

<Advertisement>  
**Request for Proposals**  
**Door Barricades**

The Oakridge Public Schools “The District” invites proposals from qualified firms for the following two separate projects:

**Interior Door Barricades and Installation**

Bid documents are available at 275 S. Wolf Lake Rd., Muskegon, MI 49442 and online at [www.oakridgeschools.org](http://www.oakridgeschools.org). Proposals must be submitted to Cory Schullo, 275 S. Wolf Lake Road, Muskegon, MI 49442, **no later than Monday, March 18, 2019 @ 10:00AM**

The District reserves the right to reject any or all proposals, waive irregularities in any bid, and make award in any manner deemed to be in the best interest of the Oakridge Public Schools. The District operates on an equal opportunity/affirmative action basis in its bidding policy. Bidding is open to all interested parties, in compliance with national, state, and local laws.

Published **Sunday, February, 24, 2019**

Cory Schullo, Director of Facilities and Operations.

## **Introduction**

Oakridge Public Schools (The District) is soliciting quotations for Interior Door Barricades. The District has selected a preferred design. While we understand all bidders may not be able to bid the exact design, the district's preferred design or close facsimile will be given the highest consideration.

The District is requesting a proposal on Door Barricades for all district buildings. The proposal shall include all materials, labor and the removal of debris.

## **Proposal Requirements**

### **Notification of Intent to Bid**

Companies intending to submit a response to this RFP must complete the "Notification of Intent to Bid" form found in Appendix A and return it via email: [cshullo@oakridgeschools.org](mailto:cshullo@oakridgeschools.org)

### **Bid Response**

All bidders submitting a response to this RFP must do so upon the "Pricing Summary" found in Appendix C and must include the completed "Vendor Profile" form found in Appendix B of this document. At least three references must be included on/with this form. Additional vendor information is welcome and may be included along with the completed "Vendor Profile" form.

All bidders should include a brief written statement, which summarizes their response. It should include any pertinent information which was not specifically asked for in other parts of this document, but which the bidder wishes us to know.

The bid response must be accompanied by bid bond or certified check in the amount of 5 percent of the total bid.

Two sealed copies of your bid response must be received no later March 18, 2019 at 10:00AM. **Bids received after that time will not be considered.** Bids will be publicly opened in the Board Room located in the Administration Building and read at that time; we welcome bidder's presence at the opening. Bids must be sealed and marked 'Door Barricades' and submitted to:

Oakridge Public Schools  
Administration Building  
275 S. Wolf Lake Road  
Muskegon, MI 49442

## Schedule of Events

Request for Proposal Published	Sunday, February 24, 2019
“Intent to Bid” form due	Friday, March 1, 2019
Mandatory pre-bid meeting	Monday, March 4, 2019 @ 9:00AM
Mandatory walk of facilities	Monday, March 4, 2019 @ 9:30AM
Bid due date and bid opening	Monday, March 18, 2019 @ 10:00AM

The District operates according to an equal opportunity/affirmative action philosophy in its procurement policy and encourages small businesses, minority-owned, and female-owned businesses to submit proposals.

## Bid Evaluation

The District may make such investigations as deemed necessary to determine the ability of the bidder to supply the items and the bidder shall furnish to The District, all such information and data for this purpose as The District may request. The District reserves the right to reject any bid if the evidence submitted by or investigations of such bidder fail to satisfy The District that such bidder is properly qualified to carry out the obligations of the contract and to complete the orders contemplated therein. In determining which bid is the lowest responsible bid, the Board, in its discretion, may take into consideration not only the amount of the bid, but the following criteria as it deems appropriate and may give such weight thereto as it deems appropriate.

- The bidder’s financial ability to complete the contract successfully and on time without resort to its surety;
- The bidder's prior experience with comparable or more complex contracts;
- The bidder’s prior history for the successful and timely completion of contracts;
- The bidder’s prior experience on other contracts with (School District), including the bidder’s demonstrated ability to perform its contract in accordance with the applicable contract documents;
- The bidder’s compliance with federal, state and local laws, rules and regulations; and
- Depending upon the specific items to be furnished by the vendor, other essential factor

## Customer Contact

To schedule a site visit or if there are any questions regarding the specifications or this invitation to bid, please contact:

Mr. Cory Schullo  
Director of Facilities and Operations  
Oakridge Public Schools  
275 S. Wolf Lake Road  
Muskegon, MI 49442  
231-788-7104  
[cshullo@oakridgeschools.org](mailto:cshullo@oakridgeschools.org)

## **General Terms and Conditions**

1. Any document submitted after the due date and time will be rejected as not meeting the mandatory requirements for the RFP.
2. Any cost for developing proposal documents is the responsibility of the bidder and shall not be chargeable in any manner to The District.
3. The District reserves the right to reject any and all proposals, to waive omissions, irregularities, or clerical errors not affecting substantial compliance with the bid specifications, and to accept any bid it deems to be in the best interest of the School District.
4. The District reserves the right to reject any part of a specific proposal for any reason. Vendors not willing to accept award of partial bid must so indicate as part of their proposal.
5. The District reserves the right to rebid all or part of this project at a later date.
6. The District reserves the right to accept any bid, even if it is not the lowest bid.
7. The District reserves the right to modify conditions and specifications, by mutual agreement with the selected supplier, both at the time of acceptance of the bid and subsequent thereto.
8. The District reserves the right to increase or decrease quantities purchased, both at the time of acceptance of the bid, and subsequent thereto.
9. The bidder is responsible for any applicable Federal and State taxes. All bids are to be made taking this into consideration. The bidder shall be solely responsible for such payments and shall indemnify the owner and hold him harmless for any assessment and payment of same.
10. The successful bidder shall comply with all applicable Federal and State laws, regulations, ordinances, and codes, which are in effect on the cutover date and which place obligations on the bidder with respect to its performance under this agreement.
11. Bid prices quoted shall remain in effect for a period of not less than 90 days from the bid due date.
12. Delivery and installation must be within 45 days after issuance of the purchase order by the owner. The successful bidders must notify The District five business days prior to delivery and installation to arrange an appointment. Any attempted delivery/installation without a previously scheduled appointment may be refused and any additional delivery/installation charge will be the responsibility of the vendor.

13. It is understood and agreed that the delivery date and/or date of installation AFTER receipt of a purchase order is the seller's best offer. In its acceptance of any quotation offer, The District is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of seller's failure to deliver as and when promised, The District reserves the right to cancel its accepting order, or any part thereof, and seller agrees that The District may return all or part of any shipment so made, and may charge seller with any loss or expense sustained as a result of such failure to deliver as promised.
14. The District is exempt from applicable Federal and State Taxes, Michigan and Federal Tax-Exempt (FEIN #). All quotation offers and/or bids are made taking this fact into consideration.
15. Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payments within such period in the regular course of business.

**See Exhibit 1 for Equipment Specifications**

**Guarantee**

All equipment to be guaranteed for manufacturers said period and in all cases not less than one year.

**Payment Schedule**

Payment Terms: The District will negotiate specific payment terms with the successful bidder. Unless otherwise previously agreed to by The District all approved invoices will be paid within 30 days of receipt by The District.

**Oakridge Public Schools**

**Door Barricades**

If you intend to submit a bid, please complete this form and email it to:

Cory Schullo

[cshullo@oakridgeschools.org](mailto:cshullo@oakridgeschools.org)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

**Oakridge Public Schools**

**Door Barricades**

Company Name \_\_\_\_\_

Location of service facility nearest to (School District) that will provide support and respond to trouble calls.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years in Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

Number of Service Staff \_\_\_\_\_

References

(1)

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(2)

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(3)

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\_\_\_\_\_

Signature & Title \_\_\_\_\_





**Oakridge Public Schools**

**Door Barricades**

Installation of Interior Door Barricades must adhere to the following minimum requirements:

- Door barricade must be activated without specialized training or knowledge during a lockdown drill or lockdown situation.
- Door barricade must be readily available during a lockdown situation.
- Door barricade must be tamper resistant when not activated in a lockdown situation.
- Door barricade must be removable from the corridor side of door in a timely manner.
- Door barricade must be removable from inside the classroom without any specialized tools, training or knowledge.
- Door barricade must be functional on all door and frame configurations.
- Door barricade must be functional on inward and outward swinging doors.
- Door barricade must be functional on fire rated and non-fire rated doors.
- Door barricade must be in accordance with the Michigan Fire Marshal Bulletins and have documentation from the Michigan Bureau of Fire Services.
- Door barricade must be approved by the local responding fire and law enforcement departments.
- Door barricade must be thoroughly tested by professionals for function and strength under lockdown situations and be able to provide proof of testing.
- Door barricade must not violate NFPA 80.
- Must have professional installation available.
- Installation must be insured and all employees must pass a federal background check.

**All work and invoicing must be completed by September 1, 2019**