

## **Request for Bids**

**Lansing School District  
Purchasing Office, Room 200  
519 West Kalamazoo  
Lansing, MI 48933  
This is not an order**

Sealed proposals for the furnishing of items and services listed on the sheets attached to the bid proposal documents that are available on our web-site will be received in the Lansing School District Purchasing Office, 519 W. Kalamazoo St., Room 200, Lansing Michigan 48933 until

**January 12, 2010, 2:00PM Local Time.**

Bids will be opened publicly at that time.

Three (3) copies of your bid using the enclosed proposal form, shall be submitted in a sealed envelope and clearly marked: **SO-1529 Multi-Media Equipment**

All bids/proposals must be accompanied by a sworn and notarized statement disclosing any family relationship with the Board of Education members or selected staff. Bids must include the completed statement to be considered.

**No fax or e-mail bids will be accepted. Late bids will not be considered or accepted.**

**To obtain a copy of this request for bid please visit our web site at:**

**[https://www.edline.net/pages/Lansing\\_SD/Departments/Purchasing](https://www.edline.net/pages/Lansing_SD/Departments/Purchasing) or [www.LansingSchools.net](http://www.LansingSchools.net). You may call the Lansing School District Purchasing Office at 517-755-3030 if you require a copy be e-mailed or faxed to you.**

**A Bid Bond is required with this bid.**

Payment of Michigan DLEG prevailing wages are required on work on Lansing School District premises awarded under this bid.

All bids shall be submitted in accordance with this request for bid and shall remain firm for a period of ninety (90) days after the opening of bids.

The Lansing School District reserves the right to reject any or all bids, in whole or in part, and to accept the bid or portion of the bid that, in their opinion, best serves the interests of the Lansing School District.

Lansing School District

\_\_\_\_\_  
Celestine Hart, Purchasing and Risk Management

**REQUEST FOR PROPOSAL  
SO-1529  
Multi-media Instructional Equipment  
December 15, 2009**

**Bid Overview**

The Lansing School District is seeking to equip classrooms with multi-media instructional tools. In doing so, the District is issuing this RFP for Interactive White Boards and mounted projectors. The District currently supports both SMART and Promethean brand interactive white boards as well as Epson, Hitachi, Phillips and InFocus projectors. Alternatively, we are seeking proposals for projector-attached Interactive White Boards. The District is looking for the most cost effective solution for providing this classroom technology. Vendors may bid on all or portions of these RFP.

THIS PROJECT MUST BE COMPLETED NO LATER THAN FEBRUARY 28, 2010.

**Projector**

Vendors/suppliers and products shall be disqualified if the following standards are not met.

- Epson PowerLite 83+ or approved equal. Any deviations from this base system must be explained on the bid proposal form. The district reserves the right to consider alternate systems from the same vendor.
- Video projection systems shall be equipped with energy efficient, low power standby features.

**Other Specifications**

- Ability to support stereo sound for a 900 square foot room (may be integrated in the projector or supplied as a separate powered speaker system)
- The vendor must provide each room with a User's Guide for using the projector and remote control.

**Projector Mounting**

Vendors/suppliers and products shall be disqualified if the following standards are not met.

- Service provider is required to have insurance as follows
  - Commercial General Liability \$ 1,000,000 each occurrence
  - Personal & ADV Injury \$ 1,000,000
  - Umbrella \$ 1,000,000 each occurrence
  - Workers Compensation Statutory Limits
  - Employer's Liability \$ 1,000,000
- Invoicing on a monthly basis with payment terms of net 30 days.
- Universal projector mounts with roll, pitch and yaw adjustments.
- Ceiling installation of projector
- One VGA cable, Three RCA cables (red, white audio and yellow video), One 3.5mm (mini-stereo) audio cable
- 15 foot cables (VGA, RCA, 3.5mm audio) to run connections from the wall connectors to the desktop or laptop computer.

- Payment of Michigan DLEG prevailing wages are required on work on Lansing School District premises awarded under this bid.
- Service providers must utilize employees who are certified in data and electrical wiring for this project.

**Other Specifications:**

- Cables shall be run splice free from the wall-mounted box to ceiling mounted box with all appropriate faceplates and connectors.
- Two-foot patch cables from ceiling box to projector should be included.
- Projector shall be mounted so entire screen is filled.
- All mounting hardware and labor shall be provided by the vendor.
- The vendor must provide each room with a User's Guide.

**Interactive White Board**

Vendors/suppliers and products shall be disqualified if the following standards are not met.

- 77-80" Interactive White Board
- Wall Mount Installation
- 5 Year Warranty

**Other Specifications:**

- Include a total of five (5) replacement sets of tray pens and eraser.
- District-wide license for the whiteboard software.
- Provide the following on-site sessions with a manufacturer certified trainer:
  - A two-day on-site Train-the-Trainer session within the District.
  - Eight (8) additional full-day sessions. Dates will be non-consecutive throughout the 2009-2010 and 2010-2011 school years and will be scheduled with the successful vendor. All sessions are to be led by the same trainer, unless the district agrees a different trainer.
  - Include with the bid proposal form a one-page overview of your approach to training, a resume for the proposed trainer, and references from similar projects.
- Provide unit pricing for all other optional accessories (wireless tablets, student response systems, projector-attached interactive white Board, etc.).

**Ceiling Installed Electrical Outlets.**

The District is requesting separate pricing for installation of electrical outlets for the ceiling mounted projectors. The electric outlet must be a 110 volt duplex outlet installed near the specified mounted projector. Payment of Michigan DLEG prevailing wages are required on work on Lansing School District premises awarded under this bid.

## **Delivery Requirements (Applies to all equipment)**

- All delivery charges shall be included in the price of the equipment.
- Delivery requirements apply to all orders regardless of quantity.
- Unless otherwise instructed, installation shall be completed within specified dates.
- Vendor shall verify the ship date and delivery/installation date with the District.
- The Vendor ordering and installation coordinator shall coordinate the delivery of equipment at the scheduled date and time to minimize disruptions to educational activities.
- Vendor shall only accept delivery receipt signatures from a list of the District employees provided by the District.
- Vendor shall place the equipment inside the building at the specified location(s).
- All deliveries shall include the District purchase order number and receiving department or individual as specified on the purchase order.
- Delivery requirements refer to any equipment purchased from the Vendor

## **Installation Requirements**

- Vendor shall provide complete installation as described below, unless otherwise specified, regardless of quantities, at the District specified dates and locations.
- Payment of Michigan DLEG prevailing wages are required on work on Lansing School District premises awarded under this bid.
- All installation charges shall be included in the price of the equipment.
- The District will provide detailed classroom location maps for each video projection system. Installation for each system shall consist of the following tasks:
  - ✓ Cables from the connection point to the equipment (includes audio connections as designed by vendor).
  - ✓ Ceiling mount for video projection system facing specified direction
  - ✓ Un-box equipment
  - ✓ Install/assemble all components, including video projector, external amplified speaker system (if proposed) and interactive white board.
  - ✓ Power equipment on equipment.
  - ✓ Verify equipment is operational with all video and audio inputs
  - ✓ Perform final adjustments for picture and sound quality
  - ✓ Complete a specified checklist of activities for each installed system before District staff sign off on receiving
- Vendor will document the serial numbers of all equipment by building and classroom. A spreadsheet will be returned to the District for our records.
- Vendor will remove all boxes and packing materials from the site immediately after installation. District dumpsters or trash containers will not be used for disposal.
- Installation is not considered complete until the vendor has completed the above bullets under Installation Requirements and the installation is accepted by the District.

- The vendor ordering and installation coordinator shall coordinate the installation of the equipment systems at the scheduled location(s) and date(s) to minimize disruptions to educational activities. This may require after hours and/or weekend installations, which shall be provided at no additional charge.
- Installation requirements refer to any equipment or systems purchased from the vendor through this RFP.

The following schools are interested in mounting projectors. Some schools already have projectors.

School Name	Ceiling Notes	Projectors	Total Projector Mountings	Room #	63" Interactive White Board Counts	77-80" Interactive White Board	87" Interactive White Board	Tablets	CR Response Kit – 30 responders min.	Podium ID350 interactive Pen Display 15" Screen
Cumberland	Drop	10	11	121, 122, 129, 110, 112, 113, 123, 120, 111, 127		1			1	
Riddle	Drop	20	2	Computer Lab A119, A115 on the south end						
Lewton	Drop		17	24, 23, 24, 22, 21, 17, 18, 19, 14, 13, 12, 8, 9, 10, 30B, 30A, 31B						
Reo	Drop		14	108, 109, 110, 111, 112, 113, Library, 115, 117, 119, 124, 123, 120, 122,						
Wainwright	Drop		18	103, 104, 105, 106, 107, 108, 109, 111, 113, 116, 117, 118, 119, 120, 121, 122, 123, 124						
Wexford	Drop		2	Computer Lab & Library						
Mt. Hope	Drop	14	13	101, 103, 112, 119, 127, 128 201, 202, 203, 204, 209. 210. 211		13			1	
Gier Park			8	(TBD)						
Fairview	Drop		12	1, 2, 3, 4, 5, 6, 7, 9 , 10, 11 12, and library						
Kendon	Drop	10	10	103, 105, 119, 115, 116, 112,						

				118, 117, 120, 121.						
Pleasant View	Drop	15	1	Computer Lab					2	
Elmhurst – Hard	Hard Ceilings Plastic, vaulted at an angle	6	8	11,8,12,14,17,3,18, and the Technology Lab-room 34		6		1		
Cavanaugh				TBD		13				
Sheridan				TBD		2				
Lyons		12		TBD						
Attwood		4		TBD						
Everett		21	10	TBD			21	21	28	
Post Oak				TBD				25		
Eastern				TBD						4
Willow				TBD		1			1	
Hill				TBD	1					
TOTAL	Estim.	112	126		1	36	21	47	33	4

## **RFP PUBLIC OPENING NOTIFICATION**

Tuesday, January 5, 2010, 2:00 pm  
Purchasing, Room 200  
Lansing School District  
519 W. Kalamazoo St.  
Lansing, Michigan 48933

## **REQUESTS FOR INFORMATION**

All requests for information must be submitted in writing to Celestine Hart (Celestine.hart@lansingschools.net) at least 5 business days prior to bid opening.

## **INSTRUCTIONS TO RESPONDANTS**

The deadline for submission is 2:00 P. M., Tuesday, January 5, 2010, and should be mailed or delivered to:

Lansing School District  
Purchasing Department, Room 200  
519 W. Kalamazoo St.  
Lansing, Michigan 48933

Respondents **MUST** indicate on the outside of the envelope “Bid Multi-Media Equipment SO# 1529”. The sealed proposals will be opened promptly at the above time and place.

The school District reserves the right to reject any and all proposals or to cancel this request in its entirety.

All proposals will be treated as public information unless it is specifically requested that portions of the proposal be treated as Trade Secrets under the Freedom of Information Act. These documents must be clearly marked as such.

Any questions relating to this proposal must be submitted in writing to Celestine Hart at the above address five business days prior to the close of the RFP. Email any questions to [celestine.hart@lansingschools.net](mailto:celestine.hart@lansingschools.net). If a response is issued, both the question and answer will be posted to the Lansing School District website, [www.lansingschools.net](http://www.lansingschools.net).

## **EVALUATION:**

The Lansing School District reserves the right to reject any or all bids, in whole or in part, and to accept the bid or portion of the bid that, in their opinion, best serves the interests of the Lansing School District.

Evaluation considerations will include the following:

Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity

(within applicable laws) of the supplier pool and increasing the percentage of contracts with local companies.

1. Price (Primary Consideration, 41%)
2. Compliance with RFP, including specifications (9%)
3. Training Model (10%)
4. Product compatibility with desired software and other AV equipment models. (10%)
5. Vendor services and technical support (15%)
6. Experience, references, and past performance with the District. (15%)

**Bids shall be disqualified if the following standards are not met.**

- Service provider is required to have insurance as follows

Commercial General Liability	\$ 1,000,000 each occurrence
Personal & ADV Injury	\$ 1,000,000
Umbrella	\$ 1,000,000 each occurrence
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000
- Invoicing on a monthly basis with payment terms of net 30 days. Vendor shall provide complete installation as described below, unless otherwise specified, regardless of quantities, at the District specified locations and District approved dates.
- Payment of State of Michigan Department of Labor and Economic Growth, DLEG, prevailing wages are required on work on Lansing School District premises awarded under this bid.
- A Bid Bond or security is required with the bid in the amount of five percent (5%) of the total bid amount (excluding alternate bids). Bid security shall be by bond provided by a security company authorized to do business in the State of Michigan or the equivalent in the form of a cashier's check or certified check made out to the Lansing School District.
- All bids/proposals must be accompanied by a sworn and notarized statement disclosing any family relationship with the Board of Education members or selected staff. Bids must include the completed statement to be considered.

## SPECIAL CONDITIONS AND INSTRUCTIONS

1. All bidders should note that this project **requires State of Michigan DLEG prevailing wages for all work done on Lansing School District property.** Reporting of certified payrolls will be required.
2. All products bid must have a minimum five (5) year warranty backed by the product manufacturer unless otherwise stated.
3. Products bid are to be delivered to classrooms in any school building within the Lansing School District. The building(s) will be identified, prior to placing the order.
4. Delivery, installation is to be included in the bid price. **No tailgate delivery.** Installation shall include but not limited to: Delivery to assigned classroom, full installation, and removal of all packaging and debris from premises.
5. Delivery and installation shall be scheduled when school is not in session. The successful bidder shall work with the Lansing School District purchasing office to insure a satisfactory delivery and installation schedule prior to shipment. Additional quantities may be ordered under the terms of this bid through June 30, 2010.
6. Indicate any company with which you may subcontract to carry out any portion of the order. List the name, address and phone number of the company that will complete the installation or any portion thereof.
7. The District shall be the sole judge of the acceptability of any alternate products bid. Samples of specified and alternate products bid shall be made readily available for Lansing School District review and approval.
8. The successful bidder shall, in the event of damage during installation, immediately make all replacement or repairs necessary to the approval of the District.
9. The Lansing School District reserves the right to accept or reject any or all bids, is not bound to accept the low bid and may waive all irregularities in bids. Bids shall remain firm for ninety (90) days from the date of the bid opening.

# Proposal Form – SO-1529 Multi-media Equipment

Submit 3 copies in a sealed envelope prior to the time and date of the public bid opening.

**Company Name:** \_\_\_\_\_

**We hereby propose to furnish deliver and install the following items in accordance with this request for proposal.**

<b>Estimated Quantity</b>	<b>Description</b>	<b>Cost/Unit</b>	<b>Notes</b>
112	Projector  Epson Powerlite 83+ or approved equal <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit bid. Also list any included value added products or services.
TBD	Projector – Bulb Replacement		List model
TBD	Projector Remote Control Replacement		List model
TBD	Pan Ceiling - Projector Mounting Installation per unit		List any exceptions.
118	Drop Ceiling - Projector Mounting Installation per unit		List any exceptions.

TBD	Electrical Installation –electric outlet 110 volt duplex per room		
58 Total	Interactive White Board Smart Board, Promethean or Approved Equal <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.
1	63” Board	\$ _____	
36	77-80” Board	\$ _____	
21	80” Board	\$ _____	
58	Installation - Interactive White Board <i>Please attach descriptive material for the unit you are proposing.</i>		
TBD	Interactive White Board with attached Projector Promethean or Approved Equal  <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.
TBD	Installation - Interactive White Board with attached Projector		
47	Wireless Interactive Tablets Smart SW100 or approved equal		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.

	<i>Please attach descriptive material for the unit you are proposing.</i>		
TBD	Wireless Interactive Tablets- Smart Slate Smart SW200-1 or approved equal <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.
33	Student Response Systems Smart Senteo SNT Or approved equal <i>(Minimum of 30 units w/Storage Case)</i> <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.
4	Podium Interactive Display 15" screen QOMO ID350 or approved equal <i>Please attach descriptive material for the unit you are proposing.</i>		List the manufacturer, model and dimensions of the unit. Also list any included value added products or services.

All specifications are met by this offer for the price indicated unless otherwise noted below: All specifications are met or exceeded Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain in detail :

---



---



---



---

1. Delivery and installation shall be complete \_\_\_\_\_ days after receipt of order.
2. Included with this proposal is a bill of material for all products, accessories, cables and other materials provided as part of your bid and required to meet specifications.

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Included with this proposal is a listing and pricing for optional accessories not included in this bid and not required to meet minimum specifications. Yes \_\_\_\_ No \_\_\_\_

4. Service provider is required to have insurance as follows
 

Commercial General Liability	\$ 1,000,000 each occurrence
Personal & ADV Injury	\$ 1,000,000
Umbrella	\$ 1,000,000 each occurrence
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

 Your company meets or exceeds this requirement? Yes \_\_\_\_ No \_\_\_\_\_

5. Invoicing on a monthly basis with payment terms of net 30 days. Vendor shall provide complete installation as described below, unless otherwise specified, regardless of quantities, at the District specified locations and District approved dates.  
Your company meets or exceeds this requirement? Yes \_\_\_\_ No \_\_\_\_\_

6. Payment of State of Michigan Department of Labor and Economic Growth, DLEG, prevailing wages are required on work on Lansing School District premises awarded under this bid.  
Your company meets or exceeds this requirement? Yes \_\_\_\_ No \_\_\_\_\_

7. A Bid Bond or security is required with the bid in the amount of five percent (5%) of the total bid amount (excluding alternate bids). Bid security shall be by bond provided by a security company authorized to do business in the State of Michigan or the equivalent in the form of a cashier's check or certified check made out to the Lansing School District.  
Your company meets or exceeds this requirement? Yes \_\_\_\_ No \_\_\_\_\_

8. All bids/proposals must be accompanied by a sworn and notarized statement disclosing any family relationship with the Board of Education members or selected staff. Bids must include the completed statement to be considered.  
Your company meets or exceeds this requirement? Yes \_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_

Address: \_\_\_\_\_

FOB: Delivered \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

LANSING SCHOOL DISTRICT  
 PURCHASING OFFICE  
 519 W. KALAMAZOO ST., ROOM 200  
 LANSING, MI 48933  
 PHONE: 517-755-3030  
 FAX: 517-755-3019

MARK ONE:  
 New Application  
 Update  
 Date: \_\_\_\_\_

### Supplier Application

DUN & BRADSTREET RATING (if available)

NAME OF COMPANY	FEDERAL ID NUMBER (OR) SOCIAL SECURITY NUMBER
Submit copy of W-9 form with application.	

ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE

ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED (Remit to) – STREET NO., CITY, STATE, ZIP CODE

PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)

E-MAIL ADDRESS: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TYPE OF ORGANIZATION <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	TELEPHONE #: _____ FACSIMILIE #: _____
---	---

PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)

Name	Official Capacity	Telephone No.

Do you require a hard copy of verbal orders? Yes \_\_\_\_\_ No \_\_\_\_\_ Do you accept purchase orders? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Electronic Disk Catalog  Electronic Ordering

Please complete the following:  
 STANDARD PAYMENT TERMS: \_\_\_\_\_ PROMPT PAY DISCOUNT: \_\_\_\_\_ STANDARD DELIVERY TIME: \_\_\_\_\_

**PLEASE COMPLETE BELOW**  
 ( Used for Reporting Purposes Only)

Ownership Information: Please list percentage and circle category that applies:  
 MINORITY OWNED: \_\_\_\_\_% Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian-American

WOMEN OWNED: \_\_\_\_\_% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American

DISABLED: \_\_\_\_\_% SMALL BUSINESS: Yes \_\_\_\_\_ No \_\_\_\_\_

Are you certified? If so, list agency: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

Is your business located within Lansing School District? Yes \_\_\_\_\_ No \_\_\_\_\_

(Sign here)

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION  
 (Please print or type)

NAME AND TITLE OF PERSON SIGNING

Please list the commodities that your company supplies and /or the types of services offered: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of \_\_\_\_\_ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

]ts: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )ss.  
COUNTY OF \_\_\_\_\_            )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_.

\_\_\_\_\_  
  ), Notary Public  
\_\_\_\_\_  
  ) County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_



LANSING  
SCHOOL  
DISTRICT

Committed to Quality

STATEMENT OF NO BID

NOTE: IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY TO:

Lansing School District  
519 W KALAMAZOO ST  
LANSING, MI 48933

BID NO: # \_\_\_\_\_

PHONE: 517-755-3030  
FAX: 517-755-3039

We, the undersigned, have declined to bid on the above noted bid for the following reasons:

- \_\_\_\_\_ Insufficient time to respond to the invitation to Bid.
- \_\_\_\_\_ Request for Proposal unclear.
- \_\_\_\_\_ Do not offer this product or service.
- \_\_\_\_\_ Our schedule will not permit us to perform.
- \_\_\_\_\_ Unable to meet the specifications
- \_\_\_\_\_ Specifications are unclear (Please explain below)
- \_\_\_\_\_ Remove us from your Bidder Mailing List
- \_\_\_\_\_ Other ( Please specify below)

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Section 3000 – Fiscal Management

### 3610 Purchasing Goods and Services

3610

The Superintendent, and or his/her designee, shall be the sole purchasing agent for the District.

The purchase of goods and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable laws. The purchasing process shall be open and competitive. Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity of the supplier pool (as permitted by law) and increasing the percentage of contracts with local companies.

The Lansing School District places a high value on the richness of our diverse schools and community. The District will play a leadership role in promoting inclusiveness and the elimination of discrimination. All suppliers doing business with the school district must comply with state and federal laws on equal employment opportunity. In addition, companies responding to requests for formal bids for goods or services shall be required upon request to submit to the school district verification of compliance with laws. Suppliers shall state they do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, or disability. Failure to present such and/or to not comply with state and federal laws on equal employment opportunity shall result in the supplier being removed from the District's supplier list and the rejection of the supplier's bids.

#### Cooperative Purchasing

Governmental cooperatives, joint governmental purchasing, and private cooperative purchasing agencies may be used if it is deemed in the best interest of the District and the agency adheres to the requirements of this policy.

#### Purchases through the District

Board members and employees shall not make any purchase through or in the name of the District for personal use. The name of the District or school or the employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

#### Unauthorized Purchases

Unauthorized purchases by staff members are not the responsibility of the Lansing School District. Staff members that commit to unauthorized purchases shall be held individually responsible for payment of such obligations.

## Section 3000 – Fiscal Management

### 3610 Purchasing Goods and Services

3610-2

#### Emergency Purchases

Emergency purchases of materials or labor for building construction, addition, renovation or repair may be made without using the quotation or bidding process if authorized by the Superintendent. Emergency purchases over the state-imposed bid limit must be authorized by the Superintendent. A report of the emergency purchase shall be presented to the next formal school board meeting for formal approval.

Approved: January 20, 2005

Revised: February 2007

LEGAL REF: MCL 15.321-330

May 9, 2005

Lansing School District  
Administrative Regulation

3610-R Purchasing Rules and Procedures

The purchasing of all goods (supplies, materials and equipment) and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable state and federal laws and Lansing School District policies.

A centralized purchasing process shall be utilized. Except as noted below, purchase orders or contracts shall be issued for all purchases. Documentation shall be maintained for all requisitions, bids, and purchases in accordance with the State of Michigan requirements.

The Purchasing Office shall publish the requisition process. The requisition process shall properly identify the items needed, the purpose for which they are intended, the specific account to which the items are to be charged, and the authority of the requesting party to order such items. Specifications shall be developed that adequately describe the District's requirements and encourage competitive bidding.

In accordance with state law, the District shall not purchase an item or group of items in a single transaction exceeding the state-imposed limit per Revised School Code, unless competitive bids are obtained and the purchase is approved by the Board of Education. Purchases cannot be artificially divided to lower the threshold applicable under this regulation or any Lansing School District purchasing policies, regulations or procedures.

All purchases (including supplier selection) are subject to the approval of the Purchasing Director acting as the purchasing agent for the Lansing School District. Purchases of commodities where adequate supply and competition is available within the local district to meet the district need may be redirected to local sources.

Formal Bids:

Formal bid procedures shall include, but not be limited to, a sealed bid process for purchases exceeding the state imposed limit. Bid security and performance bonds may be required per state law or at the discretion of the Superintendent or an appropriate designee. Construction bids shall be advertised and processed in accordance with state law. Construction bidders shall be required to submit names, location, ownership information and pricing of all sub-contractor bids as required in the request for bid or during bid evaluation. Failure to do so will disqualify the bid.

Bid security, performance and payment bonds shall be required in accordance with the State law.

Additional Purchasing Methods:

Purchase transactions of less than \$250 may be made using purchasing cards, verbal purchase orders or other expedited procedures as approved and monitored by the Director of Purchasing. The limit may be increased above \$250 per transaction if otherwise required by job function and approved by the Superintendent or his/her designee. Each purchasing card will have an overall limit as determined by the Superintendent.

Informal quotations (required to be in writing), contract or cooperative purchasing, blanket purchase orders, emergency purchase orders (when authorized per policy) or formal bids may be used.

Change Orders:

Change orders for capital projects can be approved within the scope of the approved project contingency by the Superintendent. Any change orders beyond the scope of the project contingency must be approved by the Board of Education.

Change orders for bond issue projects can be approved as follows:

Changes up to \$100,000 - Approved by the Superintendent with subsequent notice to the Finance Committee of the Board of Education.

Changes over \$100,000 - Approved by the Board of Education prior to commencing work.

Bid Appeal Process:

Purchase award recommendations may be appealed to the Director of Purchasing for review. The Director of Purchasing shall review input from the requisitioning administrator and the party requesting review along with other information per his/her discretion. Additional appeals shall be made to the Chief Financial Officer and to the Superintendent, in that order. Oral or written information from both the party requesting the review and the District's Purchasing Office will be considered at any appeal. When reasonable for the efficient functioning of the District, the Lansing School Board may table final decision on the purchase award until the appeal process is complete.

## Staff - Purchase Order Procedure

The purchase order (PO) shall be used for all purchases that will be paid for by District funds. To initiate a purchase order, please follow this procedure.

1. A staff person who has budget responsibility (or his/her designee) enters a requisition in the on-line purchasing system. Access to this system may be obtained by sending a request in writing to the Technology Department.

When entering the requisition in the purchasing system the following information will be required: the potential company name, item description, estimated unit costs, account number, and location of use.

2. All requisitions are reviewed and processed according to Board policy and Purchasing Office procedures. Processing may include consolidation of orders, local sourcing or bidding.

3. Once the requisition is converted to a purchase order and all approvals have been obtained, a written purchase order is generated and sent to the vendor. A copy is sent to the requesting party.

4. The order may designate direct delivery to your location. If so, write the purchase order number on all receipts and invoices. Receipts and invoices must be sent to the Accounting Office. The receipt should be signed by the staff person who received the item(s). Payment will be made to the vendor when an order, invoice and receipt are matched.

5. A blanket purchase order may be requested using the same procedures as listed above. A blanket purchase order covers repeated small purchases of supplies or materials from one vendor (example toner and supplies for a copier). The request should indicate a period of time for which the order is valid, a maximum dollar amount that may be spent. And the names of staff members who are authorized to make a purchase.

## Supplier – Purchase Order Procedure

Suppliers of goods to the Lansing School District shall be notified of the following:

1. **No purchases on Lansing School District accounts shall be made without a Lansing School District purchase order number.**
2. No Lansing School District purchases shall be considered tax exempt without a Lansing School District purchase order number.
3. Lansing School District principals and other administrative staff will approve Lansing School District purchases under a Small Purchase Order amount authorized by the Purchasing Office. This approval will be verified by a Lansing School District purchase order number or written purchase order.
4. All purchases in excess of the Small Purchase Order amount must be authorized by the Lansing School District, Purchasing Office. This authorization will be verified by a Lansing School District written purchase order.
5. Purchases made by Lansing School District staff members without a purchase order number (or that exceed the dollar amount authorized by a purchase order) are the financial responsibility of the individual staff member and will not be paid by the Lansing School District.
6. All invoices shall be sent to:  
Lansing School District  
Accounts Payable  
519 West Kalamazoo  
Lansing MI 48933
7. **The Lansing School District purchase order number should appear on all packing slips and invoices.** Charges from only one purchase order should appear per invoice. Invoices for a partial purchase order will be paid, if all items invoiced have been received.

## General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed, which are available at the Lansing School District Purchasing Office.

Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on a unit price basis.

2. **MAILING OF PROPOSALS:**

Proposals shall be mailed in an opaque, sealed envelope and shall be clearly marked describing the project upon which the bid is made.

3. No oral, telegraphic facsimile, or electronic mail proposals or modifications will be considered.

4. **WITHDRAWAL OF BIDS:**

Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of ninety (90) days.

5. **PROPOSAL FORMS AND SIGNATURES:**

Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.

6. **BRANDS:**

The naming of a manufacturer, brand or model number shall not be considered as excluding other brands or models. Specifically, similar products with comparable construction, material and workmanship shall be considered as equal. However, the Board of Education of the Lansing School District shall evaluate the merits of all bids submitted and reserves the right to accept or reject any or all bids.

It is the intent of the attached specifications to define the minimum quality of equipment acceptable. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are required.

7. **SAMPLES:**

Samples shall be submitted upon request at the expense of each bidder. These samples will be retained as control items until the completion of the delivery and installation.

8. **AGENDA:**

Any modifications of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No request for explanations can be processed within four (4) days immediately prior to the bid opening date.

9. **VARIATIONS FROM MATERIALS SPECIFIED:**

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases.

10. **ROYALTIES AND PATENTS:**

The contract shall pay for all royalties and patents, and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.

11. **CLEAN-UP:**

The contractor shall at all times, keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work broom clean, or it equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor, as the owner shall determine.

12. **FEDERAL, STATE AND MUNICIPAL TAXES:**

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State and Municipal Governments, on labor, and for materials entering into the work. The owner reserves the right to require evident of payment of such taxes prior to final payment. The school district is exempt from Federal Excise Tax.

## General Conditions and Instructions to Bidders

### 13. QUALIFICATIONS OF BIDDERS:

The owner may request any or all bidders to submit any of the following information before the award of the contracts.

- A. A bidder's performance record
- B. The address and description of bidder's equipment, plant or permanent place of business.
- C. An itemized list of the bidder's equipment, plant and personnel.
- D. A bidder's financial statement.
- E. A description of any project which the bidder has completed.
- F. Such additional information as will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- G. Description of work which will be done simultaneously with the owner's project.

### 14. NOTICE OF AWARD:

The contracts shall be deemed as having been awarded when the formal notice of acceptance of their proposal has been duly served upon the intended awardees (normally by purchase order) by some officer or agent of the owner duly authorized to give such notice.

### 15. GUARANTEE:

Each contract shall furnish the owner a written guarantee running for one (1) year, or longer as required herein, after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

### 16. DOCUMENTS:

The Proposals submitted shall be based upon the specifications contained herein.

### 17. RIGHTS OF ACCEPTANCE OR REJECTION:

The Board of Education of the Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interest of the School District.

18. Contractors and subcontractors are required not to be discriminated against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bonafide occupational qualification. Breach of this covenant of purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed there under. See Policy 3610



*In order to maintain the public trust, your local school district Board of Education should consider and adopt a resolution containing at least some, if not all, of the factors listed below.*

*Each factor should be discussed thoroughly by school board members, the architects and construction managers involved in any school construction because of the potential impact they will have on a project.*

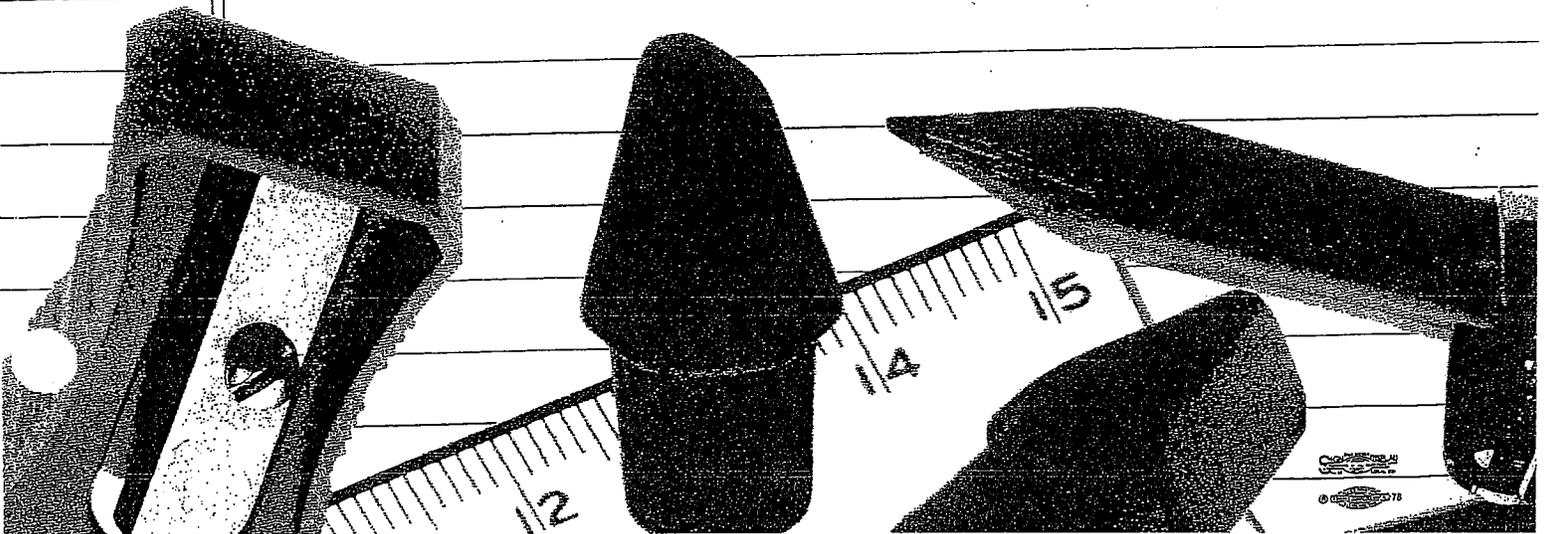
*Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.*

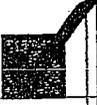


**EXPERIENCE.** Institutional building projects are expected to last 50-75 years. Therefore school board members should review the past experience of all construction professionals to ensure that they have pertinent experience on similar institutional projects. In so doing, the board members can evaluate whether local contractors should be considered for the project and only if they have the required experience should they be considered.



**REFERENCES.** School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.





**FINANCIAL CONDITION.** A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding claims against them and bank references. A poor financial condition can affect the quality of materials; equipment and workers used on the project. It also can result in substantial project delays and unsafe schools.



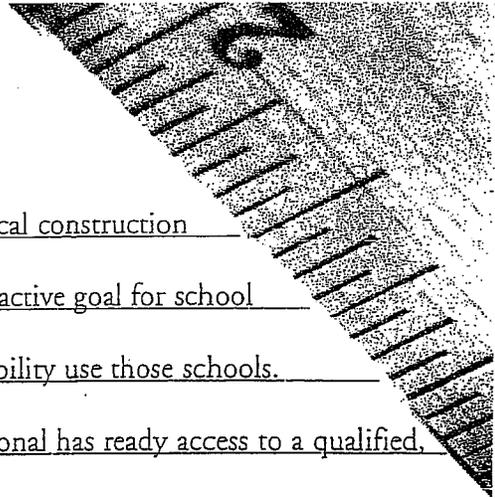
**SAFETY & ACCIDENTS.** Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious physical harm. Every employee has the right to a safe and healthy workplace. An employer must provide training in the recognition and avoidance of hazards and specific training called for in the MIOSHA standards.



**RESUME OF SUPERVISORY PERSONNEL.** Beyond a construction professional's experience with similar institutional projects, it is important for board members to evaluate the resumes of the supervisory personnel of all construction professionals on their project. All supervisory personnel should have pertinent experience and adequate education and training to complete your project.



**INSURANCE & SURETY BONDING.** Construction professionals must show proof of adequate and relevant insurance coverage for a particular project and must prove their compliance with workers' compensation statutes. School boards must set minimum standards for insurance coverage. Construction professionals that cannot provide proper coverage may be unable to fulfill project obligations. A measure of a construction professional's stability is shown in the ability to secure the required bonding.



**USE OF A TRAINED LOCAL WORKFORCE.** Employing local construction professionals and skilled craft workers on a project can be an attractive goal for school boards. Local craft workers, their friends and family, in all probability use those schools. However, it is necessary to determine if the construction professional has ready access to a qualified, experienced workforce to build your project.

**PREVAILING WAGE.** Use of prevailing wage requirements ensures that school boards secure the best qualified construction professionals to perform work on their projects. Construction professionals should compete for projects on the basis of their management practices, not by paying sub-standard wages. Utilization of prevailing wage will allow the construction professional to pay locally determined wages and benefits to attract qualified skilled craft workers.

**EMPLOYEE HEALTH INSURANCE & PENSION BENEFITS.** School districts can maintain and promote their community's health care and craft employees by requiring the construction professional to use prevailing wage, which includes health insurance and pension benefits. Construction professionals who provide such benefits to their craft personnel demonstrate a commitment to developing a stable workforce, which is a key component to a quality project and to the health of the community.

**WORKFORCE SOURCE & PROPER EMPLOYEE CLASSIFICATION.** School boards can ensure that their project will be built by qualified construction professionals by ensuring contractor access to a skilled workforce. School districts should examine carefully the source of building trades craft employees. School districts should ask prospective construction professionals to identify the source of the workforce they intend to use on the project. Construction professionals who staff the project with personnel hired from help-wanted ads or employment agencies might not have sufficient competence and ability to complete a quality project on schedule.

**REGISTERED UNITED STATES DEPARTMENT OF LABOR, BUREAU OF**

**APPRENTICESHIP & TRAINING PROGRAMS.** School boards know the value of high quality training and education. Responsible contractors know that better training equals better buildings. Bureau of Apprenticeship and Training (BAT) approved training programs create more productive craft workers. A construction professional's ability to staff a school construction project with qualified trades' workers is the key to success. Contractors, who bid on school construction projects should maintain, participate in and contribute to bona fide apprentice training programs recognized by the U.S. D.O.L./B.A.T. Trained craft workers promote cost effectiveness, timeliness, safety and quality on school construction work. Companies who employ skilled and trained workers, educated in their trade, deliver exceptional work. Moreover, every registered U.S. D.O.L./B.A.T. program must meet twenty-two standards of apprenticeship regulated and audited by the U.S. D.O.L./B.A.T., as outlined in 29 CFR 29.5.

**LICENSING.** School boards get a better building when highly competent construction professionals and tradespersons build it to code. State law establishes licensing requirements for

electrical, mechanical, plumbing, boiler and elevator contractors, and electrical,

elevator and plumbing craft workers. Proper licensing and certification,

when applicable, show school boards that construction

professionals bidding the job have been tested and are

competent to perform the work. All responsible construction

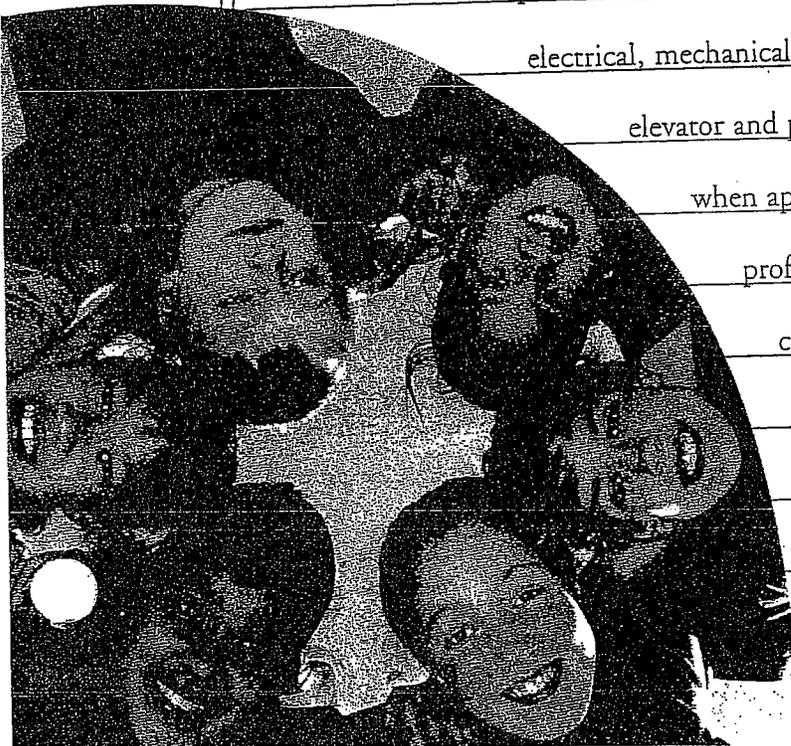
professionals must provide documented proof of licensing

and certification. This will allow school boards to contact

licensing and certification agencies to verify the bidder's

history and determine if any complaints or judgments

have been filed against them.



**COMPLIANCE WITH REGULATORY AGENCIES.** School boards get a higher quality building when local, state and federal regulations are followed. Compliance with the EPA, MIOSHA, OSHA and other agencies helps school boards evaluate the construction professional's willingness to follow rules. It also ensures that the bidding contractors are aware of the policies that affect them. Contractor adherence to wage and hour standards, record keeping guidelines, child labor regulations and other components of the Fair Labor Standards Act are good indicators of a stable workforce. Construction craft workers who are treated fairly and receive proper pay and benefits are more likely to produce high quality work which helps ensure a safe learning environment for Michigan children.

**CIVIL SUITS/ARBITRATION/HISTORY.** A school board will have their building projects completed without costly legal entanglements if they select a responsible contractor with a 'clean' legal history. School boards should contract with construction professionals that build according to contract – not in spite of the contract. School districts should carefully examine a contractor's litigation history and the final disposition of any arbitration claims brought against him/her. A contractor with an unusually high level of adverse claims might indicate that the school board should disqualify the contractor.



Michigan Association for Responsible Contracting

phone: 1-866-YES-MARC • fax: 517-372-0402 • [www.miarc.org](http://www.miarc.org)