

**FOR BOARD APPROVAL - ABOVE \$24,924 THRESHOLD**



**WATERFORD SCHOOL DISTRICT  
REQUEST FOR PROPOSAL**

**PROJECT TEMPLATE**  
**Save as Word document to complete.**

**Project:** \_\_\_\_\_

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

**See Pgs. 1-3 highlights**

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

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

**RFP Packet should include the following:**

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

## BID PROPOSAL PACKET

Waterford School District will receive sealed bid proposals until 2:00 p.m.,

On \_\_\_\_\_ for specified project.

Bid Opening Date

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All bids must be marked **SEALED BID** and addressed to:

Waterford School District  
Samantha Mozdierz, Purchasing Director  
501 N. Cass Lake Road  
Waterford, Michigan 48328

Date: \_\_\_\_\_ Project presented to BOE Info Item Date

Sealed bids will be publicly opened and read aloud on:

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

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

Bids presented to the BOE - anticipated award by the Board of Education

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

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

Event: Board Meeting - Time: 6:30 p.m.

**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 Invitation to Bid 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:**

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

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

\_\_\_\_\_

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 a factor with respect to any future bids made by him/her, and may refuse to consider the 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 alternate 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 rejections of the bid(s).
4. Any bid(s) received at Waterford School District Central Office 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 their 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 DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS OR ANY PORTION THEREOF AND TO ACCEPT THE BID WHICH SHALL BEST SERVE THE DISTRICT.

**Sworn and Notarized Familial Disclosure Statement**

All bidders must provide a 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, any member of the Board of Education or the Superintendent of the school district. 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 and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

|    | <u>Name of Individual</u> | <u>Related to</u> | <u>Relationship</u> |
|----|---------------------------|-------------------|---------------------|
| 1. | _____                     | _____             | _____               |
| 2. | _____                     | _____             | _____               |
| 3. | _____                     | _____             | _____               |
| 4. | _____                     | _____             | _____               |
| 5. | _____                     | _____             | _____               |

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTARY PUBLIC**

Subscribe and sworn before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_, a Notary Public,

In and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
Signature

My Commission expires \_\_\_\_\_ Seal:

**Sworn and Notarized – Iran Economic -Sanctions Act**

All bidders must disclose any relationship with an Iranian Company in compliance with Act No. 517 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any relationship with an Iranian Company that exists between the Owner and an Employee of the bidder, a member of the Board of Education or Superintendent of the District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following relationship exists between an Iranian Company and the Owner and an employee of the bidder, a member of the Board of Education or Superintendent of the school district.

|    | <u>Name of Individual</u> | <u>Company</u> | <u>Relationship</u> |
|----|---------------------------|----------------|---------------------|
| 1. | _____                     | _____          | _____               |
| 2. | _____                     | _____          | _____               |
| 3. | _____                     | _____          | _____               |
| 4. | _____                     | _____          | _____               |
| 5. | _____                     | _____          | _____               |

Attach additional pages if necessary to disclose any Iranian relationship.

There is no relationship that exists between an Iranian Company and the Owner and any Employee of the bidder, any member of the Board of Education or Superintendent of the school district.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

**NOTARY PUBLIC**

Subscribe and sworn before me, this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_, a Notary Public,

In and for \_\_\_\_\_ County, Michigan.

\_\_\_\_\_  
Signature

My Commission expires \_\_\_\_\_ Seal: