

# *Down River Operations Managers*

Allen Park Public Schools – Wyandotte Public Schools – Lincoln Park Public Schools – Woodhaven Brownstown School District – Riverview Community Schools – Grosse Isle Schools – Trenton Public Schools – Huron School District – Southgate Community Schools – Melvindale Northern Allen Park Schools – River Rouge School District – Flat Rock Community Schools – Gibraltar Schools – Romulus Community Schools – Taylor School District – Livonia Public Schools

## Request for Proposal Lighting Products

Participating D.R.O.M School Districts located in the same geographic area are seeking proposals for the purchase of lighting products specifically lighting products as described there in the attached documents. The districts participating, with their associated delivery address, invoicing address and contact information can be found in Attachment “B”.

Sealed bids will be accepted until January , 2009 at 2:00 p.m. EST at which will be publicly opened and read aloud at the address below. Bids are to be delivered to:

Cynthia Blackerby, Business Manager  
Flat Rock Community Schools  
28639 Division St.  
Flat Rock, MI 48134

Envelopes containing bids shall be sealed and clearly marked “Lighting Products” Bid-“DO NOT OPEN” with the name and return address of the bidder on the envelope.

Two copies of signed copies of the bid proposal shall be submitted.

Questions regarding this Request for Proposal must be directed to:

Mark Przybylo, Maintenance Director.  
Flat Rock Community Schools  
28639 Division St.  
Flat Rock, MI 48134  
Phone: (734) 535-6525  
Fax : (734) 535-6501  
E-mail: markprz@mail.flatrock.k12.mi.us

A **mandatory pre-bid meeting** on , 2009 at 10:00 a.m. EST must be attended at:

Flat Rock Community Schools  
28639 Division Street  
Flat Rock, Mi 48134

**ALL PARTIES WISHING TO RESPOND TO THIS REQUEST FOR PROPOSAL SHALL TAKE NOTICE OF INSTRUCTIONS TO BIDDERS IN ATTACHMENT “A”.**

**Attachment “A”**  
**Instructions to Bidders**

1. It shall be the bidder’s responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. Bids received after the scheduled opening time will not be accepted or considered.
3. Telephonic bids or facsimile transmitted bids will not be accepted.
4. Unless otherwise specified, no bid may be withdrawn, changed or modified in any way for a period of ninety (90) calendar days from date of bid opening.
5. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
6. Bids received prior to time of opening will be kept securely unopened. No responsibility will be attached to school district employee who prematurely opens an incorrectly addressed bid proposal.
7. If either a unit price or extended price is obviously in error, or the other is obviously correct, the incorrect price will be disregarded.
8. Participating school districts are exempt from state and federal taxes.
9. All bids are subject to acceptance by the Board of Education of participating school districts which reserve the right to accept or reject any or all bids, to waive irregularities or defects, and accept other than the low bid when deemed to be in the best interest of the school district.
10. The laws of the State of Michigan shall govern rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.
11. All information included in a bid response is subject to the Freedom of Information Act and may be disclosed in its entirety after the formal, public bid opening has been completed.
12. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
13. The bidder agrees to hold and save the participating school districts, its officers, agents and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies, or services covered by this contract.
14. A completed Familial Disclosure Form (Attachment “C”) must be included with each proposal submitted or the proposal will not be accepted.

Attachment "B"  
Participating School Districts



- Allen Park Public School District
- Flat Rock Public School District
- Gibraltar Public School District
- Grosse Ile Public School District
- Huron Public School District
- Lincoln Park Public School District
- Melvindale-Northern Allen Park Public Schools
- River Rouge School District
- Riverview Community School District
- Southgate Public School District
- Trenton Public School District
- Woodhaven-Brownstown School District
- Wyandotte School District
- Dearborn Hgts District#7
- Romulus Community Schools
- Taylor School District
- Livonia Public Schools
- Monroe Public Schools
- Ida Public Schools
- Hamtramck School District
- Perrysburg School District

Attachment "C"

# FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

**(This disclosure statement must be included with your bid as required by Public Act 232 of 2004)**

All bids shall 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 Board of Education or Superintendent of Schools of the following participating school districts:

- Allen Park Public School District**
- Flat Rock Public School District**
- Gibraltar Public School District**
- Grosse Ile Public School District**
- Huron Public School District**
- Lincoln Park Public School District**
- Melvindale-Northern Allen Park Public Schools**
- River Rouge School District**
- Riverview Community School District**
- Southgate Public School District**
- Trenton Public School District**
- Woodhaven-Brownstown School District**
- Wyandotte School District**
- Romulus Community Schools**
- Taylor School District**
- Livonia Public Schools**
- Dearborn Hgts District#7**
- Monroe Public Schools**
- Ida Public Schools**
- Hamtramck School District**
- Perrysburg School District**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "bidder"), pursuant to the familial disclosure requirement provided in the attached invitation to bid, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any members of the Boards of Education and Superintendent of Schools as listed above. If such a relationship exists, please explain:

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By: \_\_\_\_\_ (Bidder's signature)

Name: \_\_\_\_\_ (type or print)

Date: \_\_\_\_\_

Subscribed and Sworn to Before Me:

This \_\_\_\_\_ day of \_\_\_\_\_, 2008 A.D., in and for the County of \_\_\_\_\_, Michigan. My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

ATTACHMENT "E"  
Bid Specifications

1. Vendor shall assure sufficient stock of product as to provide "on time delivery" within one week of order time during the school year period. Vendor shall state minimum order quantity for delivery on attachment "F". Cost submitted on attachment "F" shall be total cost: product INCLUDING freight charges (landed cost).
2. Invoicing shall be monthly by district to address provided in attachment "B".
3. Items listed on attachment "F", product submission form are desired items/sizes; equal alternatives may be submitted. Vendors shall submit, with bid, a description of Lighting Products to be used in this contract. The School Purchasing Group reserves the right to request vendor presentations and further clarification of Lighting products.
4. All deliveries will be made to the district ordering the product, on vehicles owned by the Supplier and bearing identification as such. Because School District may not have docks at some of the buildings, verify that you will hand unload and deliver inside the building. The handling and delivery of all products shall be in accordance with all Federal, State, Local and School District requirements.
5. Supplier must provide the products quoted for the duration of the contract. Substitutions for the convenience of the Supplier will not be accepted, and will be cause for termination of the contract. Products discontinued by the manufacturer, supplanted by improved formulations, or in tight supply due to market conditions will not apply but will only be accepted upon notification and acceptance by the School District. The successful vendor shall not assign or delegate any obligation to another Supplier without written consent of the school-purchasing group.
6. Length of this contract shall be three years with an option to extend for years four and five by mutual agreement. Either party without penalty may terminate the contract for cause with a 90-day written notice.
7. Some participating school districts may need to fulfill existing contracts before participation in this bid.
8. Any school district that enters into ( D.R.O.M ) will also be eligible to participate in this bid.
9. Only the designee of School Purchasing Group (D.R.O.M.) is authorized to negotiate details of this RFP.



**Percent of discount on any other lighting products**      \$-----

**Minimum lighting product order required for delivery**      \$\_\_\_\_\_

**Online ordering**      **YES / NO**

**On time delivery within one week**      **YES / NO**

Green Certified - Y or N

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

**Date:** \_\_\_\_\_

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

