



**INVITATION TO BID
BID NO. 9762
PLAYGROUND LOOSE FILL SURFACING MATERIAL
AND INSTALLATION
FOR TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing, delivering and installing new Playground Loose Fill Surfacing Material for Troy Schools.

Your proposal marked "**Playground Loose Fill Surfacing Material**" must be delivered no later than 2 p.m., Tuesday, June 25, 2013, Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Tuesday, June 18, 2013, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department
Troy School District
1140 Rankin
Troy, MI 48083

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. The Troy School District will receive firm, sealed bids for furnishing, delivering and installing new Playground Loose Fill Surfacing Material for Troy Schools, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, no later than 2 p.m., Tuesday, June 25, 2013, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Any questions must be received no later than noon, Tuesday, June 18, 2013, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.
5. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
6. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
7. A completed Familial Disclosure form must be included with each proposal submitted of the proposal will not be accepted, please note this form must be notarized.

TAXES

State and local sales and use taxes are not applicable and will not be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on July 9, 2013 at the regular monthly meeting of the Board of Education.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening.

DELIVERY

All shipments will be F.O.B. delivered, Troy School District, to each specific school location, see Exhibit 1.

FIRM PRICING

Unit pricing will prevail when computing total quantity on bids. No price allowance or extra consideration on behalf of the bidder will subsequently be allowed by reason of error or oversight on the part of the bidder. The successful bidder(s) will hold bid prices firm for all purchase orders placed through June, 2014 or for a period of approximately one full year.

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than one year from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at Vendor(s) expense.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

MSDS

COPIES OF MATERIAL SAFETY DATA SHEETS FOR ALL HAZARDOUS MATERIALS MUST BE INCLUDED WITH YOUR INVOICE.

MATERIAL SAFETY DATA SHEETS

Troy Schools expects MATERIAL SAFETY DATA SHEETS for all appropriate materials ATTACHED TO THE INVOICE and to appropriately label all products delivered according to Section 14 of Act 154, of the Public Acts of 1974 as amended. Any appropriate products not labeled will be refused and the vendor will be responsible for additional freight charges. Payment may be withheld until MSDSs are received by the school district.

**Troy School District
BID 9762
Playground Loose Fill Surfacing Material
Specifications**

Part 1-General

1.01 Work Scope

- A. Provide labor, materials, and equipment necessary to complete the following:
 - i. Removal of vegetation inside play structures borders.
 - oNo chemicals allowed without approval from Troy School District.
 - oAll applications must meet State of Michigan IPM requirements.
 - ii. Remove decaying material if unstable and can't support the shock absorbency required. If the existing material is stable, turnover (3 to 4 inches below surface) and level before adding new loose-fill materials. If the proper drop zone levels can't be obtained without the removal of the soil or contaminated materials, you will be required to document this information in your bid package and price.
 - iii. Provide a uniform layer (depth) of approved ASTM and CPSC materials that meets the critical height requirements of surrounding play structures.
- B. Repair any and all areas damaged during the prep, removal and/or installation of materials. Make sure to take every precaution to safely perform each step of the process without harming humans, wildlife or the surrounding environment. Any damage to structures, sidewalks, curbs, grass, street pavement, etc will be repaired and/or replaced with like materials at the contractor's expense.
- C. All debris removed must be disposed of in accordance with all local, state and federal guideline, at the contractor's expense.

1.02 Scheduling

- A. The completion date for the project is August 23, 2013. Project start date will be determined based on approval by the Troy School District Board of Education and after students have been dismissed for summer recess.
- B. If awarded the bid, your company will be required to provide a timeline outlining the project from start to finish (estimate based on normal weather conditions).

Part 2 – Material

2.01 Product Information

- A. Materials must be compatible with loose-fill surface material already in place.
- B. Samples of each product must be part of the bid package and in compliance with ASTM and CPSC guidelines.

Part 3 – Execution

3.01 Inspection

- A. Once the installation is completed the company rep will be required to walk each site with Kenneth D. Miller, Executive Director of Facility Operations and Purchasing for final approval.

3.02 Safety Guidelines

- A. It is recommended that you walk each site to verify scope of work, hazardous conditions that may exist and to determine what safety precautions that will need to be taken to ensure the safety and wellbeing of all parties involved.
- B. During normal school hours, all bidders will be required to check in with the main office at each of the sites before entering school playgrounds and/or property.
- C. During the project the contractor will be required to maintain a safety zone (barrier) around areas to be serviced at all times. Safety zones will be required if areas are not completed before departing or left unattended during the day.
- D. You will be required to check with and receive approval from the Executive Director prior to the start of each project to store materials or create a staging area for heavy equipment and trailers.
- E. The contractor will be solely responsible and abide by all federal, state, and local laws pertaining to the safety of all employees and observers, and will maintain workers compensation as required.

3.03 Quality Assurance

- A. Work areas must be kept safe, clean and organized at all times.
- B. Contractor will be responsible for any and all damage caused during the installation process.
- C. Hours of work will require prior approval from Kenneth D. Miller, Executive Director of Facility Operations and Purchasing, and are based on the City of Troy local code guidelines and school events.

EXHIBIT 1

**Troy School District
BID 9762
Playground Loose Fill Surfacing Material
Delivery Locations**

Athens High School
4333 John R
Troy, MI 48085

Barnard Elementary
3601 Forge Dr
Troy, MI 48083

Bemis Elementary
3571 Northfield Parkway
Troy, MI 48084

Costello Elementary
1333 Hamman
Troy, MI 48085

Hamilton Elementary
5625 Northfield Parkway
Troy, MI 48098

Hill Elementary
4600 Forsyth
Troy, MI 48085

Leonard Elementary
4401 Tallman
Troy, MI 48085

Niles Center
201 West Square Lake Road
Troy, MI 48098

Martell Elementary
5666 Livernois
Troy, MI 48098

Morse Elementary
475 Cherry
Troy, MI 48083

Schroeder Elementary
3541 Jack Dr
Troy, MI 48084

Troy Union Elementary
1340 E. Square Lake Rd
Troy, MI 48085

Wass Elementary
2340 Willard
Troy, MI 48085

Wattles Elementary
3555 Ellenboro
Troy, MI 48083



DUE: 2:00 p.m., Tuesday, June 25, 2013
PROPOSAL: BID 9762 Playground Loose Fill Surfacing Material

PROPOSAL FORM

We propose to furnish, deliver and install new Playground Loose Fill Surfacing Material for Troy Schools in accordance with the specifications:

Grand Total \$ _____

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX # _____

SIGNED BY _____ TITLE _____

TYPED NAME _____ DATE _____

E-MAIL ADDRESS _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

All Vendor/Contractor(s) submitting proposals must provide familial disclosure and attach this information to the proposal. The proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or key employee of the vendor submitting a proposal and any member of the Troy School Board or the Troy School Superintendent. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

The members of Troy School Board are: Nancy Philippart, Todd Miletti, Paula Fleming, Ida Edmunds, Wendy Underwood, Gary Hauff and Karl Schmidt. The Troy Schools Superintendent is Dr. Barbara Fowler.

The following are the familial relationship(s):

<u>Owner/Employee Name</u>	<u>Related to:</u>	<u>Relationship</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the owner or key employee of the Vendor/Contractor(s) submitting a proposal and any member of the Troy School Board, or the Troy Schools Superintendent.

INDIVIDUAL/FIRM NAME _____

BY (SIGNATURE) _____

PRINTED NAME AND TITLE _____

Subscribed and sworn before me, this _____

Seal:

day of _____, 20 ____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

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, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and 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 Troy School District 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 Troy School District’s 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

DATE

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF _____, 20 _____

E-MAIL ADDRESS _____

**Troy School District
Bid Tabulation
BID 9762 - Playground Loose Fill Surfacing
Material & Installation**

Vendor	Total Cost
Interlake Landscaping Services, Inc,	\$ 85,400.00
Michigan Recreational Contruction, Inc.	\$ 157,150.00
Rolar Property Service, Inc.	\$ 79,400.00