

Chippewa Valley Schools
Request for Bid – Purchase of Custodial Equipment
ITB 11.2021B
August 10, 2020

Purpose

The Chippewa Valley Schools Board of Education will receive bid proposals for the purchase of custodial equipment that best satisfy the needs of the District's school buildings.

Submission of Bid

Bids shall be submitted in accordance with this ITB. **Sealed bids clearly labeled "Custodial Equipment Bid 11.2021" will be received by Chippewa Valley Schools until August 25, 2020 at 2:00 pm EST, at which time all bids will be publicly opened and read.** Bidder shall submit duplicate copies of the Bid Proposal Form. Proposals are to be delivered to the attention of:

Laura Harrington
Chippewa Valley Schools
19120 Cass Ave.
Clinton Township, MI 48038

Proposals received after this date and time will not be accepted. Proposals will be considered firm for a minimum of 60 days from the bid opening date.

All questions should be directed to Laura Harrington in writing and emailed to purchasing@cvs.k12.mi.us or faxed to 586-723-2128.

Method of Bidding

Proposal shall be accompanied with a brochure or descriptive literature, technical specifications, warranty information, pictures and manufacturer's data for each model bid.

Pricing

Pricing shall be FOB delivered, unloaded, assembled and installed at multiple locations (zip codes 48036, 48038, and 48044). Pricing shall include multiple training sessions at each location, if needed, on the new equipment. No additional charges shall incur for unpacking, unboxing, uncrating or delivering new equipment. No additional charges shall incur for packing, boxing, crating or removing existing equipment.

District reserves the unilateral right to increase or decrease quantity purchased of each item without any effect on the unit cost.

Bid Security

Bid Security is not required for this bid.

Right to Reject Bid

Chippewa Valley Schools reserves the right to waive irregularities and to accept and/or reject any or all bids and in its sole discretion to be in the best interest of the school district. The bidder, in submitting his/her bid, agrees to accept the decision of the District as final.

The bidder shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Award

It is the intent of Chippewa Valley Schools to award the bid in early September 2020. It is highly desirable for the equipment to be installed and operational no later than the beginning of October 2020.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the ITB requirements and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award, in no particular order: purchase price of equipment, maintenance/service charges, knowledge of equipment, conformity to listed specifications, delivery within the required time schedule, training, service and warranty provided, references, or any other criteria deemed important by District.

Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review but not listed could be a basis for rejection of the bid. Bidder must provide the brand name, relabeled name (if applicable), model number and manufacturer's number for all equipment proposed.
2. Bidders must clearly indicate extent of warranties, guaranteed response time and ability to provide parts and services for the equipment on which they are bidding. Indicate the total number of local customer service support representatives and % of repair parts locally available. Bidders must provide written confirmation from the original equipment manufacturer that the manufacturer will provide full maintenance should the bidder be unable to do so.
3. The equipment is to be furnished in accordance with the specifications and deliveries are to be made only upon purchase order issued by Chippewa Valley Schools. The equipment is to be delivered to the individual schools in the specific room locations, and in the time frames determined by the Maintenance Department.
4. It is understood that the Chippewa Valley Schools is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes. The successful bidder shall pay all other taxes required by law.
5. The following items must be included in your unit prices:
 - (a) The machines and devices offered including manufacturer name, brand name, relabeled name (if applicable), model number, market introduction date and complete specifications sheet, detailing all features and components.
 - (b) Delivery and installation of the equipment.
 - (c) Instructions, manuals and in-service training(s) to individual school building personnel concerning operation of equipment on a mutually acceptable date as agreed to between the Maintenance Department and Bidder.
 - (d) Cost of removal, transportation, and offsite disposal of any and all packing boxes, materials and unwanted accessories.
 - (e) Cost of removal, transportation, and proper offsite disposal of obsolete district-owned custodial equipment as identified by the Custodial Supervisor.

6. The proposal shall be for a direct purchase after all equipment is installed, fully functioning and training has been completed. All equipment should be titled in Chippewa Valley Schools' name.
7. The Bidder must submit customer references, preferably the names of school districts of similar sized or larger Michigan K-12 public school districts.
8. The attached Bid Proposal Form must be completed and enclosed as part of the bid proposal. Submit duplicate copies of all documents.
9. Any deviation or voluntary alternates to bid specifications must be submitted in writing with bid response. All specifications sheets and independent evaluations must accompany bid response.
10. Bidder must provide all workers compensation and general liability insurance coverage for all workers involved in delivery, moving and installation of equipment.
11. Contractor agrees to accept responsibility for loss or damage to any person or entity, and to defend, indemnify, hold harmless and release the District, its officers, and employees, from actions, claims, damages, disabilities or the cost of litigation that are asserted by any person or entity to the extent arising out of the negligent acts or omissions or willful misconduct in the performance by the Contractor hereunder, whether or not there is concurrent negligence on the part of the District, but excluding liability due to the active negligence or willful misconduct of the District. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Contractor or its agents, under workmen's compensation acts, disability benefits acts or other employees' benefits acts.

Addenda

Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during the time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

Addenda will be mailed or delivered to all who are known by the District to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Equipment Specifications

Equipment furnished must include all new parts of standard first grade quality, constructed of 100% new components. District will not accept discontinued, remanufactured, certified remanufactured, newly remanufactured, reconditioned, demonstration models, loaners, previously used equipment, or the like for any reason.

ITEM A: CARPET CLEANER

Quantity: 13

Whittaker Trio 15" Smart Care System or equivalent alternate

Item Number: WSC15-TRIO

Three brush carpet machine with all associated tools and hand brushes

BID PROPOSAL FORM

CHIPPEWA VALLEY SCHOOLS INVITATION TO BID – CUSTODIAL EQUIPMENT 11.2021B

The undersigned understands that the District reserves the right to reject any and all bids in whole or in part, and to waive informalities and irregularities in bidding. District also reserves the right to hold bids for a minimum of 60 days from bid opening date. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Chippewa Valley Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans, drawings and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this ITB. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Chippewa Valley Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Chippewa Valley Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Chippewa Valley Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name _____

Title _____

Signature _____

ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum # _____ dated _____ Addendum # _____ dated _____

NAME OF BIDDER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

CONTACT NAME: _____

WARRANTY INFORMATION:

Authorized Distributor of Equipment: YES _____ NO _____

BID EXCEPTIONS:

Bidder must detail any and all exceptions to bid specifications and requirements:

REFERENCES

Attach the names of three references to your bid, preferably school districts comparable to Chippewa Valley Schools:

NAME OF DISTRICT: _____

CONTACT PERSON: _____ PHONE NO: _____

NAME OF DISTRICT: _____

CONTACT PERSON: _____ PHONE NO: _____

NAME OF DISTRICT: _____

CONTACT PERSON: _____ PHONE NO: _____

PRICING BID FORM

NAME OF BIDDER: _____

EQUIPMENT

UNIT COST

ITEM A: CARPET CLEANER

Quantity: 13

Whittaker Trio 15" Smart Care System or equivalent alternate

Item Number: WSC15-TRIO

Three brush carpet machine with all associated tools and hand brushes

ITEM A: 15" Carpet Cleaner

\$ _____/ea

Bid To Spec?

Manufacturer: _____

Model Number: _____

Yes___ No___

Loaner provided if the above machines are transported to you for repair service? Yes___ No___

Repair service must include pickup and redelivery at no extra charge to the District.

Labor cost per hour for repair service? _____

AFFIDAVIT OF BIDDER

IRAN LINKED BUSINESS

All bidders shall complete this Iran Linked Business Disclosure form in compliance with Public Act 517 of 2012 and attach this information to the Bid Proposal Form.

On December 28, 2012, Governor Snyder signed Public Act 517 of 2012 (“Iran Economic Sanctions Act”). An “Iran Linked Business” is not eligible to submit a bid on a Request for Proposal with a public entity, including state agencies, school districts, community colleges, intermediate school districts, cities, villages, townships, counties, and public authorities.

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 undersigned, the Owner or authorized officer of _____ (the “Bidder”), pursuant to the Iran Linked Business requirement provided in the _____ (the “School District”) advertisement for bids, hereby represent and warrant that their business is NOT an “Iran Linked Business” as defined in Public Act 517 of 2012.

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2020, by _____.

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____