
**FAMILIAL RELATIONSHIP
DISCLOSURE STATEMENT**

Important: *This disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).*

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education. The board shall not accept a bid that does not include this sworn and notarized disclosure statement.
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I state that no familial relationship exists between the owner or any employee of the company and any member of the board, intermediate school board, or board of directors or the superintendent of the school district. If such a relationship exists, please explain:

By: _____ (Signature)
Title: _____ (Type or Print)
Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 2025 in and for the County of _____,

Michigan. My commission expires _____

Signature of Notary

**IRAN ECONOMIC SANCTIONS ACT
DISCLOSURE STATEMENT**

Important: This disclosure statement must be included with your bid as required by state law (Public Act 517 of 2012).

As required by Iran Economic Sanctions Act, Public Act 517 of 2012 (the "Act"), all bids shall be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Act and that in the event Contractor is awarded a contract as a result of the aforementioned RFB, the Contractor will not become an "Iran linked business" at any time during the course of performing any services under the contract.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries and companies under common control, engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

The Contractor 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.

By: _____ (Signature)
Title: _____ (Type or Print)
Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 2025 in and for the County of _____,

Michigan. My commission expires _____

Signature of Notary

**AFFIDAVIT OF COMPLIANCE
CRIMINAL BACKGROUND CHECKS**

The undersigned, the owner or authorized officer of the below-named contractor (the "Contractor"), pursuant to the criminal background compliance certification requirements of Northville Public Schools (the "School District") hereby represents and warrants that the Contractor has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Contractor further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Contractor will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Contractor further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

CONTRACTOR:

Name of Contractor

By: _____, **Its:** _____
Name Position

Date: _____

STATE OF _____)

_____)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____
2025, by _____

, Notary Public

County,

My commission Expires: _____

Acting in the County of: _____

BID FORMS

BID FOR: MULTI-FUNCTION PRINTERS

PROJECT: NORTHVILLE PUBLIC SCHOOLS
NORTHVILLE, MICHIGAN

DATE: _____

VENDOR'S NAME: _____

VENDOR'S ADDRESS: _____

GENERAL:

Pursuant to and in compliance with the instructions in the Contract Documents, as defined in W&H Project No. 25-NPS-MFP-01 in the Request for Bid, the undersigned proposes and agrees to furnish equipment, materials, and labor and perform all work necessary to complete the Multi-Function Printers contract for Northville Public Schools (the "Owner") in accordance with the plans and specifications prepared by Wright & Hunter, Inc. (the "Technology Designer") and agrees to accept payment as herein provided.

BASE BID

Lump sum bid for all Multi-Function Printers work specified in the RFB as indicated for base bid.

Dollars \$ _____

Note: The amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

BONDS

The undersigned affirms that the cost of a Labor and Material Payment Bond and a Performance Bond are **included** in the base bid amount above.

Amount **included** above for Bonds _____

VOLUNTARY ALTERNATES

The following Voluntary Alternates are offered by the Vendor. The Vendor shall provide a complete description of each Voluntary Alternate and indicate the amount to be added to or deducted from the Base Bid should the Owner accept the Voluntary Alternate. Attach additional pages if required to explain each Voluntary Alternate.

Voluntary Alternate 1 (VA-1):

Add / Deduct / No Change

Dollars \$

Voluntary Alternate 2 (VA-2):

Add / Deduct / No Change

Dollars \$

BASE BID BREAKDOWN AND ALLOWANCE

The Vendor shall provide the following breakdown of the base bid. Failure to list this information shall be cause for the bid to be considered unresponsive.

Building – Base Bid	Material	Labor	Other	Total
Northville High School	\$	\$	\$	\$
Hillside Middle School	\$	\$	\$	\$
Meads Mill Middle School	\$	\$	\$	\$
Amerman Elementary School	\$	\$	\$	\$
Moraine Elementary School	\$	\$	\$	\$
Ridge Wood Elementary School	\$	\$	\$	\$
Silver Springs Elementary School	\$	\$	\$	\$
Thornton Creek Elementary School	\$	\$	\$	\$
Winchester Elementary School	\$	\$	\$	\$
Cooke School	\$	\$	\$	\$
Old Village School	\$	\$	\$	\$
Bond	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

COMPLIANCE

Failure to include in the Vendor's proposal all information requested in this RFB may be cause for rejection of the proposal. When responding to this RFB, please clearly state whether your firm complies with each section.

Section	Compliant	Comments or Exceptions
1.0	Yes or No	
1.1		
1.2		
1.3		
1.4		
1.5		
1.6		
1.7		
1.8		
2.0		
2.1		
2.2		
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4.25		

UNIT PRICES

The Vendor proposes unit prices in accordance with the following schedule. Said unit prices shall include charges for labor, material, equipment, testing, insurance, taxes, overhead and profit.

Provide a complete bill of material detailing part, model, description, quantity, unit price and extended price.

List labor as an individual line item. Where a unit price is not requested, but is included in the Bill of Material (BOM) enclosed with the Vendor's proposal, the BOM shall serve as the unit price for any addition or deduction. **This bill of materials is mandatory, failure to provide may cause bid to be non-compliant.**

Said unit prices shall be applicable to the pricing of additions to, or deletion from the work indicated in the specifications. Unit prices may also be used to adjust a bid up or down for any additional or missing item(s) to ensure all Vendor s are being evaluated on a comparable level.

Unit Price Description

UP-1: Provide and install (1) high capacity 85 PPM monochrome MFP, as specified.

Add \$ _____ Deduct \$ _____

UP-2: Provide and install (1) high capacity 75 PPM color MFP, as specified.

	Add	\$		Deduct	\$	
UP-3:	Provide and install (1) external large capacity paper feeder for monochrome MFP.					
	Add	\$		Deduct	\$	
UP-4:	Provide and install (1) external large capacity paper feeder for color MFP.					
	Add	\$		Deduct	\$	
UP-5:	Provide and install one (1) new PaperCut MF 5-year license for MFP.					
	Add	\$		Deduct	\$	
UP-6:	Provide and install one (1) PaperCut MF upgrade with 5-year license for MFP.					
	Add	\$		Deduct	\$	

TAXES

The Vendor shall include in his/her proposal and shall pay all applicable Federal, State and local taxes of whatever character and description.

ADDENDA

Addendum No.		Dated		Addendum No.		Dated	
Addendum No.		Dated		Addendum No.		Dated	
Addendum No.		Dated		Addendum No.		Dated	

WITHDRAWAL OF BIDS

The undersigned agrees that his/her proposal shall not be withdrawn for a period of ninety (90) days after the date set for receipt of proposal.

COMMENTS: _____

SIGNATURE

Signed and sealed this _____ day of _____, 2025.

(Individual, Partnership, Corporation)

Affix Corporate Seal

By:

(Authorized Signature of Vendor)

(Business Address)

(Telephone Number)

INSTRUCTIONS: Submit one (1) original and two (2) copies to the Owner with one (1) soft copy on a USB flash drive. Retain one (1) copy for your files.