



Flushing Community Schools

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

Request for Proposal

The Flushing Community Schools Board of Education is accepting sealed proposals for **Raider Virtual Academy - HVAC Project** in accordance with the specifications, terms and conditions stated herein.

Proposals must be sealed and include the wording "SEALED BID – RAIDER VIRTUAL ACADEMY HVAC PROJECT", on the outside.

Proposals will be accepted until **Thursday, June 6, 2019 at 3:00 p.m. local time.** The Board will not accept a proposal received after the date and time mentioned above.

Proposals should be addressed to:

Timothy Z. Stein, Superintendent
Flushing Community Schools
522 N. McKinley Road
Flushing, Michigan 48433

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

The project scope of work includes replacement of down flow furnace and installation of air conditioning unit.

May 23, 2019

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Section 1 - Bid Process

Sealed bid responses for electrical services listed in the attached specifications are hereby requested from your company.

All bids or proposals must be sealed, marked on the outside as "SEALED BID – RAIDER VIRTUAL ACADEMY- HVAC PROJECT", and be delivered by **Thursday, June 6, 2019** by 3:00 PM to:

Timothy Z. Stein, Superintendent
Flushing Community Schools
522 N. McKinley Road
Flushing, Michigan 48433

Proposals received after this time and date shall not be considered. Oral telephone, fax, or electronic mail bids are invalid and will not receive consideration.

Bids shall be opened publicly and read aloud at the Office of the Superintendent.

No pre-bid walk through has been scheduled. If bidders would like to visit site, please contact Chris Kuhl, Field Manager - Wolgast Corporation: (989) 233-4650

Bidder shall be licensed, bonded, and insured in the State of Michigan, be reputable, and be a recognized organization with successful experience on work of this type and scope.

All bids submitted shall include all material, labor and subcontractor costs for scope identified in the contract documents.

Owner is exempt from Michigan use and sales tax.

This project does not require prevailing wages.

Proposals shall be accompanied by:

- Bid Response Form
- Bidder Evaluation Form
- Sworn and Notarized Familial Disclosure Statement
- Sworn and Notarized Affidavit of Compliance – Iran Economics Sanctions Act

The district reserves the right to accept or reject any or all bids, either in whole or in part; toward contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the owner.

Section 2 - Time Table

May 23, 2019	Release of RFP
June 6, 2019	Proposals due by 3:00 p.m.
June 10, 2019	Purchase Order Issued

Section 3 - Format of the RFP Response

The RFP response must include all of the following and should be formatted as follows:

- Bid Response Form
- Bidder Evaluation Form
- Sworn and Notarized Familial Disclosure Statement
- Sworn and Notarized Affidavit of Compliance – Iran Economics Sanctions Act

Section 4 - General Conditions

Permits, fees, and regulations

Bidder shall be responsible for obtaining all permits, licenses, and inspections necessary for the proper completion of the project.

Taxes

Flushing Community Schools is not automatically exempt from State of Michigan Sales and Use Taxes. The District must pay these taxes when materials are to be incorporated into realty. Materials that are permanently attached i.e., lockers, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the Bidder. Flushing Community Schools shall not be responsible for any taxes that are imposed on the Bidder. Furthermore, the Bidder understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to Flushing Community Schools.

Safety

Under the “General Conditions of the Contract”, the Bidder shall take reasonable precautions for safety of all persons who may be affected including employees of the contractor and subcontractor.

Insurance Requirements

The Bidder shall indemnify the owner in the event of certain claims arising out of the performance of the work.

The Bidder shall maintain, at its expense, during the term of this contract the following insurance:

- a) Worker Compensation Insurance in accordance with statutory limits.
- b) Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, in the same amount for bodily injury and property damage.

Warranty

All material and equipment will be guaranteed to be free from defects in both workmanship and materials for no less than two years from date of receipt/installation. If manufacturer warranty exceeds this minimum requirement, the manufacturer warranty will prevail. Any item(s) found to be defective will be replaced or repaired within seven working days at Bidder expense.

Compliance with School Safety Legislation

Meeting the requirements of the School Safety Initiative Legislation, the Bidder acknowledges and agrees that the bidder and all personnel (including subcontractors) are subject to iChat background checks.

The bidder is required to provide a written list of all personnel working on the project to the Deputy Superintendent including name, race, and date of birth.

Owner is an Equal Opportunity Employer

The Owner is an Equal Opportunity Employer. Bidders are obligated to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age, or sex.

Michigan Right to Know Law

Flushing Community Schools will comply with the Michigan Right to Know Law by informing contractors of hazardous chemicals to which they may be exposed. All contractors will be required to provide Material Safety Data Sheets for any hazardous chemicals brought to the workplace. The bidder shall comply with all applicable provisions of the Occupational Safety and health Act for the duration of the specified work.

Section 5 - SCOPE OF PROJECT

Replace and install existing down flow furnace.

Install air conditioning unit.

Remove and dispose of existing unit.

Square footage of building: 1,920

Project Location: Flushing Raider Virtual Academy
 230 Oak Street
 Flushing MI 48433

Work to be fully completed not later than July 31, 2019.

Contact Chris Kuhl, Field Manager – Wolgast Corporation (989) 233-4650 for access to jobsite.

ATTACHMENT A
BID RESPONSE FORM

I have reviewed the specifications for this project. () yes () no

Employees of my firm will complete 100% of the labor on this project. () yes () no

The bid price includes the cost of all fees, permits, labor and material. () yes () no

I understand that the project must be 100% complete by July 31, 2019 () yes () no

My firm is fully licensed, insured and bonded. () yes () no

License # _____

Additional Comments

Total Price \$ _____

Price firm for _____ **days**

I have read and understand the entire Request for Proposal. My firm understands all of the specifications listed and will work with the Flushing Community Schools to complete the job in accordance with these outlined specifications. I understand that the terms of this Request for Proposal shall be considered terms of a contract upon receipt of a purchase order to perform work. Any concerns or exceptions are listed below:

Company:
Address:

DATE: _____

Telephone:

Signed by: Name and Title

Printed: Name and Title

ATTACHMENT B
BIDDER'S EVALUATION FORM

All bidders must complete this form in order to complete the evaluation of the bids.

In conjunction with prices, the award of the bid will be based on licensing requirement, experience of the Bidder, the reputation of the Bidder, and the ability to provide necessary service.

Name of Company: _____

Address: _____

Phone: _____

Experience: Number of year's company has been in business. _____ years.

References: References must be submitted which are relevant to the service performed in the last two years.

Name	Address	Phone #

ATTACHMENT C
SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FLUSHING COMMUNITY SCHOOLS
RAIDER VIRTUAL ACADEMY - HVAC PROJECT
AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of the below-named Bidder, pursuant to the familial disclosure requirement provided in the Flushing Community Schools' Request for Proposals for Raider Virtual Academy - HVAC Project, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or key employee of Bidder, and any member of the Board of Education or the Superintendent of the School District. A list of the School District's Board of Education Members and its Superintendent maybe found at www.flushingschools.org

List any Familial Relationships:

Owner/Employee Name	Related to:	Relationship:
_____	_____	_____
_____	_____	_____

Bidder:

Print Name of Bidder

By: _____

Its: _____

Date: _____

Subscribed and sworn before me this, _____ day of _____, 20____, a Notary
Public in and for _____ County.

(Signature)
NOTARY PUBLIC

My Commission expires _____

ATTACHMENT D
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 Company, pursuant to the compliance certification requirement provided in Flushing Community Schools' Request For Proposals For Raider Virtual Academy – HVAC Project ("RFP"), hereby certifies, represents and warrants that the Bidder (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 Bidder is awarded a contract as a result of the aforementioned RFP, the Bidder will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Bidder 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.

BIDDER

Print Name of Bidder

By: _____

Its: _____

Date: _____

Subscribed and sworn before me this, _____ day of _____, 20____, a Notary

Public in and for _____ County.

(Signature)
NOTARY PUBLIC

My Commission expires _____