

# ROCHESTER COMMUNITY SCHOOLS

May 6, 2021

## Request for Proposals

Rochester Community Schools invites you to provide a proposal for an **Aluminum Sloped Atrium System Caulking Repair at the RCS Administration Building located at 501 West University Drive** per the specifications set forth herein or equivalent.

### **Bid Information and Requirements for Acceptance:**

All bids, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) no later than 2:00 p.m., local time, May 20, 2021 (the "Due Date"). No oral, telephonic, or facsimile proposals will be considered.

RCS will not consider or accept any late Bids received after the Due Date specified within the RFB. It is the sole responsibility of the Bidder to ensure their bid is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFB. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Included in your response shall be one (1) of each of the following forms:

- Vendor Information Form, signed
- Vendor Price Quotation on Vendor Bid Form
- Iran Economic Sanctions Certification Form, signed
- Familial Disclosure Statement Form, signed and notarized
- 5% Bid Bond

Designated forms above must be submitted online (print, sign, scan & attach) by due date and time to: **<https://www.bidnetdirect.com>**.

### **Bid Opening and Public Reading:**

All bids will be opened and read aloud immediately following the Bid Due Date at 501 West University Drive, Rochester, MI 48307. Compliance with all local health orders and guidelines for public gatherings in effect on the Bid Opening date will be enforced.

### **Bidder's Instructions:**

1. The price quoted on the Vendor Price Quotation must be net. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately on the Vendor Price Quotation.
2. The buyer has the right to cancel a purchase order if the terms and conditions set forth herein are not met.
3. Prices bid are to include shipment delivered to the district location as specified.
4. All purchases are to be exempt from all taxes including State and Federal taxes. An exemption certificate will be furnished upon request.

5. Bids must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefor.
6. The Board of Education reserves the right to accept any item in the bid; to accept or reject any or all bids; to waive any informality herein; or for reasons of establishing uniformity, to award the contract to other than the low bidder.
7. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
8. No member of Rochester Community Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
9. All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) 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. In addition the Bid must include the signed Iran Economic Sanctions Certification. Bids that do not include the sworn and notarized Familial Relationship disclosure statement and the signed Iran Economic Sanctions Certification will not be consider by the Board of Education.
10. Any manufacturers' names, brand names, trade names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performances and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer.
11. Vendor shall not during the contract assign, transfer or subcontract any part of agreement to any other supplier.
12. The vendor shall agree to a "Hold Harmless" clause concerning the process, selection criteria, award, and contract as entered into with RCS.
13. **SOLE BIDDER**
  - a. It is the District's intent that this Request for Bids permit competition. It shall be the bidder's responsibility to advise Rochester Community Schools, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Rochester Community Schools shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
  - b. If only one bid is received in response to the RFB, a detailed cost proposal will be requested of the single seller. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
  - c. Rochester Community Schools reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by Rochester Community Schools will be final.

## **Project Scope & Background:**

Rochester Community Schools (RCS) is seeking proposals to caulk and seal the aluminum sloped atrium system, to form a water tight seal by following the process listed below. We are requiring Solar Seal 900 or Lexel sealant be used for this project.

1. Remove existing caulking complete from the windows and masonry walls.
2. Clean glass at the perimeter prior to installing the caulk.
3. Caulk glass to frames, seams and masonry walls.
4. Clean up project site.

The scope of the project would entail a complete installation that includes, but is not limited to the following:

- Provide all of the necessary equipment to access the top of the aluminum sloped atrium system
- Complete removal of the old sealants
- Barricading \ Traffic control if staging in the entrance drive
- Clean the exterior glass panels upon completion

## **Proposal Response:**

Please provide the following with your proposal:

1. **Proposal:** Your proposal response is to include a proposed **Schedule of Values** for the following categories. Please include the names of any proposed subcontractors as well.
  - Caulking & Sealing
  - Traffic control \ barricading \ Temporary Protection (if needed)
  - General Conditions
  - Fee \ Overhead & Profit
2. **Experience:** Please include a complete list of similar projects demonstrating your firm's experience with similar projects.
3. **Mandatory Project Walkthrough:** Interested vendors wanting to submit a bid for this project are required to attend a Mandatory Pre-Bid Walk-through in order to review and confirm existing conditions. Bids will not be accepted from vendors not attending this Pre-Bid Walkthrough.

## **Bid Evaluation Criteria:**

Selection Process:

1. RCS will base award on several evaluation factors including, but not limited to:
  - a. Adherence to RFB Requirements
  - b. Contractor Experience
    - i. Previous experience with similar projects are to be included with your bid and will be key a factor in the selection of the successful firm.
  - c. Pricing
  - d. Product Availability
  - e. Documentation Requirements
  - f. Delivery Terms
2. The project will not necessarily be awarded to the lowest bidder or lowest price. Rochester Community Schools reserves to award the project to the most qualified bidder based on the criteria noted.

**Schedule of Events:**

The following is a projected schedule of events for this project. The final schedule shall be subject to change based on schedule and progress.

<b>EVENT</b>	<b>DATE / TIME</b>
Bid Release	5/6/21
Pre-Bid Walkthrough	5/10/21 - 10:00 AM
Final Date and Time for Questions	5/17/21 - 4:00 PM
Release Date of Addendum with Answers to Questions	5/17/21
Bid Due Date and Public Bid Opening	5/20/21 - 2:00 PM
Expected Board of Education Award	6/7/21
Required Project Completion Date	7/31/21

End of Schedule of Events.

## Photos of Existing Atrium Glazing System:



## VENDOR BID FORM

### Rochester Community School District

Aluminum Sloped Atrium System Caulking Repair @ 501 W. University Dr. Administration Building

Please provide a breakdown of your pricing in the following format:

#### Base Bid:

Scope	Amount	Subcontractor
Atrium Calking Repair		
Traffic Control \ Barricading \ Temporary Protection		
General Conditions		
Fee \ Overhaead \ Profit		
<b>Total Proposal</b>		

#### VOLUNTARY ALTERNATES / DEVIATIONS:

DESCRIBE:

ADD/(DEDUCT):

---

---

---

---

\$ 

---

\$ 

---

\$ 

---

\$ 

---

## Vendor Information Form

Vendor Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_ Payment Terms: \_\_\_\_\_

Product Lead-time: \_\_\_\_\_ business days. (Maximum number of days for delivery of an order from the day it is placed).

Deviations from specifications: Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain on the Vendor Price Quotation.

Vendor comments:

---

---

---

### **Bidder Authorization**

The undersigned certifies that the proposal submitted meets or exceeds, all specifications, which all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

My signature certifies that the accompanying proposal is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law. I hereby certify that I am authorized to sign as a Representative for the Firm:

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

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

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



**FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Rochester Community Schools' (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: \_\_\_\_\_

Its: \_\_\_\_\_

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

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2011, by \_\_\_\_\_.

Notary Public: \_\_\_\_\_

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_



**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 Rochester Community Schools’ 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 Rochester Community Schools 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 Rochester Community Schools’ 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 the it is determined that the person has submitted the false certification.

---

Name of Company

---

Name and Title of Authorized Representative

---

Signature