



INVITATION TO BID
BID NO. 9751
ELECTRONIC MESSAGE CENTER SIGN AND INSTALLATION
FOR TROY SCHOOL DISTRICT

The Troy School District will receive firm, sealed bids for furnishing, delivering and installing a new replacement Electronic Message Center (EMC) Sign and removing the existing sign at Leonard Elementary School for the Troy School District.

Your proposal and one copy marked “**ELECTRONIC MESSAGE CENTER SIGN**” must be delivered no later than 3 p.m., Wednesday, March 27, 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 regarding bid specifications must be received no later than noon, March 20, 2013, at no other time will questions/concerns be addressed or accepted and may be faxed: 248. 823.4077, or emailed as a Word document to: thensley@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. Firm, sealed proposals will be received by the Troy School District, for furnishing, installing and delivering a new replacement Electronic Message Center (EMC) Sign and removing the existing sign at Leonard Elementary School, located at 4401 Tallman, Troy, Michigan 48083, 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 3 p.m., Wednesday, March 27, 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 regarding bid specifications must be received no later than noon, March 20, 2013, at no other time will questions/concerns be addressed or accepted and may be faxed: 248. 823.4077, or emailed as a Word document to: thensley@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.

SCOPE

This specification includes furnishing, delivering, and installation of a new replacement Electronic Message Center (EMC) Sign and removing the existing sign at Leonard Elementary School for the Troy School District.

INSPECTION OF SITE

1. Before submitting a proposal, each bidder(s) will personally inspect the sites of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done.
2. Bidders will be held to have compared the premises with the specifications and to have satisfied themselves as to the conditions of the premises and any other conditions affecting the carrying out of the work. No price allowance or extra consideration on behalf of the contractor(s) will subsequently be allowed by reason of error, or failure to reasonably inspect on the part of the bidder(s) and/or contractor(s).

INSURANCE

Satisfactory Workers' Compensation coverage of at least \$1,000,000.00 and General Liability and Property Damage Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 in Aggregate must be carried and paid for by the contractor(s) who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$1,000,000.00. Bid number and Troy School District as additional insured must be noted on the insurance certificate. Certificate holder will be Troy Schools.

GUARANTEE BONDS

Prior to the issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the Vendor/Contractor(s) selected will qualify for, sign and deliver to the Purchasing Office, an executed performance bond and executed labor and materials payment bond secured by the surety company. Each bond will be in the amount of 100 percent of the contract. Troy Schools requires that the bonding companies be limited to those listed on the U.S. Department of Treasury Circular 570, and must be licensed in the State of Michigan. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <http://www.fms.treas.gov/c570/c570.index.html>. Certificates of such insurance and bonds will be filed with the Purchasing Office within five working days of notification of bid award and before any work begins.

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 a **PURCHASE ORDER** mailed to the Vendor/Contractor(s) selected.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. Proposal will be held open and irrevocable for forty-five (45) days after receipt of bids.

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 10 working days at the Vendor/Contractor(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 Troy Board of Education and the contract having been fully performed.

VENDOR LIST

Bidders not responding with a sealed bid or notification of a "No Bid" will be removed from the vendor bid list.

Specifications

Part 1 – General

1.01 WORK SCOPE

- A. This specification includes furnishing, delivering, and installation of a new replacement Electronic Message Center (EMC) Sign and removing the existing sign at Leonard Elementary School located at 4401 Tallman, Troy, Michigan 48083.

1.02 SCHEDULING

- A. Vendor/Contractor(s) must provide a timeline.

Part 2 – Service

2.01 SERVICE SCOPE

- A. Install new Electronic Message Center (EMC) Sign and removing the existing sign at Leonard Elementary School as specified by Kenneth Miller, Executive Director of Facility Operations and Purchasing.
- B. Contractor will be responsible **for all field measurements**. Provide a complete list of materials, quantities and summary of the work that will be performed during the demo and installation process. This information must be required as part of the bid package to be accepted.
- C. Remove all debris at the Vendor/Contractor(s) expense (steel, soil, concrete, asphalt, etc) from district property in accordance with local and state regulations.
- D. Repair any and all areas damaged during the installation of the fencing and/or gates. Make sure to take every precaution to safely install the fencing without harming humans, wildlife or surrounding environment. Any damage to structures, tracks, sidewalks, curbs, grass, street pavement, etc, will be repaired with like materials at the contractor's expense.
- E. All debris must be removed and the area cleaned up at the end of each work day. No debris should be left in the flow-line of the street, walkways or play areas.

Part 3 – Sign & Construction Specifications

3.01 SIGN SPECIFICATIONS

- A. EMC Thinksign (Xcellence V1-20 32 x 112 – 1R1G1B) Thinksign is the only EMC manufacture being accepted.
- B. Control Software must be Smart LED Manager Pro Software.
- C. Communication Method: Wireless Wi-Fi package.
- D. Warranty: 5 Year Thinksign Parts/ 2 Year Labor warranty provided by bidder.
- E. Software Training: 4 Hours total (multiple sessions) of on-site in-person training as needed provided by successful bidder.
- F. Sign: 2` - 0” H x 8` - 0” W x 1` - 0” D single sided extruded aluminum cabinet with polyurethane enamel finish.
- G. Internal fluorescent illumination using electric sign ballast.
- H. 3/16” Polycarbonate faces with digitally printing graphics using eco-friendly Latex inks with ZERO VOCs with U/V overlay protection.
- I. Provide all necessary trim, using .900 break-formed aluminum with a polyurethane enamel finish.

3.02 SIGN CONSTRUCTION

- A. Two top sign cabinets fabricated from .063” factory powder coated finished aluminum to fit existing brick structure, approximate dimensions 20” tall x 87” wide, see Exhibit 1 below for construction details.
- B. Faces to be fabricated from 3/16” white polycarbonate with 2 colors of premium quality vinyl graphics applied first surface.
- C. Cabinets will be internally illuminated with 2 800 mA high output fluorescent lamps with and additional 16 spare replacement bulbs.
- D. An Ultra Violet (UV), vandalism protective cover of 1/8” clear polycarbonate shall be fastened to the surface after the vinyl design has been applied.
- E. Two bottom cabinets will be electronic displays, approximately 41” tall x 87” wide X depth required for the display.
- F. Display must have a 48 x 112 pixel matrix, with a 19mm pitch and 90 degree viewing angle.
- G. Display must be capable of six lines of 5” copy up to one line of 30” copy.
- H. Software shall be Ethernet RF modems capable of transmitting and receiving signals from inside the school office.

Part 4 – Execution

4.01 INSPECTION

- A. All work will be performed to the satisfaction of the Executive Director. If upon inspection the work is found to be unsatisfactory, the work will be corrected at the contractor’s sole expense and at no cost to the Troy School District within 10 days from the date of notice. The decision of the Executive Director or his representative will be final.
- B. Once the projects are completed, the company rep will be required to walk the sites with the Executive Director for final approval.

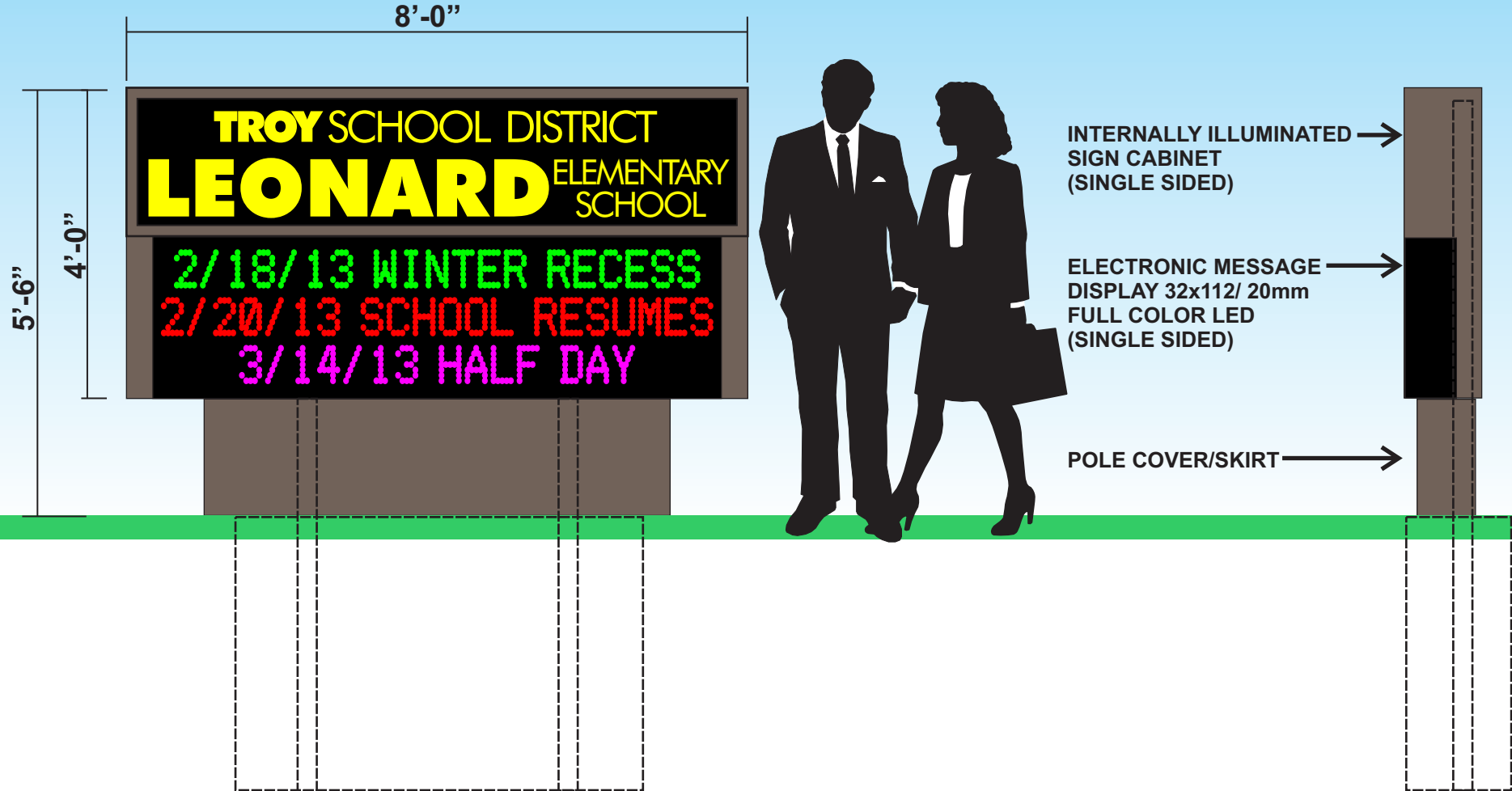
4.02 SAFETY GUIDELINES

- A. It is highly recommended that you walk the (entire) sites to verify scope of work. During normal school hours, all bidders will be required to check in with the main office at each of the sites before entering school district property.
- B. Must maintain a safety zone around areas being serviced at all times.
- C. You will be required to check with the Executive Director prior to the start of these projects for approval to store or create a staging area for heavy equipment, trailers and materials.
- D. You will be required to contact the utility companies to ensure the area is properly marked for underground utility lines (gas, electric and water).
- 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 insurance as required.

4.03 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 removal and/or staging process.
- C. Hours of work will require prior approval from the Executive Director and are based on the City of Troy local code guidelines and school events.

EXHIBIT 1



ELEVATION Scale: 1/2"-1'-0"



DUE: 3:00 p.m., Wednesday, March 27, 2013
PROPOSAL: BID NO. 9751 Electronic Message Center Sign & Installation

PROPOSAL FORM

We propose to furnish, deliver, and install a new replacement Electronic Message Center (EMC) Sign and remove existing sign at Leonard Elementary School for Troy Schools in accordance with the specifications:

BID 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 _____

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 _____

Bid Tabulation
BID 9751 - Electronic Message Center Sign
& Installation

Vendor	Total	Voluntary Alternate
Huron Sign Co.	\$ 14,407.00	a) \$ 23,432.00 b) \$ 19,018.00 c) \$ 29,940.00
MLS Sign, Inc.	\$ 17,591.73	
Signs & Engraving II, Inc.	\$ 15,600.00	
Townsend Sign Co.	\$ 12,000.00	
(a) Double Face Sign - Total \$23,432.00 (b) Single Face using 'Watchfire Electronics' - Total \$19,018.00 (c) Double Face Sign using 'Watchfire Electronics' - Total \$29,940.00		