DEXTER COMMUNITY SCHOOLS

2704 Baker Road, Dexter, Michigan 48130

Request for Proposal
For
Dexter Community Schools Food & Nutrition Equipment

Issue Date: August 29, 2025
Proposal Due Date: September 12, 2025

Proposal Contact: Jennifer Mattison, Director of Food & Nutrition

Dexter Community Schools

2704 Baker Rd

Dexter, MI 48130

Phone: (734) 424-4186

mattisonj@dexterschools.org

bond@dexterschools.org

Proposal Specifications Contact: Jennifer Mattison, Director of Food & Nutrition, mattisonj@dexterschools.org

Proposal Specifications:
Dexter Community Schools is soliciting proposals for self-contained indoor hydroponic vertical gardening equipment for our Food and Nutrition department at Mill Creek Middle School. Additional options for appropriate accessories and supplies are encouraged to be included as a separate line item.

Other items to be specified in proposal:

- Unit capacity
- Ease of use and operation (ex. loading process, cycle initiation steps, harvest cycle, etc.)
- Safety Features of unit
- Construction materials of the unit
- Cleaning process and frequency of unit
- Electrical requirements of the unit
- Environmental requirements of unit (ex. ceiling height, wall space, etc.)
- Startup training and ongoing support availability
- Online training course availability
- K12 curriculum opportunities integrating unit

Proposal Requirements:
In lieu of a formal RFP, please provide pricing and a proposal. It is acceptable to only bid on the manufactures to which you have access.

Please indicate anticipated delivery date of product, as well as additional installation requirements of the equipment in bid response.

Bidders/Vendors shall submit a digital/electronic copy of their proposal to include Bid Disclosure Statement and Affidavit (last page of this PDF).

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, 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.

Consortium 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 (HPS, NJPA, National IPA, US Communities, CoPro+, etc.) on Bid Proposal Form.

All pricing is to include unit price, shipping, and installation.

Warranties:
If awarded, 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.

If extended warranty options are available, please list as a separate line item as part of the pricing and proposal.

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 Vendor, sub-Vendor, management, employees, 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 safety and security.

Proposal:
Questions regarding the specifications must be submitted in writing to the Equipment Specifications Contact(s). Questions regarding the quoting process may be submitted to the Proposal Contact.

Please submit a proposal, as set forth in this Request for Proposal, by the Proposal Due date/time. Email of entire proposal is preferred to Proposal Contact(s), mattisonj@dexterschools.org & bond@dexterschools.org. All mailing, shipping, emailing, or delivery of proposals should be addressed to the Proposal Contact(s). 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 follow the links to Departments → Business Office → Bids/RFPs.

Reservations:
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 or security or otherwise upon an obligation to the District, or who shall in other respects be disqualified.

Tax Exempt:
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.