



LANSING
SCHOOL
DISTRICT

Telephone (517) 733-3030

June 19, 2007

Request for Proposal

Lansing School District
Purchasing Office
519 West Kalamazoo
Lansing MI 48933

This is not an order

Sealed bids for the furnishing of services listed on the attached sheets will be received in the Lansing School District Purchasing Office, 519 West Kalamazoo, Lansing Michigan 48933 until Wednesday, July 9, 2007, 2:00PM, local time.

Three copies of your proposal, including the completed bid form, shall be submitted in a sealed envelope and clearly marked: **SO- 1393 Projector Mounting.**

To obtain a copy of this request for bid please visit our web site at:
https://www.edline.net/pages/Lansing_SD/Departments/Purchasing or call our office at
517-755-3030 if you require a copy be faxed or emailed to you.

No faxed proposals or e-mailed proposals will be accepted.

All proposals shall be submitted in accordance with the attached instruction to bidders 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 proposal or portion of the proposal that, in their opinion, best serves the interests of the Lansing School District.

Lansing School District

Celestine Hart, Purchasing, Accounts Payable and Risk
Management

Proposal Pricing Form

Lansing School District
Celestine Hart
Purchasing Department
519 West Kalamazoo
Lansing Michigan 48933

We hereby propose to furnish and deliver the below listed items for the unit price indicated in accordance with the terms, conditions and specifications included.

PROJECTOR MOUNTING PROJECT

Amount Bid

Electrical Bid including:

- Opening Ceiling
- Installation of electrical outlets
- Installation of cable supports
- Installation of raceway

Cost Per Outlet _____

Total _____

Projector Bid including:

- Mounting projector
- Installation of projector cabling
- Mounting of interactive whiteboard
- Installation of whiteboard cabling
- Provision of patch cables
- Closing ceiling spaces and raceway

Cost Per Projector _____

Cost Per Whiteboard _____

Cost Per A/V Screen _____

Total _____

Phonic Ear Bid including:

- Front Row System
- Rechargeable “Collar” Microphone
- Four (4) speakers
- External IR Sensor
- Necessary cables, support and raceway

Cost Per System _____

Total _____

Additional Phonic Ear components:

- Additional two (2) speakers
- Additional one (1) sensor

Cost Per Pair _____

Cost Per Unit _____

The Lansing School District reserves the right to add or reduce units at any time per the unit costs above with the agreement of the supplier.

Listed below are all additional costs related to this installation, additional equipment required, training or any other costs,

Descriptive literature for product bid is included in this package. Yes/ No _____

Company _____

Address: _____

Fax: _____ Phone: _____

Date: _____ Signature: _____

Printed Name: _____

Title: _____

Introduction:

The Lansing School District (the “District”) seeks, through this Request for Proposal, to receive proposals from qualified firm improvement projects at various Lansing School district schools.

Background:

The Lansing School District has an enrollment of over 15,000 students in 40 schools. In addition, the District has an administrative complex, service center, bus garage and the Ebersole Environmental Center at Wayland Michigan, among other facilities. The District covers an area of approximately 55 square miles. The Lansing School District has approximately 3.6 million square feet of facilities (instruction and non-instructional). The all District schools were built between 1913 and 1976 with the exception of Pattengill Middle School built in 2006.

Project Scope:

The District seeks to enter into an agreement with a qualified firm capable of providing services required for the project per the following.

PROJECT OVERVIEW

The Lansing School District is soliciting bids for mounting five (5) LCD projectors, three (3) a/v screens and three (3) interactive whiteboards at two schools. Also included in this bid is the purchase and installation of two (2) Phonic Ear Front Row sound fields at one of the two schools. Specifications for this project are:

1. Projectors will be ceiling mounted in classrooms or other instructional spaces. They must be mounted above any acoustic tiles and attached to structural elements for security. Projectors should be installed according to manufacturers suggested throw distance, and to allow maximum interoperability with interactive whiteboards (if applicable).

2. Vendors shall install interactive whiteboards as indicated, ensuring maximum interoperability between whiteboard and projector.
3. Vendors are responsible for providing the necessary projector mounts and hardware for whiteboard installation.
4. Vendors shall install A/V screens as indicated, and are responsible for providing the necessary hardware for that installation.
5. Vendors shall furnish and install a Phonic Ear Front Row sound field system in two (2) locations. This system should include:
 - a. Multi-channel receiver
 - b. One (1) rechargeable “collar” or “pendant” microphone, including batteries and charger
 - c. External IR sensor
 - i. Additional sensors may be required in odd sized rooms. The District requests that vendors provide separate line item pricing for additional sensors. This should include mounting and all necessary cabling.
 - d. Four (4) ceiling mounted speakers
 - i. Additional speakers may be required in odd sized rooms. The District requests that vendors provide separate line item pricing for additional speakers in pairs. This should include mounting and all necessary cabling.
 - e. All cabling necessary for the following connectivity:
 - i. RCA
 - ii. .5mm audio
 - f. All hardware and shelf for wall mounting receiver
6. Vendors shall install one (1) duplex (110amp) electrical outlet in the ceiling for powering the projector. Additionally, one (1) duplex (110 amp) outlet will be installed for powering the Phonic Ear equipment in 2 classrooms.. Vendors may assume that sufficient electrical circuits exist for this installation. If it is determined during the course of the bid that additional circuits are required, this will be coordinated through the Lansing School District’s Physical Plant. The cost of additional circuits should not be included in this bid.
7. Vendors shall install the appropriate cabling for projector connectivity at both the ceiling location and teacher’s station. Cables should be jacked to allow connectivity for the following types of devices:
 - a. VGA
 - b. S1
 - c. RCA (video and stereo sound)
 - d. .5mm audio
8. Vendors shall install the appropriate cabling for connectivity between the interactive whiteboard and the teacher’s computer.
9. All electrical, video and audio cabling shall be bid plenum rated and installed above ceiling, fished in plaster walls, or enclosed in ivory metallic raceway of an appropriate capacity. Above ceiling cabling shall be supported with “j” hooks or other supports according to code and/or manufacturer’s specifications.
10. Vendors shall be responsible for providing one (1) twelve foot (12’) VGA, RCA, S1 and .5MM patch cables for each projector installed.
11. Vendors are responsible for any necessary permits. The State of Michigan has approved the City of Lansing as permitting authority for the Lansing School District. Any necessary permits should be requested from the City.
12. This is a prevailing wage bid.
13. All work will be conducted during non-school hours. It is anticipated that this installation will take place following the dismissal of school for summer break (after June 11, 2007). It is

anticipated that work will be completed between the hours of 7:00am and 3:00pm, Monday through Friday.

14. The District may have additional projectors, sound fields, electronic white boards and a/v screens that require mounting in the future. Vendors are requested to provide a bid that is valid until December 31, 2007.
15. Vendors may submit a bid for the project in its entirety, or they may elect to bid as follows:
 - a. Installation of electrical outlets, cable supports and raceway. This portion of the bid includes "opening" the ceiling space. ("Electrical Bid")
 - b. Mounting of the projectors, installation of interactive whiteboards, installation of cabling, providing patch cables, "closing" ceiling spaces and raceway. ("Projector Bid")
 - c. Purchase and installation of Phonic Ear Front Row sound field, external IR receivers, speakers and cabling. This may require the vendor to open and close areas of the ceiling not accessed by other trades, as well as providing their own cable supports and raceway.

If vendors elect to submit a bid only one portion of this project, they agree that installation schedules and details will be coordinated with the vendor awarded the other portion under the direction of Lansing School District staff.

Pre-Bid Site Visits

Pre-bid site visits will be held on Tuesday, June 26, 2007 at 9:00am. Site visits will begin at Sexton High School, and end at Dwight Rich Middle School. Contractors are encouraged to attend the pre-bid site visits in order to review the affected classrooms and ask any questions.

Content of Proposal:

To facilitate a complete and fair evaluation of all proposals, each firm shall submit answers for each of the following questions with your proposal.

- A. Provide name, address and telephone number of your firm's headquarters and the branch office that will be handling the project.
- B. Provide a list of the last five government or school projects your firm has completed. Include the size of the project and the name and phone number of a contact person responsible. Include projects that demonstrate quality professional work in the various types of project included in this request for proposal.
- C. Identify the number of years the firm has provided services.
- D. Identify the person in your firm who will be the designated contact person responsible to the Lansing School District.
- E. Please provide information explaining why you feel your firm is the most qualified for this project.
- F. Identify any and all disputes with clients, which have resulted in litigation, arbitration and/or mediation proceedings, and explain circumstances in detail.
- G. List any and all subcontracts that will work on this project,

- H. Proposals submitted (three copies), must be signed by the authorized person responsible for the decision as to services and costs being offered.
- I. A copy of the firm's (or firms') insurance certificate for general, automobile and professional liability coverage should be provided along with the proposal.
- J. Please provide any other information that may be helpful in our selection. Please include information on community service activities, supplier educational initiatives or other applicable information.

Selection Process:

The District will mail Requests for Proposals to all firms, which may have indicated an interest in this project. The Lansing School District reserves the right to accept or reject any proposal in part or in whole and to accept or reject any bid based on the best interest of the Lansing School District. Consideration for awarding purchases or contracts shall include price; product quality; service quality, staff expertise, qualifications, delivery, adherence to specifications; past performance to the school district; vendor reliability; insurance and warranties.

The District will select the firm or firms which appear to best meet the criteria of being capable of providing all the necessary services and working in cooperation with District staff to accomplish the projects.

.....
Submittal of Proposals:

Interested, qualified firms are asked to submit proposals by no later than 2:00 p.m., July 9,2007 based on the Request for Proposals to:

**Lansing School District
Celestine Hart, Purchasing
519 West Kalamazoo
Lansing, Michigan 48933
Telephone No.: (517) 755-3030**

Inquiries regarding this RFP may be directed to Mrs. Celestine Hart at the address and telephone number above.



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 I 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. **ADDENDA:**

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 requests 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 contractor 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 its 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 evidence 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 bidders 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 of agent of the owner duly authorized to give such notice.

15. GUARANTEE:

Each contractor 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 there opinion, best serves the interests of the School District.

18. Contractors and subcontractors are required not to discriminate 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 may be regarded as a material breach of the contract 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.

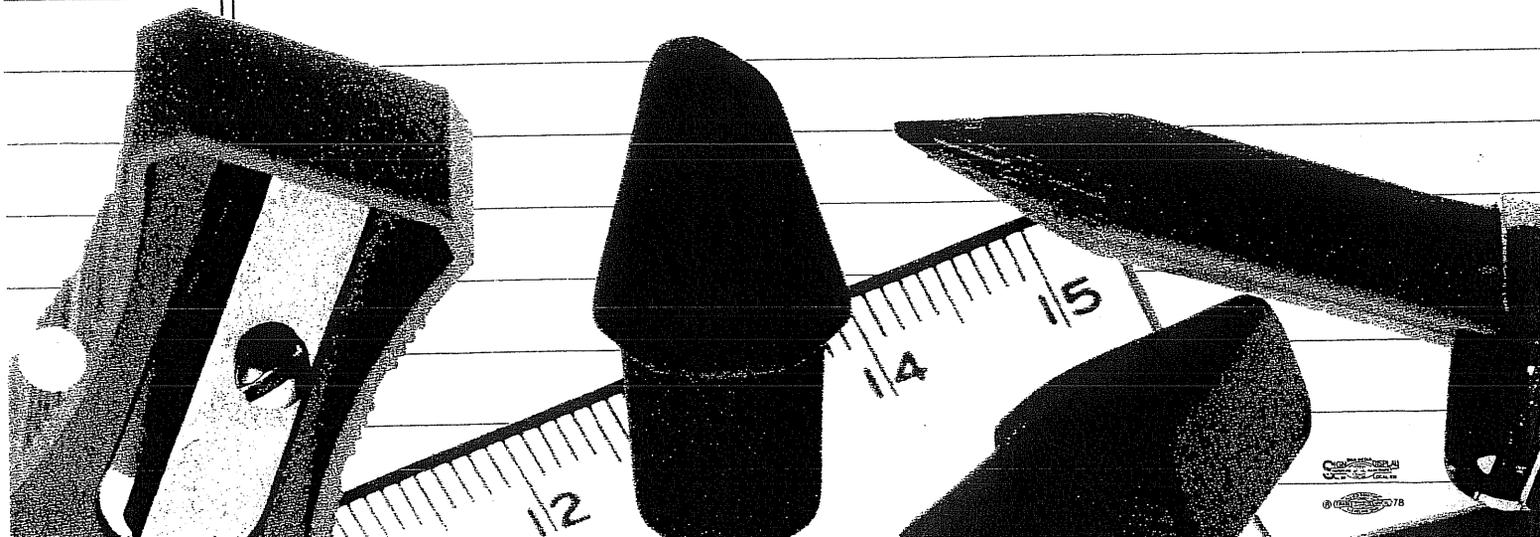
Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.



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.

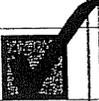


REFERENCES. School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.





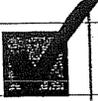
FINANCIAL CONDITION. A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding 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.



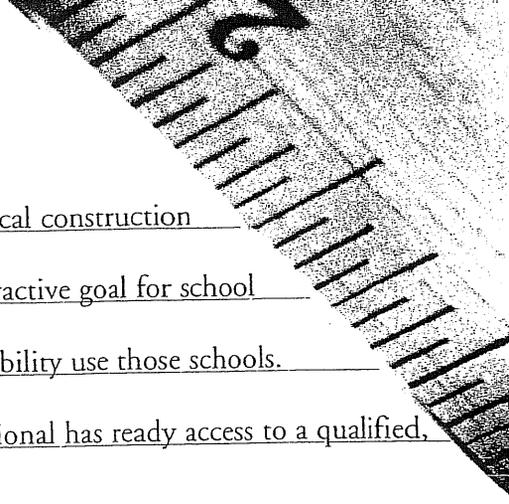
SAFETY & ACCIDENTS. Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious 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