

***378 State Street, Charlotte, MI 48813 PH: 517.541.5100 FAX: 517.541.5105***

**Invitation to Bid**

**2024 CPS DEPARTMENT OF FOOD & NUTRITON SERVICES CONVECTION OVENS**

Your company is hereby invited to submit a BID PROPOSAL on the items and quantity, as described further in this written invitation. Please return this entire packet with your official bid. If you are unable to submit a bid proposal at this time, and if you wish to remain on our list of potential suppliers, simply send us a written explanation.

**The deadline for our receipt of your SEALED bid is November 20, 2024 at 9:00 a.m. local time.**

Whereas considerable time and expense has gone into the preparation of the enclosed specifications, deviations are not anticipated. ALL DEVIATIONS MUST BE EXPRESSLY DOCUMENTED. This includes deviation from the brand, model number, etc. of equipment identified in the specifications. Unless fully documented, such deviations may disqualify a bidder at the discretion of the buyer.

In setting forth these specifications it is the intention of the buyer to offer equal opportunity to all bidders. Styles referred to by number and the company name are for descriptive purposes only and are not restrictive. The buyer feels that specified styles are equally available to all reputable manufacturers.

Bidder is to furnish itemized quotations showing the cost of each item, the total price per unit plus any additional accessories and the total price of the entire order including delivery, installation is requested as an alternate. Any allowance or cash discount for payment within a certain period before or after delivery is to be indicated on the bid; otherwise, it will be presumed that payment is to be made on the basis of net 30 days upon delivery of the complete order. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificate will be furnished upon request.

The buyer reserves the right to accept or reject any or all bids in the best interest of the buyer. Factors to be considered, but not limited to, when determining the best value for the buyer are to be the quality of the equipment, service and responsibility of the company and their representative, as well as price. Low bid is not necessarily the determining factor for award of the contract.

Bidder is to furnish a full-time sales representative to handle all details of the order. This includes delivery and servicing "after the sale". Bidder is to provide name, address, and phone number of representative or representatives that are to be responsible for handling the order. In submitting your bid, specify the time required for delivery of the complete order after receipt of bid award.

**CHARLOTTE PUBLIC SCHOOLS**

 **GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS**

Charlotte Public Schools hereby invites the submission of bids as per the attached bid form.

Bids to receive consideration must be made in accordance with the following instructions and such bids and any awards made thereon shall be subject to all the terms and conditions hereof: Charlotte Public Schools encourages the involvement of minority-owned, women’s business enterprises and small business participation.

1. SPECIFICATIONS

All material furnished must be in conformity with the specifications and will be subject to inspection and approval after delivery. The right is reserved to reject and return at the risk and expense of the vendor such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order.

2. VARIATIONS FROM SPECIFICATIONS

All variations from the specified equipment shall be fully explained and included with the bid. **This includes brand and model number.** Manufacturer numbers shall be used in all cases. All prices quoted shall be on a unit price basis.

3. PROPOSALS & VENDOR EXPECTATIONS

A. The proposal sheets of these specifications shall be signed and dated.

B. Proposals shall be submitted on the forms provided by Charlotte Public Schools, and all blank spaces in the forms shall be fully filled; amounts shall be stated legibly in figures. The unit price stated in the bid will govern in case of error.

C. Bids are subject to acceptance at any time within 30 days after opening of same, unless otherwise stipulated.

D. Charlotte Public Schools reserves the right to award components or segments of this bid to more than one vendor.

E. Vendor will be notified by email on or before December 12, 2024 of bid acceptance or rejection. A purchase order will be provided to the successful bidder. All invoices must include a reference to that purchase order number.

F. Price adjustments will not be granted if the purchase order is issued within the 30 days referenced in item C above.

G. Vendor agrees to recognize mandatory standards/policies related to energy efficiency contained in the federal Energy Policy and Conservation Act (PL 94-163).

H. Vendor agrees to abide by the federal Davis Bacon Act if installation is awarded in excess of $2,000. If this requirement applies, the vendor/contractor will be required to provide certified payroll documents supporting compliance with the said Act.

I. The successful vendor/contractor shall agree to retain all books, records, and other documents relative to this bid for three (3) years after final payment, or until audited by an authorized agent, whichever is sooner. Furthermore, the District, its authorized agents, and/or state and/or USDA auditors shall have full access to and the right to examine any of said materials during said period.

4. DELIVERY – CONVECTION OVENS MUST BE DELIVERED ON OR BEFORE FEBRUARY 14, 2024,

 BUT NO LATER THAN FEBRUARY 17, 2024.

A. The price bid for each item shall be based upon delivery to each location within the school district, as instructed on the purchase order issued by the school district.

B. Where date is set for delivery of merchandise, said merchandise must be delivered, in accordance with the specifications or description herein contained on or before said date. Failure to meet the established delivery deadline may result in cancellation of the order by the District without penalty.

C. Delivery of merchandise will require 24 hours advance notification of shipment.

5. TAXES

In compliance with the regulations of the Michigan Sales Tax Commission, no Sales Tax is to be included in the proposal; also no Use Tax is to be included in the proposal. School districts are exempt from Federal Excise Tax.

6. PAYMENT

 A lump sum payment will be made by the District once the order is received in full. Payments for partial

 delivery will not be granted. If installation is awarded as part of this bid, payment will not be made until

 installation is completed with satisfactory inspection.

7. BID OPENING - BID OPENING WILL BE HELD ON WEDNESDAY, NOVEMBER 20, 2024 AT 9:00 AM

1. All bids shall be sent in a sealed envelope and addressed to:

Charlotte Public Schools

Business Office

Attn: Jessica Phenix

378 State Street

Charlotte, Michigan, 48813

 The name and address of the bidder and the title of the bid identical in wording to that appearing on

 the bid form must appear on the outside of such envelope.

1. Under no circumstances will a bid be considered if filed after the hour specified in the announcement and specifications calling for proposals. No oral, telegraphic, or telephonic proposals or modifications will be considered.
2. Bidders are encouraged to attend the bid opening, however, no decision will be made during the bid opening.
3. The Bid Opening will be held in person at the following address:

Charlotte Public Schools - Central Administrative Offices

378 State Street

Charlotte, MI 48813

\*Enter through door #20

8. 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 and done so in writing.

9. AWARDING OF BID

Bids will be awarded based upon the following considerations:

1. Price.

2. Quality of product(s).

3. Ability to deliver in a timely manner.

4. Availability and quality of repair services.

5. Availability and quality of customer support services.

6. Availability of training, if applicable.

7. Reference checks.

8. To the maximum extent practicable, domestic commodities or products will have preference.

9. Any other criteria that arise during the selection process.

10. RIGHTS OF ACCEPTANCE OR REJECTION

Charlotte Public Schools herein expressly reserves the following rights:

A. To reject any or all bids.

B. To waive any or all irregularities in the bids submitted.

C. To increase or decrease quantity of any item listed herein with the understanding that bid price per unit will apply on the revised quantity.

11. REFERENCES

Each bidder will be requested to provide four references with whom they have done business of a similar nature within the last two years.

12. BID PROTEST PROCEDURES

A person may protest the veracity, conformity, or eligibility of a bid.

1. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
2. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board’s attention in the Superintendent’s discretion; and
3. A person’s failure to file a protest as described above is an irrevocable waiver of the bid protest.

**\*\*These instructions are to be considered an integral part of all proposals.\*\***

**CHARLOTTE PUBLIC SCHOOLS**

**BID PROPOSAL COVER SHEET**

**CPS DEPARTMENT OF FOOD & NUTRITION SERVICES CONVECTION OVEN BID 2024**

**SEALED BIDS DUE: WEDNESDAY, NOVEMBER 20, 2024 BEFORE 9:00 A.M.**

**BID OPENING MEETING: WEDNESDAY, NOVEMBER 20, 2024 AT 9:00 A.M.**

The bidder certifies he/she has familiarized him/herself with our specifications, has carefully read them and understands their contents. Any equipment furnished by the vendor will be in the style and quality requested.

VENDOR NAME:

VENDOR ADDRESS:

VENDOR PHONE:

VENDOR REPRESENTATIVE NAME:

VENDOR REPRESENTATIVE EMAIL:

SIGNATURE OF AUTHORIZED VENDOR REPRESENTATIVE DATE

The following documents have been included in this RFP Response.

* Bid Proposal Cover Sheet
* Bid Response Form – Page 1
* Bid Response Form – Page 2
* Deviation Form
* Conflict of Interest – Familial Relationship Disclosure Form (Notarized)

🞎 Iran Economic Sanctions Act Certification

* Federal Debarment Certification Form
* Other (Please Describe):

**BID RESPONSE FORM – PAGE 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Item** | **Unit Price** | **Total Price** |
| 4 | Southbend (Middleby) PCG180B/SDPlatinum Double Convection Oven, Gas 90,000 BTU’s each, Bakery Depth, Standard Controls, Dependent Doors, with 6” castors |  |  |
| 4 | Dormont 1675KIT48PS Moveable Gas Connector Kit, ¾” inside dia., 48” long, covered in SS braid, coated in blue antimicrobial PVC, (1) SnapFast QD, (1) ful port valve, (2) 90 degree elbows, (1) pair Safety Set with hardware mounting options, limited lifetime warranty  |  |  |
|  | Delivery to Charlotte Middle School |  |  |
|  | Delivery to Charlotte High School |  |  |
|  |  | **Total Bid Amount** |  |
|  | Alternate: Installation at Charlotte Middle School |  |  |
|  | Alternate: Installation at Charlotte High School |  |  |
|  |  | **Total Bid Amount Including Alternate(s)** |  |

**BID RESPONSE FORM – PAGE 2**

WARRANTY

Please indicate the warranty on the equipment Included in your proposal:

CARE AND INSTRUCTIONS

Please indicate any specific instruction(s) that are required the equipment Included in your proposal:

REFERENCES

Please provide a list of references for whom you have provided services to.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Company | Contact Person | Phone Number | Email Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

TERMS: If awarded the contract, the vendor agrees to ship the entire order within the timeline established in the General Conditions.

**SEALED BIDS ARE DUE: November 20, 2024 at 9:00 a.m. at below address:**

 CHARLOTTE PUBLIC SCHOOLS

 Attention: Business Office, Jessica Phenix

 378 State St

 Charlotte MI 48813

**ENVELOPE MUST BE MARKED: "Department of Food & Nutrition Services Convection Oven Bid 2024”**

**DEVIATION FORM**

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing details contrary to those listed as standards in the specifications, the bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer all equipment meet all specifications.

Company Name:

Company Representative:

Signature:

Title:

Date:

Describe any deviations from the specifications outlined. Deviations include brand, model, quantity, etc.

**CHARLOTTE PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**ATTACHMENT A**

**CONFLICT OF INTEREST - FAMILIAL RELATIONSHIP DISCLOSURE**

*This form must be completed, signed and included with the bid proposal.*

* I/We, the undersigned, have NO familial relationship with the Superintendent or any member of the Board of Education of the Charlotte Public Schools, Charlotte, MI, 48813.

OR

* I/We, have included the following list disclosing any familial relationships that exist between the owners or any employee of the vendor and any member of the Charlotte Public Schools Board of Education or Superintendent.

.

I/We understand that NOT completing this sworn, signed, and notarized statement and including it with our proposal may make our proposal incomplete and void.

Vendor Name Vendor Representative’s Signature

Date Signed Title

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Subscribed and sworn before me in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County, Michigan, on the

\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20 .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (printed)

Notary public, State of Michigan, County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acting in the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHARLOTTE PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**ATTACHMENT B**

**IRAN ECONOMIC SANCTIONS ACT CERTIFICATION**

*This form must be completed, signed and included with the bid proposal.*

 I am the [title] of [bidder], or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of architectural services to the Charlotte Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

 I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of $250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

 Authorized Signature

 Printed Name and Title

 Date

**CHARLOTTE PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**ATTACHMENT C**

**FEDERAL DEBARMENT CERTIFICATION FORM**

*This form must be completed, signed and included with the bid proposal.*

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant’s responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (Pages 19160-19211).

**BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION.**

1. The prospective recipient of Federal assistance funds certifies, by submission of this RFP Response, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this RFP Response.
3. As an authorized representative of the organization submitting this RFP Response, I have read and understand the instructions on the next page, which are an integral part of this certification.

 Authorized Signature

 Printed Name and Title

 Date

**CHARLOTTE PUBLIC SCHOOLS**

**REQUEST FOR PROPOSAL**

**ATTACHMENT C - continued**

**FEDERAL DEBARMENT CERTIFICATION FORM**

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this RFP Response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this RFP Response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” RFP Response,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. <https://www.archives.gov/federal-register/codification/executive-order/12549.html>.
5. The prospective recipient of Federal assistance funds agrees by submitting this RFP Response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this RFP Response that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs. <https://sam.gov/content/home>
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.