



**STOCKBRIDGE COMMUNITY SCHOOLS
REQUEST FOR PROPOSAL**

Project: 61s Hoop House with Electrical and Water

ADVERTISED IN STOCKBRIDGE COMMUNITY NEWS, POSTED ON DISTRICT AND SIGMA
(MICHIGAN.GOV) WEBSITES

RFP Issue Date: May 1, 2024
Pre-Bid Conference: May 7, 2024 - 11:00 am
Due Date of Bids: May 15, 2024 – 12:00 pm
Bid Type: Competitive Sealed Bid
Mark Envelope: STOCKBRIDGE HOOP HOUSE BID
Submit Bid To: Stockbridge Community Schools
100 Price Avenue Ste A
Stockbridge, MI 49285
Completion Date: June 30, 2024

Requests for information regarding technical matters of this Request for Proposal should be directed to:

Bob Richards, Agricultural Science Teacher
Stockbridge Jr/Sr High School
(517) 851-7770 or richardsr@panthernet.net

or

Stephen Keskes, Director of Grants and Academic Innovation
Stockbridge Community Schools
(517) 710-4100
keskess@panthernet.net

Section I. General Conditions

1. Stockbridge Public Schools Board of Education will receive sealed bids up to the hour of **12:00 PM on Friday, 5, 2024 at the Central Administrative Office at 100 Price Avenue, Ste A 49285**. All bids must be received by the time designated in the invitation and none will be considered thereafter. Please note that if you are using U.S. Postal Service, UPS, Federal Express, or other methods of delivery, there is no guarantee that it will be received by the time indicated if it is received on the day bids are due. No bids will be accepted via email or facsimile.
2. At the above-designated time, bids will be opened and read publicly. Any interested parties may attend. No immediate decision shall be rendered concerning the bids submitted. Bid packets must be sealed and clearly marked: **STOCKBRIDGE HOOP HOUSE BID**.
3. The Stockbridge Public Schools Board of Education shall give formal consideration to these bids at the next Board meeting after the bids are opened, contingent upon final tabulation of the bids prior to the Board meeting. This scheduled Board meeting date is May 20, 2024.
4. Bids shall be submitted on the attached bidding form or a true copy thereof.
5. No bid may be withdrawn for a period of thirty days after the scheduled closing time for bids.
6. The Stockbridge Public Schools Board of Education has been issued a Michigan Sales Tax Exemption Certificate. Sales Tax will not apply to any purchase.
7. The Stockbridge Public Schools Board of Education reserves the right to make an award to individual vendors (by each item, by groups of items or for all items for the bid) and to reject any and all bids in whole or part if in its judgment the best interest of the schools will be served.
8. The Stockbridge Public Schools Board of Education reserves the right to reject any or all bids in whole or in part or to waive any informalities or irregularities, if, in its judgment, the best interest of the school district will be served.
9. Termination: The Stockbridge Public Schools Board of Education has the right to terminate this contract at any time for cause.
10. Review: After the public opening of bids, the finance department of Stockbridge Public Schools will review the bids. The proposal with the lowest qualified bid will be checked for completeness and accuracy of mathematical extensions and additions. All proposals may be subject to verifications. If the errors on math and brands are within tolerance levels described in the contract, the bottom line will be adjusted, and if the proposal is still the lowest bid, the proposal disclosure procedure will continue.
11. Clarifications: The Stockbridge Public Schools Board of Education reserves the right, at any time after opening and prior to bid award, to request clarification from any Bidder, address technical questions, or to seek or provide other information regarding the Bidder's proposal. Such a process may be used in order to assure mutual understanding between both parties and to aid in determination of responsiveness or responsibility.

12. Indemnification: The contractor agrees to hold and save the school systems, 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 services covered by this contract.

Section II. Bid Specifications

1. The Stockbridge Public Schools Board of Education is requesting bids for building a 30 ft x 48 ft high tunnel hoop house, run water, and electricity to said hoop house. Hoop House Dimensions are 30 ft x 48 ft. Resources to construct come from the 61s grant and total project may not exceed \$48,363.00.

- Minimum specifications for hoop house:
 - All structural steel parts and hardware including bows at 4' spacing, gusseted truss assembly at each bow, wind bracing, steel-framed endwalls
 - SPF lumber baseboards (NOP compliant)
 - Poly-lock system for plastic attachment
 - Roll-up side curtains with baffling, wind lashing, and 5:1 cranks
 - 6-mil, 4-year IRAC overhead plastic (we recommend double layer with inflation)
 - 11-mil woven endwall and side-curtain plastic
 - Two 8'x8' equipment access doors (30' and 22.5'-wide models only)
 - One hinged door (additional doors available)
 - Fasteners and all other materials required for installation
 - Irrigation system connection
 - Electrical conduit for lighting
- Minimum specifications for plumbing:
 - Run water supply line from the existing water connection to the hoop house irrigation not to exceed 200 feet from the main water supply.
- Minimum electrical specifications:
 - Run electrical from the existing power supply underground to the hoop house, connect to conduit, and install overhead lighting and (10) outdoor outlets within the hoop house to ensure ability to support electric agricultural machinery.
- Priority will be given to bidders who can incorporate agricultural science program students' participation in the construction of the structure, site preparation, and other facets of the project.

2. The method of procurement used is the Competitive Sealed Bids. All prices must include shipping, delivery, and installation.

3. A description for the work to be completed is attached in Section IV. Bidder is responsible to follow attached bid specification requirements. **Any scope specific questions can be addressed to Bob Richards, Agricultural Science teacher at (517) 851-7770 or richardsr@panthernet.net or Stephen Keskes, Director of Grants and Academic Innovation at (517) 710-4100 or keskess@panthernet.net**

4. An optional pre-bid conference is scheduled for May 7, 2024 at 11 a.m. All interested parties are invited to attend. Bidders shall meet at the main entrance of the building:

Stockbridge Jr/Sr High School
416 N Clinton St
Stockbridge, MI 49285

5. All bidders shall provide a proposed time frame for work to be completed. Work must be completed between June 1, 2024 and June 30, 2024.

7. Bidders shall provide three references for which they have done similar work, including contact person, address, and phone number.

8. The completion date for all work shall be no later than Noon on June 30, 2024.

9. All bidders shall provide certificate of insurance, both liability and worker's compensation for sufficient coverage for any contingent liability. Coverage shall have a minimum of \$500,000 liability, \$100,000 Property Liability, and \$500,000 Auto Liability. Upon award of contract, the selected vendor shall list Stockbridge Public Schools Board of Education as an additional insured on said policies and provide certificates of insurance prior to proposed start date.

10. The successful bidder shall be required to submit a schedule of work to Brian Friddle, Superintendent of Stockbridge Public Schools, when awarded the project.

11. The successful bidder shall be responsible for cleaning the job area daily and dispose of all trash and debris leaving the area broom clean. **The Owners dumpster is not to be used for contractor's trash.**

12. Use of Premises and Site: The successful bidder shall limit the use of the premises to the work areas indicated and shall confine operations to areas where the work is required. The successful bidder shall also maintain the working area in a clean and safe manner and shall cooperate with the Stockbridge Public Schools personnel during installation operations to minimize conflicts and facilitate owner usage. The successful bidder shall allow for owner occupancy by keeping driveways and entrances serving the premises clear and available to the owner, owner's employees, and emergency vehicles at all times. These areas will not be used by the bidder for parking or storage of materials.

13. The successful bidder shall be responsible for compliance with all local, state, and federal codes for the storage, handling and disposing of materials.

14. Penalty: The designated supplier(s) reciprocally agrees to provide total requirements as listed herein, thereby minimizing occurrences when a school district may have to seek other interim product sources.

15. Modifications, additions, or changes to the terms and conditions of the Invitation to Bid may be a cause for rejection of a bid. ALL modifications should be **BOLDED** and clearly indicated on all documents. Bidders are required to submit all bids on the school district's official forms.

16. All Contractors must maintain records for 3 years after the final payment on the contract is received.

61s HOOP HOUSE BID PROPOSAL PACKET

Stockbridge Community Schools will receive sealed bid proposals until 12:00 p.m., On May 15, 2024 for specified project.

All bids must be marked **SEALED BID** and addressed to:
Stockbridge Community Schools
Stephen Keskes, Director of Grants and
Academic Innovation
100 Price Avenue Suite A
Stockbridge, MI 49285

Date: April 8, 2024 Project presented to BOE.

Sealed bids will be publicly opened and read aloud on:
Date: May 15, 2024 Time: 2 p.m.

Location:
Heritage Elementary School
100 Price Avenue Suite A
Stockbridge, MI 49285

Bids presented to the BOE - anticipated award by the Board of Education

Date: May 20, 2024 _____ Time: 7:00 p.m. Action Item Date

Location: Stockbridge Jr/Sr High Library
Stockbridge, MI 49285
Event: Board Meeting - Time: 6:30 p.m.

Questions should be addressed to:

Stephen Keskes, Ed.S.
Director of Grants and Academic Innovation
Stockbridge Community Schools

SPECIFICATIONS

SCOPE OF WORK: SPECIFIC DETAILS OF PURCHASE / PROJECT TO BE WRITTEN AND INSERTED BY INITIATOR

In compliance with and subject to your Invitation to Bid and the documents herein specified, the undersigned bidder proposes to furnish all labor, equipment, materials, permits, required inspections, etc., and to perform all necessary work for completion of this project, as outlined in the bid documents and specifications submitted.

Start Date _____ End Date _____

We hereby submit the following base bid for the sum of \$ _____

Alternates:

- (1) _____
- (2) _____
- (3) _____

This proposal does not include: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signature _____

Title _____ Date _____

Attach additional pages if necessary for complete proposal.

CONDITIONS

Information given in this Conditions section are peculiar to this project, necessary for the progress of the work, and shall be provided as described herein. Throughout this Conditions section, Stockbridge Community Schools is referred to as the "Owner" and the successful bidder as the "Contractor". All other parties involved and contracted by the Owner are referred to as the "Owner's Representatives".

Bidding and Contract Information

1. The *Bid Proposal Packet* shall be filled in completely, giving all information called for herein. Should any bidder refuse to hold its bid firm for the required period or refuse to enter into a contract in accordance with the terms of its proposal, the Owner reserves the right to disqualify its bid and may consider this a factor with respect to any future bids made by him/her, and may refuse to consider the same for that reason.
2. All pages and documents, and the information requested within the *Bid Proposal Packet* section, must be furnished completely in strict compliance with the bidding submittal requirements. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.
3. Bidders are cautioned that any alternate bid(s), unless specifically requested, or any changes, insertions, or omissions to the terms and conditions of these specifications, may be considered non-responsive and at the option of the Owner may result in rejections of the bid(s).
4. Any bid(s) received at Stockbridge Community Schools Central Office designated herein, after the exact time specified for receipt, may not be considered.
5. The Owner reserves the right to postpone the bid opening for its own convenience.
6. Bidders shall fill in the number and date of each addendum on the *Bid Proposal Packet*.
7. Should a bidder find apparent discrepancies in, or omissions from, the bidding documents, or should it be in doubt as to their true meaning, or should it have any questions regarding any work or materials intended by the bidding documents, then such bidder, either Contractor or Subcontractor, shall immediately notify the Owner of such questions. The Owner will issue an addendum to all Contractors recorded in its office as being bidders for the specific project. It shall be the responsibility of the Contractors on record to provide all their Subcontractors with the information contained in these addenda.
8. THE OWNER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE INFORMALITIES AND MAJOR IRREGULARITIES IN BIDS RECEIVED.
9. THE OWNER RESERVES THE RIGHT TO WAIVE ANY INFORMATION IN THE BIDS, OR REJECT ANY OR ALL BIDS, IN WHOLE OR IN PART, SHOULD IT BE DEEMED IN ITS BEST INTEREST TO DO SO.
10. THE DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL BIDS OR ANY PORTION THEREOF AND TO ACCEPT THE BID WHICH SHALL BEST SERVE THE DISTRICT.

Sworn and Notarized Familial Disclosure Statement

All bidders must provide a familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or any Employee of the bidder, any member of the Board of Education or the Superintendent of the school district. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relationship exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Related to</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose familial relationships.

There is no familial relationship that exists between the Owner and an Employee of the bidder, a member of the Board of Education, or Superintendent of the school district.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 20_____, a Notary Public,

In and for _____ County,

Michigan.

Signature

My Commission expires _____ Seal:

Sworn and Notarized – Iran Economic -Sanctions Act

All bidders must disclose any relationship with an Iranian Company in compliance with Act No. 517 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any relationship with an Iranian Company that exists between the Owner and an Employee of the bidder, a member of the Board of Education or Superintendent of the District. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following relationship exists between an Iranian Company and the Owner and an employee of the bidder, a member of the Board of Education or Superintendent of the school district.

	<u>Name of Individual</u>	<u>Company</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Attach additional pages if necessary to disclose any Iranian relationship.

There is no relationship that exists between an Iranian Company and the Owner and any Employee of the bidder, any member of the Board of Education or Superintendent of the school district.

COMPANY: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

NOTARY PUBLIC

Subscribe and sworn before me, this _____

Day of _____, 20_____, a Notary Public,

In and for _____ County,

Michigan.

Signature

My Commission expires _____ Seal: