DEXTER COMMUNITY SCHOOLS

2704 Baker Road, Dexter, Michigan 48130

Request for Proposal
For
Dexter Community Schools Food & Nutrition
Foam Tray Densifier Equipment

Dexter Community Schools is soliciting proposals for a foam densifier unit to be located at Dexter High School (DHS). DHS uses approximately 600 polystyrene foam trays per day and would like a solution to enable recycling of the used trays that does not require washing and drying the trays. Proposals will include information and costs on the logistics of getting the end product from the proposed unit at DHS to a recycling facility.

All proposals must be submitted prior to the time and date specified:

Issue Date:	**Tuesday, February 3, 2026**
Proposal Due Date:	**Thursday, February 19, 2026 1:30pm**
Proposal & Specifications 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**

All proposals to be considered must meet or exceed all specifications herein.

SPECIFICATIONS AND INFORMATION
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PROPOSAL SPECIFICATIONS

Dexter Community Schools is soliciting proposals for equipment for our Food and Nutrition department at Dexter High School that would allow for foam tray densification with the express purpose of recyclability of the material. Additional options for collection and transportation of trays to the unit are to be included as a separate line item.

Other items to be specified in proposal:

- Unit's capacity for polystyrene trays or other polystyrene products
- Start Delay Options
- Ease of use and operation (ex. loading process, cycle initiation steps, cycle length, etc.)
- Safety Features of unit
- Construction materials of the unit
- Electrical requirements of the unit
- Environmental requirements of unit (ex. indoor/outdoor location, ventilation, recommended enclosures, etc.)
- Startup training and ongoing support availability
- Additional equipment recommended for successful rollout of the recycling program
- Recommended pathways for recycling post material densification and estimated associated costs

PROPOSAL REQUIREMENTS

In lieu of a formal RFP, please provide pricing and a proposal, inclusive of all costs and fees. It is acceptable to only submit information 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 proposal response.

Bidders/Vendors shall submit a digital/electronic copy of their proposal to include Bid Disclosure Statement and Affidavit (last page of this PDF). Proposals not including a **DISCLOSURE OF FAMILIAL RELATIONSHIPS** will not be considered.

The Owner shall not be responsible for any cost or expense the Bidder/Vendor incurs during the preparation of this proposal. The Owner reserves the right to hold the proposals for ninety (90) days; to accept or reject any or all proposals; to omit or accept any informalities in any proposal 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.) in proposal.

All pricing is to include unit price, shipping, and installation, as well as any and all other fees.

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 equipment 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 AND SUBMISSION

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 the 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 proposal shall be accepted from or contracted to any person or company who is on the Federal Debarred or Suspended List, or 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.

By submission of this proposal, the vendor certifies to the best of its knowledge and belief that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency in accordance with *2 CFR 200.213 and 2 CFR 180*.

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.

USDA NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: USDA Program Discrimination Complaint Form, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. **fax:**
   (833) 256-1665 or (202) 690-7442; or

3. **email:**
   program.intake@usda.gov

This institution is an equal opportunity provider.

DISCLOSURE AFFIDAVIT FOR COMPETITIVE BIDS

The Owner will not consider a bid that does not include this disclosure statement.

DISCLOSURE OF IRAN LINKED BUSINESS

As a duly authorized representative of the entity submitting this bid, I certify with my signature below, that this bid is submitted in compliance with the Iran Economic Sanctions Act (MCL 129.313) of the State of Michigan. Our business is not an Iran Linked Business as defined in the aforementioned Act, will not become an Iran Linked Business while engaged in this project, and will not subcontract with Iran Linked Businesses for any of the products or services required for this project.

DISCLOSURE OF FAMILIAL RELATIONSHIPS FOR COMPETITIVE BIDS

Disclose any familial relationship that exists between the owner or any employee of the bidder and any member of the Dexter Community Schools Board of Education or Superintendent. (MCL 380.1267)

___ THERE IS NO FAMILIAL RELATIONSHIP

___ THE FOLLOWING FAMILIAL RELATIONSHIP exists:

_____

_____

Attach additional pages, if necessary, to disclose familial relationship(s).

FIRM NAME_____

NAME (Printed)_____

TITLE_____ DATE_____

I, _____, having been duly sworn on oath, say that
[printed name of affiant]

I am the above-named, that I have personally prepared the foregoing affidavit, and that the same is true to the best of my knowledge and belief.

_____
[signature of affiant]

Subscribed and sworn to before me, this_____day of_____, 202____.

_____, Notary Public
[signature of Notary]

_____, Notary Public
[printed/typed name of Notary]

My commission expires: _____

END OF PROPOSAL FORM