



**INVITATION TO BID
BID NO. 9931
HIGH SCHOOL CAD COMPUTERS
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for 54 new High School CAD lab computers.

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

Your proposal and two copies marked "**Bid 9931 CAD Computers**" must be **delivered no later than 10:00 a.m., Tuesday, October 26, 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, October 20, 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 desktop computers for the high school CAD Labs, in accordance with the specifications below.
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 9931 CAD Computers**” 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, October 26, 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, October 20, 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. Bid Bond or certified check, for an amount not less than five (5%) percent of the amount of the bid, must accompany each bid. Failure to submit proper bid security shall constitute rejection of bid.
8. 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.
9. 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

54 Computers with the following specifications are needed.

Must meet or exceed the following specifications:

- Intel i7-10700K processor
- 1 TB SSD
- 16 GB RAM
- Nvidia Quadro P2200 Graphics Card
- USB Keyboard & Mouse

- Ports:
 - Front and Rear USB 3.0
 - 1GB Ethernet
 - Front headphone and mic jack
 - Audio out
 - HDMI & Display Port capable

- Durable case in a Micro Form Factor or smaller. Case must be able to accommodate a lock to prevent opening the case.

WARRANTY

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than three years from date of delivery. 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 60 days.

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 November 16, 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 will be made to the Troy School District Technology Office, 4420 Livernois Road, Troy, MI 48098

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	Friday, October 8, 2021
Questions Due	Wednesday, October 20, 2021 @ 12:00 PM
Final Addendum	Friday, October 22, 2021
Bid Due Date/Public Opening	Tuesday October 26, 2021 @ 10:00 AM
Board Award	Tuesday, November 16, 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.



DUE: 10:00 AM., Tuesday, October 26, 2021
PROPOSAL: BID 9931 High School CAD Computers

PROPOSAL FORM

We propose to provide CAD computers **(Please attach a detailed specification/configuration sheet).**

Per Unit Cost (including delivery) \$ _____

Estimated Delivery Date based on Order Date of November 17, 2021: _____

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 _____