



Dexter Community Schools  
2704 Baker Road  
Dexter, Michigan 48130  
[www.dexterschools.org](http://www.dexterschools.org)  
(734) 424-4100

**Request for Proposal**  
for  
Dexter Community Schools (DCS) 2021-22 Furniture

**Issue Date:** April 22, 2022  
**Proposal Due Date:** May 4, 2022 at 12:00 noon

**Bid Contact:** Jennifer Miceli, Fiscal Services Coordinator  
Dexter Community Schools  
2704 Baker Road  
Dexter, MI 48130  
Phone: (734) 424-4100 x1013  
[bond@dexterschools.org](mailto:bond@dexterschools.org)

**Bid Summary:**

Dexter Community Schools is soliciting quotes/proposals for furniture for the district. The specifications are included in a separate Excel file (Vendor Quote DCS 2021-22 Furniture.xls).

In lieu of a formal RFP, please provide pricing and a proposal. If you are able to quote on some of the furniture, please feel free to submit a bid indicating such. It is acceptable to only bid on the manufacturers to which you have access. Substitutions/alternates will not be considered. All pricing is to be entered on the enclosed Excel spreadsheet and submitted in Excel format.

Please provide estimated delivery and installation dates.

**Bid Requirements:**

Bidders/Vendors are requested to submit a bid on any Bid Category(ies) that they are able to supply as specified.

Bidders/Vendors shall submit a digital/electronic copy of their bids to include:

1. Bid Proposal Form (attached as a PDF)
2. Bid Disclosure Statement and Affidavit (last page of this PDF)
3. Pricing entered on the enclosed Excel spreadsheet with per unit prices entered into green highlighted cells for those categories you wish to submit pricing (attached as an Excel file AND PDF)

The Owner shall not be responsible for any cost or expense the Bidder/Vendor incurs during the preparation of this bid. The Owner reserves the right to hold the bids for ninety (90) days; to accept or reject any or all bids; to omit or accept any informalities in any bid and to make such awards as it considers in its best interest, whether low bid or not.

Should a Bidder/Vendor find discrepancies in, or omissions from the specifications, plans, drawings, details, instructions and bid proposal form, or should the Bidder be in doubt as to the meaning, the Bidder should notify, at once, the Owner who will send written instructions to all appropriate Bidders.

The Owner shall not be responsible for any oral instructions.

The Contract shall be awarded when a Bidder/Vendor has been issued a Purchase Order. After a contract agreement has been executed, the Bidder/Vendor shall not be allowed any sum over and above the price(s) specified in the contract agreement.

**Pricing:**

Dexter Community Schools is a member of numerous purchasing consortiums, so feel free to provide consortium pricing or better. If pricing is based on a consortium, please reference which consortium and the discount structure (NJPA, National IPA, US Communities, etc.) on Bid Proposal Form and Excel spreadsheet.

All pricing is to include unit price, freight/delivery, and installation. Please enter unit price for each item on the Excel spreadsheet in each green highlighted cell. Freight and installation need to be included as a lump sum at the end of each Bid Category.

Pricing shall include the receiving of furnishings and installation at job site(s). Drop shipping is unacceptable.

All furniture items specified for a Customers Own Material, "COM," covering shall be priced with that covering. The Vendor shall order coverage and have it delivered to the Manufacturer at the appropriate time. The Owner shall not be responsible for coordinating the fabric purchase.

Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities without any effect on the unit prices submitted.

**Installation:**

Installation is required.

Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.

The Vendor shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner. This person shall have the authority to direct installation changes/modifications.

The Vendor is responsible for removing from the project all the waste materials and rubbish resulting from his operations and installation including all packing cartons and debris. Removal is to occur on a daily basis. Failure to do so will result in the Owner doing so and the cost thereof shall be charged to the Vendor as a deduction in his contract price.

The Vendor shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.

The Vendor shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.

The Vendor shall be responsible for final cleaning of all the furniture items installed by his crew. All protective materials shall be removed, all surfaces cleaned of dirt, smears, fingerprints, etc. All items are to be prepared for final acceptance by Owner.

The Owner has no preference on union or non-union labor. It is the bidder's choice.

**Deliver and Installation Schedules:**

It is the Vendor's responsibility to receive furnishings delivered from the Manufacturer and to deliver those furnishings to the job site(s) at the time of installation. Drop shipping is unacceptable and if it

occurs, will result in a deduction in the Vendor's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment. If a delivery truck is turned away from the installation site by anyone other than the Owner, before leaving the site, a representative from the Vendor, or Delivery Company must contact the Owner to validate the order. If a delivery truck leaves the site without contacting the Owner, the Vendor is responsible for any additional delivery costs incurred.

**Building Addresses:**

Bates School: 2704 Baker Rd., Dexter, MI 48130

Wylie Elementary: 3060 Kensington St., Dexter, MI 48130

Creekside Intermediate: 2615 Baker Rd., Dexter, MI 48130

\*Mill Creek Middle School: 7305 Dexter Ann Arbor Rd., Dexter, MI 48130

\*Dexter High School: 2200 N. Parker Rd., Dexter, MI 48130

\*Multi-story building; elevators available

**Damage to Furniture:**

The Manufacturer/Vendor is responsible for all damages and losses until the installation has been completed and accepted by the Owner. The Owner will judge the damage. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner. Vendor shall provide all protection necessary to carpeting, walls, and other surfaces.

**Fabrics/Upholstered Furniture:**

All same pattern and color fabrics must be supplied from the same dye lot.

Where "COM" fabric is specified, the Vendor shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time. It is the Vendor's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.

Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Vendor of any flaws. The replacement of any flawed fabric will be the responsibility of the Vendor.

**Warranties:**

The Vendor shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a minimum period of one (1) year from the date of project completion and Owner acceptance. Upon notification from the Owner, the Vendor or Manufacturer shall, by repair, replacement, or otherwise, place the item in a condition satisfactory to the Owner in every respect. Usual wear and tear and results of Owner's accidents are exempted from the requirements of this guarantee. Everything required to fulfill this guarantee shall be done without additional cost to the Owner. The products or workmanship of any Vendor are to be covered in the primary Manufacturer's guarantee.

The following shall be considered defects, without being limited thereto:

Permanent etching, staining, discoloration, fading, and other deterioration of finishes.

Operational failures, binding, and the like, in finish cabinet hardware.

Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

The vendor shall provide maintenance and cleaning instructions as written by the manufacturer for each item of furniture.

**Vendor Code of Conduct:**

The purpose of the Dexter Community Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and Vendors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Dexter Community Schools for persons both contemplating performing work and performing work for Dexter Community Schools in the capacity of a Vendor.

These rules will become part of the mandatory working conditions of the contract and failure to comply by the any Vendor, sub-Vendor, management, employee, or contracted consultant may result in the cancellation of the contract.

In general it is expected that everyone entering a Dexter Community Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security.

The Vendor Code of Conduct can be supplied by request.

**Proposal:**

Questions regarding the specifications and the bidding process may be submitted to the Bid Contact.

Please submit a proposal and/or quote, as set forth in this Request for Proposal, by the Proposal Due date/time. Email of entire proposal is preferred to Bid Contact, [bond@dexterschools.org](mailto:bond@dexterschools.org). All mailing, shipping, emailing, or delivery of proposals should be addressed to the Bid Contact. No verbal or faxed proposals will be considered.

This request for proposal is posted on the District website and available through the Proposal Due Date. From [www.dexterschools.org](http://www.dexterschools.org) follow the links to Departments → Business Office → Bids/RFPs.

**Indemnification:**

The Bidder/Vendor hereby agrees to indemnify the Dexter Community Schools for all claims, demands, liability and causes of action arising from or related to the services provided by Bidder/Vendor, including, but not limited to, any act or omission occurring on or about the Dexter Community Schools' premises or the premises where the services are provided, including acts or omissions involving Bidder/Vendor's use of equipment of the Dexter Community Schools. Bidder/Vendor's indemnification includes, but is not limited to, any act of negligence of the Bidder/Vendor and/or also includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages of whatsoever kind or nature to any person or persons or the property of any person, persons, corporations, school districts or any other entity. Bidder/Vendor's agreement to indemnify the Dexter Community Schools covers all costs, expenses, liabilities and fees, including attorney fees, incurred by Dexter Community Schools in the event an action, litigation or proceeding is initiated against the Dexter Community Schools. Bidder/Vendor shall upon written notice from the Dexter Community Schools, defend such litigation, action or proceeding. In certain instances, determined by the Dexter Community Schools, the Dexter Community Schools shall retain the right to request that the Bidder/Vendor provide proof of public liability insurance in such sums as shall be deemed appropriate by the Dexter Community Schools. The Bidder/Vendor shall not be responsible for any action or inaction of Dexter Community Schools or its officers, agents, or employees, nor for insurance costs of legal fees related thereto.

**Awarding Contract:**

After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor that is most qualified and reasonable in cost will be recommended. The responsible District administrator (or the Board of Education, when required by

Board Policy) will authorize awarding the contract.

Orders or contracts will be awarded to the lowest bidder; however, consideration can be given to the quality of items to be supplied, conformity with specifications for reasons of establishing uniformity, suitability to the requirements of the school, delivery terms, and past performance of vendor.

Contracts for professional, technical and consultant services shall be awarded on the basis of an analysis of the quality of the service and may be based on the presence of a continuing relationship with the provider.

Whenever goods and services are of comparable quality and cost, qualified local businesses shall be given preference. A qualified local business is defined as one whose principal place of business is located within the geographic boundaries of the school district.

The District reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District to accept any item or groups of items in the proposal, as may be in the best interest of the District. The District retains the right to qualify or disqualify vendors on the basis of available information pertaining to their service and/or the suitability of the goods and services proposed. No bid shall be accepted from or contracted to any person who is in arrears to the District upon debt through contract or purchase, or who is the defaulter of security or otherwise upon an obligation to the District, or who shall in other respects be disqualified.

It is anticipated that Purchase Order(s) will be issued by May 6, 2022.

The Owner is a federally constituted government body. All purchases are to be exempt from all taxes, including state and federal taxes. A Michigan Sales Tax Exemption Certificate is available on the District website or will be furnished upon request.

**Dexter Community Schools  
Bid Disclosure Statement and Affidavit**

Initial

The vendor affirms that there is no direct or indirect business relationship between this firm And any of its employees, with any member of the Dexter Community Schools Board of Education or any school district employee in a position of influence and there is no conflict of Interest, except as indicated below:

---

---

---

---

---

Initial

The vendor certifies that it is not an Iran Linked Business per bid requirements under Michigan's "Iran Economic Sanctions Act," effective April 1, 2013.

Firm name \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

Name of Vendor

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, \_\_\_\_\_ (state)

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_