REQUEST FOR PROPOSALS
FOR
Safety Film

Issued by
Lake Orion Community Schools

July 31, 2023

Invitation to Bid

To: All Bidders

Lake Orion Community Schools invites you to bid to provide Safety Film with appropriate attachment to windows, safety vestibules, and exterior doors:

Lake Orion High School, 495 E. Scripps Road, Lake Orion MI 48360
Oakview Middle School, 917 Lake George Road, Oakland MI 48363
Scripps Middle School, 385 E. Scripps Road, Lake Orion MI 48360
Waldon Middle School, 2509 Waldon Road, Lake Orion MI 48360
Pine Tree Center, 590 Pine Tree Road, Lake Orion MI 48362
Blanche Sims Elementary, 465 E. Jackson Street, Lake Orion MI 48362

Bid prices quoted shall remain effective until December 31, 2023. The prices in this bid supersede any other quote given to Lake Orion Community Schools to date on the same items. Bids are to be submitted no later than Tuesday, August 15, 2023, 12 p.m. Late bids will not be considered.

Bids are to be emailed to: Wes.goodman@lok12.org

With the Subject Line: “Safety Film”

Any questions concerning this bid may be forwarded to: Wes.Goodman@lok12.org

Your interest and participation are solicited and appreciated.

Sincerely,

Wes Goodman
Director, Operations
Lake Orion Community Schools
**BID REQUIREMENTS**

Terms and Conditions

- Lake Orion Community Schools reserve the right to accept and / or reject any and all bids.
- All proposals will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- **Contractors are required to clearly identify any deviations from the specifications in this document.**
- All proposals must be signed by an authorized officer of the company submitting the bid.
- All prices and notations must be in ink or typewritten on the attached forms. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing proposal.
- Vendor is responsible for the removal from the location any and all waste materials or other debris from the delivery, assembly, and installation of items received and all cost associated with the disposal of the debris.
- All Vendors must meet trucks to receive shipment. Lake Orion personnel with not meet carrier to receive delivery.
- The estimated budget for this project is as follows:
  - Lake Orion High School, $40,000
  - Oakview Middle School, $10,000
  - Scripps Middle School, $10,000
  - Waldon Middle School, $10,000
  - Pine Tree Center, $10,000
  - Blanche Sims Elementary, $30,000
INSURANCE REQUIREMENTS TO BE MET BY THE SUCCESSFUL VENDOR(S)

Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverages in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to Lake Orion Community Schools.

a. **Commercial General Liability Insurance** with limits of three million dollars (3,000,000) aggregate and not less than one million dollars ($1,000,000) per occurrence for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractor, broad-form property damage, and products and completed operations coverage;

b. **Professional Liability Insurance (Errors & Omissions)** of one million dollars ($1,000,000) each occurrence;

c. **Workers’ Compensation including Employer’s Liability Coverage** of one hundred thousand dollars ($100,000) per occurrence for all employees engaged in services or operations under this Contract in accordance with state law;

d. **Automobile Liability** with limits of one million dollars ($1,000,000) each occurrence combined single limit of liability for bodily injury, death, and property damage, including owned and non-owned automobile coverages, as applicable.

To the extent that any insurance coverage required under this Paragraph is purchased on a “claims-made” basis, such insurance shall cover all prior acts of Contractor during the term of the Contract, and such insurance shall be continuously maintained until at least three (3) years beyond the expiration or termination of this Contract.

The required coverage as described above shall include an endorsement stating the following: “It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Lake Orion Community Schools.

CONFLICT OF INTEREST

Lake Orion Community Schools will not enter into a contract to furnish materials or services to Lake Orion Community Schools where a board member, administrator, building administrator, or employee involved in the contracting process has a substantial interest in the proposed contract.
SPECIFICATIONS

General RFP Information

All questions must be submitted via email. You may email your questions to the following:

Wes Goodman, Executive Director of Operations- Lake Orion Community Schools,
Wes.Goodman@lok12.org
**Submittal Requirements**

Vendors must submit a completed **Submittal Cover** sheet with an authorized signature for your company. **Submit on the form provided.**

Vendors must submit a completed **List of References** sheet that includes three references for work performed at facilities similar in nature. References should include facility name, contact name, address, and phone number for the specific person who is knowledgeable about the Vendor’s record and performance. References may be contacted for consultation and/or site visits at Participants’ discretion. **Submit on the form provided.**

Vendors must submit a **State of Michigan Affidavit** with an authorized signature for your company. **Submit on the form provided.**

Vendors must submit pricing information

Vendors must email complete submittal to wes.goodman@lok12.org
General Terms and Conditions

PRICE ADJUSTMENT: Prices shall remain firm per the RFP submittals for 120 days.

INVOICES: Vendor invoices must be directed to each individual Participant per location, itemized; detailing application and/or services per location. Include contract/order number on each invoice to expedite payment.

PAYMENT: Vendor invoices must be itemized; detailing application and/or services per location. Include contract/order number on each invoice to expedite payment. Payment Terms are net 30 from date of receipt.

COMPLIANCE: It is the responsibility of the Vendor to keep informed of all existing and future Federal, State, or Local ordinance and regulations, which in any manner affect the work to be performed. The Vendor and all his/her agents shall at all times observe and comply with all such laws and ordinances, and shall protect and indemnify Clarkston Community Schools and Lake Orion Community Schools and all their representatives against any claim, loss, or liability arising or resulting from violation of any such laws or ordinances. Any Vendor not found in compliance with Local, State and Federal Regulations regarding this work might at any time result in immediate termination of contract as evidence of nonperformance.

BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the contract is automatically null and void, and will be terminated without further order.
Submittal Cover

SUBMITTED BY:

_________________________________________________________

COMPANY NAME: ____________________________________________

ADDRESS: __________________________________________________

AUTHORIZED SIGNATURE: ________________________________________

AUTHORIZED NAME (please print): ________________________________

TITLE: __________________________ DATE: _________________

PHONE #: ______________________ FAX #: ______________________

E-MAIL: ____________________________________________________
List of References

REFERENCE #1: _______________________________________________________________
  FACILITY NAME
  _______________________________________________________________
  ADDRESS
  _______________________________________________________________
  CONTACT NAME
  _______________________________________________________________
  PHONE NUMBER

REFERENCE #2: _______________________________________________________________
  FACILITY NAME
  _______________________________________________________________
  ADDRESS
  _______________________________________________________________
  CONTACT NAME
  _______________________________________________________________
  PHONE NUMBER

REFERENCE #3: _______________________________________________________________
  FACILITY NAME
  _______________________________________________________________
  ADDRESS
  _______________________________________________________________
  CONTACT NAME
  _______________________________________________________________
  PHONE NUMBER
STATE OF MICHIGAN AFFIDAVIT

No contract or renewal of any contract may be awarded by the state or any of its political subdivision to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:
“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivision because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, Limited Liability Company or any other form of business association owing a debt to the state or any of its political subdivisions.

“Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent (5%) of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of Michigan, including, but not limited to, the Michigan Secretary of State’s Office, the Michigan Tax Department, Michigan Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules.

Under penalty of law for false swearing, it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor’s Signature______________________________________                      Date:________________________________________
Goal of the Proposal

Lake Orion Community Schools seeks to obtain bid proposals for Safety Film. Lake Orion Community Schools is seeking proposal for a turnkey purchase of Safety Film and the installation of it. The proposal for the safety film should include the items listed below.

1. The product used should be the Matico SS 1500 window film or an equivalent product
2. The proposal will include the appropriate caulking: wet glaze or attachment is required to ensure an integral security window unit is required.
3. Appropriate caulking, wet glaze or attachment must be installed in a professional manner and have a professional appearance when work is completed
4. Contractor shall provide a cost per sq.ft for the measurements provided in their proposal.
5. The bidder is responsible for cleaning and preparing the window prior to installation.
6. Lake Orion Community Schools requires submission of warranty for both product and labor.
7. Spec. Sheet of the proposal material and products will be included in proposal
   - Each proposal will be rated by the Lake Orion Community Schools Award Criteria Sheet
   - Contract will be awarded to the highest rated proposal
   - Lake Orion Community Schools has provided approximate measurements of the windows/Doors as examples to receive the Safety Film and attachment.
   - After contract is awarded contractor will walk each school to obtain final measurements, Complete job scope, and provide final cost
   - Lake Orion Community Schools reserve the right to request cost for additional schools not included in this bid.
Safety Film Pricing

BIDDING COMPANY:

________________________________________________________

LAKE ORION COMMUNITY SCHOOLS
Please estimate how many square feet you could provide based on the estimated budget. Using the Metico SS 1500 Safety Shield or Equivalent. Include attachment, labor - Turn-key

LAKE ORION HIGH SCHOOL- Estimated Budget $40,000
Sq.ft : __________________________________________________________

OAKVIEW MIDDLE SCHOOL- Estimated Budget $10,000
Sq.ft: __________________________________________________________

PINE TREE CENTER- Estimated Budget $10,000
Sq.ft: __________________________________________________________

SCRIPPS MIDDLE SCHOOL- Estimated Budget- $10,000
Sq.ft: __________________________________________________________

WALDON MIDDLE SCHOOL- Estimated Budget- $10,000
Sq.ft: __________________________________________________________

BLANCHE SIMS ELEMENTARY- Estimated Budget- 30,000
Sq.ft: __________________________________________________________
Safety Vestibules - Approximate Measurements

Example 1.
2 Panels- 31x28
3 Panels- 40x48
3 Panels- 26x48
2 Panels- 28x39
4 Panels- 15x28

___________________________(Dollars) for Metico SS 1500 Safety Shield or equivalent

Example 2.
1 Panel- 19x24
2 Panels- 20x28
2 Panels- 28x30
3 Panels- 19x27
3 Panels- 20x42
1 Panel- 44x65
2 Panels- 15x38

___________________________(Dollars) for Metico SS 1500 Safety Shield or equivalent

Exterior Doors

Doors with a Glass Panel

2 Panels- 30x21

___________________________(Dollars) for Metico SS 1500 Safety Shield or equivalent
Lake Orion Community Schools Award Criteria
Bid # LOCS 2023 - Safety Film

Date __________________________

Vendor Name ____________________________________________________________

Vendor Contacts Name ______________________________________________________

Phone Number _____________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Proposal Cost. 30%</td>
<td>_____</td>
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<tr>
<td>Completeness of forms 10%</td>
<td>_____</td>
</tr>
<tr>
<td>References 20%</td>
<td>_____</td>
</tr>
<tr>
<td>Warranty Provided 20%</td>
<td>_____</td>
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<tr>
<td>Experience in installation 20%</td>
<td>_____</td>
</tr>
<tr>
<td>Rating Total 100%</td>
<td>_____</td>
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</tbody>
</table>

Scale Rating: 1-100

1-20 Does not meet expectations

21-40 Partially meets expectations

41-60 Meets expectations

61-80 Exceeds Expectations

81-100 Greatly Exceeds Expectations