

DELTON KELLOGG SCHOOLS
327 N. Grove Street
Delton, MI, 49046

INVITATION TO BID

Delton Kellogg Schools will accept sealed bids for **CLASSROOM LIBRARIES** as described in the attached specifications at the:

Delton Kellogg Schools
327 N. Grove Street
Delton, MI, 49046

Bids will be publicly opened and read at **1:00 p.m., Tuesday, April 17, 2018** for recommendation to the Board of Education at their next regularly scheduled meeting. No oral, telephonic, telegraphic or facsimile proposals will be considered. No proposals will be considered after the time of closing of bids.

The Board of Education reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

All bids shall be firm for 90 days from the date of the bid opening. For bids to be considered they must meet or exceed all specifications herein.

All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bids must be sealed and marked "**CLASSROOM LIBRARIES**" and submitted to:

Kyle Corlett
Superintendent
Delton Kellogg Schools
327 N. Grove Street
Delton, MI, 49046

Delton Kellogg Schools
CLASSROOM LIBRARIES BID

“CLASSROOM LIBRARIES BID”

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Kyle Corlett, Superintendent 269 623-1501.

SCOPE OF PROPOSAL:

Delton Kellogg Schools is working to establish grades K-6 Topic aligned Classroom Libraries: Each library set is made up of 15 book titles, in labeled bins chosen from topics listed below at targeted reading level of students and found to be the most engaging. They are a combination of fiction and non fiction books.

Grade K Topics – Quantity to be purchased 4

Animals
Celebrations
Community Jobs
Down on the Farm
Favorite Series
Fun with ABCs
My Family and I
Notable Authors
Nursery Rhymes
Seasons & Weather

Grade 1 Topics – Quantity to be purchased 4

Dinosaurs
Expression
Favorite Series
Friendship
Notable Authors
Our Community
Pets & Animals
Seas & Oceans
Sports
Traditional Tales

Grade 2 Topics – Quantity to be purchased 3

American Biographies
American Landscape
Citizenship
Cultures around the World

Favorite Series
Insects & Spiders
Notable Authors
Solar System
Twisted Tales
Wild Weather

Grade 3 Topics – Quantity to be purchased 3

Biographies
Communities
Earth Science
Fables & Folktales
Favorite Series
Human Body
Notable Authors
Past & Present
Tropical Rainforest
World Geography

Grade 4 Topics – Quantity to be purchased 3

Colonial America
Endangered Species
Explorers
Favorite Series
Inventions & Inventors
Mysteries
Notable Authors
Sports
Wild Weather
World Geography

Grade 5 Topics – Quantity to be purchased 3

Ancient Civilizations
Biographies
The Civil War
Disasters
Fantasy & Sci-Fi
Favorite Series
Jobs & Careers
Notable Authors
Prehistoric Animals
The Universe

Grade 6 Topics – Quantity to be purchased 3

Action/Adventure
Biographies

Biomes & Habitats
Engineering & Design
Favorite Series
Historical Fiction
Notable Authors
Sports
Tree of Life
World Geography

Under the proposed process, selected vendor(s) will be asked to provide an assortment of CLASSROOM LIBRARIES to be shipped directly to one of the two (2) sites throughout the district. Ideally, the district is seeking a "single source" vendor to provide all products contained herein.

The selected vendor(s) will be asked to provide materials in a timely manner (within 3 weeks after the receipt of an order) and to ship them directly to each building.

GENERAL CONDITIONS:

1. **Bid prices MUST include ALL delivery charges.**
2. **Specifications:** Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore.
3. District reserves the right to award this bid separately or in total, or for reasons of establishing uniformity, to award items to other than the low bidder.
4. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
5. No member of Delton Kellogg Schools Board of Education, Delton, MI or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates. AFFIDAVIT of Bidder to be returned with bid.
6. **SAMPLES:** The District may require a vendor to provide samples to ensure that it complies with the product standard set forth in the Request for Proposal. The District reserves the right to reject any product that the Superintendent deems unsatisfactory or inferior. Where the term “**No Substitute**” is used, the District will **ONLY** consider that product which is specified.

7. Delivery sites are listed below:

Elementary	327 N. Grove St. Delton, MI 49046	269-623-1531
Middle School	6325 Delton Rd. Delton, MI 49046	269-623-1541

8. All questions regarding products, delivery requirements or building sites should be directed to Kyle Corlett at 269-623-1501

9. All supply orders must be shipped directly to each building and placed in the designated delivery area. **Vendor must provide delivery of CLASSROOM LIBRARIES within 3 weeks after receipt of order.** In the event that a vendor cannot delivery within the specified time, a representative from the company **MUST** contact Kyle Corlett and explain the circumstances. Failure to do so would constitute a breach of the agreement and could result in termination of the contract. Vendor will be required, at their expense; to pick up any damaged or mis-shipped items delivered to a building. *Vendor shall not assess restocking fees on supply orders where staff incorrectly identified products*

10. All invoices must be mailed directly to Business Office, 327 N. Grove Street, Delton, MI 49046. No payments shall be rendered on orders where shortages or damages are noted.

11. Vendor **MUST** provide Material Safety Data Sheets on applicable materials.

12. **PRICING:** In the event that a vendor cannot provide a specific product on the list (and thus, cost), the Purchasing Supervisor will use the highest price submitted by another vendor as the basis for calculations.

13. Iran Economics Sanctions Act- Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, PA 516 of 2012. Certification of Compliance to be returned with bid.

14. Delton Kellogg Schools reserves the right to reject any and all proposals, to waive omissions, irregularities, or clerical errors not affecting substantial compliance with the bid specifications, and to accept any bid it deems to be in the best interest of the School District.

15. Delton Kellogg Schools reserves the right to reject any part of a specific proposal for any reason. Vendors not willing to accept award of partial bid must so indicate as part of their proposal.

16. Delton Kellogg Schools reserves the right to rebid all or part of this project at a later date.

17. Delton Kellogg Schools reserves the right to accept any bid, even if it is not the lowest bid.

18. Delton Kellogg Schools reserves the right to modify conditions and specifications, by mutual agreement with the selected supplier, both at the time of acceptance of the bid and subsequent thereto.
19. Delton Kellogg Schools reserves the right to increase or decrease quantities purchased, both at the time of acceptance of the bid, and subsequent thereto.

Pricing Summary

**Delton Kellogg Schools
Classroom Libraries**

Bid Price \$ _____

Quoted price includes all terms in RFP of Delton Kellogg Schools.

Delivery will be approximately _____ weeks after receipt of purchase order.

Exceptions to Specifications: _____

Comments: _____

THE UNDERSIGNED HEREBY agrees to deliver and install the items specified herein in accordance with the terms, conditions, specifications, and prices set forth.

Company Name: _____
Address: _____
Telephone: _____ FAX: _____
Submitted By (type or print): _____ Title: _____
Signature: _____ Date: _____

**Delton Kellogg Schools
CLASSROOM LIBRARIES BID**

VENDOR PROFILE:

The Delton Kellogg Schools requests that vendors participating in the CLASSROOM LIBRARIES BID provide specific information about their firm. This information will be taken into consideration when the bids are evaluated.

CONTACT INFORMATION:

NAME OF COMPANY:

ADDRESS

CITY/STATE/ZIP:

PH: _____

FAX: _____

SALES REP: _____

NO. YEARS IN BUSINESS: _____

**Delton Kellogg Schools
CLASSROOM LIBRARIES BID**

CLIENT CONTACTS:

Please provide a list of the three (3) clients your firm currently services:

NAME OF COMPANY:

Contact/position:

Address:

City: _____

PH: _____

NAME OF COMPANY:

Contact/position:

Address:

City: _____

PH: _____

NAME OF COMPANY:

Contact/position:

Address:

City:

PH:

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the DELTON KELLOGG SCHOOL DISTRICT’s Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its 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 DELTON KELLOGG 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 \$250,000.00 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 DELTON KELLOGG 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.

Name of Company

Name and Title of Authorized Representative

Signature

Date

AFFIDAVIT OF BIDDER OR CONTRACTOR

The undersigned, the owner or authorized officer of _____ (the "Bidder or Contractor"), pursuant to the familial disclosure requirement provided in the Delton Kellogg School District (the "School District") advertisement or request for construction, contractor, or capital outlay, or supply bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER OR CONTRACTOR:

By:.

Its:

STATE OF MICHIGAN)

)ss:

COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2007, by

_____.

_____ Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____