



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

**Request for Proposal**  
for  
Dexter Community Schools (DCS) Musical Instruments Phase 3

**Issue Date:** April 17, 2024  
**Proposal Due Date:** May 1, 2024 at 12:00 noon

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

**Equipment Specifications Contact:** Matt Deloria, Orchestra Director, [deloriam@dexterschools.org](mailto:deloriam@dexterschools.org)  
Grace Wolfe, Band Director, [wolfeg@dexterschools.org](mailto:wolfeg@dexterschools.org)

**Bid Specifications:**

Dexter Community Schools is accepting proposals and bids for musical instruments for the district. The specifications are included in a separate Excel file (Vendor Quote DCS Musical Instruments Phase 3.xls). After the bid due date and prior to award, the Owner may request demo instruments for evaluation at no cost to the Owner.

**Bid Requirements:**

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

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

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

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

Should a Bidder/Vendor find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the Bidder be in doubt as to the meaning, the Bidder should notify, at once, the Owner who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.

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

**Pricing:**

Dexter Community Schools is a member of numerous purchasing consortiums, so feel free to provide consortium pricing or better. If pricing is based on a consortium, please reference which consortium and the discount structure (Omnia, Sourcewell, MiDeal, REMC, RESA, MOR, E&I, BuyBoard, HPS, Keystone Purchasing Network, NPPGov, TCPN, AEPA, GOVmnt, Wayne County Purchasing Council, TIPS, etc.) on Bid Proposal Form and Excel spreadsheet.

All pricing is to include unit price and shipping. Please enter unit prices and shipping on the Excel spreadsheet in green highlighted cells.

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

**Warranties:**

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

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

**Vendor Code of Conduct:**

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

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

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

The Vendor Code of Conduct can be supplied by request.

**Proposal:**

Questions regarding the specifications must be submitted in writing to the Equipment Specifications Contact(s). Questions regarding the bidding process may be submitted to the Bid Contact.

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

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

**Awarding Contract:**

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

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

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Name of Vendor

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

My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_