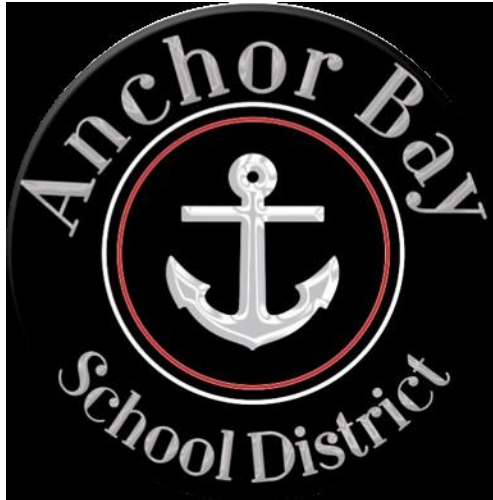


REQUEST FOR QUOTE

Task Chairs
District Wide



Proposal Due Date:
Friday, May 23, 2025
10:30 a.m.

Issued By:
Anchor Bay School District
5201 County Line, Suite 100
Casco, MI 48064

ADVERTISEMENT FOR BIDS

PROJECT: **Anchor Bay School District – Task Chair**

OWNER: Anchor Bay School District
Administration Office
5201 County Line Road, Suite 100
Casco, MI 48064

PROPOSAL: **Task Chair**

DUE DATE: Bid proposals will be received by the Anchor Bay School District Maintenance Office, 51890 Washington, New Baltimore, MI 48047 hand delivery or mail, to the attention of ABSD Maintenance Department by **10:30 a.m. local time on May 23, 2025** Proposals must be sealed with bidder's name on the outside of the envelope and designated as follows

Sealed Bid Enclosed
Anchor Bay School District – Task Chair
Contractor Name, Address, Phone Number

Bid proposals will be publicly opened and read aloud on May 23, 2025 immediately following the bid dead line in the conference room of the Maintenance Office, 51890 Washington, New Baltimore, MI 48047.

The owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in the advertisement for bids.

BID DOCUMENTS: Bid documents may be obtained at the Maintenance Office or online at the following address:
<http://www.anchorbay.misd.net>

Any questions regarding the bid documents should be directed to the Anchor Bay School District Maintenance Department at (586) 716-3622.

**RESERVED
BY THE OWNER:** The right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the Anchor Bay School District.

INSTRUCTIONS TO BIDDERS

- 1.01.1 Bid proposals will be received by the Anchor Bay School District Maintenance Office, 51890 Washington, New Baltimore, MI 48047 hand delivery or mail, to the attention of ABSD Maintenance Department by **10:30 a.m. local time on May 23, 2025**. Proposals must be sealed with bidder's name on the outside of the envelope and designated as follows:

Sealed Bid Enclosed
Anchor Bay School District –Task Chair
Contractor Name, Address, Phone Number

Sealed bid proposals will be publicly opened and read aloud on May 23, 2025 immediately following the bid deadline at the owner's address listed above by the Anchor Bay School District Maintenance Department.

- 1.01.2 The Owner shall not open, consider, or accept a bid proposal that is received after the date and time specified for bid submission in this advertisement for bids. Please note that some delivery services consider the Anchor Bay School District Maintenance Department a rural route. Some delivery services will not deliver the overnight package until late in the afternoon. It is the responsibility of the bidder to verify delivery date and time of their bid proposal.
- 1.01.3 By making a bid, each bidder represents that he has read and understands the documents, has correlated their observations with the requirements of the documents, and has based there bid upon he materials and equipment required by the documents.
- 1.01.4 No oral, facsimile, telegraphic, telephone proposal, modification or interpretation will be considered.
- 1.01.5 Substitutions: Bids shall be based on the specifications indicated in the bid documents. The bidder is encouraged to submit proposals with voluntary alternates that meet or exceed the bid specifications. Proposed substitutions shall be detailed and included in the bid as voluntary alternates. Voluntary alternates found to meet or exceed the specifications will be considered by the owner.
- 1.01.6 Bidders shall submit as part of the bid, an itemized list of products as well as unit prices for each. Unit prices will govern the addition or deletion to the contract. The owner reserves the right to add or subtract to the quantities using the unit price given. If the dealer has stipulations, they must specify them at the time of bid.
- 1.01.7 Bids shall be submitted in duplicate on the forms furnished. Each copy shall be properly executed and signed by the person or persons legally authorized to bind the bidder to a contract. The copies shall be enclosed in a sealed envelope marked, **"Sealed Bid Enclosed, Anchor Bay School District –Task Chair, Address, and Phone Number"**.
- 1.01.8 Bids may be modified or withdrawn before the time established for receipt of bids. After such time bids shall remain firm for (ninety) 90 days.
- 1.01.9 Rights Reserved by the Owner: The right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the Anchor Bay School District.
- 1.01.10 Taxes: The undersigned affirms that payment of applicable federal, state and local taxes are included herein. The Anchor Bay School District is exempt from state sales tax for equipment purchases.

- 1.01.11 The laws of the State of Michigan shall govern the rights, obligations and remedies of the Parties under this quote and any agreement reached through this process.
- 1.01.12 All of the information included in your quote response is subject to the “Freedom of Information Act” and may be disclosed in its entirety after the formal, public quote opening has been completed.
- 1.01.13 The vendor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies or service covered by this contract.
- 1.01.14 Anchor Bay School District requires all contractors to procure and maintain for the duration of any work performed, commercial liability with Anchor Bay School District listed as additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers’ compensation insurance with Anchor Bay School District listed as certificate holder. Anchor Bay School District, prior to the beginning of work for the district, must receive and accept your certificate of insurance.

FAMILIAL DISCLOSURE: All bidders must provide the following familial disclosure in compliance with MCL 380.1267

Familial Relationship (complete A or B):

A. None _____

B. The following are familial relationships between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public-school academy. Provide employee name, associated family contact, family contact position, and familial relationship.

FAMILIAL DISCLOSURE FORM

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267.

By this sworn and notarized statement we are disclosing familial relationship(s) that exists (as noted above) between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public-school academy. (Anchor Bay School District will not accept a bid that does not include this sworn and notarized disclosure statement.)

Disclose any familial relationship and complete the form below in its entirety:

Complete this portion whether or not a familial relationship exists:

Signature(s): _____ Title: _____

Name of firm: _____

STATE OF MICHIGAN)

) SS

COUNTY OF _____)

On this _____ day of _____, 20____, before me a Notary Public in and for said county, personally appeared

_____, agent of the said firm _____, and who

acknowledged the same to be his free act and deed as such agent.

Notary Public

CERTIFICATION OF COMPLIANCE- IRAN ECONOMIC ACT

MICHIGAN PUBLIC ACT NO. 517 OF 2012

The undersigned, the owner, or authorized officer of the below-name company (the “company”), pursuant to the compliance certification requirement provided in the Anchor Bay School District’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes 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 the Anchor Bay School District 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 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 Anchor Bay 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 a request for proposal for three (3) years from the dates that it is determined the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date

PROPOSAL FORM

Name of Bidder: _____

Address of Bidder: _____

Telephone Number: _____

Fax Number: _____

Costs: By making a bid, each bidder represents that he has read and understands the documents, has correlated their observations with the requirements of the documents, and has based there bid upon the materials and equipment required by the documents.

Delivery Date: _____

Warranties: _____

Please attach manufacturer's warranty sheets, if applicable.

Please attach sheets listing variations to specifications.

Acceptance of Proposal: In submitting this bid, it is understood that the right to reject any or all bid proposals, either in whole or in part, or to waive any informalities or irregularities therein or award the contract to other than the lowest bidder is reserved by the Anchor Bay School District.

Date: _____

Signature: _____

Title: _____

Witness: On this _____ day of _____, 20__, the aforesaid personally appeared to me as the person(s) described in and who executed the foregoing instrument, and acknowledged it was executed as a free act and deed.

Notary Public

County: _____

Commission Expires: _____

Signature: _____

SCOPE:

The Anchor Bay School District is interested in bid pricing for a district wide purchase of task chairs.

- Mesh Mid-Back Swivel/Tilt Chair
- Black Fabric
- Overall Dimensions: 45.66" x 29.13" x 27.28" or similar sizing
- Seat Dimensions: 21.06" x 20.47" x 17.32" or similar sizing
- Back Dimensions: 18.5" x 26.77" or similar sizing
- Arm Type: Padded T-Bar
- Supports Up to 275 lb
- Manufacturer's limited five-year warranty.
- CAL TB117-2013 Compliant; Meets or Exceeds ANSI/BIFMA Standards
- Height and width adjustable arms for comfortable positioning.
- Breathable mesh back provides better air circulation.
- Contoured molded foam fabric seat delivers all-day comfort.
- Ergonomically designed frame supports proper sitting posture.
- Ratcheting chair back enables quick and easy adjustments.

Building Name	Building Address	Quantity
Middle School North	52805 Ashley	50
Middle School South	48650 Sugarbush	50
Great Oaks Elementary	32900 24 Mile	30
Lighthouse Elementary	51880 Washington	40
Ashley Elementary	52347 Ashley	40
Naldrett Elementary	47800 Sugarbush	40
Maconce Elementary	6300 Church	40

Delivery:

All material should be directly shipped to each building as listed above. Delivery truck must have lift gate and pallet jack available. Delivery should be driver assisted.

Installation

The district will be asking for 2 prices in bid proposal forms. One will include installation, the other will not. The district will decide to include installation or not after bids are received and before the board recommendation. Awarded vendor will be notified if installation will be included.

Labor:

This quote should be based on straight-time labor rates for work performed during normal business hours.

Timeline:

It is the intent of Anchor Bay School District to award the bid at the May 2025 Board of Education meeting. All material should be received no later than August 1, 2025 and if installation is included must be installed no later August 22, 2025. Coordination with the school district is required.

Warranty:

Include warranty information in bid.

Insurance:

Include insurance & liability information as stated in bidder instructions.

Product Selection:

Vendor to provide product specifications and images. Multiple options are acceptable, please provide bid proposal sheets for each product being submitted. All products must meet or exceed specifications.

ANCHOR BAY SCHOOL DISTRICT
TASK CHAIRS
DISTRICT WIDE
BID FORM

Vendor Name:	
Contact Name:	
Vendor Address:	
Vendor Phone Number:	

Proposal without Installation

Building Name	Building Address	Quantity	Cost per unit	Total Cost
Middle School North	52805 Ashley	50		
Middle School South	48650 Sugarbush	50		
Great Oaks Elementary	32900 24 Mile	30		
Lighthouse Elementary	51880 Washington	40		
Ashley Elementary	52347 Ashley	40		
Naldrett Elementary	47800 Sugarbush	40		
Maconce Elementary	6300 Church	40		
Total Cost				

Proposal with installation

Building Name	Building Address	Quantity	Cost per unit	Total Cost	Install Cost
Middle School North	52805 Ashley	50			
Middle School South	48650 Sugarbush	50			
Great Oaks Elementary	32900 24 Mile	30			
Lighthouse Elementary	51880 Washington	40			
Ashley Elementary	52347 Ashley	40			
Naldrett Elementary	47800 Sugarbush	40			
Maconce Elementary	6300 Church	40			
Total Cost with Install					