

SOUTHFIELD PUBLIC SCHOOLS

INVITATION TO BID: Student Furniture

The Southfield Board of Education invites you to submit a bid for student desks and chairs.

All bids are to be delivered the lobby of the J.W. E. Administration Building, Southfield Public Schools, 24661 Lahser, Southfield, MI 48033, Attn: Martha Ritchie, Purchasing Manager. Bids are to be in a sealed envelope clearly marked: "Student Furniture" and returned no later than 2:00 p.m. EST, Friday, June 19, 2009 at which time bids will be opened and publicly read. Bids must be submitted on the official Form provided. Forms can be found on the district website at www.southfield.k12.mi.us under the Purchasing Page. The Board reserves the right to reject any and all bids. Late bids will not be accepted.

Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.

Each Bid shall be accompanied by a Bid Security in the form of a certified check, cashier's check, money order or bid bond made payable to Southfield Public Schools in an amount not less than five percent (5%) of the base bid as a Bid guarantee. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond covering the faithful performance of the Contract and payment of all obligations arising there under, each in the amount of one hundred percent (100%) of the contract amount. The cost of such bonds shall be included in the Bid.

The bid security of Bidders under consideration will be returned immediately after execution of the Contract by the Owner. The amount of the bid security shall be forfeited to the Owner if the successful Bidder fails to enter into a contract and furnish required bonds and insurance certificates within ten (10) days after award of Contract.

Withdrawal of any Bid is prohibited for a period of sixty (60) days after the actual date of the opening thereof.

The Owner reserves the right to reject any or all Bids, either in whole or in part, to reject a Bid not accompanied by the required bid security or by other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality and irregularity in the bids and in the bidding.

The Owner reserves the right to accept Alternates in any order or combination and to determine the low Bidder on the basis of the sum of the base bid and the Alternates accepted.

INSTRUCTIONS TO BIDDERS AND BID CONDITIONS

1. Bids are due and will be publicly read at 2:00 p.m., Friday, June 19, 2009 in the lobby area of the J.W. E. Administration Building, 24661 Lahser, Southfield, MI 48033.
2. Bids are to be submitted on official form in sealed envelopes, clearly marked: "Student Furniture" The Board reserves the right to reject any and all bids either in whole or in part, to reject a Bid not accompanied by the required bid security of or any other data required by the Bidding Documents or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof.
3. Any questions to be directed the Purchasing Manager, Martha Ritchie, (248) 746-8518. Bids to remain firm for sixty days.
4. Southfield Public Schools is exempt from Michigan sales tax and most Federal taxes. Exemption certification information appears on all purchase orders issued by the District.
5. Price to include delivery to Southfield Lathrup High School, 19301 W.12 Mile, Lathrup Village, MI 48076.
6. All respondent to this Request for Proposal must submit with their proposal a list of current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.
7. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.
8. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.
9. Award - The Southfield Board of Education reserves the right to award the bid in whole or in part and to make an award to the lowest responsible net bidder or to split the award in whatever manner may be deemed to be in the district's best interest. The Board of Education reserves the right to reject bids which do not meet specifications.
10. Each bid shall be accompanied by the Familial Disclosure Statement in compliance with MCL.380.1267. The bid proposal must be accompanied by a sworn and notarized statement disclosing Familial Relationship that exists between the bidder or any employee of the bidder and any member of the Board of Education of the School district, or the Superintendent of the School district. The School district will not consider a bid Proposal that does not include this sworn and notarized Disclosure Statement.
11. Alternates will not be considered for this bid.
12. Warranty - All parts and workmanship shall be fully guaranteed against defect in performance, materials and construction a minimum of two (2) years of actual use. Bidder to state length of warranty in proposal.

**Southfield Public Schools
Student Furniture Bid: Specifications**

1. Vendor to furnish and deliver 304 student desks and 336 student chairs to Southfield Lathrup High School. Southfield Lathrup High School is located at 19301 W. 12 Mile, Lathrup Village, MI 48076.
2. Chair Specification: KI Intellect EC18BR. ABS Seat and Back, 15 gauge elliptical steel tubing, non marking pvc glides. Seat Color BS Nordic. Frame color: LG Bookrack
3. Desk Specification: KI Intellect ELD 30LGENTGL-BG. ABS Plastic top with laminate insert. 30" High. 15 gauge steel framing stacks four high, anti tip glides. Frame Color: LG. P'Lam: Wilson art Dakota Ridge 4557-60.
4. The District is seeking KI Intellect desks and chairs only as specified.

Please note that the frame and laminate colors are all available from KI. Please call KI Representative, J.J., Reise at 248.667.3110 regarding questions on color availability.

Southfield Public Schools

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will 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 Southfield Public Schools Board of Education of the Superintendent of Southfield Public Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relationship exists between the owner or any employee of the bidder and member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Owner/Employee Name	Related to:	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Attach additional pages if necessary to disclose familial relationship.

____ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribe and sworn before me this _____ Day of _____, 20__ a Notary Public

In and for _____ County

(Signature)

NOTARY PUBLIC

My Commission expires _____

SEAL

**Southfield Public Schools
Student Furniture Bid
Official Bid Form**

I certify that this bid meets or exceeds all specification contained in the Southfield Public Schools, Invitation to Bid Student Furniture Bid

<u>QTY</u>	<u>Description</u>	<u>Bid Price Each</u>	<u>Bid Price Total</u>
304	KI Student Desk	_____	_____
336	KI Student Chair	_____	_____

Company Name: _____
Address: _____
Authorized Signature: _____
Name/Title: _____
Phone Number: _____ Fax: _____
Cellular Number: _____ Date: _____