

OTSEGO PUBLIC SCHOOLS

Invitation to Bid Otsego Public School for the Auditorium Lighting at Otsego Middle School

The Otsego Board of Education invites you to submit a bid to furnish all labor, materials, equipment, insurance and supervision for new auditorium lighting at 540 Washington Street, Otsego, MI 49078. All bids to be delivered to:

Mr. Nathon Jepkema
Director of Operations
Otsego Public Schools
400 Sherwood Street. Otsego, MI 49078

Bids to be clearly marked: “**Auditorium Lighting at Otsego Middle School**” and received no later than 1:00 p.m. Friday, April 25th, 2025 at which time they will be opened and publicly read in the boardroom . Bids received after 1:00 p.m. Friday, April 25th, 2025 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 bids.

5% Bid Bond: A certified check or bank draft payable to Otsego 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 10:00 AM Tuesday, April 15th, 2025 at Otsego Middle School, 540 Washington Street, Otsego, MI 49078. The purpose of this meeting is to discuss contract specifications, answer any questions, and walk the space. The pre-bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Director of Operations.

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 Otsego 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 to the lobby of the Administration Office, Otsego Public Schools, 400 Sherwood St., Otsego, MI 49078, attn.: Nathon Jepkema, Director of Operations. Bids to be in a sealed envelope clearly marked: **“Auditorium Lighting at Otsego Middle School”** and returned no later than Friday, April 25th, 2025 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 10:00 AM Tuesday, April 15th, 2025 at Otsego Middle School, 540 Washington Street, Otsego, MI 49078. The purpose of this meeting is to discuss contract specifications, answer any questions, and walk the space. The pre-bid meeting is for information only. Any answers furnished will not be official until verified in writing by the Director of Operations.
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 Otsego Public Schools.
4. Award - The Otsego 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 Otsego Public School website www.otsegops.org, under the RFP page. The deadline for questions and requests for clarification is 1:00 p.m. Monday, April 21st, 2025. All questions to be written and emailed to Nathon Jepkema, Director of Operations, njepkema@otsegops.org.
6. Otsego Public Schools are exempt from Michigan sales tax and most Federal taxes.
7. All respondents to this Request for Bid must submit with their Bid a list of two (2) current and/or 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. Otsego 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 Otsego 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 Otsego 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. A pre-bid meeting will be held at 10:00 AM Tuesday, April 15th, 2025 at Otsego Middle School, 540 Washington Street, Otsego, MI 49078.

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 Otsego 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 Otsego 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. Bids 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 the 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 Otsego Public Schools, acting through the Superintendent, or his authorized representative, shall be final as to what constitutes acceptable deviations from specifications. The Otsego 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.

OTSEGO PUBLIC SCHOOLS Request for Bid: Auditorium Lighting at Otsego Middle School

Scope of Work: Otsego Public Schools is seeking a vendor(s) to furnish all labor, materials, equipment, insurance and supervision for new auditorium lighting at 540 Washington Street, Otsego, MI 49078.

If this bid is accepted, we will:

1. Commence on site construction after May 16th, 2025
2. Complete no later than August 8th, 2025

Project dates to be coordinated with the owner.

Scope of Work:

- The project includes replacing the theatrical lighting system, house lighting, control system, and all associated line and low-voltage wiring.
- Existing recessed house lights in gypsum cloud ceilings will be replaced with retrofit downlights. The contractor must field-verify exact opening sizes and adjust fixtures before submitting shop drawings.
- Any damaged surfaces resulting from the installation must be patched and repaired.
- Existing emergency lighting circuits in the space will be modified and integrated with the new lighting system. Any disruptions to the system must be coordinated with the school and performed after hours.
- The contractor is responsible for providing scaffolding or lifts as needed to complete the work.
- Floor protection must be installed and maintained throughout the construction period.

Base Bid Amount: \$ _____

Alternate #1: Provide alternate price for new theatrical lighting fixtures and associated wiring as indicated on the plans.

Alternate #1 Bid Amount: \$ _____

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 Otsego 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 OtsegoPublic Schools Board of Education or the Superintendent of Otsego 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 _____

S al: My commission expires _____

BOARD OF EDUCATION

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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 Otsego 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 Otsego 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 Otsego 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

