

**INVITATION TO BID
BID NO. 9831
PORTABLE TABLES AND CHAIRS
TESTING EQUIPMENT
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering new portable tables and chairs for testing supplies at Athens and Troy High Schools, Troy School District.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and scroll down to locate and access the bid document.

Your proposal, and one copy marked '**BID 9831 Portable Tables and Chairs Testing Equipment**' must be delivered no later than 10 a.m., Monday, December 12, 2016, 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. Questions must be received no later than noon, Monday, December 5, 2016, 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 and delivering new rectangular utility tables and metal folding chairs for Athens and Troy High 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 with BID number and must be delivered to the Purchasing Department, Troy School District, 1140 Rankin, Troy, Michigan 48083, no later than 10 a.m., Monday, December 12, 2016, 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. Questions must be received no later than noon, Monday, December 5, 2016, 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 and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted, please note these forms must be notarized.

SCOPE

This specification includes furnishing and delivering new portable rectangular utility tables and metal folding chairs with storage carts for Athens and Troy High Schools and used as testing equipment, in accordance with the attached specifications

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 Tuesday, January 17, 2016 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, Athens High School, 4333 John R, Troy, MI 48085 and Troy High School, 4777 Northfield Pkwy, Troy, MI 48098.

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 April 17, 2016 or for a period of 90 days.

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.

PERMITS

All necessary permits, tests, inspections and approvals will be procured by the contractor(s) and will be included in the proposal.

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.

<p><u>MATERIAL SAFETY DATA SHEETS</u> Troy Schools expects <u>MATERIAL SAFETY DATA SHEETS</u> for all appropriate materials <u>ATTACHED TO THE INVOICE</u> 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.</p>
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**Troy School District
Portable Utility Tables and Metal Folding Chairs
Testing Supplies
Athens and Troy High Schools
Specifications**

Rectangular Utility Portable Tables with Carts

8 ft. rectangular utility table dimensions: 96"W x 30"D x 29"H

- Polyethylene construction with a seamless one-piece white tabletop or equivalent
- Stain resistant with rounded edges for indoor\outdoor use or equivalent
- Steel frame 18-Gauge, 1 1/8" diameter steel tubing powder-coat finish or equivalent
- Chain link leg locks with leg bracing below the bend or equivalent
- 24 3/4" Leg stance with non-marring feet or equivalent
- Stack Height – 2 1/4" – ten tables stack less than 24 inches tall or equivalent

Table Cart

- Must hold up to 10 rectangular tables as specified above or equivalent.
- Steel frame construction with powder-coat finish or equivalent
- Caster wheels for easy storage and transportation or equivalent

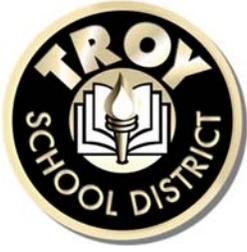
Metal Folding Chairs with Cart\Dolly

Metal folding chair dimensions: 18.75"W x 20.25"D x 29.5"H

- Heavy-duty powder-coated 18-gauge tubular frame with 2 1/4" frame strengthener on each side of the contoured seat with full-sized double-contoured backrest and curled safety edges or equivalent
- Three double-riveted U-braces (one in front and two in the back) with double-hinged legs and color-coordinated V-tip stability plugs or equivalent
- Must meet or exceed ANSI standards.

Chair Cart\Dolly

- Cart\ Dolly must store and transport 50 folding chairs in the vertical upright position or equivalent
- Institutional-grade tubular handles and five nylon casters for easy maneuvering or equivalent
- Must meet or exceed ANSI standards.



DUE: 10:00 a.m., Monday, December 12, 2016
PROPOSAL: BID 9831 Portable Tables and Chairs -Testing Equipment

PROPOSAL FORM

We propose to furnish new portable rectangular utility tables and metal folding chairs with storage carts for Athens and Troy High Schools, in accordance with the attached specifications

Athens High School

400 Tables \$ _____

800 Chairs \$ _____

Total Athens HS \$ _____

Troy High School

500 Tables \$ _____

1000 Chairs \$ _____

Total Troy HS \$ _____

Grand Total Both High Schools \$ _____

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

SIGNED BY _____ TITLE _____

TYPED NAME _____ DATE _____

BIDDER'S EMAIL ADDRESS _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAR DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided to Troy Schools, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

Contractor:

 Print Name of Contractor

By: _____

Its: _____

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 _____

Bid Tabulation
BID 9831 Portable Tables and Chairs
Testing Equipment

Vendors	Athens High School Total	Troy High School Total	Grand Total Athens & Troy High Schools
Ave Office Supplies	\$ 54,585.96	\$ 66,372.20	\$ 120,958.16
Commercial Concepts & Furnishings	\$ 57,471.00	\$ 71,938.00	\$ 129,409.00
Global Equipment Co, Inc.	\$ 45,162.00	\$ 56,000.00	\$ 101,162.00
K-Log Company	\$ 54,159.22	\$ 67,618.66	\$ 121,777.88
Office Attire, Inc.	\$ 62,295.00	\$ 77,932.00	\$ 140,227.00
Office Express	\$ 49,144.00	\$ 61,430.00	\$ 110,574.00
Office Furniture Solutions	\$ 65,639.00	\$ 81,487.00	\$ 147,126.00
School Outfitters	\$ 63,256.00	\$ 79,070.00	\$ 142,326.00
School Specialty, Inc.	\$ 48,708.00	\$ 60,885.00	\$ 109,593.00
Staples Contract & Commercial, Inc.	\$ 51,318.59	\$ 64,148.20	\$ 115,466.79
The Office Leader	\$ 47,995.00	\$ 59,429.26	\$ 107,424.26
The Office Supply Guys	\$ 59,111.00	\$ 73,644.00	\$ 132,755.00