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## Section 00020 Invitation for Bid Proposals

**Project**

Chippewa Valley Schools – Student Devices & Carts  
Bid Package – 19-T03

**Owner**

Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038  
(586) 723-2000

**Technology Designer**

Metro Technology Services IT, Inc.  
59 North Walnut Street  
Suite 202  
Mount Clemens, Michigan 48043  
(586) 203-8423

**Project Description**

Procure, deliver, image, and install laptop & laptop carts at each of the district's middle schools.

**Type of Proposal**

A single lump sum Bid Proposal is being solicited for each section of the work described in this Request for Proposal (the "RFP").

**Date of Submission**

**The Owner will receive sealed Bid Proposals for the work herein set forth until 2:00 P.M. EST, on Tuesday, June 11, 2019 (the "Due Date") at the Chippewa Valley Schools' Administration Building, 19120 Cass Ave, Clinton Township, Michigan 48038. Bid Proposals will be publicly opened and read aloud shortly thereafter. Late Bids Proposals will not be opened, accepted or considered.**

Each Bid Proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Bidder or any employee of the Bidder and any member of the Owner's School Board or the Superintendent of Schools. The Owner will not accept a Bid Proposal that does not include this sworn and notarized disclosure statement.

Each Bid Proposal must be accompanied by the Iran Sanctions Affidavit. The Owner will not accept a Bid Proposal that does not include this sworn and notarized Iran Sanctions Affidavit.

Each Bid Proposal must be accompanied by the Affidavit for Criminal Background Checks. The Owner will not accept a Bid Proposal that does not include this sworn and notarized statement.

In the event of a weather-related district closure, the bid opening shall automatically occur the very next business day the district is open.

**Bid Proposal Security**

Each Bid Proposal must be accompanied by a certified check, cashier's check, or a satisfactory surety bid bond in an amount not less than five percent (5%) of the total Bid Proposal price as guaranty. No Bid Proposal shall be considered unless it is accompanied by the required guaranty.

Each check shall be made payable to ***Chippewa Valley Schools***.

Bid security will be returned to all bidders for each Bid Proposal Package within thirty (30) days after the award of Contract by the Chippewa Valley Schools Board of Education and the accepted bidders have executed the Contract, or if no award has been made, within ninety (90) days after the date of the opening of Bid Proposals, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of its Bid Proposal.

**Pre-Bid Proposal Meeting**

A pre-bid meeting is not required for this project.

**Bidding Documents**

Copies of the Bid Proposal Documents will be on file for reference at the office of:

1. The Owner (<http://vendors.chippewavalleyschools.org/vendors/index.asp>)
2. The Technology Designer

**Copies of Documents**

Bidding Documents will be available by emailing Jared Headlee at Metro Technology Services IT, Inc. at [jared@mts4it.com](mailto:jared@mts4it.com).

**Proposal Acceptance**

The Owner expressly reserves the right to accept or reject any or all Bid Proposals in whole or in part, to waive any irregularities or informalities therein, and to award the Contract(s) to other than the low bidder.

**Proposal Withdrawal**

Proposals for base Bid Proposals may not be withdrawn for a period of ninety (90) days after the Due Date. Bidders may withdraw at any time prior to the Due Date, however.

End of Section 00020