



Request for Proposal

Clock System

Posted:

December 8, 2022

Issued by:

Gladwin Community Schools

Bid Due Date:

January 4th, 2023 – 3:00 p.m. EST

Return to:

Mr. Rick Seebeck, Superintendent

Gladwin Community Schools

401 N. Bowery Ave, 2nd Floor

Gladwin, Michigan 48624

Must be marked on package **CLOCK RFP**

Late Bids Will Be Rejected

SUMMARY:

The “Request for Proposal” is for a Networked clock system to be provided and installed. This system will provide service to three physical buildings connected via a Local Area Network. Gladwin Community Schools reserves the right to increase or decrease the quantity of buildings and/or devices as proposed in this “Request for Proposal” after the winning bid has been awarded. The vendor’s proposed pricing must be applicable for at least Ninety (90) days after bid due date.

MINIMUM SPECIFICATIONS (must be clearly stated in submitted bid):

- Valcom Clock System or equivalent
- LED Clocks
- Cabling/Installation must conform to commonly accepted practices in a school environment as well as all applicable laws and codes
- Removal of existing clock system
 - 110v
 - Existing wiring needs to be terminated or removed
- Majority of access is via suspended grid drop in tile ceiling
 - Some masonry pass-throughs may be required

Building Specific Specifications

High School

- 59 2.5” Clocks for offices and classrooms
- 12 4” for common areas

Intermediate School

- 35 2.5” Clocks for offices and classrooms
- 8 4” Clocks for common areas

Elementary School

- 30 2.5” Clocks for offices and classrooms
- 12 4” Clocks for common areas

Gladwin Community Schools reserves the right to accept or reject any or all bids and to award the contract to other than the lowest bid offered, if such actions are in the best interest of Gladwin Community Schools. This does not commit Gladwin Community Schools to any specific course of action.

INSTRUCTIONS TO BIDDERS:

1. The naming of a given manufacturer (Valcom) and model number(s) is not intended to limit bidding but to establish the level of quality desired for the various items required or to address compatibility with existing equipment. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.
2. Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.
3. Bidders are required to use the bid form attached for base bids. Alternate bids may be attached to the bid form.
4. All bids shall be exclusive of applicable taxes. Exemption forms will be executed when necessary.
5. All bids shall be submitted as per the RFP. Additional time will not be granted to any single vendor; however, additional time may be granted to all vendors when the District determines that circumstances warrant it (e.g., an "act of God").
6. In the event of discrepancies between the unit price and extension, the unit price shall prevail.
7. Manufacturer's written guarantee shall accompany each bid. Bidders may state in writing additional guarantees which will become a part of the bid and considered in making awards.
8. Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.
9. Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.
10. All necessary insurance certificates shall be supplied only when specifically requested.
11. No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.
12. The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.
13. The bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.

14. Any exceptions to the terms and conditions contained in this RFP or any other special consideration or condition requested or required by the Bidder shall be enunciated by the Bidder and be submitted as part of its bid, together with an explanation of the reason such terms and conditions cannot be met. Each Bidder shall be required and expected to meet the RFP requirements, in its entirety, except to the extent exceptions are expressly noted in the bid and accepted by the District as part of the award agreement and documented accordingly.

15. It is the responsibility of the Bidder to inquire about any requirement of this RFP that is not understood. All questions should be in the form of E-mail whenever possible. During the bidding period, Bidders may be furnished written addenda to clarify or supplement the RFP. The information included in these addenda is to be included in the bid and will become part of the contract. Before submitting a bid, each Bidder should determine that they have received all addenda issued and should indicate on the bid form each of the addenda they received. The District will not be bound by oral responses to inquiries or written responses other than the addenda.

Questions should be directed to:

Kevin Smalley
Clare-Gladwin RESD
4041 E Mannsiding Rd
Clare, MI 48617
ksmalley@cgresd.net
Phone: 989-741-8316

Or, if not available:

Matthew Shefferly
Clare-Gladwin RESD
4041 E Mannsiding Rd
Clare, MI 48617
mshefferly@cgresd.net
Phone: 989-256-9323

All questions must be received by 3:00 p.m. EST on December 19, 2022. This deadline is to enable the District to share the questions and answers with all vendors by **December 22, 2022** so the Bidders can include this information in their January 4, 2023 bid submission. Chosen vendor for the project will be notified January 11th, 2023 following the board meeting on January 9, 2023.

16. The Gladwin Community School Board of Education reserves the right to:

- a. reject any and all bids without assigning any reason therefore,
- b. be the sole judge of equivalency, and
- c. waive any bid requirement in accepting or rejecting bids.

17. Required affidavits are attached.

Affidavit of Bidder – Familial Relationships Form

The undersigned, the owner or authorized officer of (the “Bidder”), pursuant to the familial disclosure requirement provided in the Gladwin Community School District’s (the “District”) RFP, hereby represent and warrant, except as provided below, that no familial relationships exist between the Bidder or any employee of the above mentioned District, and any member of the Boards of Education of the District or the Superintendents of the District.

List any Familial Relationships:

BIDDER: _____

By: _____

Its: _____

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____ 2018, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____

Affidavit of Bidder - Compliance with School Safety Initiative Legislation

The undersigned, the owner or authorized officer of (the "Bidder"), certifies to Gladwin Community School District (the "District"), that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g and have not been convicted of any "listed offenses".¹ The Bidder further warrants and represents that all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultants, and who will work at or on any District property, shall at all times be in compliance with MCL 380.1230, 380.1230a, 380.1230c, 380.1230d, and 380.1230g. In this regard, Bidder agrees, without limitation, to report within three (3) business days to the District when any such person is charged with a crime listed in Section 1535a(1) of the Revised School Code² or a substantially similar law, and to immediately report to the District if that person is subsequently convicted, pled guilty or pled no contest to that crime.

BIDDER: _____

By: _____

Its: _____

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____ 2018, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of: _____

¹The term listed offenses means those defined in section 2 of the Sex Offenders Registration Act (SORA), MCL 28.722

²MCL.380.1535a(1). 50

Michigan Public Act No. 517 of 2012

The Contractor 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 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 date the it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)
 _____)ss.
 COUNTY OF _____)

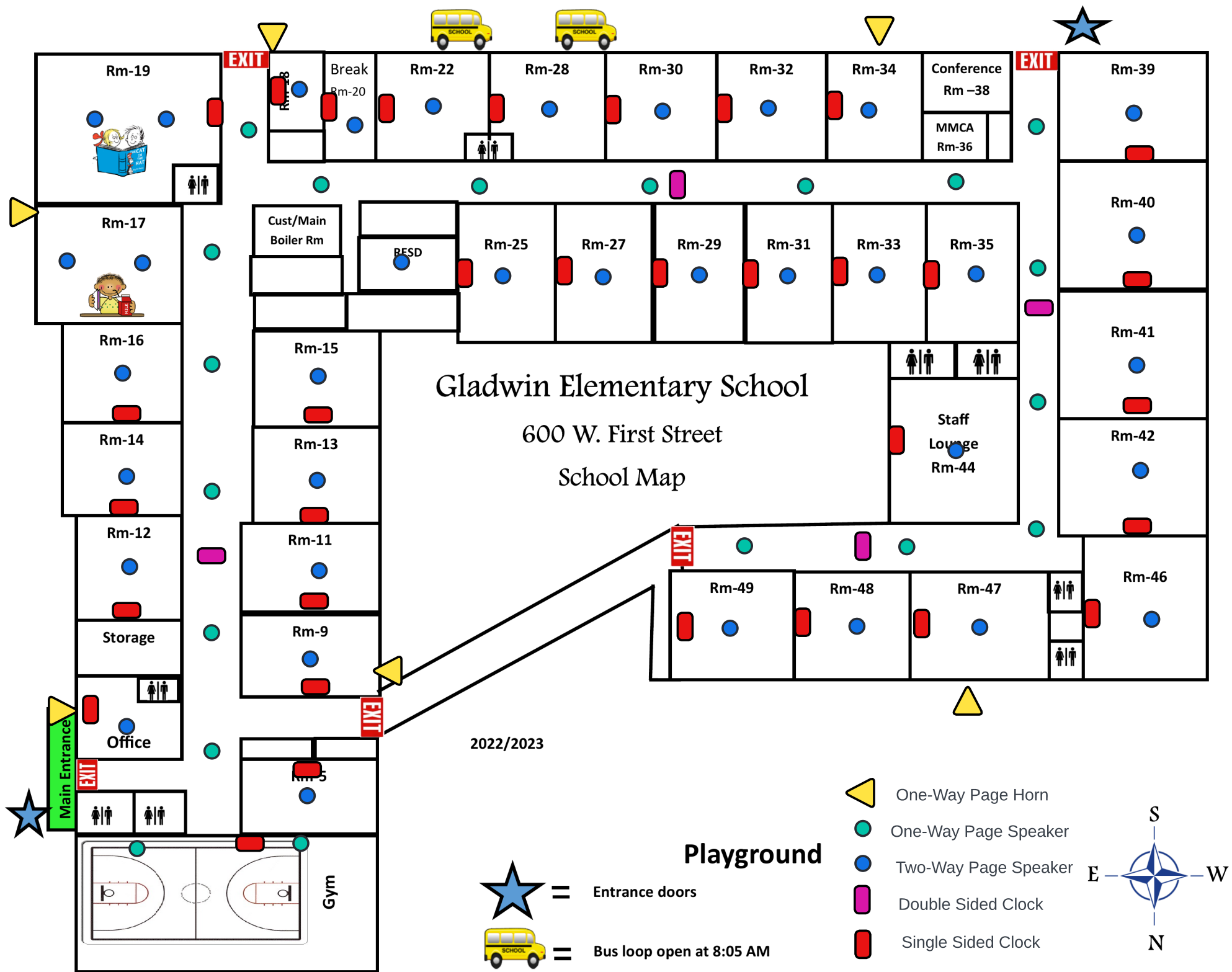
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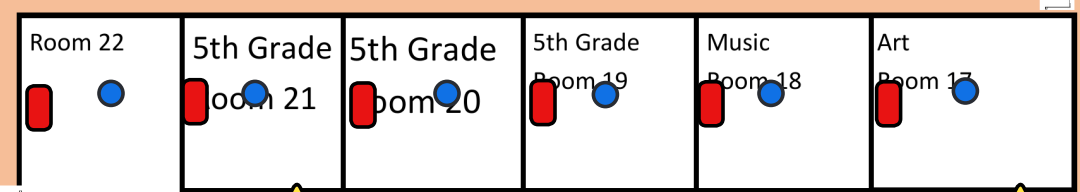
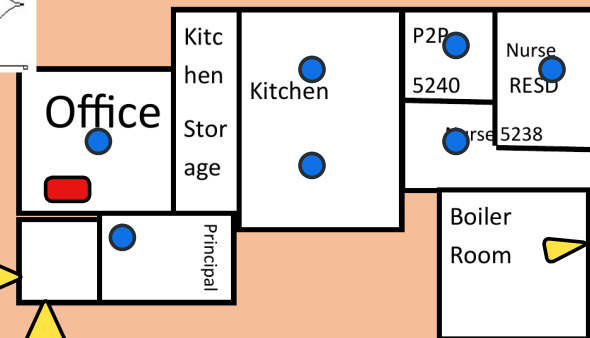
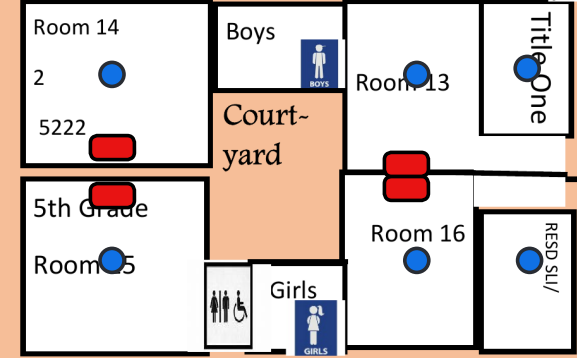
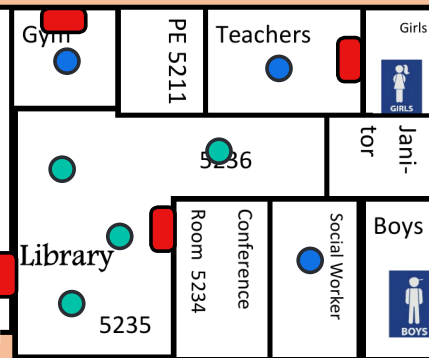
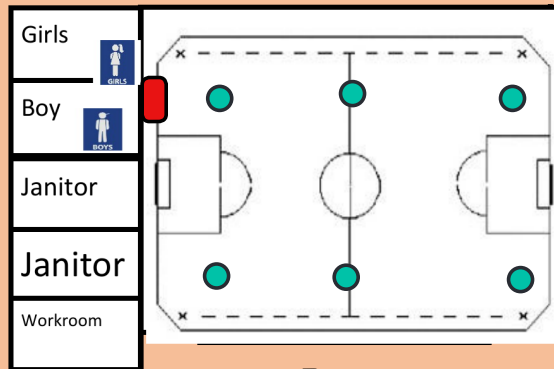
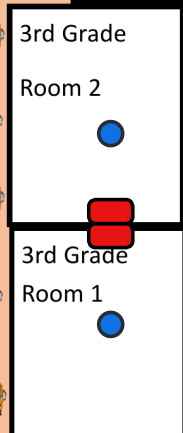
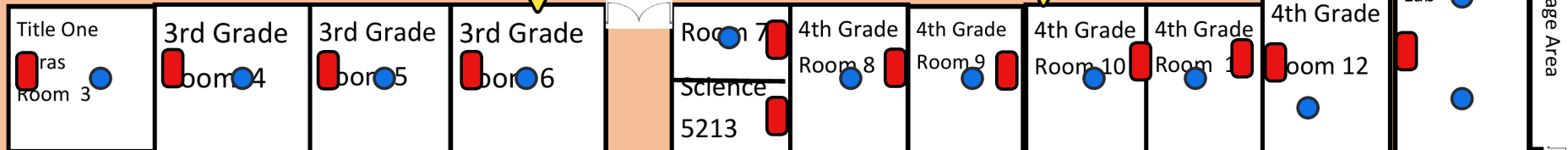
, Notary Public

_____ County, _____

My Commission Expires:_____

Acting in the County of : _____



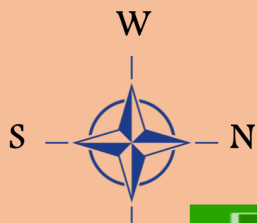


- One-Way Page Horn
- One-Way Page Speaker
- Two-Way Page Speaker
- Double Sided Clock
- Single Sided Clock

Gladwin Intermediate School

780 W. First Street 989-426-4531

2022-2023



Revised 8/5/2022



Gladwin High School

