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Request for Proposals

Safety and Security Window Film

The Oakridge Public Schools “The District” invites proposals from qualified firms for:

Safety and Security Window Film and Installation

Bid documents are available at 275 S. Wolf Lake Rd., Muskegon, MI 49442 and online at 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 @ 1:00PM**

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 Safety and Security Window Film and Installation. 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 quotation on **Safety and Security Window Film and Installation**. 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: cschullo@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 than Monday, March 18, 2019 @ 1:00PM. **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 "**Window Security Film**" 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	Tuesday, March 5, 2019 @ 9:00AM
Mandatory walk of facilities	Tuesday, March 5, 2019 @ 9:30AM
Bid due date and bid opening	Monday, March 18, 2019 @ 1:00PM

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
cschullo@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

Window Security Film

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

Cory Schullo

cshullo@oakridgeschools.org

Company Name _____

Address _____

Contact Name _____

Phone Number _____

Fax Number _____

Oakridge Public Schools

Window Security Film

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)

(2)

(3)

Signature & Title _____

Oakridge Public Schools

Window Security Film

Manufacturer _____

Model _____

Guarantee/Warranty Terms: _____

Quantity _____

Base Bid Price \$ _____

Quoted price includes all terms in RFP of Oakridge Public Schools.

Delivery/Completed Installation – approximately _____ weeks after receipt of purchase order.

Exceptions to Specifications: _____

Comments: _____

THE UNDERSIGNED HEREBY agrees to deliver and install the items specified herein in accordance with the terms, conditions, specifications, and prices set forth.

Company Name: _____

Address: _____

Telephone: _____ FAX: _____

Submitted By (type or print): _____ Title: _____

Signature: _____ Date: _____

Oakridge Public Schools

Window Security Film

Installation of film in accordance with industry standards **equivalent to** one of the following:

1. 3M Ultra 800 Security
2. Lumar 13 Mil

This project includes the following building (see attached floor plan):

1. High School
2. Middle School
3. Upper Elementary
4. Lower Elementary
5. Carr School – South Building

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

