

**FOR BOARD APPROVAL – ABOVE \$29,572 FY24 THRESHOLD**



## **WATERFORD SCHOOL DISTRICT REQUEST FOR PROPOSAL**

### **PROJECT TEMPLATE**

**Save as a Word Document to complete.**

**PROJECT:** \_\_\_\_\_

ADVERTISED IN OAKLAND PRESS, POSTED ON DISTRICT WEBSITE AND SIGMA (MICHIGAN.GOV) WEBSITE

**See Pages 1-3 highlights -**

**Delete all highlights and RED on final copy.**

**Pages 4-6 are required and remain part of the RFP.**

**RFP Packet should include the following:**

- **Bid opening date**
- **Info Item date (project presented to the BOE)**
- **Action Item date (project approved by BOE)**
- **Specifications/Scope of Work**
- **Drawings and other pertinent information**
- **Details of Purchase or Project**

**Forward completed RFP Packet to Purchasing.**

## BID PROPOSAL PACKET

Waterford School District will receive sealed bid proposals until 2:00 PM, on  
\_\_\_\_\_ for specified project.

Bid Opening Date

All bids must be submitted electronically to BidNet Direct and uploaded to:

Website: [www.bidnetdirect.com](http://www.bidnetdirect.com) Re: Project Name

OR, must be marked SEALED BID and mailed to: **CHOOSE ONE OPTION or BOTH (above preferred)**

Address: Waterford School District  
Amy Dagenhardt, Finance & Budget Director  
501 N. Cass Lake Road  
Waterford, MI 48328

Project will be presented to the Board of Education on:

Date: \_\_\_\_\_ Info Item Date

Sealed bids will be publicly opened and read aloud on:

Date: \_\_\_\_\_ Bid Opening Date

Via Zoom: Meeting Invitation Link: \_\_\_\_\_  
OR **CHOOSE ONE OPTION (above preferred)**

Location: Waterford School District  
Central Office  
501 N. Cass Lake Road  
Waterford, MI 48328

Bids presented to the Board of Education on: **Anticipated award by the BOE**

Date: \_\_\_\_\_ Action Item Date

Location: Waterford Township Auditorium  
5200 Civic Center Drive  
Waterford, MI 48329

Event: Board Meeting – Time: 6:30 PM

Questions should be addressed to:

Project Initiator Name, Title, Location, Phone, Email Address

## **SPECIFICATIONS**

**SCOPE OF WORK:** SPECIFIC DETAILS OF PURCHASE/PROJECT  
TO BE WRITTEN AND INSERTED BY INITIATOR

In compliance with, and subject to, your Request for Proposal and the documents herein specified, the undersigned bidder proposes to furnish all labor, equipment, materials, permits, required inspections, etc., and to perform all necessary work for completion of this project, as outlined in the bid documents and specifications submitted.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

We hereby submit the following base bid for the sum of \$ \_\_\_\_\_

**Alternates:** Remove this section if not needed

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

This proposal does not include: \_\_\_\_\_

\_\_\_\_\_

Addendum(s): Number(s): \_\_\_\_\_ Date(s): \_\_\_\_\_

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

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

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

**Email:** \_\_\_\_\_

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

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

Attach additional pages if necessary for complete proposal.

## **CONDITIONS**

Information given in this Conditions section are peculiar to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, Waterford School District is referred to as the "Owner" and the successful bidder as the "Contractor." All other parties involved and contracted by the Owner are referred to as the "Owner's Representatives."

### **Bidding and Contract Information**

1. The *Bid Proposal Packet* shall be filled in completely, giving all information called for herein. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, the Owner reserves the right to disqualify its bid and may consider this factor with respect to any future bids made by such bidder, and may refuse to consider same for that reason.
2. All pages and documents, and the information requested within the *Bid Proposal Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.
3. Bidders are cautioned that any alternative bid(s), unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive, and at the option of the Owner, may result in rejection of the bid(s).
4. Any bid received at Waterford School District Central Office or through BidNet Direct designated herein, after the exact time specified for receipt, may not be considered.
5. The Owner reserves the right to postpone the bid opening for its own convenience.
6. Bidders shall fill in the number and date of each addendum on the *Bid Proposal Packet*.
7. Should a bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such bidder, either Contractor or Subcontractor, shall immediately notify the Owner of such questions. The Owner will issue an addendum to all Contractors recorded in its office as being bidders for the specific project. It shall be the responsibility of the Contractors on record to provide all its Subcontractors with the information contained in these addenda.
8. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES AND MAJOR IRREGULARITIES IN BIDS RECEIVED.
9. THE OWNER RESERVES THE RIGHT TO WAIVE ANY INFORMATION IN THE BIDS, OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, SHOULD IT BE DEEMED IN ITS BEST INTEREST TO DO SO.
10. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS, OR ANY PORTION THEREOF, AND TO ACCEPT ANY BID WHICH SHALL BEST SERVE THE DISTRICT.

## BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, 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 Waterford School District School Board or the Waterford School District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Waterford School District School Board are: Patrick Donohue, Julie Josselyn, Robert Petrusha, Jr., Michael Ristich, Joan Sutherland, John Paul Torres, and Kristen Wagner.

The Waterford School District Superintendent is: Scott A. Lindberg

☐ The Following are the familial relationships:

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☐ There are none.

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

The undersigned, authorized representative of bidder (insert name) \_\_\_\_\_  
does hereby acknowledge that bidder has read the foregoing disclosure statement and the  
statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan

**CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**  
**Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Waterford School District's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Waterford School District as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Waterford School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

The undersigned, authorized representative of bidder (insert name) \_\_\_\_\_

does hereby acknowledge that bidder has read the foregoing disclosure statement and the statements herein contained are true.

\_\_\_\_\_  
Signature of Bidder Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public, \_\_\_\_\_ County, Michigan