

SOUTHFIELD PUBLIC SCHOOLS

Invitation to Bid Southfield Public Schools Southfield School for the Arts & Technology Speaker/ Clock System

The Southfield Board of Education invites you to submit a bid to furnish and install a speaker clock system at Southfield High School for the Arts & Technology located at 24675 Lahser, Southfield, MI 48033. All bids to be delivered to:

Ms. Martha Ritchie
Purchasing Director
Southfield Public Schools
24661 Lahser Road
Southfield, MI 48033

Bids to be clearly marked: "Speaker" and received no later than 2:00 p.m. Tuesday, May 14, 2019 at which time they will be opened and publicly read. Bids received after 2:00 p.m. Tuesday, May 14, 2019 will not be considered or accepted by the Board of Education. Faxed bids will not be accepted. The Board reserves the right to reject any and all bid.

5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each bid.

Pre Bid Meeting:

A pre bid meeting will be held at 3:00 p.m. Monday, May 6, 2019 at the Southfield Public Schools, Instructional Technology Center, 24855 Lahser, Southfield, MI 48033. The purpose of this meeting is to discuss contract specifications and answer any questions. The pre bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Purchasing Department. Immediately after the pre bid meeting vendors will be given the opportunity to walk through Southfield High School for the Arts & Technology.

FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS CERTIFICATION

All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Bids that do not include these statements will not be considered or accepted by the Board of Education.

SECTION II: GENERAL TERMS & CONDITIONS:

1. All bids to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48033, attn.: Martha Ritchie, Purchasing Director. Bids to be in a sealed envelope clearly marked: "Speaker" and returned no later than 2:00 p.m. EST, Tuesday, May 14, 2019 at which time bids will be opened and publicly read. Include three copies of the bids.

2. Pre Bid Meeting: A pre bid meeting will be held at 3:00 p.m. Monday, May 6, 2019 at the Southfield Public Schools, Instructional Technology Center, 24855 Lahser, Southfield, MI 48033. The purpose of this meeting is to discuss contract specifications and answer any questions. The pre bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Purchasing Department. Immediately after the pre bid meeting vendors will be given the opportunity to walk through Southfield High School for the Arts & Technology.

3. The Board reserves the right to reject any and all Bid either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof. Bid to remain firm for sixty days. Once received, the bid becomes the sole property of Southfield Public Schools.

4. Award - The Southfield Board of Education reserves the right to award the bid in whole or in part and to make an award to the lowest responsible net bidder or to split the award in whatever manner may be deemed to be in the district's best interest.

5. Material questions will be answered in writing on the form of Addenda and posted on the Southfield Public School website www.southfieldk12.org, under the Purchasing Page. The deadline for questions and requests for clarification is 2:00 p.m. May 8, 2019. All questions to be written and emailed to Martha Ritchie, Purchasing Director, martha.ritchie@southfieldk12.org.

6. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.

7. All respondent to this Request for Bid must submit with their bid a list of Three (3) current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.

8. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for Bid shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for Bid shall be paid for by the service provider.

9. Southfield Public Schools will not be held responsible for any costs incurred by vendors for work performed in the preparation and production of a quote or for any work performed prior to the issuance of a contract.

10. FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS CERTIFICATION

All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Bids that do not include these statements will not be considered or accepted by the Board of Education.

11. Guarantees by the Successful Vendor. The Successful Vendor guarantees: That all delivered material, equipment and/or service shall be as bid. No substitutions will be accepted unless prior to delivery material/equipment has been inspected, found to be equal to the item(s) specified, and approved in writing by an Southfield Public Schools representative. That he/she has carefully checked the enclosed figures and understands that he/she shall be responsible for any error or omission in the bid offer. That he/she has carefully examined the instructions and specifications and will furnish this material/product with such specifications for the price set forth in this bid.

12. All respondents are required to completely inspect the project site prior to submitting a bid in order to determine all requirements associated with this Request for Bid. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract. To arrange an examination of the site contact Martha Ritchie 248-746-8519. .

13. Insurance Requirements: The contractor will secure and maintain during the term of the contract insurance from an insurance company authorized to do business in the State of Michigan that will protect contractors and subcontractors and the School District from all liability (public liability, personal injury, and property damage) claims that may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the School District. The contractor must cease work if any of the required insurance is canceled or expires. Three copies of certificates of insurance shall be submitted to and approved by the School District prior to the execution of the contract. The Certificate shall specifically name The Southfield Public Schools as an additional insured party. The certificates must contain the agreement of the insurance company notifying the School District in writing ten days prior to any cancellation or termination of the policy. The contractor shall not allow any work under the contract to be performed by a subcontractor unless evidence of similar insurance covering the activities of the subcontractor is submitted to and approved by the District.

The limits of insurance shall not be less than the following:

- A. Workers compensation insurance in the amount required by Michigan Law.
- B. General Liability Bodily Injury and property damage combined.
 - Each occurrence- \$1,000,000
 - Aggregate - \$1,000,000
 - Personal injury - \$500,000
- C. Automobile insurance for vehicles:
 - Bodily injury each person- \$300,000
 - each accident- \$500,000
 - Property damage each accident- \$100,000

14. Warranty - All parts and workmanship shall be fully guaranteed against defect in performance, materials and construction a minimum of one (1) year of actual use. Bidder to state length of warranty in bid.

15. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each bid.

16. Bid are solicited from all possible manufacturers, suppliers, and/or types and quality of products and services as outlined in the specifications. A catalog, description, or a brand and model designation when provided is included in the specification to establish minimum levels of performance, characteristics, quality, capacities, features, workmanship and materials. Use of catalog numbers and other requirements set forth in specifications are not intended to preclude use of any other approved manufacturers products or procedures which may be equivalent, solely as determined by school district but are given for purposes of establishing standards of design, function and quality of materials, construction, and workmanship. Alternate suggestions may be offered if deviations from specifications are minor and if all deviations are properly outlined on an attached sheet, failure to outline all deviations may be grounds for rejection of your bid. The decision of the Southfield Public Schools, acting through the Purchasing Manager, or her authorized representative, shall be final as to what constitutes acceptable deviations from specifications. The Southfield Public Schools will consider any alternates submitted, but reserve the right to reject low Bid, which are not considered equal. Sample of the alternate bid must be made available upon request for examination.

SOUTHFIELD PUBLIC SCHOOLS
Request for Bid: Southfield High School for the Arts & Technology Speaker/Clock System
Specifications

Scope of Work: Southfield Public Schools is seeking a vendor(s) to furnish and install 40 Speaker/clock combination units per specifications at Southfield High School for the Arts & Technology, 24675 Lahser, Southfield, MI 48033. All miscellaneous equipment required for a complete, professional installation shall be included in the base bid. No allowances for any additional equipment, hardware, cabling, or miscellaneous will be considered unless specifically excluded from the base bid. Contractor will meet with district personnel prior to commencement of installation activities to review the installation timelines.

Specifications:

Vendor to provide and install 40 Atlas IP-SDMF 8" In-Wall PoE+ IP Loudspeaker Endpoint with Microphone, LCD Display, and Flashers – compatible with Informacast or equal as approved by Purchasing Director.

Installation to include mounting of all units at locations specified in appendix A. Vendor to provide CAT 6 Structured cabling to each of the 40 IP speaker locations. A rack mount patch panel to be provided by the vendor as needed for each of the three IDF's that service the specified areas of the building. The vendor to install CAT 6 plenum cabling with J-Hooks and Panduit as needed. The vendor will provide the MAC addresses of each speaker in a spreadsheet.

The owner will be responsible for programming the new endpoints in the Informacast system. The owner will be responsible for providing a POE switchport for each endpoint.

Southfield Public Schools
Invitation to Bid: Southfield High School for the Arts & Technology Speaker/Clock System
Official Bid Form

We, the undersigned in compliance with the specifications will provide the equipment and installation as specified for the bid amount listed below. We acknowledge that we have read and understand the specifications and hereby submit our bid in accordance with the terms and conditions of the bid specifications:

Equipment \$ _____

Installation \$ _____

Warranty Information: _____

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name: _____

Title: _____

Firm: _____

Address: _____

City, State, Zip _____

Signature: _____

Email Address: _____

Telephone: _____ Fax: _____

Affidavit of Bidder - Familial Relationships Form

The undersigned, the District or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Southfield Public School District (the "School District") advertisement for service Bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any familial relationships: _____

_____ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools. (check if none)

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribed and sworn to by _____ before me on the _____ day of _____, ____ .

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____
Acting in the County of _____

My commission expires _____

Seal:

BOARD OF EDUCATION

- BOARD OF EDUCATION
- Charles A. Hicks, President
- Michael M. Poole, Vice President
- Leslie Love Smith-Thomas, Secretary
- Talisha Rice, Treasurer
- Yolanda Smith Charles, Trustee
- Darrell B. Joyce, Trustee
- Betty C. Robinson, Trustee
- Dr. Jennifer Green, Superintendent

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 Southfield Public School’s Request For Bid (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 Southfield Public Schools 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 Southfield Public School’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for bid for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

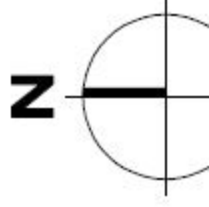
Name and Title of Authorized Representative

Signature

Date



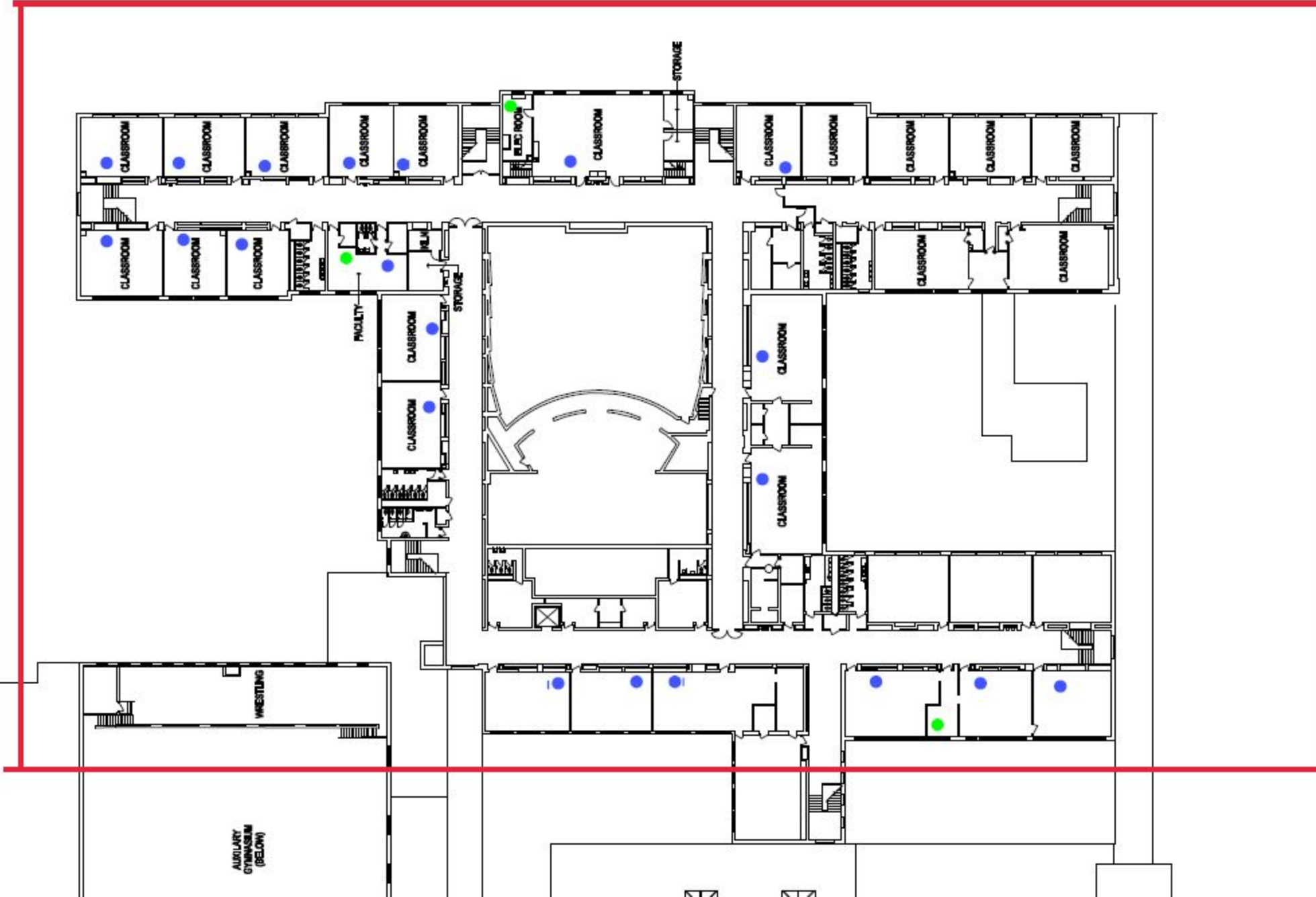
- IDF Location
- New Speaker Location



0 25 50

Main Floor

- IDF Locations
- New Speaker Location



Second Floor