



**INVITATION TO BID
BID NO. 9922
ERGOTRON LEARN FIT SIT-STAND DESK
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing, delivering, and assembling/installing new Ergotron LearnFit Sit-Stand Desks to 12 locations within the 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 documents.

Your proposal and two copies marked “**Bid 9922 Ergotron Desks**” must be **delivered no later than 10:00 a.m., Tuesday, March 16, 2021**, Troy School District, Services Building/Technology Department, 4420 Livernois Road, Troy, MI 48098 ATTN: Beth Soggs, Technology Director, 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, Wednesday, March 10, 2021, and may be emailed to: bsoggs@troy.k12.mi.us. At no other time prior to the bid opening will questions/concerns be addressed or accepted.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Troy School Board or the Troy School Districts Superintendent. Also, a sworn and notarized Affidavit of compliance for the Iran Economic Sanctions Act certifying the vendor does and will comply with Public Act 517 of 2012 shall accompany all proposals. Both forms will be enclosed in the specification’s booklet that shall be used for this purpose. The District will not accept a bid proposal that does not include these sworn and notarized disclosure statement.

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.

Technology Department
Troy School District
4420 Livernois Road
Troy, MI 48098

INSTRUCTIONS TO BIDDERS

PROPOSAL

1. The Troy School District will receive firm, sealed bids for furnishing, delivering, and assembling/installing new Ergotron LearnFit Sit-Stand Desk, in accordance with the specifications below. The desks will be delivered to 12 buildings within the Troy School District specific quantities per building to be specified when order is placed.
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 **“Bid # 9922 Ergotron Desks”** and must be delivered to Troy School District, Services Building/Technology Department, 4420 Livernois Road, Troy, MI 48098, ATTN: Beth Soggs, Technology Director, **no later than 10 AM, Tuesday, March 16, 2021**, 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 two copies.
3. Proposals will be made in conformity with all the conditions set forth in 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, Wednesday, March 10, 2021 and may be emailed to: bsoggs@troy.k12.mi.us. At no other time prior to the bid opening will questions/concerns be addressed or accepted.
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. 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.
7. 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.

SPECIFICATIONS

Quantity	Model
Minimum of 275	24-803-003 ErgotronLearnFit Sit-Stand Desk w/ rectangle, X-shaped base 4 legs, 32”x22” – White/Silver.
Minimum of 275	97-926-064 Ergotron Storage Bin for LearnFit Sit-Stand Desk

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than five years 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.

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 for a period of approximately one full year.

TAXES

Troy School District is not automatically exempt from State of Michigan Sales and Use Taxes. The District must pay these taxes when materials are to be incorporated into reality. Materials that are permanently attached, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the vendor. Troy School District shall not be responsible for any taxes that are imposed on the vendor. Furthermore, the vendor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to Troy School District.

CONTRACT AWARD

The contract will be awarded in the form of purchase orders emailed or mailed to the Vendor(s) selected. It is the intent to award the bid on April 20, 2021, 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, Michigan. Delivery can be made to a central location within the Troy School District, or to the 12 individual elementary buildings where final assembly will occur. Quantities per elementary building will be specified at the time the order is placed.

TIMELINE

The District anticipates the following timeline and is prepared to exercise flexibility for the purpose of finding the right fit with a qualified vendor or for other purposes deemed to result in added value this project.

Bid Release	Monday, March 1, 2021
Questions Due	Wednesday, March 10, 2021 @ 12:00 PM
Final Addendum	Friday, March 12, 2021
Bid Due Date/Public Opening	Tuesday March 16, 2021 @ 10:00 AM
Board Award	Tuesday, April 20, 2021

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.

Locations - Elementary Schools

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

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: 10:00 AM., Tuesday, March 16, 2021

PROPOSAL: BID 9922 Ergotron LearnFit Sit-Stand Desk

PROPOSAL FORM

We propose to furnish, deliver, and install/assemble a minimum of 275 new Erogron LearnFit Sit-Stand Desks as specified in the bid documents.

Per Unit Cost (including delivery and assembly) \$ _____

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____

TELEPHONE NUMBER _____

SIGNED BY _____ TITLE _____

TYPED NAME _____

E-MAIL 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 be 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

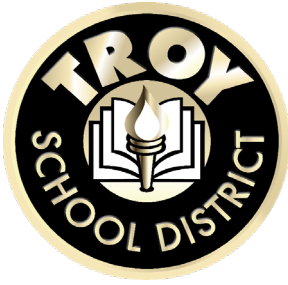
Acceptance of Proposal

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	_____



Addendum 1

Project: **Bid #9922 Ergotron Desks – Troy School District**

Bid Due date: 10:00 AM Tuesday, March 16, 2021 (UNCHANGED)

This Addendum is issued as modifications to the Bid previously issued to provide clarifications to the scope of work. This Addendum supersedes the original Bid. This along with the Bid becomes the bid documents.

1. Can I bid this without installation/assembly?
 - a. Yes. Please make it clear in your proposal that the price does not include installation. If vendors would like to include pricing with and without installation, please list both prices on the proposal form and clearly indicate which does and does not include installation/assembly.
2. Will the vendor be responsible for disposing of waste (cardboard\styrofoam)?
 - a. Yes, this should be included as part of installation/assembly.
3. What is the timeline for installation?
 - a. All desks need to be assembled and delivered to the proper location by August 20th.
4. If the LearnFit Desks are delivered to each individual school will the vendor be responsible for unloading?
 - a. Building custodians can accept delivery.
5. Is there loading docks or will a liftgate be needed to delivery?
 - a. There is a warehouse at the Services Building Technology Department – 4420 Livernois Road, Troy 48098. No loading dock, but a forklift is onsite that will be operated by technology staff. If delivered directly to the elementary buildings, they could be delivered in advance – lift gate would be necessary, but installer (assembler) would need to be on-site the within a day or two because buildings do not have space to store for an extended period-of-time.

6. Would an alternative desk be considered if the height of the desk does not adjust with a button or lever as the desk spec'd on the bid request?
 - a. No, any alternates must meet or exceed the product specified.
7. We were unable to locate the 24-803-003 model number that was listed for the LEARNFIT Sit-Stand desk.
 - a. This is the part number for a custom order desktop that is 32" x 22" with the standard maximum height of 45".
8. We have been working with Ergotron on this bid and they have informed us that they will not hold pricing for one-year. Will this change be acceptable?
 - a. If Ergotron cannot commit to pricing for one year, then this should equally impact all bidding vendors. Please bid as planned and indicate the term of the price guarantee.

END

Bid Tabulation
BID 9922 - Ergotron LearnFit
Sit-Stand Desk
Troy School District

Vendor	Amount
Airea Inc.	\$419.69
Ave Solutions	\$789.00
Connection Public Sector Solutions	\$405.81
DH Contract	\$385.00 a)
Yeo and Yeo Consulting, LLC	\$456.00
* Rec'd late bid from 'Insights' - not opened.	
a) Alternate - not to specification.	