

**INVITATION TO BID
BID NO. 9941
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 9941 Ergotron Desks**” must be **delivered no later than 10:00 a.m., Tuesday, March 15, 2022**, 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 9, 2022, 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 (including removal of all packaging materials) new Ergotron LearnFit Sit-Stand Desk, in accordance with the specifications below. The desks will be delivered to 7 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 #9941 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 15, 2022**, 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 9, 2022 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. 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.
7. 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.
8. 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 400	24-803-003 ErgotronLearnFit Sit-Stand Desk w/ rectangle, X-shaped base 4 legs, 32”x22” – White/Silver.
Minimum of 400	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 19, 2022, 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 7 individual secondary buildings where final assembly will occur. Quantities per building will be specified at the time the order is placed. The addresses for the 7 locations are listed below in this document.

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, February 21, 2022
Questions Due	Wednesday, March 9, 2022 @ 12:00 PM
Final Addendum	Friday, March 11, 2022
Bid Due Date/Public Opening	Tuesday March 15, 2022 @ 10:00 AM
Board Award	Tuesday, April 19, 2022

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 - Secondary Buildings

Baker Middle School
1359 Torpey
Troy, MI 48083

Boulan Park Middle School
3570 Northfield Parkway
Troy, MI 48084

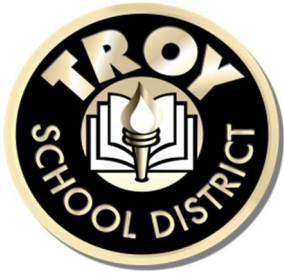
Athens High School
4333 John R
Troy, MI 48085

International Academy East
1291 Torpey
Troy, MI 48083

Larson Middle School
2222 E. Long Lake Road
Troy, MI 48085

Smith Middle School
5835 Donaldson
Troy, MI 48085

Troy High School
4777 Northfield Parkway
Troy, MI 48098



DUE: 10:00 AM., Tuesday, March 15, 2022
PROPOSAL: BID 9941Ergotron LearnFit Sit-Stand Desk

PROPOSAL FORM

We propose to furnish, deliver, and install/assemble a minimum of 450 new Ergotron 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

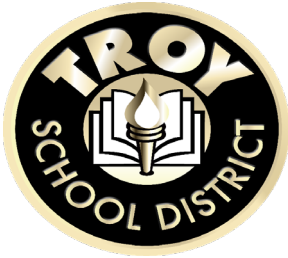
Acceptance of Proposal

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 #9941 Ergotron Desks – Troy School District**

New Bid Due date: 10:00 AM Tuesday, March 22, 2022 (CHANGED)

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.

NOTE: As stated above, the new due date for bid responses has changed. Bid responses are now due no later than March 22, 2022, at 10:00 AM.

Q. Why is the quantity on the bid and on the tabulation form different?

- a. The district is seeking pricing on a minimum of 400 of the specified desks. A revised proposal form is attached.

Q. With bids being due only a few days after the addendum is posted, and delays that can occur with shipping, could the submission date be extended by one week?"

- a. Yes, the deadline will be extended to March 22, 2022, at 10:00 AM.

Q. Is the Bid Bond required on this ITB?

- a. Yes, a Bid Bond is required.

Q. Will a performance and payment bond be required of the awarded company?

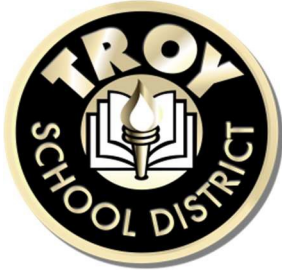
- a. No, no additional bonds will be required.

Q. Will a performance and payment bond be required of the awarded company?

- a. No, no additional bonds will be required.

Q. How many school locations will the Ergotron Learn Fit Sit Stand desks be delivered to? There are seven (7) secondary locations listed but in the description of the bid, first page- first paragraph, the quantity of locations is listed as twelve 12.

- a. Desks will be delivered to the 7 locations listed the '12 locations' was inadvertently carried from a previous bid.



DUE: 10:00 AM., Tuesday, March 22, 2022

PROPOSAL: BID 9941 Ergotron LearnFit Sit-Stand Desk

PROPOSAL FORM

We propose to furnish, deliver, and install/assemble a minimum of 400 new Ergotron 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 _____

Bid Tabulation
BID 9941 - Ergontron Desks
Troy School District

Vendors	
Blumm of Minnesota, LLC	\$469.30
Dell Marketing, L.P.	\$489.63
Iscg, Inc	\$488.60
Yeo & Yeo Consulting, LLC	\$421.00