



NOVI COMMUNITY SCHOOL DISTRICT

PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING.

Board of Education 2023 Agenda

Dr. Danielle Ruskin
President

Mr. Tom Smith
Vice President

Mr. Willy Mena
Secretary

Mrs. Mary Ann Roney
Treasurer

Mr. Paul Cook
Trustee

Mrs. Betsy Beaudoin
Trustee

Mr. Jason Michener
Trustee

Meeting Date: February 21, 2023
Educational Services Building
25345 Taft Road
Novi, MI 48374



Community School District

NOVI BOARD OF EDUCATION
Regular Meeting – February 21, 2023
7:00 PM
AGENDA

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. CELEBRATIONS**
- V. REPORTS TO THE BOARD**
 - a. i-Ready Mid-Year Data Review - Jeff Dinkelmann
 - b. 2022-23 NCSD Budget Amendment Presentation
- VI. COMMENTS FROM THE AUDIENCE**

The board respectfully requests that any individual wishing to speak to the board provide their name, address, any organization they represent, keep their comments to the allotted time, and refrain from directing comments to individual members of the board, district employees, or members of the audience.
- VII. CONSENT AGENDA**
 - a. Approval of Minutes
 - b. Approval of Field Trips
- VIII. DONATIONS**
- IX. CLOSED SESSION**
 - a. For the purposes of Negotiations [OMA Sect. 8(2)]
 - b. For the purposes of Land Swap Discussion [OMA Sect. 8(3)]
- X. ACTION ITEMS**
 - a. Personnel Report A
 - b. Personnel Report B - NASA Administrators
 - c. ROAR Center Easement
 - d. Business Professionals Tournament Field Trip
 - e. Playground Equipment Resolution
 - f. 2022-2023 Budget Amendment
 - g. OCSBA Bylaws and Resolutions
- XI. INFORMATION AND DISCUSSION**
 - a. Bid Packages – Novi Meadows Phase 1, High School Phase 2
 - b. City of Novi Land Swap Update
 - c. NCSD Branding Guide
- XII. SUPERINTENDENT’S REPORT**
- XIII. BOARD COMMUNICATION**
- XIV. ADJOURNMENT**

PROVIDE IMPACTFUL OPPORTUNITIES FOR ALL TO CULTIVATE LIFELONG LEARNING

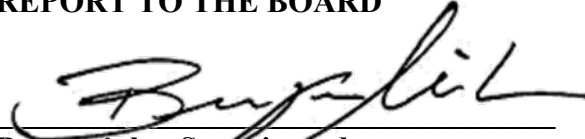
**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: iReady Mid-Year Data Review Report

The iReady assessment was administered to our K-6 students. Tonight, Jeff Dinkelmann, the Director of Student Growth and Accountability will review the latest data with the Board of Education.

**APPROVED AND RECOMMENDED FOR
REPORT TO THE BOARD**

A handwritten signature in black ink, appearing to read 'Ben Mainka', written over a horizontal line.

Ben Mainka, Superintendent



Middle of Year Data and Implementation Review



Before We Get Started

What is i-Ready

- Adaptive Diagnostic for grades K-9
- Novi administers this assessment three times per school year (Fall, Winter, Spring)
- In addition to the assessment, there is an instructional component that provides instruction and practice on the skills students are in need of mastering based on the results of their diagnostic

Things to consider:

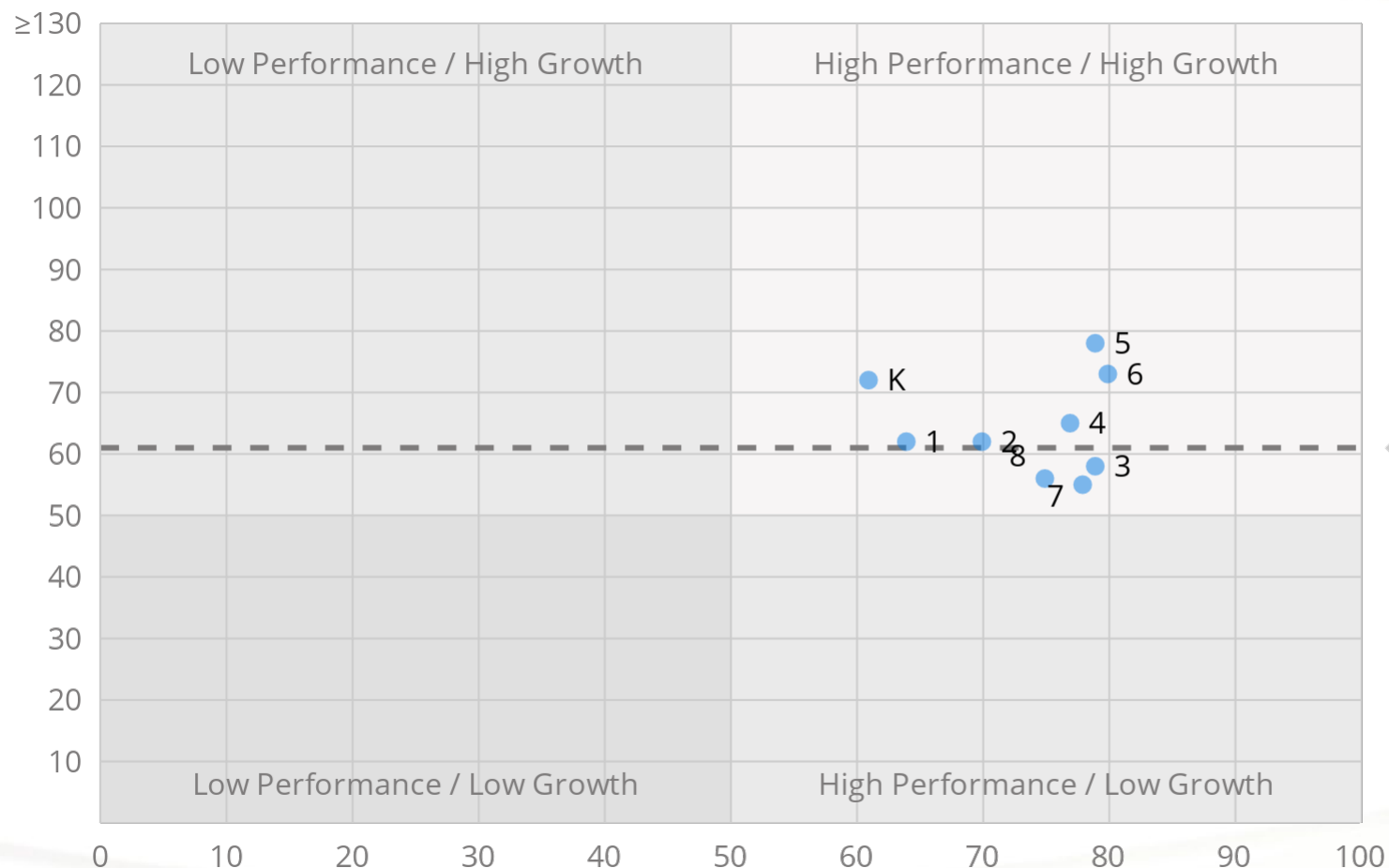
- Change in who participated this year
- Bar Colors
- Curriculum Path
- Data Digging

How Did Students Across the District Grow From Fall to Winter?

Comparison of Median Student Performance and Median Percent of Typical Growth

Growth

Median percent of typical growth achieved, differentiated by fall placement levels



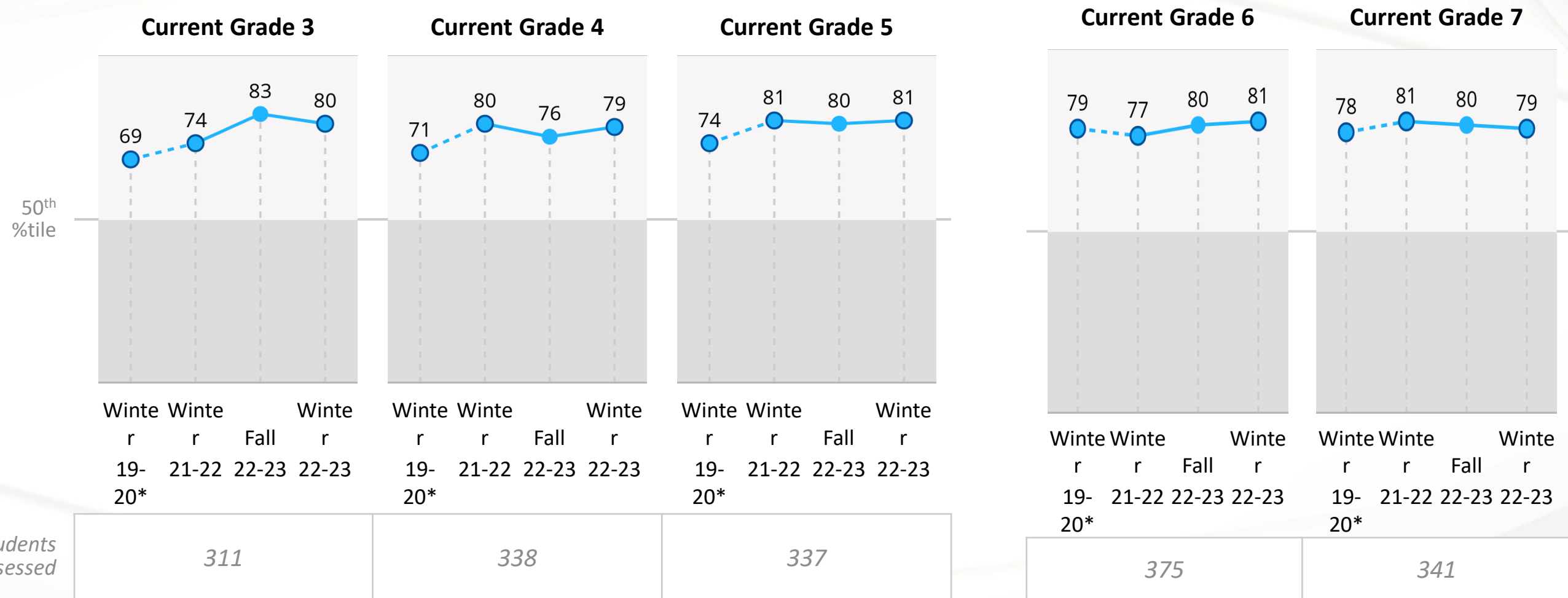
National median percent of typical growth at 16-18 weeks
(Grades K-8 as observed in 2017-2018)

Performance

Median student performance relative to historical 18-19 norms
(50th percentile is the national median)

How Has the District's Normed Performance Changed Year over Year?

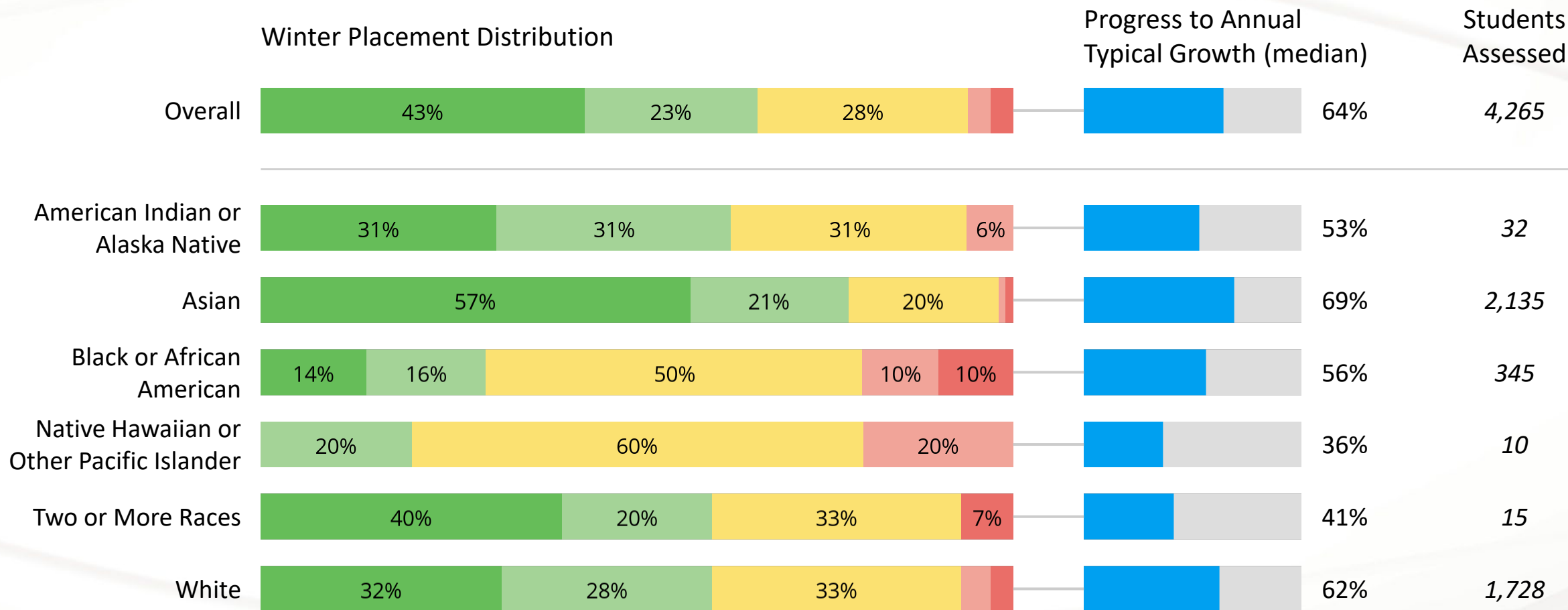
Median Percentile Rank based on National Norms, Winter 19-20 to Winter 22-23



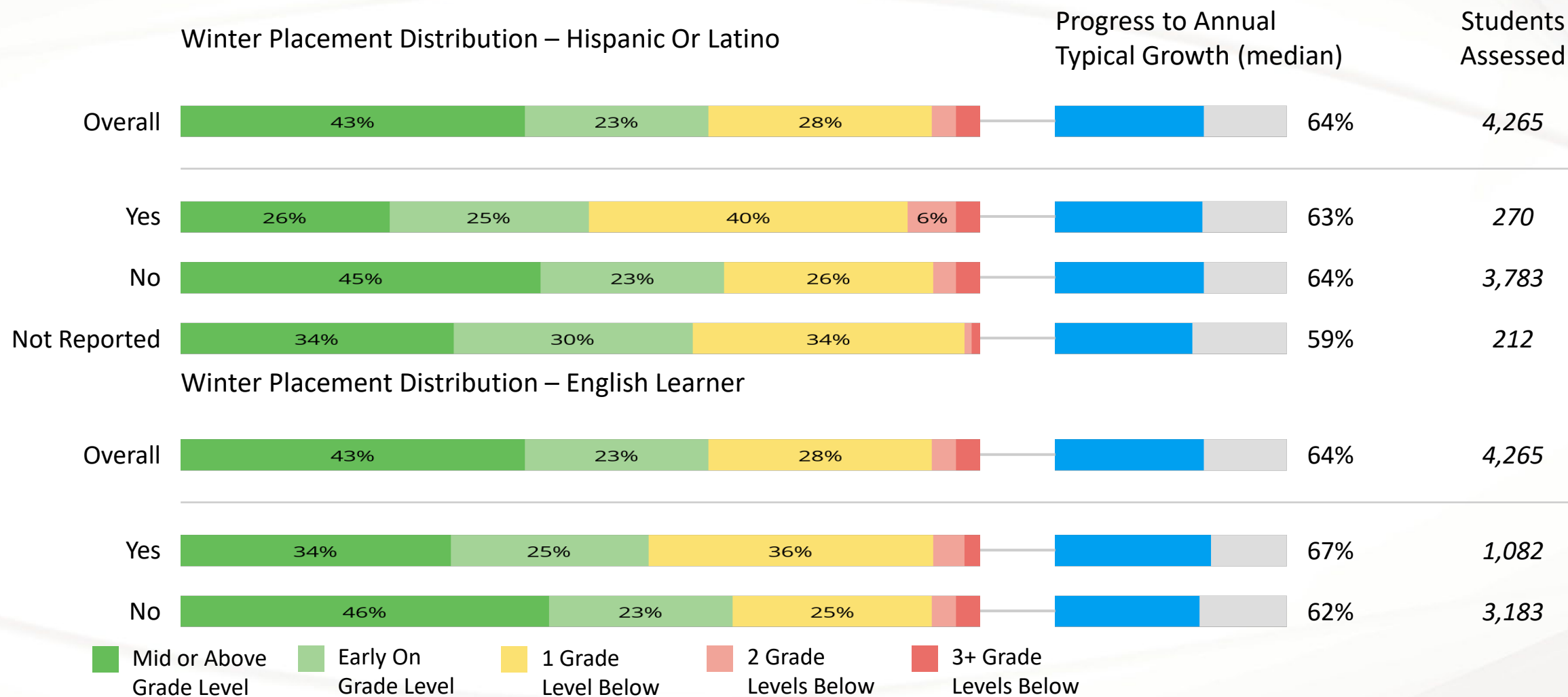
This is a longitudinal cohort analysis

** Results for Winter 20-21 omitted due to high rates of testing outside of school as a result of the pandemic.*

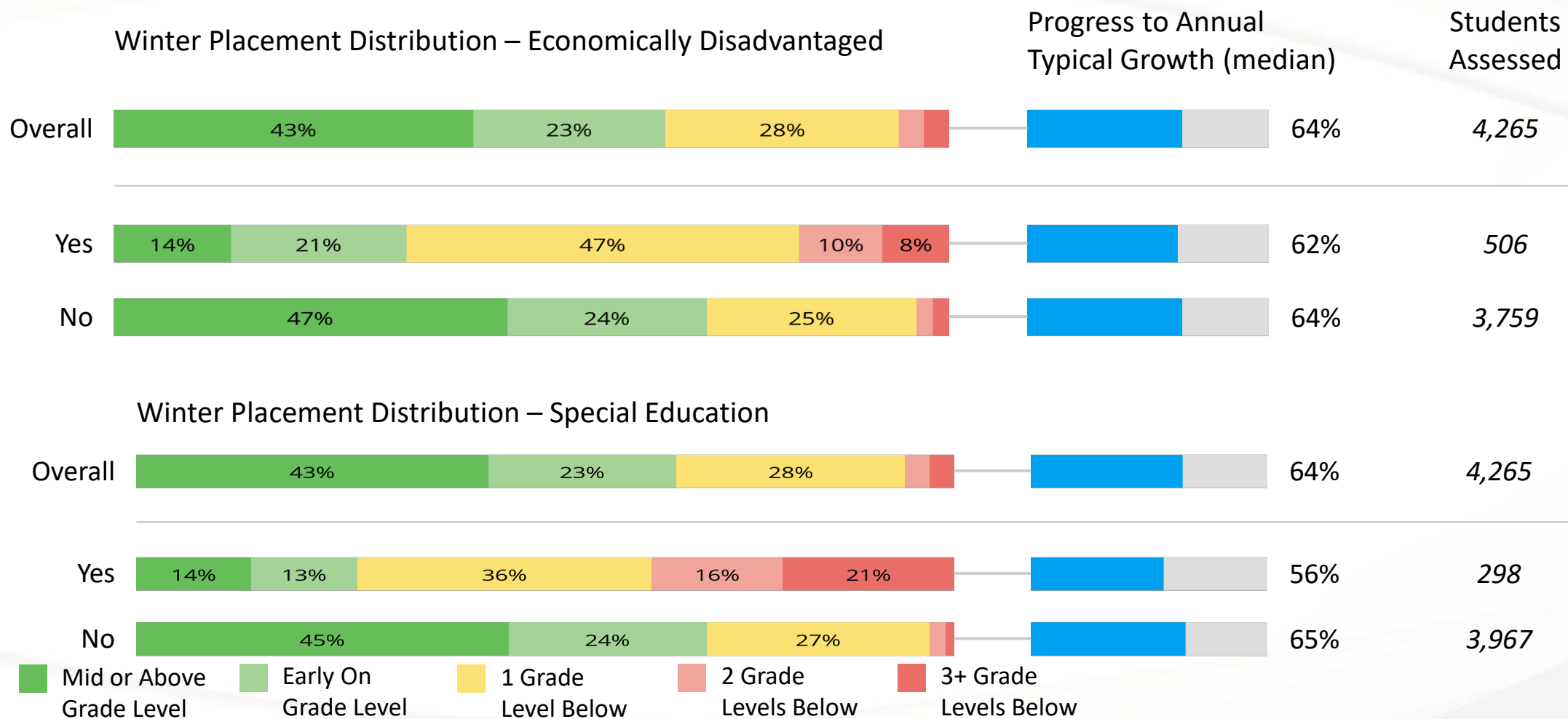
What Are the Relative Placements and Growth by Race?



What Are the Relative Placements and Growth?



What Are the Relative Placements and Growth?

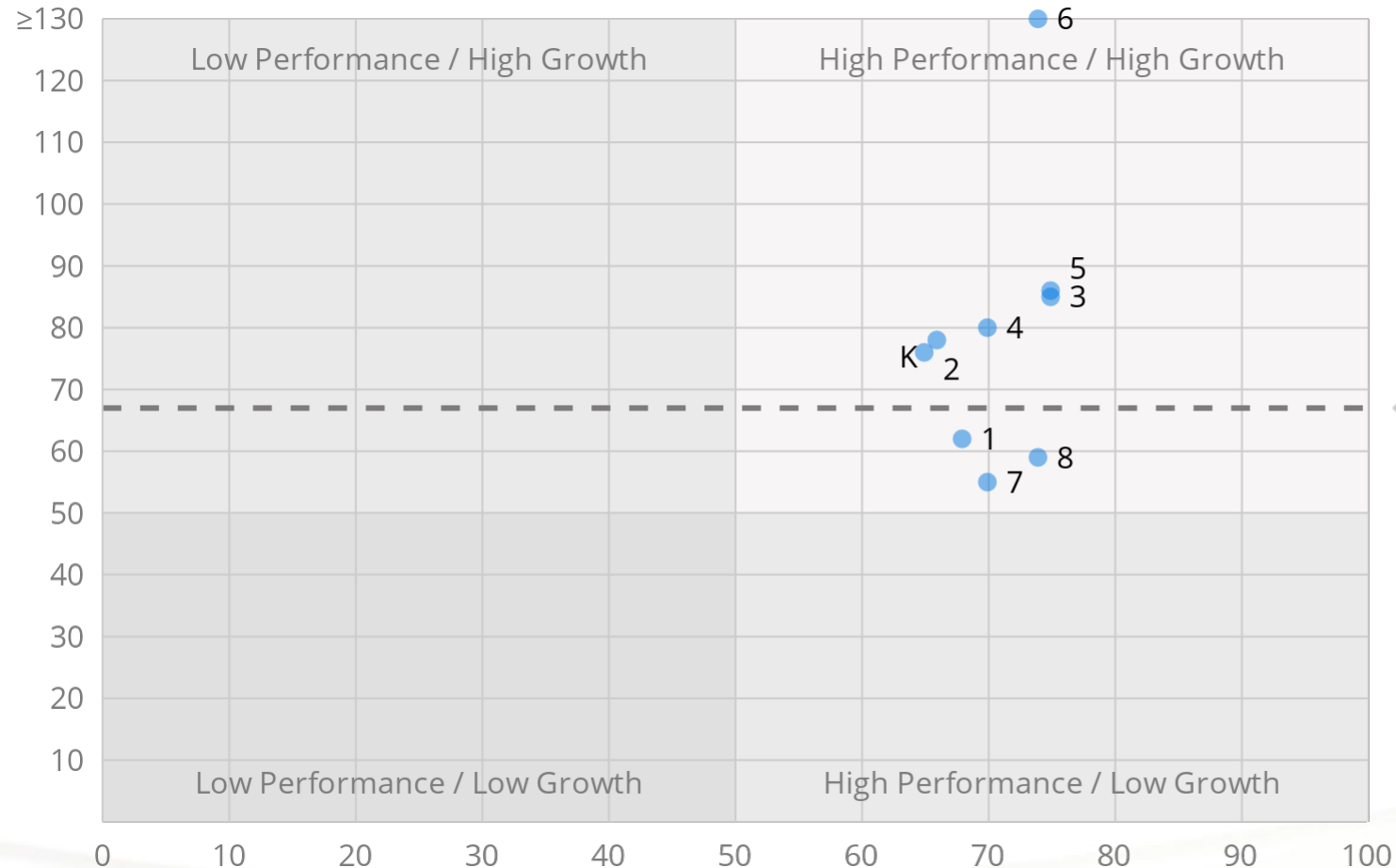


How Did Students Across the District Grow From Fall to Winter?

Comparison of Median Student Performance and Median Percent of Typical Growth

Growth

Median percent of typical growth achieved, differentiated by fall placement levels



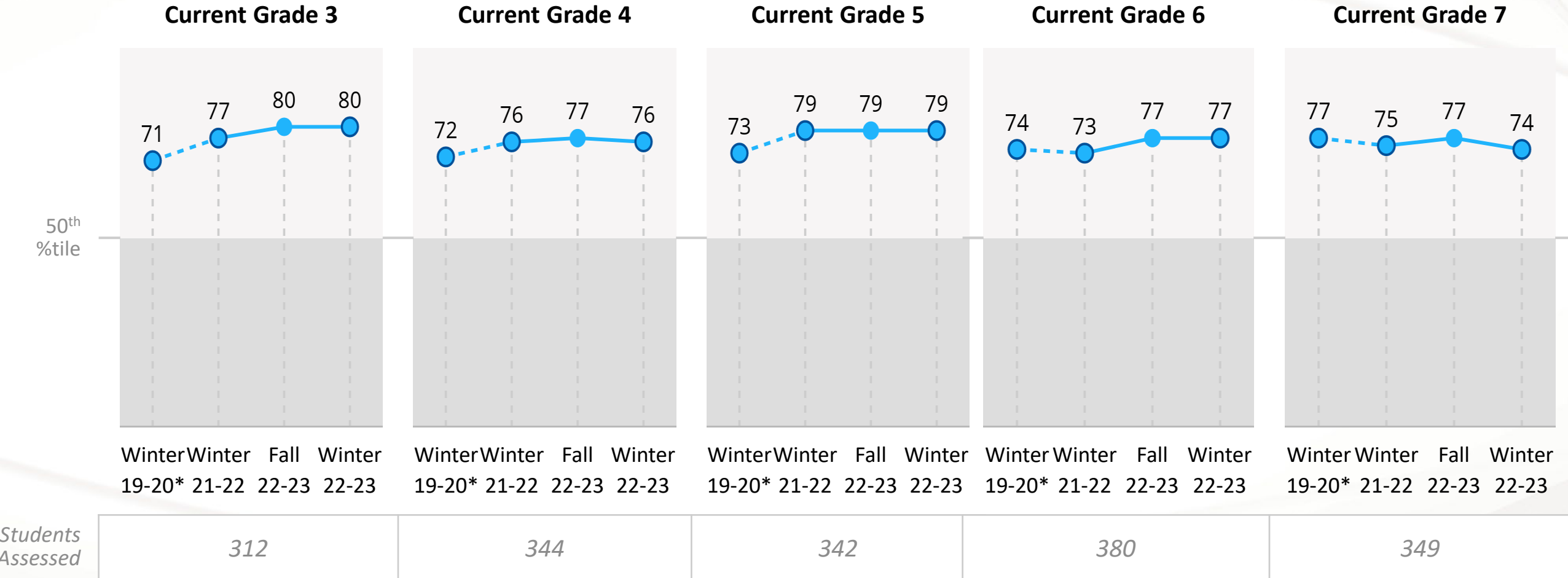
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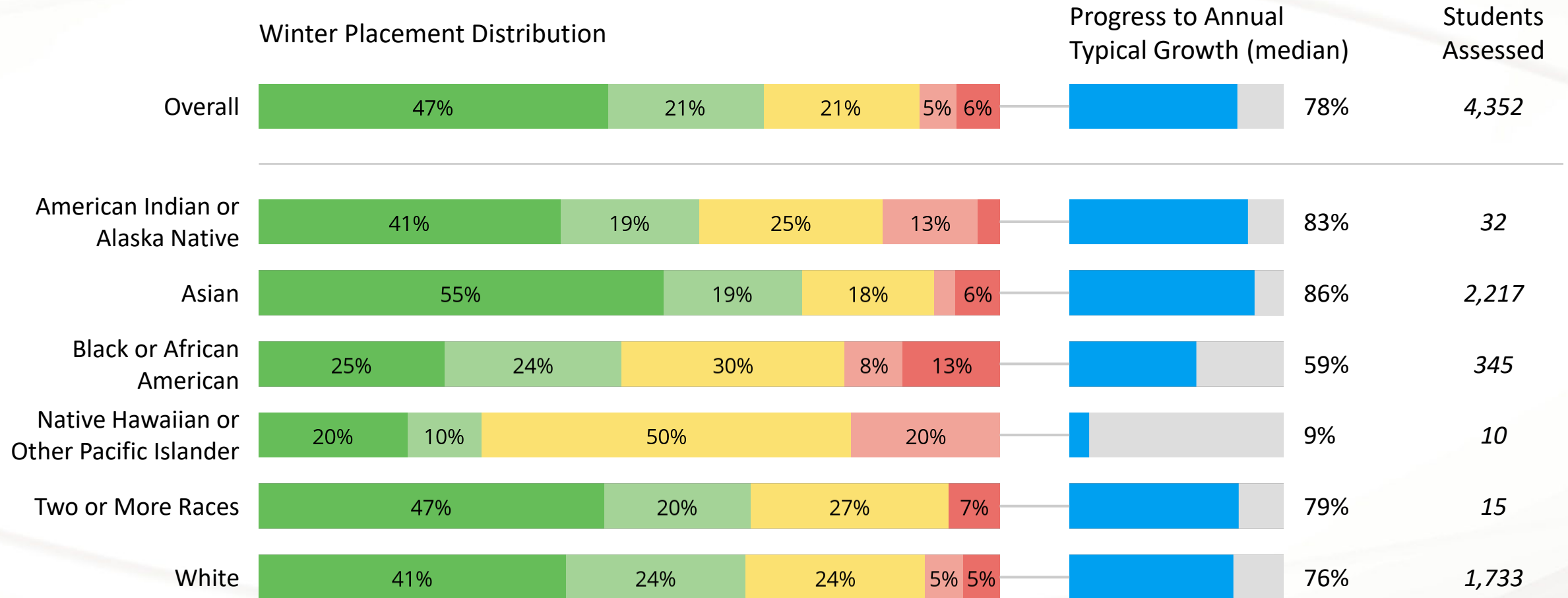
Median Percentile Rank based on National Norms, Winter 19-20 to Winter 22-23



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What Are the Relative Placements and Growth by Race?

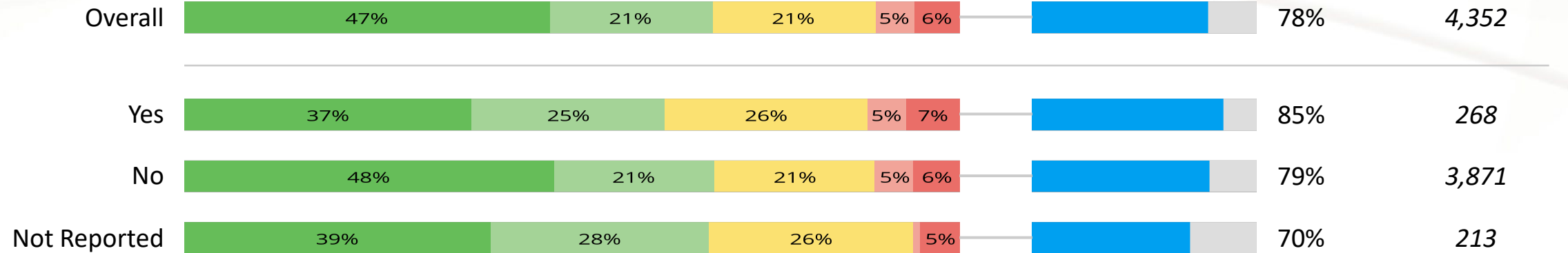


What Are the Relative Placements and Growth?

Winter Placement Distribution – Hispanic or Latino

Progress to Annual
Typical Growth (median)

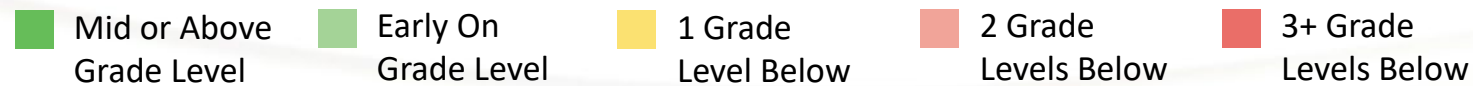
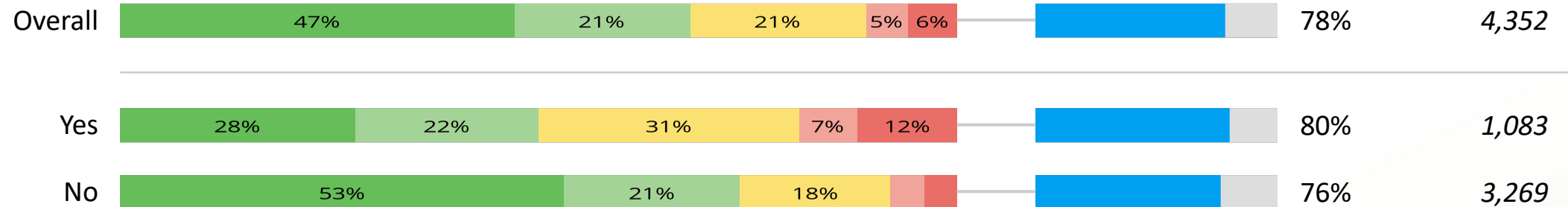
Students
Assessed



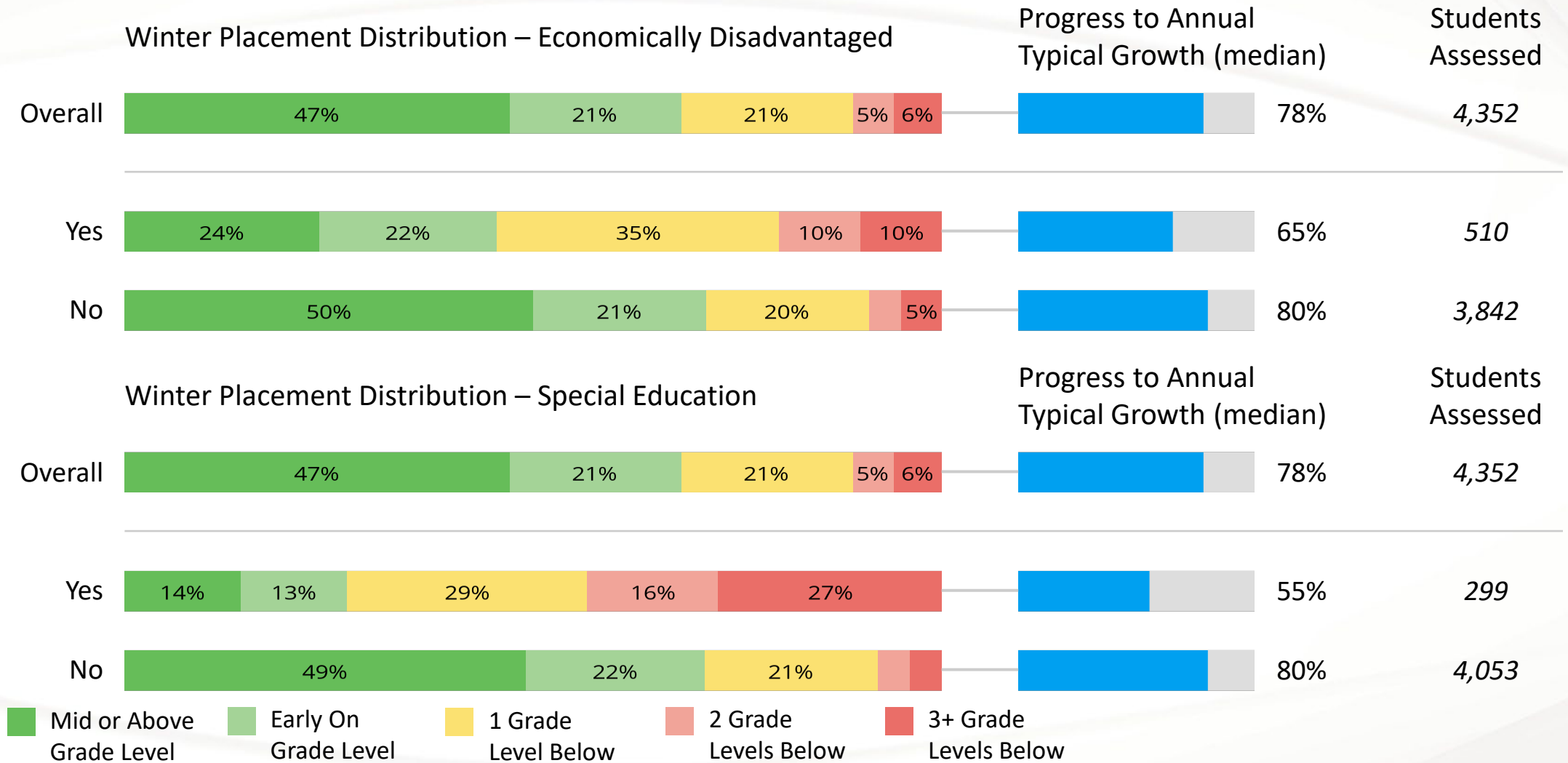
Winter Placement Distribution – English Learner

Progress to Annual
Typical Growth (median)

Students
Assessed



What Are the Relative Placements and Growth?



Additional Assessments

i-Ready is one tool we use for formal assessments

Other Assessments:

Fountas and Pinnell (F&P)

Add-Vantage Math Recovery assessments

Writing Pathways

Unit Assessments

M-STEP



Questions?

Thank you!



**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

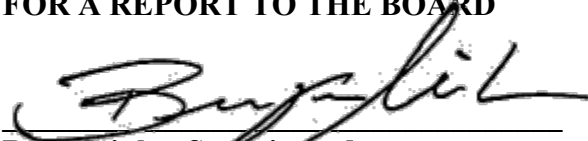
ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: 2022-2023 Budget Amendment

On June 16, 2022 the Board of Education adopted the District's budget for the 2022-2023 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared and presented for information and discussion at the February 16, 2023 Board Work Session.

Tonight, Mr. Devin Kling, Assistant Superintendent of Business and Operations, will explain the 2022-2023 Budget Amendment 1 to the Board.

**APPROVED AND RECOMMENDED
FOR A REPORT TO THE BOARD**


Ben Mainka, Superintendent



Vision

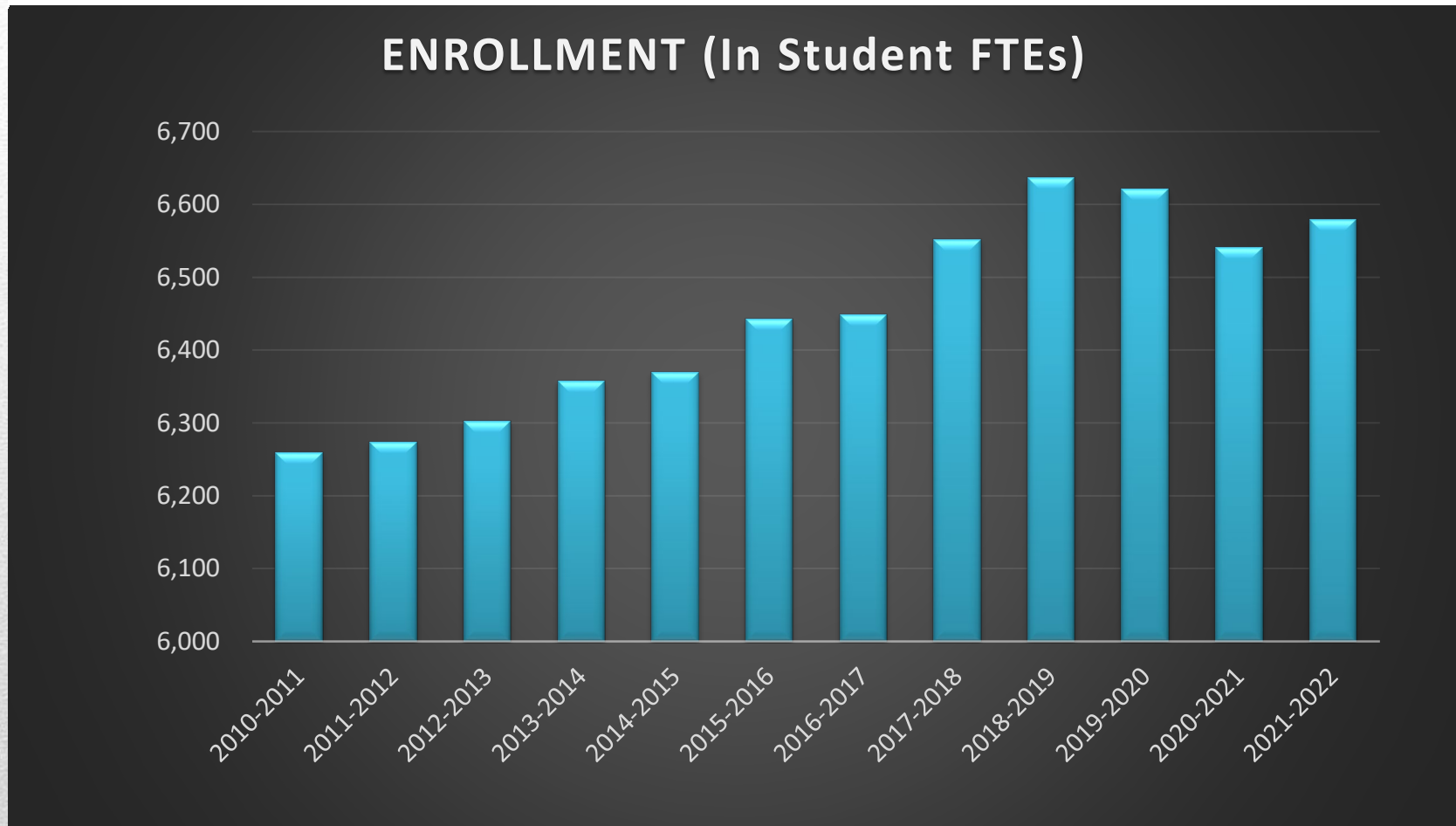
*Students who are
passionate, empowered, and prepared
for their future.*

2022-2023 General Fund First Budget Amendment

Presented for Information & Discussion – February 16, 2023

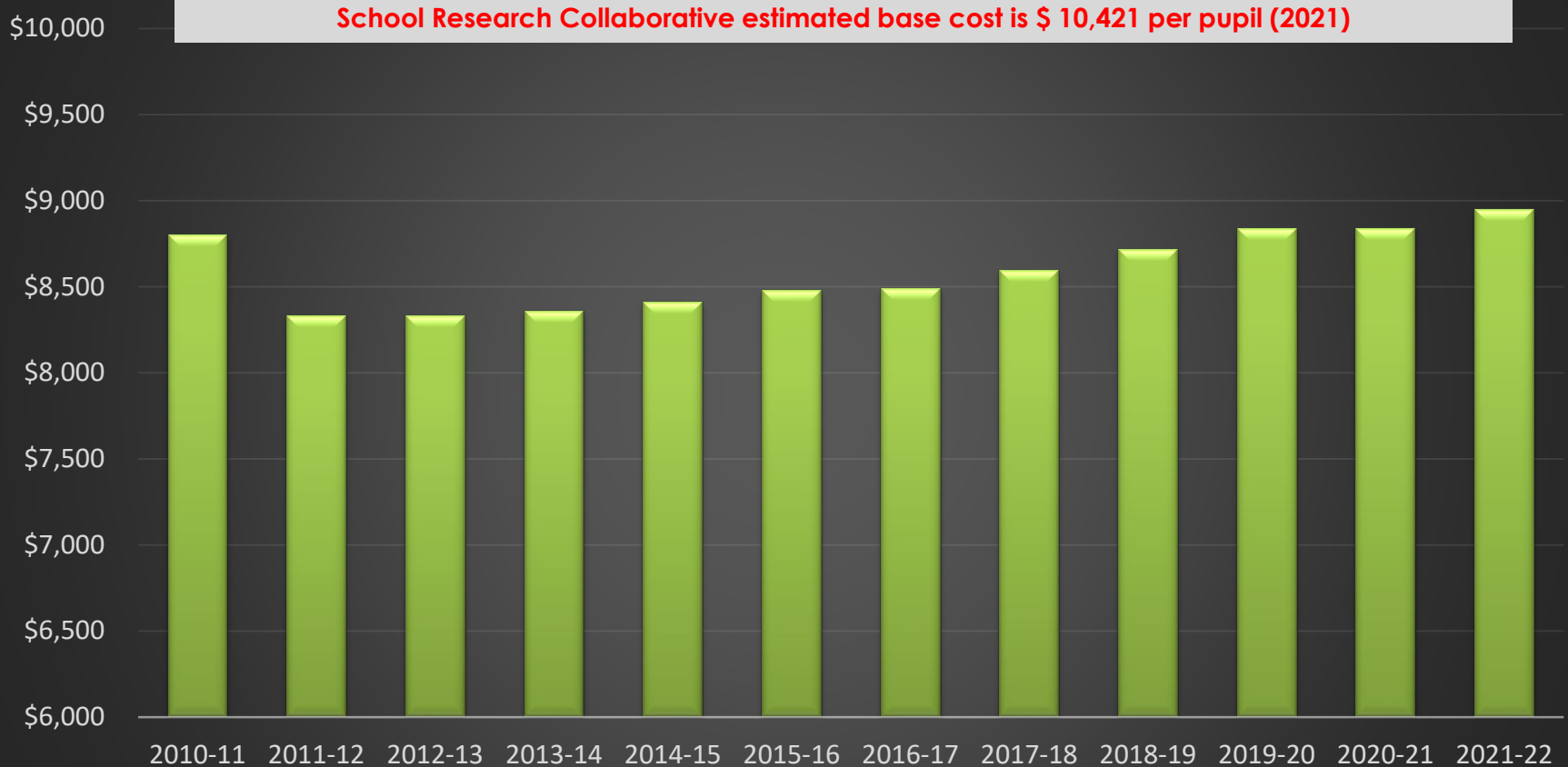
Presented for Approval – February 21, 2023

Historical Financial Data - Enrollment

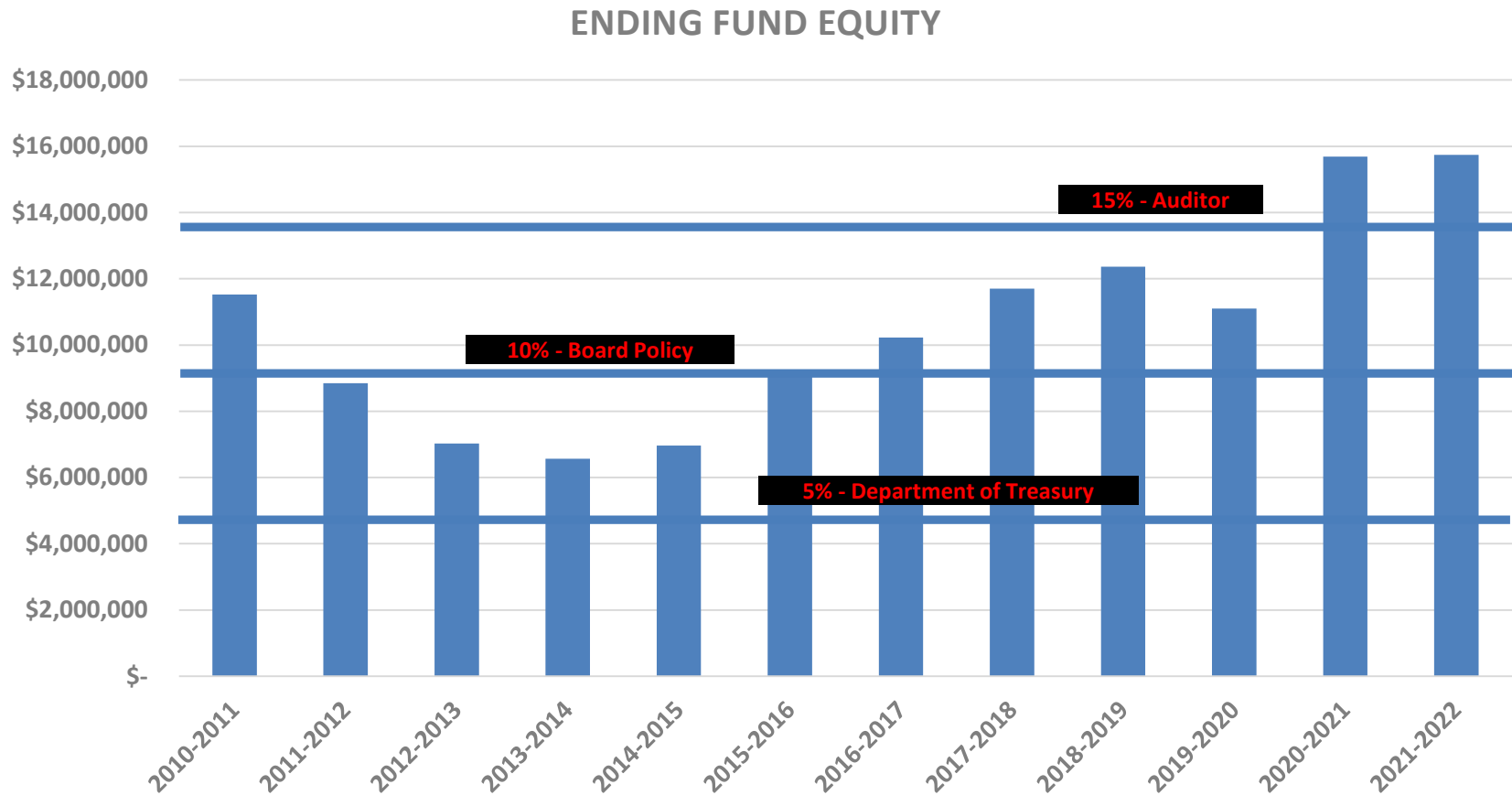


Historical Financial Data- Foundation Allowance

FOUNDATION ALLOWANCE



Historical Financial Data – Fund Equity



2022-2023 General Fund First Budget Amendment Summary

	2022-2023 Original Budget	2022-2023 First Amendment	Increase (Decrease)
Revenues	\$ 89,679,250	\$91,342,074	\$ 1,662,824
Expenditures	\$ 90,859,017	\$91,417,198	\$ 558,181
Incr (Decr) to Fund Balance	(\$1,179,767)	(\$75,124)	\$1,104,643
Beginning Fund Balance, June 30, 2022	\$ 14,435,496 projected	\$ 15,744,833 audited	
Ending Fund Balance, projected June 30, 2023	\$ 13,255,729	\$ 15,669,709	
Ending Fund Balance, % of Expenditures	14.59%	17.14%	

2022-2023 General Fund First Budget Amendment Revenues

	2022-23 Original Budget	2022-23 First Amendment	Increase (Decrease)
Local Revenues	\$25,858,050	\$25,802,650	(\$55,400)
State Revenues	\$56,266,144	\$58,227,102	\$1,960,958
Federal Revenues	\$3,187,469	\$2,944,735	(\$242,734)
Incoming Transfers, Other	\$4,367,587	\$4,367,587	
Total Revenues	\$89,679,250	\$91,342,074	\$ 1,662,824

2022-2023 General Fund First Budget Amendment Revenues

Local Sources:	\$ (750,000)	Property Tax; Millage Reduction Fraction
Local Sources:	\$ 694,600	Other Local Adjustments
State Sources:	\$ 989,301	UAAL Retirement Funds; additional funding
State Sources:	\$ 724,354	Other State Aid Adjustments
Fed Sources:	\$ 4,569	Adult Education

2022-2023 General Fund First Budget Amendment Expenditures

	2022-23 Original Budget	2022-23 Amendment	Increase (Decrease)
Basic Programs	48,243,906	47,896,926	(346,980)
Added Needs	10,436,729	10,788,089	351,360
Adult Education	429,047	376,701	(52,346)
Total Instruction Services	\$ 59,109,682	\$ 59,061,716	(\$ 47,966)
Pupil Support Services	6,756,046	7,020,612	264,566
Instructional Support Services	5,341,545	5,661,182	319,637
Total Pupil and Inst Support Services	\$ 12,097,591	\$ 12,681,794	\$ 584,203
General Administration	690,642	765,759	75,117
School Administration	4,221,551	4,164,810	(56,741)
Business Services	1,018,482	920,949	(97,533)
Operations & Maintenance, Security	6,291,045	6,332,393	41,348
Transportation	2,083,191	2,157,039	73,848
Central Services	2,460,462	2,378,546	(81,916)
Athletics and Other Support Services	1,451,809	1,570,445	118,636
Community Services	1,434,562	1,383,747	(50,815)
Total Other Support Services	\$ 19,651,744	\$ 19,673,688	\$ 21,944
Total Expenditures	\$ 90,859,017	\$ 91,417,198	\$558,181

2022-2023 General Fund First Budget Amendment Expenditures

Significant Updates:

- \$ 1,306,260 Employee Contract/ Assignment Update
- (\$1,065,256) Healthcare Adjustment
- \$ 170,282 I-Ready Pay
- \$ 86,880 Athletic Transportation
- \$ 60,015 Other Adjustments

2022-2023 General Fund First Budget Amendment Next Steps

- Continue to monitor revenues and expenditures
- Adjust projections as necessary
- Recommend 2022-23 Final Budget Amendment for Board Adoption in May/June 2023

Questions?

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: Consent Items

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

CONSENT ITEMS

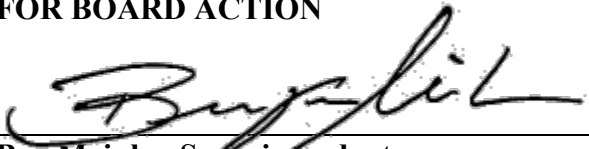
- A. Approval of Minute(s)
 - a. Regular Meeting Minutes of January 19, 2023
 - b. Work Session Minutes of February 16, 2023

- B. Approval of Field Trip(s)
 - a. Cross Country Team Camp
 - b. Deca State Career Development Conference
 - c. First Robotics State Competition
 - d. Michigan Youth in Government Spring Conference
 - e. Novi Field Hockey Competition
 - f. Novi Meadows Choir Trip
 - g. Novi Middle School Music Festival Trip

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Consent Item(s) as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



Minutes of a Regular Board Meeting, January 19, 2023
Novi Community School District
Board of Education

A Regular Meeting of the Board of Trustees of Novi Community School District was held Thursday, January 19, 2023, beginning at 7:06 PM.

Present: Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Absent: by Roll Call Vote

PLEDGE OF ALLEGIANCE

Members of the audience joined with the Board in the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Approve the Agenda

It was moved by Mr. Smith and supported by Mr. Cook that the Novi Community School Board of Education approve the agenda as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

BOARD APPRECIATION MONTH

The Board was presented with a number of gifts from every building. The resolution was read aloud.

Recognizing the month of January 2023 as National Local School Board Month.

Whereas, Michigan is home to more than 600 board of educations that work to enrich the lives of Michigan's students through education and directly influence instruction in Michigan's public schools; and,

Whereas, Article VIII, Section 2 of the Michigan Constitution of 1963 states that providing for the education of Michigan's children is a fundamental duty of state government; and,

Whereas, local school board members represent their community to ensure that educational opportunities are provided to the children and young adults in their community that will advance student achievement in the schools and communities in which they serve; and,

Whereas, during this month, we join with the Michigan Association of School Boards, Michigan Department of Education, local school districts and community organizations to recognize and raise awareness of the countless efforts and contributions of local school boards and school board members throughout Michigan;

NOW, THEREFORE, be it resolved that we, the Novi Community School District, do hereby proclaim the month of January 2023 as Local School Board Month; and honor the contribution of

Novi Community School District school board members:

- a) Danielle Ruskin
- b) Tom Smith
- c) Mary Ann Roney
- d) Willy Mena
- e) Paul Cook
- f) Betsy Beaudoin
- g) Jason Michener

It was moved by Betsy Beaudoin and supported by Jason Michener that the Novi Community School District Board of Education adopt the resolution and presented.

Resolution Adopted

Ayes: 7

Nays: 0

REPORTS TO THE BOARD

Therapy Dogs

Ms. Valerie Thomas, of Mindfulness Therapy Dogs, presented information on her company and the benefits of therapy dogs in education. She brought along two (2) of her puppies and explained the training that is needed for the success of the animal.

CELEBRATIONS

Board members announced that the Above and Beyond nominations were going on right now. They mentioned that the Black Box has an exciting play taking place the first of February.

COMMENTS FROM THE AUDIENCE

There were seven (7) comments from the audience congratulating our the Board members Board Appreciation Month, working together, and regarding Board responsibility and past actions.

CONSENT AGENDA

Items included in the Consent Items are those which have previously been considered by the Board in committee or at a prior meeting, or of such a routine nature, that discussion is not required. Board members may request that any items be removed from Consent Items for further discussion, if additional information is needed or available.

It was moved by Mr. Cook and supported by Mr. Mena that the Novi Community School Board of Education approve the Consent Item(s) as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

ACTION ITEMS

Personnel Report

Laura Carino, Assistant Superintendent of Human Resources, presented for the Board's consideration the personnel changes.

It was moved by Mr. Mena and supported by Mrs. Roney that the Novi Community School Board of Education adopts the personnel report recommendations as presented.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener
Nays: 0

MOTION CARRIED

INFORMATION AND DISCUSSION

ELEMENTARY Playground Equipment

The Project Team, consisting of the NCSD administration, PMC, TMP, and McCarthy Smith, is recommending the purchase of playground equipment for Deerfield, Novi Woods, Orchard Hills and Parkview Elementary to replace the current, aging equipment. Penchura-Landscape Structures, who replaced the aging structures at Village Oaks elementary, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

Deerfield Elementary

• Equipment Purchase	\$86,055.05
• Installation	<u>\$42,681.00</u>
Total	<u>\$128,736.05</u>

Novi Woods Elementary

• Equipment Purchase	\$89,951.99
• Installation	<u>\$39,897.00</u>
Total	<u>\$129,848.99</u>

Orchard Hills Elementary

• Equipment Purchase	\$89,769.70
• Installation	<u>\$40,203.00</u>
Total	<u>\$129,972.70</u>

Parkview Elementary

• Equipment Purchase	\$88,347.51
• Installation	<u>\$35,078.94</u>
Total	<u>\$123,426.45</u>

PMC recommends awarding the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to \$563,182.61.

Business Professionals Tournament Field Trip

Darcie Moss, Novi High School teacher, is requesting that three (3) students travel to Grand Rapids, Michigan for the Business Professionals of America Tournament, where they will compete alongside 2000 other students statewide. They will participate in 60 different business skill events.

Mrs. Moss was able to secure CTE funding for this event. Students will be staying and the Amway Grand Resort. This comes tonight for information and discussion and will return on February 16 for approval.

SUPERINTENDENT'S REPORT

Mr. Benjamin Mainka, Superintendent of Schools, reported that fifth grade camp is happening this time of year with our Meadows students. He stated that we have 10 groups of students go to experience two (2) and a half days of camp. Mr. Maika said that it is being held at the Walled Lake Outdoor Education Facility and that he is making the trip out there next week for the opportunity to see our fifth graders in action. He mentioned that they spend the night and it is a great opportunity for them to experience some outdoor learning.

Mr. Mainka reported that he appreciated the comment tonight about supporting teachers. He stated that he was at Village Oaks this morning and had the opportunity to speak with the teachers there and he went to the high school last week. Mr. Mainka said that we have some incredible teachers and we do have big plans to find way to support them and recognize them and their contributions. He mentioned that it is amazing when he gets to see them work in classrooms.

Mr. Mainka reported that we have a lot of people that just go above and beyond the call of duty and getting a chance to visit them, alongside Heather Burnside, has been really nice. He stated to just listen, hear their thoughts, and hear some of the challenges. Mr. Mainka said he thinks that sometimes we talk about all of the positive things, but there are some not so rosy things that happen in the classrooms, it is tough to be a teacher. He mentioned that he was using an analogy earlier today at the Coffee with the Superintendent.

Mr. Mainka said that if you ask a builder to go build a house and the expectations are pretty high putting all of that together and you tell them you are going to give them a handsaw and go make that happen, it would be really difficult. He reported but if you were to give them an excavator and all the power tools and we are going to do all these things. Mr. Mainka stated that a lot of times we find that our teachers need some more support in terms of even the tools that they have.

Mr. Mainka reported that he had a great Coffee with the Superintendent today. He stated that there were about 25 to 30 people in attendance. Mr. Mainka said that Mr. Giromini spoke about instructional programming. He expressed his extreme appreciation for the opportunity to sit and have coffee with some of our community members and parents. Mr. Mainka mentioned that they had really good dialogue about some things that are going on in the district. He expressed his gratitude to Mr. Giromini for his support.

Mr. Mainka reported that he is excited to announce and introduce the interim principal at Orchard Hills, Ms. Darby Hoppenstedt. He stated that her skill set is very strong and she is a proven leader and he is excited about the work that she is going to be doing at Orchard Hills and what she will bring to the staff to support them.

Mr. Mainka said that he had a quick update in January. He reported that January is the first shot the legislature comes out and hosts what is call a Consensus Revenue Estimating Conference. Mr. Mainka mentioned that it is affectionately referred to as the "crec" and that is when we learn, for the first time, what their financial analysts are estimating our revenues to be.

Mr. Mainka reported that right now we are looking at fiscal year 2022 with an 11 percent increase in revenues over the prior year. He stated that produced a total of 17.8 billion dollars of additional

revenues, which will carry forward into the 2023 fiscal year. Mr. Mainka said that we do project a healthy School Aid Fund Revenue over the course of the next two (2) years, so this initial “out of the gate” is positive.

Mr. Mainka reported that there is some caution that we are heading into the potential of a recession of some sort. He stated that they do not predict it is going to be anywhere near what 2008 was, but there is that precaution looming. Mr. Mainka said that over the course of the next month or two (2), Governor Whitmer will release her budget and then the other chambers will develop their budget recommendations. He mentioned then Mr. Kling will have an opportunity to throw a dart at the dart board and guess what the number will be before the Consensus Revenue Estimating Conference in May. Mr. Mainka reported that we will have more finalized numbers at that time that we can report out. He stated that the signs are pointing to a positive May Consensus Revenue Estimating Conference.

Mr. Mainka, in conclusion, expressed his appreciation to not just the Board, but to the community and their advocacy for our kids. He said that everyone in this community is amazing and he agrees with Mr. Woods that we are very blessed. Mr. Mainka expressed his gratitude.

ADMINISTRATIVE REPORTS

Mr. Devin Kling, Assistant Superintendent of Business and Operations, reported that he was going to touch on the conference, too, for all of the school finance nerds out there, that is our thing. He stated that it is a big deal and that they like the January meeting, but like the May one better. Mr. Kling said that we are seeing a positive balance sheet and projected balance sheet for the State. He asked, “so what does that mean for the school aid fund?” Mr. Kling mentioned that there is a fear of a recession looming and on top of that we have expected student revenue loss.

Mr. Kling reported that the expected student revenue loss, for 2023 is five thousand, for 2024 it is six thousand, and for 2025, it is about another seven thousand statewide. He stated that these are meetings done in Lansing, and they are talking big stuff. Mr. Kling asked, “What does that mean for us moving forward?” He said that as Superintendent Mainka stated, this is the first step and if you really look at it like a wagon wheel, this is the first leg of that wheel.

Mr. Kling reported that in February the governor is going to work on her budget and then in February and May the House and Senate are going to come together and work on their spending plans. He stated that then in late May and early June, the House and the Senate are going to iron out those budgets, because they are two (2) separate budgets, and that is when in May we are going to have the Second Revenue Consensus Conference. Mr. Kling said by June and October, they have to have those two (2) budgets ironed out and finalized and sent to the governor by July. He mentioned that she has to sign it by October 1st and that is the whole cycle in one big swoop and then the cycle repeats again.

Mr. Kling reported that for us this means that this is our first shot, our first information from the State from the prior physical year. He stated that he will keep the Board updated on the process, especially when we have the May information.

Mr. Kling reported that he had the MSBO Financial Strategies Webinar this week. He stated that he talked a lot about what happened in the “CREC” and what that means for us as far as categoricals, as

far as foundation amounts. Mr. Kling said that is all projections and there is still a lot more to come. He mentioned that they also talked about accounting standards, GASB standards. Mr. Kling reported that it was a great webinar on Tuesday and Wednesday.

Mr. Kling reported that the business office is really making strides making sure that we are up to date with all of our recording and filing procedures. He stated that what that means for us is making sure that we are going all the appropriate things on time, bank reconciliations and that helps us with our financial statements. Mr. Kling said that right now he is working on the December financial statements and we can look at financial statements as what happened in the past months. He mentioned that this helps us with the budget, which is obviously what we are projecting to happen throughout the rest of the physical year.

Mr. Kling reported he still has the lofty goal of having a budget amendment by the February Board meeting. He stated that he is taking it day by day.

Dr. Laura Carino, Assistant Superintendent of Human Resources, reported that they are revising out traditional Teacher of the Year Program this year. She stated that we are making it inclusive of ancillary staff, which includes psychologists, speech pathologists, special education providers who normally are not put into the criteria for Oakland Schools Teacher of the Year Award. Dr. Carino said that we want to make sure that they had an opportunity to be recognized because they do amazing things with our kids. She mentioned that we revised out traditional Teacher of the Year Program to have four (4) different categories; preschool through 4th grade, fifth grade through eighth grade, and ninth grade through twelfth grade, which includes Career Prep and Adult Ed.

Dr. Carino reported that we just launched that this week and are looking for nominations of the Outstanding Educators that we can recognize. She stated that we will be giving them a monetary reward for each teacher in each of those categories, that we select. Dr. Carino said that they will continue on to be submitted to the NEF, who will evaluate their selection to potentially win a brand new car. She mentioned that we will then follow up with the Support Member of the Year later this year.

Dr. Carino reported that we are starting a Wildcat Weekly Recognition Program, so stay tuned on Twitter where administrators and other staff members will have the opportunity to nominate a Wildcat of the Week, a staff member who has just done something tremendous and deserves to be recognized. She stated that we really want to make sure that we are taking the time to appreciate the wonderful things that our staff is doing day in and day out.

Dr. Carino reported that we are going to be starting focus groups with our current staff to see why they stay at Novi. She stated that we need to dig into retention and recruitment. Dr. Carino said that it is very important and she wants to assure the community that we are committed to both of those things. Dr. Carino said that she is so proud of the people that we are recruiting and she is glad that the Board gets the opportunity to meet them, so you will see the people that we are bringing into the District.

Dr. Carino reported that she recently revised the exit survey in order to gather more information about why a staff member may choose to leave. She stated that there are a variety of reasons: i.e. they want

to move closer to home; they want to go into a different field, so be revising that survey, it will give us More applicable data that we can use to better our practices and retain staff.

Dr. Carino expressed her gratitude to the staff members and administrators at the Board, meeting, people watching from home for being invested and engaged in what is going on in our District. She stated that we are incredibly lucky to have them.

Mr. Mike Giromini, Assistant Superintendent of Academic Services, said happy School Board Member Month. He expressed his appreciation for all that they do in the late evenings. Mr. Giromini recognized Mrs. Ringle and reported that he is happy to have her join the teams again in the Office of Academics. He stated that they are eager for her leadership and support in this newly expanded role. Mr. Giromini said that she is going to be amazing.

Mr. Giromini reported that this week he had the opportunity to visit AVMR training. He stated that the Board had heard him talk about Advanced Math Recovery and it is something that we are focusing on with our K-5 staff. Mr. Giromini said that it is about understanding what it is that students might not understand about a mathematical concept and equipping out teachers, giving them the skills, to recognize and diagnose those differences in learning and understanding. He mentioned giving teachers the strategies to help those kids be successful.

Mr. Giromini gave a shout out to Katie Walker and Lisa LaPorte, two (2) of our instructional coaches who are leading the that training in our District. He reported that they are amazing and he had to sit down, firsthand, and listen. Mr. Giromini stated that it was really exciting for him to see it from the ground up. He said that he is very proud of the work they are doing and appreciative of it as well.

Mr. Giromini reported that on December 20th we had our first Sex Education Advisory Board meeting and he thought it was very successful. He stated that they discussed roles and responsibilities, the history of the group, and they developed some norms for their work together. Mr. Giromini believes that it is going to be a great team and he is really excited for their continued work together. He said that their next meeting is scheduled for early February and her will continue to keep the Board updated until they have some recommendations to present.

BOARD COMMUNICATION

A new Board member expressed his appreciation for the detailed finance report and stated that it has been a while. He commented on the Black Box and the One Act fieldtrip to Central Michigan University stating that traditionally the students have done quite well. This Board member said that we have had students recently who received nice scholarships in the area of Theater and Performing Arts. He helped the community understand what is behind the selection for the material that they present at those performances.

A new Board members thanked the staff, administrators, and students that put together the gifts stating that it was absolutely awesome in the truest sense of the word. Another board member echoed the new Board member's response stating that he was blown away, too and very appreciative. He also corrected the donation that was submitted stating that the First of Michigan is actually the fiscal agent for Autodesk who was the actual donor.

Another new Board member stated that she had the pleasure of meeting Ms. Ringle and congratulated Mrs. Hoppenstedt on her new placement at Orchard Hills saying she is doing amazing things there. This new Board member thanked all of our teachers who were in attendance tonight and thanked them for choosing to stay here every day. She thanked everyone for the wonderful gifts.

A Board member reported that she had the pleasure of attending the OCSBA Zoom meeting stating that they had a lengthy presentation from Dwight Levin on Cyber security. She stated that they talked about hackers, phishing, smushing and a variety of other terms. The Board member said there was also a legislative update on the third grade reading requirements and that this has been rescinded because it was unsuccessful. She mentioned that if there is a need for her to present bi-monthly updates, she can certainly share that with the Board. The Board member thanked all of the schools, community members, and teachers for coming out.

A Board member thanked the IB cohort for the different projects and things that they are doing together on MLK day. He stated that it is an opportunity for community service and it is a great way for students, community members, and teachers to have a plethora of service projects to choose from. The Board member stated that he believes that Mr. Capuano was leading this up.

ADJOURNMENT

It was moved by Mr. Michener and supported by Mrs. Roney that the Novi Community School District Board of Education Regular Board meeting be adjourned.

Ayes: 7 Dr. Ruskin, Mr. Mena, Mr. Smith, Mrs. Roney, Mr. Cook, Mrs. Beaudoin, and Mr. Michener

Nays: 0

MOTION CARRIED

The meeting adjourned at 8:54 p.m. The next regular meeting of the Board is scheduled for February 16, 2023 7:00 p.m., at the Educational Services Building.

Willy Mena, Board of Education Secretary



**Minutes of a Work Session, February 16, 2023
Novi Community School District
Board of Education**

A Work Session of the Board of Trustees of Novi Community School District was held Thursday, February 16, 2023, beginning at 7:05 PM.

Present: Dr. Ruskin, Mr. Mena, Mr. Cook, Mrs. Roney, and Mrs. Beaudoin
Absent: Mr. Michener and Mr. Smith,

Others Present: Mr. Devin Kling, Mike Giromini, Laura Carino, and Sheila Holly

ACTION ITEMS

Board Meeting Schedule

At the November 3, 2023 Regular Meeting, the Board approved the 2022-2023 meeting schedule. Tonight, the Board is looking at adding a Regular Meeting of the Board on February 21, 2022.

These meetings will be held at the Educational Services Building, located at 25345 Taft Road, Novi Michigan 48374.

It was moved by Mrs. Roney and supported by Mrs. Beaudoin that the Novi Community School District Board of Education approve adding a Regular Meeting of the Board on February 21, 2023.

Ayes: 5

Nays: 0

MOTION CARRIES

INFORMATION AND DISCUSSION

2022-2023 Budget Amendment

On June 16, 2022 the Board of Education adopted the District's budget for the 2022-2023 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared. It is being presented tonight for information and discussion.

The Board discussed committee assignments and officers for the 2023 year.

ADJOURNMENT

It was moved by Mr. Cook and supported by Mrs. Beaudoin that the Novi Community School District Board of Education Work Session be adjourned. The work session adjourned at 8:25 PM. The next regular meeting of the Board is scheduled for February 21, 2023 at 7:00 PM, at the Educational Service Building.

Willy Mena, Secretary

An online recording of this meeting is available on YouTube and on the District Website: novi.k12.mi.us

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

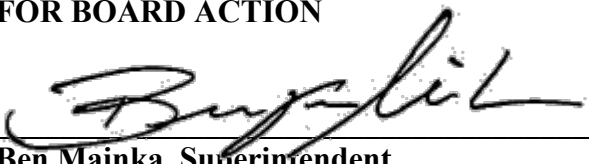
TOPIC: Cross Country Team Camp, August 21 -24, 2023

Garret Zuk, our Cross Country Coach, is requesting the Cross Country Team participate in Grace Adventures camp team building experience. Approximately 45 team members will travel by school bus to Mears, Michigan where the camp is located. The approximate cost for the trip is \$250, but the cost to our students is \$52.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Cross Country Team Camp, August 21 -24, 2023.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

January 23rd, 2023

August 21st, 2023 - August 24th, 2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Garret Zuk Other Staff Members Attending: Marsha Reid, Brad Moore, Lia Palomir

Have you coordinated this trip in previous years?: No If yes, when? _____

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

MHSAA Track and Field State Finals, June 2022 (Grand Rapids)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip: XC Team Camp 2023

Organization/Club/Course Name: Boys/Girls XC

Date(s) of Trip: Mon Aug 21st - Thur Aug 24th

School Days Missed (by students): None

Field Trip Destination: Grace Adventures

City/State: Mears, MI

Departure Time: 9:00am

Departure Location: Novi High School

Arrival Time: 12:00pm

Arrival Location: Grace Adventures

Cost per Student: approximately \$250

Items included in cost: meals, lodging, activities

Trip Funded By: Students

LODGING

Lodging name: Grace Adventures Contact Number: 231 - 873 - 3662

Number of students attending: approximately 45 Number of Chaperones: min: 4, max 10

Cost Per Student: approximately \$250 Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Chaperones: To be determined

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by Not yet confirmed on TBD
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$52.00 **Funded By (select one):** Students

Address of Destination 2100 N. Ridge Rd, Mears MI Pickup Location Athletic Lot

Group Novi Boys/Girls XC Pickup Building High School

Of Adults 6 # Of Students 45 Parking Facilities _____

Departure Time 9:00am, 8/21 Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 12:00pm, 8/21 Special Equipment Needed None

Time Leaving Destination 11:00am, 8/24 Does the Bus Need to Stay with the Group? No

Approx. Return Time 2:00pm, 8/24

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME 9:00 END TIME 12:00 TOTAL # OF HOURS 3 x Hourly Rate Below = \$90

(B) # OF MILES TO DESTINATION 208 x 2 = 416 TOTAL MILES x \$3.00 \$1248
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL \$1338

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday = \$60/hr

**** I believe these cost calculations are for one day of transportation (drop off at camp). The costs will need to be doubled to take into account bring picked up at the end of camp and brought home. ****

Complete the following questions if the trip is curricular. N/A

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

APPROVAL



Sponsor's Signature

 1-31-23

Administrator's Signature

Novi HS Cross Country
Team Camp 2023
Monday August 21st - Thursday August 24th

"All growth is a leap in the dark, a spontaneous unpremeditated act without benefit of experience." - Henry Miller

"I have learned that to be with those I like is enough." - Walt Whitman

Monday August 21st

Athletes arrive at Novi HS athletic lot

Depart for Grace Adventures (2100 N. Ridge Rd., Mears, MI, 49436) on Novi School Bus

Arrive at Grace Adventures. Find cabins and get lunch.

Afternoon Practice / Free Time

Dinner

Team Building (Bonfire)

Tuesday August 22nd

Breakfast

Morning Practice

Lunch

Team Building (Rock Wall / Ropes Course)

Dinner

Evening Activity (Sand Dunes / Ice Cream)

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: DECA State Competition Overnight Trip to Detroit, Michigan
March 9-11, 2023

Novi High School Teacher and DECA sponsor, Jodi Forster, is requesting that the Novi DECA students participate in the State DECA competition, held in Detroit, Michigan. 82 students will have the opportunity to practice their marketing skills and compete against other students from around the state. Students will be asked to pay \$200.00 to cover the costs of travel to and from the competition, all registration fees, the hotel accommodations for two (2) nights lodging, entertainment on Saturday evening, and two (2) meal vouchers. This will be offset by CTE funds.

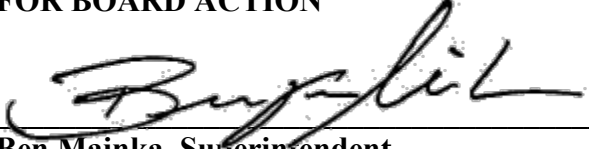
If students qualify, they will attend the International DECA Conference in Orlando, Florida on April 22 through April 26, 2023

Subsequent Trip:
International DECA Conference
Orlando, Florida
April 22- 26, 2023

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi High School DECA trip to the DECA State Competition, Detroit, Michigan, March 9-11, 2023 and the subsequent trip for students qualifying for the International DECA Conference in Orlando, Florida, April 22-26, 2023

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: DECA States

Dates of Trip: March 9-11, 2023

Group: DECA

Sponsor: Jodi Forster

Summary:

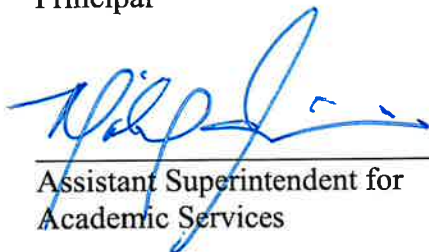
Our Novi High School DECA club will compete at the DECA State Career Development Conference (SCDC) held on March 9-11, 2023 in Detroit Michigan. At this competition, students will test their knowledge of business through testing and role-play situations. Students placing in the top percentile will have the opportunity to compete at the DECA International Career Development Conference in April.

DECA is a student organization operating throughout schools to attract individuals to careers in entrepreneurship, marketing, merchandising, and management. DECA is further distinguished because it helps students learn leadership skills, understand our free enterprise system, and develop positive human relation skills.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

12/01/2022

3/9-3/11 2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Jodi Forster Other Staff Members Attending: Armstrong, Lephart

Have you coordinated this trip in previous years?: Yes If yes, when? 20+ Years

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

NA

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip NA

TRIP INFORMATION

Title of Field Trip:	<u>MI DECA SCDC</u>	Organization/Club/Course Name:	<u>NOVI DECA</u>
Date(s) of Trip:	<u>3/9-3/11 2023</u>	School Days Missed (by students):	<u>3/9 1/2 day 3/10 full day</u>
Field Trip Destination:	<u>Downtown Detroit Hotel/TBD</u>	City/State:	<u>Detroit, MI</u>
Departure Time:	<u>3/9 11:30 am</u>	Departure Location:	<u>NHS Athletic Entrance</u>
Arrival Time:	<u>@12:30 pm</u>	Arrival Location:	<u>Downtown Detroit Hotel/TBD</u>
Cost per Student:	<u>\$200.00</u>	Items included in cost:	<u>Registration and lodging</u>
Trip Funded By:	<u>Student and CTE Funds</u>		

LODGING

Lodging name: TBD in Feb. (lottery selection) Contact Number: _____

Number of students attending: 82 Number of Chaperones: 8

Cost Per Student: In the total cost Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Chaperones: Barb Clift, Deb Harris, Pete Pistoless

CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

Please see attached packet

APPROVAL

Jodi Forster

Sponsor's Signature



Administrator's Signature

**Michigan DECA
State Career Development Conference
(SCDC)
March 9-11, 2023
Detroit, MI**

*Signed forms and a check written to Novi High School for \$200.00 are due by Monday December 19, 2022 to
Mrs. Forster in room 267*

Novi DECA Code of Conduct

While the chaperones cannot be held responsible for the actions of your son or daughter, we will do our best to enforce the attached rules and any rules you would like your son or daughter to follow.

Minor violations of the rules will result in loss of privileges connected with the trip (i.e. confined to hotel room during free time, etc.). Major violations, such as the use of drugs, alcohol, smoking, vaping, not attending conference activities, or refusal to cooperate with chaperones, not being in designated locations will result in your son/daughter being sent home at your expense. Please realize that this will include **your immediate trip to Detroit to pick up your child.**

Student: I understand that if I am in violation of the Michigan DECA Code of Conduct or rules dictated by NOVI DECA, I am subject to (but not limited to) the following consequences: disqualification from the DECA competition, suspension from school 5-10 days, disqualification of my partner (s) from DECA competition, dismissal from extra-curricular activities, notification to colleges of suspension, banned from attending prom, graduation, and other school related activities. I understand that I will also face legal ramifications from the local police and/or the Novi Police Department. I am aware that my advisors and security have the right to search my belongings and/or hotel room at any time, whether I am present or not. I also understand that willful companionship means that if I am in the company of DECA Members/Students who are violating the policies and I do not report it, I will be subject to similar consequences.

I understand that if I demonstrate behavior that is unbecoming of a DECA member at any time: even outside of the competition such as during a normal school day, at Novi sporting and/or social events, etc., I will be subject to the same consequences listed above.

Guardian: I understand that if my child is found in violation of the DECA Code of Conduct or policies dictated by Novi DECA they will face the consequences listed above. I also understand that if my child is in violation of any policy they will be sent home at my expense or picking him/her up from the hotel. I understand that my child will no longer be a Novi DECA member if the policies are not followed.

Pre-Trip Information

1. Luggage must be labeled with name and Novi High School and delivered to Lecture Area A by 7:45 am on March 9th.
PLEASE NOTE: random luggage checks and room checks will take place. If your luggage is not in Lecture Area A by 7:45 am- you will not be able to attend the conference. This protocol is for your safety and the safety of other members.
2. One piece of luggage only.
3. Bring empty reusable water or unopened water bottles only.
4. No liquid containers or homemade food items are allowed. All food items must be unopened.
5. Make sure you have professional business attire for three days.
6. Pack appropriate casual clothing only to be worn at designated times when professional dress is not necessary.
7. Remember to bring pencils, paper and a calculator.
8. Pack toiletries as needed for three days.
9. Bring money for spending and meals for three days.
10. Bring proper photo identification and have it on your person at all times.

Trip Information

1. Daily schedule and curfew must be obeyed.
2. Students may not leave the hotel with any other groups than our own group at authorized times.
3. You MUST communicate with the chaperones and your assigned DECA Officer as to your whereabouts at all times.
4. Each student must attend all group activities including opening session, awards sessions, group entertainment, meals, etc.
5. Students must follow all directives given by Mrs. Forster, and all other chaperones and advisors at the conference.
6. Nametags and wristbands must be worn at all times.
7. No visitors at ANY TIME.
8. There is no excuse to be late to anything; it is poor businesslike conduct. Please do not be late.
9. You are only allowed to be at the conference center or our assigned hotel. You are not allowed to tour Detroit or go outside of these two locations at any time during the trip.
10. People Mover passes will only be distributed-weather permitting. Otherwise, you can walk directly from our hotel to the conference center-street side only. You will only be able to ride the People Mover with an Advisor present
11. You must be available to check in face-to-face often and throughout the day.

You must be able to be reached in one of the following locations based on your schedule: your room only, Novi DECA's assigned hotel common areas only, walking to or from the conference center (people mover to or from the conference center only-weather permitting with an Advisor), or the conference center. If you are at a location outside of the one of locations listed above, you will be sent home. Always travel in groups. Be smart and safe.

Hotel Information

1. At curfew, you are to be in your assigned room. No one is to enter your room after curfew except your chaperone. No excuse will be acceptable for entering a room other than your assigned room. You will NOT be allowed to leave your room for any reason after curfew.
2. You may not leave your room after curfew. If you have an emergency, call a chaperone.
3. Out of courtesy for other guests, do not run in the hallways or talk in loud voices, etc.
4. When asked, you are to admit a chaperone to your room, otherwise keep doors locked.
5. Keep rooms neat and do not take anything from the room.

State Career Development Conference (SCDC) Registration NOVI HIGH SCHOOL

DECA Prepares Emerging Leaders and Entrepreneurs in Marketing, Finance, Hospitality and Management

Competitor's Name _____ Event Code _____

- **Date of SCDC:** March 9-March 11, 2023
- **Time:** March 9 -report to NHS at 7:45 am to drop off luggage in Lecture Area A. Attend 1, 2 and 3 period classes. Eat "A" lunch. Retrieve luggage and leave NHS on Thursday at 11:15 am-Saturday @2:00 pm (Must attend school on March 8th and March 12th)
- **Who:** @5,000 DECA Competitors, Chaperones, Advisors, Judges, etc.
- **Where:** Detroit, Michigan
- **Dress Code:** CONSERVATIVE PROFESSIONAL BUSINESS ATTIRE ☺ See DECA Dress Code
- **Other:**
 - **SCDC Student Cost: \$200.00**
 - **Looking ahead- ICDC Cost:** Finalists in each event qualify for International Career Development Conference (ICDC) in Orlando, FL. The cost will be an estimated \$1,200.00 per qualifier. **If your student qualifies for ICDC, he/she will be responsible for \$1,200 due on March 13th** to hold their competition spot. Competitors are required to travel to and from Orlando with the group-please check for scheduling conflicts ASAP. SCDC alternates will not be allowed to compete.

I will attend the DECA State Competition March 9-11, 2023. I understand that if for whatever reason I do not attend the competition; I will not be reimbursed. I understand that I am required to ride the bus to and from the competition and my attendance is mandatory at all events during the competition. I have read, understand and will adhere to the Michigan DECA Code of Conduct and the Novi DECA Code of Conduct.

*Please note: you have previously agreed to, signed, and submitted the Michigan DECA Code of Conduct/Medical Treatment Authorization form and NOVI Medical Authorization form for the district competition. These forms are valid for the DECA State Career Development Conference, as well. Please let me now if any medical information has changed.

Student Signature

Parent Signature

Competitors with SAT Conflict

My child is scheduled to take the SAT on March 11th. I am responsible for picking up my child from the hotel lobby at 6:00 pm on March 10th. I will meet a Novi DECA Advisor face to face to pick up my child. I am fully responsible for my child. I understand that the cost will not be modified due to the deviation of the itinerary. Please note- if applicable, It may not be possible to collect your child's awards.

Parent Signature

Forms and money turned in to Mrs. Forster by December 19, 2022



Novi Community School District Emergency Medical Release

Participant's Name _____ Birthdate _____

Street Address _____ City _____ State _____ Zip _____

Student's Cell Phone Number _____

EMERGENCY INFORMATION

Father's Name _____ Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

Mother's Name _____ Home Phone (____) _____ Work Phone (____) _____

Cell Phone (____) _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ Home Phone (____) _____ Work Phone (____) _____

Name _____ Home Phone (____) _____ Work Phone (____) _____

Allergies _____ Last Tetanus (if known) _____

Other medical conditions _____

Family Physician _____ Phone (____) _____

Medical/Hospital Insurance Company _____ Phone (____) _____

Policy Holder's Name _____ Policy Number _____

AUTHORIZATION FOR TREATMENT OF MINOR

I, the undersigned, understand and acknowledge that every effort will be made to contact the parents in case of an emergency, and, if possible, before any medical treatment is administered. In the event of an emergency or if the parents cannot be notified, I hereby give permission for Novi Community Schools to secure proper treatment for my child. If necessary, this includes selection of physicians and medical treatment facility who are then authorized to perform such medical treatments as deemed necessary to protect the health of my child.

Date

Signature of Parent/Guardian

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: First Robotics Competition State Championship Tournament

The Novi High School Robotics Team plans to attend a qualifying competition from April 5, 2023 through April 8, 2023. Approximately 45 students will be traveling to attend the event with four (4) coaches and several mentors and parent chaperones.

This event is being held at Saginaw Valley State University. The robotics team will cover all expenses including meals. Students will miss two (2) days of school, Thursday and Friday, to attend this event.

If students qualify, they will move on to the First Robotics World Championship in Houston, Texas, on April 18 through April 23, 2023.

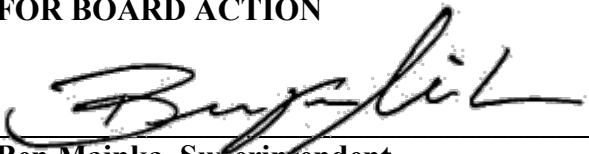
Subsequent Trip:

First Robotics World Championship
Houston, TX
April 18-23, 2023

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the First Robotics Trip to Saginaw Valley State University from April 13, 2022 through April 16, 2022.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: FRC State Championship

Dates of Trip: April 5-8, 2023

Group: Robotic

Sponsor: Tom Pospeshil

Summary:

The Robotics team will compete at the FRC Robotics State Championship competition. This event is a part of the FIRST In Michigan District. Teams competing at this event receive District Ranking Points based on their performance. The pit crew and drive team will leave Wednesday, April 5 after school. Remainder of the team will join Thursday, April 6 in the morning, stopping at the hotel to drop off luggage then proceeding to the venue. Team will stay at Hampton Inn & Suites Conference Center. Entire team will return at the conclusion of the tournament Saturday, April 8 at approximately 8pm, with one stop for dinner on the way home.

The attached Field Trip form has been reviewed and approved by:


Principal
Assistant Superintendent for
Academic Services

12/18/22

4/5/23-4/8/23

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORMField Trip Coordinator: Tom Pospeshil Other Staff Members Attending: Anu UdupaHave you coordinated this trip in previous years?: Yes If yes, when? 4/2022

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip:	<u>FRC State Championship</u>	Organization/Club/Course Name:	<u>Robotics</u>
Date(s) of Trip:	<u>4/5/22-4/8/22</u>	School Days Missed (by students):	<u>2 (4/6, 4/7)</u>
Field Trip Destination:	<u>Saginaw Valley State University</u>	City/State:	<u>University Center, MI</u>
Departure Time:	<u>9:30am</u>	Departure Location:	<u>NHS</u>
Arrival Time:	<u>11:30am</u>	Arrival Location:	<u>Saginaw Valley State University</u>
Cost per Student:	<u>\$50/day</u>	Items included in cost:	<u>Meals, snacks, water</u>
Trip Funded By:	<u>Robotics</u>		

LODGING

Lodging name: Hampton Inn & Suites Saginaw Contact Number: 989-797-2220

Number of students attending: 50 Number of Chaperones: 4

Cost Per Student: 0 Funded By (circle): Student Other: Robotics

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Chaperones: Tom Pospeshil, Anu Udupa, Janelle Moore, Chris Huang

TRANSPORTATION

Method of Transportation (select one): School Bus

School Bus: Tentative school bus confirmation made by Pohlonski to K Dennett on 12/22/22
name date

Charter Bus: Company _____ Contact Number _____

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: 0 **Funded By (select one):** _____

Address of Destination	Ryder Center 7400 Bay Road, University Center, MI	Pickup Location	NHS
------------------------	---------------------------------------------------	-----------------	-----

Group **Robotics** Pickup Building **NHS**

Of Adults ⁴ # Of Students ⁴⁵ Parking Facilities _____

Departure Time 9:30am Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 11:30am Special Equipment Needed _____

Time Leaving Destination 8:00pm Does the Bus Need to Stay with the Group? No

Approx. Return Time 10:00pm

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ **x 2 =** _____ **TOTAL MILES x \$3.00** _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?
2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

Team will compete at the FRC Robotics State Championship competition. Pit crew and drive team

APPROVAL

Tom Pospeshil

Sponsor's Signature



Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Michigan Youth in Government Spring Conference

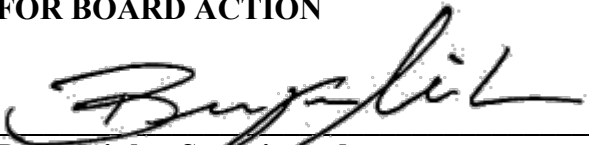
Mr. Tom Brenner, teacher and Student Council Sponsor, is requesting that the Novi High School Student Council participate in the 2023 Michigan Youth in Government Spring Conference, from March 16 through March 19, 2023. Students will convene a mock government complete with a governor, cabinet, legislators, lobbyists, a press corps, and a judiciary. These 29 students will be participating in this event. They will develop an understanding and appreciation of the diversity of others through this real life role play in the actual chambers of Michigan State Government.

Students will travel by school bus and there will be no cost for this trip. Thank you for your consideration.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Michigan Youth in Government Spring Conference, March 16-19, 2023, in Lansing, Michigan.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Michigan Youth in Government Spring Conference

Dates of Trip: March 16-19, 2023

Group: Novi Youth in Government


Sponsor: Tom Brenner

Summary:

Students will travel to our state capitol in Lansing for four days and three nights to convene a mock government, complete with a youth governor (our very own Novi HS Senior Krishna Ramani), cabinet, legislators, lobbyists, a press corps, and a judiciary. To prepare for this conference, students have written proposed legislation, developed an understanding of parliamentary procedure, and educated themselves on the most relevant political topics occurring in Michigan. Michigan Youth in Government aims to provide leadership training to meet the needs of a democratic society and to develop an understanding and awareness of Michigan state government and national issues. Through an inclusive environment in which students develop an understanding and appreciation of the diversity of others, Michigan Youth in Government strengthens young people and communities through this real life role play in the actual chambers of Michigan state government.

The attached Field Trip form has been reviewed and approved by:


Principal


Assistant Superintendent for
Academic Services

12/22/22

3/16-3/19/2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Tom Brenner Other Staff Members Attending: _____

Have you coordinated this trip in previous years?: YES If yes, when? March 2022

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip:	<u>Michigan Youth in Government Spring Conference</u>	Organization/Club/Course Name:	<u>Novi Youth in Government</u>
Date(s) of Trip:	<u>March 16-19, 2023</u>	School Days Missed (by students):	<u>2</u>
Field Trip Destination:	<u>Michigan State Capitol</u>	City/State:	<u>Lansing, Michigan</u>
Departure Time:	<u>10:00 AM</u>	Departure Location:	<u>HS Bus Turnaround</u>
Arrival Time:	<u>11:30 AM</u>	Arrival Location:	<u>Kellogg Center</u>
Cost per Student:	<u>\$0</u>	Items included in cost:	_____
Trip Funded By:	_____		

LODGING

Lodging name: Kellogg Center Hotel & Conference Center Contact Number: 517-432-40000000

Number of students attending: 29 Number of Chaperones: 1

Cost Per Student: \$0 Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones:

CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

This trip is not curricular.

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.
3. Why is the field trip the best way to achieve/reinforce the class objectives?
4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Summary of Trip to Present to the Board of Education for Approval:

Students will travel to our state capitol in Lansing for four days and three nights to convene a mock government. They will travel by school bus.



APPROVAL

Tom Brenner

Sponsor's Signature

Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

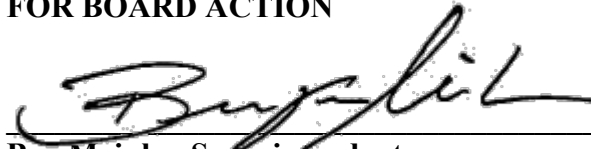
TOPIC: Novi Field Hockey Competition, September 15-16, 2023

Kevin and Amy Kilgore, Field Hockey Coaches, are requesting approval for the Novi Field Hockey Team to travel to Pittsburgh, Pennsylvania for a competition. There will be 18 to 22 team members attending. They will stay at the Crowne Plaza Pitt South Hotel and will have their competition at Mt. Lebanon High School. Team members will travel by Blue Lakes Charter Bus and the cost to students will be \$200. This is an annual trip that provides a wonderful team building experience.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi Field Hockey Competition, September 15-16, 2023.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Ben Mainka', is written over a horizontal line.

Ben Mainka, Superintendent

2/10/2023

September 15-16, 2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Amy Kilgore Other Staff Members Attending: Kevin Kilgore

Have you coordinated this trip in previous years?: Yes If yes, when? 2016-2021

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip

TRIP INFORMATION

Title of Field Trip:	<u>Field Hockey in Pittsburgh</u>	Organization/Club/Course Name:	<u>Novi HS Field Hockey Team</u>
Date(s) of Trip:	<u>September 15-16, 2023</u>	School Days Missed (by students):	<u>1</u>
Field Trip Destination:	<u>Pittsburgh, PA</u>	City/State:	<u>Pittsburgh, PA</u>
Departure Time:	<u>9:00 am</u>	Departure Location:	<u>Athletic Entrance</u>
Arrival Time:	<u>2:00 pm</u>	Arrival Location:	<u>Mt. Lebanon HS</u>
Cost per Student:	<u>\$200</u>	Items included in cost:	<u>Hotel, Bus, Games</u>
Trip Funded By:	<u>students and SA</u>		

LODGING

Lodging name: Crowne Plaza Pitt South Contact Number: 412.347.0351

Number of students attending: 18-22 Number of Chaperones: 2

Cost Per Student: \$200 Funded By (circle): Student Other: Student and SA

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones: Kevin and Amy Kilgore

CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

Every year Novi Field Hockey has been in the top 6 in the state of Michigan, but finding it difficult t

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Daily practice and our season of competition.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

Great competition, excellent time building team bonds and memories.

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Remainder of the season

Summary of Trip to Present to the Board of Education for Approval:

APPROVAL

Sponsor's Signature

Administrator's Signature



Novi Community School District Field Trip Permission Form

Student Name: _____

Teacher/Sponsor:

Kevin and Amy Kilgore

Destination:

Pittsburgh, PA

Field Trip Date: Sept 15-16, 2023

Departure Time: 9:00 am (9/15)

Return Time: 7:00 pm (9/16)

Transportation By:



Bus



Parent-driving own children



Other: _____

Parent/Guardian Phone #: _____

Emergency Contact Phone #: _____

Student Cell #: _____

Parent/Guardian Approval:

I have reviewed the above teacher comments and hereby grant permission for my student to participate in this field trip. I understand that students are to follow Novi Community School District policies, procedures, and expectations (including appropriate dress), when participating in school-sponsored trips.

Parent Signature

Date

Student: Return completed form to your field trip sponsor by September 9, 2023

Trip Sponsor: Provide anticipated attendance list to attendance office before your trip and completed forms upon your return.

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi Meadows Sandusky, Ohio Choir Trip, Saturday, May 20, 2023

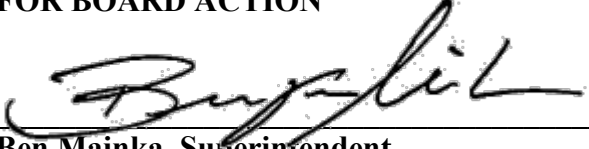
Ainsley Lengerich, Novi Meadows teacher, is requesting that the Novi Meadows choir club travel to Sandusky, Ohio on Saturday, May 20, 2023. While in Sandusky, the students will perform before judges at Sandusky High School and then go to Cedar Point.

Students will travel by Bianco Tours Charters and will leave Novi Meadows on Saturday, May 20, 2023. Approximately 150 students will be attending. The students will return to the Novi Meadows at 10:00 p.m. The cost per student is \$115.00 which includes the motor coach bus, park ticket and lunch and dinner voucher. This has been an annual trip for the choir since 2013.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi Meadows Sandusky, Ohio Choir Trip on Saturday, May 21, 2022.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

OUT-OF-STATE/OVERNIGHT FIELD TRIP APPROVAL FORM

FIELD TRIP TITLE:

Novi Meadows Choir Club & Orchestra Chamber Club Cedar Point Festival

DATES OF TRIP: Saturday, May 20, 2023

GROUP: Novi Meadows Music Clubs

SPONSOR: Ainsley Lengerich & Michelle Rais

OVERNIGHT: No

OUT OF STATE: Yes

OUT OF COUNTRY: No

SUMMARY:

Approximately 150 fifth and sixth grade students from the Novi Meadows Choir Club and Orchestra Chamber Club will be attending the *Music in the Parks Festival* on Saturday, May 20, 2023, which is held at Cedar Point in Sandusky, Ohio. The Choir Club has been going to this festival for the past 20 years, this will be the Orchestra Chamber Club's second time attending. At this festival, the ensembles will perform for two professional adjudicators and receive ratings and feedback on their performance. The ensembles with the highest scores in their division receive trophies. After the performances, the students spend the day in the park.

The attached Field Trip form has been reviewed and approved by:



Michael Giromini
Assistant Superintendent of Academic Services

1/23/2023

5/20/2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Ainsley Lengerich & Michelle Rais Other Staff Members Attending: _____

Have you coordinated this trip in previous years?: Y If yes, when? every year 2014-2020 & 2022

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip _____

TRIP INFORMATION

Title of Field Trip:	<u>NM Choir Club & Chamber Club Cedar Point Festival</u>	Organization/Club/Course Name:	<u>NM Choir Club & Chamber Clubs</u>
Date(s) of Trip:	<u>May 20, 2023</u>	School Days Missed (by students):	<u>0</u>
Field Trip Destination:	<u>Sandusky, Ohio (Cedar Point)</u>	City/State:	<u>OH</u>
Departure Time:	<u>5:30 am</u>	Departure Location:	<u>NM 6 Bus Loop</u>
Arrival Time:	<u>Return to NM approx. 10 pm</u>	Arrival Location:	<u>NM6 Bus Loop</u>
Cost per Student:	<u>approx \$115</u>	Items included in cost:	<u>park ticket, festival fee, charter bus fee</u>
Trip Funded By:	<u>club members/parents</u>		

LODGING

Lodging name: none- not an overnight trip Contact Number: _____

Number of students attending: _____ Number of Chaperones: _____

Cost Per Student: _____ Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. Be sure to include enough chaperones to support your group size.

Names of Chaperones: Available April 2023. Typically we have about 120 parent chaperones.

TRANSPORTATION

Method of Transportation (select one): Charter Bus

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company Bianco Tours Contact Number 734-946-7021

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$115 (incl. park ticket, entry fee and bus costs) Funded By (select one): club members/parents

Address of Destination Perkins HS(3714 Campbell Street) &
Cedar Point (1 Cedar Point Dr)
Sandusky, OH 44870

Pickup Location NM 6 bus loop

Group NM Choir Club & Chamber Club

Pickup Building NM6

Of Adults approx 120 # Of Students approx 160 Parking Facilities school and Cedar Point parking lots

Departure Time 5:30 am Are Drivers' Meals, Tickets, or Fees Included? No

Approx. Arrival Time 8 am Special Equipment Needed none

Time Leaving Destination 7:30 pm Does the Bus Need to Stay with the Group? No

Approx. Return Time 10 pm

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME _____ END TIME _____ TOTAL # OF HOURS _____ x Hourly Rate Below = _____

(B) # OF MILES TO DESTINATION _____ x 2 = _____ TOTAL MILES x \$3.00 _____
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday= \$60/hr

CURRICULUM

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

Students will be evaluated on their performance by professional adjudicators & receive specific feedback on how to improve their musical technique and expression.

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Students will be engaged in rehearsals to learn the music, including musical concepts like note/rhythm reading, dynamics, phrasing, appropriate technique to their instrument and expression.

3. Why is the field trip the best way to achieve/reinforce the class objectives?

Getting feedback from a professional adjudicator is helpful to both the students and the teacher in growing their skill set.

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Students will perform the same music in a concert following the festival, where they will apply the feedback received from the adjudicators



Summary of Trip to Present to the Board of Education for Approval:

Approximately 150 5th and 6th grade students from the Novi Meadows Choir Club and Orchestra Chamber Club will be attending the Music in the Parks Festival on May 20, 2023, which is held at Cedar Point in Sandusky, Ohio. The Choir Club has been going to this festival for the past 20 years, and this will be the Orchestra Chamber Club's second time attending. At this festival, the ensembles will perform for 2 professional adjudicators and receive ratings and feedback on their performances. The ensembles with the highest scores in their division receive trophies. After the performances, the students spend the day in the park.

APPROVAL

Sponsor's Signature

Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Novi Middle Sandusky, Ohio Choir Trip, Saturday, May 20, 2023

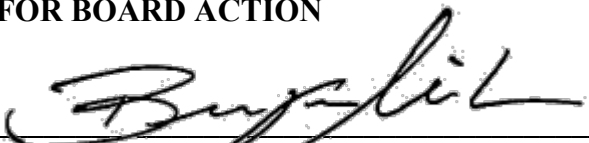
Adam Ronning, Novi Middle School teacher, is requesting that the Novi Middle School Music Students travel to Sandusky, Ohio on Saturday, May 20, 2023. While in Sandusky, the students will perform before judges at Perkins Middle and High Schools and then go to Cedar Point to perform Music in the Park.

Students will travel by Great Lakes Charter. Approximately 300 students will be attending along with 30 chaperones. The students will return to the Novi Meadows at 11:00 p.m. The cost per student is \$155.00 which includes the motor coach bus, park ticket and lunch and dinner voucher. This has been an annual trip for the choir since 2017.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Novi Middle School Sandusky, Ohio Music Trip on Saturday, May 20, 2023.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip: Band/Choir/Orchestra Trip to Cedar Point (Sandusky, OH)

Date(s) of Trip: Saturday, May 20, 2023

Groups: NMS 7th and 8th Grade Bands, Choirs and Orchestras

Sponsor: Adam Ronning, Samantha Farmer, Jeremy Bon

Summary:

During this trip, all students will participate in a competition, The Music in the Parks Festival, at Cedar Point. All students will perform in their respective band, choir, or orchestra ensemble at Perkins High School and Perkins/Briar Middle School during the Festival, prior to attending Cedar Point. This festival is a competition between the schools attending the park on this date and students will attend an award ceremony at the park later in the day. After the performance, students will enjoy a day at Cedar Point. This trip is not required, but available for any interested Novi Middle School band, choir, or orchestra student.

Students will ride on Great Lakes Charter buses to and from Cedar Point. This trip will be chaperoned by Adam Ronning, Samantha Farmer, Jeremy Bon and parent volunteers. All parent volunteers will be background checked prior to the trip. District health and emergency treatment forms have already been completed by students and submitted to the school nurse. The music program completed a Century Resources Fundraiser earlier this year to offset the transportation costs of this trip. Students will be asked to pay \$105.00 for the trip. The attached Field Trip form has been reviewed and approved by:


Angie Southworth

Assistant Principal


Robert Baker

Principal


Mike Giromini

Assistant Superintendent for

Academic Services

2 / 13 / 23

5 / 20 / 23

Date of Request (8 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Adam Ronning Other Staff Members Attending: Samantha Farmer
Jeremy Bon

Have you coordinated this trip in previous years?: YES NO If yes, when? 2017, 2018, 2019, 2022

◊ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

◊ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip

TRIP INFORMATION

Title of Field Trip: Cedar Point Music in the Parks Festival Organization/Club/Course Name: NMS Music Classes
Date(s) of Trip: 5/20/23 (Saturday) School Days Missed (by students): N/A
Field Trip Destination: Cedar Point, Perkins Middle + High School City/State: Sandusky, OH
Departure Time: 5:00 am (approx.) Departure Location: Novi Middle School
Arrival Time: 11:00 pm (approx.) Arrival Location: Novi Middle School
Cost per Student: \$105 (total cost of trip per student) Items included in cost: Festival, Park Admission, Bus Transportation
Trip Funded By: Student Fundraiser from earlier this year that will help with the transportation costs.

TRANSPORTATION/LODGING

Method of Transportation (circle): School Bus Charter Bus Private Car Walking Other

School Bus: Tentative school bus confirmation made by _____ on _____
name date

Charter Bus: Company Great Lakes Charter Contact Number: (888) 323-0974 x. 4029
Contact: Jamie Davidson

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with field trip request. A copy of each driver's license, insurance and registration will also be required.

Lodging name: N/A Contact Number: N/A

Number of students attending: approx. 300 Number of Chaperones: approx. 30 (one for every 8-10 students)

Cost Per Student: \$105 (total cost of trip) Funded By (circle) Student Other:
\$55 for Parent Chaperones Century Resources
Fundraiser completed in the Fall

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

Ensemble development and performance focusing on music with varying techniques, rhythms, and styles.

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Rehearsal and practice of our Festival music to prepare for the Festival performance

3. Why is the field trip the best way to achieve/reinforce the class objectives?

The performance at this Festival allows students to get critical feedback from adjudicators on what the ensembles are doing well and need to improve on.

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the experiences they learned on this trip?

After the trip we will review + listen to the adjudicator's comments and critiques to improve our future performances

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request.

Names of Chaperones: * will be determined closer to the trip

Adam R

Teacher's Signature

MAJB

Assistant Principal's Signature

Summary of Trip to Present to the Board of Education for Approval:

During this trip students will participate in a competition, Music in the Parks Festival, at Cedar Point. All students will perform in their respective ensembles at Perkins High School and Perkins/Briar Middle School before going to Cedar Point. This Festival is a competition between the schools attending the park on this date and students will enjoy a day at Cedar Point. This trip is not required but available to any interested NMS band, choir, or orchestra student. Students will ride Charter Buses to and from Cedar Point and will cost paid for by the students.

****Please consult the field trip checklist to ensure you have submitted all appropriate forms****

'MUSIC IN THE PARKS' COMPETITION

Saturday, May 20, 2023

Dear Students and Parents,

The Music in the Parks Competition/Cedar Point is coming soon. We must have a signed response from you by **Tuesday, March 21st.**

Date: Saturday, May 20, 2023

Location: Perkins High School, Sandusky, Ohio

Perkins/Briar Middle School, Sandusky, Ohio

Cedar Point Park. Sandusky, Ohio

Times: Depart – 5:00a.m. Novi Middle School

Return – 9:30p.m.@ Novi Middle School

Please see the attached page for more information.

* * * * *

Please sign and return, along with the Field Trip form on reverse side:

***I, _____, the parent of _____,**
acknowledge that my child will be attending “Music in the Parks/Cedar Point.” I agree
to pay the fee of \$105.00, which covers the Competition, Park admission and chartered
buses. I understand that full payment (non-refundable) must be received by March
21st, 2023, unless other arrangements have been approved. It may be paid in full or
in partial payments if communicated to the director prior to due date, ASAP.

*** _____ I will chaperone, at a discounted rate of \$55.00 (which includes Cedar**
Pt. Admission and Chartered Bus.) Please be aware that Chaperone responsibilities include**
responsibility of your own student and the students in your group both at the park and on the bus. Chaperone
groups may consist of up to 8 students.**

Parent signature _____

Date _____ *Phone* _____

***There will be a Parent Meeting on Wednesday, May 3rd at 7:00PM in the Middle**
School Auditorium to go over everything you need to know about the Field Trip!

***This short parent meeting will be followed by a REQUIRED CHAPERONE**
MEETING for ANY PARENTS who will be chaperoning this Field Trip. This will be a
short meeting to go over the chaperone responsibilities on the field trip and answer
any questions you may have.

MUSIC IN THE PARKS/CEDAR POINT PERMISSION SLIP

_____ in the 7th / 8th grade has permission to
(Student's Name)
participate in a field trip to Perkins (Middle and High School) /Cedar Point on Sat., May 20, 2023, between 5:00AM- 9:30PM with Mr. Ronning, Mr. Bon & Mrs. Farmer.

I understand that this is a SCHOOL field trip for my middle school aged music student and that students will abide by all rules in the school handbook, including dress code.

I understand that my student can request their group on this trip, but the teachers will make the final group decisions.

I understand that transportation to and from the destination is to be provided by EPN Travel Services. Students are to ride the bus to and from the trip.

I understand that my student will NEVER be alone in the park, will ALWAYS be with at least THREE other students, and will be at the CHECK -INs with the chaperones throughout the day. At least one student will have a cell phone in each group.

I understand my student needs to arrive at Novi Middle School BY 4:45AM and will have a ride arranged to pick them up by 9:30 PM at Novi Middle School.

I understand that my student is responsible for their own belongings on this trip. Lost or stolen items are not the responsibility of Novi Middle School.

I understand that my student MAY be required to wear a mask at the performance school, on the charter bus, or at the park DEPENDING on the current federal, state, and school guidelines at the time of the trip

*Chaperones, I understand that I will be in charge of no more than 8 students throughout the day including check-ins, communication with directors, and monitoring student behavior on the trip. I also understand that I WILL BE at the Chaperone Meeting on Wednesday, May 3rd. (Chaperones who cannot attend this meeting please contact your child's music teacher ASAP!)

Students's Cell Phone Number: _____

Parent/Guardian Name _____ Cell Phone: _____

Parent/Legal Guardian

Date

Payment: You can play for Cedar Point through Check or Cash!

Check # _____

Cash

**If paying by check, please make it payable to "Novi Middle School."*

MUSIC IN THE PARKS/CEDAR POINT

Saturday, May 20, 2023

SCHEDULE

- 4:45 a.m.** – Arrive at Novi Middle School
5:00 a.m. – Leave Novi Middle School
7:45 a.m.– Arrive at Perkins High/Middle School
8:00-9:30.- Warm Up and Performance of Novi Middle School Ensembles
10:00 a.m.- Leave for Cedar Point Amusement Park
12:00 p.m. - Check-In #1 with Chaperone at the front of the Park!!
2:00 p. m. - Check-In #2 with Chaperone at the front of the Park
4:45 p.m.– Check-In #3 Point Pavillion: **AWARDS CEREMONY! - MANDATORY!**
 ♦ Everyone sits together. Let's go for the Spirit Award! Cheer for All!
7:00 p.m.- Meet at the front of the park, just inside the Ticket Gate w/ENTIRE CHAPERONE GROUP.
 WAIT TO BOARD BUS until sent by TEACHER
7:15 p.m. - Depart Cedar Point (double check that everyone is on the bus!)
9:30 p.m. – Arrive at Novi Middle School

Cedar Point Rules!

- A. Everyone **MUST** stay in the Park at Cedar Point! You are not allowed to leave the Park unless with YOUR teacher!
- B. Everyone **MUST** check in with their chaperones throughout the day **INCLUDING** the **MANDATORY CHECK IN TIMES** at the Front Entrance of the Park. Everyone **MUST** go to the Awards Ceremony!
- C. **Students WILL NEVER BE ALONE in the Park. All students MUST be with at LEAST THREE OTHER STUDENTS (AND WITH A CELL PHONE) or THEIR CHAPERONE at ALL TIMES!** Any student caught by themselves at the park will spend the remainder of their time with their music teacher!
- D. Students **MAY** be required to wear face masks on the bus and at the performance site (Perkins High/Middle School) depending on the state, federal, and school guidelines at the time of the trip. All mask guidelines will be communicated to students and parents at least a week prior to the trip!

CHAPERONES and GROUPS

- A. Chaperones are responsible for their students, being sure they are on the bus, at scheduled locations on time, etc.
- B. Chaperones will have cell-phone numbers from the students in their group, in the event of an emergency. Teachers will also give each Chaperone their cell phone numbers.
- C. **Parents who sign up as Chaperones will be expected to be a Chaperone for a group of UP TO 8 students. No Chaperones will be permitted to ONLY chaperone their own child.**
- D. **CHAPERONES WILL BE IN CHARGE of CHECKING IN WITH THEIR STUDENTS THROUGHOUT THE DAY at the MANDATORY Check-In Times.**

ATTIRE – NOVI SCHOOLS DRESS-CODE APPLIES!

- A. All students are to wear their **music shirt and dark pants/shorts** on the bus.
- B. We perform as soon as we arrive.
- C. Everyone must abide by the school dress-code.
 - 1. Anyone who dresses **not according to code** is to **hang out with a teacher!** (Chaperones call a teacher in these instances)

BEHAVIOR

- A. **BUS** – Ipods, cell phones are acceptable. Talk at minimum, as the driver needs to concentrate. **SLEEP!**
- B. **FOOD**–If you bring food, **CLEAN IT UP!** Every crumb and piece of paper is to be disposed of properly. There will be garbage bags for each bus.
- C. **SCHOOL and PARK** – Exemplary behavior is expected. Students are to respect Chaperones! We represent Novi!
- D. **Videos and DVD's** may be brought for the bus ride, but must be **PG rated**.

MEALS / FOOD TO BRING

- A. Food to bring on the bus
 - a. Snacks/meal to eat on the bus between performances and getting to the park
 - b. Snacks/meal to eat on the bus after the park on our way home
- B. Bring money to purchase dinner/food in the evening at the park. We recommend bringing \$20 for dinner
 - a. Cedar Point is a “cashless park” now. All students bringing cash will need to use the cash-to-card kiosks.
 - b. Directions for using the cash-to-card kiosks can be found here:
 - i. <https://www.cedarpoint.com/cashless>
 - c. Student may also use credit/debit cards or Apple Pay

THINGS TO BRING ON THIS TRIP:

-Instrument/Music (Band/Orchestra)

- Clothing - music shirt, dark pants/shorts, comfortable shoes...Dress Code Applies!
- Food - snacks/meal on the bus (NO NUTS!) - no food brought into park
- Money* only if students would like to purchase extra food/souvenirs in the park
- Cell Phones/Electronic Games - OK to use on bus, Cell Phones OK on bus/park.
- DVD's - OK for bus ride, must be PG rated
- Bags - OK in the park, students are responsible, not all rides have storage (items may be left on bus while at the park)

Novi Middle School/Music in the Parks/Cedar Point are not responsible for lost or stolen items!

**Please contact your director with questions or concerns:*

jeremy.bon@novik12.org : samantha.farmer@novik12.org : adam.ronning@novik12.org

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: Moving to a Closed Session

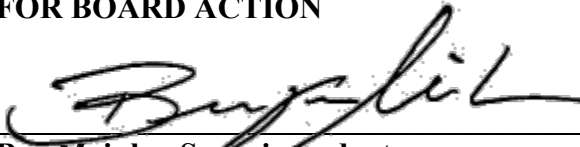
The Board of Education will move into a closed session for the following reasons:

- A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session for the purposes of contract Negotiations [OMA Sect.8(2)].
- A public body may meet in a closed session only for one or more purposes as specified in the Open Meetings Act. Tonight, the Board will move into a closed session to discuss District land [OMA Sect. 8(3)].

RECOMMENDATION:

That the Novi Community Schools Board of Education move into a Closed Session for the purposes of contract negotiations and Land Discussion.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Ben Mainka', written over a horizontal line.

Ben Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

TOPIC: Personnel Recommendations

Laura Carino, Assistant Superintendent of Human Resources, presents for your consideration the following personnel changes:

A. New Hires

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Rate</u>	<u>Effective</u>
Attanasio, Anthony	PV	PE Teacher	New Hire	MA	03-01-23
Bordner, Becca	NW	Social Worker	New Hire	MA	02-22-23
Eddy, Erin	ESB	Benefits/Payroll	New Hire	Salary	03-01-23
Finley, Suzanne	ECEC	Community Ed Coordinator	New Hire	Level B	02-23-23
*Graves, Carmen	ESB	HR Assistant/ Receptionist	New Hire	Level B	02-22-23
Keller, Lauren	NATC	Special Ed PARA	New Hire	Level B	02-22-23
Kumar, Anshika	NM6	Special Ed PARA	New Hire	Level B	02-22-23

B. Retirements and Resignations

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
Ascher, David	NW	Principal	Retire	06-30-23
Boedeker, Erin	NM5	School Counselor	Resign	02-10-23
Candela, Laura	DF	Special Ed Teacher	Resign	02-13-23
Rosen, Noriko	HS	Japanese Teacher	Retire	06-09-23
Sandau, Claire	Adult Ed.	Adult Ed. Teacher	Resign	03-02-23

C. Leaves of Absence

<u>Name</u>	<u>Bldg.</u>	<u>Assignment</u>	<u>Reason</u>	<u>Effective</u>
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*Fingerprint results have not yet been received for this applicant.

RECOMMENDATION: That the Novi Community School District Board of Education adopts the personnel report recommendations as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Ben Mainka', written in a cursive style.

**Benjamin Mainka
Superintendent**

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: Administrative Contract Updates

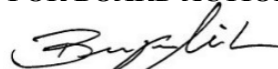
At the July 14, 2022 meeting, the administrative contract renewals were brought to you for your consideration and were approved through June 30, 2024. At that time, it was noted that any potential increases in compensation would be determined at a later date. Increases in compensation and several title changes, which more accurately reflect the scope of several positions, are now being brought to the Board for approval. The affected title changes are reflected in bold.

- Assistant Superintendent of Business and Operations
 - Devin Kling
- **Assistant Superintendent of Talent Management and Development**
 - Dr. Laura Carino
- **Assistant Superintendent of Teaching and Learning**
 - Mike Giromini
- Director of Adult and Alternative Education
 - Linda Cianferra
- **Director of Early Childhood & Community Education**
 - Ann Hansen
- Director of English Language Development & State/Federal Programs
 - Adva Ringle
- Director of Finance
 - Deanna Wheeler
- Director of Maintenance
 - Mike Dragoo
- Director of Special Education
 - Shailee Patel
- Director of Student Growth and Accountability
 - Jeff Dinkelmann
- Director of Student Support Services
 - Darby Hoppenstedt
- Director of Transportation
 - Cynthia Valentine

- Assistant Director of Maintenance
 - Eric Hettel
- **Coordinator of Early Childhood Education**
 - Stacey Job
- **Supervisor of Communications and Community Engagement**
 - George Sipple
- **Supervisor of Medical Services**
 - Cathy Farris
- Supervisor of Special Education
 - Amanda Squires
- Elementary Principals (4)
 - David Ascher
 - Katy Dinkelman
 - Ryan Francis
 - Jennifer Murphy
- Meadows Principals (2)
 - John Brickey
 - Lisa Fenchel
- Middle School Principal
 - Robert Baker
- Middle School Assistant Principal
 - Angie Southworth
- High School Principal
 - Nicole Carter
- High School Assistant Principals (2)
 - Andrew Comb
 - Ron Kane
- High School Athletic Director
 - Don Watchowski
- Virtual School Principal
 - Emily Pohlonski

RECOMMENDATION: That the Novi Community School District Board of Education approve the contracts as noted above.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Benjamin Mainka, Superintendent

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: Proposed Expanded Easement for the Great Lakes Water Authority Report

The Great Lakes Water Authority is requesting approval from the Novi Community School District Board of Education to add to the current permanent easement area existing on the ROAR Center property, located at 41500 Gardenbrook Road.

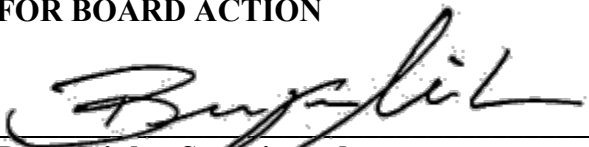
A survey of the existing and proposed change was provided to the Novi Community School District, by Zausmer, P.C. and is included.

This comes before the Board tonight for approval.

RECOMMENDATION:

That the Novi community School District board of Education approved the proposed easement change as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

**AGREEMENT AND GRANT OF EASEMENT
FOR
WATER MAINS AND SEWERS**

THIS AGREEMENT AND GRANT OF EASEMENT FOR WATER MAINS AND SEWERS ("Agreement") made and entered into this_____ day of December, 2022 by and between Novi Community School District, a Michigan general powers school district, having offices at 25345 Taft Road, Novi, Michigan 48374 ("**Grantor**"); and the **GREAT LAKES WATER AUTHORITY**, a Michigan municipal authority, having offices at 735 Randolph Street, Detroit, Michigan 48226, ("**Grantee**"). Grantor and Grantee shall be collectively referred to as the "Parties."

RECITALS

A. Grantor is the fee simple owner of that certain parcel of land located on Gardenbrook Road in the City of Novi, Michigan, commonly known as 41500 Gardenbrook Road, with Tax Identification Number(s) 22-14-451-024 ("**Grantor's Land**").

B. Grantee desires a public utility easement for the purpose of constructing, reconstructing, modifying, adding to, repairing, replacing, inspecting, operating and maintaining all water and sewer infrastructure and associated appurtenances (collectively, the "**Grantee's Facilities**"), at Grantee's expense, across Grantor's Land as further described in the attached **Exhibit A** and depicted in the attached **Exhibit B** (the "**Easement Area**").

C. Grantor agrees to grant the easement for the Easement Area to Grantee and Grantee's agents, employees, contractors, subcontractors (collectively, "**Grantee's Representatives**") in accordance with and subject to the terms and conditions of this Agreement.

Now, therefore, for good and valuable consideration, the receipt of which is hereby acknowledged, Grantor conveys this easement to the extent set forth herein, in accordance with and subject to the terms and conditions of:

1. Grantor does hereby grant, convey and confirm unto Grantee an easement in perpetuity, for the purpose of Grantee and Grantee's Representatives constructing, reconstructing, modifying, adding to, repairing, replacing, inspecting, operating and/or maintaining water mains and sewers and their appurtenances ("Grantee's Facilities") therein the Easement Area, including permanent sewer or water main location guideposts over Grantee's Facilities at reasonable intervals and at any points of deflection within the Easement Area.

2. Grantor hereby agrees that (a) no building or structure, or any part thereof, of any nature whatsoever, shall be erected, constructed or permitted within the limits of the Easement Area without the prior approval of Grantee; (b) the Easement Area shall be kept free at all times from any and all obstructions or obstacles, such as walls, fences, hedges, et cetera, which would impede free and easy access by Grantee, Grantee's Representatives and their necessary equipment to the said water mains, sewers and appurtenances; (c) Grantor will not alter the acceptable grades within the Easement Area without the prior written approval of Grantee; and (d) if any building or structure is erected within the limits of the Easement Area without the prior written approval of Grantee, then Grantee and Grantee's Representatives are hereby authorized to enter upon the Easement Area and dismantle and remove any and all parts of said building or structure. Grantor further agrees to waive all claims for damages against Grantee and Grantee's Representatives resulting from such dismantling or removal, and to reimburse Grantee for the costs involved. Restoration of dismantled or removed structures and obstructions, where permitted by Grantee if within the Easement Area, shall be by and at the expense of Grantor.

3. Grantor hereby agrees that Grantee may, at any time, cut, trim, remove, destroy or otherwise control any or all trees, bushes, or brush now or hereafter standing or growing upon or within the Easement Area, all at Grantee's sole and absolute discretion.

4. Grantor hereby grants and conveys to Grantee all water pipes, water mains, sewers and underground equipment and appurtenances for water and sewer facilities now installed or which may hereinafter be installed within the Easement Area as described in this Agreement.

5. Grantor agrees to indemnify and save harmless Grantee and Grantee's Representatives from liability upon any and all claims for damages on account of the Agreement, and shall assume the defense and bear all costs and expenses of all suits which may be brought against Grantee and Grantee's Representatives by reason of the Agreement; provided, however that nothing contained herein may be constituted as rendering Grantor liable for acts of negligence of Grantee or Grantee's Representatives.

6. Any notice required or permitted to be given hereunder or by law shall be in writing, addressed to the Parties at the address(es) recited in this paragraph below and given by one of the following methods: (a) delivery in person; (b) by a reputable prepaid overnight courier (such as UPS or Federal Express); or (c) mailed by certified mail, postage prepaid. All notices, demands and requests shall be duly deemed given (i) when such notice is personally delivered, (ii) on the business day following the day such notice or other communication is sent by overnight courier, or (iii) the third business day following the day such notice or other communication is sent by certified mail. Either Party may change its address by giving written notice thereof to the other Party in the manner provided in this paragraph.

GRANTOR	GRANTEE
---------	---------

Novi Community School District 25345 Taft Road Novi, Michigan 48374 Attn: Mike Dragoo, Director of Maintenance	Great Lakes Water Authority 735 Randolph, Suite 1900 Detroit, MI 48226 Attn: Chief Executive Officer, General Counsel, Chief Operating Officer-Wastewater, Chief Operating Officer-Water and Field Services
With a copy to:	

7. The easement, covenants and restrictions contained herein shall run with the land so described herein and binds and benefits the Parties' successors and assigns. This Agreement may be amended, modified or terminated at any time by a writing mutually agreed to by each of the Parties. This Agreement shall be governed by the laws of the State of Michigan.

8. This Agreement is exempt from real estate transfer tax pursuant to MCL 207.505(a) and from State real estate transfer tax pursuant to the provisions of MCL 207.526(a).

9. Grantee shall, to the extent reasonably practicable, re-grade, repair and restore any portions of the Easement Area or Grantor's Land damaged by Grantee's construction, operation, maintenance, repair, reconstruction and use of Grantee's Facilities. Grantee shall also repair or replace at Grantee's sole expense any actual damage located within the Easement Area or Grantor's Land, arising from Grantee's construction, operation, maintenance, repair, reconstruction and use of Grantee's Facilities. Notwithstanding the foregoing, at no time shall Grantee be responsible for any damage to the extent that such damage results from Grantor's negligence.

10. Grantor hereby covenants, promises, agrees and acknowledges that at the execution and delivery of this instrument it is the lawful owner of the Easement Area and is seized of a good and indefeasible fee simple estate therein, and subject to existing easements of record will warrant and defend Grantee's and Grantee's successors' and assigns' right to the quiet and peaceable possession of the same for the purposes described herein, forever, against all persons lawfully claiming the same.

11. Limited use or non-use of the rights granted herein by Grantee shall not prevent Grantee's later use of said rights to the full extent herein conveyed.

[signatures on following pages]

IN WITNESS WHEREOF, Grantor and Grantee have each executed this Easement Agreement as of the day and year first above written.

GRANTOR:

Novi Community School District,
a Michigan general powers school district

By: _____

Name: _____

Its: _____

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
)SS
COUNTY OF WAYNE)

The foregoing instrument was acknowledged before me on _____, 2022, by _____, the _____ of Novi Community School District, a Michigan general powers school district, on behalf of Grantor.

Notary Public, _____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

GRANTEE:

GREAT LAKES WATER AUTHORITY,
a municipal authority

By: _____

Sue F. McCormick

Its: Chief Executive Officer

ACKNOWLEDGEMENT

STATE OF MICHIGAN)
)SS

COUNTY OF _____)

The foregoing instrument was acknowledged before me on _____, 2020, by Sue F. McCormick, the Chief Executive Officer of the Great Lakes Water Authority, a municipal authority, on behalf of said municipal authority.

Notary Public, _____ County, Michigan

Acting in _____ County, Michigan

My Commission Expires:_____

Prepared by and when recorded return to:

Randal M. Brown

735 Randolph, Suite 1900

Detroit, MI 48226

313-964-9068

EXHIBIT A

Legal Description of Easement Area

A variable width permanent easement being located in and part of the Southeast Quarter of Section 14, Township 1 North, Range 8 East, City of Novi, Oakland County, Michigan, being that part of the parcel described in a deed to Walsh College of Accountancy and Business Administration recorded in Liber 16414, Page 644, Oakland County Records, more particularly described as follows:

Commencing at the Southeast corner of said Section 14; thence North 03 degrees 41 minutes 06 seconds West (this and all subsequent bearings are referenced to the Michigan State Plane Coordinate System, South Zone), 682.04 feet along the East line of said Southeast Quarter to the North line of a highway and utility easement described in document to City of Novi recorded in Liber 12462, Page 176 of Oakland County Records; thence South 86 degrees 20 minutes 32 seconds West, 33.00 feet along said North line to the West line of said City of Novi easement; thence South 03 degrees 41 minutes 06 seconds East along said West line, 185.89 feet ; thence North 87 degrees 00 minutes 20 seconds West, 55.60 feet; thence North 03 degrees 23 minutes 37 seconds West, 182.09 feet; thence North 05 degrees 34 minutes 30 seconds West 331.57 feet; thence North 48 degrees 48 minutes 02 seconds West, 60.98 feet to the Point of Beginning; thence continuing North 48 degrees 48 minutes 02 seconds West, 34.80 feet; thence North 00 degrees 11 minutes 02 seconds East, 111.09 feet; thence South 84 degrees 04 minutes 06 seconds East, 24.65 feet; thence South 00 degrees 34 minutes 22 seconds East, 131.47 feet to the Point of Beginning, containing 0.070 acres more or less.

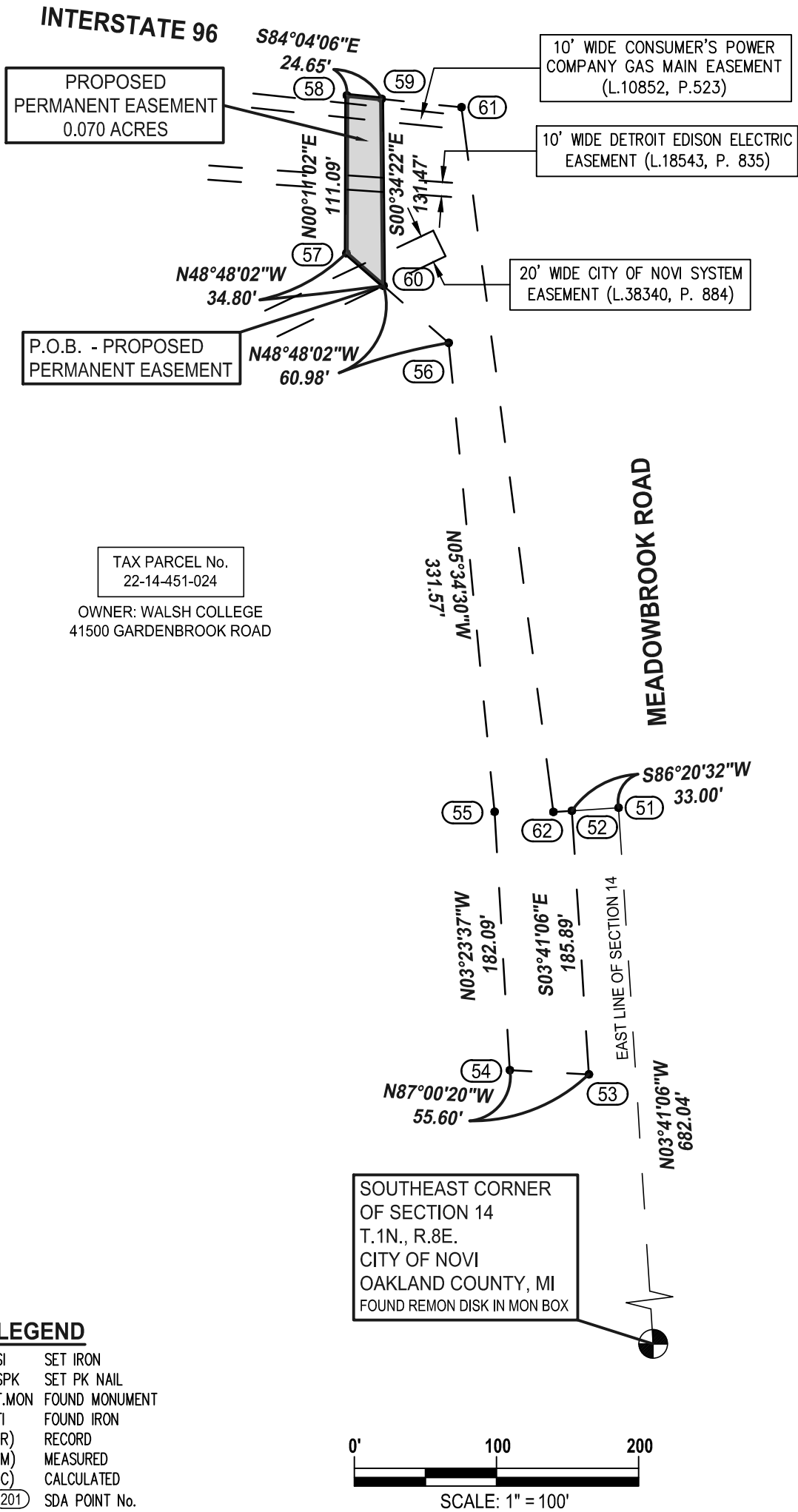
EXHIBIT B

Depiction of Easement Area



Plotted: Oct 26, 2022, 11:8 AM by user: 510 - Saved: 10/25/2022 by user: 510
J:\SM\SM22012 - GLWA 14 Mile Loop\DWG\SM22012EAS.dwg

EASEMENT



SPALDING DeDECKER
Engineers | Surveyors

905 South Blvd. East
Rochester Hills, MI 48307

Phone: (248) 844-5400
Fax: (248) 844-5440

www.sda-eng.com

DRAWN: S.BROWN

DATE: 10-26-22

CHECKED: K.SIROIS

DATE: 10-26-22

MANAGER: M.DeDECKER

SCALE: 1" = 100'

JOB No. SM22-012

SHEET: 2 OF 3

SECTION 14 TOWN 01 NORTH RANGE 08 EAST

CITY OF NOVI

OAKLAND COUNTY, MI

Plotted: Oct 26, 2022, 11:7 AM by user: 510 - Saved: 10/25/2022 by user: 510
J:\SM\SM22012 - GLWA 14 Mile Loop\DWG\SM22012EAS.dwg

PARENT PARCEL LEGAL DESCRIPTION

TAX PARCEL ID NO. 22-14-451-024
SOURCE: DEED L. 16414, P. 644

PART OF THE SOUTHEAST 1/4 OF SECTION 14, TOWN 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 14, TOWN 1 NORTH, RANGE 8 EAST; THENCE NORTH 03 DEGREES 39 MINUTES 40 SECONDS WEST, 355.00 FEET ALONG THE EAST LINE OF SAID SECTION 14; ALSO BEING THE CENTERLINE OF MEADOWBROOK ROAD TO THE POINT OF BEGINNING; THENCE ALONG THE CENTERLINE OF A 36 FOOT WIDE INGRESS AND EGRESS EASEMENT THE FOLLOWING EIGHT (8) COURSES: SOUTH 86 DEGREES 20 MINUTES 20 SECONDS WEST, 74.00 FEET; 235.62 FEET ALONG THE ARC OF A CURVE TO THE RIGHT (RADIUS 150.00 FEET, CENTRAL ANGLE 89 DEGREES 59 MINUTES 56 SECONDS, CHORD BEARS NORTH 48 DEGREES 39 MINUTES 40 SECONDS WEST, 212.13 FEET); NORTH 03 DEGREES 39 MINUTES 40 SECONDS WEST, 29.96 FEET; 236.00 FEET ALONG THE ARC OF A CURVE TO THE LEFT (RADIUS 150.00 FEET, CENTRAL ANGLE 90 DEGREES 08 MINUTES 42 SECONDS, CHORD BEARS NORTH 48 DEGREES 44 MINUTES 00 SECONDS WEST 212.40 FEET); SOUTH 86 DEGREES 11 MINUTES 40 SECONDS WEST, 273.88 FEET; 98.68 FEET ALONG THE ARC OF A CURVE TO THE RIGHT (RADIUS 100.00 FEET, CENTRAL ANGLE 56 DEGREES 32 MINUTES 11 SECONDS, CHORD BEARS NORTH 65 DEGREES 32 MINUTES 18 SECONDS WEST, 94.72 FEET); NORTH 37 DEGREES 16 MINUTES 15 SECONDS WEST, 33.91 FEET AND 24.18 FEET ALONG THE ARC OF A CURVE TO THE LEFT (RADIUS 100.00 FEET, CENTRAL ANGLE 13 DEGREES 51 MINUTES 22 SECONDS, CHORD BEARS NORTH 44 DEGREES 11 MINUTES 53 SECONDS WEST, 24.12 FEET); THENCE NORTH 03 DEGREES 48 MINUTES 20 SECONDS WEST, 102.48 FEET: THENCE SOUTH 86 DEGREES 11 MINUTES 40 SECONDS WEST, 38.41 FEET; THENCE NORTH 04 DEGREES 15 MINUTES 50 SECONDS WEST, 105.86 FEET; THENCE NORTH 05 DEGREES 57 MINUTES 20 SECONDS EAST, 316.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF I-96; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, SOUTH 84 DEGREES 02 MINUTES 40 SECONDS EAST, 684.21 FEET TO A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF MEADOWBROOK ROAD; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY LINE, SOUTH 07 DEGREES 24 MINUTES 17 SECONDS EAST, 500.00 FEET; THENCE NORTH 86 DEGREES 21 MINUTES 58 SECONDS EAST, 46.00 FEET TO A POINT ON THE AFOREMENTIONED EAST LINE OF SAID SECTION 14, ALSO BEING THE CENTERLINE OF MEADOWBROOK ROAD; THENCE SOUTH 03 DEGREES 39 MINUTES 40 SECONDS EAST, 327.04 FEET ALONG THE EAST LINE OF SAID SECTION 14 AND SAID CENTERLINE OF MEADOWBROOK ROAD TO THE POINT OF BEGINNING.


PROPOSED EASEMENT DESCRIPTION

PROJECT: 1942-6863-00
PARCEL 22-14-451-024 PERMANENT EASEMENT
ENCUMBERS PARCEL ID: 22-14-451-024

A VARIABLE WIDTH PERMANENT EASEMENT BEING LOCATED IN AND PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 1 NORTH, RANGE 8 EAST, CITY OF NOVI, OAKLAND COUNTY, MICHIGAN, BEING THAT PART OF THE PARCEL DESCRIBED IN A DEED TO WALSH COLLEGE OF ACCOUNTANCY AND BUSINESS ADMINISTRATION RECORDED IN LIBER 16414, PAGE 644, OAKLAND COUNTY RECORDS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 14; THENCE N03°41'06"W (THIS AND ALL SUBSEQUENT BEARINGS ARE REFERENCED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE), 682.04 FEET ALONG THE EAST LINE OF SAID SOUTHEAST QUARTER TO THE NORTH LINE OF A HIGHWAY AND UTILITY EASEMENT DESCRIBED IN DOCUMENT TO CITY OF NOVI RECORDED IN LIBER 12462, PAGE 176 OF OAKLAND COUNTY RECORDS; THENCE S86°20'32"W, 33.00 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF SAID CITY OF NOVI EASEMENT; THENCE S03°41'06"E ALONG SAID WEST LINE, 185.89 FEET; THENCE N87°00'20"W, 55.60 FEET; THENCE N03°23'37"W, 182.09 FEET; THENCE N05°34'30"W 331.57 FEET; THENCE N48°48'02"W, 60.98 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING N48°48'02"W, 34.80 FEET; THENCE N00°11'02"E, 111.09 FEET; THENCE S84°04'06"E, 24.65 FEET; THENCE S00°34'22"E, 131.47 FEET TO THE POINT OF BEGINNING, CONTAINING 0.070 ACRES MORE OR LESS.

THIS DESCRIPTION WAS PREPARED FOR THE GREAT LAKES WATER AUTHORITY AND CERTIFIED BY MICHAEL DEDECKER, MICHIGAN PROFESSIONAL SURVEYOR, LICENSE NO 4001044282 ON THIS 15TH DAY OF OCTOBER, 2022.


MICHAEL DEDECKER, PS



905 South Blvd. East Phone: (248) 844-5400
Rochester Hills, MI 48307 Fax: (248) 844-5440
www.sda-eng.com

DRAWN: S.BROWN	DATE: 10-26-22
CHECKED: K.SIROIS	DATE: 10-26-22
MANAGER: M.DeDECKER	SCALE: 1" = 100'
JOB No. SM22-012	SHEET: 3 OF 3
SECTION 14 TOWN 01 NORTH RANGE 08 EAST	
CITY OF NOVI	OAKLAND COUNTY, MI

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT FOR ACADEMIC SERVICES

TOPIC: Business Professionals of America State Tournament

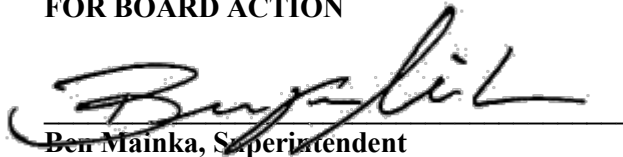
Darcie Moss, Novi High School teacher, is requesting that three (3) students travel to Grand Rapids, Michigan for the Business Professionals of America Tournament, where they will compete alongside 2000 other students statewide. They will participate in 60 different business skill events.

Mrs. Moss was able to secure CTE funding for this event. Students will be staying and the Amway Grand Resort. This comes tonight for information and discussion and will return on February 16 for approval.

RECOMMENDATION:

That the Novi Community Schools Board of Education approve the Business Professionals of America State Tournament from March 9 through March 12, 2023.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Ben Mainka, Superintendent

BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN

Out of State/Overnight Field Trip Approval Form

Field Trip Title: Business Professionals of America State Tournament

Dates of Trip: March 9-12, 2023

Group: BPA - CTE Finance

Sponsor: Darcie Moss

Summary:

Business Professionals of America is a co curricular student run organization. BPA was founded in the 1950's and has grown to chapters in 48 of 50 states. Approximately 2000 students statewide will enter 60 different business skill events, participate in open test rounds, develop presentation and analytical skills, vote at an assembly, attend workshops, develop interpersonal networking abilities, plus attend a formal dinner. The three students attending qualified at the regional tournament where they placed in the top three for their event.

Students qualified for this event on December 17, 2022. Mrs. Moss was able to secure CTE funding for the event on January 9. As a result this form was submitted less than 12 weeks prior to the trip.

The attached Field Trip form has been reviewed and approved by:



Principal



Assistant Superintendent for
Academic Services

January 12, 2023

Thur March 9 - Sun Mar 12, 2023

Date of Request (at least 12 weeks prior to trip)

Date of Trip

OVERNIGHT, OUT OF STATE OR OUT OF COUNTRY FIELD TRIP REQUEST FORM

Field Trip Coordinator: Darcie Moss Other Staff Members Attending: 2

Have you coordinated this trip in previous years?: No If yes, when? n/a

◇ If not, what is the most recent overnight trip you have coordinated? (List the group, date and trip description)

I have not coordinated one at Novi, another district as has Hallie Smith at this BPA event

◇ If you have never coordinated an overnight trip, which chaperone accompanying your group has overnight trip experience?

It is required that one chaperone has previously coordinated an overnight trip Hallie Smith at THIS tournament

TRIP INFORMATION

Title of Field Trip: Business Professionals of America State T

Organization/Club/Course Name: BPA - CTE Finance

Date(s) of Trip: 3/9 - 3/12, 2023

School Days Missed (by students): 1 Fri 3/10/23

Field Trip Destination: Amway Grand Resort

City/State: Grand Rapids

Departure Time: 3:15 pm Thursday

Departure Location: Novi High

Arrival Time: 8:00 pm Thursday

Arrival Location: Amway Grand, GR

Cost per Student: \$316

Items included in cost: Lodging, Commute, 5 meals@\$20

Trip Funded By: CTE Finance \$1800 SL apprvd

LODGING

Lodging name: Amway Grand Contact Number: _____

Number of students attending: 3 Number of Chaperones: 2

Cost Per Student: \$163 Lodge, \$100 food, Funded By (circle): Student Other: _____

CHAPERONES

If a chaperone is not a district employee, please complete the Volunteer Background Check Authorization Form and submit with your request. IBe sure to include enough chaperones to support your group size.

Names of Chaperones: Darcie Moss / Hallie Smith / Parent driver of three Kelly Blanchard

TRANSPORTATION

Method of Transportation (select one): Private Car ☐

School Bus: Tentative school bus confirmation made by N/A would be on unaffordable
name date

Charter Bus: Company N/A would be unaffordable Contact Number Volunter form w/ Mrs. Blanchard

Private Car: Please complete the **Volunteer Background Authorization Form** for each driver and submit with the field trip request. A copy of each driver's license, insurance and registration will also be required.

Cost Per Student: \$316 incl \$53/transport, food and Funded By (select one): \$163 in student price is lodging

Address of Destination 187 Monroe Ave NW Pickup Location Novi High by Parent

Group Bus. Prof. of America BPA Pickup Building Novi High

Of Adults 3 # Of Students 3 Parking Facilities Amway Grand

Departure Time 3:15 3/9 from NHS Are Drivers' Meals, Tickets, or Fees Included? Yes ☐

Approx. Arrival Time 8 pm Special Equipment Needed Might be role cart, nothing major

Time Leaving Destination 12:30 pm Sun 3/12 Does the Bus Need to Stay with the Group? Yes ☐

Approx. Return Time 5:00 pm Sun 3/12

Deadlines: This form must be in the Transportation Department office by Tuesday prior to the week of the trip. **Please get approval before purchasing non-refundable tickets.**

FIELD TRIP FEES

(A) START TIME Not END TIME USING TOTAL # OF HOURS bus x Hourly Rate Below = from

(B) # OF MILES TO DESTINATION Novi x 2 = or from TOTAL MILES x \$3.00 Charter
(MILEAGE BEGINS AT 45505 11 MILE)

(A + B) x # OF BUSES = TRIP TOTAL _____

Hourly Rate: Monday-Friday = \$30/hr Saturday = \$45/hr Sunday = \$60/hr

Complete the following questions if the trip is curricular.

1. What are the class objectives that tie into the proposed trip?

Co Curricular student leadership development; students will run projects and vote in a delagation,

2. Describe the class activities prior to the field trip that will integrate the field trip with the curriculum.

Club prepares 6 weeks, at a regional tournament (11 went) and must placeintop 3 to attend

3. Why is the field trip the best way to achieve/reinforce the class objectives?

Buiness Professionals of America runs student leadership, interviewing, competitive tournament a

4. What follow-up activities will be used in the classroom/curriculum to assist the students in applying the knowledge they gained on this trip?

Students will provide club overall experience of being at a busness type conference.

Summary of Trip to Present to the Board of Education for Approval:

Text not formatted to text wrap. See word attachment. Business Professionals of America is a co

APPROVAL

Darcie Moss

Sponsor's Signature



Administrator's Signature

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Elementary Buildings Playground Equipment Purchase

The Project Team, consisting of the NCSD administration, PMC, TMP, and McCarthy Smith, is recommending the purchase of playground equipment for Deerfield, Novi Woods, Orchard Hills and Parkview Elementary to replace the current, aging equipment. Penchura-Landscape Structures, who replaced the aging structures at Village Oaks elementary, will providing the equipment and installation for the playgrounds.

The team recommends awarding to Penchura-Landscape Structures for the following:

Deerfield Elementary

• Equipment Purchase	\$86,055.05
• Installation	<u>\$42,681.00</u>
Total	<u>\$128,736.05</u>

Novi Woods Elementary

• Equipment Purchase	\$89,951.99
• Installation	<u>\$39,897.00</u>
Total	<u>\$129,848.99</u>

Orchard Hills Elementary

• Equipment Purchase	\$89,769.70
• Installation	<u>\$40,203.00</u>
Total	<u>\$129,972.70</u>

Parkview Elementary

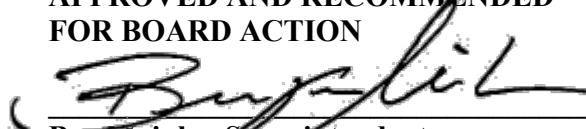
• Equipment Purchase	\$88,347.51
• Installation	<u>\$35,078.94</u>
Total	<u>\$123,426.45</u>

PMC recommends awarding the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to \$563,182.61.

RECOMMENDATION:

That, in the best interest of the Novi Community School District, the Board of Education award Penchura-Landscape Structures with the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to \$563,182.61. Further, that the Assistant Superintendent of Business and Operations be authorized to expend the funds from the 2014 Bond Capital Projects Funds and the Sinking Fund.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent



January 19, 2023

Mr. Ben Mainka
Superintendent of Schools
Novi Community School District
25345 Taft Road
Novi, MI 48374

RE: Novi Community Schools 2019 Bond Program
Contract Award Recommendation Playground Equipment
Deerfield, Novi Woods, Orchard Hills, and Parkview Elementaries

Dear Mr. Mainka,

This letter transmits an update from Plante Moran Cresa (PMC) as it relates to the assignment to assist and advise Novi Community School District (NCSD) in its selection of playground equipment and procurement of consortium proposals for Deerfield, Novi Woods, Orchard Hills and Parkview Elementary. This update represents the mutual efforts of the NCSD administration, PMC, TMP, and Penchura-Landscape Structures.

Attached for the Board's review and approval are consortium proposals (Sourcewell) for the above noted playground equipment which is scheduled for final completion Summer 2023. The team recommends awarding to Penchura-Landscape Structures for the following:

Deerfield Elementary

• Equipment Purchase	\$86,055.05
• Installation	<u>\$42,681.00</u>
Total	\$128,736.05

Novi Woods Elementary

• Equipment Purchase	\$89,951.99
• Installation	<u>\$39,897.00</u>
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Orchard Hills Elementary

• Equipment Purchase	\$89,769.70
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Total	\$129,972.70

Parkview Elementary

• Equipment Purchase	\$88,347.51
• Installation	<u>\$35,078.94</u>
Total	\$123,426.45

PMC recommends awarding the equipment and installation for the noted elementary buildings totaling \$511,984.19. In addition, a 10% contingency is recommended of \$51,198.00 bringing the total recommendation for award to **\$563,182.61**.

PMC is available if anyone has any questions via email-phone and will be available at the January 19, 2023 Board Meeting.

Sincerely,

Plante Moran Cresa



Kevin Donnelly
Sr. Vice President

Enclosures: Penchura-Landscape Structures – Sourcewell Consortium Proposals
 Deerfield, Novi Woods, Orchard Hills, and Parkview Elementary

Cc: Lance Shipman, Penchura
 Holli Durchik, Foresite Design
 Stewart Reich, TMP Architecture
 Michael Dragoo, NCSD

Penchura, LLC, 889 S. Old US 23 Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

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**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: 2022-2023 Budget Amendment

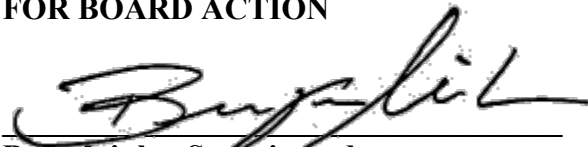
On June 16, 2022 the Board of Education adopted the District's budget for the 2022-2023 fiscal year. An amendment to the budget reflecting all the changes known at this time has been prepared and presented for information and discussion at the February 16, 2023 Board Work Session.

It comes back before the Board tonight for adoption.

RECOMMENDATION:

That the Novi Community School District Board of Education adopt the 2022-2023 Budget Amendment as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

**Novi Community School District
General Appropriations Resolution
Resolution for Revised Budget by the Board of Education
General Fund Budget – February 21, 2023**

RESOLVED, that this resolution shall be the general appropriations of the Novi Community School District for the fiscal year 2022-2023: A resolution to make appropriations; and to provide for the disposition of all income received by the Novi Community School District.

BE IT FURTHER RESOLVED, that the total revenue and unappropriated fund balance be available for appropriations in the **GENERAL FUND** of the Novi Community School District for the fiscal year 2022-23 as follows:

REVENUE:

Local	\$25,802,650
State	58,227,102
Federal	2,944,735
Incoming Transfers & Other Transactions	<u>4,367,587</u>
 TOTAL REVENUE AND INCOMING TRANSFERS	 \$91,342,074
 FUND BALANCE AS OF JULY 1, 2022	 <u>15,744,833</u>
 TOTAL AMOUNT AVAILABLE TO APPROPRIATE	 <u>\$107,086,907</u>

BE IT FURTHER RESOLVED, that \$107,086,907 of the total available to appropriate in the **GENERAL FUND** is thereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES:

Basic Programs	\$47,896,926
Added Needs	10,788,089
Adult Education	376,701
Pupil Services	7,020,612
Instructional Support Services	5,661,182
General Administration	765,759
School Administration	4,164,810
Business Services	920,949
Maintenance/Operations & Security	6,332,393
Transportation	2,157,039
Central Services	2,378,546
Athletics	1,570,445
Community Services	<u>1,383,747</u>
 TOTAL EXPENDITURES	 \$91,417,198
 TOTAL APPROPRIATED	 <u>\$91,417,198</u>
 FUND BALANCE AS OF JUNE 30, 2023	 <u>\$15,669,709</u>



Novi Community School District

2022-23 General Fund

First Amended Budget

	2021-22 Final Budget June 2023	2022-23 Original Budget June 2023	2022-23 Amended Feb 2023
Revenues			
Local Revenues	25,427,450	25,858,050	25,802,650
State Revenues	51,891,634	56,266,144	58,227,102
Federal Revenues	7,936,741	3,187,469	2,944,735
Incoming Transfers and Other Transactions	4,253,000	4,367,587	4,367,587
Total Revenues	\$ 89,508,825	\$ 89,679,250	\$ 91,342,074
Expenditures			
Instruction Services			
Basic Programs	48,592,227	48,243,906	47,896,926
Added Needs	10,302,634	10,436,729	10,788,089
Adult Education	424,121	429,047	376,701
Total Instruction Services	\$ 59,318,982	\$ 59,109,682	\$ 59,061,716
Pupil and Instructional Support			
Pupil Support Services	6,673,399	6,756,046	7,020,612
Instructional Support Services	5,391,318	5,341,545	5,661,182
Total Pupil and Instructional Support	\$ 12,064,717	\$ 12,097,591	\$ 12,681,794
Other Support Services			
General Administration	682,525	690,642	765,759
School Administration	4,167,639	4,221,551	4,164,810
Business Services	1,010,961	1,018,482	920,949
Operations and Maintenance, Security	6,207,867	6,291,045	6,332,393
Transportation	2,064,948	2,083,191	2,157,039
Central Services	2,387,085	2,460,462	2,378,546
Athletics and Other Support Services	1,439,629	1,451,809	1,570,445
Community Services	1,420,122	1,434,562	1,383,747
Total Other Support Services	\$ 19,380,776	\$ 19,651,744	\$ 19,673,688
Total Expenditures	\$ 90,764,475	\$ 90,859,017	\$ 91,417,198
Net Change in Fund Balance	\$ (1,255,650)	\$ (1,179,767)	\$ (75,124.37)
Beginning Fund Balance, Projected			
Beginning Fund Balance, Audited	\$ 15,691,146	\$ 14,435,496	\$ 15,744,833
Ending Fund Balance, Projected	\$ 14,435,496	\$ 13,255,729	\$ 15,669,709
Fund Balance as Percent of Expenditures	15.90%	14.59%	17.14%

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: OCSBA Resolutions and Bylaws Amendments

The Oakland County School Boards Association Resolutions and Bylaws Committee reviews and recommends amendments to the Association's bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and a summary of proposed changes with a rationale for each change.

The Board of Directors has reviewed the proposed amendments, and approves moving these recommendations forward for a vote of our Member Districts. In accordance with our bylaws, each Member District Board of Education has one (1) vote to approve the recommended amendments.

The Board's completed and signed ballots must be received no later than 5:00 PM on March 3, 2023, so this comes for Board action tonight. Ballots that are received by the deadline will be acknowledged by email reply (please allow up to 24 hours).

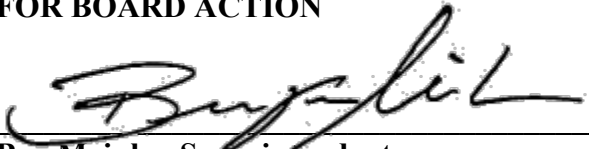
There are four attachments to this message:

- Summary of the proposed revisions with a rationale for each proposed amendment;
- Bylaws - the complete document showing all of the proposed changes;
- Resolutions – the complete document showing all of the proposed changes;
- Ballot for the District's vote on the 2023 bylaws amendments;
- 2023-2024 OCSBA Legislative Priorities;
- Ballot for the District's vote on the 2023 resolutions

RECOMMENDATION:

That the Novi Community School District Board of Education approves all OCSBA bylaws amendments and resolutions as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

Member District Ballot

Proposal to Amend the Bylaws



INTRODUCTION. The Oakland County School Boards Association Resolutions and Bylaws Committee reviews and recommends amendments to the Association's bylaws annually. The OCSBA Board of Directors has reviewed the proposed changes and recommends approval of all bylaws amendments as presented. Every Member District Board of Education has been provided with the proposed amendments and a summary of proposed changes with a rationale for each change.

VOTING PERIOD AND ELIGIBILITY TO VOTE. OCSBA Bylaws Article XVI Section 1. These Bylaws may be altered or amended by the vote of the Member School Districts. The Board of Directors will provide written ballot with the proposed amendment(s) to each Member School District giving at least a forty (40) day period in which to vote. Each Member School District will have one vote.

The proposed amendments and written ballot were transmitted to Member School Districts on Monday, January 23, 2023. Completed ballots must be received by 5:00 PM on Friday, March 3, 2023. **Important!** This ballot must be completed, signed and returned to **OCSBAboard@gmail.com** prior to the deadline or your District's vote cannot be counted!

DOES THE BOARD OF EDUCATION APPROVE ALL PROPOSED AMENDMENTS TO THE OCSBA BYLAWS AS PRESENTED?

The vote of the _____ **Novi Community School District** _____
Insert District Name

Board of Education on _____ **February 21** _____, 2023_
Insert Meeting Date

**CHECK
ONE**

☐ **YES.** The Board approves all bylaws amendments as presented.

☐ **NO.** The Board does not approve all bylaws amendments as presented.

I **HEREBY CERTIFY** that the foregoing is a true and correct record of a vote of the Board of Education.

Willy Mena

Printed Name

Secretary, Board of Education

Signature

Email the completed & signed ballot to OCSBABoard@gmail.com

Completed ballots must be received by 5:00 PM on Friday, March 3, 2023

Questions? Contact Marc Katz at marc.katz@oakland.k12.mi.us, (248) 219-5949

Member District Ballot 2023 Resolutions



Introduction. Annually, the Oakland County School Boards Association (OCSBA) Government Relations Committee (GRC) establishes Legislative Priorities for the current legislative session. The Resolutions and Bylaws Committee then reviews the adopted legislative priorities and drafts resolutions based on those legislative priorities. When there is alignment with MASB and/or NSBA resolutions, the MASB/NSBA resolution information is referenced.

Once reviewed by the Board of Directors, the proposed resolutions are presented to our member districts for consideration. Resolutions that are approved by at least nineteen (19) Member School Districts shall be the official position of the Association as interpreted and pursued by its Board of Directors.

Eligibility to Vote. Each Member District receives one (1) vote on the proposed Resolutions.

Voting Period. The proposed resolutions, legislative priorities and a written ballot were transmitted to Member School Districts on Monday, January 23, 2023. Completed ballots must be received no later than 5:00 PM on Friday, March 3, 2023.

Important! This ballot must be completed, signed and returned to **OCSBAboard@gmail.com** prior to the deadline or your District's vote cannot be counted! OCSBA bylaws Article III, Section 2: Member School District votes shall be recorded upon receipt of the completed resolution or ballot indicating the vote of the Member School District's Trustees. Member School District votes must be received prior to the deadline indicated on the ballot or resolution.

DOES THE BOARD OF EDUCATION APPROVE THE PROPOSED NEW AND/OR AMENDED RESOLUTIONS AS PRESENTED?

The vote of the _____ Novi Community School District _____
Insert District Name

Board of Education on _____ February 21 _____, 203____
Insert Meeting Date

check one

- [] **YES.** The Board approves all proposed new and amended resolutions as presented.
- [] **NO.** The Board does not approve all proposed new & amended resolutions as presented.

I **HEREBY CERTIFY** that the foregoing is a true and correct record of the vote by the Board of Education.

Willy Mena

Printed Name

Signature

Signed by the (check one)



Board Secretary



Executive Assistant to the Board of Education

Email your completed & signed ballot to **OCSBAboard@gmail.com**

no later than 5:00 PM on Friday, March 3, 2023

Questions? Contact Marc Katz, marc.katz@oakland.k12.mi.us, (248) 219-5949

Insert name, phone number and email address

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi Meadows Phase 1 Furnishing Package

Quotations were received for Novi Meadows Furnishings - Phase 1 Bond Program by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes.

The scope of new furnishings for phase 1 is inclusive to the 1st Floor Zone A, B, and C as outlined below:

- Classroom Storage, Teacher Desks, Mobile Lecterns, and Marker Trays
- Sensory Room Furnishings
- Learning Commons, Group Rooms, and Conference Room Furnishings.
- Media Center, Makerspace & Steam Furnishings
- Main Office, Staff Offices, Staff Lounge and Storage Rooms.

TMP recommends the procurement of the Furnishings Package for Phase 1 as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
<i>Category A: Allsteel</i>	<i>Interior Environments</i>	<i>\$186,556.32</i>	<i>Omnia</i>
<i>Category B: Fleetwood</i>	<i>Interior Office Source</i>	<i>\$173,870.75</i>	<i>NCPA</i>
<i>Category C: Steelcase +</i>	<i>NBS Commercial Interiors</i>	<i>\$351,560.15</i>	<i>E&I</i>
<i>Category D: Smith System</i>	<i>NBS Commercial Interiors</i>	<i>\$14,902.58</i>	<i>E&I</i>
<i>Category E: KI</i>	<i>KI Direct + Interior Office Source</i>	<i>\$14,353.37</i>	<i>Sourcewell</i>
<i>Category F: Ergotron</i>	<i>Yeo & Yeo Technology</i>	<i>\$30,000.00</i>	<i>REMC</i>
<i>Category G: Safco</i>	<i>NBS Commercial Interiors</i>	<i>\$15,733.63</i>	<i>Omnia</i>
<i>Category H: VS America</i>	<i>Great Lakes Furniture Supply</i>	<i>\$71,969.40</i>	<i>Omnia</i>
<i>Category I: Not Used</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Category J: Hon</i>	<i>Interior Environments</i>	<i>\$5,599.15</i>	<i>Omnia</i>
<i>Category K: MiEN</i>	<i>Dew-EL</i>	<i>\$64,669.14</i>	<i>NCPA</i>
<i>Category L: Watson</i>	<i>Interior Environments</i>	<i>\$13,608.40</i>	<i>NCPA</i>
<i>Category M: Egan</i>	<i>Interior Environments</i>	<i>\$3,113.50</i>	<i>NCPA</i>
<i>Category N: Norva Nivel</i>	<i>Interior Environments</i>	<i>\$11,477.89</i>	<i>Buy Board</i>
<i>Category O: Not Used</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Category P: Gressco</i>	<i>NBS Commercial Interiors</i>	<i>\$1,773.82</i>	<i>Omnia</i>
<i>Category Q: School Specialty</i>	<i>School Specialty Direct</i>	<i>\$18,205.96</i>	<i>REMC</i>
<i>Category R: Media Technologies</i>	<i>Dew-EL</i>	<i>\$39,635.95</i>	<i>NCPA</i>
<i>Category S: Not Used</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Category T: Sit On It</i>	<i>Interior Environments</i>	<i>\$17,231.52</i>	<i>Omnia</i>
<i>Category U: Integra</i>	<i>NBS Commercial Interiors</i>	<i>\$13,194.45</i>	<i>NPP</i>
<i>Category V: Global</i>	<i>NBS Commercial Interiors</i>	<i>\$6,440.36</i>	<i>E&I</i>

The total cost of this furniture package, including installation services, is \$1,053,869.34. Quotations received are valid through the end of March 2023. Purchase orders must be issued by Friday, March 31 to guarantee pricing as shown above. Purchase orders are requested no later than March 20, based on current lead times for each manufacturer.

This is presented for information and discussion and will come back for approval.

**APPROVED AND RECOMMENDED FOR
BOARD INFORMATION AND DISCUSSION**


Ben Mainka, Superintendent



February 6, 2023

Mr. Benjamin J.A. Mainka
Superintendent
Novi Community School District
25345 Taft Road
Novi, MI 48374

Re: Furnishings Recommendation
Novi Meadows Elementary Furnishings – Phase 1

Dear Mr. Mainka,

Throughout the past year, TMP Architecture has worked closely with members of the administration team and Novi Meadows principals, teachers, staff, and students to develop a comprehensive furnishing recommendation for Novi Meadows Elementary. The establishment of a staff-led furniture committee helped guide this project through multiple user group meetings, two furniture fairs, and ultimately the development of the furniture package for Novi Meadows Elementary.

Following the construction schedule, the furniture package is divided into two phases. Phase 1 will install August 2023. Phase 2 will install August 2024. TMP is seeking approval for the Phase 1 package currently. Manufacturer discounting for this project was established using the entire scope of Novi Meadows Phase 1 and Phase 2 plus the Novi High School Phase 2 furniture scope. The result was the highest possible volume discount based on the entire furniture scope for all current Novi furniture projects.

Quotations were received for Novi Meadows Elementary Furnishings - Phase 1, by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes. The table below identifies each Category's associated costs, furniture manufacturer / contractor, and contract utilized,

The scope of new furnishings for phase 1 is inclusive to the 1st Floor Zone A, B, and C as outlined below:

- Classroom Storage, Teacher Desks, Mobile Lecterns, and Marker Trays
- Sensory Room Furnishings
- Learning Commons, Group Rooms, and Conference Room Furnishings.
- Media Center, Makerspace & Steam Furnishings
- Main Office, Staff Offices, Staff Lounge and Storage Rooms.

TMP recommends the procurement of the Furnishings Package as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
Category A: Allsteel	Interior Environments	\$186,556.32	Omnia
Category B: Fleetwood	Interior Office Source	\$173,870.75	NCPA
Category C: Steelcase +	NBS Commercial Interiors	\$351,560.15	E&I
Category D: Smith System	NBS Commercial Interiors	\$14,902.58	E&I

Category E: KI	KI Direct + Interior Office Source	\$14,353.37	Sourcewell
Category F: Ergotron	Yeo & Yeo Technology	\$30,000.00	REMC
Category G: Safco	NBS Commercial Interiors	\$15,733.63	Omnia
Category H: VS America	Great Lakes Furniture Supply	\$71,969.40	Omnia
Category I: Not Used	-	-	-
Category J: Hon	Interior Environments	\$5,599.15	Omnia
Category K: MiEN	Dew-EL	\$64,669.14	NCPA
Category L: Watson	Interior Environments	\$13,608.40	NCPA
Category M: Egan	Interior Environments	\$3,113.50	NCPA
Category N: Norva Nivel	Interior Environments	\$11,477.89	Buy Board
Category O: Not Used	-	-	-
Category P: Gressco	NBS Commercial Interiors	\$1,773.82	Omnia
Category Q: School Specialty	School Specialty Direct	\$18,205.96	REMC
Category R: Media Technologies	Dew-EL	\$39,635.95	NCPA
Category S: Not Used	-	-	-
Category T: Sit On It	Interior Environments	\$17,231.52	Omnia
Category U: Integra	NBS Commercial Interiors	\$13,194.45	NPP
Category V: Global	NBS Commercial Interiors	\$6,440.36	E&I

The total cost of this furniture package, including installation services, is \$1,053,869.34. Quotations received are valid through the end of March 2023. Purchase orders must be issued by Friday, March 31 to guarantee pricing as shown above. Purchase orders are requested no later than March 20, based on current lead times for each manufacturer.

Sincerely,

TMP ARCHITECTURE, INC.



Sarah Watson

SMW/smw

Enclosure

FURNISHINGS SPECIFICATIONS:

PROJECT:

NOVI MEADOWS ELEMENTARY
FURNISHINGS PHASE 1

OWNER:

NOVI COMMUNITY SCHOOL DISTRICT
25345 Taft Road
Novi, MI 48374

TMP PROJECT NO.: 19138A

DATE: 02/04/2023

ISSUED FOR DISTRICT APPROVAL

ARCHITECT

TMP ARCHITECTURE, INC.
1191 West Square Lake Road
Bloomfield Hills, Michigan 48302-0374

PH (248) 338-4561
FX (248) 338-0223
Email info@tmp-architecture.com

TABLE OF CONTENTS

TITLE PAGE

TABLE OF CONTENTS

PROPOSAL REQUIREMENTS

007000-F	General Conditions
008050-F	Contractor Code of Conduct
013300-F	Submittal Procedures

INFORMATION AVAILABLE TO DEALERS

Availability of Electronic Files

FURNISHING SPECIFICATIONS

SPECIFICATIONS

Bid Category A: Allsteel
Bid Category B: Fleetwood
Bid Category C: Steelcase +
Bid Category D: Smith System
Bid Category E: KI
Bid Category F: Ergotron
Bid Category G: Safco
Bid Category H: VS America
Bid Category I : NOT USED
Bid Category J: Hon
Bid Category K: MiEN
Bid Category L: Watson
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Bid Category O: NOT USED
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Bid Category Q: School Specialty
Bid Category R: Media Technologies
Bid Category S: NOT USED
Bid Category T: Sit On It
Bid Category U: Integra
Bid Category V: Global

LIST OF DRAWINGS

A12.1A	FIRST LEVEL FURNITURE PLAN – ZONE A
A12.1B	FIRST LEVEL FURNITURE PLAN – ZONE B
A12.1C	FIRST LEVEL FURNITURE PLAN – ZONE C

END OF SECTION

GENERAL CONDITIONS

1. PROJECT LOCATION:

Novi Meadows Elementary
25299 Taft Road
Novi, MI, 48374.

2. OWNER RESPONSIBILITIES

A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.

C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.

D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.

E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

B. The Architect shall be the interpreter of all work covered in this document.

C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.

D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

A. The Dealer is defined as:

1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor discrepancies or omissions, the failure to show repeated details, or the repetition on

any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**

1. Phase 1 – August 1, 2023 – August 15, 2023
2. Phase 2 – August 1, 2024 – August 15, 2024

- B. Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect.
 - 1. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - C. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - D. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation meeting notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - E. Upon receipt of the Pre-Installation meeting notice Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - F. Once the actual dates are confirmed **[at] [in]** the Pre-Installation Meeting, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed **[at] [in]** the Pre-Installation Meeting shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - G. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - H. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, **if required** by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Bid Category and clearly labeled and shall be sent directly to:

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires: _____

County of residence: _____

Notary Public Signature

Seal

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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

END OF SECTION

DEALER CODE OF CONDUCT

1. DEALER CODE OF CONDUCT

- A. The purpose of the Novi Community School District 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 contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Novi Community School District for persons both contemplating performing work and performing work for Novi Community School District in the capacity of a dealer, contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any dealer, contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract.
- B. In general it is expected that everyone entering a Novi Community School District 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 following rules have been established to assure that this is done:
1. Every dealer employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.
 2. All individuals shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.
 3. Prior to the beginning of a job, the dealer shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.
 4. The dealer shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.
 5. Each person working in a school building or on school property shall comply with the following:
 - a. No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.
 - b. No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.
 - c. No smoking or use of any tobacco products anywhere within the building at anytime nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

SECTION 008050-F
DEALER CODE
OF CONDUCT

- d. A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.
 - e. There shall be no use of profanity or obscene language or gestures.
 - f. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.
6. The dealer is responsible for a clean and safe workplace. To that end the following will be adhered to:
- a. All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.
 - b. Material storage is to be in an area designated by the Building Engineer
 - c. All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.
 - d. All trash, debris, and material must be removed from the worksite each day and disposed of off site. District dumpsters and trash containers are not to be used by contractors for disposal.
 - e. All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to dealers.
 - f. Dealers are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.
 - g. Dealers are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.
 - h. Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.
 - i. Dealers are to provide their own site safety plan for areas that they are working in.
 - j. Dealers are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.
 - k. Dealer is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

7. The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.
- C. In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Novi Community School District will be grounds for immediate removal from the building and the project.**

****END OF SECTION****

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUBMITTAL PROCEDURES

- A. Use the transmittal form, located at the back of this section, with each shop drawing submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Allow 15 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
 - 2. Resubmittal Review: Allow 15 working days for review of each resubmittal.
- D. Identification: Place a permanent label or title block on each submittal for identification.
 - 1. Clearly state which bid category and Item No. the submittal references.
- E. Samples:
 - 1. Where a custom or special finish is specified, the Contractor shall submit a minimum of two (2) samples, (6" x 6" or larger) to match Architect's control sample, for Architect's approval. This may include but is not limited to wood, fabric, metal, plastic laminate, etc.
- F. WARRANTIES
 - 1. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of final settlement with Owner for the item. Final settlement shall not relieve the Manufacturer from liability for such defects, and upon notification from Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.

2. The following shall be considered defects, without being limited thereto:
 - a. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 - b. Operational failures, binding, and the like, in finish cabinet hardware.
 - c. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

G. Maintenance Instructions

1. The Dealer shall provide Maintenance and Cleaning Instructions as written by the Manufacturer for each item of furniture.

TMP SHOP DRAWING AND SAMPLE TRANSMITTAL FORM

DEALER:	PROJECT TITLE AND LOCATION:	DATE SUBMITTED: _____	NEW _____	SUB. NO. _____
_____ _____ _____	_____ _____ _____	CHECKER: _____	RESUB. _____	RESUB. NO. _____
		TMP PROJECT NO. _____		

SPEC SECTION NO.	NO. PRINT	NO. SEPI	NO. CAT.	NO. SAMPLES	SUBCONTRACTOR/MFR.	ITEM DESCRIPTION	*ACTION CODE	DATE CHECKED	DATE RETURNED	NO. COPIES

The undersigned certifies that the above submitted items have been reviewed in detail and are correct and in strict conformance with the contract documents except as otherwise noted. NOTE: Approval of items submitted does not relieve contractor from complying with all requirements of the contract documents.		* ACTION DEFINITION R = REVIEWED – NO EXCEPTIONS NOTED RN = REVIEWED WITH CORRECTIONS NOTED RR = REVISE AND SEND RECORD COPY X = NOT APPROVED – RESUBMIT NA = NO ACTION REQ'D
DEALER'S COMMENTS: ARCHITECT'S COMMENTS:	_____ DEALER'S NAME _____ SIGNATURE cc: Owner Consultant	

AVAILABILITY OF ELECTRONIC FILES (FURNISHINGS)

PART 1 – GENERAL

1.1 POLICY

- A. As a service to bidders, contractors, subcontractor, vendors, material suppliers and others needing electronic copies of drawing files, the Architect will provide CAD files in the form of a CD-ROM in accordance with the following policy:
1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
 2. It is further understood and agreed that the undersigned will hold TMP Architecture harmless and indemnify TMP Architecture from all claims, liabilities, losses, etc., including attorney's fees arising out of the use or misuse of the transferred items.
 3. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD 2004.
 4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
 5. As a record of information to be transmitted, TMP Architecture will prepare a duplicate back-up for its files, which may be electronic or hard-copy.
 6. Compensation for providing this material will be as follows:
 - a. Base Fee of \$250 for 1 to 3 drawings.
 - b. Base Fee of \$500 for 4 to 10 drawings.
 - c. For each additional drawing after 10 the fee is \$40.00 per drawing (i.e., 11 drawings = \$540).
 7. Payment must be provided along with a signed copy of the Release Letter before files will be released.

1.2 REQUEST PROCEDURE

- A. To receive files the attached Release Letter must be completed in full and submitted to the Construction Manager (or General Contractor) to be forwarded to the Project Manager at TMP Architecture.
1. An original signed copy of the Release Letter must be submitted; faxed or emailed copies will not be accepted.
 2. Upon remittance of the signed Release Letter and Fee, allow five working days for processing.
 3. No email transmissions of documents will be provided.

Date: _____

Firm Requesting Files:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Re: Letter of Authorization for CAD File Transfers

Furnishings Project Name: _____

TMP Project No. : _____ Bid Pack No. : _____

Dear Sir:

Per your request, TMP Architecture will transmit the requested CAD files in the form of CD-ROM upon receipt of an original signed copy of this letter with conditions of agreement as stated.

1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
2. It is further understood and agreed that the undersigned will hold TMP Architecture harmless and indemnify TMP Architecture from all claims, liabilities, losses, etc., including attorney's fees arising out of the use or misuse of the transferred items.
3. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD 2004.
4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
5. As a record of information to be transmitted, we will prepare a duplicate back-up for our files, which may be electronic or hard-copy.
6. Compensation for providing this material will be as follows: Base Fee of \$250 for 1 to 3 drawings and a Base Fee of \$500 for 4 to 10 drawings; for each additional drawing after 10 the fee is \$40.00 per drawing (i.e., 11 drawings = \$540). Payment must be provided along with a signed copy of this form before files will be released. Please remit to TMP Architecture and allow five working days for processing.

Fee: \$ _____ Drawings: _____

Signed: _____ Printed Name/Title: _____

Firm Requesting: _____

Phone: _____ Fax: _____

To Be Completed By TMP Architecture, Inc.

Released (signed by): _____ TMP Architecture, Inc.

Printed Name/Title: _____ Date: _____

****END OF SECTION****



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	1 of 20

T Novi Community Schools
O 25345 Taft Rd
Novi, MI 48374

ATTN: Sandra Brasil
Phone: 248-449-1200
Email: Sandra.Brasil@novik12.org

S Novi Meadows Elementary
H 25549 Taft Rd
I Novi, MI 48374
P

T ATTN: Sarah Watson
O Phone: 248-338-4561
Email: SWATSON@TMP-ARCHITECTURE.COM

Prepared for : Bari Pfeiffer

Watson - NCPA 07-48
Egan Visual - NCPA 07-25
Norva Nivel - Buy Board 667-22
OFS - Omnia Contract R191813
Sit On It - Omnia Contract 2020000604
Allsteel - Omnia Contract R191802
Hon - Omnia Contract R191804

Due to the current challenges in the global supply chain and labor environment, pricing and lead times remain in a state of flux. Our team will do it's best to communicate any changes as they arise and provide the best available solutions to meet your needs. Thank you for your business and understanding.

Group	Quantity	Description	Unit Price	Extended Amount
ALLSTEEL	1.0		122,405.34	122,405.34

Line	Quantity	Description	Unit Price	Extended Amount
1	31.00 Each	AMPTLK3060RE--X-\$(L1STD)-.LT8D-.E9-.C1 Structure 30" X 60" Rectangle Top Lam Knife Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .E9:Flint .C1:Large Center Cutout Tag: Tag TG: A1 Tag L1: A1	542.53	16,818.43
2	31.00 Each	CMT36--\$(P2)-.PR6 Cable Mgmt Kit 36W \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A1 Tag L1: A1	31.59	979.29
3	31.00 Each	AMPTPLC--\$(P2)-.PR6 Structure Post Leg Pair Fixed Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A1 Tag L1: A1	270.07	8,372.17
4	2.00 Each	AMPTLF6060MRT--X-\$(L1STD)-.LT8D-.E9-.C1 Structure 60"x60" Media Half RctrkTop Lam SqrEdge	708.60	1,417.20



Proposal

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48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	2 of 20

		.X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .E9:Flint .C1:Large Center Cutout Tag: Tag TG: A2 Tag L1: A2		
5	2.00 Each	CMT24--\$(P2)-.PR6 Cable Mgmt Kit 24W \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A2 Tag L1: A2	26.91	53.82
6	2.00 Each	AMPTP1--.SVR Structure 10' corded Pwr incl 4 Pwr/2 data ports .SVR:Silver Tag: Tag TG: A2 Tag L1: A2	321.22	642.44
7	2.00 Each	AMPTPOST29M Structure Fixed Post Leg 29" High Tag: Tag TG: A2 Tag L1: A2	197.78	395.56
8	2.00 Each	AMPTXL29G--\$(P2)-.PR6 Structure X Base Large Seated Height with Glides \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A2 Tag L1: A2	330.43	660.86
9	8.00 Each	AMPTLFPO30SQR--.X-\$(L5PTR)-.WLM6-.E4-.C0 Structure 30" Sqr Top Lam-Square Edge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A3a Tag L1: A3a	180.73	1,445.84
10	8.00 Each	AMPTXM29G--\$(P2)-.PR6 Structure X Base Med. Seated Height with Glides \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A3a Tag L1: A3a	247.57	1,980.56
11	18.00 Each	AMPTLFPO30SQR--.X-\$(L5PTR)-.WLM6-.E4-.C0 Structure 30" Sqr Top Lam-Square Edge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A4 Tag L1: A4	180.73	3,253.14



Proposal

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48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	3 of 20

12	18.00 Each	AMPTXM29C--\$(P2)-.PR6 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A4 Tag L1: A4	247.57	4,456.26
13	2.00 Each	AMPTLFPO36SQR--X-\$(L5PTR)-.WLM6-.E4-.C0 Structure 36" Sqr Top Lam-Square Edge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A5a Tag L1: A5a	211.08	422.16
14	2.00 Each	AMPTXM29C--\$(P2)-.PR6 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A5a Tag L1: A5a	247.57	495.14
15	6.00 Each	AMPTLFPO36SQR--X-\$(L1STD)-.LWD-.DD-.C0 Structure 36" Sqr Top Lam-Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .C0:No Cutout Tag: Tag TG: A5b Tag L1: A5b	184.82	1,108.92
16	6.00 Each	AMPTXM29C--\$(P2)-.PR6 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A5b Tag L1: A5b	247.57	1,485.42
17	4.00 Each	AMPTLFPO30RND--X-\$(L5PTR)-.WLM6-.E4-.C0 Structure 30" Round Top Lam-Square Edge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A6 Tag L1: A6	192.32	769.28
18	4.00 Each	AMPTXM29C--\$(P2)-.PR6 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A6 Tag L1: A6	247.57	990.28
19	2.00	AMPTLF3672RE--X-\$(L5PTR)-.WLM6-.E4-.C0	355.32	710.64



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	4 of 20

	Each	Structure 36" X 72" Rectangle Top Lam SqrEdge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A7 Tag L1: A7		
20	4.00 Each	AMPTXM29C--\$(P2)-.PR6 Structure X Base Med. Seated Height with Casters \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A7 Tag L1: A7	247.57	990.28
21	2.00 Each	AMPTLF3672RE--.X-\$(L5PTR)-.WLM6-.E4-.C1 Structure 36" X 72" Rectangle Top Lam SqrEdge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C1:Large Center Cutout Tag: Tag TG: A8 Tag L1: A8	361.12	722.24
22	2.00 Each	CMT24--\$(P2)-.PR6 Cable Mgmt Kit 24W \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A8 Tag L1: A8	26.91	53.82
23	2.00 Each	AMPTP1--.SVR Structure 10' corded Pwr incl 4 Pwr/2 data ports .SVR:Silver Tag: Tag TG: A8 Tag L1: A8	321.22	642.44
24	4.00 Each	AMPTXM29G--\$(P2)-.PR6 Structure X Base Med. Seated Height with Glides \$(P2):P2 Paint Grade .PR6:Silver Tag: Tag TG: A8 Tag L1: A8	247.57	990.28
25	2.00 Each	AMPTLF72SQR--.X-\$(L5PTR)-.WLM6-.E4-.C0 Structure 72" X 72" Square Top Lam Square Edge .X:Standard Wood \$(L5PTR):Grd L5 Partnership Laminates .WLM6:Frosty White 1573-9 .E4:Black .C0:No Cutout Tag: Tag TG: A9 Tag L1: A9	768.96	1,537.92
26	2.00 Each	AMPTCL4--\$(P2)-.PR6 Structure Community 4 Leg Base \$(P2):P2 Paint Grade	790.78	1,581.56



Proposal

Interior Environments - Novi
48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	5 of 20

		.PR6:Silver Tag: Tag TG: A9 Tag L1: A9		
27	49.00 Each	PM187-183B--\$(P2)-.PR6-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P2):P2 Paint Opts .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A10 Tag L1: A10	249.21	12,211.29
28	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X101-.30 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .30:30 Tag: Tag TG: A10 Tag L1: A10	129.09	129.09
29	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X102-.7 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X102:Key Number 102 .7:7 Tag: Tag TG: A10 Tag L1: A10	31.20	31.20
30	1.00 Each	LKFE3MTS--\$(KEYNUM)-.X103-.1 Lock Core Kit Matte Silver -- 3 cores 2 keys \$(KEYNUM):Key Number .X103:Key Number 103 .1:1 Tag: Tag TG: A10 Tag L1: A10	17.16	17.16
31	1.00 Each	LKFE4MTS--\$(KEYNUM)-.X104-.1 Lock Core Kit Matte Silver -- 4 cores 2 keys \$(KEYNUM):Key Number .X104:Key Number 104 .1:1 Tag: Tag TG: A10 Tag L1: A10	22.82	22.82
32	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X105-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X105:Key Number 105 .1:1 Tag: Tag TG: A10 Tag L1: A10	11.51	11.51
33	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X106-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X106:Key Number 106 .1:1 Tag: Tag TG: A10 Tag L1: A10	11.51	11.51



Proposal

Interior Environments - Novi
48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	6 of 20

34	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X107-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X107:Key Number 107 .1:1 Tag: Tag TG: A10 Tag L1: A10	5.66	5.66
35	6.00 Each	ELF830NB--\$(P2)-.PR6-.OMT Ess Lat 30W 28H 2-12" Drws Bev Pull \$(P2):P2 Paint Opts .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A11 Tag L1: A11	440.38	2,642.28
36	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X103-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X103:Key Number 103 .1:1 Tag: Tag TG: A11 Tag L1: A11	11.51	11.51
37	1.00 Each	LKFE4MTS--\$(KEYNUM)-.X104-.1 Lock Core Kit Matte Silver -- 4 cores 2 keys \$(KEYNUM):Key Number .X104:Key Number 104 .1:1 Tag: Tag TG: A11 Tag L1: A11	22.82	22.82
38	6.00 Each	ELF330NB--\$(P2)-.PR6-.STD Ess Lat 30W 39-1/8H 3-12" Drws Bev Pull \$(P2):P2 Paint Opts .PR6:Silver .STD:Standard Random key Tag: Tag TG: A12 Tag L1: A12	547.62	3,285.72
39	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X102-.6 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X102:Key Number 102 .6:6 Tag: Tag TG: A12 Tag L1: A12	26.91	26.91
40	10.00 Each	EBC330--\$(P2)-.PR6 Essentials Bkcase 39 1/8H (3H) 30W 18D Open Cab \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A13 Tag L1: A13	333.14	3,331.40
41	8.00 Each	ISLAUTNPB6018S2--.X-\$(L1STD)-.LWD-.DD Stor Isla Top 60Wx18D S2 .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates	123.94	991.52



Proposal

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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	7 of 20

		.LWD:Natural Maple .DD:Natural Maple *Prev EDD* Tag: Tag TG: A14a Tag L1: A14a		
42	3.00 Each	ESC336B--\$(P2)-.PR6-.OMT Essentials 39-1/8Hx36W StorageCabinet Beveled \$(P2):P2 Paint Opts .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A15 Tag L1: A15	481.69	1,445.07
43	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X104-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X104:Key Number 104 .1:1 Tag: Tag TG: A15 Tag L1: A15	11.51	11.51
44	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X101-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .1:1 Tag: Tag TG: A15 Tag L1: A15	5.66	5.66
45	1.00 Each	ISLAUTNPB7218S2--.X-\$(L1STD)-.LWD-.DD Stor Isla Top 72Wx18D S2 .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* Tag: Tag TG: A16 Tag L1: A16	144.16	144.16
46	2.00 Each	AF5RS6630D--\$(L1STD)-.LWD-.DD-.GC-M-EL 66Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .GC:Center Grommet M:Oval Metal Grommet EL:Matte Silver Tag: Tag TG: A17a Tag L1: A17a	191.88	383.76
47	2.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A17a Tag L1: A17a	493.35	986.70
48	2.00	K6DME1154L--.FSC-\$(L1STD)-.LWD-DD-\$(P2)-.PR2	197.73	395.46



Proposal

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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	8 of 20

	Each	54W End Mounting Laminate Modesty .FSC:FSC Mix Credit \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple DD:Natural Maple \$(P2):P2 Paint Opts .PR2:Platinum Metallic Tag: Tag TG: A17a Tag L1: A17a		
49	2.00 Each	CMT36--\$(P2)-.PR6 Cable Mgmt Kit 36W \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A17a Tag L1: A17a	31.59	63.18
50	8.00 Each	AF5RS7230D--\$(L1STD)-.LWD-.DD-.GC-M-EL 72Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .GC:Center Grommet M:Oval Metal Grommet EL:Matte Silver Tag: Tag TG: A17b Tag L1: A17b	196.76	1,574.08
51	8.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A17b Tag L1: A17b	493.35	3,946.80
52	8.00 Each	CMT36--\$(P2)-.PR6 Cable Mgmt Kit 36W \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A17b Tag L1: A17b	31.59	252.72
53	1.00 Each	9120R6024--.GC-M-EL-\$(L1STD)-.LWD-.DD-.600W-X240D Spcl Size 48-1/8-60Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear M:Oval Metal Grommet EL:Matte Silver \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .600W:60" W X240D:24" Depth Tag: Tag TG: A18 Tag L1: A18	180.96	180.96
54	1.00 Each	ELF830SB--\$(P2)-.PR6-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel	399.07	399.07



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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	9 of 20

		\$(P2):P2 Paint Grade .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A18 Tag L1: A18		
55	2.00 Each	K6DME1148L--X-\$(L1STD)-.LM11-EV-\$(P1)-.P8D 48W End Mounting Laminate Modesty .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft EV:Loft \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A1 Tag L1: A1	156.98	313.96
56	1.00 Each	Z6PL29FL--\$(P2)-.PR6 Fixed Post Leg 29-1/2H LH Flat/Sq Eg \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A18 Tag L1: A18	67.86	67.86
57	1.00 Each	Z6PTLFPG--\$(P2)-.PR6 Table Fixed Post Leg Pr Flat/Sq Eg Glide \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A18 Tag L1: A18	149.37	149.37
58	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X103-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X103:Key Number 103 .1:1 Tag: Tag TG: A18 Tag L1: A18	5.66	5.66
59	2.00 Each	9120R9624--.GC-M-EL-\$(L1STD)-.LWD-.DD-.960W-X240D Spcl Size 84-1/8-96Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear M:Oval Metal Grommet EL:Matte Silver \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .960W:96" W X240D:24" Depth Tag: Tag TG: A19 Tag L1: A19	287.63	575.26
60	2.00 Each	ELF830SB--\$(P2)-.PR6-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P2):P2 Paint Grade .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A19 Tag L1: A19	399.07	798.14



Proposal

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48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	10 of 20

61	1.00 Each	Z6PL29FR--\$(P2)-.PR6 Fixed Post Leg 29-1/2H RH Flat/Sq Eg \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A19 Tag L1: A19	67.86	67.86
62	2.00 Each	Z6PTLFPG--\$(P2)-.PR6 Table Fixed Post Leg Pr Flat/Sq Eg Glide \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A19 Tag L1: A19	149.37	298.74
63	2.00 Each	Z5SC66 54W External Supt Channel for 66W W/S Tag: Tag TG: A19 Tag L1: A19	22.04	44.08
64	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X105-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X105:Key Number 105 .1:1 Tag: Tag TG: A19 Tag L1: A19	11.51	11.51
65	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X106-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X106:Key Number 106 .1:1 Tag: Tag TG: A19 Tag L1: A19	11.51	11.51
66	1.00 Each	9120R8424--.GC-M-EL-\$(L1STD)-.LWD-.DD-.840W-X240D Spcl Size 72-1/8-84Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear M:Oval Metal Grommet EL:Matte Silver \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .840W:84" W X240D:24" Depth Tag: Tag TG: A20 Tag L1: A20	278.66	278.66
67	1.00 Each	9120R4818--.GC-M-EL-\$(L1STD)-.LWD-.DD-.480W-X180D Spcl Size 42-1/8-48Wx17-1/2-18D Flat Eg .GC:Centered 4-1/2" From Rear M:Oval Metal Grommet EL:Matte Silver \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* .480W:48" W X180D:18" Depth Tag: Tag TG: A20	140.21	140.21



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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	11 of 20

		Tag L1: A20		
68	1.00 Each	ELF830SB--\$(P2)--.PR6-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P2):P2 Paint Grade .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A20 Tag L1: A20	399.07	399.07
69	1.00 Each	Z6PL29FL--\$(P2)--.PR6 Fixed Post Leg 29-1/2H LH Flat/Sq Eg \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A20 Tag L1: A20	67.86	67.86
70	3.00 Each	Z6PTLFGP--\$(P2)--.PR6 Table Fixed Post Leg Pr Flat/Sq Eg Glide \$(P2):P2 Paint Opts .PR6:Silver Tag: Tag TG: A20 Tag L1: A20	149.37	448.11
71	1.00 Each	ESC230B--\$(P2)--.PR6-.OMT Essentials 28Hx30W Storage Cabinet Bevel Pull \$(P2):P2 Paint Opts .PR6:Silver .OMT:omt Core to Ord key Alike Tag: Tag TG: A20 Tag L1: A20	383.83	383.83
72	1.00 Each	LKFE2MTS--\$(KEYNUM)--.X107-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X107:Key Number 107 .1:1 Tag: Tag TG: A20 Tag L1: A20	11.51	11.51
73	1.00 Each	YPWP651218LM--.BX-.A-PR0-\$(P2)--.PR6-\$(MATCH)--.NA-.X Align 65x12x18 LH Wardrobe MetFront Plinth .BX:Recessed Plinth .A:Arch PR0:Anodized Silver \$(P2):P2 Paint Opts .PR6:Silver \$(MATCH):Match Case .NA:Match Case .X:Omit Lock Tag: Tag TG: A21a Tag L1: A21a	697.93	697.93
74	1.00 Each	LKFE1MTS--\$(KEYNUM)--.X105-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X105:Key Number 105 .1:1 Tag: Tag TG: A21a	5.66	5.66



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	12 of 20

75	1.00 Each	Tag L1: A21a YPWP651218RM--.BX-.A-PR0-\$(P2)-.PR6-\$(MATCH)-.NA-.X Align 65x12x18 RH Wardrobe MetFront Plinth .BX:Recessed Plinth .A:Arch PR0:Anodized Silver \$(P2):P2 Paint Opts .PR6:Silver \$(MATCH):Match Case .NA:Match Case .X:Omit Lock Tag: Tag TG: A21b Tag L1: A21b	697.93	697.93
76	1.00 Each	LKFE1MTS--\$(KEYNUM)-.X106-.1 Lock Core Kit Matte Silver -- 1 core 2 keys \$(KEYNUM):Key Number .X106:Key Number 106 .1:1 Tag: Tag TG: A21b Tag L1: A21b	5.66	5.66
77	9.00 Each	APWRMOD2WC--.SNW 2 Receptacle 2 USB Worksurface Clamp .SNW:Snow Tag: Tag TG: A22 Tag L1: A22	134.36	1,209.24
78	7.00 Each	WTKFT4H60-FA--\$(A)-.CIRC-07 Appr Tackzn 30H 60W Fab Tkbrd Fll Hgt \$(A):Grade A Fab .CIRC:Circuit 07:Moon Tag: Tag TG: A23a Tag L1: A23a	145.86	1,021.02
79	1.00 Each	WTKFT4H48-FA--\$(A)-.CIRC-07 Appr Tackzn 30H 48W Fab Tkbrd Fll Hgt \$(A):Grade A Fab .CIRC:Circuit 07:Moon Tag: Tag TG: A23b Tag L1: A23b	129.48	129.48
80	1.00 Each	WTKFT4H30-FA--\$(A)-.CIRC-07 Appr Tackzn 30H 30W Fab Tkbrd Fll Hgt \$(A):Grade A Fab .CIRC:Circuit 07:Moon Tag: Tag TG: A23c Tag L1: A23c	105.50	105.50
81	7.00 Each	A995--\$(P2)-.PR2 A990 File 5-Drawer Letter 15W 28-1/2D 60H \$(P2):P2 Paint Opts .PR2:Platinum Metallic Tag: Tag TG: A23 Tag L1: A23	668.33	4,678.31



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	13 of 20

82	1.00 Each	LKFE7SLV--\$(KEYNUM)-.X102-.1 Lock Core Kit Silver - 7 Cores 2 Keys \$(KEYNUM):Key Number .X102:Key Number 102 .1:1 Tag: Tag TG: A23 Tag L1: A23	39.98	39.98
83	1.00 Each	EBC42--\$(P2)-.PR2 Ess Bookcase 34-1/2Wx12-5/8Dx41H 3-Shelf \$(P2):P2 Paint Opts .PR2:Platinum Metallic Tag: Tag TG: A24 Tag L1: A24	358.34	358.34
84	2.00 Each	AMKF22--X Master Key .X:No Color Choice	5.85	11.70
85	1.00 Each	FREIGHT FREIGHT - ALLSTEEL	5,053.91	5,053.91
87	1.00 Each	LABOR----- LABOR - ALLSTEEL -Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :(1) 30X60 Rectangular Table with 4 Legs :(2) 60x60 Media Table with X Base :(8) 30 Square Table with X Base (glides) :(18) 30 Square Table with X Base (casters) :(2) 36 Square Table with X Base :(6) 36 Square Table with X base :(4) 30 Round Table with X Base :(2) 36x72 Rect. Table with X Bases :(2) 36x72 Rect Table with X Base :(2) 72 Square Table with 4 Leg :(48) Mobile Peds :(6) Ess Lat 30W 28H 2-12" Drws Bev Pull :(6) Ess Lat 30W 39-1/8H 3-12" Drws Bev Pull :(10) Essentials Bkcase 39 1/8H (3H) 30W 18D Open Cab :(8) Common Tops 60x18 :(3) Essentials 39-1/8Hx36W StorageCabinet Beveled :(1) Common Tops 72x18 :(2) 66Wx30D Rect Lam Flat Edge Single Surface with HAT Base :(8) 72Wx30D Rect Lam Flat Edge Single Surface with HAT Base :(1) A18 :(2) A19 :(1) A20 :(1) Align 65x12x18 LH Wardrobe MetFront Plinth :(1) Align 65x12x18 RH Wardrobe MetFront Plinth :(9) Deskmount power module :(7) Appr Tackzn 30H 60W Fab Tkbrd Fil Hgt :(1) Appr Tackzn 30H 48W Fab Tkbrd Fil Hgt :(1) Appr Tackzn 30H 30W Fab Tkbrd Fil Hgt :(7) 5-Drawer Letter 15W 28-1/2D 60H :(1) Ess Bookcase 34-1/2Wx12-5/8Dx41H 3-Shelf	18,800.00	18,800.00



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	14 of 20

Group	Quantity	Description	Unit Price	Extended Amount
EGAN	1.0		3,113.50	3,113.50

Line	Quantity	Description	Unit Price	Extended Amount
98	3.00 Each	VSF4854--EF-- Mobile Markerboards, V-Series, V-Series Single Panel, 4-Point Base, 48"w x 54"h x 20"d ~:*** No Options *** EF:EganFabric on 1 side, EVS on other ~:Fabric- Manner Smoky ~:*** No Options *** Tag: Tag TG: M1 Tag L1: M1	841.50	2,524.50
99	1.00 Each	FREIGHT Freight Estimate - Egan Visual	299.00	299.00
100	1.00 Each	LABOR-- LABOR- EGAN, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :3 Mobile Markerboards	290.00	290.00

Group	Quantity	Description	Unit Price	Extended Amount
HON	1.0		5,599.15	5,599.15

Line	Quantity	Description	Unit Price	Extended Amount
88	13.00 Each	HIWMUL--Y1-V-.H-\$(1)-CU-10-.AL-.SB-.T Ign 2.0 Mid-back Uphlstrd w/Lumbar .Y1:Syncho-Tilt W Seat Slider .V:All-Adjustable Arm .H:Hard Caster \$(1):Gr 1 UPH .CU:Centurion 10:Black .AL:Adjustable Lumbar .SB:Standard Base .T:Black Tag: Tag TG: J1 Tag L1: J1	404.55	5,259.15
90	1.00 Each	LABOR-- LABOR - HON, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :(13) Ign 2.0 Mid-back Uphlstrd w/Lumbar	340.00	340.00

Group	Quantity	Description	Unit Price	Extended Amount
NORVA	1.0		11,477.89	11,477.89



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Phone: (248) 213-3010

Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	15 of 20

Line	Quantity	Description	Unit Price	Extended Amount
101	4.00 Each	10-C0615-ST--WORKPADS-WORKPADS-WORKPADS-QUOTE Workpad Caddy with 10 Workpads. Caddy Size: 17"Dia x 26"H, Workpad Size 16" Dia x 2"H WORKPADS:SILVERTEX LIMONCELLO (12) WORKPADS:SILVERTEX CREME DE MENTHE (12) WORKPADS:SILVERTEX LAGOON (16) QUOTE:11246 Tag: Tag TG: N1 Tag L1: N1	1,537.20	6,148.80
102	5.00 Each	99-0001-068--UPHOLSTERY-QUOTE Crashpod Cushion - Square, Size: 47" x 47" UPHOLSTERY:Upholstery- Spradling Textiles - Silvertex, Lagoon QUOTE:11246 Tag: Tag TG: N2 Tag L1: N2	450.45	2,252.25
103	2.00 Each	12-EJ056-068--SILVERTEX-QUOTE Circle Round Small Ottoman, 39w x 18"h SILVERTEX:SILVERTEX- LAGOON QUOTE:11246 Tag: Tag TG: S1A Tag L1: S1A	917.28	1,834.56
104	1.00 Each	12-EJ056-066--SILVERTEX-QUOTE Circle Round Small Ottoman, 39w x 18"h SILVERTEX:SILVERTEX - CREME DE MENTHE QUOTE:11246 Tag: Tag TG: S1B Tag L1: S1B	917.28	917.28
105	1.00 Each	LABOR--- LABOR-NORVA NIVEL, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :(4) Workpad Caddy with 10 Workpads. Caddy Size- 17"Dia x 26"H, Workpad Size 16" Dia x 2"H :(5) Crashpod Cushion - Square, Size- 47" x 47"	325.00	325.00

Group	Quantity	Description	Unit Price	Extended Amount
SITONIT	1.0		17,231.52	17,231.52

Line	Quantity	Description	Unit Price	Extended Amount
107	39.00 Each	1061FT4.MB.AR1--SC27-FC2--~CS6-MC21--~FG2-SLIDE-NICKEL-AC Movi, Nesting Chair, Mesh Back, Fixed Arm SC27:Fog FC2:Silver Base ~:Fog CS6:Hard Floor and Carpet Casters MC21:Nickel Mesh ~:No Selection	415.68	16,211.52



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	16 of 20

		FG2:Fabric Grade 2 SLIDE:Slide Standard Color Selection NICKEL:Slide Nickel AC:Fully Assembled in Carton Tag: Tag TG: T1 Tag L1: T1		
108	1.00 Each	LABOR-- LABOR - SIT ON IT, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :(39) Movi Nesting Chairs	1,020.00	1,020.00

Group	Quantity	Description	Unit Price	Extended Amount
WATSON	1.0		13,608.40	13,608.40

Line	Quantity	Description	Unit Price	Extended Amount
91	8.00 Each	WEM203660M--LEY ETCH MOBILE MARKERBOARD, 20"D x 36"W x 60"H LEY:POWDER FINISH- Mustard Seed Tag: Tag TG: L1 Tag L1: L1	1,107.60	8,860.80
92	8.00 Each	WEMC020304--LEY ETCH MARKER CUP, 2"D x 3"W x 4"H LEY:POWDER FINISH- Mustard Seed Tag: Tag TG: L1 Tag L1: L1	52.00	416.00
93	8.00 Each	WEMH020103--LEY ETCH PAPER HOOKS, PAIR LEY:POWDER FINISH- Mustard Seed Tag: Tag TG: L1 Tag L1: L1	36.40	291.20
94	8.00 Each	WEME1010 ETCH MARKER MICROFIBER CLOTH, 10" X 10" Tag: Tag TG: L1 Tag L1: L1	31.20	249.60
95	1.00 Each	FREIGHT Freight Estimate - Watson	2,517.33	2,517.33
96	1.00 Each	SURCHARGE Material Surcharge	503.47	503.47
97	1.00 Each	LABOR-- LABOR - WATSON, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :8 Mobile Markerboards with cup, paper hooks and cloth	770.00	770.00

Order Sub-Total : \$173,435.80

TOTAL ORDER : \$173,435.80

Required Deposit 35.0% : \$60,702.53



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	17 of 20

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	18 of 20

**Balco Interiors LLC and IE Connect LLC -
d/b/a INTERIOR ENVIRONMENTS
TERMS AND CONDITIONS OF SALE**

1. PROPOSALS AND ORDERS

- A. **TERM:** All prices quoted by Interior Environments ("Seller") are valid for 30 days from date of proposal.
- B. **OFFER AND ACCEPTANCE:** All orders for the purchase of goods and services from Seller require a proposal prepared by Seller which has been approved and signed by an authorized signatory of Buyer. Seller's proposal shall constitute an offer and Buyer's approval of the proposal shall constitute acceptance of that offer. If Buyer submits a purchase order before Seller issues a proposal, Seller's proposal shall constitute a counteroffer and Buyer's approval of the Seller's proposal shall constitute acceptance of that counter offer without any additional terms or conditions.
- C. **AGREEMENT:** Following the offer and acceptance described above and Seller's payment as provided in paragraph 2 below, an "Agreement" between the parties shall be deemed to have been formed with such Agreement comprised solely of Seller's proposal together with these Terms and Conditions of Sale. The Agreement shall be deemed to supersede any prior written or oral agreements and any different or conflicting terms in any quote, invoice, Buyer purchase order, shipper or any other document. For the avoidance of doubt, any different, additional or conflicting terms provided on any ancillary Buyer document(s) are expressly rejected by Seller.
- D. **MODIFICATIONS/CHANGES/CANCELLATIONS:** Any requested modification to an Agreement is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay any and all additional charges resulting from order modifications, cancellations, and changes. Express Ship Orders cannot be changed or cancelled. All goods are custom manufactured to customer specifications and, therefore, cannot be returned. Restocking programs are not available. Any modifications of an Agreement must be made via a signed and dated revised proposal.

2. CREDIT APPROVAL AND DEPOSITS

All orders are subject to credit approval. A deposit of 50% is required on all orders greater than \$5,000.00. No interest shall accrue on such deposits. Orders less than \$5,000.00 must be paid in full. The Agreement is deemed entered upon such payment by Buyer.

3. OWNERSHIP AND RISK OF LOSS

Transfer of title to the goods as between Seller and Buyer shall be deemed to have occurred when the Agreement is entered, and thereafter Buyer shall insure against risk of loss. If the goods are first received on behalf of Buyer by Seller, such goods shall be considered held by Seller subject to bailment for the sole benefit of Buyer.

4. PAYMENT

- A. **TIMING:** Any remaining balance on goods purchased under this Agreement and any related installation or other services will be invoiced upon delivery of the goods to the job site or, if installed by Seller, following substantial completion. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Any goods being held at Buyer's request, due to delays or otherwise, will be invoiced for product only upon Seller's receipt of same with separate invoicing for installation or other related services upon substantial completion.
- B. **PAYMENT TERMS:** Seller has the right to increase its prices at any time upon notice to Buyer to reflect any and all unusual or unforeseen increases in Seller cost, provided that any such increase shall be limited to the increase actually incurred by Seller. Buyer will not offset or recoup any claim against amounts due Seller. All invoices are due on the date noted on the related invoice. A monthly service charge of 1.5% (18% A.P.R.) will be assessed on all unpaid balances, including accrued but unpaid monthly service charges, after the invoice due date. A service charge of three percent (3%) of the invoice amount will be added to all invoices paid by credit card.
- C. **FREIGHT:** Buyer is solely responsible for any applicable freight and handling charges, including tariffs, for delivery from the manufacturer to Seller and is FOB origin. If not included in the proposal, such charges are not included in a price quotation and will be invoiced to Buyer separately after the Seller is invoiced by the carrier or manufacturer.
- D. **TAXES:** Buyer is solely responsible for any applicable sales, use, excise, or other taxes. If not included in the proposal, applicable taxes will be invoiced separately. If Buyer possesses tax-exempt status, a certificate of resale, or tax exemption is to be provided prior to order placement.
- E. **DELAYS:** If Buyer is unable or unwilling to receive goods at the prescribed shipping site on the mutually agreed delivery date any goods



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Order Number	11224
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	19 of 20

thereafter stored by Seller will be at Buyer's expense until such time as Buyer is able to accept delivery. Seller shall have no obligation or liability to Buyer whatsoever for failure to ship goods by a particular date.

5. DELIVERY AND INSTALLATION

- A. **DELIVERY AND INSTALLATION:** Any contracted delivery and installation will be made during Seller's normal business hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. Overtime delivery or installation performed at the Buyer's request will be subject to labor rates reflecting time-and-a-half for weekdays and double time for weekends and holidays. If applicable trade regulations require employing union tradesmen to complete the installation or delivery, any additional incremental costs will be invoiced to and paid by the Buyer. Seller shall not be liable for failure or delay in installation due to the installation site not being ready for installation. Any shipping, delivery, and performance dates are estimates only, and time is not of the essence. Seller may ship or direct shipments of all the goods at one time or in portions from time to time. Seller has the right, but not the obligation, to determine the method of shipment and routing of the goods, unless otherwise stated in Seller's delivery and installation proposal or acknowledgement.
- B. **SELLER'S RESPONSIBILITIES:** Unless received by Buyer or Buyer's agent directly, Seller will receive, inspect, stage, and if contracted, install Buyer's goods. All furnishings will be left clean and in working order. Carton and packing materials will be removed to the Buyer's waste disposal containers, and the premises will be left broom clean. At Seller's option, Seller may direct shipments directly to the job site.
- C. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon time to accept goods, deliveries, installation, and completed work. All goods and services shall be considered accepted after Buyer or his agent has signed an acknowledgement document(s). All claims or exceptions must be made in writing the date the work is substantially complete. Notwithstanding the foregoing, if Buyer or Buyer's agent is unavailable or unwilling to sign acknowledgment document(s), Buyer shall be deemed to have accepted the goods and services "as is" or as otherwise noted by Seller on the acknowledgement document.
- D. **DROP SHIPMENTS:** In case of drop shipments where goods are delivered without installation, Buyer will receive, inspect, and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage. Buyer shall have no claims against Seller due to damage and may not withhold payment on account thereof.
- E. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to any Seller installation. Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation, at a standard hourly rate, or at actual charges plus fees, if labor is performed by a third party.
- F. **JOB SITE SERVICES:** Buyer will furnish electrical current, heating, lighting, trash disposal containers, hoisting and/or elevator services, and suitable unobstructed dock space and staging areas at the job site without charge to Seller if Seller is to provide installation. If Seller is required to remove or handle existing furniture, the additional cost of moving and transporting shall be billed to the Buyer on an hourly basis. Once installation has begun, Buyer agrees to assume any expense incurred by Seller due to changes made at the Buyer's request or for any reason beyond Seller's reasonable commercial control.
- G. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, task lights, and hook-ups to base building power. If Seller determines that an electrician is required, Buyer will be responsible for contracting and paying the electrician.
- H. **PROTECTION OF DELIVERED GOODS:** Buyer is responsible for security and safekeeping of goods after delivery to Buyer's site, or into storage negotiated by Buyer if the job site is not ready on an agreed upon delivery date, and Buyer shall assume any risk of damage or loss thereof.
- I. **CONCEALED DAMAGED GOODS:** Buyer is required to report all concealed or damage packaged goods within seven (7) business days or receipt. In addition, Buyer is required to report all damage goods revealed upon unpackaging within seven (7) days of the same. Likewise, Buyer is required to and must send pictures of damaged goods, packages and labels to initiate any available warranty claim(s). Failure to report damages within the required reporting period with the required information may negate any warranty claims and Buyer shall accept responsibility for any and all costs associated with replacement or repairs of damaged goods.
- J. **DELIVERY AND INSTALL WARRANTY:** Seller shall warrant all delivery and installation services against defects in performance for a period of one (1) year following delivery unless stated otherwise in the documents accompanying these Terms and Conditions of Sale. If this proposal includes the provision of delivery and installation services, Seller warrants that delivery and installation services performed by



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Order Number	11224
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Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	20 of 20

Seller or by a permitted subcontractor or agent of Seller shall be performed in a good and workmanlike manner consistent with the best practices in the industry. In the event of a delivery and installation service defect, the Seller shall, at Buyer's discretion, repair or re-perform the defective services at no cost to the Buyer. All delivery and installation services performed after the one (1) year delivery and install warranty period including but not limited to product warranties, service, repairs, replacement, etc. shall be paid for by Buyer at Buyer's expense.

6. ADDITIONAL TERMS

- A. **DISCLAIMER OF WARRANTIES:** BUYER AGREES THAT THE GOODS ARE OF THE SIZE AND DESIGN SELECTED BY BUYER AND THAT BUYER IS SATISFIED THAT SAME IS SUITABLE FOR BUYER'S PURPOSES. SELLER HAS MADE NO REPRESENTATION OR WARRANTY AS TO ANY MATTER WHATSOEVER. SELLER DISCLAIMS AND BUYER EXPRESSLY WAIVES AS TO SELLER, ALL WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING BUT NOT LIMITED TO ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP. NOTHING CONTAINED HEREIN SHALL DIMINISH THE RIGHT OF BUYER TO EXERCISE ALL RIGHTS AND REMEDIES AGAINST THE MANUFACTURER OF THE GOODS FOR MANUFACTURER WARRANTIES. IN NO EVENT SHALL SELLER BE LIABLE UNDER ANY THEORY AT LAW OR EQUITY FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFIT OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE DESIGN AND USE OF THE GOODS. SELLER SHALL ADVISE BUYER OF ALL RELATED MANUFACTURERS' WARRANTIES UPON BUYER'S REQUEST.
- B. **RESALE:** On any resale of the goods, Buyer shall contractually limit its buyer's warranty against both Buyer and Seller to the same extent that Paragraph 6(A) above limits the warranty offered by Seller.
- C. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the goods caused by installation site delays, labor disputes, strikes, acts of God, or other delays beyond the reasonable control of Seller.
- D. **ASSIGNMENT:** Buyer shall not assign its rights or obligations under this Agreement without the prior written consent of Seller.
- E. **INDEMNIFICATION:** Buyer shall indemnify, defend, and hold harmless Seller with respect to all damages, losses, claims, and expenses, including, without limitation, consequential and incidental damages and reasonable attorney fees arising from or related to : i) Buyer's breach of any of Buyer's obligations under this Agreement and from; ii) Seller's interior design, project management, delivery, installation, or any other services except when caused by Seller's gross negligence or willful misconduct.
- F. **DEFAULT:** If Buyer fails to pay any amount herein provided within ten (10) days after the same is due and payable, or if Buyer fails to observe, keep, or perform any other provision of this Agreement, then Seller shall have the right to exercise any one or more of the following remedies without prejudice to such remedies as may otherwise exist at law or in equity: i) to declare the entire amount due hereunder immediately due and payable without notice or demand to Buyer; ii) to sue for and recover all payments, then accrued or thereafter accruing; iii) to take possession of the goods provided hereunder, without demand or notice wherever located, without any court order or other process of law. Buyer hereby grants free and full access to the premises and hereby waives any and all damages occasioned by such taking of possession.
- G. **NO WAIVER:** Seller's waiver of any right on one occasion shall not be a waiver of any future exercise of that right.
- H. **TIME FOR BRINGING ACTION:** Any action that Buyer brings against Seller that arises out of or relates to the goods and services provided by Seller to Buyer must be brought by Buyer within one year after the cause of action occurs.
- I. **LAW:** The Agreement shall be deemed entered into, and performed in substantial part, in Oakland County, Michigan. The Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereto agree to submit to the exclusive personal jurisdiction of the state or federal courts serving Oakland County, Michigan for the resolution of any claim or cause of action that arises from or related to this Agreement or the goods or services provided by Seller.



Proposal

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Order Number	12601
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Katie VanderVeen
Terms	NET 30
Page	1 of 5

T Novi Community Schools
O 25345 Taft Rd
Novi, MI 48374

ATTN: Sandra Brasil
Phone: 248-449-1200
Email: Sandra.Brasil@novik12.org

S Novi Meadows Elementary
H 25549 Taft Rd
I Novi, MI 48374
P

T ATTN: Sarah Watson
O Phone: 248-338-4561
Email: SWATSON@TMP-ARCHITECTURE.COM

Prepared for : Katie VanderVeen

Allsteel Omnia Contract #R191802

Due to the current challenges in the global supply chain and labor environment, pricing and lead times remain in a state of flux. Our team will do it's best to communicate any changes as they arise and provide the best available solutions to meet your needs. Thank you for your business and understanding.

Line	Quantity	Description	Unit Price	Extended Amount
1	1.00 Each	PRODUCT----- ALLSTEEL BEYOND WALL & AUTEX CASCADE EXPANDING SCREENS :Total Linear Feet- 221'-9" :Beyond Freestanding Post & Beams- 96" High :Trim Color- Anodized Aluminum :QTY (17) Freeway Openings :NOTE- WALL MEASUREMENTS STILL NEED TO BE FIELD VERIFIED :Autex Cascade Expanding Screens :QTY (10) in Flatiron Finish :Mounting to Beyond Beam Structure :Pattern- E4 :Size Per Screen- 42.2"W x 86"H	47,757.39	47,757.39
23	1.00 Each	SVC_FGT_SHIP_HDL Allsteel Freight price	2,899.45	2,899.45
25	1.00 Each	EST #6224----- Labor :Receive, Deliver, Install- :222- LF Beyond Freeway w/ 10 hanging :screens :NOTE :Project quoted to be completed in 1 :phase. Multiple phases, and or split :deliveries due to manufacturing delays will :be assessed additional charges. Storage :will be assessed after 30 days, based on :square footage being occupied.	12,551.28	12,551.28
30	1.00 Each	FREIGHT Autex Shipping	942.86	942.86

Order Sub-Total : \$64,150.98

TOTAL ORDER : \$64,150.98

Required Deposit 35.0% : \$22,452.84



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	12601
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Katie VanderVeen
Terms	NET 30
Page	2 of 5

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



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**Balco Interiors LLC and IE Connect LLC -
d/b/a INTERIOR ENVIRONMENTS
TERMS AND CONDITIONS OF SALE**

1. PROPOSALS AND ORDERS

- A. **TERM:** All prices quoted by Interior Environments ("Seller") are valid for 30 days from date of proposal.
- B. **OFFER AND ACCEPTANCE:** All orders for the purchase of goods and services from Seller require a proposal prepared by Seller which has been approved and signed by an authorized signatory of Buyer. Seller's proposal shall constitute an offer and Buyer's approval of the proposal shall constitute acceptance of that offer. If Buyer submits a purchase order before Seller issues a proposal, Seller's proposal shall constitute a counteroffer and Buyer's approval of the Seller's proposal shall constitute acceptance of that counter offer without any additional terms or conditions.
- C. **AGREEMENT:** Following the offer and acceptance described above and Seller's payment as provided in paragraph 2 below, an "Agreement" between the parties shall be deemed to have been formed with such Agreement comprised solely of Seller's proposal together with these Terms and Conditions of Sale. The Agreement shall be deemed to supersede any prior written or oral agreements and any different or conflicting terms in any quote, invoice, Buyer purchase order, shipper or any other document. For the avoidance of doubt, any different, additional or conflicting terms provided on any ancillary Buyer document(s) are expressly rejected by Seller.
- D. **MODIFICATIONS/CHANGES/CANCELLATIONS:** Any requested modification to an Agreement is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay any and all additional charges resulting from order modifications, cancellations, and changes. Express Ship Orders cannot be changed or cancelled. All goods are custom manufactured to customer specifications and, therefore, cannot be returned. Restocking programs are not available. Any modifications of an Agreement must be made via a signed and dated revised proposal.

2. CREDIT APPROVAL AND DEPOSITS

All orders are subject to credit approval. A deposit of 50% is required on all orders greater than \$5,000.00. No interest shall accrue on such deposits. Orders less than \$5,000.00 must be paid in full. The Agreement is deemed entered upon such payment by Buyer.

3. OWNERSHIP AND RISK OF LOSS

Transfer of title to the goods as between Seller and Buyer shall be deemed to have occurred when the Agreement is entered, and thereafter Buyer shall insure against risk of loss. If the goods are first received on behalf of Buyer by Seller, such goods shall be considered held by Seller subject to bailment for the sole benefit of Buyer.

4. PAYMENT

- A. **TIMING:** Any remaining balance on goods purchased under this Agreement and any related installation or other services will be invoiced upon delivery of the goods to the job site or, if installed by Seller, following substantial completion. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Any goods being held at Buyer's request, due to delays or otherwise, will be invoiced for product only upon Seller's receipt of same with separate invoicing for installation or other related services upon substantial completion.
- B. **PAYMENT TERMS:** Seller has the right to increase its prices at any time upon notice to Buyer to reflect any and all unusual or unforeseen increases in Seller cost, provided that any such increase shall be limited to the increase actually incurred by Seller. Buyer will not offset or recoup any claim against amounts due Seller. All invoices are due on the date noted on the related invoice. A monthly service charge of 1.5% (18% A.P.R.) will be assessed on all unpaid balances, including accrued but unpaid monthly service charges, after the invoice due date. A service charge of three percent (3%) of the invoice amount will be added to all invoices paid by credit card.
- C. **FREIGHT:** Buyer is solely responsible for any applicable freight and handling charges, including tariffs, for delivery from the manufacturer to Seller and is FOB origin. If not included in the proposal, such charges are not included in a price quotation and will be invoiced to Buyer separately after the Seller is invoiced by the carrier or manufacturer.
- D. **TAXES:** Buyer is solely responsible for any applicable sales, use, excise, or other taxes. If not included in the proposal, applicable taxes will be invoiced separately. If Buyer possesses tax-exempt status, a certificate of resale, or tax exemption is to be provided prior to order placement.
- E. **DELAYS:** If Buyer is unable or unwilling to receive goods at the prescribed shipping site on the mutually agreed delivery date any goods



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Page	4 of 5

thereafter stored by Seller will be at Buyer's expense until such time as Buyer is able to accept delivery. Seller shall have no obligation or liability to Buyer whatsoever for failure to ship goods by a particular date.

5. DELIVERY AND INSTALLATION

- A. **DELIVERY AND INSTALLATION:** Any contracted delivery and installation will be made during Seller's normal business hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. Overtime delivery or installation performed at the Buyer's request will be subject to labor rates reflecting time-and-a-half for weekdays and double time for weekends and holidays. If applicable trade regulations require employing union tradesmen to complete the installation or delivery, any additional incremental costs will be invoiced to and paid by the Buyer. Seller shall not be liable for failure or delay in installation due to the installation site not being ready for installation. Any shipping, delivery, and performance dates are estimates only, and time is not of the essence. Seller may ship or direct shipments of all the goods at one time or in portions from time to time. Seller has the right, but not the obligation, to determine the method of shipment and routing of the goods, unless otherwise stated in Seller's delivery and installation proposal or acknowledgement.
- B. **SELLER'S RESPONSIBILITIES:** Unless received by Buyer or Buyer's agent directly, Seller will receive, inspect, stage, and if contracted, install Buyer's goods. All furnishings will be left clean and in working order. Carton and packing materials will be removed to the Buyer's waste disposal containers, and the premises will be left broom clean. At Seller's option, Seller may direct shipments directly to the job site.
- C. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon time to accept goods, deliveries, installation, and completed work. All goods and services shall be considered accepted after Buyer or his agent has signed an acknowledgement document(s). All claims or exceptions must be made in writing the date the work is substantially complete. Notwithstanding the foregoing, if Buyer or Buyer's agent is unavailable or unwilling to sign acknowledgment document(s), Buyer shall be deemed to have accepted the goods and services "as is" or as otherwise noted by Seller on the acknowledgement document.
- D. **DROP SHIPMENTS:** In case of drop shipments where goods are delivered without installation, Buyer will receive, inspect, and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage. Buyer shall have no claims against Seller due to damage and may not withhold payment on account thereof.
- E. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to any Seller installation. Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation, at a standard hourly rate, or at actual charges plus fees, if labor is performed by a third party.
- F. **JOB SITE SERVICES:** Buyer will furnish electrical current, heating, lighting, trash disposal containers, hoisting and/or elevator services, and suitable unobstructed dock space and staging areas at the job site without charge to Seller if Seller is to provide installation. If Seller is required to remove or handle existing furniture, the additional cost of moving and transporting shall be billed to the Buyer on an hourly basis. Once installation has begun, Buyer agrees to assume any expense incurred by Seller due to changes made at the Buyer's request or for any reason beyond Seller's reasonable commercial control.
- G. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, task lights, and hook-ups to base building power. If Seller determines that an electrician is required, Buyer will be responsible for contracting and paying the electrician.
- H. **PROTECTION OF DELIVERED GOODS:** Buyer is responsible for security and safekeeping of goods after delivery to Buyer's site, or into storage negotiated by Buyer if the job site is not ready on an agreed upon delivery date, and Buyer shall assume any risk of damage or loss thereof.
- I. **CONCEALED DAMAGED GOODS:** Buyer is required to report all concealed or damage packaged goods within seven (7) business days or receipt. In addition, Buyer is required to report all damage goods revealed upon unpackaging within seven (7) days of the same. Likewise, Buyer is required to and must send pictures of damaged goods, packages and labels to initiate any available warranty claim(s). Failure to report damages within the required reporting period with the required information may negate any warranty claims and Buyer shall accept responsibility for any and all costs associated with replacement or repairs of damaged goods.
- J. **DELIVERY AND INSTALL WARRANTY:** Seller shall warrant all delivery and installation services against defects in performance for a period of one (1) year following delivery unless stated otherwise in the documents accompanying these Terms and Conditions of Sale. If this proposal includes the provision of delivery and installation services, Seller warrants that delivery and installation services performed by



Proposal

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Page	5 of 5

Seller or by a permitted subcontractor or agent of Seller shall be performed in a good and workmanlike manner consistent with the best practices in the industry. In the event of a delivery and installation service defect, the Seller shall, at Buyer's discretion, repair or re-perform the defective services at no cost to the Buyer. All delivery and installation services performed after the one (1) year delivery and install warranty period including but not limited to product warranties, service, repairs, replacement, etc. shall be paid for by Buyer at Buyer's expense.

6. ADDITIONAL TERMS

- A. **DISCLAIMER OF WARRANTIES:** BUYER AGREES THAT THE GOODS ARE OF THE SIZE AND DESIGN SELECTED BY BUYER AND THAT BUYER IS SATISFIED THAT SAME IS SUITABLE FOR BUYER'S PURPOSES. SELLER HAS MADE NO REPRESENTATION OR WARRANTY AS TO ANY MATTER WHATSOEVER. SELLER DISCLAIMS AND BUYER EXPRESSLY WAIVES AS TO SELLER, ALL WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING BUT NOT LIMITED TO ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP. NOTHING CONTAINED HEREIN SHALL DIMINISH THE RIGHT OF BUYER TO EXERCISE ALL RIGHTS AND REMEDIES AGAINST THE MANUFACTURER OF THE GOODS FOR MANUFACTURER WARRANTIES. IN NO EVENT SHALL SELLER BE LIABLE UNDER ANY THEORY AT LAW OR EQUITY FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFIT OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE DESIGN AND USE OF THE GOODS. SELLER SHALL ADVISE BUYER OF ALL RELATED MANUFACTURERS' WARRANTIES UPON BUYER'S REQUEST.
- B. **RESALE:** On any resale of the goods, Buyer shall contractually limit its buyer's warranty against both Buyer and Seller to the same extent that Paragraph 6(A) above limits the warranty offered by Seller.
- C. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the goods caused by installation site delays, labor disputes, strikes, acts of God, or other delays beyond the reasonable control of Seller.
- D. **ASSIGNMENT:** Buyer shall not assign its rights or obligations under this Agreement without the prior written consent of Seller.
- E. **INDEMNIFICATION:** Buyer shall indemnify, defend, and hold harmless Seller with respect to all damages, losses, claims, and expenses, including, without limitation, consequential and incidental damages and reasonable attorney fees arising from or related to : i) Buyer's breach of any of Buyer's obligations under this Agreement and from; ii) Seller's interior design, project management, delivery, installation, or any other services except when caused by Seller's gross negligence or willful misconduct.
- F. **DEFAULT:** If Buyer fails to pay any amount herein provided within ten (10) days after the same is due and payable, or if Buyer fails to observe, keep, or perform any other provision of this Agreement, then Seller shall have the right to exercise any one or more of the following remedies without prejudice to such remedies as may otherwise exist at law or in equity: i) to declare the entire amount due hereunder immediately due and payable without notice or demand to Buyer; ii) to sue for and recover all payments, then accrued or thereafter accruing; iii) to take possession of the goods provided hereunder, without demand or notice wherever located, without any court order or other process of law. Buyer hereby grants free and full access to the premises and hereby waives any and all damages occasioned by such taking of possession.
- G. **NO WAIVER:** Seller's waiver of any right on one occasion shall not be a waiver of any future exercise of that right.
- H. **TIME FOR BRINGING ACTION:** Any action that Buyer brings against Seller that arises out of or relates to the goods and services provided by Seller to Buyer must be brought by Buyer within one year after the cause of action occurs.
- I. **LAW:** The Agreement shall be deemed entered into, and performed in substantial part, in Oakland County, Michigan. The Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereto agree to submit to the exclusive personal jurisdiction of the state or federal courts serving Oakland County, Michigan for the resolution of any claim or cause of action that arises from or related to this Agreement or the goods or services provided by Seller.

GENERAL CONDITIONS

1. PROJECT LOCATION:

Novi Meadows Elementary
25299 Taft Road
Novi, MI, 48374.

2. OWNER RESPONSIBILITIES

A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

- B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.
- D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.
- E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

- B. The Architect shall be the interpreter of all work covered in this document.
- C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.
- D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

A. The Dealer is defined as:

1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor discrepancies or omissions, the failure to show repeated details, or the repetition on

SECTION 007000-F
GENERAL
CONDITIONS

any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**
 1. Phase 1 – August 1, 2023 – August 15, 2023
 2. Phase 2 – August 1, 2024 – August 15, 2024

SECTION 007000-F
GENERAL
CONDITIONS

- B. Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect.
 - 1. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - C. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - D. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation meeting notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - E. Upon receipt of the Pre-Installation meeting notice Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - F. Once the actual dates are confirmed **[at] [in]** the Pre-Installation Meeting, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed **[at] [in]** the Pre-Installation Meeting shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - G. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - H. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, **if required** by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Bid Category and clearly labeled and shall be sent directly to:

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Interior Environments (the "Bidder"), pursuant to the familial disclosure requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the **[INSERT SCHOOL DISTRICT NAME]** Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Bari Patel (Bidder Signature)
Title: Account Manager (type or print)
Date: 2/2/2023

Subscribed and Sworn to Before Me:

This 2nd day of February, 2023 A.D., in and for the
County of Oakland, Michigan.

My Commission expires 11-13-23.

Karen M. Huth
Signature of Notary

KAREN M. HUTH
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Nov 13, 2023
ACTING IN COUNTY OF Oakland

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Interior Environments

Bidder (Firm)

Bari Patel

Signature of Bidder or Agent

Subscribed and sworn to before me this 2nd day of February, 20 23.

My commission expires: 11-13-23

County of residence: Wayne

Karen M. Huth

Notary Public Signature

Seal

KAREN M. HUTH
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Nov 13, 2023
ACTING IN COUNTY OF *Oakland*

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 (the "Company"), pursuant to the compliance certification requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **[INSERT SCHOOL DISTRICT NAME]** Board of Education 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 the **[INSERT SCHOOL DISTRICT NAME]** 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 that it is determined that the person has submitted the false certification.

Interior Environments

Name of Company

Bari Pfeiffer, Account Manager

Name and Title of Authorized Representative



Signature

2/2/2023

Date

END OF SECTION



QUOTATION: 23ddw-620219/C

Novi Community School District: Novi Meadows (19138) Phase 1 - Jan 31

CREATED 1/26/2023 | REVISED 1/31/2023 | Valid Through 3/27/2023





Novi Community School District: Novi Meadows (19138) Phase 1 - Jan 31

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Quote Number: 23ddw-620219/C

CREATED 1/26/2023 / REVISED 1/31/2023 | Valid Through 3/27/2023

PRODUCT TOTALS	\$13,153.37
See Quote Detail Summary	\$0.00
GRAND TOTAL	\$13,153.37

Contract Information:

OT8147BZ1 Sourcewell #121919-KII --Dock Delv

Requested Delivery Date:

To be Determined

Sold To

Novi Community School District
25345 Taft Rd
Novi, MI 48374--242
P. (248) 449-1200 F. (248) 449-1219
Customer # 20482

End User

Novi Community School District
25345 Taft Rd
Novi, MI 48374--242
P. (248) 449-1200 F. (248) 449-1219

Ship To

To be Determined

Installation

To be Determined

Sales Team:

Chris Halatek
Dealer Rep
chris.halatek@ki.com
248-408-0978

Daryl Wendt
Inside Sales
daryl.wendt@ki.com
(877) 639-0643



Client Notes:






Contract KI Sourcewell #121919-KII -

Delivery to Warehouse



QUOTATION


CREATED 1/26/2023
VALID THROUGH 3/27/2023
Prepared By Daryl Wendt
Quote Filename Novi Community School District: Novi Meadows (19138) Phase 1 - Jan 31 - 23ddw-620219/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: Novi Meadows Phase 1 - Install Aug 2023					
1.1	WU3672CB-74P 	2	\$1,558.05	\$3,116.10	
	Workup Rectangular Table,Counter Balance Base,74P Edge,35 -1/2x70-1/2",Designed to support 15 to 45 lbs of equipment Modesty Panel No modesty panel /NMP Edge Color Cool Grey edge /ECG Surface Finish KI Laminates Standard KI Laminates CRISP LINEN 4942-38 /LRI Rolling Base Option Glides /G Foot Finish Starlight Silver Metallic /SX Frame and Inner Column Finish Silver /ISV MK: E1 Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
1.2	SLLAP 	6	\$177.48	\$1,064.88	
	Strive Four-Leg Loop Arm Chair,Poly Frame Color Starlight Silver Metallic /SX Poly Seat & Back Color No Fire Retardant /NFR Poly Seat & Back Color Blue Grey /PGR Glide Option Plastic glides /P MK: E2 Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
1.3	RKWACART 	2	\$949.25	\$1,898.50	
	Ruckus,Whiteboard,Mobile Display Cart Mobile Display Cart Storage No book storage /NB Paint Color Starlight Silver Metallic /SX MK: E3 Price Description: Delivered/Open Market Lead Time: 11 - 13 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
1.4	RKWB1612 	64	\$66.55	\$4,259.20	
	Ruckus,Small Whiteboard 16x12" MK: E4 Price Description: Delivered/Open Market Lead Time: 11 - 13 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
1.5	KICL12 	1	\$253.47	\$253.47	
	Medical/Lab Stool,hand act,16"Dia Seat,16-21"H,Uph,Hand Activated Upholstery Grade/Color Compliance to TB 117-2013 /NFR Exam Stool Upholstery Pallas Fabric Group P1 GRPP1 P1 Pallas Fabric ETCH ETCH ETCH CARBON /27.292.102.P MK: E5 Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from ONTARIO, CA Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				



QUOTATION

CREATED 1/26/2023
VALID THROUGH 3/27/2023
Prepared By Daryl Wendt
Quote Filename Novi Community School District: Novi Meadows (19138) Phase 1 - Jan 31 - 23ddw-620219/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
1.6	SYCNC	Sway Lounge Chair,Non-Contrast	2		\$1,280.61	\$2,561.22	
		Sway Shell Poly Color Cool Grey /SCG Sway Base Poly Color Cool Grey /BCG Sway Glide Nylon glides /GNY Upholstery Grade/Color Compliance to TB 117-2013 /NFR Non-Contrast Upholstery-NFR Pallas Fabric Group P1 GRPP1 P1 Pallas Fabric ETCH ETCH ETCH CARBON /27.292.102.P MK: E6 Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.					
Tag 1: Novi Meadows Phase 1 - Install Aug 2023						WorkGroup Product Subtotal	\$13,153.37

Quote Summary

Product SubTotal: \$13,153.37
Estimated Sales Tax: See Notes
Quote Total: \$13,153.37

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
GREEN BAY, WI	3 - 5 Weeks
ONTARIO, CA	4 - 6 Weeks
BONDUEL, WI	11 - 13 Weeks
- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Daryl Wendt
Market Code: 2=2=K-12

Opportunity #: 620219

Quote Filename: Novi Community School District: Novi Meadows (19138) Phase 1 - Jan 31 - 23ddw-620219

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

Project:				IOS Quotation #:		IOS13023KI23A			
Project Name:		Novi Meadows Elementary P1		Date:		1/30/2023			
Address:		25299 Taft Road		Contact:		Chris Halatek			
City, State Zip:		Novi MI 48374		Contact Number:		248-408-0978			
Email:				Contact Email :		chris.halatek@interiorofficesource.com			
Phone:				Vendor:					
Project Name:				Contract:					
Project Number		TMP19138A		Project / Site Info:					
				Ship to Address:		Warehouse			
				City, State Zip:					
Item	Qty	Manufact	Model No.	Qty	Description			Total	
		KI			Installation KI Quote 23ddw-620219/C Meadows				
					Category E				
Quote Installation									
PO To Interior Office Source									\$1,200.00
					1 Day Install One Trip				
					Storage Partial or Full Month				\$ 400.00
					Additional Partial or Full Month				\$ 200.00

Terms and Conditions for Installation

1) Payment Net 30 Days unless otherwise agreed upon in writing

2) Price expires 60 Days from dated quotation unless otherwise agreed

3) Quotation is considered as final in regards to selections for all product specifications and finishes.

4) Installation to be completed in one complete and continuous phase unless noted on the PO.

5) Additional trips to site and return trips are additional to this quote installation price

and/or voided warranty. Deviations that cause delay and increased work will be additional

7) Pricing is based on normal elevator use unless noted. If building layout is such that the elevator is not easily accessible additional time will be required to move product and is additional to this quote

7) If the elevator is not available upon delivery or does not accommodate the product, additional charges to the quotation will be required based on need

8) All areas shall be free and clear of other trades and material prior to commencement of installation.

9) Following installation and confirmed punch list, if any, contractors must provide furniture protection until the project is turned over to the owner

10) Signature for acceptance of the furniture or punch list is required by the owner or designated person by the owner upon installation completion

11) If the delivery is scheduled for site delivery and the access to the space is delayed, additional charges will be incurred for storage and handling

12) If the delivery is based on delivery to the project site, storage charges will be incurred if the site is not ready

13) Schedule delays or changes that cause production loss or overtime premiums will be additional

14) IOS is not responsible for phone/data lines or hardwire connection of power

15) Building or electrical permits, if required, are by others. Consult with local building code department

16) By issuing a PO, Contract or signing this quotation these terms and conditions are being accepted

17) Deposits may be required depending on credit evaluation and vendors requirements

18) Changes in the quantities stated may require a changes in the pricing listed

19) Access to the site must be a hard surface such as asphalt or concrete and accessible for Hi-Lo and standard 53 Foot Truck Trailer

GENERAL CONDITIONS

1. PROJECT LOCATION:

Novi Meadows Elementary
25299 Taft Road
Novi, MI, 48374.

2. OWNER RESPONSIBILITIES

A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.

C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.

D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.

E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

B. The Architect shall be the interpreter of all work covered in this document.

C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.

D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

A. The Dealer is defined as:

1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor discrepancies or omissions, the failure to show repeated details, or the repetition on

SECTION 007000-F
GENERAL
CONDITIONS

any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**
 1. Phase 1 – August 1, 2023 – August 15, 2023
 2. Phase 2 – August 1, 2024 – August 15, 2024

SECTION 007000-F
GENERAL
CONDITIONS

- B. Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect.
 - 1. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - C. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - D. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation meeting notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - E. Upon receipt of the Pre-Installation meeting notice Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - F. Once the actual dates are confirmed **[at] [in]** the Pre-Installation Meeting, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed **[at] [in]** the Pre-Installation Meeting shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - G. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - H. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, **if required** by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Bid Category and clearly labeled and shall be sent directly to:

SECTION 007000-F
GENERAL
CONDITIONS

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District

9. WARRANTIES


- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 ~~Northville Public Schools~~ **Novi Community School District** Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

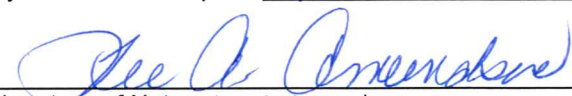
The undersigned, the owner or authorized officer of Krueger International, Inc. (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

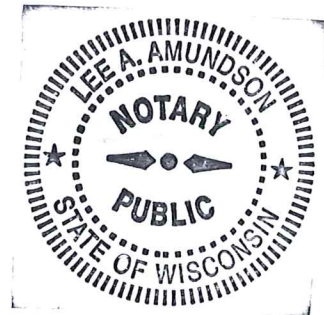
Attach additional pages if necessary

By:  (Bidder Signature)
Guy Patzke
Title: Assistant Secretary (type or print)
Date: 1-27-2023

Subscribed and Sworn to Before Me:

This 27th day of Jan, 2023 A.D., in and for the
County of Brown, ~~Michigan~~ **Wisconsin**
My Commission expires 9/21/26


Signature of Notary Lee A. Amundson



NON-COLLUSION AFFIDAVIT

STATE OF ~~MICHIGAN~~ ^{Wisconsin})
Brown) ss:
~~WAYNE~~ COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Krueger International, Inc.

Bidder (Firm)




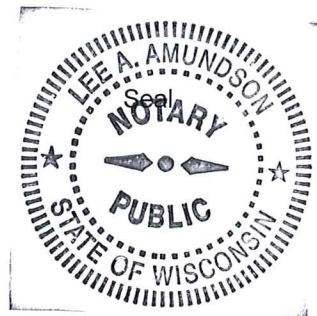
Signature of Bidder or Agent Guy Patzke, Assistant Secretary

Subscribed and sworn to before me this 27 day of Jan., 2023

My commission expires: 9/27/26

County of residence: Oconto


Notary Public Signature Lee A. Amundson



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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Krueger International, Inc.
Name of Company

Guy Patzke, Assistant Secretary
Name and Title of Authorized Representative


Signature

1-27-2023
Date

END OF SECTION



2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax
2211 Old Earhart Rd. Ste.190 • Ann Arbor, MI 48105 • 248.823.5400 • 248.823.5401 Fax
3201 Pine Tree Rd. Ste. A • Lansing, MI 48911 • 517.886.0072 • 248.823.5401 Fax
5160 Alliance Dr. • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax
4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 248.823.5401 Fax

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Quotation 358979

Quote Date 02/03/23

Customer Order

Project 230190

Customer N00148

Terms NET 10 DAYS

Expiration Date

Account Representative ANNE MARIE
TREMBERTH (HCT)

Quote To

Benjamin Mainka
Novi Community School District
25345 Taft Rd
Novi, MI, 48374-2423

Ship To

Sarah Watson
Novi Meadows Elementary
25299 Taft Rd
Novi, MI, 48374-2423

Phone +1 (248) 449-1204

benjamin.mainka@novik12.org

Phone +1 (248) 338-4561

swatson@tmp-architecture.com

Sales Location Troy

TARGET INSTALLATION: AUGUST 2023
ESTIMATING 5 DAYS NEEDED FOR INSTALL

Following contracts utilized for pricing on this quote:

Omnia: Safco, Gressco

NPP: Integra

E&I: Global, Coalesse, Falcon, Steelcase, Smith System

School is responsible for contract membership enrollment. Changes to specifications and quantity could affect tiered contract pricing.

***Gressco price increase effective March 2023; PRICING HELD UNTIL APRIL 1 2023**

Please verify finish selections prior to order placement.

If due to unforeseen circumstances including construction delays, the building is not ready to receive furniture, additional fees may be incurred to double handle and/or store the furniture.

Storage Free for 30 days, after which storage is charged per SF per month.

Quote includes Non-Union labor for NBS to receive, deliver and install during Normal Business Hours; any owner requested changes requiring additional delivery trip(s) will result in additional charges to be quoted separately.

Overtime Labor (evening after hours and weekends) additonal.

Purchase Order and 40% Deposit is required before order placement; please reference NBS quote number on PO. Receipt of PO indicates owner approval of product as specified; upon release of order, no changes, cancellations or returns can be made.

Thank you!

Description	Quantity	Unit Price	Extended Price
-------------	----------	------------	----------------

CATEGORY C STEELCASE

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description		Quantity	Unit Price	Extended Price
1	<div><div><div><div>COURQLO - Hosu; Chair-Lounge, Ottoman, Pillow</div><div>FOOTREST: CL62 FUSION GRAPHITE</div><div>PILLOW: GR10 GRADE 10 TEXTILE SELECTION</div><div>MAHARAM FABRIC CORPORATION</div><div>Purchaser: VENDOR</div><div>Pattern: MODE -466337</div><div>Color: SASSAFRAS -041</div><div>Direction: HORIZONTAL</div><div>PULLTAB: CL42 BLACK</div><div>UPHOLS: 5999 MISC FABRIC</div><div>CF STINSON INC - Acct 140021</div><div>Purchaser: VENDOR</div><div>Pattern: BRYANT PARK</div><div>Color: GUNMETAL -6560</div><div>Direction: HORIZONTAL</div><div>FAB BACK: *OPT:ACRYLIC LATEX BACKING</div><div>NOBACKER: FABRIC BACKER NOT REQUIRED</div><div>COALESS</div><div>Tag ForC1</div></div><div><div>QtyDescription</div><div>4B113 LEARNING COMMONS</div><div>4B115 MEDIA CENTER</div><div>4B141 LEARNING COMMONS</div></div></div></div>	12	1,994.66	23,935.92
2	<div><div><div><div>COM - COM UPHOLSTERY FOR LINE 1</div><div>NBS TROY</div><div>Tag ForC1com</div></div></div></div>	1	1,955.00	1,955.00
3	<div><div><div><div>OBSSKOMER01 - Skomer Upholstered Arm Chair</div><div>Configuration: Upholstered</div><div>Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8</div><div>DESIGNTEX INC</div><div>Purchaser: VENDOR</div><div>Pattern: LOOP TO LOOP -3467</div><div>Color: SPRUCE -504</div><div>Direction: HORIZONTAL</div><div>Caster: Black Soft Casters</div><div>STEELCASE</div><div>Tag ForC2A</div></div><div><div>QtyDescription</div><div>4B115 MEDIA CENTER</div></div></div></div>	4	1,727.79	6,911.16
4	<div><div><div><div>OBSSKOMER01 - Skomer Upholstered Arm Chair</div></div></div></div>	5	1,727.79	8,638.95

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
4 Configuration: Upholstered Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: PEBBLE -804 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C2B <div> Qty Description 5 B141 LEARNING COMMONS </div>			
5 OBSSKOMER01 - Skomer Upholstered Arm Chair Configuration: Upholstered Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: LEMON DROP -201 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C2C <div> Qty Description 5 B141 LEARNING COMMONS </div>	5	1,727.79	8,638.95
6 OBSSKOMER01 - Skomer Upholstered Arm Chair Configuration: Upholstered Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: GRASS -503 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C2D <div> Qty Description 2 B141 LEARNING COMMONS 4 B113 LEARNING COMMONS </div>	6	1,727.79	10,366.74
7 OBSSULLY01 - Sully Upholstered Stool Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8	5	913.50	4,567.50

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Description	Quantity	Unit Price	Extended Price
7 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: PEBBLE -804 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C3A <div> Qty Description <hr/> 5 B141 LEARNING COMMONS </div>			
8 OBSSULLY01 - Sully Upholstered Stool Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: LEMON DROP -201 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C3B <div> Qty Description <hr/> 5 B141 LEARNING COMMONS </div>	5	913.50	4,567.50
9 OBSSULLY01 - Sully Upholstered Stool Seat Finish: Graded-In PG 8 59DH - GRADED IN PR. GRP. 8 DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: GRASS -503 Direction: HORIZONTAL Caster: Black Soft Casters STEELCASE Tag For C3C <div> Qty Description <hr/> 2 B141 LEARNING COMMONS 4 B113 LEARNING COMMONS </div>	6	913.50	5,481.00
10 COWK100 - Joel; Chair-Lounge, Swivel UPHOLS: GR10 GRADE 10 TEXTILE SELECTION MAHARAM FABRIC CORPORATION Purchaser: VENDOR Pattern: MODE -466337 Color: INTAGLIO -002 Direction: HORIZONTAL	10	1,686.35	16,863.50

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Description		Quantity	Unit Price	Extended Price
10	<div>FAB BACK: *OPT:ACRYLIC LATEX BACKING</div> <div>NOBACKER: FABRIC BACKER NOT REQUIRED</div> <div>COALESS</div> <div>Tag ForC4</div> <div><div>QtyDescription</div><div>4B113 LEARNING COMMONS</div><div>4B141 LEARNING COMMONS</div><div>1A128 COUNSELOR OFFICE</div><div>1A129 COUNSELOR OFFICE</div></div>			
11	<div>TS3BCWM - Campfire; Seating-Big Lounge, Waterfall, Multiple fabric</div> <div>UPHLSTRY: 5999 MISC FABRIC</div> <div>CF STINSON INC - Acct 140021</div> <div>Purchaser: VENDOR</div> <div>Pattern: BRYANT PARK</div> <div>Color: GUNMETAL -6560</div> <div>Direction: HORIZONTAL</div> <div>WATERFAL: 59DE GRADED IN PR. GRP. 5</div> <div>CF STINSON INC - Acct 140021</div> <div>Purchaser: VENDOR</div> <div>Pattern: TESSUTO 2.0</div> <div>Color: VIVID -TES240</div> <div>Direction: HORIZONTAL</div> <div>STEELCASE</div> <div>Tag ForC5A</div> <div><div>QtyDescription</div><div>2B115 MEDIA CENTER</div></div>	2	1,998.44	3,996.88
12	<div>COM - COM UPHOLSTERY FOR LINE 11</div> <div>NBS TROY</div> <div>Tag ForC5A</div>	1	205.00	205.00
13	<div>TS3BCWM - Campfire; Seating-Big Lounge, Waterfall, Multiple fabric</div> <div>UPHLSTRY: 59DD GRADED IN PR. GRP. 4</div> <div>CF STINSON INC - Acct 140021</div> <div>Purchaser: VENDOR</div> <div>Pattern: FUSE 2.0 -FSE</div> <div>Color: SLATE -238</div> <div>Direction: HORIZONTAL</div> <div>WATERFAL: 59DJ GRADED IN PR. GRP. 9</div> <div>ARC-COM FABRICS INC</div> <div>Purchaser: VENDOR</div> <div>Pattern: FRAGMENT</div> <div>Color: CHROMIUM GREEN #8 -63187</div> <div>Direction: VERTICAL</div>	16	2,289.51	36,632.16

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Description		Quantity	Unit Price	Extended Price
13	STEELCASE Tag For C5B			
	Qty Description			
	4 A131 LEARNING COMMONS			
	4 B141 LEARNING COMMONS			
	4 B113 LEARNING COMMONS			
	4 C130 LEARNING COMMONS			
14	TS3BCWM - Campfire; Seating-Big Lounge, Waterfall, Multiple fabric UPHLSTRY: 59DD GRADED IN PR. GRP. 4 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: FUSE 2.0 -FSE Color: SLATE -238 Direction: HORIZONTAL WATERFAL: 59DF GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: BIG DOT -3525 Color: FOG -802 Direction: HORIZONTAL STEELCASE Tag For C5C	6	2,109.95	12,659.70
	Qty Description			
	3 A119 STAFF WORK			
	3 C127 STAFF WORK			
15	TS3HL - Campfire; Seating-Half lounge UPHLSTRY: 59DD GRADED IN PR. GRP. 4 DESIGNTEX INC Purchaser: VENDOR Pattern: ALPHABET -3877 Color: FOG -801 Direction: HORIZONTAL STEELCASE Tag For C6A	20	1,113.37	22,267.40
	Qty Description			
	10 A131 LEARNING COMMONS			
	10 C130 LEARNING COMMONS			
16	TS3HL - Campfire; Seating-Half lounge UPHLSTRY: 59DE GRADED IN PR. GRP. 5 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: TESSUTO 2.0	16	1,185.80	18,972.80

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Description		Quantity	Unit Price	Extended Price
16	Color: CAPRI -TES214 Direction: HORIZONTAL STEELCASE Tag For C6B			
	Qty Description			
	4 A131 LEARNING COMMONS			
	4 B141 LEARNING COMMONS			
	4 B113 LEARNING COMMONS			
	4 C130 LEARNING COMMONS			
17	TS3HL - Campfire; Seating-Half lounge UPHLSTRY: 59DE GRADED IN PR. GRP. 5 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: TESSUTO 2.0 Color: CITRON -TES244 Direction: HORIZONTAL STEELCASE Tag For C6C	8	1,185.80	9,486.40
	Qty Description			
	2 A131 LEARNING COMMONS			
	2 B141 LEARNING COMMONS			
	2 B113 LEARNING COMMONS			
	2 C130 LEARNING COMMONS			
18	TS3HL - Campfire; Seating-Half lounge UPHLSTRY: 59DF GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: BIG DOT -3525 Color: AZURE -402 Direction: HORIZONTAL STEELCASE Tag For C6D	4	1,198.10	4,792.40
	Qty Description			
	2 A111 STAFF LOUNGE			
	2 C106 STAFF LOUNGE			
19	TS3CRIN90S - Campfire; Seating-Lounge, Inside corner, 90 degree, Seam UPHLSTRY: 59DF GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: BIG DOT -3525 Color: FOG -802 Direction: HORIZONTAL	8	1,562.05	12,496.40

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Description		Quantity	Unit Price	Extended Price
19	STEELCASE Tag For C7A			
	Qty Description			
	2 A131 LEARNING COMMONS			
	2 B141 LEARNING COMMONS			
	2 B113 LEARNING COMMONS			
	2 C130 LEARNING COMMONS			
20	TS3CRIN90SM - Campfire; Seating-Lounge, Inside corner, 90 degree, Seam, Multiple fabric BACK: 59DD GRADED IN PR. GRP. 4 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: FUSE 2.0 -FSE Color: SLATE -238 Direction: HORIZONTAL SEAT: 59DJ GRADED IN PR. GRP. 9 ARC-COM FABRICS INC Purchaser: VENDOR Pattern: FRAGMENT Color: CHROMIUM GREEN #8 -63187 Direction: VERTICAL STEELCASE Tag For C7B	4	1,699.90	6,799.60
	Qty Description			
	1 A131 LEARNING COMMONS			
	1 B141 LEARNING COMMONS			
	1 B113 LEARNING COMMONS			
	1 C130 LEARNING COMMONS			
21	TS3CRIN90S - Campfire; Seating-Lounge, Inside corner, 90 degree, Seam UPHLSTRY: 59DF GRADED IN PR. GRP. 6 DESIGNTEX INC Purchaser: VENDOR Pattern: BIG DOT -3525 Color: FOG -802 Direction: HORIZONTAL STEELCASE Tag For C7C	4	1,562.05	6,248.20
	Qty Description			
	2 A119 STAFF WORK			
	2 C127 STAFF WORK			
22	TS3CROUT90SM - Campfire; Seating-Lounge, Outside corner, 90 degree, Seam, Multiple fabric	4	1,699.90	6,799.60

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
22 BACK: 59DD GRADED IN PR. GRP. 4 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: FUSE 2.0 -FSE Color: SLATE -238 Direction: HORIZONTAL SEAT: 59DJ GRADED IN PR. GRP. 9 ARC-COM FABRICS INC Purchaser: VENDOR Pattern: FRAGMENT Color: CHROMIUM GREEN #8 -63187 Direction: VERTICAL STEELCASE Tag For C8 <div> <div>Qty</div> <div>Description</div> </div> <div> <div>1</div> <div>A131 LEARNING COMMONS</div> </div> <div> <div>1</div> <div>B141 LEARNING COMMONS</div> </div> <div> <div>1</div> <div>B113 LEARNING COMMONS</div> </div> <div> <div>1</div> <div>C130 LEARNING COMMONS</div> </div>			
23 488WP - Brody; Chair-Lounge, Privacy Lower Surround Finish: Customers Own Material 5999 - MISC FABRIC DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: PEBBLE -804 Direction: HORIZONTAL Foot Finish: Textured Paint 7243 - SEAGULL Trim Type: Plastic Trim Finish: Plastic - Pg1 6053 - SEAGULL Seat Finish: Graded In Prc. Grp. 5 59DE - GRADED IN PR. GRP. 5 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: TESSUTO 2.0 Color: VIVID -TES240 Direction: HORIZONTAL Seat Shell Finish: Plastic - Pg1 6249 - PLATINUM SOLID Color Scheme: Light Side Surface Location: User's Right Side Surface Finish: Solid HPL 2883 - SEAGULL Edge Finish: Plastic - PG1 6053 - SEAGULL Caddy Finish: Plastic - PG1 6053 - SEAGULL	4	2,619.00	10,476.00

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Description	Quantity	Unit Price	Extended Price
23 Frame Finish: Textured Paint 7360 - MERLE Worksurface: Personal Worksurface Personal Wksf Finish: Plastic - Pg1 6053 - SEAGULL Personal Wksf Arm Finish: Smooth Metallic 4799 - PLATINUM METALLIC Power Outlet Type: No Power Outlet Light: No Light Screen Type: Acrylic Screen Finish: Plastic - PG1 6559 - SATIN ICE Screen Location: Left and Right Screen Bracket Finish: Textured Paint 7243 - SEAGULL Soil Retardant Option: No Soil Retardant STEELCASE Tag For C9A <div> <div>Qty</div> <div>Description</div> </div> <div> <div>2</div> <div>B141 IEARNING COMMONS</div> </div> <div> <div>2</div> <div>B113 LEARNING COMMONS</div> </div>			
24 COM - COM UPHOLSTERY FOR L23 NBS TROY	1	1,235.00	1,235.00
25 488WP - Brody; Chair-Lounge, Privacy Lower Surround Finish: Customers Own Material 5999 - MISC FABRIC DESIGNTEX INC Purchaser: VENDOR Pattern: LOOP TO LOOP -3467 Color: PEBBLE -804 Direction: HORIZONTAL Foot Finish: Textured Paint 7243 - SEAGULL Trim Type: Plastic Trim Finish: Plastic - Pg1 6053 - SEAGULL Seat Finish: Graded In Prc. Grp. 5 59DE - GRADED IN PR. GRP. 5 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: TESSUTO 2.0 Color: CAPRI -TES214 Direction: HORIZONTAL Seat Shell Finish: Plastic - Pg1 6249 - PLATINUM SOLID Color Scheme: Light Side Surface Location: User's Right Side Surface Finish: Solid HPL 2883 - SEAGULL	4	2,619.00	10,476.00

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Description	Quantity	Unit Price	Extended Price
25 Edge Finish: Plastic - PG1 6053 - SEAGULL Caddy Finish: Plastic - PG1 6053 - SEAGULL Frame Finish: Textured Paint 7360 - MERLE Worksurface: Personal Worksurface Personal Wksf Finish: Plastic - Pg1 6053 - SEAGULL Personal Wksf Arm Finish: Smooth Metallic 4799 - PLATINUM METALLIC Power Outlet Type: No Power Outlet Light: No Light Screen Type: Acrylic Screen Finish: Plastic - PG1 6559 - SATIN ICE Screen Location: Left and Right Screen Bracket Finish: Textured Paint 7243 - SEAGULL Soil Retardant Option: No Soil Retardant STEELCASE Tag For C9B <div> Qty Description <hr/> 2 B141 IEARNING COMMONS 2 B113 LEARNING COMMONS </div>			
26 COM - COM UPHOLSTERY FOR L25 NBS TROY	1	1,235.00	1,235.00
27 TS6SCRN - Screen-Clipper Height: 56.00000 Screen Color Scheme: Non-Contrasting Inner Finish: Billiard 5H20 - PEWTER Outer Finish: Billiard 5H20 - PEWTER Handle Finish: Nylon 5JG0 - BLACK Magnetic Clip Finish: Textured Paint 7360 - MERLE Wings: With Wings STEELCASE Tag For C10 <div> Qty Description <hr/> 2 A131 LEARNING COMMONS 2 C130 LEARNING COMMONS </div>	4	1,878.59	7,514.36
28 TS31205B - Shortcut-Stool, Multi purpose, X base Shell Finish: Plastic - PG1 6249 - PLATINUM SOLID Base Finish: Textured Paint 7360 - MERLE	46	378.88	17,428.48

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Description		Quantity	Unit Price	Extended Price														
28	<p>Cushion Option: No Cushion</p> <p>Glides: Standard Glides</p> <p>STEELCASE</p> <p>Tag For C11</p> <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>13</td><td>A131 LEARNING COMMONS</td></tr><tr><td>10</td><td>B141 LEARNING COMMONS</td></tr><tr><td>10</td><td>B113 LEARNING COMMONS</td></tr><tr><td>13</td><td>C130 LEARNING COMMONS</td></tr></tbody></table>	Qty	Description	13	A131 LEARNING COMMONS	10	B141 LEARNING COMMONS	10	B113 LEARNING COMMONS	13	C130 LEARNING COMMONS							
Qty	Description																	
13	A131 LEARNING COMMONS																	
10	B141 LEARNING COMMONS																	
10	B113 LEARNING COMMONS																	
13	C130 LEARNING COMMONS																	
29	<p>480130 - Node; Chair, 5 arm base</p> <p>BASE: 6205 BLACK</p> <p>SHELL: 6249 PLATINUM SOLID</p> <p>CUSHOPT: *OPT:CUSHION OPTIONS</p> <p>NO CUSH: NO CUSHION FOR NODE</p> <p>CASTERS: *OPT:CASTERS OPTION</p> <p>HARD CST: HARD CASTERS</p> <p>STEELCASE</p> <p>Tag For C12</p> <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>8</td><td>A131 LEARNING COMMONS</td></tr><tr><td>30</td><td>B141 LEARNING COMMONS</td></tr><tr><td>8</td><td>C130 LEARNING COMMONS</td></tr><tr><td>6</td><td>A121 MEDIUM GROUP</td></tr><tr><td>6</td><td>A122 MEDIUM GROUP</td></tr><tr><td>12</td><td>C125 LARGE GROUP</td></tr></tbody></table>	Qty	Description	8	A131 LEARNING COMMONS	30	B141 LEARNING COMMONS	8	C130 LEARNING COMMONS	6	A121 MEDIUM GROUP	6	A122 MEDIUM GROUP	12	C125 LARGE GROUP	70	262.10	18,347.00
Qty	Description																	
8	A131 LEARNING COMMONS																	
30	B141 LEARNING COMMONS																	
8	C130 LEARNING COMMONS																	
6	A121 MEDIUM GROUP																	
6	A122 MEDIUM GROUP																	
12	C125 LARGE GROUP																	
30	<p>COLAGTP - Lagunitas; Table-Personal, 13D x 24W x 25H</p> <p>Top Finish: Woodgrain HPL 2409 - CLEAR MAPLE (HPL)</p> <p>Edge Finish: Plastic - PG1 6091 - FUSION MAPLE PVC EDGE (62</p> <p>Base Finish: Smooth Paint 4141 - PLATINUM MATTE</p> <p>COALESS</p> <p>Tag For C13</p> <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>6</td><td>B141 LEARNING COMMONS</td></tr><tr><td>2</td><td>B113 LEARNING COMMONS</td></tr><tr><td>4</td><td>C125 LARGE GROUP</td></tr><tr><td>2</td><td>A119 STAFF WORK</td></tr><tr><td>2</td><td>C127 STAFF WORK</td></tr><tr><td>1</td><td>A111 STAFF LOUNGE</td></tr></tbody></table>	Qty	Description	6	B141 LEARNING COMMONS	2	B113 LEARNING COMMONS	4	C125 LARGE GROUP	2	A119 STAFF WORK	2	C127 STAFF WORK	1	A111 STAFF LOUNGE	23	469.15	10,790.45
Qty	Description																	
6	B141 LEARNING COMMONS																	
2	B113 LEARNING COMMONS																	
4	C125 LARGE GROUP																	
2	A119 STAFF WORK																	
2	C127 STAFF WORK																	
1	A111 STAFF LOUNGE																	

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Description		Quantity	Unit Price	Extended Price						
30	1 C106 STAFF LOUNGE 1 B131 NURSE 1 A128 COUNSELOR OFFICE 1 A129 COUNSELOR OFFICE 2 B115 MEDIA CENTER									
31	TS4TL40 - Campfire; Big Table, 96W x 48D x 40H TOP OPT: *OPT:TOP OPTION HPL TOP: HPL TOP TOP-SURF: TOP SURFACE LAM HPL: *TOP-SURF:LAMINATE (HPL) 2409: CLEAR MAPLE (HPL) CON OPT: *OPT:CONTRASTING MODESTY PNL OPTION NOCONMOD: NO CONTRASTING MODESTY PANEL STEELCASE Tag For C14 <table><tr><th>Qty</th><th>Description</th></tr><tr><td>1</td><td>B141 LEARNING COMMONS</td></tr><tr><td>1</td><td>B113 LEARNING COMMONS</td></tr></table>	Qty	Description	1	B141 LEARNING COMMONS	1	B113 LEARNING COMMONS	2	1,859.27	3,718.54
Qty	Description									
1	B141 LEARNING COMMONS									
1	B113 LEARNING COMMONS									
32	TS30702 - Scoop; Stool, Upholstered seat pad LEGS: 4798 STERLING METALLIC PLASTIC: 6618 WHITE UPHLSTRY: 59DG GRADED IN PR. GRP. 7 CF STINSON INC - Acct 140021 Purchaser: VENDOR Pattern: ETCH Color: PIER -ETC35 Direction: HORIZONTAL GLIDES: *OPT:GLIDES HARD GLD: STD:HARD GLIDES STEELCASE Tag For C15 <table><tr><th>Qty</th><th>Description</th></tr><tr><td>5</td><td>A111 STAFF LOUNGE</td></tr><tr><td>5</td><td>C106 STAFF LOUNGE</td></tr></table>	Qty	Description	5	A111 STAFF LOUNGE	5	C106 STAFF LOUNGE	10	332.34	3,323.40
Qty	Description									
5	A111 STAFF LOUNGE									
5	C106 STAFF LOUNGE									
33	TS8TRUNK - Bivi; Storage-End, Trunk Width: 60.00000 Top Surface Finish: Woodgrain HPL 2409 - CLEAR MAPLE (HPL) Edge Finish: Plastic - PG1 6237 - CLEAR MAPLE	2	969.37	1,938.74						

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Description	Quantity	Unit Price	Extended Price
33 Case Finish: Textured Paint 7243 - SEAGULL Support: Freestanding Leg Leg Finish: Textured Paint 7250 - STERLING DARK SOLID STEELCASE Tag For C16 <div> Qty Description <hr/> 1 B125 CONFERENCE 1 B132 CONFERENCE </div>			
34 TS8STEHL2 - Bivi; Leg-Trunk, Freestanding Leg Finish: Textured Paint 7250 - STERLING DARK SOLID STEELCASE Tag For C16 <div> Qty Description <hr/> 1 B125 CONFERENCE 1 B132 CONFERENCE </div>	2	265.61	531.22
35 PFLHUB - Thread; Hub Height: 30.00000 Power Plug Type: STANDARD NEMA 5-15 3-PRONG Hub Finish: Smooth Metallic 4799 - PLATINUM METALLIC STEELCASE Tag For C17 <div> Qty Description <hr/> 1 A131 LEARNING COMMONS 6 B141 LEARNING COMMONS 3 B113 LEARNING COMMONS 3 C130 LEARNING COMMONS 1 A111 STAFF LOUNGE 1 C106 STAFF LOUNGE 2 B123 WAITING </div>	17	299.00	5,083.00
36 BD1ST1LGSTLT - Stilt Floor Lamp COLOR: Smoke / Charcoal SKU: ST1-LGSTLT-SK BLU DOT Tag For C18 <div> Qty Description <hr/> 2 B123 WAITING </div>	2	562.50	1,125.00
37 FLXWTH - Flex; Work table-Rectangle, Standing height Depth: 23.00000	8	952.26	7,618.08

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ACCEPTED BY _____ TITLE _____ DATE _____

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Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description		Quantity	Unit Price	Extended Price										
37	<p>Width: 70.00000</p> <p>Top Surface Finish: Woodgrain HPL 2409 - CLEAR MAPLE (HPL)</p> <p>Edge Finish: Plastic - PG1 6237 - CLEAR MAPLE</p> <p>Frame Finish: Textured Paint 7243 - SEAGULL</p> <p>Peg Finish: Textured Paint 7243 - SEAGULL</p> <p>Footrest Finish: Textured Paint 7250 - STERLING DARK SOLID</p> <p>Wheels or Glides Finish: Plastic - PG1 6527 - MERLE</p> <p>Cable Catch: No Cable Catch</p> <p>Mobility: Static - 4 Glides</p> <p>STEELCASE</p> <p>Tag For C19</p> <table><thead><tr><th>Qty</th><th>Description</th></tr></thead><tbody><tr><td>2</td><td>A131 LEARNING COMMONS</td></tr><tr><td>2</td><td>B141 LEARNING COMMONS</td></tr><tr><td>2</td><td>B113 LEARNING COMMONS</td></tr><tr><td>2</td><td>C130 LEARNING COMMONS</td></tr></tbody></table>	Qty	Description	2	A131 LEARNING COMMONS	2	B141 LEARNING COMMONS	2	B113 LEARNING COMMONS	2	C130 LEARNING COMMONS			
Qty	Description													
2	A131 LEARNING COMMONS													
2	B141 LEARNING COMMONS													
2	B113 LEARNING COMMONS													
2	C130 LEARNING COMMONS													
38	<p>LOT - Non-Union, normal hours.</p> <p>Receive, Deliver, and Installation of Product. One phase.</p> <p>Elevator access, as necessary</p> <p>Free and clear space</p> <p>No Removal of Existing Product</p> <p>Overtime Labor, if required, would be an additional charge.</p> <p>Storage free for 30 days. After which storage is charged per LF per month.</p> <p>ROSE MOVIN</p>	1	17,437.12	17,437.12										
Sub Total				351,560.15										
Total				351,560.15										
CATEGORY V GLOBAL														
39	<p>GC3614 - SLEEP EEZ, 37"d x 34.5"w x 34.25"h,</p> <p>Single Sleeper Chair,</p> <p>Three Functional Positions: A Chair,</p> <p>Chaise Lounge and a Sleep Surface,</p> <p>Sleep Surface is 77"d x 24"w.</p> <p>GLOBALCARE</p> <p>Sleep-Eez Textile {10 10}</p> <p>~07 Grade 07</p> <p>~GPM7 Graded In Grade 07 Fabrics</p> <p>GPM7 1-Graded In Grade 07 Designtex Alphabet, Stream</p>	2	3,109.82	6,219.64										

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____



Description		Quantity	Unit Price	Extended Price
39	3877.406 Sleep-Eez Armcap Finish {45} A-AVM M-Maple, Wood Armcaps Sleep-Eez Sealed Seam {80} SSN M-(STD) Sealed Seam not Required Sleep-Eez Moisture Barrier {70} NMB M-(STD) Moisture Barrier not Required GLOBAL Tag For V1			
Qty Description				
2 B131 NURSE				
40	LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	220.72	220.72
Sub Total				6,440.36
Total				6,440.36
CATEGORY G SAFCO				
41	3612BL - Onyx Marker Basket, Black SAFCO PROD Tag For G1	29	19.09	553.61
Qty Description				
20 5TH GRADE CLASSROOMS2				
2 WORLD LANGUAGE CLASSROOMS				
1 READING INTERVENTION CLASSROOM				
1 MATH INTERVENTION CLASSROOM				
1 A109 ELL CLASSROOM				
1 C108 ELL CLASSROOM				
1 A101 SPECIAL ED CLASSROOM				
1 B102 SPECIAL ED CLASSROOM				
1 B109 SPECIAL ED CLASSROOM				
42	6245BL - Boltless Steel & Particle Board Shelving 36 x 18", Black SAFCO PROD	5	178.86	894.30

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____



Description			Quantity	Unit Price	Extended Price
42	Tag For	G2A			
		Qty Description			
		2 B103 SPECIAL ED STORAGE			
		3 B116 MEDIA CENTER STORAGE			
43	6246BL - Boltless Steel & Particle Board Shelving 48 x 18", Black SAFCO PROD Tag For	G2B	6	205.01	1,230.06
		Qty Description			
		6 B116 MEDIA CENTER STORAGE			
44	6244BL - Boltless Steel & Particle Board Shelving 48 x 24", Black SAFCO PROD Tag For	G2C	5	228.66	1,143.30
		Qty Description			
		3 B138 STEAM STORAGE			
		2 B117 TOOLS & EQUIPMENT			
45	6255 AND 6256 - Industrial 6 Shelf Pack Size: 48"W x 24"D Shelf Weight Capacity: 900 lbs. 6256 Industrial Shelving Post Pack Size: 85"H SAFCO PROD Tag For	G3	28	309.59	8,668.52
		Qty Description			
		7 A118 STORAGE			
		7 A120 STORAGE			
		7 C126 STORAGE			
		7 C128 STORAGE			
46	4321BL - 11-Pocket Steel Magazine Rack Size: 10"W x 4"D x 36.25"H Include wall mounting hardware Finishes: Steel: Black SAFCO PROD Tag For	G4	1	98.77	98.77
		Qty Description			
		1 B123 WAITING			
47	4160 - Two Hook Wall Rack SAFCO PROD		6	119.52	717.12

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description			Quantity	Unit Price	Extended Price
47	Tag For	G5			
		Qty Description			
		1 A125 SOCIAL OFFICE			
		1 A126 SOCIAL OFFICE			
		1 A128 COUNSELOR OFFICE			
		1 A129 COUNSELOR OFFICE			
		1 C121 MAKERSPACE OFFICE			
		1 C122 MARKERSPACE OFFICE			
48	LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN		1	2,427.95	2,427.95
Sub Total					15,733.63
Total					15,733.63
CATEGORY P GRESSCO					
49	120393 - Gear Wheel with Rubber Balls Sensory Wall Activity Panel by Haba Size: 17"H x 16"W x 2"D product. GRESSCO		2	306.93	613.86
	Tag For	P1			
		Qty Description			
		1 B105 SENSORY			
		1 B108 SENSORY			
50	120371 - Glitter Rods Sensory Wall Activity Panel by Haba Size: 17"H x 16"W x 2"D GRESSCO		2	228.31	456.62
	Tag For	P2			
		Qty Description			
		1 B105 SENSORY			
		1 B108 SENSORY			
51	104608 - Bristle Brushes Sensory Wall Activity Panel by Haba Size: 17"H x 16"W x 2"D		2	219.24	438.48
TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.					

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description		Quantity	Unit Price	Extended Price
51	GRESSCO Tag For P3			
	Qty Description			
	1 B105 SENSORY			
	1 B108 SENSORY			
53	LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	264.86	264.86
Sub Total				1,773.82
Total				1,773.82
CATEGORY U INTEGRA				
54	COST1TAB3X4VXLT04 - COFFEE HOUSE CLEAN OUT STRAIGHT - TAB3X4VX.LT04CH3AB1CH3AS15C1.WT4 Tblt Post: TBLT POST EXTERNAL (SILVER) ON RIGHT AS Tblt Top:SEATED TABLET TOP GEN3 (4) - LAMINATE LAM:PIONITE HARD ROCK MAPLE WM791-S (VANILLA).... Back: CH 22" STR BACK Seat: CH 22" STR SEAT (CLEAN OUT) Legs: 5" L-CASTER (4) Options: Elec: Weight: 25LB WT (COFFEE HOUSE, OTTOS, FOOTSTOOLS) Fabric: ARC-ZIP-ASH SILICONE Grd: W INTEGRA Tag For U1A	4	1,931.50	7,726.00
	Qty Description			
	4 B123 WAITING			
55	COST1TAB3X4VXLT04 - COFFEE HOUSE CLEAN OUT STRAIGHT - TAB3X4VX.LT04CH3AB1CH3AS15C1.WT4 Tblt Post: TBLT POST EXTERNAL (SILVER) ON LEFT AS Tblt Top:SEATED	2	1,931.50	3,863.00

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
55 TABLET TOP GEN3 (4) - LAMINATE LAM:PIONITE HARD ROCK MAPLE WM791-S (VANILLA).... Back: CH 22" STR BACK Seat: CH 22" STR SEAT (CLEAN OUT) Legs: 5" L-CASTER (4) Options: Elec: Weight: 25LB WT (COFFEE HOUSE, OTTOS, FOOTSTOOLS) Fabric: ARC-ZIP-ASH SILICONE Grd: W INTEGRA Tag For U1B <div> Qty Description 2 B123 WAITING </div>			
56 COT2-71 - OTTOMAN TABLE 30"X30" W LAMINATE TOP LAMINATE PIONTE HARD ROCK MAPLE VANILLA WM971-S FABRIC SIDES: GRADE W ARCCOM ZIP ASH INTEGRA	1	1,164.00	1,164.00
57 LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	441.45	441.45
Sub Total			13,194.45
Total			13,194.45

CATEGORY D SMITH SYSTEM

58 SMINC04128 - Interchange; Table-Activity, Half moon, 36D x 72W Worksurface Finish: Smith System Laminate WHITEBOARD LAMINATE Edge Type: F - 1 1/4in Top w/ 3mm Edgbnd Edge Finish: GREY NORTH SEA Frame Finish: Smith System Paint PLT - Platinum *LIMITED ONE YEAR WARRANTY FOR WHITEBOARD LAMINATE SMITH SYST	3	530.12	1,590.36
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---	--------	----------

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

Description		Quantity	Unit Price	Extended Price
58	Tag For D1			
	Qty Description			
	1 A101 SPEC ED CLASSROOM			
	1 B102 SPEC ED CLASSROOM			
	1 B109 SPEC ED CLASSROOM			
59	SMPLN25208 - Planner; Studio-Table, Fixed height, With casters, 36D x 60W x 36H Worksurface Finish: SMITH SYSTEM Laminate WHITEBOARD LAMINATE Edge Type: F - 1 1/4in Top w/ 3mm Edgbnd Edge Finish: GREY NORTH SEA Frame Finish: Smith System Paint PLT - Platinum *LIMITED ONE YEAR WARRANTY FOR WHITEBOARD LAMINATE SMITH SYST Tag For D2	8	864.33	6,914.64
	Qty Description			
	8 B120 MAKERSPACE			
60	SMSFS55000 - Soft Rocker Surface Finish: Alphabet SFGO - FOG SMITH SYST Tag For D3	6	485.67	2,914.02
	Qty Description			
	3 A112 READING INTERVENTION ROOM			
	1 A101 SPEC ED CLASSROOM			
	1 B102 SPEC ED CLASSROOM			
	1 B109 SPEC ED CLASSROOM			
61	LAMINATE - WHITEBOARD LAMINATE UPCHARGE *LIMITED ONE YEAR WARRANTY FOR WHITEBOARD LAMINATE SMITH SYST	1	400.00	400.00
62	FREIGHT - FREIGHT SMITH SYST	1	1,803.36	1,803.36
63	LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product	1	1,280.20	1,280.20

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
63 Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN			
Sub Total			14,902.58
Total			14,902.58
64 CONTINGENCY - If due to unforeseen circumstances the building is not ready to receive furniture, including construction delays, additional fees may be incurred to double handle and/or store the furniture. Installation is quoted as one phase. Additional Trip charge cost to return to site and complete installation: \$300 **** Storage fee per month: \$1820 for all product **** ROSE MOVIN	1	N/C	N/C
Quotation Totals			
Sub Total			403,604.99
Grand Total			403,604.99

End of Quotation

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of NBS (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Autumnberth (Bidder Signature)
Title: workplace specialist (type or print)
Date: 1/25/23

Subscribed and Sworn to Before Me:

This 25th day of January, 20 23 A.D., in and for the
County of Oakland, Michigan.

My Commission expires 2/7/27.

Brett Barkacs
Signature of Notary



NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

NBS
Bidder (Firm)
AM Tremborth
Signature of Bidder or Agent

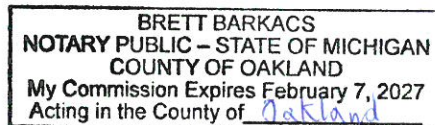
Subscribed and sworn to before me this 25th day of January, 2023.

My commission expires: 2/7/27

County of residence: Oakland

Brett Barkacs
Notary Public Signature

Seal



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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

NBS

Name of Company

AM Tremborth
Asst. Rep. Specialist

Name and Title of Authorized Representative

AM Tremborth

Signature

1/23/25

Date

END OF SECTION

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of NBS (the "Bidder"), pursuant to the familial disclosure requirement provided in the ~~[INSERT SCHOOL DISTRICT NAME]~~ *Novi School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the ~~[INSERT SCHOOL DISTRICT NAME]~~ Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

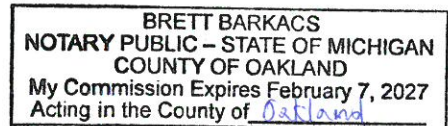
By: Alt Trembuth (Bidder Signature)
Title: workplace specialist (type or print)
Date: 1/25/23

Subscribed and Sworn to Before Me:

This 25th day of January, 2023 A.D., in and for the
County of Oakland, Michigan.

My Commission expires 2/7/27

Brett Barkacs
Signature of Notary



NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

NBS

Bidder (Firm)
[Signature]

Signature of Bidder or Agent

Subscribed and sworn to before me this 25th day of January, 2023.

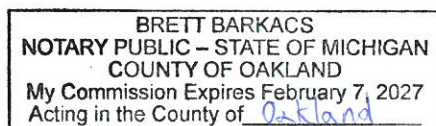
My commission expires: 2/7/27

County of residence: Oakland

[Signature]

Notary Public Signature

Seal



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 (the "Company"), pursuant to the compliance certification requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **[INSERT SCHOOL DISTRICT NAME]** Board of Education 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 the **[INSERT SCHOOL DISTRICT NAME]** 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 that it is determined that the person has submitted the false certification.

*Novi School District

NBS

Name of Company

AM Trembuth
workplace Specialist

Name and Title of Authorized Representative

AM Trembuth

Signature

1/25/23

Date

END OF SECTION

QUOTE

SSL Quote Number: Q-287303

Status: Approved

Quote Name:

Currency: USD

Created Date: 01-31-2023

Expiration Date: 04-28-2023

Customer Number: 413733

Requestor Name: Sarah Watson

swatson@tmp-architecture.com

2483384561

Customer Program: REMC/MI MARKETPLACE - 31%
CONSUMABLES 14% EQUIP

To place an order using this quote,
contact:

Phone 888-388-3224

Email:

F&E_Orders_Quotes_Questions@schoolspecialty.com



Sales Rep Name: Charles Hurt

Sales Rep Email: charles.hurt@schoolspecialty.com

Sales Rep Phone: (616) 540-6864

Bill To: NOVI COMMUNITY SCHOOL DISTRICT

25345 TAFT RD

NOVI, MI 48374-2423

Ship To: THE INTERIOR GROUP

2195 S MILFORD RD STE E

MILFORD, MI 48381-5006

Deliver To: NOVI MEADOWS ELEM SCH-5TH GR

25549 TAFT RD



NOVI, MI 48374-2425

Lift Gate Truck Required: ☐

Inside Delivery: ☐

Installation: By School Specialty

Notes: PRICING GOOD TILL 4/28/23. ORDERS RECIEVED AFTER THIS
DATE IS SUBJECT TO PRICE CHANGES

Quantity	SSL Item	Customer Item #	MFG Item	Image	Item Description	Your Price	Extended Price
12	7021008		AB8450 BL		WALL DIVIDERS SOUNDSPONGE QUIET72 W X 3 D X 48 H IN WALL WITH 2 SUPPORT FEET - SLATE BLUE <i>Notes: CLASS A101 QTY 4 CLASS A102 QTY 4 CLASS B109 QTY 4</i>	\$673.29	\$8,079.48
9	7021012		AB8451 BL		WALL DIVIDERS SOUNDSPONGE QUIET 120 W X 3 D X 48 H WALL WITH 2 SUPPORT FEET -SLATE BLUE <i>Notes: CLASS A101 QTY 3 CLASS B102 QTY 3 CLASS B109 QTY 3</i>	\$974.47	\$8,770.23
1	INSTALL				INSTALLATION CHARGES	\$1,356.25	\$1,356.25

Subtotal \$18,205.96

Estimated Taxes \$0.00

Shipping & Handling \$0.00

Total \$18,205.96

Accept this quote by sending back your purchase order number or signing it electronically. For orders over \$5,000.00, please submit a hard copy of your Purchase Order.

Prices subject to change until all finish selections have been completed. Order will not be placed until all finish options are selected.

Signature: _____

Name: _____

Date: _____

Purchase Order Number: _____

Pack Slip Notes:

Quotation Date: January 31, 2023

School Specialty Quotation Number: Q-287303

Sold To:
NOVI COMMUNITY SCHOOL DISTRICT
25345 TAFT RD
NOVI, MI 48374-2423

Ship To:
THE INTERIOR GROUP
2195 S MILFORD RD STE E
MILFORD, MI 48381-5006

Reference:

We appreciate the opportunity to provide the enclosed quote for our products. Unless otherwise indicated, prices include delivery and installation and do not include sales tax. Please refer to the Quotation Number above when corresponding with School Specialty regarding this quote.

We offer our quotation subject to the following terms and conditions:

- 1) Pricing: This proposal is valid for a period of ninety (90) days from the quotation date. Orders received after the expiration dates are subject to re-quote.
- 2) For Shipment By: If products with different lead-times are on the same purchase order, the longest lead-time will apply to the entire order unless there is a specific delivery/ installation date listed on your purchase order.
- 3) Shipment from School Specialty: PLEASE NOTE: Ship date will not be assigned to the order until School Specialty has received a purchase order meeting the terms and conditions of this quotation.
- 4) Acceptance: Send all purchase orders to F&E_Bids_Quotes_Questions@schoolspecialty.com

The following items must be included on all purchase orders:

- School Specialty Quote Number
- Sold To/Bill To Information: complete legal name, address, telephone number and fax number
- Correct Ship To Information: complete legal name, address, telephone number and fax number
- If there has been an address change, name change, or new address please include the correct address.
- Purchase Order Number
- Purchase Order Total
- Authorization: signature of authorized purchasing agent or buying entity
- Signatures on a quote or a worksheet will not be accepted as a purchase order(If you do not have a formal Purchase Order process or need assistance creating a Purchase Order, please contact your School Specialty Sales Representative and they will gladly assist you with available options).
- Purchase Orders that do not meet all the requirements, or lack necessary color, fabric and/or material selections, will result in the Purchase Order being placed on hold and may impact delivery/installation dates. Order lead times will only begin after: i) receipt of a Purchase Order

meeting all the forgoing requirements, ii) acceptance of the Purchase Order by School Specialty, and iii) the acceptance of the order by all relevant manufacturing partners.

IN THE EVENT THE PURCHASE ORDER FAILS TO MEET ALL THE TERMS AND CONDITIONS HEREIN, SCHOOL SPECIALTY SHALL NOT BE LIABLE TO CUSTOMER FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT OR INCIDENTAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY DAMAGES RESULTING FROM LOSS OF USE OR PROFITS, ARISING OUT OF OR IN CONNECTION WITH DATE(S) OF DELIVERY OR INSTALLATION, OR LEAD TIMES, WHETHER IN AN ACTION BASED ON CONTRACT (INCLUDING "CHARGE-BACKS", "LATE FEES" OR SIMILIAR), TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, EXPRESS OR IMPLIED WARRANTY OR ANY OTHER LEGAL THEORY PERMITTED UNDER APPLICABLE LAW, EVEN IF CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Customer agrees and acknowledge that the failure to meet the terms and conditions described in this quotation may result in delivery and installation delays and accepts all responsibility for any consequences of such delays on Customer.

GENERAL CONDITIONS

1. PROJECT LOCATION:

Novi Meadows Elementary
25299 Taft Road
Novi, MI, 48374.

2. OWNER RESPONSIBILITIES

A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.

C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.

D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.

E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

B. The Architect shall be the interpreter of all work covered in this document.

C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.

D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

A. The Dealer is defined as:

1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor discrepancies or omissions, the failure to show repeated details, or the repetition on

any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**

1. Phase 1 – August 1, 2023 – August 15, 2023
2. Phase 2 – August 1, 2024 – August 15, 2024

- B. Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect.
 - 1. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
- C. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
- D. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation meeting notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
- E. Upon receipt of the Pre-Installation meeting notice Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
- F. Once the actual dates are confirmed [at] [in] the Pre-Installation Meeting, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed [at] [in] the Pre-Installation Meeting shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
- G. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
- H. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.

6. DAMAGE TO FURNITURE

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

7. PAYMENT TERMS

- A. The Owner will pay a deposit, **if required** by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
- B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
- C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
- D. Invoices shall be formatted by Bid Category and clearly labeled and shall be sent directly to:

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of School Specialty LLC (the "Bidder"), pursuant to the familial disclosure requirement provided in the **Novi Community School** advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the **Novi Community School** Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

N/A

Attach additional pages if necessary

By: [Signature] (Bidder Signature)

Title: Assistant Secretary (type or print)

Date: January 27, 2023

Subscribed and Sworn to Before Me:

This 27th day of January, 2023 A.D., in and for the

County of Richland, Ohio.

My Commission expires March 7, 2026.

[Signature]
Signature of Notary



SAMANTHA A. ROHRBAUGH
Notary Public
State of Ohio
My Comm. Expires
March 7, 2026

NON-COLLUSION AFFIDAVIT

STATE OF OHIO)
)
RICHLAND COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

School Specialty LLC

Bidder (Firm)



Signature of Bidder or Agent

January

Subscribed and sworn to before me this _____ day of 27th, 2023.

My commission expires: March 7, 2026

County of residence: Richland


Notary Public Signature

SAMANTHA A. ROHRBAUGH
Seal Notary Public
State of Ohio
My Comm. Expires
March 7, 2026

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 (the "Company"), pursuant to the compliance certification requirement provided in the **Novi Community School** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **Novi Community School** Board of Education 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 the **Novi Community School** ' 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 that it is determined that the person has submitted the false certification.

School Specialty LLC

Name of Company

Leonard Adkins, Assistant Secretary

Name and Title of Authorized Representative



Signature

January 27, 2023

Date

END OF SECTION



VS America, Inc.
1940 Abbott Street Suite 501
Charlotte, NC 28203
704-378-6500

Quotation

Quote Number 0200145159

Customer Novi Community School District
25345 Taft Road
Novi MI 48374
United States

Customer Reference **GLFS-Nov Meadows Phase 1**

Date Quoted 01/30/2023

Inside Sales Contact Matthew Hillman
704-378-6500
m.hillman@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

***Barring the announcement of a formal price increase.**

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	H1 22111 FlipTable-RU, table with flip-up top, round-tube frame with castors which can be slid into each other	3	\$ 952.00	\$ 2,856.00
	207 table height	205	Grid adjustment from 74-97cm	
	205 table height	217	mounted in 76cm size blue	
	233 metal color legs	063	anthracite	
	348 top	055	Chipboard laminated	
	209 thickness	190	19mm	
	356 color laminate	443	white, writeable	
	439 table top edge	002	2.5mm plastic, r= 2.5mm	
	440 laminate color table top edge	020	pure white	
	903 packaging	002	with export protection	
	Width	160.0 cm		
	Depth	80.0 cm		
	Unit List Price	\$ 1190.00		
	Discount (%)	20.00000		
2	H2a 22111 FlipTable-RU, table with flip-up top, round-tube frame with castors which can be slid into each other	14	\$ 852.00	\$ 11,928.00
	205 table height	074	74cm	
	233 metal color legs	063	anthracite	
	348 top	055	Chipboard laminated	
	209 thickness	190	19mm	
	356 color laminate	443	white, writeable	
	439 table top edge	002	2.5mm plastic, r= 2.5mm	
	440 laminate color table top edge	020	pure white	
	903 packaging	002	with export protection	
	Width	160.0 cm		
	Depth	80.0 cm		
	Unit List Price	\$ 1065.00		
	Discount (%)	20.00000		
3	H2b 22111 FlipTable-RU, table with flip-up top, round-tube frame with castors which can be slid into each other	1	\$ 740.00	\$ 740.00
	205 table height	074	74cm	
	233 metal color legs	063	anthracite	
	348 top	055	Chipboard laminated	
	209 thickness	190	19mm	
	356 color laminate	028	natural maple laminate	
	439 table top edge	002	2.5mm plastic, r= 2.5mm	
	440 laminate color table top edge	028	natural maple laminate	
	903 packaging	002	with export protection	
	Width	160.0 cm		
	Depth	80.0 cm		
	Unit List Price	\$ 925.00		
	Discount (%)	20.00000		
4	H3 01471 Special TeamTable free-form standing table with storage board, amoeba-shaped table top 165x114cm *With writable table top in white, pure white edge banding	6	\$ 1,166.40	\$ 6,998.40
	207 table height	110	110cm standing height	
	230 metal color	063	anthracite	
	348 top	999	Platte nach Angabe	
	209 thickness	250	25mm	
	349 top color laminate	999		
	439 table top edge	001	2.5mm plastic	
	440 laminate color table top edge	999	laminate color table top edge special	
	500 glides / castors	002	adjustable plastic glides	
	524 shelves	054	storage shelf chipboard décor	
	533 shelf color laminate	031	grey white	
	903 packaging	002	with export protection	
	Unit List Price	\$ 1458.00		
	Discount (%)	20.00000		

Item	Model/Description		Quantity	Unit Net Price	Extended price			
5	H4 45303 Shift+ Landscape low cabinet w/shelves, middle partition center back panel		20	\$ 1,304.00	\$ 26,080.00			
	506	sliding handle				009	2 sliding handles	
	237	metal color handle				063	anthracite	
	340	body				001	chipboard décor	
	341	body color laminate				031	grey white	
	344	base type				029	mobile, spec.castors, d= 10cm	
	361	finished back				022	perforated metal	
	362	color finished back				063	anthracite	
	505	equipment				074	with magnet for linking	
	519	adjustable shelf				008	8, same as body	
	903	packaging				002	with export protection	
	Width					105.5 cm		
	Height					110.2 cm		
	Depth					52.7 cm		
	Unit List Price					\$ 1630.00		
	Discount (%)					20.00000		
6	H5 45318 Shift+ Landscape low cabinet w/shelves, middle partition		4	\$ 1,184.00	\$ 4,736.00			
	506	sliding handle				009	2 sliding handles	
	237	metal color handle				063	anthracite	
	340	body				001	chipboard décor	
	341	body color laminate				031	grey white	
	344	base type				029	mobile, spec.castors, d= 10cm	
	361	finished back				022	perforated metal	
	362	color finished back				063	anthracite	
	505	equipment				074	with magnet for linking	
	544	Row 1				002	2 adj. shelf inserts like body	
	545	Row 2				002	2 adj. shelf inserts like body	
	903	packaging				002	with export protection	
	Width					105.5 cm		
	Height					110.2 cm		
	Depth					42.5 cm		
	Unit List Price					\$ 1480.00		
Discount (%)		20.00000						
7	H6 03429 LuPoStool		32	\$ 156.00	\$ 4,992.00			
	204	seat height				061	61cm	
	230	metal color				063	anthracite	
	280	seat / backrest plastic				073	black grey	
	500	glides / castors				040	2-component glides	
	903	packaging				002	with export protection	
	Unit List Price					\$ 195.00		
	Discount (%)					20.00000		
	8	H7a 03825 Hokki, plastic stool for active sitting				56	\$ 104.00	\$ 5,824.00
204		seat height	046	46cm size blue				
290		color	030	light blue				
281		seat type / finish	005	Foam overlay				
903		packaging	002	with export protection				
Unit List Price		\$ 130.00						
Discount (%)		20.00000						
9	H7b 03825 Hokki, plastic stool for active sitting		18	\$ 104.00	\$ 1,872.00			
	204	seat height				046	46cm size blue	
	290	color				034	green	
	281	seat type / finish				005	Foam overlay	
	903	packaging				002	with export protection	
	Unit List Price					\$ 130.00		
	Discount (%)					20.00000		

Subtotal	\$ 66,026.40
Installation	\$ 5,943.00
Total	\$ 71,969.40

Payment Terms: Net 30 days
Please send POs to: orders@vsamerica.com

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Great Lakes Furniture Supply, Inc. (the "Bidder"), pursuant to the familial disclosure requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the **[INSERT SCHOOL DISTRICT NAME]** Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Troy Chrisman (Bidder Signature)
Title: Sales (type or print)
Date: 1/25/23

Subscribed and Sworn to Before Me:

This 25th day of January, 2023 A.D., in and for the
County of Ottawa, Michigan.

My Commission expires August 6, 2023

Kathleen I. Wallis
Signature of Notary

KATHLEEN I. WALLIS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires Aug. 06, 2023
Acting in the County of Ottawa


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 (the "Company"), pursuant to the compliance certification requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **[INSERT SCHOOL DISTRICT NAME]** Board of Education 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 the **[INSERT SCHOOL DISTRICT NAME]** 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 that it is determined that the person has submitted the false certification.

Great Lakes Furniture Supply Inc.
Name of Company

Troy Chrisman, Sales
Name and Title of Authorized Representative



Signature

1/25/23
Date

END OF SECTION

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Great Lakes Furniture Supply Inc.
Bidder (Firm)
Troy Chrisman
Signature of Bidder or Agent

Subscribed and sworn to before me this 25th day of January, 2023

My commission expires: Aug 6, 2023

County of residence: Ottawa

Kathleen I Wallis
Notary Public Signature

Seal

KATHLEEN I. WALLIS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires Aug. 06, 2023
Acting in the County of Ottawa

REMC - Ergotron LearnFit Custom Sit-Stand desks

Quote #036535 v2

Prepared For:

Novi Community School District

Sarah Watson
25345 Taft Road
Novi, MI 48374

P: (248) 338-4561

E: swatson@tmp-architecture.com

Prepared By:

Yeo & Yeo Technology

Pearl Moore
5300 Bay Road Suite 200
Saginaw, MI 48604

P: 989-797-4075

E: pearl.moore@yeoandyeo.com

Date Issued:

02.03.2023

Expires:

03.03.2023

Novi Meadows Furnishings - Phase 1		Price	Qty	Ext. Price
24-803-003	Ergotron - LearnFit Sit-stand Desk - 32" Table Top Width - Clear Anodized	\$475.00	50	\$23,750.00
97-926-064	LearnFit - Storage Bin - Gray	\$45.00	50	\$2,250.00
		Subtotal		\$26,000.00

Installation		Price	Qty	Ext. Price
Install	Installation of LearnFit Custom sit/stand desks	\$80.00	50	\$4,000.00
		Subtotal		\$4,000.00

Quote Summary			Amount
Novi Meadows Furnishings - Phase 1			\$26,000.00
Installation			\$4,000.00
Total:			\$30,000.00

Due to vendors applying tariff charges, prices listed on quote/proposal are subject to change and will be monitored for accuracy at the time of order. Any changes to prices, other than listed above, will be submitted to you at the address above for your review before the order is authorized.

By signing this quote/proposal, you agree that you are authorized to act on behalf of the organization listed on this quote/proposal ("Customer") to purchase products and/or services as listed herein. Upon invoicing of products and/or services, Customer agrees to pay all invoices issued based on this purchase agreement within the net terms as defined by Yeo & Yeo Technology ("YYTECH"). Invoices paid after the due date may incur a 1.5% finance charge.

Taxes, shipping, handling and other fees may apply. YYTECH reserves the right to cancel orders arising from pricing variance or other errors.

Customer acknowledges and agrees that this quote/proposal is subject to and incorporates YYTech's Terms and Conditions of Sale, available at <https://www.yeoandyeo.com/yytech-terms-and-conditions>. YYTECH hereby rejects any other terms and conditions that may be proposed on any transaction document supplied by Customer.

Acceptance

Yeo & Yeo Technology

Novi Community School District

Pearl Moore

Signature / Name

02/03/2023

Date

Signature / Name

Initials

Date

GENERAL CONDITIONS

1. PROJECT LOCATION:

Novi Meadows Elementary
25299 Taft Road
Novi, MI, 48374.

2. OWNER RESPONSIBILITIES

A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

- B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.
- D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.
- E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

- B. The Architect shall be the interpreter of all work covered in this document.
- C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.
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1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

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1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
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C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor discrepancies or omissions, the failure to show repeated details, or the repetition on

any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**
 1. Phase 1 – August 1, 2023 – August 15, 2023
 2. Phase 2 – August 1, 2024 – August 15, 2024

SECTION 007000-F
GENERAL
CONDITIONS

- B. Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect.
 - 1. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - C. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - D. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation meeting notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - E. Upon receipt of the Pre-Installation meeting notice Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - F. Once the actual dates are confirmed [at] [in] the Pre-Installation Meeting, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed [at] [in] the Pre-Installation Meeting shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - G. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - H. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, **if required** by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Bid Category and clearly labeled and shall be sent directly to:

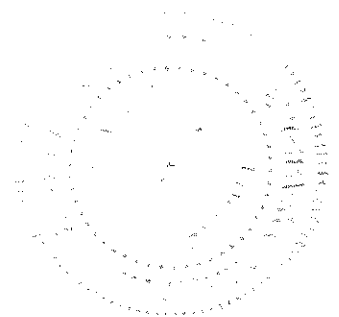
Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.



FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the [INSERT SCHOOL DISTRICT NAME] advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the [INSERT SCHOOL DISTRICT NAME] Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Jeff McCallister (Bidder Signature)
Title: President (type or print)
Date: 1/31/2023

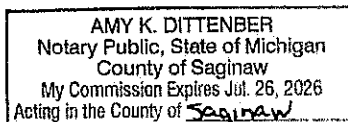
Subscribed and Sworn to Before Me:

This 31 day of January, 2023 A.D., in and for the

County of Saginaw, Michigan.

My Commission expires 07/26/2026.

Amy K Dittenber
Signature of Notary



NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

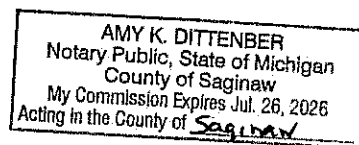
Yeo & Yeo Technology
Bidder (Firm)
[Signature]
Signature of Bidder or Agent

Subscribed and sworn to before me this 31 day of January, 2023.

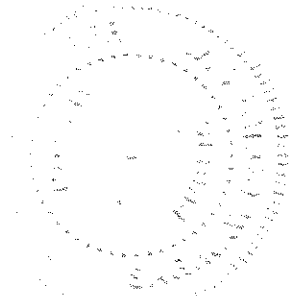
My commission expires: 07/26/2026

County of residence: Saginaw

[Signature]
Notary Public Signature



Seal



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 (the "Company"), pursuant to the compliance certification requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **[INSERT SCHOOL DISTRICT NAME]** Board of Education 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 the **[INSERT SCHOOL DISTRICT NAME]** 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 that it is determined that the person has submitted the false certification.

Yeo & Yeo Technology
Name of Company

Jeff McCulloch
Name and Title of Authorized Representative

Jeff McCulloch
Signature

1/31/2023
Date

END OF SECTION



Novi Community School District

PHASE 1 - PRICE PROPOSAL

Date: 2/6/2023

Prepared For: Sarah Watson

Quote Number: 1802-26774

Valid For 54 Days

Prepared by: Steve Timmer

Confidential

© 2023 Dew-El Corporation. The information in this transmittal is proprietary to Dew-El Corporation. It is provided on the condition that it remains in confidence between Dew-El Corporation and the recipient of this quote. Do Not Copy, Distribute nor Share the Contents of this proposal without the written permission of Dew-El Corporation.

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



SUMMARY PAGE

Quote # 1802-26774

Project Scope

Bill To

Novi Community School District
25345 Taft Road
Novi, MI 48374

Install To

Novi Meadows (Sixth Grade House)
25299 Taft Rd
Novi, MI 48374

Project Investment

Project Total	\$104,305.09
Tax (0%)	\$0.00
Grand Total	\$104,305.09

Payment Schedule

Net 30

100% Due Net 30	\$104,305.09
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Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Novi Meadows Phase 1 2023	Media Technologies	\$39,635.95	\$0.00	\$39,635.95
	MiEN	\$64,669.14	\$0.00	\$64,669.14
		\$104,305.09	\$0.00	\$104,305.09
Grand Total		\$104,305.09	\$0.00	\$104,305.09

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QUOTATION

1802-26774

VALID UNTIL 4/1/2023

BILL TO

Novi Community School District
25345 Taft Road
Novi, MI 48374

INSTALL TO

Novi Meadows (Sixth Grade House)
25299 Taft Rd
Novi, MI 48374

Salesperson
Steve Timmer

Payment Terms
Net 30

DELIVER TO

Novi Meadows (Sixth Grade House)
25299 Taft Rd
Novi, MI 48374





Novi Meadows Phase 1 2023

Media Technologies

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	8.00	EA	H31-7212 / 31 Series HPL Steel Frame Shelving Single Faced Starter 37"W x 12-1/2"D x 72"H - 808 Nickel HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 4 adjustable and 1 base shelves. Powder coat 808 Nickel. HPL: Formica Natural Maple 756-58 PVC: Hardrock Mpale CP20332 Powder Coat: 808 Nickel Tag: R1/B115 Media Center	\$924.78	\$7,398.23
2	22.00	EA	H31-7212A / 31 Series HPL Steel Frame Shelving Single Faced Adder 36"W x 12-1/2"D x 72"H - 808 Nickel HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 4 adjustable and 1 base shelves. Powder coat 808 Nickel. HPL: Formica Natural Maple 756-58 PVC: Hardrock Maple CP20332 Powder Coat: 808 Nickel Tag: R2/B115 Media Center	\$763.95	\$16,806.85
3	179.00	EA	21-BS10 / Sliding Metal Book Support for Standard Steel Shelves (400-041986-000-G0808) 8-7/16"L x 6"H w/ 1" Lip, Sliding Book Support for New shelving Powder Coat: 808 Nickel	\$16.83	\$3,012.81
4	4.00	EA	S21-12SH-MAG / Steel Bookcase Magazine Shelf 35"W x 12"D x 1-1/2"H Powder Coat: 808 Nickel Tag: R3/B115 Media Center	\$90.20	\$360.80





Novi Meadows Phase 1 2023

Media Technologies

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
5	1.00	EA	H31-7212MS / 31 Series HPL Steel Frame Shelving Single Faced Starter 37"W x 12-1/2"D x 72"H - 808 Nickel  HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 4 adjustable and 1 base shelves. Powder coat 808 Nickel. HPL: Formica Natural Maple 756-58 PVC: Hardrock Mpale CP20332 Powder Coat: 808 Nickel Tag: R3/B115 Media Center	\$924.79	\$924.79
6	1.00	EA	H31-3612 / 31 Series HPL Steel Frame Shelving Single Faced Starter 37"W x 12-1/2"D x 36"H  HPL construction with 3mm PVC edge banding, steel frame, HPL top, 1 steel adjustable and 1 steel base shelf. HPL: Formica Natural Maple 756-58 PVC: Hardrock Maple CP20332 Powder Coat: 808 Nickel Tag: R4/B120 Makerspace	\$506.34	\$506.34
7	10.00	EA	31-SFMB / Single-face, 31 Series wall-mounting brackets (400-053045-000-G0808) - 808 Nickel	\$21.04	\$210.40
8	7.00	EA	H31-3612A / 31 Series HPL Steel Frame Shelving Single Faced Adder 36"W x 12-1/2"D x 36"H  HPL construction with 3mm PVC edge banding, steel frame, HPL top, 1 steel adjustable and 1 steel base shelves. HPL: Formica Natural Maple 756-58 PVC: Hardrock Maple CP20332 Powder Coat: 808 Nickel Tag: R5/B120 Makerspace	\$415.17	\$2,906.18
9	2.00	EA	MCD-DBTL-2424-21 / Depressible Platform Book Truck, 23.625"D x 24.25"W x 21"H  HPL construction with 3mm PVC edge banding, spring-loaded platform lift mechanism. Note: Use for 29"H Book Return Units with Extended chutes and 32"H Keystone and Malibu Book Returns. HPL: Formica Natural Maple 756-58 PVC: Hardrock Maple CP20332 Powder Coat: 808 Nickel	\$1,379.78	\$2,759.55
10	1.00	EA	Freight / Freight / Shipping / Packaging	\$1,500.00	\$1,500.00
11	1.00	EA	INSTALL / Labor to Receive, Deliver, Install, and remove debris	\$3,250.00	\$3,250.00







Novi Meadows Phase 1 2023

MiEN

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
12	2.00	EA	 <p>FLEX-32054 / Flex 2-Step Unit - Duo Color (No Power, Grade 04, Grade 05) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES14 CF Stinson TESSUTO CAPRI Grade 4 Fabric B Supplier : Designtex Fabric B Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K1a/A131 Learning Commons</p>	\$2,115.95	\$4,231.90
13	2.00	EA	 <p>FLEX-32054 / Flex 2-Step Unit - Duo Color (No Power, Grade 04, Grade 05) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES14 CF Stinson TESSUTO CAPRI Grade 4 Fabric B Supplier : Designtex Fabric B Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K1A</p>	\$2,115.95	\$4,231.90
14	2.00	EA	 <p>FLEX-32054 / Flex 2-Step Unit - Duo Color (No Power, Grade 04, Grade 05) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES240 CF Stinson TESSUTO 2.0 VIVID Grade 4 Fabric B Supplier : Designtex Fabric B Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K1b/B141 Learning Commons</p>	\$2,115.95	\$4,231.90
15	2.00	EA	 <p>FLEX-45722 / LEX-45722] Flex 2-Step Unit - Duo Color (No Power, Grade 10, Grade 03) Fabric A Supplier : Designtex Fabric A Selection : 3525-802 Designtex BIG DOT FOG Grade 10 Fabric B Supplier : Mayer Fabric B Selection : KL-026 Mayer KEY LARGO QUARRY Grade 3 Tag: K1c/B113 Learning Commons</p>	\$2,538.74	\$5,077.47

Novi Meadows Phase 1 2023

MiEN

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
16	4.00	EA	 <p>FLEX-45722 / Flex 2-Step Unit - Duo Color (No Power, Grade 10, Grade 03) Fabric A Supplier : Designtex Fabric A Selection : 3525-802 Designtex BIG DOT FOG Grade 10 Fabric B Supplier : Mayer Fabric B Selection : KL-026 Mayer KEY LARGO QUARRY Grade 3 Tag: K1c/C125 Large Group</p>	\$2,538.74	\$10,154.94
17	1.00	EA	 <p>FLEX-32085 / Flex 2-Step Unit - Single Color (No Power, Grade 04) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES214 CF Stinson TESSUTO CAPRI Grade 4 Tag: K1d</p>	\$2,091.65	\$2,091.65
18	1.00	EA	 <p>FLEX-32086 / Flex 2-Step Unit - Single Color (No Power, Grade 05) Fabric A Supplier : Designtex Fabric A Selection : 3008-802 Designtex IOTA NIMBUS Grade 5 Tag: K1e/B139 STEAM</p>	\$2,197.47	\$2,197.47
19	1.00	EA	 <p>FLEX-32157 / EX-32157] Flex 3-Step Unit - Single Color (No Power, Grade 04) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES214 CF Stinson TESSUTO CAPRI Grade 4 Tag: K2a/B139 STEAM</p>	\$2,300.76	\$2,300.76
20	1.00	EA	Freight / Freight / Shipping / Packaging	\$2,200.00	\$2,200.00
21	2.00	EA	 <p>FLEX-32157 / Flex 3-Step Unit - Single Color (No Power, Grade 04) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES240 CF Stinson TESSUTO 2.0 VIVID Grade 4 Tag: K2b/A131 Learning Commons</p>	\$2,300.76	\$4,601.52
22	2.00	EA	 <p>FLEX-32158 / Flex 3-Step Unit - Single Color (No Power, Grade 05) Fabric A Supplier : Designtex Fabric A Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K2c/C125 Large Group</p>	\$2,414.68	\$4,829.37

Dew-El Corporation
 10841 Paw Paw Drive
 Holland, MI 49424
 Phone: (616) 396-6554
 Fax: (616) 396-6669
<http://www.Dew-El.com>



QUOTATION

1802-26774

VALID UNTIL 4/1/2023

Novi Meadows Phase 1 2023

MiEN

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
23	2.00	EA	FLEX-32158 / Flex 3-Step Unit - Single Color (No Power, Grade 05) Fabric A Supplier : Designtex Fabric A Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K2c/B113 Learning Commons	\$2,414.68	\$4,829.37
24	2.00	EA	FLEX-32158 / Flex 3-Step Unit - Single Color (No Power, Grade 05) Fabric A Supplier : Designtex Fabric A Selection : 3008-803 Designtex IOTA STERLING Grade 5 Tag: K2c/B141 Learning Commons	\$2,414.68	\$4,829.37
25	2.00	EA	FLEX-32157 / Flex 3-Step Unit - Single Color (No Power, Grade 04) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES244 CF Stinson TESSUTO CITRON Grade 4 "Tag: K2d/B141 Learning Commons	\$2,300.76	\$4,601.52
26	1.00	EA	FLEX-31982 / Flex 2-Step Outside Corner - Duo Color (No Power, Grade 04, Grade 05) Fabric A Supplier : C.F. Stinson Fabric A Selection : TES214 CF Stinson TESSUTO CAPRI Grade 4 Fabric B Supplier : Designtex Fabric B Selection : 3008-802 Designtex IOTA NIMBUS Grade 5 Tag: K3/B139 STEAM	\$2,760.00	\$2,760.00
27	1.00	EA	INSTALL / Labor to Receive, Deliver, Install, and remove debris	\$1,500.00	\$1,500.00

CUSTOMER SIGN OFF

subtotal	\$104,305.09
sales tax	\$0.00
total	\$104,305.09

Authorized Signature

Accepted Date

Print Name

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
http://www.Dew-El.com



QUOTATION

1802-26774

VALID UNTIL 4/1/2023

Dew-El Corporation would like to thank you for the opportunity to quote your furniture needs. The attached proposal outlines the specifications and pricing based on the information provided. By signing and returning this quote, you agree to be bound by the terms and conditions contained herein which shall become the fully integrated agreement between you, the Client, and Dew-El Corporation.

DELIVERY AND INSTALLATION

1. Delivery/installation services are performed during normal business hours Monday through Friday 8:00am to 5:00pm unless otherwise specified; Client may incur additional charges for services performed after hours and/or weekends. All labor is quoted as a single-phase installation unless noted otherwise. If additional trips or phases are required due to the Client not being prepared for delivery or the site not being ready, it may result in added cost to the labor quote. Product will be delivered and installed on a mutually agreed upon date. All available spaces must be ready for furniture; installation of all carpet, painting, lighting, and ceiling tiles must be completed. If delivery and/or installation are requested by the Client to an uncompleted space, Client accepts responsibility for any damage to or theft of the product. The Client may request partial delivery and/or installation when placing the order. If so, the Client agrees to both take delivery and pay for all delivered items on a partial basis.
2. Prior to the installation, Dew-El Corporation is to be informed of the following guidelines or restrictions for proper access to the building: dock accessibility, sidewalks, parking lots, elevator access above the first floor, time restrictions, security checks or any safety requirements needed for access to your facility during the time of the installation. Any notification that delivery and/or installation cannot be accepted must be communicated to Dew-El Corporation no later than 12:00pm on the business day prior to the scheduled delivery and/or installation date. Dew-El Corporation requests product to be shipped by our manufacturers according to customer needs. If a Client has requested product to be installed by a specific date, Dew-El Corporation will work with the manufacturer to have all product received in time for the installation date requested by the customer. Dew-El Corporation shall not be held liable for manufacturing/delivery delays outside of Dew-El Corporation's control. If for any reason the customer delays the original installation date, Dew-El Corporation reserves the right to invoice for all product shipped according to the customer requested delivery date.

SALES TAX

Prices quoted include sales tax, and taxes will be included upon invoicing, unless an exemption certificate is furnished by the Client. If tax-exempt, please send a copy of your exemption certificate along with your signed quote.

PAYMENT TERMS

1. The following estimate is valid for 30 days. Payment terms are net due 30 days from invoice date, which is initiated upon shipment and/or fulfillment of service.
2. In the event of project delays due to construction, trades or equipment, the Client is expected to bring payments to a net retainage of 90% of the estimate. The Client is permitted to hold as retainage an amount equal to the value of uncompleted work, damaged or incorrect items.
3. Should Client default in payment of this Contract, charges shall be added from the date of default at the rate of one and one half percent (1 1/2%) per month, (18% per annum).
4. Client agrees to pay a Transaction Convenience fee of three point eight percent (3.8%) of the sell price shown on the proposal (including applicable sales tax) when the method of payment is in any form other than Dew-El Corporation's standard payment methods, which include cash, check, or ACH/direct deposit.

ACCEPTANCE

All sales are final; specified product is non-returnable and non-refundable. Claims for defects, errors or shortages must be made in writing within twenty business days after delivery. Failure to make a claim within such period shall constitute acceptance of the items.

CANCELLATIONS AND CHANGES

To accept the following estimate, drawings, specifications and delivery and installation conditions please sign both below and the last page of the estimate. If a purchase order is required for payment, that order number must be provided at the time of order placement. Any change(s) to an existing order may incur additional fees once the order has been placed. Such charges may include but not limited to; date moves, product changes/deletions, and "ship to" changes. Your signature approves Dew-El Corporation Terms and Conditions stated above.

Authorized Signature _____ Date _____

Title _____ PO No. _____

Company _____

Pricing for MiEN is provided according to National Purchasing Contract NCPA #07-38
Pricing for Wisconsin Bench is provided according to National Purchasing contract PEPPM #529977-015
Pricing for Media Technologies is provided according to National Purchasing Contract NCPA #07-42

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

ASSISTANT SUPERINTENDENT OF BUSINESS AND OPERATIONS

TOPIC: Novi High School Phase 2 Furnishing Package

Quotations were received for Novi High School Furnishings - Phase 2 by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes.

The scope of new furnishings for phase 2 is inclusive to the 1st Floor Zone G, H, and S as outlined below:

- Office furnishings for renovated Athletic Office Suite & Loading Dock Office.
- Robotics Lab teacher desk, lectern, student tables and chairs, worktables, and breakout lounge.
- Flex Lounge mobile tables, nesting chairs, and lectern.
- Ticket Office & Cat Club furnishings.


TMP recommends the procurement of the Furnishings Package for Phase 1 as follows:

<u>MANUFACTURER CATEGORY</u>	<u>FURNITURE CONTRACTOR</u>	<u>AMOUNT</u>	<u>CONTRACT</u>
Category A: Allsteel	Interior Environments	\$28,121.75	Omnia
Category B: KI	KI Direct + Interior Office Source	\$26,942.26	Sourcewell
Category C: VS America	Great Lakes Furniture Supply	\$12,488.00	Omnia
Category D: Hon	Interior Environments	\$2,247.75	Omnia
Category E: Sit On It	Interior Environments	\$13,023.72	Omnia
Category F: Ergotron	Yeo & Yeo Technology	\$1,800.00	REMC
Category G: Wisconsin Bench	Dew-EL	\$10,433.91	TIPS
Category H: Smith System	NBS Commercial Interiors	\$3,683.90	E&I
Category I: Not Used	-	-	-
Category J: Safco	NBS Commercial Interiors	\$499.42	Omnia
Category K: Steelcase +	NBS Commercial Interiors	\$2,607.52	E&I

The total cost of this furniture package, including installation services, is \$101,848.23. Quotations received are valid through the end of March 2023. Purchase orders must be issued by Friday, March 31 to guarantee pricing as shown above. Purchase orders are requested no later than March 20, based on current lead times for each manufacturer.

This is presented for information and discussion and will come back for approval.

**APPROVED AND RECOMMENDED FOR
BOARD INFORMATION AND DISCUSSION**


Ben Mainka, Superintendent



February 6, 2023

Mr. Benjamin J.A. Mainka
Superintendent
Novi Community School District
25345 Taft Road
Novi, MI 48374

Re: Furnishings Recommendation
Novi High School – Phase 2

Dear Mr. Mainka,

Over the past several months, TMP Architecture has worked closely with members of the administration team and Novi High School principals and staff to develop a furnishing recommendation for Phase 2 of Novi High School.

Following the construction schedule, the furniture package will install August 2023. Manufacturer discounting for this project was established using the entire scope of Novi Meadows Phase 1 and Phase 2 plus the Novi High School Phase 2 furniture scope. The result was the highest possible volume discount based on the entire furniture scope for all current Novi furniture projects.

Quotations were received for Novi High School Furnishings - Phase 2, by multiple furniture contractors. Each furniture contractor has referenced the cooperative bid contract utilized to determine pricing within their quotes. The table below identifies each Category's associated costs, furniture manufacturer / contractor, and contract utilized,

The scope of new furnishings for phase 2 is inclusive to the 1st Floor Zone G, H, and S as outlined below:

- Office furnishings for renovated Athletic Office Suite & Loading Dock Office.
- Robotics Lab teacher desk, lectern, student tables and chairs, worktables, and breakout lounge.
- Flex Lounge mobile tables, nesting chairs, and lectern.
- Ticket Office & Cat Club furnishings.

TMP recommends the procurement of the Furnishings Package as follows:

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Category A: Allsteel	Interior Environments	\$28,121.75	Omnia
Category B: KI	KI Direct + Interior Office Source	\$26,942.26	Sourcwell
Category C: VS America	Great Lakes Furniture Supply	\$12,488.00	Omnia
Category D: Hon	Interior Environments	\$2,247.75	Omnia
Category E: Sit On It	Interior Environments	\$13,023.72	Omnia
Category F: Ergotron	Yeo & Yeo Technology	\$1,800.00	REMC
Category G: Wisconsin Bench	Dew-EL	\$10,433.91	TIPS
Category H: Smith System	NBS Commercial Interiors	\$3,683.90	E&I
Category I: Not Used	-	-	-

q j m ^ o ` e f q b ` q r o b f a A

1191 WEST Square Lake Road Bloomfield Hills Michigan 48302
me 248.338.4561 cu 248.338.0223 www.TMP-ARCHITECTURE.COM

Category J: Safco	NBS Commercial Interiors	\$499.42	Omnia
Category K: Steelcase +	NBS Commercial Interiors	\$2,607.52	E&I

The total cost of this furniture package, including installation services, is \$101,848.23. Quotations received are valid through the end of March 2023. Purchase orders must be issued by Friday, March 31 to guarantee pricing as shown above. Purchase orders are requested no later than March 20, based on current lead times for each manufacturer.

Sincerely,

TMP ARCHITECTURE, INC.



Sarah Watson

SMW/smw

Enclosure

FURNISHINGS SPECIFICATIONS:

PROJECT:

NOVI HIGH SCHOOL PHASE 2 FURNISHINGS

OWNER:

Novi Community School District
25345 Taft Road
Novi, MI 48374

TMP PROJECT NO.: 19140A2

DATE: FEBRUARY 6, 2023

ISSUED FOR FURNITURE QUOTES

ARCHITECT

TMP ARCHITECTURE, INC.
1191 West Square Lake Road
Bloomfield Hills, Michigan 48302-0374

PH (248) 338-4561
FX (248) 338-0223
Email info@tmp-architecture.com

TABLE OF CONTENTS

TITLE PAGE

TABLE OF CONTENTS

PROPOSAL REQUIREMENTS

007000-F	General Conditions
008050-F	Contractor Code of Conduct
013300-F	Submittal Procedures

INFORMATION AVAILABLE TO BIDDERS

Availability of Electronic Files

FURNISHING SPECIFICATIONS

SPECIFICATIONS

Novi High School, Phase 2 Furnishings (19140A2)

Category A: Allsteel
Category B: KI
Category C: VS America
Category D: Hon
Category E: Sit On It
Category F: Ergotron
Category G: Wisconsin Bench
Category H: Smith System
Category I: Not Used
Category J: Safco
Category K: Steelcase, Turnstone, Coalesse

LIST OF DRAWINGS

A12.1G	Furniture Plan – Zone G
A12.1H	Furniture Plan – Zone H
A12.1S	Furniture Plan – Zone S

****END OF SECTION****

GENERAL CONDITIONS

1. PROJECT LOCATION:

- A. Novi High School (19140A2)
24062 Taft Rd
Novi, MI 48375

2. OWNER RESPONSIBILITIES

- A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374

- B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.
- D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.
- E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

- A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374

- B. The Architect shall be the interpreter of all work covered in this document.
- C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.
- D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

- A. The Dealer is defined as:

- 1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor

discrepancies or omissions, the failure to show repeated details, or the repetition on any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**

1. August 14th, 2023 – September 2, 2023

Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect and Owner.

2. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - B. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - C. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - D. Upon receipt of the Pre-Installation notice the Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - E. Once the actual dates are confirmed in the Pre-Installation Notice, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed in the Pre-Installation Notice shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - F. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - G. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, if required by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Category and clearly labeled and shall be sent directly to:

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District.

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, Michigan.

My Commission expires _____.

Signature of Notary

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this _____ day of _____, 20____.

My commission expires:_____

County of residence:_____

Notary Public Signature

Seal

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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

****END OF SECTION****

DEALER CODE OF CONDUCT

1. DEALER CODE OF CONDUCT

- A. The purpose of Novi Community School District 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 contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of Novi Community School District for persons both contemplating performing work and performing work for Novi Community School District in the capacity of a dealer, contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any dealer, contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract.
- B. In general it is expected that everyone entering a Novi Community School District 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 following rules have been established to assure that this is done:
1. Every dealer employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.
 2. All individuals shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.
 3. Prior to the beginning of a job, the dealer shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.
 4. The dealer shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.
 5. Each person working in a school building or on school property shall comply with the following:
 - a. No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.
 - b. No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.
 - c. No smoking or use of any tobacco products anywhere within the building at anytime nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

- d. A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.
 - e. There shall be no use of profanity or obscene language or gestures.
 - f. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.
6. The dealer is responsible for a clean and safe workplace. To that end the following will be adhered to:
- a. All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.
 - b. Material storage is to be in an area designated by the Building Engineer
 - c. All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.
 - d. All trash, debris, and material must be removed from the worksite each day and disposed of off site. District dumpsters and trash containers are not to be used by contractors for disposal.
 - e. All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to dealers.
 - f. Dealers are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.
 - g. Dealers are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.
 - h. Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.
 - i. Dealers are to provide their own site safety plan for areas that they are working in.
 - j. Dealers are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.
 - k. Dealer is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

7. The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.
- C. In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of Novi Community School District will be grounds for immediate removal from the building and the project.**

****END OF SECTION****

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUBMITTAL PROCEDURES

- A. Use the transmittal form, located at the back of this section, with each shop drawing submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Allow 15 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
 - 2. Resubmittal Review: Allow 15 working days for review of each resubmittal.
- D. Identification: Place a permanent label or title block on each submittal for identification.
 - 1. Clearly state which category and Item No. the submittal references.
- E. Samples:
 - 1. Where a custom or special finish is specified, the Contractor shall submit a minimum of two (2) samples, (6" x 6" or larger) to match Architect's control sample, for Architect's approval. This may include but is not limited to wood, fabric, metal, plastic laminate, etc.
- F. WARRANTIES
 - 1. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of final settlement with Owner for the item. Final settlement shall not relieve the Manufacturer from liability for such defects, and upon notification from Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.

2. The following shall be considered defects, without being limited thereto:
 - a. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 - b. Operational failures, binding, and the like, in finish cabinet hardware.
 - c. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

G. Maintenance Instructions

1. The Dealer shall provide Maintenance and Cleaning Instructions as written by the Manufacturer for each item of furniture.

TMP SHOP DRAWING AND SAMPLE TRANSMITTAL FORM

DEALER:	PROJECT TITLE AND LOCATION:	DATE SUBMITTED: _____	NEW _____	SUB. NO. _____
		CHECKER: _____	RESUB. _____	RESUB. NO. _____
		TMP PROJECT NO. _____		

SPEC SECTION NO.	NO. PRINT	NO. SEPI	NO. CAT.	NO. SAMPLES	SUBCONTRACTOR/MFR.	ITEM DESCRIPTION	*ACTION CODE	DATE CHECKED	DATE RETURNED	NO. COPIES

The undersigned certifies that the above submitted items have been reviewed in detail and are correct and in strict conformance with the contract documents except as otherw noted. NOTE: Approval of items submitted does not relieve contractor from complying with all requirements of the contract documents.		* ACTION DEFINITION R = REVIEWED – NO EXCEPTIONS NOTED RN = REVIEWED WITH CORRECTIONS NOTED RR = REVISE AND SEND RECORD COPY X = NOT APPROVED – RESUBMIT NA = NO ACTION REQ'D
DEALER'S COMMENTS: ARCHITECT'S COMMENTS:	DEALER'S NAME _____ SIGNATURE _____ cc: Owner Consultant	

AVAILABILITY OF ELECTRONIC FILES (FURNISHINGS)

PART 1 – GENERAL

1.1 POLICY

- A. As a service to bidders, contractors, subcontractor, vendors, material suppliers and others needing electronic copies of drawing files, the Architect will provide CAD files in the form of a CD-ROM in accordance with the following policy:
1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
 2. It is further understood and agreed that the undersigned will hold TMP Architecture harmless and indemnify TMP Architecture from all claims, liabilities, losses, etc., including attorney's fees arising out of the use or misuse of the transferred items.
 3. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD 2004.
 4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
 5. As a record of information to be transmitted, TMP Architecture will prepare a duplicate back-up for its files, which may be electronic or hard-copy.
 6. Compensation for providing this material will be as follows:
 - a. Base Fee of \$250 for 1 to 3 drawings.
 - b. Base Fee of \$500 for 4 to 10 drawings.
 - c. For each additional drawing after 10 the fee is \$40.00 per drawing (i.e., 11 drawings = \$540).
 7. Payment must be provided along with a signed copy of the Release Letter before files will be released.

1.2 REQUEST PROCEDURE

- A. To receive files the attached Release Letter must be completed in full and submitted to the Construction Manager (or General Contractor) to be forwarded to the Project Manager at TMP Architecture.
1. An original signed copy of the Release Letter must be submitted; faxed or emailed copies will not be accepted.
 2. Upon remittance of the signed Release Letter and Fee, allow five working days for processing.
 3. No email transmissions of documents will be provided.

Date: _____

Firm Requesting Files:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Re: Letter of Authorization for CAD File Transfers

Furnishings Project Name: _____

TMP Project No. : _____ Bid Pack No. : _____

Dear Sir:

Per your request, TMP Architecture will transmit the requested CAD files in the form of CD-ROM upon receipt of an original signed copy of this letter with conditions of agreement as stated.

1. By acceptance it is understood and agreed that the data and medium being supplied is to be used only for the project referenced.
2. It is further understood and agreed that the undersigned will hold TMP Architecture harmless and indemnify TMP Architecture from all claims, liabilities, losses, etc., including attorney's fees arising out of the use or misuse of the transferred items.
3. It is understood and agreed that the items transmitted are prepared from CAD files current at the time of preparation. All files are AutoCAD 2004.
4. This information does not waive the need to verify and review current field conditions and the status of Addenda and/or Bulletin documentation.
5. As a record of information to be transmitted, we will prepare a duplicate back-up for our files, which may be electronic or hard-copy.
6. Compensation for providing this material will be as follows: Base Fee of \$250 for 1 to 3 drawings and a Base Fee of \$500 for 4 to 10 drawings; for each additional drawing after 10 the fee is \$40.00 per drawing (i.e., 11 drawings = \$540). Payment must be provided along with a signed copy of this form before files will be released. Please remit to TMP Architecture and allow five working days for processing.

Fee: \$_____ Drawings: _____

Signed: _____ Printed Name/Title: _____

Firm Requesting: _____

Phone: _____ Fax: _____

To Be Completed By TMP Architecture, Inc.

Released (signed by): _____ TMP Architecture, Inc.

Printed Name/Title: _____ Date: _____

****END OF SECTION****



Novi Community School District

PRICE PROPOSAL

Date: 2/1/2023

Prepared For: Sarah Watson

Quote Number: 1810-26779

Valid For 58 Days

Prepared by: Steve Timmer

Confidential

© 2023 Dew-El Corporation. The information in this transmittal is proprietary to Dew-El Corporation. It is provided on the condition that it remains in confidence between Dew-El Corporation and the recipient of this quote. Do Not Copy, Distribute nor Share the Contents of this proposal without the written permission of Dew-El Corporation.

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
<http://www.Dew-El.com>



SUMMARY PAGE

Quote # 1810-26779

Project Scope

Bill To

Novi Community School District
25345 Taft Road
Novi, MI 48374

Install To

Novi High School
24062 Taft Rd
Novi, MI 48375

Project Investment

Project Total	\$10,433.91
Tax (0%)	\$0.00
Grand Total	\$10,433.91

Payment Schedule

Net 30

100% Due Net 30	\$10,433.91
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Price Summary by Phase

Option	Phase / TAG	Price	Tax	Total
Novi High School - Phase 2 Summer 2023	Wisconsin Bench	\$10,433.91	\$0.00	\$10,433.91
		\$10,433.91	\$0.00	\$10,433.91
Grand Total		\$10,433.91	\$0.00	\$10,433.91

Dew-El Corporation
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Fax: (616) 396-6669
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QUOTATION

1810-26779

VALID UNTIL 3/31/2023

BILL TO

Novi Community School District
25345 Taft Road
Novi, MI 48374

INSTALL TO

Novi High School
24062 Taft Rd
Novi, MI 48375

Salesperson
Steve Timmer

Payment Terms
Net 30

DELIVER TO

Novi High School
24062 Taft Rd
Novi, MI 48375

Novi High School - Phase 2 Summer 2023

Wisconsin Bench

LINE #	QTY	UNIT	PART # / DESCRIPTION	PRICE EA	EXT PRICE
1	3.00	EA	TOR9093-ADJ09 / Rectangle 36x72x1.75 TORO Table, BBT Top. Item Specifics: <ul style="list-style-type: none"> • Leg Code Summary: 1.5" Adjustable Square Tube Textured Black • Hardwood_Selection: Hardwood • WS_Finish: 2 Coats Lacquer Top/Sides 1 Coat Btm • Leg Accessories: 3" HD Locking Casters • Overall Product Height: 28.25" - 42.25" Overall Height • Corner_Gusset: Gussets LOCATION: H111 Robotics Lab TAG: G1 	\$1,566.51	\$4,699.52
2	1.00	EA	TOR9083-ADJ09 / Rectangle 30x72x1.75 TORO Table, BBT Top. Item Specifics: <ul style="list-style-type: none"> • Leg Code Summary: 1.5" Adjustable Square Tube Textured Black • Hardwood_Selection: Hardwood • WS_Finish: 2 Coats Lacquer Top/Sides 1 Coat Btm • Leg Accessories: 3" HD Locking Casters • Overall Product Height: 28.25" - 42.25" Overall Height • Corner_Gusset: Gussets LOCATION: H111 Robotics Lab TAG: G2 	\$1,459.82	\$1,459.82
3	1.00	EA	TOR9070-ADJ09 / Rectangle 24x54x1.75 TORO Table, BBT Top Item Specifics: <ul style="list-style-type: none"> • Leg Code Summary: 1.5" Adjustable Square Tube Textured Black • Hardwood_Selection: Hardwood • WS_Finish: 2 Coats Lacquer Top/Sides 1 Coat Btm • Leg Accessories: 3" HD Locking Casters • Overall Product Height: 28.25" - 42.25" Overall Height • Corner_Gusset: Gussets LOCATION: H111 Robotics Lab TAG: G4 	\$1,244.83	\$1,244.83
4	1.00	EA	TOR9082-ADJ09 / Rectangle 30x60x1.75 TORO Table, BBT Top. Item Specifics: <ul style="list-style-type: none"> • Leg Code Summary: 1.5" Adjustable Square Tube Textured Black • Hardwood_Selection: Hardwood • WS_Finish: 2 Coats Lacquer Top/Sides 1 Coat Btm • Leg Accessories: 3" HD Locking Casters • Overall Product Height: 28.25" - 42.25" Overall Height • Corner_Gusset: Gussets LOCATION: H111 Robotics Lab TAG: G3 	\$1,354.74	\$1,354.74
5	1.00	EA	Freight / Freight / Shipping / Packaging - includes Lift gate	\$700.00	\$700.00
6	1.00	EA	INSTALL / Labor to Receive, Deliver, Install, and remove debris	\$975.00	\$975.00

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QUOTATION

1810-26779

VALID UNTIL 3/31/2023

Novi High School - Phase 2 Summer 2023

CUSTOMER SIGN OFF

subtotal	\$10,433.91
sales tax	\$0.00
<hr/>	
total	\$10,433.91

Authorized Signature

Accepted Date

Print Name

Dew-El Corporation
10841 Paw Paw Drive
Holland, MI 49424
Phone: (616) 396-6554
Fax: (616) 396-6669
http://www.Dew-El.com



QUOTATION

1810-26779

VALID UNTIL 3/31/2023

Dew-El Corporation would like to thank you for the opportunity to quote your furniture needs. The attached proposal outlines the specifications and pricing based on the information provided. By signing and returning this quote, you agree to be bound by the terms and conditions contained herein which shall become the fully integrated agreement between you, the Client, and Dew-El Corporation.

DELIVERY AND INSTALLATION

1. Delivery/installation services are performed during normal business hours Monday through Friday 8:00am to 5:00pm unless otherwise specified; Client may incur additional charges for services performed after hours and/or weekends. All labor is quoted as a single-phase installation unless noted otherwise. If additional trips or phases are required due to the Client not being prepared for delivery or the site not being ready, it may result in added cost to the labor quote. Product will be delivered and installed on a mutually agreed upon date. All available spaces must be ready for furniture; installation of all carpet, painting, lighting, and ceiling tiles must be completed. If delivery and/or installation are requested by the Client to an uncompleted space, Client accepts responsibility for any damage to or theft of the product. The Client may request partial delivery and/or installation when placing the order. If so, the Client agrees to both take delivery and pay for all delivered items on a partial basis.
2. Prior to the installation, Dew-El Corporation is to be informed of the following guidelines or restrictions for proper access to the building: dock accessibility, sidewalks, parking lots, elevator access above the first floor, time restrictions, security checks or any safety requirements needed for access to your facility during the time of the installation. Any notification that delivery and/or installation cannot be accepted must be communicated to Dew-El Corporation no later than 12:00pm on the business day prior to the scheduled delivery and/or installation date. Dew-El Corporation requests product to be shipped by our manufacturers according to customer needs. If a Client has requested product to be installed by a specific date, Dew-El Corporation will work with the manufacturer to have all product received in time for the installation date requested by the customer. Dew-El Corporation shall not be held liable for manufacturing/delivery delays outside of Dew-El Corporation's control. If for any reason the customer delays the original installation date, Dew-El Corporation reserves the right to invoice for all product shipped according to the customer requested delivery date.

SALES TAX

Prices quoted include sales tax, and taxes will be included upon invoicing, unless an exemption certificate is furnished by the Client. If tax-exempt, please send a copy of your exemption certificate along with your signed quote.

PAYMENT TERMS

1. The following estimate is valid for 30 days. Payment terms are net due 30 days from invoice date, which is initiated upon shipment and/or fulfillment of service.
2. In the event of project delays due to construction, trades or equipment, the Client is expected to bring payments to a net retainage of 90% of the estimate. The Client is permitted to hold as retainage an amount equal to the value of uncompleted work, damaged or incorrect items.
3. Should Client default in payment of this Contract, charges shall be added from the date of default at the rate of one and one half percent (1 1/2%) per month, (18% per annum).
4. Client agrees to pay a Transaction Convenience fee of three point eight percent (3.8%) of the sell price shown on the proposal (including applicable sales tax) when the method of payment is in any form other than Dew-El Corporation's standard payment methods, which include cash, check, or ACH/direct deposit.

ACCEPTANCE

All sales are final; specified product is non-returnable and non-refundable. Claims for defects, errors or shortages must be made in writing within twenty business days after delivery. Failure to make a claim within such period shall constitute acceptance of the items.

CANCELLATIONS AND CHANGES

To accept the following estimate, drawings, specifications and delivery and installation conditions please sign both below and the last page of the estimate. If a purchase order is required for payment, that order number must be provided at the time of order placement. Any change(s) to an existing order may incur additional fees once the order has been placed. Such charges may include but not limited to; date moves, product changes/deletions, and "ship to" changes. Your signature approves Dew-El Corporation Terms and Conditions stated above.

Authorized Signature _____ Date _____

Title _____ PO No. _____

Company _____

.cs2654AE3A{text-align:left;text-indent:0pt;margin:0pt 0pt 0pt 0pt} .csC8F6D76{color:#000000;background-color:transparent;font-family:Calibri;font-size:11pt;font-weight:normal;font-style:normal;}


Pricing for WB Mfg is provided according to National Purchasing Contract TIPS 210305

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Dew-El Corporation (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By:  (Bidder Signature)

Title: Learning Environment Specialist (type or print)

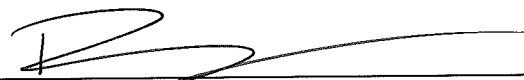
Date: 1/31/23

Subscribed and Sworn to Before Me:

This 31st day of January, 20 23 A.D., in and for the

County of Ottawa, Michigan.

My Commission expires 10-03-2023.


Signature of Notary

RAQUEL PENA ROSAS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires 10/03/2023
Acting County of Ottawa

NON-COLLUSION AFFIDAVIT


STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Dew-El Corporation


Bidder (Firm)


Signature of Bidder or Agent

Subscribed and sworn to before me this 31st day of January, 2023.

My commission expires: 10-03-2023

County of residence: Ottawa


Notary Public Signature

Seal

RAQUEL PENA ROSAS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires 10/03/2023
Acting County of Ottawa

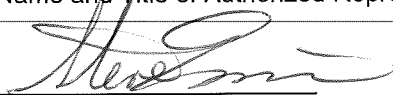
CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Dew-EI Corporation
Name of Company

Steve Timmer, Learning Environment Specialist
Name and Title of Authorized Representative


Signature

1/31/23
Date

END OF SECTION



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	1 of 16

T Novi Community Schools
O 25345 Taft Rd
Novi, MI 48374

ATTN: Sandra Brasil
Phone: 248-449-1200
Email: Sandra.Brasil@novik12.org

S Novi High School
H 24062 Taft Rd
I Novi, MI 48375
P

T ATTN: Sarah Watson
O Phone: 248-338-4561
Email: SWATSON@TMP-ARCHITECTURE.COM

Prepared for : Bari Pfeiffer

Sit On It - Omnia Contract 2020000604

Allsteel - Omnia Contract R191802

Hon - Omnia Contract R191804

Due to the current challenges in the global supply chain and labor environment, pricing and lead times remain in a state of flux. Our team will do it's best to communicate any changes as they arise and provide the best available solutions to meet your needs. Thank you for your business and understanding.

Group	Quantity	Description	Unit Price	Extended Amount
ALLSTEEL	1.0		28,121.75	28,121.75

Line	Quantity	Description	Unit Price	Extended Amount
1	2.00 Each	AF5RS7230D--\$(L1STD)-.LT8D-.EV-.GC-P 72Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .GC:Center Grommet P:Plastic Grommet Tag: Tag TG: A1 Tag L1: A1	194.42	388.84
2	2.00 Each	9120R6024--.GC-P-\$(L1STD)-.LT8D-.EV-.600W-X240D Spcl Size 48-1/8-60Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear P:Plastic Grommet \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .600W:60" W X240D:24" Depth Tag: Tag TG: A1 Tag L1: A1	178.62	357.24
3	2.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A1 Tag L1: A1	493.35	986.70



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	2 of 16

4	4.00 Each	Y629LKNP--\$(P1)-.P8D Lt Scale 29-1/2H Leg Non-handed Pntd \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A1 Tag L1: A1	68.84	275.36
5	2.00 Each	K6DME1160L--.X-\$(L1STD)-.LM11-EV-\$(P1)-.P8D 60W End Mounting Laminate Modesty .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft EV:Loft \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A1 Tag L1: A1	210.60	421.20
6	2.00 Each	CMT36--\$(P1)-.P8D Cable Mgmt Kit 36W \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A1	28.67	57.34
7	2.00 Each	ELF830SB--\$(P1)-.P8D-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P1):P1 Paint Grade .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A1	382.95	765.90
8	2.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A1	236.34	472.68
9	4.00 Each	OH1530RD--.YZ-\$(P1)-.P8D-.OMT 15H x30W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A1 Tag L1: A1	227.18	908.72
10	4.00 Each	TWTH Horizontal Wall Track Tag: Tag TG: A1 Tag L1: A1	25.55	102.20
11	2.00 Each	ZWMTB2060--\$(A)-.CIRC-07 Strd 20Hx60W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A1 Tag L1: A1	200.46	400.92



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	3 of 16

12	2.00 Each	APWRMOD2Q--.SNW 2 Power 1 Dual USBA Qi Power Module .SNW:Snow Tag: Tag TG: A1 Tag L1: A1	148.20	296.40
13	1.00 Each	LKFE4MTS--\$(KEYNUM)-.SEQ/-101-.2 Lock Core Kit Matte Silver -- 4 cores 2 keys \$(KEYNUM):Key Number .SEQ/:Key Number Sequence Start 101:Key Number 101 .2:2 Tag: Tag TG: A1 Tag L1: A1	39.98	39.98
14	1.00 Each	AF5RS7230D--\$(L1STD)-.LT8D-.EV-.GC-P 72Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .GC:Center Grommet P:Plastic Grommet Tag: Tag TG: A2 Tag L1: A2	194.42	194.42
15	1.00 Each	9120R4824--.GC-P-\$(L1STD)-.LT8D-.EV-.480W-X240D Spcl Size 42-1/8-48Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear P:Plastic Grommet \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .480W:48" W X240D:24" Depth Tag: Tag TG: A2 Tag L1: A2	145.67	145.67
16	1.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A2 Tag L1: A2	493.35	493.35
17	2.00 Each	Y629LKNP--\$(P1)-.P8D Lt Scale 29-1/2H Leg Non-handed Pntd \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A2 Tag L1: A2	68.84	137.68
18	1.00 Each	K6DME1160L--.X-\$(L1STD)-.LM11-EV-\$(P1)-.P8D 60W End Mounting Laminate Modesty .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft EV:Loft	210.60	210.60



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
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Terms	NET 30
Page	4 of 16

		\$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A2 Tag L1: A2		
19	1.00 Each	CMT36--\$(P1)-.P8D Cable Mgmt Kit 36W \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A2	28.67	28.67
20	1.00 Each	ELF830SB--\$(P1)-.P8D-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P1):P1 Paint Grade .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A2 Tag L1: A2	382.95	382.95
21	1.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A2 Tag L1: A2	236.34	236.34
22	1.00 Each	OH1548RD--.YZ-\$(P1)-.P8D-.OMT 15H x48W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A2 Tag L1: A2	276.71	276.71
23	1.00 Each	TWTH Horizontal Wall Track Tag: Tag TG: A2 Tag L1: A2	25.55	25.55
24	1.00 Each	ZWMTB2048--\$(A)-.CIRC-07 Strd 20Hx48W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A2 Tag L1: A2	195.98	195.98
25	1.00 Each	APWRMOD2Q--.SNW 2 Power 1 Dual USB A Qi Power Module .SNW:Snow Tag: Tag TG: A2 Tag L1: A1	148.20	148.20
26	1.00 Each	LKFE3MTS--\$(KEYNUM)-.X101-.1 Lock Core Kit Matte Silver -- 3 cores 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .1:1	17.16	17.16



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	5 of 16

		Tag: Tag TG: A2 Tag L1: A2		
27	1.00 Each	AF5RS6630D--\$(L1STD)-.LT8D-.EV-.GC-P 66Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .GC:Center Grommet P:Plastic Grommet Tag: Tag TG: A3 Tag L1: A3	189.54	189.54
28	1.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A3 Tag L1: A3	493.35	493.35
29	1.00 Each	9120R7224--.GC-P-\$(L1STD)-.LT8D-.EV-.660W-X240D Spcl Size 60-1/8-72Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear P:Plastic Grommet \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .660W:66" W X240D:24" Depth Tag: Tag TG: A3 Tag L1: A3	213.14	213.14
30	2.00 Each	Y629LKNP--\$(P1)-.P8D Lt Scale 29-1/2H Leg Non-handed Pntd \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A3 Tag L1: A3	68.84	137.68
31	1.00 Each	ZWMTB2030--\$(A)-.CIRC-07 Strd 20Hx30W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A3 Tag L1: A3	188.76	188.76
32	1.00 Each	ZWMTB2036--\$(A)-.CIRC-07 Strd 20Hx36W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A3 Tag L1: A3	190.91	190.91
33	1.00 Each	K6DME1154L--.X-\$(L1STD)-.LM11-EV-\$(P1)-.P8D 54W End Mounting Laminate Modesty	195.20	195.20



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	6 of 16

		.X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft EV:Loft \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A3 Tag L1: A3		
34	1.00 Each	CMT36--\$(P1)-.P8D Cable Mgmt Kit 36W \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A3	28.67	28.67
35	1.00 Each	ELF830SB--\$(P1)-.P8D-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P1):P1 Paint Grade .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A3 Tag L1: A3	382.95	382.95
36	1.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A3 Tag L1: A3	236.34	236.34
37	1.00 Each	OH1530RD--.YZ-\$(P1)-.P8D-.OMT 15H x30W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A3 Tag L1: A3	227.18	227.18
38	1.00 Each	OH1536RD--.YZ-\$(P1)-.P8D-.OMT 15H x36W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A3 Tag L1: A3	239.85	239.85
39	2.00 Each	TWTH Horizontal Wall Track Tag: Tag TG: A3 Tag L1: A3	25.55	51.10
40	1.00 Each	APWRMOD2Q--.SNW 2 Power 1 Dual USBA Qi Power Module .SNW:Snow Tag: Tag TG: A3 Tag L1: A3	148.20	148.20



Proposal

Interior Environments - Novi
48700 Grand River Ave
Novi, MI 48374
Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	7 of 16

41	1.00 Each	LKFE4MTS--\$(KEYNUM)-.X101-.1 Lock Core Kit Matte Silver -- 4 cores 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .1:1 Tag: Tag TG: A3 Tag L1: A3	22.82	22.82
42	1.00 Each	AF5RS7230D--\$(L1STD)-.LT8D-.EV-.GC-P 72Wx30D Rect Lam Flat Edge Single Surface \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .GC:Center Grommet P:Plastic Grommet Tag: Tag TG: A4 Tag L1: A4	194.42	194.42
43	1.00 Each	9120R9624--.GC-P-\$(L1STD)-.LT8D-.EV-.960W-X240D Spcl Size 84-1/8-96Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear P:Plastic Grommet \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .960W:96" W X240D:24" Depth Tag: Tag TG: A4 Tag L1: A4	285.29	285.29
44	1.00 Each	9120R9624--.GC-P-\$(L1STD)-.LT8D-.EV-.900W-X240D Spcl Size 84-1/8-96Wx18-1/8-24D Flat Eg .GC:Centered 4-1/2" From Rear P:Plastic Grommet \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft .900W:90" W X240D:24" Depth Tag: Tag TG: A4 Tag L1: A4	285.29	285.29
45	1.00 Each	A6REC3S2LTF--\$(P2)-.PR6-.X-.MEM A6 3 Stage 2 Leg Rectangle T Foot \$(P2):P2 Paint Opts .PR6:Silver .X:Standard Glide .MEM:Memory Preset Tag: Tag TG: A4 Tag L1: A4	493.35	493.35
46	1.00 Each	CMT36--\$(P1)-.P8D Cable Mgmt Kit 36W \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A4	28.67	28.67
47	4.00 Each	Y629LKNP--\$(P1)-.P8D Lt Scale 29-1/2H Leg Non-handed Pntd	68.84	275.36



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	8 of 16

		\$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A4 Tag L1: A4		
48	2.00 Each	ELF830SB--\$(P1)-.P8D-.OMT 28H x 30W x 18D Essentials 2H SUPPORT Lat Bevel \$(P1):P1 Paint Grade .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A4 Tag L1: A4	382.95	765.90
49	2.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A4 Tag L1: A4	236.34	472.68
50	2.00 Each	OH1530RD--.YZ-\$(P1)-.P8D-.OMT 15H x30W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A4 Tag L1: A4	227.18	454.36
51	1.00 Each	OH1536RD--.YZ-\$(P1)-.P8D-.OMT 15H x36W Receding Door Overhead-No Pull .YZ:Stride-DNA-Optimize \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A4 Tag L1: A4	239.85	239.85
52	3.00 Each	TWTH Horizontal Wall Track Tag: Tag TG: A4 Tag L1: A4	25.55	76.65
53	2.00 Each	ZWMTB2030--\$(A)-.CIRC-07 Strd 20Hx30W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A4 Tag L1: A4	188.76	377.52
54	1.00 Each	ZWMTB2036--\$(A)-.CIRC-07 Strd 20Hx36W Wall-Mounted Tackboard \$(A):GRD A FAB .CIRC:Circuit 07:Moon Tag: Tag TG: A4 Tag L1: A4	190.91	190.91



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	9 of 16

55	1.00 Each	APWRMOD2Q--.SNW 2 Power 1 Dual USBA Qi Power Module .SNW:Snow Tag: Tag TG: A4 Tag L1: A4	148.20	148.20
56	1.00 Each	LKFE7MTS--\$(KEYNUM)-.X103-.1 Lock Core Kit Matte Silver -- 7 cores 2 keys \$(KEYNUM):Key Number .X103:Key Number 103 .1:1 Tag: Tag TG: A4 Tag L1: A3	39.98	39.98
57	1.00 Each	YPTP652424RBBFM--.BX-.B-\$(P1)-.P8D-\$(MATCH)-.NA-.X Align 65x24x24 Personal Twr MetFront Plinth .BX:Recessed Plinth .B:Bevel \$(P1):P1 Paint Opts .P8D:Pewter \$(MATCH):Match Case .NA:Match Case .X:Omit Lock Tag: Tag TG: A5 Tag L1: A5	1,099.63	1,099.63
58	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X103-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X103:Key Number 103 .1:1 Tag: Tag TG: A5 Tag L1: A5	11.51	11.51
59	1.00 Each	ELF330NB--\$(P1)-.P8D-.OMT Ess Lat 30W 39-1/8H 3-12" Drws Bev Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A7 Tag L1: A7	525.64	525.64
60	1.00 Each	ESC330B--\$(P1)-.P8D-.OMT Essentials 39-1/8Hx30W Storage Cab Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A6 Tag L1: A6	441.84	441.84
61	1.00 Each	ISLAUTNPB6018S2--.X-\$(L1STD)-.LT8D-.EV Stor Isla Top 60Wx18D S2 .X:Non-FSC Wood \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft Tag: Tag TG: A6/A7 Tag L1: A6/A7	123.94	123.94



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	10 of 16

62	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X101-.1 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .1:1 Tag: Tag TG: A6/A7 Tag L1: A6/A7	11.51	11.51
63	3.00 Each	PM187-183B--\$(P1)-.P8D-.OMT Essentials Mobile Ped BBF 28Hx18Dx15W Bevel Pull \$(P1):P1 Paint Opts .P8D:Pewter .OMT:omt Core to Ord key Alike Tag: Tag TG: A8 Tag L1: A8	236.34	709.02
64	1.00 Each	LKFE3MTS--\$(KEYNUM)-.X104-.3 Lock Core Kit Matte Silver -- 3 cores 2 keys \$(KEYNUM):Key Number .X104:Key Number 104 .3:3 Tag: Tag TG: A8 Tag L1: A8	42.71	42.71
65	3.00 Each	A995--\$(P1)-.P8D A990 File 5-Drawer Letter 15W 28-1/2D 60H \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A9 Tag L1: A9	649.00	1,947.00
66	1.00 Each	LKFE2MTS--\$(KEYNUM)-.X101-.3 Lock Core Kit Matte Silver -- 2 cores 2 keys \$(KEYNUM):Key Number .X101:Key Number 101 .3:3 Tag: Tag TG: A9 Tag L1: A9	28.67	28.67
67	1.00 Each	AMPTLF30SQR--.X-\$(L1STD)-.LT8D-.EV Structure 30" X 30" Square Top Lam Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LT8D:Silver Mesh .EV:Loft Tag: Tag TG: A10 Tag L1: A10	158.22	158.22
68	1.00 Each	AMPTXM29C--\$(P1)-.P8D Structure X Base Med. Seated Height with Casters \$(P1):P1 Paint Grade .P8D:Pewter Tag: Tag TG: A10 Tag L1: A10	238.70	238.70
69	1.00 Each	AMPTLF36SQR--.X-\$(L1STD)-.LT8D-.EV Structure 36" X 36" Square Top Lam Square Edge .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates	184.82	184.82



Proposal

Interior Environments - Novi
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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	11 of 16

		.LT8D:Silver Mesh .EV:Loft Tag: Tag TG: A11 Tag L1: A11		
70	1.00 Each	AMPTXM29C--\$(P1)-.P8D Structure X Base Med. Seated Height with Casters \$(P1):P1 Paint Grade .P8D:Pewter Tag: Tag TG: A11 Tag L1: A11	238.70	238.70
71	1.00 Each	PTSTL--.FSC-\$(P1)-.P4Q-\$(L1STD)-.LWD-.DD Parallel 22x22 Laminate Side Table .FSC:FSC Wood \$(P1):P1 Clr Opts .P4Q:Carbon \$(L1STD):Grd L1 Standard Laminates .LWD:Natural Maple .DD:Natural Maple *Prev EDD* Tag: Tag TG: A12 Tag L1: A12	746.12	746.12
72	1.00 Each	K6DME1154L--.X-\$(L1STD)-.LM11-EV-\$(P1)-.P8D 54W End Mounting Laminate Modesty .X:Standard Wood \$(L1STD):Grd L1 Standard Laminates .LM11:Loft EV:Loft \$(P1):P1 Paint Opts .P8D:Pewter Tag: Tag TG: A13 Tag L1: A13	195.20	195.20
73	2.00 Each	AMKF22--.X Master Key .X:No Color Choice	5.85	11.70
74	1.00 Each	FREIGHT FREIGHT - ALLSTEEL	1,125.94	1,125.94
76	1.00 Each	LABOR----- LABOR - ALLSTEEL, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :5 Private Offices :1 Personal Tower :1 Storage Cab and 1 Lateral with common top :3 Mobile Peds :3 5 Drawer Vertical Files :1 30x30 Sq Table :1 36x36 Sq. Table :1 End Table :1 Modesty Panel	5,040.00	5,040.00

Group	Quantity	Description	Unit Price	Extended Amount
HON	1.0		2,247.75	2,247.75



Proposal

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48700 Grand River Ave
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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	12 of 16

Line	Quantity	Description	Unit Price	Extended Amount
77	5.00 Each	HIWMUL--Y1-V-H-\$(1)-CU-10-AL-SB-T Ign 2.0 Mid-back Uphlstrd w/Lumbar .Y1:Syncho-Tilt W Seat Slider .V:All-Adjustable Arm .H:Hard Caster \$(1):Gr 1 UPH .CU:Centurion 10:Black .AL:Adjustable Lumbar .SB:Standard Base .T:Black Tag: Tag TG: D1 Tag L1: D1	404.55	2,022.75
79	1.00 Each	LABOR--- LABOR - HON, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :5 Task Chairs :	225.00	225.00

Group	Quantity	Description	Unit Price	Extended Amount
SITONIT	1.0		13,023.72	13,023.72

Line	Quantity	Description	Unit Price	Extended Amount
80	28.00 Each	1061FT4.MB.AR1--SC1-FC1--~CS6-MC21--~FG2-SLIDE-ONYX-AC Movi, Nesting Chair, Mesh Back, Fixed Arm SC1:Black FC1:Black Base ~:Black CS6:Hard Floor and Carpet Casters MC21:Nickel Mesh ~:No Selection FG2:Fabric Grade 2 SLIDE:Slide Standard Color Selection ONYX:Slide Onyx AC:Fully Assembled in Carton Tag: Tag TG: E1 Tag L1: E1	398.88	11,168.64
81	8.00 Each	1181.FT2.PS.PB.AR0--FC15-CGR-SC8-AC Sprout Wire Rod Stacking Chair, Plastic Seat, Plastic Back, Armless FC15:Chrome Frame CGR:Clear Glides SC8:Slate AC:Fully Assembled in Carton Tag: Tag TG: E2 Tag L1: E2	113.76	910.08
82	1.00	LABOR---	945.00	945.00



Proposal

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Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	13 of 16

	Each	LABOR - SIT ON IT, Non Union, Normal Business Hours, No Stair Carry, No Permits, No Electrical Connections, All Debris removed. :28 Movi Nesting Chairs :8 Stack Chairs		
--	------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

Order Sub-Total : \$43,393.22

TOTAL ORDER : \$43,393.22

Required Deposit 35.0% : \$15,187.63

PLEASE REVIEW THIS QUOTATION AND NOTIFY US PROMPTLY OF ANY CORRECTIONS REQUIRED THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

A FINANCE CHARGE OF 1-1/2% PER MONTH WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE CHARGED ON ACCOUNTS PAST DUE.

Signature: _____ Name: _____ Title: _____ Date: _____



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	14 of 16

**Balco Interiors LLC and IE Connect LLC -
d/b/a INTERIOR ENVIRONMENTS
TERMS AND CONDITIONS OF SALE**

1. PROPOSALS AND ORDERS

- A. **TERM:** All prices quoted by Interior Environments ("Seller") are valid for 30 days from date of proposal.
- B. **OFFER AND ACCEPTANCE:** All orders for the purchase of goods and services from Seller require a proposal prepared by Seller which has been approved and signed by an authorized signatory of Buyer. Seller's proposal shall constitute an offer and Buyer's approval of the proposal shall constitute acceptance of that offer. If Buyer submits a purchase order before Seller issues a proposal, Seller's proposal shall constitute a counteroffer and Buyer's approval of the Seller's proposal shall constitute acceptance of that counter offer without any additional terms or conditions.
- C. **AGREEMENT:** Following the offer and acceptance described above and Seller's payment as provided in paragraph 2 below, an "Agreement" between the parties shall be deemed to have been formed with such Agreement comprised solely of Seller's proposal together with these Terms and Conditions of Sale. The Agreement shall be deemed to supersede any prior written or oral agreements and any different or conflicting terms in any quote, invoice, Buyer purchase order, shipper or any other document. For the avoidance of doubt, any different, additional or conflicting terms provided on any ancillary Buyer document(s) are expressly rejected by Seller.
- D. **MODIFICATIONS/CHANGES/CANCELLATIONS:** Any requested modification to an Agreement is subject to the approval of Seller and the manufacturer or supplier of the goods ordered. Buyer will pay any and all additional charges resulting from order modifications, cancellations, and changes. Express Ship Orders cannot be changed or cancelled. All goods are custom manufactured to customer specifications and, therefore, cannot be returned. Restocking programs are not available. Any modifications of an Agreement must be made via a signed and dated revised proposal.

2. CREDIT APPROVAL AND DEPOSITS

All orders are subject to credit approval. A deposit of 50% is required on all orders greater than \$5,000.00. No interest shall accrue on such deposits. Orders less than \$5,000.00 must be paid in full. The Agreement is deemed entered upon such payment by Buyer.

3. OWNERSHIP AND RISK OF LOSS

Transfer of title to the goods as between Seller and Buyer shall be deemed to have occurred when the Agreement is entered, and thereafter Buyer shall insure against risk of loss. If the goods are first received on behalf of Buyer by Seller, such goods shall be considered held by Seller subject to bailment for the sole benefit of Buyer.

4. PAYMENT

- A. **TIMING:** Any remaining balance on goods purchased under this Agreement and any related installation or other services will be invoiced upon delivery of the goods to the job site or, if installed by Seller, following substantial completion. Direct shipments from manufacturers will be invoiced upon shipment from the manufacturer. Any goods being held at Buyer's request, due to delays or otherwise, will be invoiced for product only upon Seller's receipt of same with separate invoicing for installation or other related services upon substantial completion.
- B. **PAYMENT TERMS:** Seller has the right to increase its prices at any time upon notice to Buyer to reflect any and all unusual or unforeseen increases in Seller cost, provided that any such increase shall be limited to the increase actually incurred by Seller. Buyer will not offset or recoup any claim against amounts due Seller. All invoices are due on the date noted on the related invoice. A monthly service charge of 1.5% (18% A.P.R.) will be assessed on all unpaid balances, including accrued but unpaid monthly service charges, after the invoice due date. A service charge of three percent (3%) of the invoice amount will be added to all invoices paid by credit card.
- C. **FREIGHT:** Buyer is solely responsible for any applicable freight and handling charges, including tariffs, for delivery from the manufacturer to Seller and is FOB origin. If not included in the proposal, such charges are not included in a price quotation and will be invoiced to Buyer separately after the Seller is invoiced by the carrier or manufacturer.
- D. **TAXES:** Buyer is solely responsible for any applicable sales, use, excise, or other taxes. If not included in the proposal, applicable taxes will be invoiced separately. If Buyer possesses tax-exempt status, a certificate of resale, or tax exemption is to be provided prior to order placement.
- E. **DELAYS:** If Buyer is unable or unwilling to receive goods at the prescribed shipping site on the mutually agreed delivery date any goods



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	15 of 16

thereafter stored by Seller will be at Buyer's expense until such time as Buyer is able to accept delivery. Seller shall have no obligation or liability to Buyer whatsoever for failure to ship goods by a particular date.

5. DELIVERY AND INSTALLATION

- A. **DELIVERY AND INSTALLATION:** Any contracted delivery and installation will be made during Seller's normal business hours of 7:00 a.m. to 3:30 p.m., Monday through Friday. Overtime delivery or installation performed at the Buyer's request will be subject to labor rates reflecting time-and-a-half for weekdays and double time for weekends and holidays. If applicable trade regulations require employing union tradesmen to complete the installation or delivery, any additional incremental costs will be invoiced to and paid by the Buyer. Seller shall not be liable for failure or delay in installation due to the installation site not being ready for installation. Any shipping, delivery, and performance dates are estimates only, and time is not of the essence. Seller may ship or direct shipments of all the goods at one time or in portions from time to time. Seller has the right, but not the obligation, to determine the method of shipment and routing of the goods, unless otherwise stated in Seller's delivery and installation proposal or acknowledgement.
- B. **SELLER'S RESPONSIBILITIES:** Unless received by Buyer or Buyer's agent directly, Seller will receive, inspect, stage, and if contracted, install Buyer's goods. All furnishings will be left clean and in working order. Carton and packing materials will be removed to the Buyer's waste disposal containers, and the premises will be left broom clean. At Seller's option, Seller may direct shipments directly to the job site.
- C. **BUYER'S ACCEPTANCE:** Buyer agrees to have an agent on the premises at the agreed upon time to accept goods, deliveries, installation, and completed work. All goods and services shall be considered accepted after Buyer or his agent has signed an acknowledgement document(s). All claims or exceptions must be made in writing the date the work is substantially complete. Notwithstanding the foregoing, if Buyer or Buyer's agent is unavailable or unwilling to sign acknowledgment document(s), Buyer shall be deemed to have accepted the goods and services "as is" or as otherwise noted by Seller on the acknowledgement document.
- D. **DROP SHIPMENTS:** In case of drop shipments where goods are delivered without installation, Buyer will receive, inspect, and install ordered goods. Buyer is also responsible for filing necessary freight claims in the event of damage. Buyer shall have no claims against Seller due to damage and may not withhold payment on account thereof.
- E. **CONDITION OF JOB SITE:** Buyer's job site shall be clean, clear of all obstructions, and free of debris prior to any Seller installation. Charges will be assessed to the Buyer for excessive handling, storage and transportation incurred because of site conditions, activity of other trades, or other reasons not specifically identified in the price quotation, at a standard hourly rate, or at actual charges plus fees, if labor is performed by a third party.
- F. **JOB SITE SERVICES:** Buyer will furnish electrical current, heating, lighting, trash disposal containers, hoisting and/or elevator services, and suitable unobstructed dock space and staging areas at the job site without charge to Seller if Seller is to provide installation. If Seller is required to remove or handle existing furniture, the additional cost of moving and transporting shall be billed to the Buyer on an hourly basis. Once installation has begun, Buyer agrees to assume any expense incurred by Seller due to changes made at the Buyer's request or for any reason beyond Seller's reasonable commercial control.
- G. **ELECTRICAL INSTALLATION:** A licensed electrician may be required to install electrical product including outlets, task lights, and hook-ups to base building power. If Seller determines that an electrician is required, Buyer will be responsible for contracting and paying the electrician.
- H. **PROTECTION OF DELIVERED GOODS:** Buyer is responsible for security and safekeeping of goods after delivery to Buyer's site, or into storage negotiated by Buyer if the job site is not ready on an agreed upon delivery date, and Buyer shall assume any risk of damage or loss thereof.
- I. **CONCEALED DAMAGED GOODS:** Buyer is required to report all concealed or damage packaged goods within seven (7) business days or receipt. In addition, Buyer is required to report all damage goods revealed upon unpackaging within seven (7) days of the same. Likewise, Buyer is required to and must send pictures of damaged goods, packages and labels to initiate any available warranty claim(s). Failure to report damages within the required reporting period with the required information may negate any warranty claims and Buyer shall accept responsibility for any and all costs associated with replacement or repairs of damaged goods.
- J. **DELIVERY AND INSTALL WARRANTY:** Seller shall warrant all delivery and installation services against defects in performance for a period of one (1) year following delivery unless stated otherwise in the documents accompanying these Terms and Conditions of Sale. If this proposal includes the provision of delivery and installation services, Seller warrants that delivery and installation services performed by



Proposal

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Phone: (248) 213-3010

Order Number	11666
Date	02/03/2023
Customer PO No	
Customer Name	Novi Community Schools
Salesperson	Bari Pfeiffer
Terms	NET 30
Page	16 of 16

Seller or by a permitted subcontractor or agent of Seller shall be performed in a good and workmanlike manner consistent with the best practices in the industry. In the event of a delivery and installation service defect, the Seller shall, at Buyer's discretion, repair or re-perform the defective services at no cost to the Buyer. All delivery and installation services performed after the one (1) year delivery and install warranty period including but not limited to product warranties, service, repairs, replacement, etc. shall be paid for by Buyer at Buyer's expense.

6. ADDITIONAL TERMS

- A. **DISCLAIMER OF WARRANTIES:** BUYER AGREES THAT THE GOODS ARE OF THE SIZE AND DESIGN SELECTED BY BUYER AND THAT BUYER IS SATISFIED THAT SAME IS SUITABLE FOR BUYER'S PURPOSES. SELLER HAS MADE NO REPRESENTATION OR WARRANTY AS TO ANY MATTER WHATSOEVER. SELLER DISCLAIMS AND BUYER EXPRESSLY WAIVES AS TO SELLER, ALL WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING BUT NOT LIMITED TO ALL EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, QUALITY, CAPACITY, OR WORKMANSHIP. NOTHING CONTAINED HEREIN SHALL DIMINISH THE RIGHT OF BUYER TO EXERCISE ALL RIGHTS AND REMEDIES AGAINST THE MANUFACTURER OF THE GOODS FOR MANUFACTURER WARRANTIES. IN NO EVENT SHALL SELLER BE LIABLE UNDER ANY THEORY AT LAW OR EQUITY FOR ANY LOSS OF USE, REVENUE, ANTICIPATED PROFIT OR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE DESIGN AND USE OF THE GOODS. SELLER SHALL ADVISE BUYER OF ALL RELATED MANUFACTURERS' WARRANTIES UPON BUYER'S REQUEST.
- B. **RESALE:** On any resale of the goods, Buyer shall contractually limit its buyer's warranty against both Buyer and Seller to the same extent that Paragraph 6(A) above limits the warranty offered by Seller.
- C. **ACTS BEYOND REASONABLE CONTROL:** Seller shall not be liable for any delay or failure to deliver any or all of the goods caused by installation site delays, labor disputes, strikes, acts of God, or other delays beyond the reasonable control of Seller.
- D. **ASSIGNMENT:** Buyer shall not assign its rights or obligations under this Agreement without the prior written consent of Seller.
- E. **INDEMNIFICATION:** Buyer shall indemnify, defend, and hold harmless Seller with respect to all damages, losses, claims, and expenses, including, without limitation, consequential and incidental damages and reasonable attorney fees arising from or related to : i) Buyer's breach of any of Buyer's obligations under this Agreement and from; ii) Seller's interior design, project management, delivery, installation, or any other services except when caused by Seller's gross negligence or willful misconduct.
- F. **DEFAULT:** If Buyer fails to pay any amount herein provided within ten (10) days after the same is due and payable, or if Buyer fails to observe, keep, or perform any other provision of this Agreement, then Seller shall have the right to exercise any one or more of the following remedies without prejudice to such remedies as may otherwise exist at law or in equity: i) to declare the entire amount due hereunder immediately due and payable without notice or demand to Buyer; ii) to sue for and recover all payments, then accrued or thereafter accruing; iii) to take possession of the goods provided hereunder, without demand or notice wherever located, without any court order or other process of law. Buyer hereby grants free and full access to the premises and hereby waives any and all damages occasioned by such taking of possession.
- G. **NO WAIVER:** Seller's waiver of any right on one occasion shall not be a waiver of any future exercise of that right.
- H. **TIME FOR BRINGING ACTION:** Any action that Buyer brings against Seller that arises out of or relates to the goods and services provided by Seller to Buyer must be brought by Buyer within one year after the cause of action occurs.
- I. **LAW:** The Agreement shall be deemed entered into, and performed in substantial part, in Oakland County, Michigan. The Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, without regard to its conflict of law provisions. The parties hereto agree to submit to the exclusive personal jurisdiction of the state or federal courts serving Oakland County, Michigan for the resolution of any claim or cause of action that arises from or related to this Agreement or the goods or services provided by Seller.

GENERAL CONDITIONS

1. PROJECT LOCATION:

- A. Novi High School (19140A2)
24062 Taft Rd
Novi, MI 48375

2. OWNER RESPONSIBILITIES

- A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374
- B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.
- D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.
- E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

- A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374
- B. The Architect shall be the interpreter of all work covered in this document.
- C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.
- D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

- A. The Dealer is defined as:
 - 1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor

discrepancies or omissions, the failure to show repeated details, or the repetition on any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
3. In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Architect's interpretation.

F. FABRICS

1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**
 1. August 14th, 2023 – September 2, 2023

SECTION 007000-F
GENERAL
CONDITIONS

Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect and Owner.

2. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - B. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - C. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - D. Upon receipt of the Pre-Installation notice the Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - E. Once the actual dates are confirmed in the Pre-Installation Notice, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed in the Pre-Installation Notice shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - F. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - G. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, if required by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Category and clearly labeled and shall be sent directly to:

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District.

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Interior Environments (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Bari Papp (Bidder Signature)
Title: Account Manager (type or print)
Date: 2/2/2023

Subscribed and Sworn to Before Me:

This 2nd day of February, 2023 A.D., in and for the
County of Oakland, Michigan.

My Commission expires 11-13-23.

Karen M. Huth
Signature of Notary

KAREN M. HUTH
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Nov 13, 2023
ACTING IN COUNTY OF Oakland

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Interior Environments

Bidder (Firm)

Bari [Signature]

Signature of Bidder or Agent

Subscribed and sworn to before me this 2nd day of February, 2023.

My commission expires: 11-13-23

County of residence: Wayne

Karen M. Huth

Notary Public Signature

Seal

KAREN M. HUTH
NOTARY PUBLIC, STATE OF MI
COUNTY OF WAYNE
MY COMMISSION EXPIRES Nov 13, 2023
ACTING IN COUNTY OF *Oakland*

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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Interior Environments

Name of Company

Bari Pfeiffer, Account Manager

Name and Title of Authorized Representative



Signature

Date

END OF SECTION



QUOTATION:23ddw-620995/C

Novi Community School District: Novi High
School (19140A2)

CREATED 1/31/2023 | Valid Through 4/1/2023





Novi Community School District: Novi High School (19140A2)

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options*

* TBDs exist and must be selected prior to purchase. Please contact a sales team member for assistance with specifications.

Sales Team:

Chris Halatek
Dealer Rep
chris.halatek@ki.com
248-408-0978

Daryl Wendt
Inside Sales
daryl.wendt@ki.com
(877) 639-0643



Quote Number: 23ddw-620995/C

CREATED 1/31/2023 / | **Valid Through 4/1/2023**

PRODUCT TOTALS	\$24,442.26
See Quote Detail Summary	\$0.00
GRAND TOTAL	\$24,442.26

Contract Information:

OT8147BZ1 Sourcewell #121919-KII --Dock Delv

Requested Delivery Date:

To be Determined

Sold To

Novi Community School District
25345 Taft Rd
Novi, MI 48374--242
P. (248) 449-1200 F. (248) 449-1219
Customer # 20482

End User

Novi Community School District
25345 Taft Rd
Novi, MI 48374--242
P. (248) 449-1200 F. (248) 449-1219

Ship To

To be Determined

Installation

To be Determined

Client Notes:

Contract KI Sourcewell #121919-KII -




Delivery to Warehouse



QUOTATION

CREATED 1/31/2023
VALID THROUGH 4/1/2023
Prepared By Daryl Wendt
Quote Filename Novi Community School District: Novi High School (19140A2) - 23ddw-620995/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)



Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Tag 1: Novi High School - Install Aug 2023					
2.1	PIFR3672T-74P	12	\$779.79	\$9,357.48	?
	Pirouette,Fixed Training,Rectangular,36x72",74P Edge  Grommet/Power Option One plastic grommet w/wire management /1PG Plastic Grommet Color To Be Determined TBD<< Edge Color Cool Grey edge /ECG Laminate KI Laminates Standard KI Laminates CRISP LINEN 4942-38 /LRI Leg Finish Blue Grey /GR Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No modesty panel /NMP MK: B1 Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
2.2	PINR2466T-74P	13	\$752.76	\$9,785.88	
	Pirouette,Nesting Training,Rectangular,24x66",74P Edge  Edge Color Cool Grey edge /ECG Grommet/Power Option No grommets, PowerUp, wire management/No cutouts /NNN Laminate KI Laminates Standard KI Laminates CRISP LINEN 4942-38 /LRI Leg Finish Blue Grey /GR Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No modesty panel /NMP MK: B2 Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				
2.3	PINR2448T-74P	2	\$671.67	\$1,343.34	
	Pirouette,Nesting Training,Rectangular,24x48",74P Edge  Edge Color Blue Grey edge /EGR Grommet/Power Option No grommets, PowerUp, wire management/No cutouts /NNN Laminate KI Laminates Standard KI Laminates CRISP LINEN 4942-38 /LRI Leg Finish Blue Grey /GR Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No modesty panel /NMP MK: B3 Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 1/31/2023 and is subject to change.				



QUOTATION

CREATED 1/31/2023
VALID THROUGH 4/1/2023
Prepared By Daryl Wendt
Quote Filename Novi Community School District: Novi High School (19140A2) - 23ddw-620995/C

Product options that must be determined (aka TBDs) exist and must be selected prior to purchase order submittal. These items are notated in the far right column with (?)

Line	Model		Qty.		Sell Price	Extended Total	TBD Options	
2.4	<div><div></div><div>TL5800/FC Tattoo Seating, Slim Seat, 4-Leg on Glides, Contrast</div></div>	<div><div>Power</div><div>No power</div><div>/NP</div></div> <div><div>Moisture Barrier</div><div>No Moisture Barrier</div><div>/NMB</div></div> <div><div>Base Finish</div><div>Starlight Silver Metallic</div><div>/SX</div></div> <div><div>Highest Grade Contrasting Fabric</div><div>Fabric Grade H</div><div>H</div></div> <div><div>Fabric Contrast #1/Back and Base</div><div>Compliance to TB 117-2013</div><div>/NFR</div></div> <div><div>Fabric Contrast #1/Back, Front and Side Panels-NFR</div><div>Fabric Grade H</div><div>H</div></div> <div><div>Fabric</div><div>DEFLECT</div><div>DEFLECT</div></div> <div><div>DEFLECT</div><div>FELT</div><div>/27.236.092.P</div></div> <div><div>Fabric Contrast #2/Seat</div><div>Compliance to TB 117-2013</div><div>NFR</div></div> <div><div>Fabric Contrast #2/Seat-NFR</div><div>Fabric Grade H</div><div>H</div></div> <div><div>Fabric</div><div>DEFLECT</div><div>DEFLECT</div></div> <div><div>DEFLECT</div><div>COTTON</div><div>/27.236.072.P</div></div> <div><div>MK: B4</div><div>Price Description: Delivered/Open Market</div><div>Lead Time: 9 - 11 Weeks; Ships from HIGH POINT, NC</div><div>Please Note: Leadtime calculated on 1/31/2023 and is subject to change.</div></div>	2	\$1,207.17	\$2,414.34			
2.5	<div><div></div><div>TL3800/NC Tattoo Seating, Ottoman, 4-Leg on Glides, Non-Contrast</div></div>	<div><div>Moisture Barrier</div><div>No Moisture Barrier</div><div>/NMB</div></div> <div><div>Base Finish</div><div>Starlight Silver Metallic</div><div>/SX</div></div> <div><div>Non-Contrasting Fabric</div><div>Compliance to TB 117-2013</div><div>/NFR</div></div> <div><div>Non-Contrasting Fabric</div><div>Fabric Grade H</div><div>H</div></div> <div><div>Fabric</div><div>DEFLECT</div><div>DEFLECT</div></div> <div><div>DEFLECT</div><div>COTTON</div><div>/27.236.072.P</div></div> <div><div>MK: B5</div><div>Price Description: Delivered/Open Market</div><div>Lead Time: 9 - 11 Weeks; Ships from HIGH POINT, NC</div><div>Please Note: Leadtime calculated on 1/31/2023 and is subject to change.</div></div>	2	\$770.61	\$1,541.22			
Tag 1: Novi High School - Install Aug 2023						WorkGroup Product Subtotal	\$24,442.26	

Quote Summary

Product SubTotal: \$24,442.26
Estimated Sales Tax: See Notes
Quote Total: \$24,442.26

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

Shipping Location

BONDUEL, WI

MFG Lead Time Range

3 - 5 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Daryl Wendt
Market Code: 2=2=K-12

Opportunity #: 620995

Quote Filename: Novi Community School District: Novi High School (19140A2) - 23ddw-620995

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

Project:					IOS Quotation #:	IOS13023KI23B		
Project Name:	Novi High School P1 KI				Date:	1/30/2023		
Address:	25299 Taft Road				Contact:	Chris Halatek		
City, State Zip:	Novi MI 48374				Contact Number:	248-408-0978		
Email:					Contact Email :	chris.halatek@interiorofficesource.com		
Phone:					Vendor:			
Project Name:					Contract:			
Project Number	TMP19138A				Project / Site Info:			
					Ship to Address:	Warehouse		
					City, State Zip:			
Item	Qty	Manufact	Model No.	Qty	Description			Total
		KI			Installation KI Quote 23ddw-620219/C High School			
					Category B			
Quote Installation								
PO To Interior Office Source					Installation			\$ 2,500.00
					1 Day Install One Trip			
					Storage Partial or Full Month			\$ 500.00
					Additional Partial or Full Month			\$ 200.00

Terms and Conditions for Installation

- 1) Payment Net 30 Days unless otherwise agreed upon in writing
- 2) Price expires 60 Days from dated quotation unless otherwise agreed
- 3) Quotation is considered as final in regards to selections for all product specifications and finishes.
- 4) Installation to be completed in one complete and continuous phase unless noted on the PO.
- 5) Additional trips to site and return trips are additional to this quote installation price
- and/or voided warranty. Deviations that cause delay and increased work will be additional
- 7) Pricing is based on normal elevator use unless noted. If building layout is such that the elevator is not easily accessible additional time will be required to move product and is additional to this quote
- 7) If the elevator is not available upon delivery or does not accommodate the product, additional charges to the quotation will be required based on need
- 8) All areas shall be free and clear of other trades and material prior to commencement of installation.
- 9) Following installation and confirmed punch list, if any, contractors must provide furniture protection until the project is turned over to the owner
- 10) Signature for acceptance of the furniture or punch list is required by the owner or designated person by the owner upon installation completion
- 11) If the delivery is scheduled for site delivery and the access to the space is delayed, additional charges will be incurred for storage and handling
- 12) If the delivery is based on delivery to the project site, storage charges will be incurred if the site is not ready
- 13) Schedule delays or changes that cause production loss or overtime premiums will be additional
- 14) IOS is not responsible for phone/data lines or hardwire connection of power
- 15) Building or electrical permits, if required, are by others. Consult with local building code department
- 16) By issuing a PO, Contract or signing this quotation these terms and conditions are being accepted
- 17) Deposits may be required depending on credit evaluation and vendors requirements
- 18) Changes in the quantities stated may require a changes in the pricing listed
- 19) Access to the site must be a hard surface such as asphalt or concrete and accessible for Hi-Lo and standard 53 Foot Truck Trailer

GENERAL CONDITIONS

1. PROJECT LOCATION:

- A. Novi High School (19140A2)
24062 Taft Rd
Novi, MI 48375

2. OWNER RESPONSIBILITIES

- A. The Owner is defined as:

Novi Community School District
25345 Taft Road
Novi, MI 48374
- B. The Owner and the Architect shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- C. Owner shall familiarize himself/herself with and follow Manufacturer's recommended guidelines for maintenance and cleaning.
- D. The Owner's representative will accept items being delivered. The Owner's representative will inform the Architect of missing or damaged items. All paperwork noting condition of furnishings will come through the Architect.
- E. The Owner and Architect shall conduct a final inspection of all merchandise ordered to assure that all items meet specifications, are in new and undamaged condition, are assembled or installed properly and placed in their properly designated locations.

3. ARCHITECT RESPONSIBILITIES

- A. The Architect is defined as:

TMP ARCHITECTURE, INC.
1191 W. Square Lake Road
Bloomfield Hills, MI 48302-0374
- B. The Architect shall be the interpreter of all work covered in this document.
- C. The Architect shall visit the project periodically to inspect the work. After installation, final inspection of all furniture will be made and the Architect shall work with the Owner in establishing a punch list of necessary corrections to furniture.
- D. Approval of all materials, fabrics, finishes, colors and details shall be made by the Architect.

4. DEALER RESPONSIBILITIES

- A. The Dealer is defined as:
 - 1. The entity(s) awarded the contract(s) to provide, manufacture, deliver, and/or install furniture at the project location(s) detailed above.

B. QUOTE REQUIREMENTS

1. The Owner reserves the right to hold the quotes for ninety (90) days.
2. A sworn and notarized statement disclosing any familial relationship existing between the Dealer and any member of the school board, school superintendents, or chief executive must accompany each quote, as well as the Non-Collusion Affidavit and a signed Certification of Compliance – Iran Economic Sanctions Act. .
3. If consortium or cooperative pricing is utilized to produce the quote, the quote must reference the specific consortium or cooperative pricing contract information.
4. The Contract shall be awarded when a Dealer has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner.

C. TAXES

1. The Owner is a federally constituted government body and is not subjected to Michigan State or Federal excise taxes.

D. INSURANCE REQUIREMENTS

1. At the time of contract award, Dealer shall obtain the following insurance, at its own expense, to be maintained until completion of the Work or its final acceptance.
 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
 - c. All policies shall expressly require thirty (30) days written notice to the Owner, at the above address, of the cancellation or material alteration of such policy.
 - d. Certificates of Insurance shall specifically name Novi Community School District as the insured.
 - e. Certificates of Insurance are to be submitted at the time of contract award.

E. DOCUMENTS

1. The Contract Documents contemplate a finished piece work of such character and quality as is described therein and is reasonably inferable from them. The Dealer agrees that the Contract Sum for the work hereunder includes sufficient money allowance to make his work complete and operable, fitting with the work of other Dealers and the Owner, and in compliance with good practice. He agrees that minor

discrepancies or omissions, the failure to show repeated details, or the repetition on any drawings of the figures or notes given on another shall not be the cause for additional charges or claims.

2. The drawings are intended to show the general arrangement, design and extent of the work and are partly diagrammatic. They are not intended to be scaled for roughing-in measurements or to serve as shop drawings.
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1. All same pattern and color fabrics must be supplied from the same dye lot.
2. Where "COM" fabric is specified, the Dealer shall order the specified fabric and have it delivered to the Furniture Manufacturer at the appropriate time.
 - a. It is the Dealer's responsibility to submit a sample of the specified "COM" fabric to the manufacturer to obtain required yardage requirements.
 - b. Upon receipt and before application of the fabric, the Manufacturer shall inspect and advise Dealer of any flaws. The replacement of any flawed fabric will be the responsibility of the Dealer.

G. INSTALLATION

1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**

1. August 14th, 2023 – September 2, 2023

SECTION 007000-F
GENERAL
CONDITIONS

Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect and Owner.

2. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - B. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - C. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - D. Upon receipt of the Pre-Installation notice the Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - E. Once the actual dates are confirmed in the Pre-Installation Notice, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed in the Pre-Installation Notice shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - F. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - G. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, if required by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Category and clearly labeled and shall be sent directly to:

SECTION 007000-F
GENERAL
CONDITIONS

Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District.

9. WARRANTIES


- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Krueger International, Inc. (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

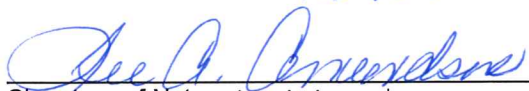
Attach additional pages if necessary

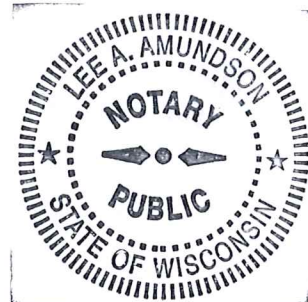
By:  (Bidder Signature)
Guy Patzke
Title: Assistant Secretary (type or print)
Date: 1-27-2023

Subscribed and Sworn to Before Me:

This 27 day of Jan., 2023 A.D., in and for the
County of Brown, ~~Michigan~~ Wisconsin

My Commission expires 9/24/27


Signature of Notary Lee A. Amundson



NON-COLLUSION AFFIDAVIT

Wisconsin
STATE OF ~~MICHIGAN~~)
Brown) ss:
~~WAYNE~~ COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Krueger International, Inc.
Bidder (Firm)

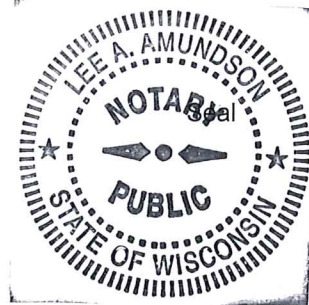

Signature of Bidder or Agent Guy Patzke, Assistant Secretary

Subscribed and sworn to before me this 27th day of Jan, 2023

My commission expires: 9/27/26

County of residence: Croft


Notary Public Signature Lee A. Amundson



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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Krueger International, Inc.

Name of Company

Guy Patzke, Assistant Secretary

Name and Title of Authorized Representative


Signature

1.27.2023
Date

END OF SECTION



VS America, Inc.
1940 Abbott Street Suite 501
Charlotte, NC 28203
704-378-6500

Quotation

Quote Number 0200145161

Customer Novi Community School District
25345 Taft Road
Novi MI 48374
United States

Customer Reference **GLFS-Nov HS**

Date Quoted 01/30/2023

Inside Sales Contact Matthew Hillman
704-378-6500
m.hillman@vsamerica.com

Territory Manager Christine Debrot
c.debrot@vsamerica.com

Contract Omnia Partners Region 4 ESC
Contract # R191818

To Whom It May Concern:

Please note the following pricing has been presented in Omnia Partners Region 4 ESC Contract NET values, based on the stated models, colors, finishes, and quantities. Any alterations will be subject to updated pricing.

Pricing is valid for 30 days* for projects delivering within 9 months of the receipt of a complete PO. Orders with delivery requirements outside of 9 months must be requoted. Please discuss specific project requirements with your VS America Territory Manager.

Factory-direct orders qualify for free shipping if the total net amount is over \$50,000 USD. Freight charges do apply for any orders fulfilled from the VS America Stock / Quickship Program. Please refer to the Customer Freight Terms document, Omnia Region 4 Freight Terms, for a complete list of exclusions and restrictions.

Installation is not included in unit pricing.

Please check all details prior to submitting an order. Where details have been left unspecified in the request, default selections have been quoted. If you have any questions, please contact your Inside Sales Representative or Territory Manager at the numbers shown above.

Best Regards,

VS America Inc.

***Barring the announcement of a formal price increase.**

Item	Model/Description	Quantity	Unit Net Price	Extended price
1	C1			
	33510	24	\$ 356.00	\$ 8,544.00
	JUMPER Air Move, design swivel chair, gas-spring height adjustment from 44.6-57.4cm, polypropylene seat and backrest shell size XL			
	230 metal color	063 anthracite		
	280 seat / backrest plastic	073 black grey		
	500 glides / castors	061 hard castors		
	608 mechanism	008 3D rocking function		
	903 packaging	002 with export protection		
	Unit List Price \$ 445.00			
	Discount (%) 20.00000			
	C2			
	33526	7	\$ 416.00	\$ 2,912.00
	JUMPER Air Move Plus, swivel chair, gas-spring height adjustment from 50.3-75.1cm, with foot ring, polypropylene seat and backrest shell size L with piggy-back suspension			
2	230 metal color	063 anthracite		
	280 seat / backrest plastic	073 black grey		
	500 glides / castors	064 soft castors, height +2,5cm		
	608 mechanism	008 3D rocking function		
	903 packaging	002 with export protection		
	Unit List Price \$ 520.00			
	Discount (%) 20.00000			

Subtotal	\$ 11,456.00
Installation	\$ 1,032.00
Total	\$ 12,488.00

Payment Terms: Net 30 days
Please send POs to: orders@vsamerica.com

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Northville Public Schools Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of Great Lakes Furniture Supply, Inc. (the "Bidder"), pursuant to the familial disclosure requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the **[INSERT SCHOOL DISTRICT NAME]** Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Troy Chrisman (Bidder Signature)
Title: Sales (type or print)
Date: 1/25/23

Subscribed and Sworn to Before Me:

This 25th day of January, 2023 A.D., in and for the
County of Ottawa, Michigan.

My Commission expires August 6, 2023

Kathleen I. Wallis
Signature of Notary

KATHLEEN I. WALLIS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires Aug. 06, 2023
Acting in the County of Ottawa


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 (the "Company"), pursuant to the compliance certification requirement provided in the **[INSERT SCHOOL DISTRICT NAME]** Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the **[INSERT SCHOOL DISTRICT NAME]** Board of Education 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 the **[INSERT SCHOOL DISTRICT NAME]** 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 that it is determined that the person has submitted the false certification.

Great Lakes Furniture Supply Inc.
Name of Company

Troy Chrisman, Sales
Name and Title of Authorized Representative



Signature

1/25/23
Date

END OF SECTION

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Great Lakes Furniture Supply Inc.
Bidder (Firm)
Troy Chrisman
Signature of Bidder or Agent

Subscribed and sworn to before me this 25th day of January, 2023

My commission expires: Aug 6, 2023

County of residence: Ottawa

Kathleen I Wallis
Notary Public Signature

Seal

KATHLEEN I. WALLIS
Notary Public, State of Michigan
County of Ottawa
My Commission Expires Aug. 06, 2023
Acting in the County of Ottawa

REMC - Ergotron LearnFit Custom Sit-Stand desks

Quote #036531 v2

Prepared For:

Novi Community School District

Sarah Watson
25345 Taft Road
Novi, MI 48374

P: (248) 338-4561

E: swatson@tmp-architecture.com

Prepared By:

Yeo & Yeo Technology

Pearl Moore
5300 Bay Road Suite 200
Saginaw, MI 48604

P: 989-797-4075

E: pearl.moore@yeoandyeo.com

Date Issued:

02.03.2023

Expires:

03.03.2023

Novi High School - (Phase 2)		Price	Qty	Ext. Price
24-803-003	Ergotron - LearnFit Sit-stand Desk - 32" Table Top Width - Clear Anodized	\$475.00	3	\$1,425.00
97-926-064	LearnFit - Storage Bin - Gray	\$45.00	3	\$135.00
		Subtotal		\$1,560.00

Installation		Price	Qty	Ext. Price
Install	Installation of LearnFit Custom sit/stand desks	\$80.00	3	\$240.00
		Subtotal		\$240.00

Quote Summary			Amount
Novi High School - (Phase 2)			\$1,560.00
Installation			\$240.00
Total:			\$1,800.00

Due to vendors applying tariff charges, prices listed on quote/proposal are subject to change and will be monitored for accuracy at the time of order. Any changes to prices, other than listed above, will be submitted to you at the address above for your review before the order is authorized.

By signing this quote/proposal, you agree that you are authorized to act on behalf of the organization listed on this quote/proposal ("Customer") to purchase products and/or services as listed herein. Upon invoicing of products and/or services, Customer agrees to pay all invoices issued based on this purchase agreement within the net terms as defined by Yeo & Yeo Technology ("YYTECH"). Invoices paid after the due date may incur a 1.5% finance charge.

Taxes, shipping, handling and other fees may apply. YYTECH reserves the right to cancel orders arising from pricing variance or other errors.

Customer acknowledges and agrees that this quote/proposal is subject to and incorporates YYTech's Terms and Conditions of Sale, available at <https://www.yeoandyeo.com/yytech-terms-and-conditions>. YYTECH hereby rejects any other terms and conditions that may be proposed on any transaction document supplied by Customer.

Acceptance

Yeo & Yeo Technology

Novi Community School District

Pearl Moore

Signature / Name

02/03/2023

Date

Signature / Name

Initials

Date

GENERAL CONDITIONS

1. PROJECT LOCATION:

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24062 Taft Rd
Novi, MI 48375

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 - a. Comprehensive General Liability and Automobile Liability insurance covering personal injury of death in the amount of \$1,000,000 per person, \$1,000,000 per occurrence, and property damage of \$1,000,000 per occurrence, unless otherwise specified by Owner, and Workmen's Compensation and Employer's Liability insurance in accordance with applicable law; and to indemnify and hold Owner harmless against damages, claims, losses, and expenses, including reasonable attorney's fees and court costs, resulting from injuries or damages, including death, to persons or property arising from Dealer's performance under contract.
 - b. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Owner's Agent and Owner prior to the commencement of any of the work.
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1. Any metal files shall be leveled horizontally and plumbed vertically; no bolting necessary.
2. The Dealer shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner and Architect. This person shall have the authority to direct installation changes/modifications.
3. The Dealer 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 Dealer as a deduction in his contract price.**
4. The Dealer shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.
5. The Dealer shall obtain and provide any and all permits necessary to complete the installation, billing the cost directly to the Owner as it occurs.
6. The Dealer 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.

5. DELIVERY AND INSTALLATION SCHEDULES

- A. Contractor shall guarantee delivery between 8:00 a.m. and 4:00 p.m. on the dates listed below. **The Owner will not accept early delivery.**

1. August 14th, 2023 – September 2, 2023

SECTION 007000-F
GENERAL
CONDITIONS

Installation must be completed by the end date of each respective phase, unless otherwise indicated by the Architect and Owner.

2. These dates are subject to change depending on construction schedule of the building(s). See paragraph D below in reference to the Pre-Installation Notice.
 - B. The Dealer shall work with the Manufacturer(s) and its representative to establish production and delivery schedules in keeping with the dates set above.
 - C. Approximately three (3) to four (4) weeks prior to required installation date, a pre-installation notice will be issued by the Architect. The purpose of this notice is to confirm actual installation dates.
 - D. Upon receipt of the Pre-Installation notice the Furnishings Contractor shall be responsible for contacting the Building Contractor to coordinate the use of loading dock and staging areas with other building trades on the project.
 - E. Once the actual dates are confirmed in the Pre-Installation Notice, it is the Contractor's responsibility to provide any storage or handling required at no extra cost to the Owner. Storage and extra handling required after the dates confirmed in the Pre-Installation Notice shall be provided by the Contractor at the costs provided on the Bid Proposal Form.
 - F. It is the Dealer'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 Dealer's contract price in the amount of cost incurred by the Owner or Owner's representative receiving and handling the drop shipment.
 - G. If a delivery truck is turned away from the installation site by anyone other than the Architect, before leaving the site, a representative from the Dealer, or delivery company must contact the Architect to validate the order. If a delivery truck leaves the site without contacting the Architect, the contractor is responsible for any additional delivery costs incurred.
6. DAMAGE TO FURNITURE
- A. The Manufacturer/Dealer is responsible for all damages and losses until the installation has been completed and accepted by the Owner and Architect. The Owner will judge the damage.
 - B. Damaged or defective furniture shall be replaced and/or repaired at no cost to Owner.
 - C. Contractor shall provide all protection necessary to carpeting, walls, and other surfaces.
7. PAYMENT TERMS
- A. The Owner will pay a deposit, if required by the successful Dealer for custom or specialty items. The deposit sum shall be mutually agreed upon by the Owner and contractor prior to contract award.
 - B. Upon completion of installation and Architect's initial punch list, an amount to total 80% of the total bid category will be paid to the Contractor.
 - C. Upon final approval from the Architect, based on substantial completion of the punch list items, final and complete payment will be made.
 - D. Invoices shall be formatted by Category and clearly labeled and shall be sent directly to:

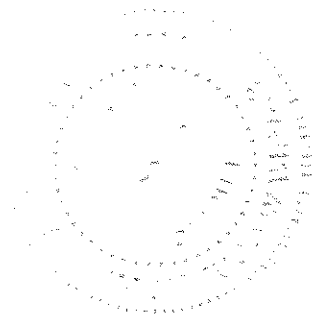
Novi Community School District
Mr. Benjamin Mainka
25345 Taft Road
Novi, MI 48374

8. NO ADVERTISING CLAUSE

- A. No written publication or photographs will be allowed without written approval of Novi Community School District.

9. WARRANTIES

- A. The Dealer shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship, for a period of one (1) year from the day of project completion and Owner acceptance. Upon notification from the Owner, the Dealer 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 Subcontractor are to be covered in the primary Manufacturer's guarantee.
- B. The following shall be considered defects, without being limited thereto:
1. Permanent etching, staining, discoloration, fading, and other deterioration of finishes.
 2. Operational failures, binding, and the like, in finish cabinet hardware.
 3. Deformation, warpage, opening up of joints, telegraphing of cores, delamination of veneers, or other finishing materials, failures in fastening and anchorage, sagging of panels.



FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: Jeff McFulbeck (Bidder Signature)
Title: President (type or print)
Date: 1/31/2023

Subscribed and Sworn to Before Me:

This 31 day of January, 2023 A.D., in and for the

County of Saginaw, Michigan.

My Commission expires 07/26/2026.

Amy K Dittenber
Signature of Notary

AMY K. DITTENBER
Notary Public, State of Michigan
County of Saginaw
My Commission Expires Jul 26, 2026
Acting in the County of Saginaw

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

Yeo & Yeo Technology
Bidder (Firm)
Jeff McArthur
Signature of Bidder or Agent

Subscribed and sworn to before me this 31 day of January, 2023.

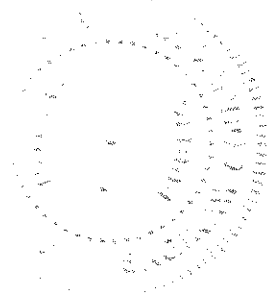
My commission expires: 07/26/2026

County of residence: Saginaw

Amy K Dittenber
Notary Public Signature

Seal

AMY K. DITTENBER
Notary Public, State of Michigan
County of Saginaw
My Commission Expires Jul. 26, 2026
Acting in the County of Saginaw



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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

Yeo & Yeo Technology
Name of Company

Jeff McCulloch
Name and Title of Authorized Representative

Jeff McCulloch
Signature

1/31/2023
Date

END OF SECTION



2595 Bellingham • Troy, MI 48083 • 248.823.5400 • 248.823.5401 Fax
2211 Old Earhart Rd. Ste.190 • Ann Arbor, MI 48105 • 248.823.5400 • 248.823.5401 Fax
3201 Pine Tree Rd. Ste. A • Lansing, MI 48911 • 517.886.0072 • 248.823.5401 Fax
5160 Alliance Dr. • Bay City, MI 48706 • 989.895.8574 • 989.895.8545 Fax
4 North St. Clair St. • Toledo, OH 43604 • 419.662.2040 • 248.823.5401 Fax

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Quotation 358976

Quote Date 02/03/23

Customer Order CHG TO NBS LABOR

Project 230187

Customer N00148

Terms NET 10 DAYS

Expiration Date

Account Representative ANNE MARIE
TREMBERTH (HCT)

Quote To

Benjamin Mainka
Novi Community School District
25345 Taft Rd
Novi, MI, 48374-2423

Ship To

Sarah Watson
Novi High School
24062 Taft Rd
Novi, MI, 48375

Phone +1 (248) 449-1204

benjamin.mainka@novik12.org

Phone +1 (248) 338-4561

swatson@tmp-architecture.com

Sales Location Troy

Target installation: August 2023
Estimating 1 day needed for install

Following contracts utilized for pricing on this quote/ project

Omnia: Safco

E&I: Smith System, Steelcase

School is responsible for contract membership enrollment. Changes to specifications and quantity could affect tiered contract pricing.

Please verify finish selections prior to order placement.

If due to unforeseen circumstances the building is not ready to receive furniture, additional fees may be incurred to double handle and/or store the furniture. Circumstances include, but are not limited to construction delays and COVID-19.

Storage Free for 30 days, after which storage is charged per hundred weight or per SF per month.

Quote includes Non-Union labor for NBS to receive, deliver and install during Normal Business Hours; any owner requested changes requiring additional delivery trip(s) will result in additional charges to be quoted separately.

Overtime Labor (evening after hours and weekends) additional.

Purchase Order and 40% Deposit is required before order placement; please reference NBS quote number on PO. Receipt of PO indicates owner approval of product as specified; upon release of order, no changes, cancellations or returns can be made.

Current Lead Times 8-10 weeks

Description	Quantity	Unit Price	Extended Price
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CATEGORY 5 STEELCASE

1	COLAGTP - Lagunitas; Table-Personal, 13D x 24W x 25H Top Finish: Woodgrain HPL 2886 - MAPLE LAMINATE (T328) Edge Finish: Plastic - PG1 6091 - FUSION MAPLE PVC EDGE	2	469.15	938.30
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
1 (62 Base Finish: Smooth Metallic 4798 - STERLING METALLIC COALESS Tag For K1 <div> Qty Description 2 H111 ROBOTICS LAB </div>			
2 TS8TRUNK - Bivi; Storage-End, Trunk Width: 60.00000 Top Surface Finish: Woodgrain HPL 2409 - CLEAR MAPLE (HPL) Edge Finish: Plastic - PG1 6237 - CLEAR MAPLE Case Finish: Textured Paint 7243 - SEAGULL Support: Freestanding Leg Leg Finish: Smooth Metallic 4798 - STERLING METALLIC STEELCASE Tag For K2 <div> Qty Description 1 H106 ATHLETIC CONFERENC ROOM </div>	1	986.49	986.49
3 TS8STEHL2 - Bivi; Leg-Trunk, Freestanding Leg Finish: Smooth Metallic 4798 - STERLING METALLIC STEELCASE Tag For K2 <div> Qty Description 1 H106 ATHLETIC CONFERENCE ROOM </div>	1	282.73	282.73
4 LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	400.00	400.00
Sub Total			2,607.52
Total			2,607.52

CATEGORY H SMITH SYSTEM

5	58004 - Motum Teachers Desk Right Hand Box/Box/File, 24" x 72"	1	1,084.94	1,084.94
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TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description	Quantity	Unit Price	Extended Price
5 Frame Finish: Smith System Paint PLT - PLATINUM Desk Finish: Smith System Laminate 499660 - HIGH RISE LAMINATE Edge Finish: Smith System Plastic HRE - HIGH RIS SMITH SYST Tag For H1 <div> Qty Description 1 H111 ROBITICS LAB </div>			
6 SMCSCV21100000 - Cascade Mega-Case-AV Presentation Cart Edge Panel Configuration: P- Pltnm Body w/Solid End Pnls End Panel Finish: Smith System Paint PLT - PLATINUM Laminate Top Finish: Smith System Laminate 499660 - HIGH RISE LAMINATE Edge Type: 3mm EDGE TO MATCH LAMINATE HIGH RISE With Power and 5" casters, doors. 1.25" thick top SMITH SYST Tag For H2 <div> Qty Description 1 S106 CAT CLUB </div>	1	1,571.16	1,571.16
7 FREIGHT - FREIGHT SMITH SYST	1	552.80	552.80
8 LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	475.00	475.00
Sub Total			3,683.90
Total			3,683.90
CATEGORY J SAFCO			
9 4241BL - Hook Head Coat Rack, Black SAFCO PROD Tag For J1 <div> Qty Description </div>	2	72.21	144.42

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

yourNBS.com

Remit Payments to: NBS, 6973 Reliable Parkway, Chicago, IL 60686

Description		Quantity	Unit Price	Extended Price
9	1 H103 ATHLETIC STORAGE			
	1 S105 TICKET OFFICE			
10	FREIGHT - FREIGHT SAFCO PROD	1	200.00	200.00
11	LOT - Non-Union, normal hours. Receive, Deliver, and Installation of Product. One phase. Elevator access, as necessary Free and clear space No Removal of Existing Product Overtime Labor, if required, would be an additional charge. Storage free for 30 days. After which storage is charged per LF per month. ROSE MOVIN	1	155.00	155.00
Sub Total				499.42
Total				499.42
12	CONTINGENCY - If due to unforeseen circumstances the building is not ready to receive furniture, including construction delays, additional fees may be incurred to double handle and/or store the furniture. Installation is quoted as one phase. Additional Trip charge cost to return to site and complete installation: \$300 **** Storage fee per month: \$175 for all product **** ROSE MOVIN	1	N/C	N/C
Quotation Totals				
Sub Total				6,790.84
Grand Total				6,790.84

End of Quotation

TITLE OF PRODUCT TRANSFERS UPON RECEIPT BY CUSTOMER.

ACCEPTED BY _____ TITLE _____ DATE _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall 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 Novi Community School District Board of Education or the Superintendent of Schools. The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

The undersigned, the owner or authorized officer of NBS (the "Bidder"), pursuant to the familial disclosure requirement provided in the Novi Community School District advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Novi Community School District Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: A. Trumbert (Bidder Signature)
Title: workplace specialist (type or print)
Date: 1/25/23

Subscribed and Sworn to Before Me:

This 25th day of January, 20 23 A.D., in and for the
County of Oakland, Michigan.

My Commission expires 2/7/27.

Brett Barkacs
Signature of Notary



NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
WAYNE COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, gift, fee, commission or thing of value on account of such sale.

NBS
Bidder (Firm)
AM Trembuth
Signature of Bidder or Agent

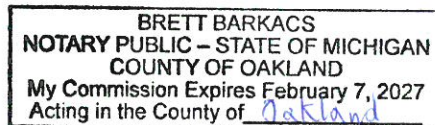
Subscribed and sworn to before me this 25th day of January, 2023.

My commission expires: 2/7/27

County of residence: Oakland

Brett Barkacs
Notary Public Signature

Seal



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 (the "Company"), pursuant to the compliance certification requirement provided in the Novi Community School District Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Novi Community School District Board of Education 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 the Novi Community School District' 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 that it is determined that the person has submitted the false certification.

NBS

Name of Company

AM Tremborth
Asst. Rep. Specialist

Name and Title of Authorized Representative

AM Tremborth

Signature

1/23/25

Date

END OF SECTION

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

TOPIC: City of Novi and NCSD Land Swap Report

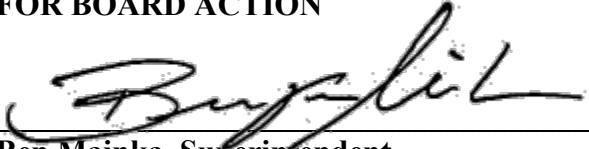
The Novi Community School District, the City of Novi, Plante Moran Cresa representatives, and respective attorneys brought the proposal to the Board at the September 22, 2022 Board meeting for a preliminary approval. It was then sent to the District's attorneys for further assessment.

Based on the assessment letter, the District attorneys have updated the Property Exchange Agreement. The board has met to discuss these changes and it is brought tonight for approval.

RECOMMENDATION:

That the Novi Community School District Board of Education approve the Updated Property Exchange Agreement as presented tonight.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**



Ben Mainka, Superintendent

**RESOLUTION AUTHORIZING
UPDATED PROPERTY EXCHANGE AGREEMENT**

Novi Community School District, Oakland County, Michigan (the “District”).

A regular meeting of the District’s Board of Education (the “Board”) was held in the Board Room in the District’s Educational Services Building, located at 25345 Taft Road, Novi, Michigan 48374 within the boundaries of the District, on the 16th day of February, 2023 at 7:00 o’clock in the p.m.

The meeting was called to order by Dr. Danielle Ruskin, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, on September 22, 2022, the District approved a preliminary property exchange agreement between the District and the City of Novi;

WHEREAS, the preliminary agreement was updated, and the updated property exchange agreement is attached as Attachment 1 (the “Agreement”);

WHEREAS, the Board desires to authorize and direct the District Superintendent or designee to sign the Agreement substantially in the form as Attachment 1, to make any revisions to the Agreement not inconsistent with this resolution, and to take any other action necessary to complete the property exchange contemplated by the Agreement, including signing closing documents, all of which shall be subject to review and approval by the District’s legal counsel; and

WHEREAS, the Board has determined that it would be in the best interest of the District to waive any applicable Board Policies and Bylaws related to the disposition and acquisition of property for purposes of this property transaction.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board authorizes and directs the Superintendent or designee to sign the Agreement substantially in the form as Attachment 1, to make any revisions to the Agreement not inconsistent with this resolution, and to take any other action necessary to complete the property exchange contemplated by the Agreement, including signing closing documents, all of which shall be subject to review and approval by the District’s legal counsel.

2. The Board waives any applicable Board Policies and Bylaws related to the disposition and acquisition of property for purposes of this property transaction.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Novi Community School District, Oakland County, Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on February 16, 2023, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

Attachment 1
Property Exchange Agreement

PROPERTY EXCHANGE AGREEMENT
BY AND BETWEEN
THE CITY OF NOVI AND NOVI COMMUNITY SCHOOL DISTRICT

This Agreement is made as of the date of the last signature below ("Effective Date") by and between the City of Novi, a Michigan municipal corporation, whose address is 45175 Ten Mile Road, Novi, Michigan 48375 ("City") and Novi Community School District, a Michigan general powers school district organized and operating under the Michigan Revised School Code, MCL 380.1, et seq., whose address is 25345 Taft Road, Novi, Michigan 48374 ("District") (collectively, the City and the District, the "Parties," and individually, a "Party").

RECITALS

WHEREAS, the District owns property shown and legally described as "Parcel C" on the survey in **Exhibit 1** ("District High School Property");

WHEREAS, the City owns property adjacent to the District High School Property, which is shown and legally described as "Parcel B" on the survey in **Exhibit 1** ("City Civic Center Property");

WHEREAS, the District owns property shown and legally described as "Parcel B" on the survey in **Exhibit 2** ("District Middle School Property");

WHEREAS, the City owns property adjacent to the District Middle School Property, which is shown and legally described as "Parcel A" on the survey in **Exhibit 2** ("City Wildlife Woods Park Property");

WHEREAS, the District owns property shown and legally described as "Parcel A" on the survey in **Exhibit 3** ("District Bosco Fields Property");

WHEREAS, the District and the City have used portions of each other's properties referenced above pursuant to various agreements between the Parties concerning those properties ("Past Agreements"); and

WHEREAS, the District and the City desire to terminate the Past Agreements and to instead exchange certain properties pursuant to this Agreement without the payment of any monies by either Party to the other. The intention of the Parties is that the properties exchanged pursuant to this Agreement will constitute full and fair consideration.

NOW, THEREFORE, the Parties agree as follows:

1. District Conveyance. The District shall convey to the City (a) a portion of the District High School Property, specifically the portion shown as "Proposed Parcel 1" on the survey in **Exhibit 1** (the "Added Fuerst Park Area Property") and (b) the District Bosco Fields Property by execution and delivery of a warranty deed in substantially the same form and

containing substantially the same terms, reservations, and provisions as the warranty deed attached hereto as **Exhibit 4**.

2. City Conveyance. The City shall convey to the District (a) a portion of the City Civic Center Property, specifically the portion south and southwest of the "proposed property line" shown within the City Civic Center Property on the survey in **Exhibit 1** (the "Added District High School Property") and (b) a portion of the City Wildlife Woods Park Property, specifically the portion shown as "Proposed Parcel 1" on the survey in **Exhibit 2** (the "Added District Middle School Property") by execution and delivery of a warranty deed in substantially the same form and containing substantially the same terms, reservations, and provisions as the warranty deed attached hereto as **Exhibit 5**.

3. Title Work. The Parties have obtained owner's title insurance commitments for this transaction from Amrock Commercial as follows (collectively, the "Title Commitments"):

- (a) District High School Property – commitment no. C000125567-4 dated November 7, 2022, 8:00 AM.
- (b) City Civic Center Property – commitment no. C000125567-5 dated November 7, 2022, 8:00 AM.
- (c) District Middle School Property – commitment no. C000125567-3 dated November 7, 2022, 8:00 AM.
- (d) City Wildlife Woods Park Property – commitment no. C000125567-2 dated November 7, 2022, 8:00 AM.
- (e) District Bosco Fields Property – commitment no. C000125567-1 dated November 7, 2022, 8:00 AM.

The District shall work with Amrock Commercial before Closing to revise (a) the City Civic Center Property title commitment to provide title insurance only for the property portion being conveyed to the District, specifically the Added District High School Property, and (b) the City Wildlife Woods Park Property title commitment to provide title insurance only for the property portion being conveyed to the District, specifically the Added District Middle School Property.

The City shall work with Amrock Commercial before Closing to revise the District High School Property title commitment to provide title insurance only for the property portion being conveyed to the City, specifically the Added City Fuerst Park Area Property and the District Bosco Fields Property.

The Parties shall agree in writing to the title policy amounts for each Title Commitment no later than 90 calendar days after the Effective Date (the "Due Diligence Period"); if the Parties do not agree on the title policy amount for a Title Commitment, then the Parties shall work in good faith to retain an appraiser mutually agreeable to the Parties to determine the value of the applicable property within the Due Diligence Period, and the appraiser's value shall be used as the title policy amount for that Title Commitment. The Parties shall work together in good faith to ensure that the title company providing title insurance policies for this transaction issues title policies in amounts agreed to by the Parties or the amount determined by the appraiser.

The City Civic Center Property title commitment and the City Wildlife Woods Park Property title commitment currently contain title exceptions. During the Due Diligence Period, the District shall have the right to work with Amrock Commercial to remove or revise those title exceptions that the District determines would unreasonably interfere with the District's intended uses of the properties subject to those title commitments. If the District has made an effort to remove or revise those title exceptions within the Due Diligence Period but has not finalized removing or revising those title exceptions within the Due Diligence Period, then the Parties may agree in writing to extend the Due Diligence Period or the District may terminate this Agreement by providing a written termination notice to the City within 10 calendar days of the expiration of the Due Diligence Period; upon such termination, neither Party shall have any further rights or responsibilities under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs (as defined below) for services performed before the termination date.

The District High School Property title commitment and the District Bosco Fields Property title commitment currently contain title exceptions. During the Due Diligence Period, the City shall have the right to work with Amrock Commercial to remove or revise those title exceptions that the City determines would unreasonably interfere with the City's intended uses of the properties subject to those title commitments. If the City has made an effort to remove or revise those title exceptions within the Due Diligence Period but has not finalized removing or revising those title exceptions within the Due Diligence Period, then the Parties may agree in writing to extend the Due Diligence Period or the City may terminate this Agreement by providing a written termination notice to the District within 10 calendar days of the expiration of the Due Diligence Period; upon such termination, neither Party shall have any further rights or responsibilities under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs (as defined below) for services performed before the termination date.

4. Environmental. The Parties ordered and reviewed Phase I Environmental Site Assessment reports for the Added Fuerst Park Area Property, the Added District High School Property, the Added District Middle School Property, and the District Bosco Fields Property (the "New Properties"), which assessments are dated May 5, 2022 and which were subsequently updated (collectively, the "Environmental Assessments"). The Parties are satisfied with the Environmental Assessments.

If Closing does not occur on or before May 4, 2023, then the Parties will order new Phase I Environmental Site Assessment reports for the properties listed in the preceding paragraph (collectively, the "New Environmental Assessments"). The Parties shall have until the expiration of the Due Diligence Period to receive and review the New Environmental Assessments. If the New Environmental Assessments are not received before the expiration of the Due Diligence Period or any of the New Environmental Assessments indicate environmental contamination or recommend further investigation, then the Parties may agree in writing to extend the Due Diligence Period or either Party may terminate this Agreement by providing a written termination notice to the other Party within 10 calendar days of the expiration of the Due Diligence Period; upon such termination, neither Party shall have any

further rights or responsibilities under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs for services performed before the termination date.

5. Surveys. The Parties obtained boundary surveys depicting the properties subject to this transaction, which surveys are attached as **Exhibits 1-3**. Based on the title exceptions in the Title Commitments, the Parties determined to upgrade the boundary surveys in **Exhibits 1-2** to ALTA surveys, which are dated October 4, 2022.

If those ALTA surveys reveal matters other than those depicted on the boundary surveys in **Exhibits 1-2**, then the Parties may agree in writing to extend the Due Diligence Period or either Party may terminate this Agreement by providing a written termination notice to the other Party within 10 calendar days of the expiration of the Due Diligence Period; upon such termination, neither Party shall have any further rights or responsibilities under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs for services performed before the termination date.

6. Transaction Costs. The Parties shall each pay ½ of the due diligence costs for this transaction, which include but may not be limited to the (a) title policies issued pursuant to the Title Commitments, (b) Environmental Assessments, (c) New Environmental Assessments if ordered by the Parties pursuant to Section 4 above, (d) the appraiser's fee if an appraiser is used by the Parties pursuant to Section 3 above, (e) Boundary Surveys and ALTA Surveys referenced in Section 5 above, (f) soil borings for properties subject to this transaction; (g) Plante Moran CRESA fees for this transaction, (h) closing fee imposed by the title company facilitating the Closing, and (i) recording of the warranty deeds in **Exhibits 4-5**, the purchaser's statements in **Exhibits 6-7**, and the Termination Agreement in **Exhibit 8** (collectively, all the costs in this Section 6, the "Transaction Costs"). Transaction Costs do not include attorney fees. Transaction Costs shall be paid at Closing, except as otherwise provided in this Agreement.

7. Representations and Warranties.

The City as to the Added District High School Property and the Added District Middle School Property and the District as to the Added Fuerst Park Area Property and the District Bosco Fields Property each represent and warrant to the other Party as follows:

- (a) To the best of its knowledge, there is no pending litigation affecting all or any part of the properties, or its interest therein.
- (b) There are no unrecorded options, rights of first refusal, licenses, rental agreements, leases or other rights of occupancy outstanding in respect of the properties, except those between the City and the District, which the City and the District shall terminate at Closing.
- (c) To the best of its knowledge, there are no uncorrected violations of any building codes and regulations, health codes or zoning ordinances, or county, state or federal laws or regulations, affecting the property or the use or enjoyment thereof.

- (d) Except as may be disclosed in the Title Commitments, the Environmental Assessments, or the surveys conducted pursuant to Section 5 above, to the best of its knowledge there are no underground storage tanks or hazardous or toxic substances existing on, under, above or upon the property as defined in any federal, state or local law, regulation, rule, statute or directive, nor is there any asbestos or urea formaldehyde foam insulation installed in or upon the properties.
- (e) There are no real estate broker or agent commissions, fees and other charges involved in or attributable to this transaction and conveyance. Acquiring party shall not be responsible for any such brokerage or agent fees, commissions, or other such charges, and it shall to the extent permitted by law indemnify, defend and hold acquiring Party free and harmless from the claims of any broker(s), representative(s), employee(s), agent(s) or other intermediary(ies) claiming to have represented it, or otherwise to be entitled to compensation, in connection with this Agreement or in connection with the sale of the properties.

8. Prior Agreements.

The City and the District shall sign the termination agreement attached as **Exhibit 8** at Closing, terminating any prior agreements between the District and the City concerning the City Civic Center Property, the City Wildlife Woods Park Property, the District High School Property, the District Middle School Property, and the District Bosco Fields Property (collectively, the "Current Properties").

9. Land Divisions/City Park Master Plan Designation/Zoning.

The Parties acknowledge that a land division of one or more of the Current Properties will be necessary to complete the transaction contemplated by this Agreement. The District and the City will cooperate during the land division process. The Parties acknowledge and agree that this Agreement is conditioned on the land divisions being granted to the satisfaction of each Party, which shall not be unreasonably withheld, before the time of Closing. The Parties acknowledge that such land divisions may not be granted until the expiration of the Due Diligence Period or any extension thereof. If the land division is not approved to such satisfaction before the time of Closing, then either Party may terminate this Agreement and neither Party shall have any liability or responsibility to the other under this Agreement, except that each Party shall remain responsible for 1/2 of any Transaction Costs for services performed before the termination date.

The Parties also acknowledge that the Added District High School Property or the Added District Middle School Property, or parts thereof, may be a required park under the official master plan of the City. The City shall ensure that as of at least 5 days before Closing, no part of the Added District High School Property or the Added District Middle School Property is a required park under the official master plan of the City and the City shall notify the District of any action taken by the City to effectuate that result. If the City fails to meet the obligation in the preceding sentence, then either Party may terminate this Agreement and neither Party

shall have any liability or responsibility to the other under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs for services performed before the termination date.

The Parties acknowledge that a zoning confirmation and a zoning approval will be necessary to complete the transaction contemplated by this Agreement. Specifically, the District must receive a confirmation from the City that the Added District Middle School property is entirely within the City of Novi Zoning Ordinance ("Ordinance") R-A zoning district and that the Zoning Ordinance does not preclude public school uses within any portion of that property, subject to compliance with all other applicable provisions of the City Code to which the District is subject by law. Additionally, the Added District High School Property is located within the Ordinance R-4 zoning district, which currently does not permit public school uses without further action from the City. The City must approve the use of the District High School Property for public school uses, through a Zoning Ordinance text amendment, a special land use permit, or other action acceptable to the District. The Parties acknowledge and agree that this Agreement is conditioned on the zoning confirmation and the zoning approval being granted to the satisfaction of the District, which shall not be unreasonably withheld, before the time of Closing. If either is not approved to such satisfaction before the time of Closing, then either Party may terminate this Agreement and neither Party shall have any liability or responsibility to the other under this Agreement, except that each Party shall remain responsible for ½ of any Transaction Costs for services performed before the termination date.

10. Other Terms and Conditions. The following additional terms and conditions apply:

- (a) Legal Descriptions. The District and City shall jointly prepare the final legal descriptions for each property subject to this transaction, including the New Properties. Once the legal descriptions for the New Properties have been finalized and agreed to by the Parties, they shall be included in the deeds in **Exhibits 4 and 5**. Following Closing, the Parties shall reasonably cooperate in executing and recording amendments that are necessary, if any, for purposes of replacing legal descriptions of properties subject to this transaction if they contain mutual mistakes and errors that are discovered at or after the Closing.
- (b) Possession. Possession of the New Properties will be delivered at the Closing. The Warranty Deeds and other documents shall be delivered at the Closing.
- (c) Closing. The Closing shall take place at the office of the District's Superintendent. Subject to other terms in this Agreement, the Closing shall take place on a date and time as is mutually agreeable to the Parties; provided, however, that the Closing shall occur not later than 15 calendar days after the expiration of the Due Diligence Period or any

extension thereof ("Closing"). The Parties agree to the following for the purpose of consummating this transaction:

- (i) Each Party shall deliver to the other evidence satisfactory to establish their authority to enter into and consummate this transaction.
 - (ii) Each Party shall pay for all transfer taxes, fees attributable to any parcel split/combine which may have been assessed, and fees and charges of its own representatives, agents, or contractors, for property conveyed by that Party.
 - (iii) Both Parties shall execute, acknowledge and deliver such other instruments, documents and undertakings (in customary form reasonably acceptable to the District and the City) as shall be reasonably necessary in order to fully consummate this Agreement and to bring into effect its intent and purpose, including any required non-foreign affidavits.
 - (iv) All taxes and assessments that have become a lien upon the land as of the date of Closing (if any) shall be paid by the conveying Party. The acquiring Party shall be responsible for the payment of all property taxes falling due after the date of Closing without regard to lien date. The conveying Party shall pay the cost of all utilities and service charges through and including the date of Closing.
- (d) Time is of the essence. At all times under this Agreement where certain time constraints are set forth, the Parties have agreed that TIME IS OF THE ESSENCE and that no extensions of said time limits are expected or agreed to unless specifically agreed to in writing.
- (e) Default. In the event of material default by the City under this Agreement, the District may, at its option, elect to enforce the terms hereof or rescind and terminate this Agreement. In the event of a material default by the District, the City may, at its option, elect to enforce the terms hereof or rescind and terminate this Agreement.
- (f) Choice of law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan that are applicable to Agreements made and to be performed in that State. Should any court action be commenced at any time involving or concerning this Agreement, the Parties consent and agree to jurisdiction and venue being in the State of Michigan Circuit Court in Oakland County. In the event any provision of this Agreement or any addendum to this Agreement contains provisions that are contrary to existing law in the State of

Michigan or negate any legal right of a Party under the laws of said state, such provision shall be severed from this Agreement and shall be of no force or effect, but shall not otherwise invalidate the remainder of this Agreement. The Agreement of the Parties in this paragraph shall survive the Closings of this transaction.

- (g) Disclaimer of Warranties. AT CLOSING, EACH PARTY SHALL SIGN A PURCHASER'S STATEMENT. THE PURCHASER'S STATEMENT WILL CONFIRM IN WRITING TO THE OTHER PARTY THAT, EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT, (A) THE ACQUIRING PARTY HAS INSPECTED THE PARCEL THAT PARTY IS RECEIVING; IS AGREEING TO TAKE THE PARCEL "AS IS" AND IN ITS PRESENT CONDITION; AND THAT THERE ARE NO WRITTEN OR ORAL UNDERSTANDINGS EXCEPT THOSE IN THIS AGREEMENT; AND (B) THE CONVEYING PARTY EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES OF ANY KIND WITH REGARD TO THE PROPERTY THAT PARTY IS TRANSFERRING. THE PURCHASER'S STATEMENT TO BE SIGNED BY THE DISTRICT IS IN EXHIBIT 6 AND THE PURCHASER'S STATEMENT TO BE SIGNED BY THE CITY IS IN EXHIBIT 7.
- (h) Legal document; interpretation. THIS IS A LEGAL AND BINDING DOCUMENT, AND BOTH THE DISTRICT AND THE CITY ACKNOWLEDGE THAT THEY HAVE BEEN ADVISED TO CONSULT AN ATTORNEY TO PROTECT THEIR INTERESTS IN THIS TRANSACTION. WHERE THE TRANSACTION INVOLVES FINANCIAL AND TAX CONSEQUENCES, THE PARTIES ACKNOWLEDGE THAT THEY HAVE BEEN ADVISED TO SEEK THE ADVICE OF THEIR ACCOUNTANT OR FINANCIAL ADVISER. NO PROVISION IN THIS AGREEMENT IS TO BE INTERPRETED FOR OR AGAINST ANY PARTY BECAUSE THAT PARTY OR THAT PARTY'S LEGAL REPRESENTATIVE DRAFTED THE PROVISION. THIS PARAGRAPH SHALL SURVIVE THE CLOSING OF THIS TRANSACTION.
- (i) All agreements in writing. THE DISTRICT AND THE CITY AGREE THAT THIS AGREEMENT (AND WRITTEN AND SIGNED ADDENDA, IF ANY) CANNOT BE MODIFIED, ALTERED OR OTHERWISE AMENDED WITHOUT A WRITING BEING DULY APPROVED BY AND SIGNED OR INITIALED, AS THE CASE MAY BE, BY BOTH DISTRICT AND THE CITY.
- (j) Notices. ALL NOTICES AND DEMANDS REQUIRED OR PERMITTED UNDER THIS AGREEMENT SHALL BE IN WRITING AND SHALL BE SERVED PERSONALLY OR BY POSTAGE PREPAID UNITED STATES FIRST CLASS, CERTIFIED (RETURN RECEIPT REQUESTED), OR REGISTERED MAIL, ADDRESSED TO THE PARTY AT THE ADDRESS INDICATED ON PAGE 1 HEREOF OR TO SUCH OTHER PLACE AS MAY BE DESIGNED BY NOTICE GIVEN IN ACCORDANCE WITH THIS SECTION. IT IS AGREED TO BY THE PARTIES THAT NOTICES REQUIRED HEREUNDER MAY, BUT

ARE NOT REQUIRED TO, BE DELIVERED BY FACSIMILE (FAX) COPY TO THE PARTIES OR THEIR AGENTS PROVIDED A HARD COPY (ORIGINALLY SIGNED COPY) IS MAILED OR DELIVERED IN A TIMELY MANNER. IF FAXED, THE DATE AND TIME OF THE RECEIPT OF THE FAX SHALL BE THE DATE AND TIME OF SAID OFFER, ACCEPTANCE OR NOTICE. IF NOT FAXED, NOTICE SHALL BE DEEMED TO HAVE BEEN GIVEN ON THE EARLIER OF (A) THE DATE OF PERSONAL DELIVERY, (B) THE DATE WHEN RECEIVED, OR (C) ONE (1) DAY AFTER MAILING IF MAILED IN THE STATE OF MICHIGAN. THIS PARAGRAPH SHALL SURVIVE THE CLOSING OF THIS TRANSACTION.

- (k) Grammar and headings. WHENEVER WORDS HEREIN ARE USED IN THE MASCULINE, THEY SHALL BE READ IN THE FEMININE OR NEUTER WHENEVER THEY WOULD SO APPLY AND VICE VERSA, AND WORDS IN THIS AGREEMENT THAT ARE SINGULAR SHALL BE READ AS PLURAL WHENEVER THE LATTER WOULD SO APPLY AND VICE VERSA. THE HEADINGS CONTAINED HEREIN ARE FOR THE CONVENIENCE OF THE PARTIES AND ARE NOT TO BE USED IN CONSTRUING THE PROVISIONS OF THIS AGREEMENT.
- (l) Entire agreement. THE DISTRICT AND THE CITY AGREE THAT THIS AGREEMENT CONTAINS THE ENTIRE AGREEMENT BETWEEN THEM REGARDING THE TRANSACTION DESCRIBED HEREIN AND THAT THERE ARE NO AGREEMENTS, REPRESENTATIONS, STATEMENTS OR UNDERSTANDINGS THAT HAVE BEEN RELIED UPON BY THEM THAT ARE NOT STATED IN THIS AGREEMENT.
- (m) Counterparts. The Agreement may be executed in any number of counterparts, none of which need be executed by all the parties hereto, each of which shall be deemed an original, and all of which when taken together shall constitute one in the same instrument. Each Exhibit attached hereto shall be a part of this Agreement, as if the content thereof was fully set forth in the body of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their authorized officers.

CITY OF NOVI

By: Robert Gatt
Its: Mayor
Date: _____, 2023

By: Cortney Hanson
Its: City Clerk
Date: _____, 2023

ACKNOWLEDGMENT

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

The foregoing Agreement was acknowledged before me by Robert Gatt, Mayor, and Cortney Hanson, Clerk, on behalf of the City of Novi, on the ____ day of _____, 2023.

Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

[Signatures Continued on Next Page]

NOVI COMMUNITY SCHOOL DISTRICT,
acting by and through its Board of Education

By: Ben Mainka

Its: Superintendent

Date: _____, 2023

ACKNOWLEDGMENT

STATE OF MICHIGAN)
) ss
COUNTY OF OAKLAND)

The foregoing Agreement was acknowledged before me by Ben Mainka, the Superintendent for Novi Community School District, on the ____ day of _____, 2023.

Notary Public
_____ County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

**BOARD OF EDUCATION
NOVI COMMUNITY SCHOOL DISTRICT
NOVI, MICHIGAN
February 21, 2023**

SUPERINTENDENT OF SCHOOLS

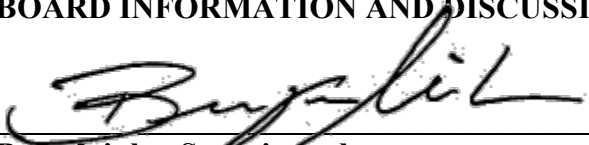
TOPIC: NCSD Branding guide

Last year, the a few key District personnel were researching the need for new common building signage in the District. Out of these discussions came a broader conversation around having a branding guide for the District due to the various logos being used in the buildings.

Under the expertise of Printnology, coordination of George Sipple, our marketing and public relations (PR) supervisor, and the guidance of the new Cabinet, a branding guide was developed. The purpose of this branding guide is to coordinate and unify all of the buildings and departments with one base logo and color scheme.

This is being presented tonight for information and discussion. It will come back for Board approval at the March 16, 2023 meeting.

**APPROVED AND RECOMMENDED FOR
BOARD INFORMATION AND DISCUSSION**



Ben Mainka, Superintendent

BRAND

Style Guidelines

Successfully Communicating Through Consistency



This branding guide covers the standards for development, execution and production of the Novi Community School District communications materials. The primary goal of the guide is to unify all messages and graphic elements across all media. The key to successful communications is consistency. The Novi Community School District vision and messages are carried through all communication mediums through the use of color, typography, photography and other elements. Correct and consistent usage is vital to ensure the quality and integrity of the Novi Community School District brand. The primary audiences for this guide are staff and students at Novi Community School District and partner organizations, as well as the creative professionals they work with to produce communications materials.

• Vis ion

Table Of Contents

Novi Community School District Branding	04
Official Branding	05
Logo Colors	08
Logo Typography	10
Logo Unacceptable Executions	12
Powercat Branding	16
Official Branding	17
Logo Colors	18
Logo Color Variations	20
Logo Unacceptable Executions	22
Pre K-4 Alternative Elementary Themed Branding	26
Official Branding	27
Logo Colors	28
Logo Color Variations	29
Logo Unacceptable Executions	30
Logo Alternates - Special Circumstances	34
Logos	35
Apparel & More	36
Spiritwear & Accessory Samples	37
Unacceptable Old Logo Variations	38
Sample Logos	39

Official Branding

The Novi Community School District logo is the mark that represents the schools. It carries the values of excellence, academic inspiration and a love of learning that are at the heart of the district's ambition. Therefore it is important that it is reproduced and displayed in the correct manner so as not to dilute the Novi Community School District brand.

This is the logo in full color. It is the most common and should be used whenever possible. Please use with care and follow the guide as outlined.

Logo
approved

Approved Rebranded Logos and Graphics

Primary Logo



Official
Branding

05

Secondary Logo



Pre K-4 Elementary Alternative Themed Logo





The Novi Community School District logo is comprised of two elements, the Powercat symbol and the logo typography. The Powercat symbol is a powerful image evoking the collaborative culture of our students and staff. The logo typography has been carefully chosen for its modern and yet refined, highly legible style, and to complement and balance perfectly with the Powercat logo symbol.



The clearspace X is twice the width of the typography thickness.

Clearspace

A safe area around the logo must be preserved to allow maximum legibility of the logo. No elements such as typography, other logos, graphics or clipart may intrude upon this safe area. In addition, placing the logo too close to a cut or folded edge violates the safe area. In some cases, it may be acceptable to place the logo over a photo edge. Please maintain as much logo clarity as possible in these situations.



Minimum Size

To ensure that the logo is large enough to be easily recognized, it must not be reduced smaller than the height of 5/8 inch. This is the minimum size. The logo should be larger in every possible instance.



The General Logo

The main logo is the dark logo used on a white background.



The Light Logo Version

Will be used when the background color is dark.



Correct Usage



Correct Usage



Incorrect Usage

Do not place the logo over any photos, textures, or any other graphic elements that make the logo difficult to see.

Col Ors

Consistent use of Novi Community School District colors will help ensure that this palette becomes recognized as belonging to Novi Community School District, even without the logo. The Novi Community School District communications are designed using plenty of space. This makes sure that text and information are clear and easy to read, and is also a distinctive element of our look and feel.

Primary Palette

These are the main colors and should be the predominant colors used on any piece of design.

Secondary Palette

These colors should be used to support and expand upon the primary palette. They are to be used alongside the main palette and never independently of it.

Primary Palette



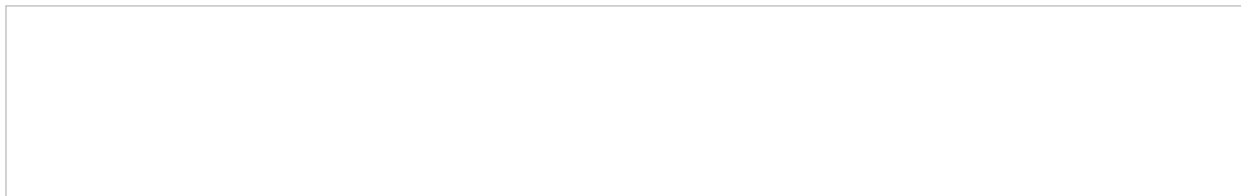
Pantone: 349C | CMYK: 91/33/99/26 | RGB: 0/105/55 | Hex: 006937

Secondary Palette



Pantone: Process Black C | CMYK: 0/0/0/100 | RGB: 35/31/32 | Hex: 231F20

White Palette



CMYK: 0/0/0/0 | RGB: 255/255/255 | Hex: FFFFFFFF

Typefaces

The primary typeface is Bank Gothic BT Medium. This face has been chosen as it reflects Novi Community School District brand: it is a clear, contemporary and classic face that suits modern treatments.

Typography and Weight

Consistent use of the correct typefaces and weights, in the right places, ensures that the Novi Community School District communications are instantly recognizable and the integrity of the brand is maintained.

Typo
graphy

BANK GOTHIC LH HEAVY

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0

Font File

To obtain a copy of the truetype font file to load on a computer, contact George Sipple at 248-449-1410 or george.sipple@novik12.org.

To retain the integrity of Novi Community School District identity, it is important **NOT** to change any element of the logo or adjust it in any way. Here are some examples of how **NOT** to use the logo.

Please be responsible, not reckless, with this logo.
Always use the logo provided.

Logo
do
nots

1 **DO NOT**
Tint any elements
in the logo



Logo Do Nots

13

2 **DO NOT**
Change any colors
in the logo



3 **DO NOT**
Rotate
the logo



Logo Do Nots

14

4 DO NOT
Distort or stretch
the logo



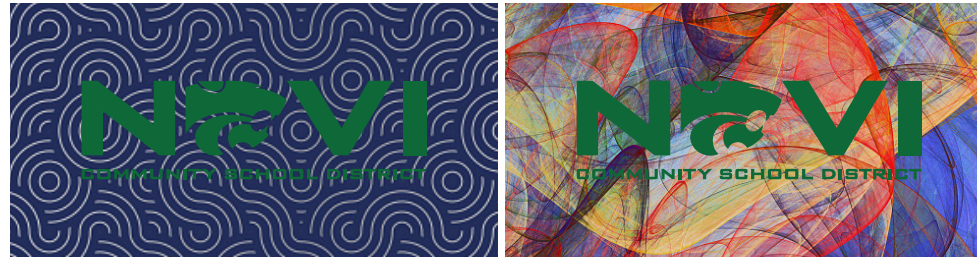
5 DO NOT
Change the font
in the logo



6 DO NOT
Alter the proportions
in the logo



7 **DO NOT**
Use complex
backgrounds



Logo Do Nots

15

8 **DO NOT**
Rearrange elements
in the logo



9 **DO NOT**
Redraw
the logo



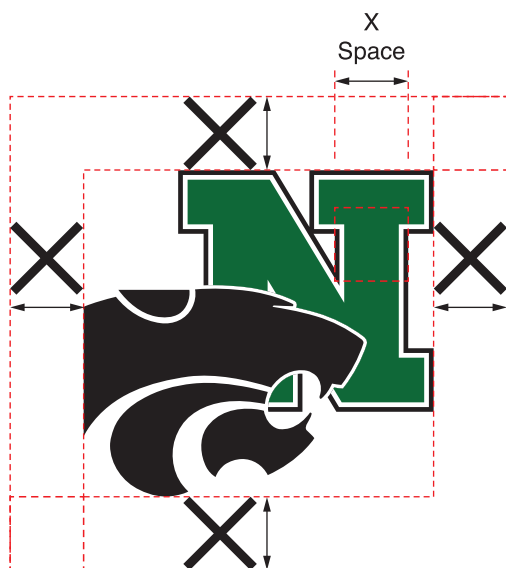
Structure

The Novi Powercat logo includes two graphic elements, the Power Cat silhouette in black with a white outline, and a varsity letter "N" in green with a white and black outline. These elements combined reinforce the brand. When the primary logo is not preferred, the secondary Powercat logo must appear prominently on all materials published by the school or any affiliates, such as apparel, athletics, accessories, etc.

Power
cat
graphic



The Powercat and Varsity letter "N" must appear together at all times. The letter may not be recreated with any other font, nor resized, nor rearranged for any reason, unless approved by Novi Community School District.



Clearspace

A safe area around the logo must be preserved to allow maximum legibility of the logo. No elements such as typography, other logos, graphics or clipart may intrude upon this safe area. In addition, placing the logo too close to a cut or folded edge violates the safe area. In some cases, it may be acceptable to place the logo over a photo edge. Please maintain as much logo clarity as possible in these situations.



Minimum Size

To ensure that the logo is large enough to be easily recognized, it must not be reduced smaller than the width of 1 inch. Please note: This is the minimum size. The logo should be larger in every possible instance.

Color

The Powercat logo can appear only as shown on the right. The logo should only be applied to solid backgrounds, solid graphic elements, or photos, when appropriate. The two primary colors should be used whenever possible.



Varsity “N” Letter



Pantone: 349C | CMYK: 91/33/99/26
RGB: 0/105/55 | Hex: 006937

Power Cat Silhouette



Pantone: Process Black C | CMYK: 0/0/0/100
RGB: 35/31/32 | Hex: 231F20



General Logo

The main logo is the dark logo used on a white background.

Logo Usage

Do not place the logo over any photos, textures, or any other graphic elements that make the logo difficult to see.



Correct Usage



Correct Usage



Incorrect Usage

Light Logo Version

Will be used when the background color is green.



Light Logo Version

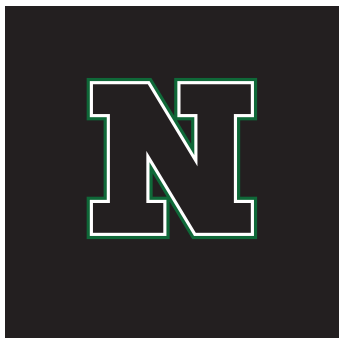
Will be used when the background color is black.





General Logo

The main logo is the dark logo used on a white background.



Powercat
Graphic

21

Light Logo Version

Will be used when the background color is green.

Light Logo Version

Will be used when the background color is black.

To retain the integrity of Powercat identity, it is important **NOT** to change any element of the logo or adjust it in any way. Here are some examples of how **NOT** to use the logo.

Please be responsible, not reckless, with this logo.
Always use the logo provided.

Logo
do
nots

1 **DO NOT**
Tint any elements
in the logo



Logo Do Nots

23

2 **DO NOT**
Change any colors
in the logo



3 **DO NOT**
Rotate
the logo



4 DO NOT
Distort or stretch
the logo



5 DO NOT
Change the font
in the logo



6 DO NOT
Alter the proportions
in the logo



7 **DO NOT**
Use complex
backgrounds



Logo Do Nots

25

8 **DO NOT**
Rearrange elements
in the logo



9 **DO NOT**
Redraw
the logo



Alternative Themed Logo

While maintaining the integrity of the rebranding with the consistence use of the approved font lettering for Novi, a paw graphic has been introduced. The paw graphic represents a softer and friendlier representation of the school spirit that the younger students can identify with. Please use with care and follow the guide as outlined.

26

Pre
K-4
themed



The lettering and paw graphic must appear together at all times. The letters may not be recreated with any other font, nor resized, nor rearranged for any reason, unless approved by Novi Community School District.

Pre K-4 Themed Logo

27



The clearspace X is twice the width of the typography thickness.

Clearspace

A safe area around the logo must be preserved to allow maximum legibility of the logo. No elements such as typography, other logos, graphics or clipart may intrude upon this safe area. In addition, placing the logo too close to a cut or folded edge violates the safe area. In some cases, it may be acceptable to place the logo over a photo edge. Please maintain as much logo clarity as possible in these situations.



Minimum Size

To ensure that the logo is large enough to be easily recognized, it must not be reduced smaller than the height of 1/2 inch. Please note: This is the minimum size. The logo should be larger in every possible instance.

Color

The logo can appear only as shown on the right. The logo should only be applied to solid backgrounds, solid graphic elements, or photos, when appropriate. The primary color should be used whenever possible.



General Logo

The main logo is the dark logo used on a white background.



Light Logo Version

Will be used when the background color is green.



Primary Color



Pantone: 349C | CMYK: 91/33/99/26
RGB: 0/105/55 | Hex: 006937



Light Logo Version

Will be used when the background color is black.



Correct Usage



Correct Usage

Pre K-4 Themed Logo

29



Incorrect Usage

Logo Usage

Do not place the logo over any photos, textures, or any other graphic elements that make the logo difficult to see.

To retain the integrity of Novi paw logo identity, it is important **NOT** to change any element of the logo or adjust it in any way. Here are some examples of how **NOT** to use the logo.

Please be responsible, not reckless, with this logo.
Always use the logo provided.

Logo
do
nots

1 **DO NOT**
Tint any elements
in the logo



Logo Do Nots

31

2 **DO NOT**
Change any colors
in the logo



3 **DO NOT**
Rotate
the logo



4 **DO NOT**
Distort or stretch
the logo



5 **DO NOT**
Change the font
in the logo



6 **DO NOT**
Alter the proportions
in the logo



7 **DO NOT**
Use complex
backgrounds



Logo Do Nots

33

8 **DO NOT**
Rearrange elements
in the logo



9 **DO NOT**
Redraw
the logo



Special Circumstances

There may be special situations where our brand elements need to be utilized in ways that are outside of our standard acceptable use guidelines. In these cases, contact George Sipple at 248-449-1410 or george.sipple@novik12.org for direction and approval.

Specialty Logos



Logo
Alternates

Spiritwear & Accessories

The brand elements may be used on apparel and promotional items, however the branding guidelines must be followed. There may be special situations where our brand elements need to be utilized in ways that are outside of our standard acceptable use guidelines. In these cases, contact George Sipple at 248-449-1410 or george.sipple@novik12.org for direction and approval.

The following examples illustrate how the brand elements may be used on apparel and promotional items. You are not confined to these specific layouts, however, any use of the brand elements for apparel and promotional items must be approved by George Sipple prior to production.

App
arel
& more



Apparel & More

37



Logo branding outside the guidelines

Previous logo designs and variations will no longer be allowed for brand use or brand identity. Branding must follow guideline standards. Any questions please contact George Sipple at 248-449-1410 or george.sipple@novik12.org for further direction.

38

Don't
USE
logos

Unacceptable Novi Community School District Logos



Don't
Use Logos

39



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