



Morley Stanwood Community Schools

4700 Northland Dr. Morley, MI 49336

Phone: (231) 856-4392

Fax: (231) 856-4180

Roger Cole
Superintendent

Jamie Weeks
Administrative Assistant

Kellsey Fairris
Finance Director

Request for Proposal

Morley Stanwood Community Schools Bond Series II
High School & Middle School Classroom Furnishings

Issue Date: October 20, 2023

Proposal Due Date: November 1, 2023 at 12pm (noon)

Bid Type: Sealed Bid

Submit Bid To: Morley Stanwood Community Schools
Attn: Kellsey Fairris – Furniture RFP
4700 Northland Drive
Morley, MI 49336

Bid & Specification Contact: Kellsey Fairris, Finance Director
Morley Stanwood Community Schools
4700 Northland Drive
Morley, MI 49336
Phone (231) 856-4011
kfairris@morleystanwood.org



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Section I. General Conditions

1. Morley Stanwood Community Schools Board of Education will receive sealed bids up to the hour of 12:00 PM on Thursday, November 1st at the Central Office at 4700 Northland Drive, Morley, MI 49336. All bids must be received by the time designated in the invitation and none will be considered thereafter. Please note that if you are using U.S. Postal Service, UPS, Federal Express, or other methods of delivery, there is no guarantee that it will be received by the time indicated if it is received on the day bids are due. No bids will be accepted via email or facsimile.
2. At the above-designated time, bids will be opened and read publicly. Any interested parties may attend. No immediate decision shall be rendered concerning the bids submitted.
3. The Morley Stanwood Community Schools Board of Education or designee shall give formal consideration to these bids after the bids are opened, contingent upon final tabulation of the bids.
4. Bids shall be submitted on the attached bidding form or a true copy thereof.
5. No bid may be withdrawn for a period of thirty days after the scheduled closing time for bids.
6. The Morley Stanwood Community Schools Board of Education has been issued a Michigan Sales Tax Exemption Certificate. Sales Tax will not apply to any purchase.
7. The Morley Stanwood Community Schools Board of Education reserves the right to make an award to individual vendors (by each item, by groups of items or for all items for the bid) and to reject any and all bids in whole or part if in its judgment the best interest of the schools will be served.
8. The Morley Stanwood Community Schools reserves the right to reject any or all bids in whole or in part or to waive any informalities or irregularities, if, in its judgement, the best interest of the school district will be served.
9. Termination: The Morley Stanwood Community Schools has the right to terminate this contract at any time.
10. Review: After the public opening of bids, the finance department of Morley Stanwood Community Schools will review the bids. The proposal with the lowest qualified bid will be checked for completeness and accuracy of mathematical extensions and additions. All proposals may be subject to verifications. If the errors on math and brands are within tolerance levels described in the contract, the bottom line will be adjusted, and if the proposal is still the lowest bid, the proposal disclosure procedure will continue.



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11. Clarifications: The Morley Stanwood Community Schools Board of Education reserves the right, at any time after opening and prior to bid award, to request clarification from any Bidder, address technical questions, or to seek or provide other information regarding the Bidder's proposal. Such determination of responsiveness or responsibility.

12. Indemnification: The contractor agrees to hold and save the school systems, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.



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Section II. Bid Specifications

1. The Morley Stanwood Community Schools Board of Education is requesting bids for furniture for the Morley Stanwood High School & Middle School located at 4700 Northland Drive, Morley, MI 49336.
2. The method of procurement used is the Competitive Sealed Bids. All prices must include shipping, delivery, and installation costs.
3. A description for the furniture is attached in Section IV. Bidder is responsible to follow attached bid specification requirements.
4. Bidders shall be responsible for verifying measurements. Bidders may request onsite inspection by contacting Kellsey Fairris at (231) 856-4011
5. All bidders shall provide a proposed time frame for new furniture building and delivery, and furniture installation. NOTE: Furniture must be installed and fully functional no later than January 3, 2024.
6. Bidders shall provide three references for which they have done similar work, including contact person, address, and phone number. If they have done work for Morley Stanwood Community Schools, please list as the first reference.
7. All bidders shall provide certificate of insurance, both liability and worker's compensation for sufficient coverage for any contingent liability. Coverage shall have a minimum of \$500,000 liability, \$100,000 Property Liability, and \$500,000 Auto Liability. Upon award of contract, the selected vendor shall list Morley Stanwood Community Schools Board of Education as an additional insured on said policies and provide certificates of insurance prior to proposed start date.
8. The successful bidder shall be required to submit a schedule of work to Kellsey Fairris, Finance Director for Morley Stanwood Community Schools for approval at bid opening.
9. The successful bidder shall be responsible for disposing of packaging materials for the new furniture and any other materials not needed. Work area is required to be cleaned to the specifications of the district.



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10. Use of Premises and Site: The successful bidder shall limit the use of the premises to the work areas indicated and shall confine operations to areas where the work is required. The successful bidder shall also maintain the working area in a clean and safe manner and shall cooperate with the Morley Stanwood Community Schools personnel during installation operations to minimize conflicts and facilitate owner usage. The successful bidder shall allow for owner occupancy by keeping driveways and entrances serving the premises clear and available to the owner, owner's employees, and emergency vehicles at all times. These areas will not be used by the bidder for parking or storage of materials.
11. The successful bidder must have proven record of service, particularly with respect to delivering all items on a regularly scheduled basis, at favorable prices. A distributor Request for Proposal may be designated as unacceptable if the requirements listed herein have been previously violated and/or poor communications exist between the seller and the school district.
12. Service of Furniture: The successful bidder must be able to service and honor their warranties within 24 hours of notification.
13. Penalty: The designated supplier(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources.
14. Modifications, additions, or changes to the terms and conditions of the Invitation to Bid may be a cause for rejection of a bid. ALL modifications should be **BOLDED** and clearly indicated on all documents. Bidders are required to submit all bids on the school district's official forms.
15. All Contractors must maintain records for 3 years after the final payment on the contract is received.



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Section III: Standard Contract Conditions

1. Contractors providing service under this contract, herewith, assures the school district they are conforming to the provisions of the Civil Rights Act of 1964, as amended.
2. Contractors shall comply with Executive Order 11256, Entitled "Equal Employment Opportunity," as amended by Labor regulations (41 CFT Part 60).
3. State Sales and Use Tax Certificate of Exemption form will be issued upon request. Sales tax shall be included in prices where applicable.
4. Contractor shall comply with applicable federal, state and local laws and regulations pertaining to wages, hours, and conditions of employment, in connection with the contractor's performance of work under this contract. The contractor agrees not to discriminate against any employee(s) or applicant(s) for employment because of age, race, color, sex, national origin or disability.
5. The contractor agrees to retain all books, records, and other documents relative to this agreement for three (3) years after final payment. The district, their authorized agents, and/or state/federal representatives shall have full access to, and right to, examine any of said materials during said period. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.
6. Any product offered which is not labeled in such a manner as to permit interstate transport will be rejected.
7. Contract shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, (42 US C. 1857-H), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, energy efficiency as provided in 7 CFR Part 3016.36(i) 13, and Environmental Protection Agency Regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.
8. By signing this document, the contractor certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or furniture, and is in all respects fair, and without collusion or fraud. The contractor certifies that collusive bidding is a violation of federal law and can result in fines, prison sentences, and civil damage awards.



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9. By signing this document, the contractor certifies on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred, nor suspended by any federal agency and must certify to these facts by signing and submitting the required certification. Failure to submit the certification will disqualify a bid.

10. Any employee or any official of the school district, elective or appointive, who shall take, receive or offer to take or receive, either directly or indirectly, any rebate, percentage of contracts, money or other things of values, as an inducement or intended inducement, in the procurement of business, or the giving of business, for, to, or from, any person, partnership, firm or corporation, offering, bidding for, or in open market seeking to make sales to the Board of Education represented shall be deemed ineligible to bid and will be prosecuted to the fullest extent of the law.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690- 7442; or (3) email: program.intake@usda.gov.
This institution is an Equal Opportunity Provider.



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Section IV: Product Specifications

- 4 Teacher Desk with three drawers
- 4 Teacher Chairs
- 56 Virco: Analogy Series Rocking Chair w/ Extra Large Shell (18" H – 5th -Adult)
Color: Navy
- 50 Virco: Analogy Series Rocking Chair w/ Extra Large Shell (18" H – 5th -Adult)
Color: Cobalt Blue
- 4 Virco: Analogy Series Floor Rocker (5th –Adult)
Color: Cobalt Blue
- 12 National Public Seating: Black Frame Steel Stool
- 10 Tesco: Synergy Two Student Desk- Rectangle- 20" D x 60" W
Color: Grey Nebula Top, Charcoal Edge
- 8 Tesco: Synergy Collaborative Student Desk (31" x 20") Trapezoid
Color: Gray Nebula Top, Charcoal Edge
- 4 Mooreco: Height Adjustable Flipper Desk- Rectangle (32" W x 24" D)
Color: Gray Nebula Top, Charcoal Edge
- 44 Virco: Activity Table (24" X 48" Trapezoid)
Color: Gray Nebula Top, Black Edgeband, Black Legs, Standard Glides
- 8 Virco: Activity Table (24" X 60" Rectangle)
Color: Gray Nebula Top, Black Edgeband, Black Legs, Standard Glides
- 6 Allied Plastics: Aero Height Adjustable Dry Erase Student Desk (35" x 55" Pie)



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BID FORM

COMPLETE NEW FORM FOR EACH PRODUCT

Vendor Name: _____

Address: _____

Contact Person: _____ **Title:** _____

Email Address: _____ **Phone:** _____

Item – Brand & Model: _____

Bid Amount: _____

Estimated Date of Delivery: _____

Estimated Date of Installation: _____

Furniture Warranty: _____



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List of References

Bid Company Name: _____

Vendor is required to list three references where a similar service has been provided to an education institution. If you have done business with Morley Stanwood Community Schools in the past, please list as the first reference.

Name of Entity: _____

Address: _____

Contact Person: _____ Phone: _____

Service Provided: _____

Name of Entity: _____

Address: _____

Contact Person: _____ Phone: _____

Service Provided: _____

Name of Entity: _____

Address: _____

Contact Person: _____ Phone: _____

Service Provided: _____

Return this page with Bid Form



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This form must be notarized and included with bidder's quote:

Affidavit of Bidder Familial Relationship

The undersigned, the owner or authorized office of _____
(the "Bidder"), pursuant to the familial disclosure requirement provided in the Morley Stanwood Community Schools request for quote, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of Morley Stanwood Community Schools and any member of the Board of Education or the Superintendent of Morley Stanwood Community Schools.

List any Familial Relationships:

Bidder:

By: _____

Its: _____

STATE OF MICHIGAN
COUNTY OF _____

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

Signature: _____

Printed Name: _____

Notary public, State of Michigan, County of: _____

My commission expires: ____ / ____ / ____

Return this page with Bid Form



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CERTIFICATION OF IRAN ECONOMIC SANCTIONS ACT

The undersigned, the owner or authorized office of (the "Bidder"), pursuant to the Iran Economic Sanctions Act requirement provided in the Morley Stanwood Community Schools advertisement for bids, hereby represent and warrant **THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY MICHIGAN PUBLIC ACT 517 OF 2012.**

Bidder:

By: _____

Its: _____

STATE OF MICHIGAN
COUNTY OF _____

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

Signature: _____

Printed Name: _____

Notary public, State of Michigan, County of: _____

My commission expires: ____/____/____

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AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON CONFLICT OF INTEREST COMPLIANCE WITH THE MICHIGAN PROCUREMENT CODE

That I am the bidder (if bidder is an individual), a partner in the bidder (if the bidder is a partnership), or an officer or employee of the bidding corporation having authority on its behalf (if the bidder is a corporation);

That the costs quoted in the attached bid or bids responding to the Invitation to Bid are correct and have been arrived at by the bidder independently and have been submitted without collusion and without agreement, understanding, or planned common course of action, with any vendor of materials, furniture, or services described in the invitation to bid, designed to limit independent bidding or competition;

That contents of the bid or bids have not been communicated by the bidder, or its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished with the bids and will not communicate to any such person prior to the official opening of the bid or bids; that the bidder is legally entitled to enter into contracts with agencies of the State of Michigan and is not in violation of any prohibited conflict of interest, gratuities and kickbacks including those prohibited by law.

Any employee or official of SFA or member school districts ,elective or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate, percentage of contract, money, or things of value as an inducement or intended inducement, or in the procurement of business, or the giving of business, for or to or from, any person, or in open market seeking to make sales to the school district shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment or fine in accordance with state and/or federal laws.

CERTIFICATION OF DISBARMENT AND SUSPENSION

By signature below, I certify on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any Federal Agency.

PROPOSAL CERTIFICATION

I hereby certify with my signature below that costs quoted in this proposal are correct and that I have authority to obligate my company to perform under the conditions stated in the proposal.

Signature: _____ Date: _____

Company: _____

Return this page with Bid Form