



Request for Proposal

Date:	February 10, 2022	Project:	Adams High School: Stadium Ticket Booth
Project Number:	22.16		

Response Due Date and Time:	February 25, 2022 at 2:00 p.m. Local Time
Submit Response to:	All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (https://www.bidnetdirect.com)
Submit Questions to:	Requests for clarification shall be submitted through BidNet Direct and all responses will be released as addendum within the online posting.
Description of Procurement:	Stadium Ticket Booth

Estimated Project Timeline:

Notice of Advertisement in Local Newspaper:	February 10, 2022
Release of RFP:	February 10, 2022
Online Requests for Clarification Deadline:	February 16, 2022 at 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	February 17, 2022
Bid Due Date:	February 25, 2022 at 2:00 p.m. Local Time
Bid Opening and Public Reading:	February 25, 2022 at 2:30 p.m. Local Time located at 501 West University Drive, Rochester, MI 48307
Anticipated Board of Education Bid Award:	March 14, 2022
Project Completion Date:	June 30, 2022

→Notice: The right to modify the project timeline is held by Rochester Community Schools in absolute discretion.

Objective:

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to provide a durable, aesthetically pleasing structure to serve as a ticket booth for the south entrance to the Athletic Stadium area.

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Information to Bidders

Overview

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to establish a contract for the procurement of a prefabricated building to be used as a ticket booth at Adams High School. Adams High School is located at 3200 W. Tienken, Rochester Hills, MI 48306.

Project Purpose and Expectations

The District is requesting proposals to provide a pre-fabricated ticket booth for the south entrance of the stadium. The ticket booth is to be a durable and aesthetically pleasing building.

Timeline

The expected timeline is as follows:

<u>Estimated Project Timeline:</u>	
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Scope

1. Provide a pre-fabricated building to be used as a ticket booth for Adams High School. Include delivery to the site for installation by others. The building is to meet Michigan Building codes with the following features. Refer to Attachment 'B' showing what the proposed building should look like. Exact colors to be determined.
 - Booth Size: 6' x 8' with 12" metal canopy and fascia.
 - Exterior: Welded galvanized steel. Exterior 14 Gauge, color TBD. Interior 18 Gauge, color TBD. 36" high brick wainscot exterior to match existing high school brick as close as possible.
 - Roof: Hip Style with standing metal seam with 4" deep insulation. Color: Dark Bronze.
 - Interior ceiling height: 7' 6" minimum.
 - Walls: 4" insulated double pan walls with brick wainscot.
 - Floor: 12 Gauge, galvanized 4-way tread plate floor on a 2" high welded tube steel, fully insulated base.

Scope, continued

- Doors: 1 – 36" wide hollow metal swing door. Provide and install a Yale 8800 HD Series mortise lockset. Storage room function with 7 pin cylinder. Handle design: Carmel – CRR, in a US26D finish. District to provide lock core. Provide and install Norton HD overhead door closer. Provide 1 1/2 pair of HD ball bearing hinges, US26D finish.
- Ticket Window: 2 - ¼" insulated glass windows with stainless-steel pass-through trays.
- Window Speaker: 2 – window speakers. Add Alternate 3: Provide separate price to provide an intercom system for each window.
- Security Shutter: 2 – stainless steel security shutters with locking clasp.
- Lights: 4 – Exterior LED recessed fixtures under canopy with light switch. 1 LED 4' fixture with acrylic lens and wall switch for the building interior.
- Counter: 18" deep stainless-steel counter with grommet holes for cords.
- Shelf: 10" deep stainless-steel shelf 7' long.
- Drawers: 2 - undercounter pull-out locking storage drawers.
- Electrical Outlets: 3 - 20A/115V flush wall mounted duplex outlets.
- Data Outlet: 2 - flush mounted single gang boxes piped to junction box.
- Electrical System: Provide NEC compliant circuit breaker.
- Electrical Connection: Provide connection for building to be powered from a stand-alone generator.
- Pre-drilled anchoring clips to secure structure to surface
- Removable lift rings on the roof.
- Approved State of Michigan building code compliance.
- Delivered to site for installation.

Alternate Pricing:

In addition to the base scope pricing, please provide Alternate Pricing for the following options for consideration

Alternate #1: In addition to the base pricing of the unit, please provide the following cost in the event the district decides to provide a heating and cooling unit for the building.

- AC\Heating Unit: Provide 11,600 BTU Cooling\Heating combination unit with integral thermostat.

Alternate #2: Provide installation of the unit in place just outside the stadium entrance as shown in Attachment A: Site Plan location.

- Set unit in place on concrete pad. Concrete pad installation and fencing adjustment by others.

Alternate #3: Provide intercom system for each pass-through window in lieu of window speaker.

Selection Process and Owner's Rights

The Owner reserves the following:

1. To reject any or all bids without compensation to the bidders and to waive any or all variances, irregularities, or informalities in the bid package.
2. In the event that all acceptable bids exceed the owner's budget, the Owner reserves the right to negotiate a contract with the lowest and best acceptable bidder or any other one of the acceptable bidders.

Proposals will be assessed based on the availability of their product, as well as their service and installation procedures.

All finished surfaces shall be free of scratches, mars, dents, or blemishes. Furnishings shall have smooth finishes with no hazardous projections, sharp corners, or detail which can be hazardous and cause personal injury or damage to clothing.

Award of Contract

Project is expected to be approved by the Rochester Community Schools Board of Education on November 15, 2021. Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

Bid Due Date and Proposal Submission Requirements:

1. All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, February 25, 2022** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.
2. RCS will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Qualification of Bidder

1. The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at its sole discretion, accept or reject bidders as qualified. The right to waive any informalities in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.
2. The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Sole Bidder

1. It is the Owner's intent that this Request for proposals, permits competition. It shall be the bidder's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.

2. If only one bid is received in response to this invitation to bid, a cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
3. The Owner reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by the Owner will be final.

Addenda

1. Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.
2. Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Unit Pricing

1. Each bidder must include in proposal pricing all equipment, operating manuals, inspection, testing, certification, freight, delivery, and any other relevant charges so as to be the final cost to the Owner for the proposed items.
2. Bids are considered irregular and may be rejected if unit prices contained in the bid proposal are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
3. Any unit price that, in the sole opinion of the Owner, is unbalanced or excessive may be rejected without effecting the validity of the bid or other unit prices. An entire bid may be rejected if, in the sole opinion of the Owner, rejection of individual unit prices materially affects the bid.
4. Bid prices shall be firm through June 30, 2022. Pricing shall be F.O.B. delivered, unloaded and installed.

Bid Bond

1. Bid Bond: Bidders must submit with its Bid, bid security in the form of a Bid Bond issued by a qualified surety or certified check in an amount of five percent (5%) of the Bid ("Bid Security"). Failure to include this Bid Security with Bidder's Bid will result in the rejection of your Bid. If a Bid Bond is posted by a Bidder, it shall be from a Treasury Surety licensed to do business in the State of Michigan, and the attorney-in-fact who executes the Bid Bond on behalf of the Bidder shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Rochester Community Schools" The School District shall not be liable for any interest earned thereon. The Bid Security shall be forfeited as liquidated damages, and not as a penalty, if the Bidder withdraws its Bid after the Due Date for submission of Bids or, upon acceptance of its Bid by the School District, Bidder fails to execute the form of Contract acceptable to the School District, substantially evidencing and incorporating this RFP and its Bid and fails to provide the required Performance Bond and/or Payment Bond, if any, and the required insurance certificates, within fifteen (15) days of an award of a Contract to the Bidder.
2. The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligated on the bond.

Sales Tax

1. Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

Method of Ordering

1. Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

Payment

1. Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the bid number under which the contract is awarded.
2. Pricing shall be F.O.B. delivered to RCS at 52585 Dequindre Road, Rochester MI 48307, unloaded, and installed.

Familial Relationship Disclosure

1. All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

Iran Economic Sanctions Act

1. Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act.

Withdrawal or Revision of Bid Proposals

1. A bid may not be modified, withdrawn or cancelled by the bidder for ninety (90) calendar days following the time and date designated for the opening of bids, and bidder so agrees in submitting his/her bid.

Acceptance and Rejection of Bid Proposals

1. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, judged quality of product, past performance, inventory availability, financial stability, and references.
2. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.
3. The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

Post-Bid Information

1. After the bids are received, tabulated, and evaluated by the Owner, the apparent lowest qualified bidder(s) shall meet with the Owner at a post-bid meeting if requested by Owner.
2. The Owner reserves the right to request additional information from bidders for evaluation criteria as needed.

Bid Proposal Form: Adams Ticket Booth

Name of Bidder

Firm Name:	
Address:	
Telephone:	Fax:

Agreements

The undersigned understands that the Owner reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold bids for a period of time (90 days) from bid closing date.

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Rochester Community Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

Addenda

The undersigned acknowledges receipt of the following addenda:

Addendum Number:	Dated:
Addendum Number:	Dated:
Addendum Number:	Dated:

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Rochester Community Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Rochester Community Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Rochester Community Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Legal Status of Bidder

1. A Corporation organized and existing under the laws of the State of _____.
2. Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

CONTACT PERSON: _____ PHONE NO: _____

Base Bid

BASE BID: Bid to furnish all labor, material, equipment and services necessary to provide **Adams Ticket Booth** with the Base Bid Category descriptions, including all addenda, for the amount as follows:

TOTAL (BASE BID)	\$ _____
_____ Dollars	

*PRICES ARE NOT TO INCLUDE ANY STATE OR LOCAL TAXES.

*PRICING GOOD THROUGH JUNE 30, 2022. PLEASE NOTE ANY EXCEPTION:

ALTERNATE PRICING:

Please provide breakout pricing for the following alternate pricing options. If accepted, these costs would be added to the base bid amount:

Alternate 1: \$ _____ (Provide and install AC/Heating unit)

Alternate 2: \$ _____ (Labor & material to install the unit on concrete pad. Concrete pad by others).

Alternate 3: \$ _____ (Provide and install intercom system for each window)

VOLUNTARY ALTERNATES

Whenever any material or equipment is specified by patent or proprietary name or by the name of the manufacturer, such specification shall be considered as if followed by the words "or acceptable equal". The Bidder may offer material or equipment with equal or better qualities and performance in substitution for those specified which it considers would be in the Owner's interest to accept. The Bidder shall include sufficient specification data that will, together with any other data the Owner may require, enable the Owner to assess the acceptability of the material or equipment.

Voluntary Alternates:

\$ _____

_____ Dollars

Description of Voluntary Alternate:

Additional Labor Charges

(List if any...)

After hours labor: _____ Holidays: _____

Weekends: _____ Other: _____

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Rochester Community Schools Board of Education, the Superintendent and/or any Rochester Community Schools Administrator.

The following are the bidder’s familial relationship(s) with Rochester Community Schools:

Bidder/Contractor Employee Name Related to:

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Rochester Community Schools Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County, _____ on this _____ day of _____, 20____.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

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 Bidder (the "Bidder"), pursuant to the compliance certification requirement provided in the Rochester Community Schools' (the "School District") Request for Bid, hereby certifies, represents and warrants that the Bidder (Including 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 Bidder is awarded a contract as a result of the aforementioned RFB, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

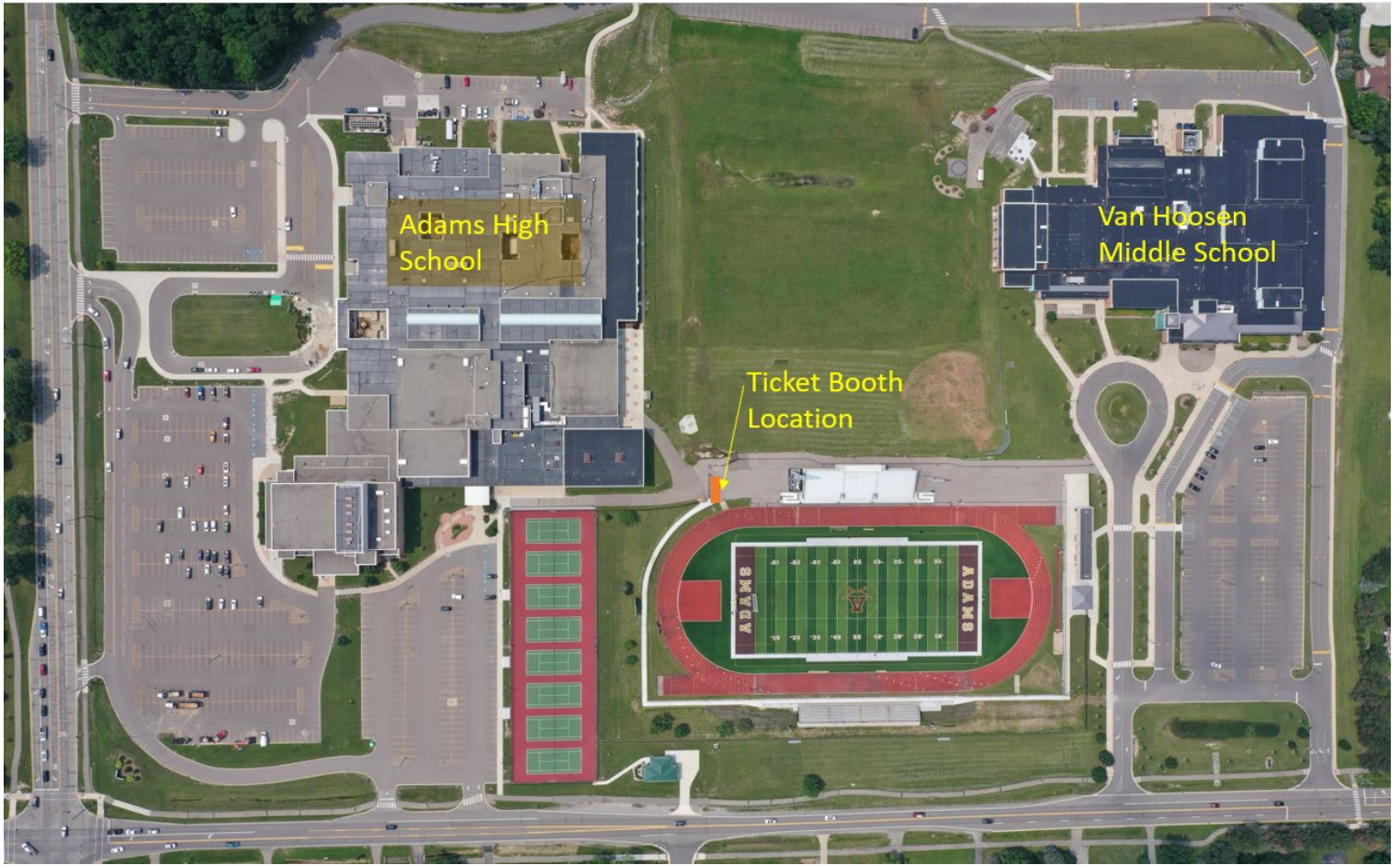
The Bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the 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 bid for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Attachment A: Site Location Plan



Adams High School: 3200 W. Tienken, Rochester Hills, MI 48306

Attachment B: Proposed Ticket Booth Construction



Sample ticket booth shown for reference. Actual ticket booth will have both ticket windows on one side of the building. Colors and materials to be selected by owner.