

Request for Quotation

Decatur Public Schools

Building Security System

November 8, 2023

Introduction

Decatur Public Schools is soliciting quotations for a Building Security System. Decatur Public Schools already has a system that includes a classroom door barrier system and a high visibility hallway wayfinding placard system. The District will receive quotes for an integrated wireless lock down warning system that complements our existing security system, one that activates visual alerts in each classroom, has wireless lighting and security that connects to a software system, is equipped with a dispatch integration alert system, and will provide full implementation with training for all students and staff. While we understand all bidders may not be able to bid the exact design, the district's preferred design or close facsimile will be given full consideration.

Decatur Public Schools is requesting a quotation for full installation of the integrated system in all its school buildings consisting of Davis Elementary and Decatur Jr. Sr. High School.

Proposal Requirements

Bid Response

All bidders submitting a response to this RFQ must do so by completing and submitting both the "Vendor Profile" form found in Appendix A and the "Pricing Summary" sheet found in Appendix B of this document. Additional vendor information is welcome and may be included along with the completed "Vendor Profile" form.

All bidders should include a brief written statement, which summarizes their response. It should include any pertinent information which was not specifically asked for in other parts of this document, but which the bidder wishes us to know.

Two sealed copies of your bid response must be received no later than 12:00 p.m. EST on Monday, December 11, 2023. **Bids received after that time will not be considered.** Bids will be publicly opened in the District Office located at 110 Cedar Street and read at that time. We welcome bidder's presence at the bid opening. Bids must be sealed and marked '**Building Security Bid**' and submitted to:

Patrick Creagan
Superintendent
Decatur Public Schools
110 Cedar Street
Decatur, MI 49045

Schedule of Events

Request for Proposal Posted	November 8, 2023
Site Visit	Available upon bidder request
Bid Response Due	December 11, 2023, 12:00 PM
Bid Opening	December 11, 2023, 12:01 PM

Bid Evaluation

Decatur Public Schools may make such investigations as deemed necessary to determine the ability of the bidder to supply the items and the bidder shall furnish to Decatur Public Schools all such information and data for this purpose as Decatur Public Schools may request. Decatur Public Schools reserves the right to reject any bid if the evidence submitted by or investigations of such bidder fail to satisfy Decatur Public Schools that such bidder is properly qualified to carry out the obligations of the contract and to complete the orders contemplated therein. In determining which bid is the lowest responsible bid, the Board, in its discretion, may take into consideration not only the amount of the bid, but the following criteria as it deems appropriate and may give such weight thereto as it deems appropriate.

- The bidder's financial ability to complete the contract successfully and on time without resort to its surety;
- The bidder's prior experience with comparable or more complex contracts;
- The bidder's prior history for the successful and timely completion of contracts;
- The bidder's prior experience on other contracts with Decatur Public Schools, including the bidder's demonstrated ability to perform its contract in accordance with the applicable contract documents;
- The bidder's compliance with federal, state and local laws, rules and regulations; and
- Depending upon the specific items to be furnished by the vendor, other essential factor

Customer Contact

To schedule a site visit or if there are any questions regarding the specifications or this invitation to bid, please contact:

Patrick Creagan
Superintendent
Decatur Public Schools
110 Cedar Street,
Decatur, MI 49045
pcreagan@raiderpride.org

General Terms and Conditions

1. Any document submitted after the due date and time will be rejected as not meeting the mandatory requirements for the RFQ
2. Any cost for developing proposal documents is the responsibility of the bidder and shall not be chargeable in any manner to Decatur Public Schools
3. Decatur Public 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.
4. Decatur Public Schools reserves the right to reject any part of a specific proposal for any reason.
5. Decatur Public Schools reserves the right to rebid all or part of this project at a later date.
6. Decatur Public Schools reserves the right to accept any bid, even if it is not the lowest bid.
7. Decatur Public 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.
8. Decatur Public Schools reserves the right to increase or decrease quantities purchased, both at the time of acceptance of the bid, and subsequent thereto.
9. The bidder is responsible for any applicable Federal and State taxes. All bids are to be made taking this into consideration. The bidder shall be solely responsible for such payments and shall indemnify the owner and hold him harmless for any assessment and payment of same.
10. The successful bidder shall comply with all applicable Federal and State laws, regulations, ordinances, and codes, which are in effect on the cutover date and which place obligations on the bidder with respect to its performance under this agreement.
11. Bid prices quoted shall remain in effect for a period of not less than 90 days from the bid due date.
12. Delivery and installation schedule must be determined and approved by Decatur Public Schools prior to bid acceptance. The successful bidder must notify Decatur Public Schools five business days prior to delivery and installation to arrange an appointment. Any attempted delivery/installation without a previously scheduled appointment may be refused and any additional delivery/installation charge will be the responsibility of the vendor.

13. It is understood and agreed that the delivery date and/or date of installation AFTER receipt of a purchase order is the seller's best offer. In its acceptance of any quotation offer, Decatur Public Schools is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of seller's failure to deliver as and when promised, Decatur Public Schools reserves the right to cancel its accepting order, or any part thereof, and seller agrees that Decatur Public Schools may return all or part of any shipment so made, and may charge seller with any loss or expense sustained as a result of such failure to deliver as promised.
14. Decatur Public Schools is exempt from applicable Federal and State Taxes, Michigan and Federal Tax-Exempt (FE# 38-6003991). All quotation offers and/or bids are made taking this fact into consideration.
15. Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payments within such period in the regular course of business.

Equipment Specifications

The equipment description is listed on the Pricing Summary sheet in Appendix B. It is the bidder's responsibility to assure the proposal includes all of the components necessary to meet the Decatur Public Schools performance expectations for a building security system. Interested bidders are encouraged to contact the customer contact listed to verify compliance with the necessary performance requirements.

Guarantee

All equipment is to be guaranteed for manufacturers said period and, in all cases, not less than one year.

Payment Schedule

Payment Terms: Decatur Public Schools will negotiate specific payment terms with the successful bidder. Unless otherwise previously agreed to by Decatur Public Schools, all approved invoices will be paid within 30 days of receipt by Decatur Public Schools.

Vendor Profile

Appendix A

**Decatur Public Schools
Building Security System**

(Compete Form or provide requested information in a complete, simple and fully compliant attachment)

Company Name: _____

Address: _____

Project Manager: _____

Phone Number: _____

Email: _____

Additional notes or comments associated with this project/bid:

Years in Business: _____

Number of Employees: _____

Number of Service Staff: _____

Signature & Title _____

Pricing Summary

Appendix B

**Decatur Public Schools
Building Security System**

(Complete Form or provide requested information in a complete, simple & fully compliant attachment)

Qty	Equipment Description	Part #	Manufacturer	Unit Price	Total Price

Total Bid Price \$ _____

Quoted price includes all terms in RFQ of Decatur Public Schools

Delivery/Completed Installation – 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: _____
Submitted By (type or print): _____ Title: _____
Signature: _____ Date: _____