furnished upon request.
5. Bids must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that

items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefor.

6. The Board of Education reserves the right to accept any item in the bid; to accept or reject any or all bids; to waive any informality herein; or for reasons of establishing uniformity, to award the contract to other than the low bidder.
7. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
8. No member of Buchanan Community Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
9. All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the Board of Education of the School District or the Superintendent of the School District. In addition the Bid must include the signed Iran Economic Sanctions Certification. Bids that do not include the sworn and notarized Familial Relationship disclosure statement and the signed Iran Economic Sanctions Certification will not be consider by the Board of Education.
10. Any manufacturers' names, brand names, trade names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performances and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer.
11. Vendor shall not during the contract assign, transfer or subcontract any part of agreement to any other supplier.
12. The vendor shall agree to a "Hold Harmless" clause concerning the process, selection criteria, award, and contract as entered into with BCS.
13. **SOLE BIDDER**
 - a. It is the District's intent that this Request for Bids permit competition. It shall be the bidder's responsibility to advise Buchanan Community Schools, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Buchanan Community Schools shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
 - b. If only one bid is received in response to the RFB, a detailed cost proposal will be requested of the single seller. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
 - c. Buchanan Community Schools reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by Buchanan Community Schools will be final.

Project Scope & Background:

Buchanan Community Schools (BCS) is seeking bids to provide and install an exterior digital marquee sign to replace the existing entrance sign in the entrance island at 401 West Chicago Street. The scope of the project entails a complete installation that includes, but is not limited to the following:

1. Remove existing masonry sign.
2. The new marquee sign to be installed.
3. Provide a breakdown of costs showing:
 - a. Materials
 - b. Installation
 - c. Total Cost
4. Provide and install a new marquee per RFP requirements. See proposed basis of design drawing in Attachment 'A'.
5. Provide all shop drawings and design drawings for review and approval.
6. Demolition and removal of the existing sign.
7. Cleanup and repair of all areas affected by the installation.
8. Provide all required footings or foundations for a complete installation.
9. Provide all final electrical and network connections to the new sign (power feed and wired or wireless network connection to the antenna is to be provided by others).
10. Bidders are responsible for visiting each site to assess existing conditions to include in bid response and no additional costs will be allowed for failure to verify existing site conditions.

Specifications:

Marquee Sign:

The following specification contains the details the design requirements for the sign. No other substitutions will be acceptable.

**** PLEASE SEE ATTACHMENT "A" ****

Proposal Response:

Please provide the following with your proposal:

1. Proposal: Bid prices must be inclusive of a complete sign solutions, including:
 - a. Design
 - b. Permits
 - c. Approvals
 - d. Fabrication
 - e. Installation
 - f. Training
2. Experience: Please include a complete list of similar installations demonstrating your firm’s experience with fabrication and installation of signs.

Bid Evaluation Criteria:

Selection Process:

1. BCS will base award on several evaluation factors including, but not limited to:
 - a. Adherence to RFP Documentation Requirements
 - b. Adherence to Project Specifications
 - c. Contractor Experience
 - i. Prior Experience (provide complete list & references) will be key a factor in the selection of the successful firm.
 - ii. Prior Experience working with BCS.
 - d. Pricing
 - e. Delivery Terms
 - f. Realistic Accurate Schedule
2. The project will not necessarily be awarded to the lowest bidder or lowest price. Buchanan Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

Schedule of Events:

The following is a projected schedule of events for this project. The final schedule shall be subject to change based on schedule and progress.

EVENT	DATE / TIME
Bid Release	2/25/22
Bid Due Date and Public Bid Opening	3/11/22 - 12:00 PM
Expected Board of Education Award	3/14/22

End of Schedule of Events.

Vendor Information Form

Vendor Name: _____ Contact Name: _____

Address: _____
Street Address City State Zip Code

Phone Number: _____ Fax Number: _____ E-Mail: _____

Website: _____ Payment Terms: _____

Product Lead-time: _____ business days. (Maximum number of days for delivery of an order from the day it is placed).

Deviations from specifications: Yes _____ No _____
If yes, please explain on the Vendor Price Quotation.

Vendor comments:

Bidder Authorization

The undersigned certifies that the proposal submitted meets or exceeds, all specifications, which all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

My signature certifies that the accompanying proposal is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law. I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Company Representative _____

Title: _____

Signature _____ Date: _____

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Buchanan Community Schools' (the "School District") 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 _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2011, by _____.

Notary Public: _____

_____ County, Michigan

My Commission Expires: _____

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

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Buchanan Community Schools’ Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes 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 the Company is awarded a contract by Buchanan Community Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company 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 two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Buchanan Community Schools’ 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 proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

ATTACHMENT A

6 i W UbU Community Schools Marquee Signs

