



**INVITATION TO BID  
BID NO. 9753  
UNINTERRUPTIBLE POWER SUPPLY BATTERIES  
AND INSTALLATION  
FOR TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing, delivering and installing new replacement or equivalent Uninterruptible Power Supply (UPS) Batteries for the Troy School District.

Your proposal and one copy marked “**UPS Replacement Batteries**” must be delivered no later than 2 p.m., Tuesday, April 2, 2013 to: 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, Tuesday, March 26, 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: [PurchasingOffice@troy.k12.mi.us](mailto:PurchasingOffice@troy.k12.mi.us).

Also, you may obtain a copy of the bid specifications and proposal forms at the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083.

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, delivering and installing new replacement or equivalent Uninterruptible Power Supply (UPS) Batteries at 19 different school locations, 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, April 2, 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, Tuesday, March 27, 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: [PurchasingOffice@troy.k12.mi.us](mailto: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.

### SCOPE

This specification includes furnishing, delivering, and installation of new replacement or equivalent Uninterruptible Power Supply (UPS) Batteries at 19 different school locations for the Troy School District.

### 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.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. It is the intent to award the bid on April 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. 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.

## MSDS

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

### MATERIAL SAFETY DATA SHEETS

The Troy School District 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.

# **Specifications**

## **Part 1 – General**

### **1.01 WORK SCOPE**

- A. Provide labor, materials, and equipment necessary to install new or equivalent Uninterruptible Power Supply (UPS) Batteries at 19 different school locations for the Troy School District, see Exhibits 1 below.

### **1.02 SCHEDULING**

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

## **Part 2 – Service**

### **2.01 SERVICE SCOPE**

- A. Install new or equivalent Uninterruptible Power Supply (UPS) Batteries at 19 different school locations as specified by Kenneth Miller, Executive Director of Facility Operations and Purchasing.
- B. Provide a detail list of the materials that will be required to complete this project.
- C. Installation and testing must be performed by MGE certified technician or a technician who has performed like/similar work for the past 5 years. Certification or like/similar experience must be documented with the bid response.
- D. All work must be performed after school normal business hours. (4:00pm to 10:00pm)
- E. All exiting batteries will be removed from the UPS systems and disposed of utilizing proper EPA guidelines. Disposal certificates are required for each site.
- F. All batteries will be newly manufactured and tested upon installation.
- G. The installer must perform testing of the UPS after installation is completed. The installer must run self-diagnostics on the UPS unit and check individual batteries for proper charge. The bidder must provide details regarding any additional testing process that will be used.
- H. Each of the above UPS units currently contain sixteen (16) Enersys NP18-12BFR batteries.
- I. The vendor shall provide a complete report on each UPS system, including a diagnostic summary.
- J. The Troy School District stocks a full line of repair components for the above UPS systems. Should faulty components be found in the District's UPS systems, notice is to be provided to District personnel immediately.

## **Part 3 – Execution**

### **3.01 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 representative will be required to walk the sites with the Executive Director for final approval.

### **3.02 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.

### **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 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

## Troy School District Current UPS Battery Listing

School Locations	Model Number	Serial Number	Battery Type	Number Per Building
Barnard Elementary 3601 Forge Dr, Troy, MI 48083	72-160010-01	200366-01	NP18-12	16
Bemis Elementary 3571 Northfield Pkwy, Troy, MI 48084	72-160010-01	108531-01	NP18-12	16
Costello Elementary 1333 Hamman, Troy, MI 48085	72-160010-01	200346-01	NP18-12	16
Hamilton Elementary 5625 Northfield Pkwy, Troy, MI 48098	72-160010-01	200365-01	NP18-12	16
Hill Elementary 4600 Forsyth, Troy, MI 48085	72-160010-01	200354-01	NP18-12	16
Leonard Elementary 4401 Tallman, Troy, MI 48085	72-160010-01	200349-01	NP18-12	16
Martell Elementary 5666 Livernois, Troy, MI 48098	72-160010-01	200363-01	NP18-12	16
Schroeder Elementary 3541 Jack, Troy, MI 48084	72-160010-01	200352-01	NP18-12	16
Troy Union Elementary 1340 E. Square Lake, Troy, MI 48085	72-160010-01	200357-01	NP18-12	16
Wass Elementary 2340 Willard, Troy, MI 48085	72-160010-01	108534-01	NP18-12	16
Wattles Elementary 3555 Ellenboro, Troy, MI 48083	72-160010-01	200359-01	NP18-12	16
International Academy East 1291 Torpey, Troy, MI 48084	EPS3012/22.66	200366-01	NP18-12	16
Boulan Park Middle School 3570 Northfield Pkwy, Troy, MI 48084	72-160010-01	108499-01	NP18-12	16
Larson Middle School 2222 E. Long Lake, Troy, MI 48098	72-160010-01	108501-01	NP18-12	16
Smith Middle School 5835 Donaldson, Troy, MI 48085	EPS3012/22.66	200367-01	NP18-12	16
Athens High School 4333 John R, Troy, MI 48098	EPS3012/22.66	229249-01	NP18-12	16
Troy High School 4777 Northfield Pkwy, Troy, MI 48098	72-160010-01	217676-01	NP18-12	16
Niles Community HS 201 W. Square Lake, Troy, MI 48098	72-160010-01	200369-01	NP18-12	16
Administration Bldg 4400 Livernois, Troy, MI 48098	EPS3012/22.66	220108-00	NP18-12	16

**Total**

**304**



**DUE:** 2:00 p.m., Tuesday, April 2, 2013  
**PROPOSAL:** BID NO. 9753 Uninterruptible Power Supply Batteries & Installation

**PROPOSAL FORM**

We propose to furnish, deliver and install new replacement or equivalent Uninterruptible Power Supply (UPS) Batteries at 19 different school locations for the Troy School District 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 Barbara A. 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 9753 - Uninterruptible Power Supply**  
**Batteries & Installation**

Vendor			Amount
Ancona Controls			\$ 36,093.80
Specialized Electronics LLC			\$ 17,852.29