



# Flushing Community Schools

522 N. McKinley Road, Flushing, MI 48433  
Phone: (810) 591-1193 ~ Fax: (810) 591-0656

## Request for Proposal High School Cafeteria Furniture

The Flushing Community Schools Board of Education is accepting sealed proposals for High School Cafeteria Furniture in accordance with the specifications, terms and conditions stated herein.

Proposals must be sealed and include the wording "SEALED BID – HIGH SCHOOL CAFETERIA FURNITURE", on the outside.

Proposals will be accepted until Tuesday, February 16, 2021 at 1:00 p.m. The Board will not accept a proposal received after the date and time mentioned above.

Proposals and questions should be addressed to:

Kelly Stearns, Director of Finance  
Flushing Community Schools  
522 N. McKinley Road  
Flushing, Michigan 48433

The Board of Education reserves the right to accept or reject any and all proposals, in whole or in part, and to waive any informality therein.

The entire Request for Proposal can be found at [www.flushingschools.org](http://www.flushingschools.org)

**January 19, 2021**

## **BIDS**

1. Sealed bid responses for furnishing the items and quantities listed in the attached specifications are hereby requested from your company. You are asked to return the bid form page with your response.

All bids or proposals must be sealed, marked on the outside as "SEALED BID – HIGH SCHOOL CAFETERIA FURNITURE", and be delivered by Tuesday, February 16, 2021 by 1:00 PM to:

Kelly Stearns, Director of Finance  
Flushing Community Schools  
522 N. McKinley Road  
Flushing, Michigan 48433

Proposals received after this time and date shall not be considered.

Bids submitted by fax or electronic mail, will not be accepted.

2. Proposals shall be submitted in the following order:
  - Bid Response Form – Attachment B
  - Bid Specifications – Attachment A
  - Non-Collusive Bidding Certification – Attachment C
  - Sworn and Notarized Familial Disclosure Statement – Attachment D
  - Sworn and Notarized Affidavit of Compliance – Iran Economics Sanctions Act – Attachment E
3. All bids must be completely filled out, must be signed personally by the bidder, by a partner or an authorized representative of the company or corporation, and shall have the bidder's business address and telephone number included on the bid form.
4. Each bid shall state the complete and total delivered and installed price to Flushing Community Schools. Price shall include all costs and charges. Please specify the anticipated delivery date in your bid.
5. Bid prices must be valid for ninety (90) days from the date of the bid opening.
6. Flushing Community Schools is exempt from paying sales tax. Tax-exempt certificate will be provided with all purchase orders. All labor, equipment and materials provided through these specifications shall be exempt from Michigan Sales and Use Tax. The vendor shall independently determine if it will be subject to sales and use taxes on the project. The district will not pay sales or use taxes required of the vendor.
7. The district reserves the right to award the contract to the Bidder offering the best value, and not necessarily to the firm bidding the lowest price. The Board reserves the right to split the bid between one or more vendors if it is in the best interest of the district. The district also reserves the right to reject any or all bids.

## **INSTRUCTIONS AND PROCEDURES**

1. Bids shall be delivered to:  
Kelly Stearns, Director of Finance  
Flushing Community Schools  
522 N. McKinley Road  
Flushing, MI 48433
2. Unit price on quantity specified must be bid, extended and total shown. In case of errors in extension, unit price shall govern.
3. Brand Name, Model Number, and Color must be specified for each item on the Bid Sheet in order to be considered complete. Substitute manufacturers or substitute equipment will not be accepted.
4. All items bid must be new, in excellent condition, including containers suitable for shipment and storage, unless, otherwise indicated on the proposal. All items must include manufacturer warranty information, along with descriptive documentation.
5. It is the intent of the school for the furniture to adhere to the design specifications and deviations are not expected and may disqualify a bidder.
6. The district reserves the right to purchase additional articles as listed on this proposal subject to verification of the same or lower prices and conditions as bid.
7. All applicable warranty literature must be submitted with bid.
8. The vendor and manufacturer confirm that they either hold patents, copyrights, or have permission to sell, distribute, and install the product (equipment, software, etc.) as configured for this project.
9. Prices should include F.O. B. Destination, inside delivery.
10. Installation shall be included in the initial bid cost.
11. Delivery must occur within a reasonable time after receipt of purchase order. If delivery cannot be made by May 15, 2021, the District should be notified immediately. Failure to deliver within a reasonable time may result in a breach of contract on the part of the vendor.
12. Delivery shall be made outside of normal school hours and may require weekend delivery and installation. Delivery date and time must be pre-approved by the Deputy Superintendent.
13. Arrangements for delivery shall be made at least 48 hours in advance of the delivery date by contacting:

Andrew Schmidt, Deputy Superintendent  
(810) 591-1184  
Andrew.schmidt@flushingschools.org

14. The district reserves the right to award the contract to the Bidder offering the best value, and not necessarily to the firm bidding the lowest price. The Board reserves the right to split the bid between one or more vendors if it is in the best interest of the district. The district also reserves the right to reject any or all bids.

15. Any questions or correspondence regarding:

**Design and quality of furniture should be directed to:**

Andrew Schmidt, Deputy Superintendent:

[Andrew.Schmidt@flushingschools.org](mailto:Andrew.Schmidt@flushingschools.org)

**The submittal of bids, requirements, and timeline should be directed to:**

Kelly Stearns, Director of Finance:

[Kelly.Stearns@flushingschools.org](mailto:Kelly.Stearns@flushingschools.org)

**TIME TABLE**

January 19, 2021	Release of RFP
February 16, 2021	Proposals due by 1:00 p.m.
March 09, 2021	Board of Education Action Estimated Date
March 10, 2021	Notification of Bid Award(s)
May 15, 2021	Final Delivery and Installation Date of Furniture

**SPECIFICATIONS**

Please refer to the enclosed Attachment A.

**FORMAT OF THE RFP RESPONSE**

1. The RFP response must include all of the following and must be formatted as follows:
  - Bid Response Form – Please refer to the enclosed Attachment B
  - Bid Specifications – Attachment A
  - Non-Collusive Bidding Certification – Please refer to the enclosed Attachment C
  - Familial Statement – Please refer to the enclosed Attachment D
  - Iran Sanctions Form – Please refer to the enclosed Attachment E

## **EVALUATION FACTORS**

The District will award purchase orders and contracts to the bidder(s) who submit the best value Proposal(s) to the District. In determining to whom to award the contract, the district will consider the following criteria:

- The purchase price
- The reputation of the vendor and of the vendor's goods/services
- Vendor's knowledge of the goods/services installed/provided
- The quality of the vendor's goods/services
- The extent to which the goods/services meet the district's needs
- The total long-term cost to the district to acquire the vendor's goods/services
- The vendor's past relationship with the district

## **TERMS AND CONDITIONS**

1. By submission of the bid, the bidder declares and certifies that the bidder is of lawful age, is the only one interested in this bid, and that the bid is made without any previous agreement with any other person, firm, or corporation making a bid for the same purpose.
2. The base bid price shall include, but is not limited to, all services, materials, supplies, shipping, applicable taxes, insurance, labor, etc.
3. Flushing Community Schools reserves the right to accept or reject any part of a bid, the whole bid, or all bids. Any bid not prepared and submitted in accordance with the bid instructions will be rejected.
4. That no member of the Flushing Board of Education or employee of Flushing Community School is directly or indirectly interested in this bid or portion of profits herein.
5. Should any equipment become installed by the Contractor at Flushing Community Schools facilities, final location and termination of equipment may be subject to minor changes (at no charge to the Owner(s)) in the field to accommodate the Owners(s) needs.
6. All vendors(s) are required to adhere to all job site rules and regulations as governed by the Owner(s) when working at any Flushing Community facility.
7. The Owner(s) is an Equal Opportunity Employer. Pursuant to the Executive Order 11246, as amended, the vendor is advised that under the provisions of this order, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age, or sex.

8. In accordance with Michigan Public Act 517 of 2012, the Iran Economics Sanctions Act, MCL 129.311, et seq., effective date April 1, 2013, all vendors must certify that they are not an "Iran Linked Business" in order to submit a proposal. The Act prohibits individuals who have economic relations with Iran from submitting bids on request for proposals with the state or any other public entity. The Act also includes penalty provisions for submittal of false certifications. See Attachment E.
9. The provider shall comply with all applicable provisions of the Occupational Safety and Health Act (OSHA) throughout the duration of the specified work. Any work performed or materials brought on site that do not comply with OSHA shall be corrected by the vendor with no cost or responsibility incurred by the Owner(s).
10. The State of Michigan has passed a law that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors, or consultant, and who will work at or on any School District property, have been fingerprinted, have provided criminal background checks from the State Police and FBI and have not been convicted of any "listed offense."
11. All work performed by the vendor shall meet and/or exceed all federal, state, and local regulations.
12. The vendor agrees (to the fullest extent permitted by law) to release, discharge, defend, indemnify, and hold harmless the Owner(s) from past, pending, or future litigation associated with this project.
13. The vendor and manufacturer confirm that they either hold patents, copyrights, or have permission to sell, distribute, and install the product (equipment, software, etc.) as configured for this project.
14. Provider-supplied materials used or brought on site shall be asbestos-free and lead-free. Asbestos-free and lead-free are defined as materials that contain zero percent (0%) asbestos or lead. All contractors are to submit to the Owner(s) proof that their materials are free of asbestos and lead.
15. Under no circumstances is any representative of the vendor to disturb any asbestos-containing material. All vendors are advised, as may be required by the federal Asbestos hazard Emergency Response Act (AHERA) or otherwise, that Owner(s) buildings may have asbestos-containing materials present. All areas testing positive for asbestos are documented in booklets located on site.
16. All thermal insulation such as pipe wrap, especially joints, does or should be assumed to contain asbestos. Contractors are cautioned not to attempt removal of these materials for any reason without first notifying, in writing, the Owner(s).

## **ATTACHMENT A** **SPECIFICATIONS**

All colors/finishes included in the specification sheets are based upon manufacturer color selections. **Bids that include deviations from these products and specifications will *not* be considered.**

<b>Furniture Specifications</b>					
Manufacturer	Qty	Part Number	Part Description	Unit Cost	Total
AmTab	17	MT12	Mobile Shape Table - Rectangle - 30"W x 12'1"L x 29"H Table Top: Arborite P373 CA Dusk Sleet Dyna-Rock Edge: Black Frame Finish: Black Wheels: Black		
AmTab	9	MT12	Mobile Shape Table - Rectangle - 30"W x 12'1"L x 29"H Table Top: Wilsonart 4915-60 Tangerine Dyna-Rock Edge: Black Frame Finish: Black Wheels: Black		
AmTab	9	MSOC608	Mobile Stool Table - Octagon - 60" Octagonal Diameter x 29"H - 8 Stools Table Top: Arborite P373 CA Dusk Sleet Dyna-Rock Edge: Black Frame Finish: Black Stool Color Top: Orange Stool Color Bottom: Black Wheels: Black		
AmTab	10	MGST3652-42	Mobile Stool Table - Group Collaboration High Table - 36"W x 52"L x 42"H - 4 Stools Table Top: Wilsonart 4882-38 Oiled Soapstone Dyna-Rock Edge: Black Frame Finish: Black Stool Color Top: Orange Stool Color Bottom: Black Wheels: Black		
AmTab	312	STACKCAFECHAIR-3	Stackable Cafe' Chair 3 Overall Size: 19.5"w x 20.75"d x 31"h Seat & Back Color: Black Frame: Black (Custom)		
AmTab	14	TALLSTACKCAFECHAIR-1	Tall Stackable Cafe' Chair 1 Overall Size: 24"w x 26"d x 43"h Seat & Back Color: Black Frame: Black		
AmTab	5	STACKCHAIRCART-2	Stacking Chair Cart 2 Overall Size: 22"w x 29.75"d x 19.75"h Metal Finish: Black Holds 15-20 chairs		
			Subtotal		
			Freight		
			Installation: MUST include LIFT-GATE delivery, set up, and removal/disposal of packing materials.		
			Grand Total		

**ATTACHMENT B  
BID RESPONSE FORM**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Quantity	Item	Unit Price	Extended Price
17	AmTab MT12 Mobile Shape Tables - Rectangle As specified in Attachment A		
9	AmTab MT12 Mobile Shape Table – Rectangle As specified in Attachment A		
9	AmTab MSOC608 Mobile Stool Table - Octagon As specified in Attachment A		
10	AmTab MGST3652-42 Mobile Stool Table Group Collaboration High Table As specified in Attachment A		
312	AmTab STACKCAFECHAIR-3 Stackable Café Chairs As specified in Attachment A		
14	AmTab TALLSTACKCAFECHAIR-1 Tall Stackable Café' Chairs As specified in Attachment A		
5	AmTab STACKCHAIRCART-2 Stacking Chair Cart 2 As specified in Attachment A		
	<b>Subtotal</b>		
	<b>Freight</b>		
	<b>Installation</b>		
	<b>Grand Total</b>		

I have read, understand and agree to supply and deliver the furniture as described in these specifications. Base bid includes ALL related charges and fees associated with the purchase of the furniture described in the specifications (Attachment A).

**Person Authorized to Bind the Contractor/Vendor/Respondent:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



**ATTACHMENT C**

**NON-COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid or proposal, the bidder certifies that:

- A. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor;
- B. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids, or proposals for this project, to any other bidder, competitor or potential competitor;
- C. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- D. The person signing this bid or proposal certifies that he has full informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder as well as to the person signing in its behalf.

\_\_\_\_\_  
Company Name

**Person Authorized to Bind the Contractor/Vendor/Respondent:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**ATTACHMENT D**

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT**

**PUBLIC ACT 232 OF 2004  
FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT**

A sworn and notarized statement disclosing any familial or other business relationship existing between the bidder (respondent to this Bid) and all employees of the bidder and any member of the Flushing Community Schools Board of Education, the Superintendent of the District and/or any other official of the District must accompany all bids. Any bids that do not include this sworn and notarized statement shall not be accepted.

**Owner Name & Address:**

Flushing Community Schools  
522 N. McKinley Road  
Flushing, MI 48433

**Contractor/Vendor/Respondent Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: (       ) \_\_\_\_\_

**Statement of Business or Familial Relationship:**

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

**Person Authorized to Bind the Contractor/Vendor/Respondent:**

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Signature Date

This instrument was acknowledged before me, a Notary Public, in and for \_\_\_\_\_ County,  
\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
State  
\_\_\_\_\_  
Notary Public Signature Date  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

**ATTACHMENT E**

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in Flushing Community Schools (the "School District") Request For Proposals For High School Cafeteria Furniture ("RFP"), hereby certifies, represents and warrants that the Vendor (including 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 Vendor is awarded a contract as a result of the aforementioned RFP, the Vendor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Vendor 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 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

Any bids that do not include this sworn and notarized Certification shall not be accepted.

**Contractor/Vendor/Respondent Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Number: (       ) \_\_\_\_\_

**Person Authorized to Bind the Contractor/Vendor/Respondent:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This instrument was acknowledged before me, a Notary Public, in and for _____ County,	
_____ on this _____ day of _____, 20_____.	
State	
_____ Notary Public Signature	_____ Date
My Commission Expires: _____	
Acting in the County of: _____	