

# **REQUEST FOR BIDS**

## **Custodial Supplies**

**Requested by:**  
**Lenawee Intermediate School District**  
**Adrian, Michigan**

**Issue Date: Wednesday February 15, 2023**

**Due Date: Thursday February 23, 2023**

The Lenawee Intermediate School District (LISD) seeks bids for custodial supplies pursuant to the specifications included in this request for bids. Sealed bids must be submitted to:

Tom Kasefang, Director of Facilities/Maintenance  
Lenawee Intermediate School District  
4107 N. Adrian Highway  
Adrian, MI 49221

Respondents must clearly mark the outside of the envelope “Custodial Supplies Bid.”

Bids must be received at the above address by 10 AM on Thursday February 23, 2023. Bids which are received after the published date and time may not be considered.

The LISD will not hold a public bid opening but will compile pricing by bidder for dissemination to all bidders after a full analysis can be performed on all bids.

### ***Extension of Bidder’s Pricing to Constituent School Districts and Others***

The LISD is extending this invitation to make an offer to provide custodial products on behalf of itself and the following third parties: Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, and Siena Heights University. Although bids are being requested on behalf of these entities, each individual entity reserves the right to accept or reject any bid. Furthermore, each entity will enter into its own contract with the bidder that they’ve selected. The LISD is not responsible for the actions or inactions of its constituent school districts with respect to their procurement of products bid.

Additionally, other interested parties not specifically identified in this request for bids may wish to contract with a bidder. To that end, the LISD requests that bidders consider extending offers to non-identified participants in the future should such desire to participate at a later time.

### ***Quantities***

The specifications included with this request for bids provide an estimate of the LISD’s 12-month product usage. That estimate is provided and intended only for the purpose of estimating the total annual need of the LISD and does not represent the anticipated needs or usage of any of the identified or unidentified third parties. Those numbers are subject to change at the discretion of the LISD and the other participating parties and should not be relied on as anything more than

an estimate of product needs by bidders. The LISD, Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, or Siena Heights University cannot guarantee any minimum or maximum quantities.

### ***Product Orders***

This request for bids is solely for the purpose of obtaining competitive pricing for custodial supplies required by the LISD, Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, and Siena Heights University. The LISD, Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, and Siena Heights University will review the bids with the intent of selecting one or more preferred vendors from which the entities may procure custodial supplies, materials, and equipment. Product orders (contracts) will be issued in the form of purchase orders from the relevant entity which will specify particular products and related quantities to be delivered to the requesting party or will be made through the selected vendor's web-based ordering system (if applicable).

### ***Product Delivery***

All custodial supplies, materials, fixtures, etc. will be delivered F.O.B. place of delivery to the requesting party's desired location. All custodial supplies, materials, fixtures, etc. will be delivered F.O.B. LISD's ordering Facility:

- Porter Center – 2946 Sutton Road, Adrian MI 49221.
- TECH Center Campus-1372 North Main Street Adrian, MI 4922.
- Trenton Hills Learning Center 1008 West Maple Ave Adrian, MI 49221.
- William J Ross Educational Service Center 4107 North Adrian Hwy Adrian, MI 49221.
- Center For Sustainable Future (CSF) – 4260 Tipton Hwy Adrian, MI. 49221

Product deliveries must be made within 10 business days of **vendor's receipt of a purchase order. All product deliveries must be scheduled in advance to ensure that staff will be present and available to accept the delivery.**

### ***Alternate Products***

**Any time a particular manufacturer's name or brand is specified, it shall mean any product of equal quality provided that proposed alternate products are compatible with the current dispensing equipment.** When providing bids for alternate products, the bidder must clearly indicate the product on which it is bidding and shall supply sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Additionally, bidders must provide catalog cuts, specification sheets, and other descriptive data for alternate products specified.

### ***Material Safety Data Sheets***

The bidder must provide material safety data sheets for all products purchased to the purchasing party. Material safety data sheets must comply with Michigan Occupational Safety and Health Administration requirements.

## ***Contract***

The LISD anticipates engaging one or more respondents for the provision and delivery of custodial supplies pursuant to the terms of this request for proposals and the selected respondent's bid. The selected vendor will be expected to enter into a contract with the LISD, a draft copy of which is attached to this RFP.

This RFP is an invitation on the part of the LISD to submit an offer to contract. Acceptance by the LISD will form a legally binding contract.

This RFP and the selected vendor's proposal will be incorporated into a written contract, with order of precedence as follows: (1) the written contract, (2) the LISD's request for proposals, and (3) the bidder's response to the LISD's request for proposals.

Respondents requiring changes to the draft contract must include a copy of the proposed changes and a description of why the changes are necessary with their proposal.

## ***General Stipulations and Conditions of Bid***

The following general conditions **are imposed on all proposals submitted in response to this RFB:**

1. Proposed prices represent an offer to contract on the part of bidder, and all proposed prices must remain in effect for at least one year from the date of receipt of the bid by LISD.
2. No bidder may withdraw a proposal after submission of the proposal to LISD except in case where a bidder demonstrates to LISD's satisfaction that a material and substantial mistake was made in preparing the proposal, in which event the bidder has 24 hours after receipt of the bid to deliver to the LISD, a notice in writing that he/she desires to withdraw his/her proposal and stating the reasons therefore. Once a proposal is withdrawn, it may not be re-submitted. Furthermore, if a bidder makes an error in extension of prices in a bid, the unit price shall govern at the district of the District.
3. The LISD reserves the right to waive any informalities or immaterial omissions or defects in any proposal. In the case of error in the extension of prices in the bid or other arithmetical error, the unit (line-item) price shall govern.
4. The LISD will not pay any costs associated with the preparation of submission of any bids in response to this RFB.
5. LISD reserves the right to reject any and all bids or accept part and reject part of any bid, with or without cause and for any reason.
6. The LISD is a public school district and thus is exempt from any and all sales and/or service taxes. Do not include such taxes in the proposal figures. The LISD will furnish the successful bidder with tax exempt certificates upon request.

7. The selected vendor must not be currently debarred, suspended, or proposed for debarment by any federal entity. Submission of a bid in response to this request for bids represents respondent's acknowledgement that respondent is not debarred, suspended, or proposed for debarment by any federal agency.
8. All custodial supplies, materials, fixtures, etc. will be delivered F.O.B. Destination.
9. All deviations from the specifications must be specified in writing by the bidder at the time that the formal bid is submitted. The absence of a written list of requested deviations or exceptions when the bid is submitted will result in the bidder being held strictly liable to the District for the specification or requirements as written. The LISD reserves the right to accept or reject any requested exception or deviation.
10. **The selected bidder unconditionally warrants and guarantees that the goods to be supplied will be fit and sufficient for the purpose intended and that the goods will be merchantable, of good quality and free from defects, whether patent or latent, in material or workmanship. Materials must be guaranteed for a minimum period of one year after the date of delivery and/or installation unless a different time period is noted in a purchase order between the selected bidder and the purchasing party.**

### *Submission Requirements*

1. **Bid Form** – Bidders must submit a written bid form, which shall constitute bidder's offer to contract. The bid form must be signed by a representative of the bidder that has the authority to bind respondent in legal contract.
2. **Product Price Sheet** – Bidders must submit one signed copy of the product price sheets providing bidder's pricing for the items specified or any alternate product of equal quality. Bidders must complete the price sheets in their entirety and must include detailed information about alternate products specified as described herein. Prices proposed must remain in effect for a period of one year from the date of receipt of the bid by LISD.
3. **Alternate Product Details** (if applicable) - Any time a particular manufacturer's name or brand is specified, it shall mean any product of equal quality provided that proposed alternate products are compatible with the purchasing party's current dispensing equipment. When providing bids for alternate products, the bidder must clearly indicate the product on which it is bidding and shall supply sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified. Additionally, bidders must provide catalog cuts, specification sheets, and other descriptive data for alternate products specified.
4. **LISD Proposal Forms** – The following LISD proposal forms must be completed and included with all bids:

- 4.1 **Michigan based Business** - Consistent with Michigan law, the LISD has adopted and implemented a policy that extends a preference to Michigan-based businesses submitting a proposal pursuant to this request for proposals. Solely for the purposes of determining the value of a bid for purposes of an award, the bid price of a Michigan-based business that is bidding in accord with this request for proposals shall be reduced by a factor of the lesser of 5% or \$10,000. For all other purposes, the bid price shall remain as stated in the proposal.

In order to be considered for such a preference, a bidder must satisfy the definition of a Michigan-based business as found in MCL 18.1268 and shall provide a completed copy of the consent form affixed to this RFP, as well as any additional consent necessary to permit LISD to verify the firms' status as a Michigan-based business through the Michigan Department of Treasury. Additional consent must be provided by the bidder with 24 hours of request by LISD. Failure to satisfy the statutory definition of a Michigan-based business and/or failure to provide the necessary and/or additional consent to permit the LISD to verify the proposer's status as a Michigan-based business through the Michigan Department of Treasury, shall result in the forfeiture of any preference for which the bidder may qualify, including, but not limited to the Michigan-based business preference.

Qualified firms should affix a completed copy of the attached Michigan-based business certification and verification form. (*This form applies to Michigan-based businesses only.*)

The LISD's constituent school districts may or may not have Michigan based business preference policies.

- 4.2 **Familial Relationship Disclosure** – Bidders must include a completed copy of the attached LISD familial disclosure statement.
- 4.3 **Iran Economic Sanctions Act Compliance** – Bidders must include a completed copy of the attached LISD Iran Economic Sanctions Act compliance form.
- 4.4 **Suspended or Debarred Vendor Form** – Bidders must include a completed copy of the attached suspended or debarred vendor form certifying that the bidder is not a federally suspended or debarred vendor.
- 4.5 **Conflict of Interest Form** – Bidders must include a completed copy of the attached conflict of interest form certifying that the bidder does not have a conflict of interest with any LISD Board member, staff member, or agent.

### *Questions*

Questions regarding this request for bids should be directed to the LISD's Director of Facilities/Maintenance Tom Kasefang at [tom.kasefang@lisd.us](mailto:tom.kasefang@lisd.us).

**LENAWEE INTERMEDIATE SCHOOL DISTRICT  
CUSTODIAL SUPPLIES  
BID FORM**

This offer has been prepared after our examination of the complete specifications, together with their related documents, and our examination of the conditions surrounding performance of the proposed work including the availability of materials, equipment, and labor. The undersigned submits the following offer to enter into a contract with the Lenawee Intermediate School District, Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, and Siena Heights University and agrees to furnish all labor, material, equipment, and service to complete performance in accordance with this request for bids:

Bidder's Name: \_\_\_\_\_

Bidder's email address: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

Bidder's Authorized Representative: \_\_\_\_\_

**Bidders must append to this bid form one signed copy of the product price sheets providing bidder's pricing for the items specified or any alternate product of equal quality. Bidders must complete the price sheets in their entirety and must include detailed information about alternate products specified as described herein. Prices proposed must remain in effect for a period of one year from the date of receipt of the bid by purchaser.**

**Authorized Representative Signature:**

I certify that the information contained on this form is true and accurate and that the presentation of this information to the LISD represents an offer to contract and that acceptance by LISD, and/or Addison Community Schools, Blissfield Community Schools, Clinton Community Schools, Onsted Community Schools, Lenawee Christian School, and Siena Heights University of this offer will bind me to performance under the terms and conditions of the request for bids.

\_\_\_\_\_  
Signature

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