



Request for Proposal

Date:	March 17, 2022	Project:	Maintenance Vehicles
Project Number:	22.13		

Response Due Date and Time:	March 31, 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:	Maintenance Van(s)

Estimated Project Timeline:

Notice of Advertisement in Local Newspaper:	March 17, 2022
Release of RFP:	March 17, 2022
Online Requests for Clarification Deadline:	March 24, 2022 at 12:00 p.m. Local Time
Release of Addenda with RFC Answers:	March 25, 2022
Bid Due Date:	March 31, 2022 at 2:00 p.m. Local Time
Bid Opening and Public Reading:	March 31, 2022 at 2:30 p.m. Local Time located at 501 West University Drive, Rochester, MI 48307
Anticipated Board of Education Bid Award:	April 11, 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 supply properly equipped Maintenance Vans for our Facilities Maintenance Department.

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Information to Bidders

Overview

Rochester Community Schools, known herein as "Owner", seeks proposals from qualified firms to supply properly outfitted vans to serve the maintenance needs of the district.

Project Purpose and Expectations

The District is requesting proposals to provide the district with properly equipped new maintenance service vans.

Timeline

The expected timeline is as follows:

Notice of Advertisement in Local Newspaper:	March 17, 2022
Release of RFP:	March 17, 2022
Online Requests for Clarification Deadline:	March 24, 2022 at 12:00 p.m. Local Time
Release of Addenda with RFC Answers:	March 25, 2022
Bid Due Date:	March 31, 2022 at 2:00 p.m. Local Time
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Anticipated Board of Education Bid Award:	April 11, 2022

Scope

Rochester Community Schools is requesting bids to provide Maintenance service vehicles for our Facilities Maintenance Department.

Vehicles to be provided are to be equal or equivalent to the Dodge ProMaster 2500 Series Cargo Van, and be provided with the following options & equipment:

- 2500 or 3500 series High Roof Model
- Bright White Clear Coat Exterior
- Minimum 159" Wheelbase
- Minimum 123" load floor (to accommodate 12" ladders)
- Rear Back Up Camera
- Trailer Tow Package

Alternate Pricing

Please provide additional pricing for the following options for consideration:

- Wood Floor
- Remote Start
- Vehicle Navigation System
- ParkSense Front and Rear Park Assist
- Blind-Spot and Cross-Path Detection
- Heated Power Folding Mirrors

- 6-Way Manual Adjustable Driver seat
- Factory Divider
- Interior LED Lighting
- Heated Driver Seat

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.
3. To select more than one vendor or brand,

The submissions will be evaluated and scored according to the following criteria:

- Qualifications & Experience
- Product Quality and Standard of Service
- Ease of Maintenance and Availability of Service Parts
- Sustainability
- Price Proposal

Proposals will be assessed based on the availability of their product, as well as their service and installation procedures. Due to the continuous use of furniture and the need for future layout changes, proposers should declare their average response times, including local response times, and also their availability to work outside of office hours.

The Owner expects prompt service and timely delivery of replacement parts. Proposers should include the location of the manufacturing facility and standard delivery time for the product lines offered and the location of the service center and average response time for service calls.

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 **April 11, 2022** Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves the right 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, March 31st, 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, installation 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. 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: Maintenance Vehicles

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 **Maintenance Vehicles** 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 DECEMBER 31, 2022. PLEASE NOTE ANY EXCEPTION:

ALTERNATE PRICING:

Provide pricing for the following additional equipment:

- Wood Floor \$ _____
- Remote Start \$ _____
- Vehicle Navigation System \$ _____
- ParkSense Front and Rear Park Assist \$ _____
- Blind-Spot and Cross-Path Detection \$ _____
- Heated Power Folding Mirrors \$ _____
- 6-Way Manual Adjustable Driver seat \$ _____
- Factory Divider \$ _____
- Interior LED Lighting \$ _____
- Heated Driver Seat \$ _____

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 Charges or Deviations from the base scope/specifications contained in this RFP:

List any and all deviations or changes in the base scope associated with or contained in your bid\proposal amount.

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