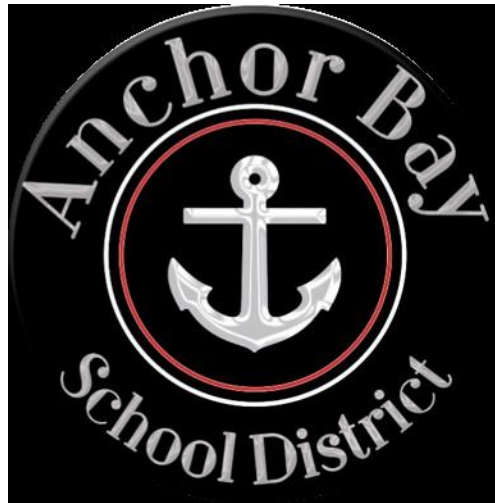


# REQUEST FOR QUOTE

TEMPERATURE CONTROL UPGRADE  
MACDONALD ELEMENTARY



Proposal Due Date: Friday, April 5, 2024 by 10:00 a.m. Local Time

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

## ADVERTISEMENT FOR BIDS

PROJECT: **Anchor Bay School District – Temperature Control Upgrade-MacDonald Elementary**

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

PROPOSAL: **Temperature Control Upgrade – MacDonald Elementary**

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 **10:00 a.m. local time on April 5, 2024**. 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 – Temperature Control Upgrade-  
MacDonald Elementary  
Contractor Name, Address, Phone Number

Bid proposals will be publicly opened and read aloud on April 5, 2024 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 **10:00 a.m. local time on April 5, 2024**. 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 –Temperature Control Upgrade MacDonald Elementary  
Contractor Name, Address, Phone Number

Sealed bid proposals will be publicly opened and read aloud on April 5, 2024 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 their bid upon the 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 –Temperature Control Upgrade MacDonald Elementary Contractor Name, 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 received an accept your certificate of insurance.

## Temperature Controls Upgrade MacDonald Elementary

### GENERAL INFORMATION

Location: MacDonald Elementary  
5201 County Line Road  
Casco, MI 48064

### SCOPE OF WORK

**Take over existing equipment with Automated Logic DDC controls. Anchor Bay has an unlimited license for ALC. Scope of work in scheduled in phases.**

Phase 1A: Air handler #3 serves A & D halls with 7 zones with space temperature

Timeline: To be completed by June 30, 2024

#### AHU3

- Mount panel
- Build panel & mount controllers
- Controls installation of devices, valves, actuators.
- Wire controllers using existing control wiring at existing control panel (extend in new panel where necessary)
- Install communication wire
  - Tap existing network
- Mount new transformers on side of new panel, pull transformer wiring from existing transformer box
- Install new space sensors (reuse existing space sensor wiring and location)
- Provide labor and material for the above scope

Phase 1B: VUVs for Classrooms A120, A126, D123, D108, D112 (qty 5)

Timeline: To be completed July 1, 2024- August 1, 2024

- Controls installation of devices, valves, actuators.
- Wire controllers using existing control wiring at existing control panel (extend in new panel where necessary)
- Install communication wire
  - Tap existing network
- Mount new transformers on side of new panel, pull transformer wiring from existing transformer box
- Install new space sensors (reuse existing space sensor wiring and location)
- Provide labor and material for the above scope

**Phase 2: Air handler 1 serves Media North & South with 5 zones & space temperatures**

Timeline: To be determined

- Mount panel
- Build panel & mount controllers
- Controls installation of devices, valves, actuators.
- Wire controllers using existing control wiring at existing control panel (extend in new panel where necessary)
- Install communication wire
  - Tap existing network
- Mount new transformers on side of new panel, pull transformer wiring from existing transformer box
- Install new space sensors (reuse existing space sensor wiring and location)
- Provide labor and material for the above scope

**Phase 3: Air handler 2 serves Administration and Principals with 5 zones**

Timeline: To be determined

- Mount panel
- Build panel & mount controllers
- Controls installation of devices, valves, actuators.
- Wire controllers using existing control wiring at existing control panel (extend in new panel where necessary)
- Install communication wire
  - Tap existing network
- Mount new transformers on side of new panel, pull transformer wiring from existing transformer box
- Install new space sensors (reuse existing space sensor wiring and location)
- Provide labor and material for the above scope

Additional to be included in Scope

- Commissioning
- Connect to existing ALC server and software current version 8.0
- Extend existing web-based Automated Logic WebCTRL Graphical User Interface (GUI) software. Provide all programming, database configuration, and graphics for GUI. Verify proper operation of system inputs, outputs, and sequences.
- Floor Plan graphic changes/additions
- Properly and accurately label all new equipment
- Training up to 8 hours
- Price to include a one (1) year warranty on all parts and labor
- Price to include demo/removal of existing controllers and panels

It is the responsibility of vendor to understand and provide a cost based on the full scope of work. LAN drawing has been included. If vendor wishes to visit the site for project clarification please contact the Maintenance Office at 586-716-3622 to schedule a site visit.

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.

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### 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.

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Name of Company

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Name and Title of Authorized Representative

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Signature

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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: \_\_\_\_\_

**Temperature Control Upgrade  
MacDonald Elementary  
Bid Form**

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

Phase	Cost
1A	
1B	
2	
3	

Total Project Cost      \$ \_\_\_\_\_

Please provide warranty information below:

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Please provide estimated installation timeline below:

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