

Kent Intermediate School District

REQUEST FOR PROPOSAL – Kent ISD – Lincoln School - Roof Project

Kent Intermediate School District (Kent ISD) is seeking bids for the replacement & repairs at two roof sections at the Kent ISD – Lincoln School. Specifications are to be considered as minimums, and the general conditions, as listed, must be adhered to.

Questions regarding the specifics of the bid should be directed via SigmaVSS, and answers will be responded to through the same means. All questions and answers will be distributed to all bidders who have, or, later ask questions about the bid.

Bids are due by 10:00 am on Wednesday, March 13, 2024 delivered in a sealed envelope/package with the wording “2024 Roofing Program – Lincoln School” clearly marked on the outside of the envelope/package addressed to:

Kent ISD
Attn: Aaron Stockeland
1655 E Beltline NE
Grand Rapids, MI 49525

Bids can be hand delivered to the Kent ISD Maintenance Building; 1655 East Beltline NE Grand Rapids, MI 49525, located in parking lot #4 across from the greenhouse and wind turbine. The Maintenance Building front door is labeled E-1. Kent ISD will not consider or accept a bid received after the date and time specified for bid submission. Bids will be opened publicly immediately following the close of receiving bids.

It is the intention to formally award the bid once the Kent ISD Board approves the recommendation of award at the April 15, 2024 Board Meeting.

In compliance with MCL 380.1267, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and any employee of the bidder and any member of the board, or the superintendent of the school district. All bids shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board has stated that Kent ISD shall not accept a bid that does not include these sworn and notarized disclosure statements.

Kent ISD reserves the right to allow only Michigan Based Businesses to bid on this advertisement. Under 1984 PA 431, MCL 18.1268, our board has elected to enforce the PA as defined.

Kent ISD will be a place where all persons feel welcomed, have a right to be treated equitably and without prejudice, and have a responsibility to treat others the same way. Kent ISD is an equal opportunity institution. Kent ISD does not discriminate on the basis of race, creed, color, national origin, age, sex or physical/mental disability or veteran status in its educational programming, enrollment, employment or contracting.

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GENERAL CONDITIONS

- A. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements within.
- B. Bid proposals received after the scheduled opening time will not be accepted and will be returned to the bidder unopened.
- C. All bid proposals must be mailed or hand-delivered a sealed envelope/package. Telephonic, E-mail, online, or fax bids will not be accepted.
- D. Questions regarding the specifics of the bid should be directed via SigmaVSS, and answers will be responded to through the same means. All questions and answers will be distributed to all bidders who have, or, later ask questions about the bid.
- E. Unless otherwise specified, no bid may be withdrawn, changed or modified in any way for a period of forty-five (45) calendar days from the date of the bid opening.
- F. Kent ISD is a federally constituted government body and as such is exempt from state and federal taxes.
- G. Kent ISD reserves 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 its best interest. Kent ISD is not necessarily looking for the lowest bidder.
- H. For the purpose of assuring the School District of the quality of workmanship, materials, equipment, and service, the School Board will retain the right to qualify or disqualify bidders on the basis of available information covering their service and the suitability of the equipment/material bid for the project.
- I. The laws of the State of Michigan shall govern the rights, obligations and remedies of the Parties under this bid and any agreement reached through this process.
- J. All information included in a bid proposal response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal date bids are due.
- K. The successful Bidders shall, within a reasonable time after receipt of written notice, make good any defects in material or workmanship that may develop.
- L. Kent ISD shall not be responsible for any cost or expenses incurred by the bidder during the preparation of the bid proposal.
- M. A completed Affidavit of Compliance – Iran Economic Sanctions Act and Familial Disclosure form (both attached) must be included with each bid proposal. Bids that do not include these statements will NOT be accepted.
- N. Bidder shall follow all applicable state codes and regulations. All codes and regulations set forth by the state pertaining to the specified equipment included in the scope of work take precedence over the specifications supplied by Kent ISD.

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SCOPE

See “Project Manual – 2024 Roofing Program – Lincoln School – Roof Areas 8 & 10” for project scope.

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GENERAL REQUIREMENTS

EXPECTATIONS FOR CONTRACTOR'S STAFF

COMPETENCY

The Contractor shall employ staff competent and experienced with roof replacement and installation. A fully qualified work force shall be maintained throughout the period of this contract.

SUPERVISION

The Contractor's supervisors shall be fully and adequately trained in roof replacement and installation and sufficient in scope to meet the approval of the Owner. All personnel shall receive close and continuing supervision to ensure completion of the contractual obligations.

PRESENTATION

All employees will present themselves in a neat and professional manner. A company uniform shirt is preferred, although not mandatory.

EXPECTED BEHAVIOR WHILE WORKING AT THE PROPERTY

- i) Contractor's employees must remain outside buildings and will not be permitted to enter buildings to use restrooms.
- ii) Contractor's employees must not consume alcoholic beverages or use narcotics while on duty nor be under their influence when reporting for duty.
- iii) Contractor's employees must not use tobacco products of any kind anywhere on the property as outlined by law.
- iv) Contractor's employees must not play radios or other sound equipment that can be heard more than 50 feet away so as not to create a nuisance to building occupants and must turn such devices off if requested by building occupants.
- v) Contractor's employees must not fraternize with, nor unnecessarily disrupt students, school staff, clients, tenants, or visitors to the building.
- vi) All lost and found articles of significant value recovered by Contractor's employees must be immediately reported to the Facilities Supervisor, and direction will be given on how to proceed.

LICENSES

The bidder may be required to present any licenses or permits required before being awarded a contract.

RESPONSIBILITY FOR DAMAGES

The Contractor shall be responsible for any damage to a building or other property caused by his/her workers, equipment or vehicles while performing the work indicated in these specifications.

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GENERAL REQUIREMENTS - continued

COMMUNICATION WITH CONTRACTOR

The Contractor shall make him/herself available during normal business hours via email and phone for contact with the Owner.

CHANGES

There are to be no verbal modifications made to these specifications. Any changes must be made in writing in advance of receipt of the bids by the Owner.

INSURANCE REQUIREMENTS

Please see attached sheet.

CANCELLATION OF CONTRACT/CREDITS FOR MISSED SERVICES

Failure by the Contractor to maintain quality, service, and/or standards as determined by the District in this RFP (or as amended in writing and agreed upon by Contractor and District) will be documented and may result in cancellation of the contract if issues are not corrected within 30 days. Credits to the invoice(s) may be requested by the District for missed services if not remedied within 30 days.

METHOD OF PAYMENT

Payment upon completion of services.

REQUIRED SUBMITTALS

Bids will be due by 10:00 am on March 13, 2024.

Bid proposals shall include the following documentation:

- Pricing Sheet / Section 00401 Bid Form for Roofing (see Project Manual)
- Iran Economic Sanctions Affidavit
- Familial Affidavit

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PRICING SHEET

See “Project Manual – 2024 Roofing Program – Lincoln School – Roof Areas 8 & 10 – Section 00401 – Bid Form for Roofing”. Bidders to fill out and submit the Bid Form as the “Pricing Sheet” referenced in this RFP.

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Kent Intermediate School District Insurance Requirement

The following types of insurance, limits of liability, and policy extensions are required of the successful bidder:

Workers' Compensation and Employer's Liability Insurance

Coverage A – Statutory

Coverage B - \$300,000 Per Accident

Broad Form Comprehensive General Liability Insurance (including – Premises Medical, Elevators, Contractor's Protective Liability, Blanket Contractual, Products & Completed Operations –including Broad Form Extensions)

Each Occurrence

Combined single limit for bodily injury and property damage liability. \$1,000,000

General Aggregate \$2,000,000

Products & Completed Operation Aggregate \$2,000,000

Personal Injury & Advertising Injury \$1,000,000

Fire Legal Liability \$ 50,000

Sub-contractors Operations, Products – Completed Operations and Contractual Liabilities, plus such excess coverage as may be appropriate for the limits listed:

Comprehensive Business Automobile Liability Insurance (owned, hired, and non-owned automobiles)

Bodily/Injury \$500,000 each Person

\$500,000 each Occurrence

Property Damage \$500,000 each Occurrence

Furnish owner with Contingent Liability Insurance Policy with coverage and liability limits the same as for Broad Form Comprehensive General Liability Insurance specified above. *

Furnish owner with contingent Property Damage Insurance Policy with coverage and liability limits the same as for Property Damage specified above. Kent ISD should be names as being an additional insured on the policy. *

The contractor shall not commence work under the Contract until he has obtained all insurance stated in these specifications and the owner has reviewed all insurance and Certificates of Insurance evidencing compliance with the insurance requirements with dates enforced during time of the contract.

Insurance affords is primary as respects to Kent Intermediate School District's interest; and, any other insurance maintained by the ISD is to be excess of that required of the vendor, contractor, service provider and will not contribute with that insurance required.

*Only required with construction contracts.

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

The undersigned, the owner or authorized officer of _____ (the “Bidder”), pursuant to the compliance certification requirement provided in the Kent Intermediate School District request for proposal for **Kent ISD 2024 Roofing Program – Lincoln School** hereby certifies, represents and warrants that the Bidder (including 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 Bidder is awarded a Contract as a result of the aforementioned Invitation To Bid, the Bidder will not become an “Iran Linked Business” at any time during the course of performing under the Contract.

The Bidder 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 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the Intermediate 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 an Invitation To Bid for three (3) years from the date it is determined that the person has submitted the false certification.

Contractor:

By: _____

Title: _____

Date: _____

STATE OF MICHIGAN)
)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2024, by

_____.

_____, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

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FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

Important: This disclosure statement must be included with your bid - required by state law (P.A. 232 of 2004)

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 School Board or the Superintendent of Kent ISD.

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 member of the School Board or the Superintendent of Kent ISD. If such a relationship exists, please explain:

BIDDER: _____

By: _____

Title: _____

STATE OF MICHIGAN)
)ss.

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2024, by

_____.

_____, Notary Public
_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____