

NORTHRIDGE ACADEMY
REQUEST FOR PROPOSALS FOR
FLOORING INSTALLATION

ALL INVITATIONS TO BID BY THE NORTHRIDGE ACADEMY WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF ANY PURCHASE AGREEMENT AWARDED BY THE NORTHRIDGE ACADEMY.

1. Definitions

1.1. "Northridge Academy" shall mean the Northridge Academy, a Michigan nonprofit and a Michigan public school academy chartered by Ferris State University.

1.2. "Board of the Academy" shall mean the Board of Directors of the Northridge Academy.

1.3. "Contractor" shall mean a company or group of companies providing a Sealed Bid to Northridge Academy pursuant to this Request for Proposal.

1.4. "Sealed Bid" shall mean a formal offer to provide goods or services in accordance with the policies and monetary limitations set by the Board of the Academy, the general conditions, and the specifications. The bidder to be considered must indicate proposal title and date on outside of reply.

1.5. "Successful Bidder" shall mean any vendor to whom an award to provide goods or services is given by the Northridge Academy.

1.6. "Specification(s)" shall mean a general description of the goods or services desired and the conditions for their purchase by Northridge Academy as outlined on Exhibit A to the Request for Proposals.

2. General Conditions:

2.1. Sealed Bids - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below. They will be opened and read aloud at a special meeting of the Board of the Academy on April 18, 2024. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "Floor Installation Proposal."

DUE DATE:	April 17, 2023
TIME:	4:00 p.m. local time
PLACE:	Northridge Academy c/o Evelyn Hamlett 4100 Coldwater Flint, MI 48504

PROPOSALS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

2.2. The submission of a Sealed Bid will be construed to mean that the bidder is fully informed as to the extent and the character of the goods and a representation that the bidder can furnish the goods in complete compliance with the Specifications.

2.3. The Northridge Academy reserves the right to make awards within thirty (30) days after the due date of the bid opening during which time bids may not be withdrawn. Respondents shall not be allowed to modify their proposals after the opening time and date.

2.4. One clearly-labeled original proposal with a manual signature and two (2) copies of the proposal are to be sealed in one package clearly labeled "Floor Installation Proposal" on the outside of the package.

2.5. Failure to submit one original Sealed Bid with a manual signature may result in the rejection of the proposal. All proposals shall be signed by an officer or employee having authority to bind the Contractor presenting a Sealed Bid.

2.6. Verbal discussions of items in this Request for Proposal with the Northridge Academy or The Leona Group, LLC personnel are not to be construed as changing any of the Request for Proposal requirements. Any changes to the requirements or Specifications will be communicated in writing to the bidders by Northridge Academy.

2.7. Potential bidders are asked to email their questions to evelyn.hamlett@leonagroupmw.com by April 15, 2024. The school district will email its response to these questions within 24 hours of receipt.

2.8. The Northridge Academy reserves the right, before awarding any contract, to require the Contractor to submit such evidence of qualification as it may deem necessary, and may consider any information available to it, in making the award in the best interest of the Northridge Academy.

2.9. The Northridge Academy reserves the right to cancel the contract or portions thereof, without penalty for reasons of funding limitations.

3. Guarantees by the Successful Bidder. The Successful Bidder guarantees:

3.1. That the Successful Bidder has carefully checked the information contained in its Sealed Bid and understands that the Successful Bidder shall be responsible for any error or omission in a Sealed Bid.

3.2. That the Successful Bidder has carefully examined the instructions and specifications and will provide fourth grade reading program for the price set forth in the Sealed Bid.

4. Elements / Requirements of Bid.

4.1. Introduction. Northridge Academy seeks through this Request for Proposal to enter into a purchase agreement with a Contractor to install flooring at its facility located at 4100 Coldwater, Flint, Michigan 48504.

4.2. Background. Northridge Academy is a public school academy serving grades K-8 in Flint, Michigan.

4.3. Project Scope. Northridge Academy seeks to enter into a project agreement with a Contractor that can provide and install flooring as outlined in the Specifications.

4.4. Contents of Sealed Bid. The Contractor shall submit a Sealed Bid for installing flooring at Northridge Academy on or before April 17, 2024, by 4:00 p.m. in the form of one original and two (2) copies of a detailed proposal that includes information on the following topics:

4.4.1. A general description of the Contractor including a brief history. Provide the name, address and telephone number of the Contractor's headquarters and the location(s) of the Contractor that will be directly providing goods and/or services to Northridge Academy.

4.4.2. Describe the Contractor's availability and capability to provide and install flooring as outlined in the Specifications.

4.4.3. Generally, describe how the Contractor would meet the Specifications by indicating any suggested modifications to the Specifications.

4.4.4. List the proposed fees and structure to provide and install flooring as outlined in the Specifications. Please specify all billing procedures.

4.4.5. List all Michigan public school and public school academy ("Michigan Public Schools") customers the Contractor has served in the last five years. Please provide names of contact persons who are willing to share comments about the Contractor's goods with representatives from these Michigan Public Schools.

4.4.6. Provide the name of the Contractor's insurance company and the name, address and phone number of the agent in charge. Describe the Contractor's errors and omissions, general commercial liability and other current insurance policies along with coverage limits and length of time with the current insurance company(ies).

4.4.7. Has the Contractor had litigation, arbitration or a claim filed against the Contractor by a Michigan Public School? Has the Contractor filed any such actions against a Michigan Public School? If yes to either inquiry, please provide a brief explanation.

4.4.8. A signed Iran Economic Sanctions Act Certification.

4.4.9. Signed and notarized Familial Disclosure Affidavit.

4.4.10. Please provide any other information the Contractor feels will be helpful to Northridge Academy in selecting an Contractor.

5. Evaluation Criteria.

5.1. The evaluation criteria will include, but is not limited to:

5.1.1. Quality of goods or services and Contractor reliability.

- 5.1.2. Experience of the Contractor and relevant personnel.
- 5.1.3. Capability.
- 5.1.4. Past performance.
- 5.1.5. Price.
- 5.1.6. Warranties, insurance and other contractual issues.

5.2. The Board reserves the right to accept or reject any or all Sealed Bids and to accept any Sealed Bid which appears to be the best advantage to Northridge Academy. It is anticipated that the Successful Bidder will enter into a mutually agreed upon goods / retainer agreement with Northridge Academy which shall provide for Northridge Academy's ability to unilaterally terminate the purchase agreement upon certain conditions agreed upon by the parties.

- 6. Submittal of Proposals. Please submit one original and two (2) copies of the Contractor's Sealed Bid signed by a duly authorized officer of the Contractor. Mark outside of envelope "Floor Installation Proposal."

Sealed Bids should be submitted proposals to:

Northridge Academy
c/o Evelyn Hamlett
4100 Coldwater
Flint, MI 48504

- 7. Safety. The Successful Bidder shall be responsible for compliance with all applicable federal and state laws, cods, and regulations, including but not limited to MIOSHA and the Right-to-Know.
- 8. Fines for MIOSHA Violations. If Joy Preparatory Academy is assessed fines for MIOSHA violations arising out of the Successful Bidder's services and attributable to the Successful Bidder, the Successful Bidder shall reimburse Joy Preparatory Academy for these.
- 9. Permits. The Successful Bidder is required to obtain and pay for any required permits both state and local.
- 10. Compliance with Applicable Law; Licenses.
 - 10.1. The Successful Bidder shall (i) comply with all rules, regulations and laws applicable to the Successful Bidder; (ii) have and maintain any and all governmental licenses required to be held by the Successful Bidder under any applicable federal, state or local law; and (iii) use its best efforts and reasonable diligence to not do anything that would jeopardize or unreasonably interfere with Northridge Academy's use of its property and facilities.
 - 10.2. Davis-Bacon Act.

- 10.2.1. If applicable, the Successful Bidder shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The Successful Bidder shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- 10.2.2. The Successful Bidder and its subcontractors are required to pay wages to all laborers and mechanics on all federally funded construction, alteration and repair (including painting and decorating) projects in excess of \$2,000.00 at a rate not less than the prevailing wage, which is determined by the U.S. Department of Labor.
- 10.2.3. The Successful Bidder and its subcontractors are required to pay wages not less than ones a week.
- 10.2.4. For contracts in excess of \$100,000, the Successful Bidder must also, under the provisions of the Contract Work Hours and Safety Standards Act, as amended, pay laborers and mechanics, including guards and watchmen, at least one and one-half times their regular rate of pay for all hours worked over forty in a work week.

Iran Economic Sanctions Act Certification

I am the _____ (insert title) of _____ (insert company name), or I am bidding in my individual capacity (“Bidder”), with authority to submit a binding bid to provide and install flooring to Northridge Academy. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, *et seq.* (“Act”). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Signature: _____

Date: _____

Printed Name: _____

FAMILIAL DISCLOSURE AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Northridge Academy Administrator.

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Northridge Academy Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of the Board of the Academy, the Superintendent of the District and/or any Northridge Academy Administrator.

___ The following are the bidder's familial relationship(s) with the Northridge Academy:

Bidder/Contractor Employee Name Related to: Relationship

1 _____

2 _____

(Attach additional pages if necessary to disclose all familial relationships)

___ There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Board of the Academy, the Superintendent of the District and/or any Northridge Academy Administrator.

Bidder:
(Company Name)

By:
(Signature)
(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____

County, _____ on this _____ day of _____, 2024

(Notary Public Signature) SS:

My Commission expires: _____

Acting in the County of: _____

Exhibit A

Specifications

The name of a certain brand, make or manufacturer does not restrict bids to the specific brand, make or manufacturer named. Other brands, makes or manufacturers may be offered as an alternative as long as they meet the requirements/specifications listed.

Northridge Academy is looking for proposals to install flooring according to the following specifications:

1. 48 sq yards of walk off carpet tile
2. 3,555 sq ft of vinyl tile
3. 10 cartons of 4.5 inch vinyl base
4. 72' transitions
5. 6 stair nosings
6. Removal and disposal of existing flooring
7. Include timeline with bid
8. Please list all assumption made in creating proposal
9. Contractor must be licensed and insured with Northridge Academy named as additional insured on policy
10. Contractor must provide bonding as follows: Performance, labor/material and maintenance guarantee bond for 100% contract price