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**RFP #HV-988-031221**

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REQUEST FOR QUALIFICATIONS

FOR

PLAYGROUND EQUIPMENT DESIGN AND INSTALLATION

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## **SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE**

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFQu # HV-988-031221 – Playground Equipment Design and Installation
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
  - Assurance Regarding Access to Records and Financial Statements
  - Iran Economic Sanctions Act
  - Familial Relationship Disclosure
  - Non-Collusion Affidavit
6. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Huron Valley Schools, prior to award, and

shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.

10. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.
11. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify, the bid contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.
12. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
13. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.
14. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
15. Submit requests for clarification or interpretation of the Bidding Documents in writing on bidder's letterhead stationery, pdf format. The cut-off date for submission of clarifications, interpretations, ambiguities, inconsistencies, and or errors discovered is June 8, 2021.
16. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
17. Failure to comply with instructions stated in this section may result in rejection of bid.
18. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.
19. Cost of a Performance Bond, equal to 100% of the contract price for bids over \$10,000.00, shall be stated in your bid proposal as a percentage of a total cost ordered. Owner shall decide at the time of award of contract whether to proceed with a Performance Bond.
20. Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a



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criminal history background check. This background check will include a requirement for each contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check. Once screened, the District will provide approved personnel with a Contractor Badge with a unique number.

21. All information issued prior to the close of the bidding period shall be included in returned bid proposals and acknowledged on the Bid Proposal Form.
22. The Contract shall be awarded when a Bidder has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner. If Owner chooses to have a Performance Bond, it will be expressed as a percentage of the total cost ordered per paragraph #19.

#### **Huron Valley Pricing Attachment A and B**

Respondents should indicate any discounts or promotional pricing available. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Huron Valley requests equal or better than pricing to be submitted.

**Solicitation Terms and Condition can be found at [www.hvs.org/district/purchasinginfo/](http://www.hvs.org/district/purchasinginfo/)**



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## BID SUMMARY

**Commodity/Service Being Requested:** Playground Equipment Design and Installation

**Type of Solicitation:** Request for Qualifications (RFQu) - Huron Valley Schools, in partnership with the Michigan Association of Counties (MAC) bid program, is implementing a Playground Equipment Design and Installation procurement program statewide throughout Michigan. School districts and counties across the state have been requesting a playground equipment design and installation contract vehicle be put in place that makes the purchase, design, and installation of playground equipment affordable and easy to order.

Through this process, it is the goal of Huron Valley Schools to:

- Create an Ala Carte list of playground equipment appropriate for Pre-K to Grade 5. Each school has a budget for playground equipment and will select the pieces they would like for their building. The Ala Carte price list of powder coated steel playground equipment should include the design, equipment and installation with each piece priced individually to upgrade eight (8) existing elementary school playground sites. Vendors are to use Attachment A and list the areas serviced in the State.
- Competitively prequalify and establish a list of contractors that will provide playground equipment design and installation for the next three to five years. The resulting contract(s) will enable public municipalities, non-profit organizations, and school districts to "piggyback" and purchase on an as needed basis from the awarded pool of contractors. The list of entities that will be using this bid will continue to grow statewide. Vendors are to use Attachment B and list the areas serviced in the State.

**Type of Resulting Contract:** Statewide Cooperative Contract - As a result of this RFQu, Huron Valley Schools will work with the Michigan Association of Counties to market and extend the resulting contract(s) to other government municipalities and school districts statewide. The vendor or vendors will be competitively selected as having been qualified as defined within the qualification section of this RFQu.

**Resulting Contract Term:** Three (3) years with two (2) one-year renewal options.

TIMETABLE	
Release of RFQu:	June 1, 2021
Question & Answer Due Date:	June 8, 2021
Questions and Answers Responses Posted:	June 15, 2021
Proposals Due by (10:00 AM/ EST) *:	July 1, 2021
Notice to Award:	August 2021
Master Agreement Award Date:	August 2021

\*Responses received later than the specified deadline will be disqualified.

**Contacts with Huron Valley Schools Personnel:** All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be sent to the following email: [schubel@macservcorp.com](mailto:schubel@macservcorp.com)

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**Solicitation Terms and Conditions can be found at [www.hvs.org/district/purchasinginfo/](http://www.hvs.org/district/purchasinginfo/)**



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## SECTION 1.0 – BIDDER RESPONSES TO SCOPE OF WORK AND PRICING

### 1.1 Minimum Mandatory Requirements

All Bids will be reviewed for compliance with the mandatory requirements. Bids deemed non-responsive will be eliminated from further consideration.

1. Proposer must have three (3) years' experience, within the last five (5) years, designing and installing playground equipment equivalent or similar to that being requested by Huron Valley Schools as described herein.
2. Provide pricing to Huron Valley Schools for an Ala Carte price list of powder coated steel playground equipment that should include the design, equipment and installation with each piece priced individually using Attachment A. Competitively prequalify and establish a list of contactors that will provide playground equipment design and installation using Attachment B. These items will be purchased over the next three to five years by the school district and other entities. Price should include delivery, installation, and removal of all packaging from site.
3. Please include with your proposal a detailed timeline from the playground equipment order through delivery and installation.
4. Provide pricing to Huron Valley Schools/MAC cooperative members on a wide range of playground equipment made of plastic, coated steel, or a combination thereof.
5. If awarded, proposer will be required to present all product information in electronic catalogs.

**Proposer Response:**

*Please enter your responses in the “Proposer Response” text boxes provided. There is no requirement or limitation on the number of words for your responses.*

### 1.2 Product and Service Categories

Huron Valley Schools is seeking a playground equipment designer and installer that has the depth, breadth and quality of resources necessary to design and install equipment in the categories below. Huron Valley Schools is also interested in the introduction of products that will offer Huron Valley Schools/MAC cooperative members a wide range of solutions for playground equipment.

#### Playground Equipment Categories



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This bid will have 2 pricing components. The first section will be an Ala Carte list of products to be purchased by Huron Valley Schools. The purpose of the second section is to get a wider selection of pricing on lines of playground equipment that includes design and installation costs as described below.

### Section 1 - Huron Valley List of Products

1. For the Huron Valley list of products, proposers are to give a unit cost that will include design, delivery, and installation. Proposers are to include product specifications for playground equipment that clearly identifies brand and product. **Please use Attachment A for the pricing of this Section.**

#### Categories:

Category A - Swings  
Category B - Swing Sets  
Category C - Spinners  
Category D - Slides  
Category E - Merry Go Rounds  
Category F - Climbers  
Category G - Balance Equipment  
Category H - Net Climbers  
Category I - Activity Panels  
Category J - Bouncers  
Category K - Funnel Ball  
Category L - Tree Houses  
Category M - Quick Ship Playgrounds  
Category N - Play Systems  
Category O - ADA Play Systems  
Category P - Fitness/Obstacle Courses  
Category Q - Fitness Stations  
Category R - Surfacing and Borders

### Section 2 – Other Playground Offerings/List of Products

2. For all other playground equipment offerings, proposers are to provide pricing that includes design and installation costs. Proposers are to include product specifications for playground equipment that clearly identifies brand and product. Proposers are to indicate in the pricing section a list price and/or percentage off list price for each item. **Please use Attachment B for the pricing of this Section.**

#### Line Items:

**Playground Equipment Lines (List Name of Line and Types of Products Offered)  
Additional Related Products, Accessories, and Services Offered by Supplier**



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## Permits

All permits for any project will be supplied by vendor or will be coordinated with vendor and contractor chosen by Huron Valley Schools and other entities. Cost of permits will be covered by the vendor unless otherwise negotiated. This includes: permits, testing, and inspections

- Obtain and pay for the necessary permits to complete the project.
- The vendor shall provide copies of all inspection, acceptance, certificates, and operating permits, as required by governing authorities to allow normal, unrestricted use of the playground.
- Upon completion of projects, the vendor shall be responsible for ensuring that playground surfacing and borders meet the minimum safety requirements and/or yardage specifications established in the project.
- The vendor is responsible for removal of all materials and debris from site.
- The equipment layout, if amended by the vendor, shall meet State of Michigan code for access and egress.
- The selected vendor shall submit a construction schedule within 30 days of being awarded the contract.
- The vendor is must submit property insurance verification, including coverage for lost, stolen, or damaged materials, until installation is completed

Vendor will provide all equipment, workmanship and labor requested by Huron Valley Schools and other entities. Vendor will ensure all aspects of any project meet or exceed all code requirements, regulations, and certifications.

## Certifications

All playground equipment must meet or exceed American Society for Testing and Materials (ASTM) Standards and Consumer Product Safety Commission (CPSC) Standards. Manufacturers shall be a member of the International Play Equipment Manufacturers Association (IPEMA) and have certification as a Certified Playground Safety Inspector (CPSI).

### ***Proposer Response:***

***Specifications and electronic catalogs must be submitted. Please use the space below to provide comments regarding the Playground Equipment lines being offered.***

***We are pleased to offer the following BCI Burke branded products and services:***

- ***Playground Equipment***
- ***Sports & Recreation Equipment***
- ***Site Amenities***
- ***Shade***
- ***Burke Turf and Burke Tiles Surfacing, including plastic borders***
- ***Installation of Burke Equipment & Shade***
- ***Installation of Burke Turf & Burke Tiles***
- ***Delivery of all products***



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*It is a requirement in our industry to have all products certified through IPEMA to the ASTM F1487 and CSA Z614 playground safety standards for equipment and surfacing. We are active participants in the equipment certification program and the surfacing certification program, and all of our products are certified to the appropriate standards. Our company also maintains certification to ISO 9001 and ISO 14001, which are both necessities to compete and carry on business in our industry.*

## 1.3 Product Specifications

### 1.3.1 Reservation of Rights

Huron Valley Schools will evaluate the merits of all bids submitted and reserves the right, in its sole and absolute discretion, to accept or reject, in whole or in part, any or all bids or portions of bids with or without cause. Huron Valley Schools further reserves the right to waive any irregularity or informality in the RFQu process or any bid, and the right to award to one or multiple vendors.

Huron Valley Schools reserves the right to add or delete services from the bid, extend agreements, or change vendors, in order to best serve the eligible agencies. These changes will follow approved bidding laws. Huron Valley Schools may use the product or service cost, or the sum of groups of products and/or services, may group similar products, and/or total cost of ownership, to evaluate prices and award bids. Huron Valley Schools reserves the right to request additional information from any or all Proposers. Huron Valley Schools also reserves the right to select one or more vendors to award a contract to under this RFQu. In the event a bid is accepted by Huron Valley Schools and the vendor asserts exceptions, special considerations or conditions after acceptance, Huron Valley Schools, in its sole and absolute discretion, reserves the right to reject the bid and award other Proposer(s).

### 1.3.2 Warranties

The Contractor shall provide written documentation from the Manufacturer, which guarantees items against defects in materials, manufacture and workmanship. Please provide information regarding warranty terms for each item in the designated column for Attachments A and B. Final settlement shall not relieve the Manufacturer from liability for such defects, and upon notification from Owner, the Contractor or Manufacturer shall, by repair, replacement, or otherwise, place the item in a condition satisfactory to the Owner in every respect. Usual wear and tear and results of Owner's accidents are exempted from the requirements of this guarantee. Everything required to fulfill this guarantee shall be done without additional cost to the Owner. The products or workmanship of any Subcontractor are to be covered in the primary Manufacturer's guarantee.

### Maintenance Instructions

The Contractor shall provide Maintenance Instructions as written by the Manufacturer for each item of playground equipment.

### 1.3.3 Competition Promoted

The name of a model, manufacturer or brand in Huron Valley Schools bid documents shall not be considered as exclusive of other brands unless "NO SUBSTITUTE" is stated in the item description. Proposers may offer a variety of brands and models, as it is the intent of Huron Valley Schools to provide a multitude of options to the eligible agencies. Huron Valley Schools expects all supplies, materials, equipment or products bid to meet or exceed the specifications set forth in this RFQu. Further, it is Huron Valley Schools intent that this RFQu permit competition. Accordingly,



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the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, materials, equipment or products requested in this RFQu are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. Huron Valley Schools, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Proposer meet the specifications contained in this RFQu and possess equivalent and/or better qualities. It is the Proposer's responsibility to notify Huron Valley Schools in writing if any specifications or suggested comparable equivalent products/brands require clarification by Huron Valley Schools prior to the due date for bids.

Please confirm your understanding by checking Yes or No.

Yes       No

#### 1.4 Service Specifications

All services furnished must be in conformity with the participating agency requirements and specifications and will be subject to acceptance by the individual customers at delivery. The right is reserved to reject the service at the risk and expense of the vendor.

##### 1.4.1 Contractor Code of Conduct

The purpose of the Huron Valley Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Huron Valley Schools for persons both contemplating performing work and performing work for Huron Valley Schools in the capacity of a contractor or subcontractor. These rules will become part of the mandatory working conditions of the contract and failure to comply by any contractor, subcontractor, management, employee, or contracted consultant may result in the cancellation of the contract. In general, it is expected that everyone entering a Huron Valley Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the education process of children while assuring their overall safety and security. The following rules have been established to assure that this is done:

Every contractor employee that enters or leaves the building must sign in and out at either the school office or the building engineer's office as designated by the school administrator. This sign-in sheet must record the name, time in and out, the firm, and the signature of the individual.

All contractors shall be furnished by their company a badge or identification that is to be worn while in the building. Such identification shall clearly indicate the individual's name and the name of the firm they are working for.

Prior to the beginning of a job, the contractor shall furnish the building engineer with a list of individuals expected to be on the job, contact persons with phone numbers, and a schedule of the activities to take place.



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The contractor shall provide the building engineer with a scope of work and check with him prior to drilling or penetrating any walls, floors, or ceilings.

Each person working in a school building or on school property shall comply with the following:

No drinking or possession of liquor or alcoholic beverages and or possession of any kind of illicit drugs or narcotics.

No use of District facilities or equipment including telephone, computers, internet access, fax, kitchen, maintenance or office equipment.

No smoking or use of any tobacco products anywhere within the building at any time nor outside the school on District property during normal school hours (This is a law and punishable as a civil infraction by local authorities).

A reasonable standard of dress must be followed. Within the educational facilities where students and parents are or can be present, this is to mean clothing or attire must be suitable for the work and must not bear images or writing depicting anything to be construed as obscene in nature or promoting or portraying alcoholic beverages or use, drugs, narcotics, tobacco or establishments that serve or promote the use of these substances.

There shall be no use of profanity or obscene language or gestures. Language, gestures, or other actions that depict sexual or ethnic harassment or intimidation will not be permitted.

The contractor is responsible for a clean and safe workplace. To that end the following will be adhered to:

All work areas, walkways, and stairs must be kept clear of debris and loosely scattered materials.

Material storage is to be in an area designated by the Building Engineer

All work areas are to be cleaned by the contractor prior to leaving. Building staff will not be responsible for cleaning work areas.

All trash, debris, and material must be removed from the worksite each day and disposed of off-site. District dumpsters and trash containers are not to be used by contractors for disposal.

All contractor tools and equipment must be kept in good working order, with guards and safety devices in place and working. Defective tools must be taken out of service. District tools and equipment will not be loaned to contractors.



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Contractors are to provide and use required protective safety equipment and comply with all local, state, and federal safety laws and regulations.

Contractors are responsible for the reporting of accidents both to the District and their management and to obtain any emergency treatment that may be required.

Upon leaving a jobsite all doors and windows must be locked, secured, or left as they were found prior to beginning the work.

Contractors are to provide their own site safety plan for areas that they are working in.

Contractors are reminded that there may be asbestos insulation in our buildings. They are not to disturb any insulation or enter any areas that contain asbestos containing building materials. If they have any questions, contact the building engineer for direction.

Contractor is not to disable or interfere with any fire or burglary system equipment or telephone lines servicing such equipment. If equipment needs to be removed, relocated, or temporarily disabled, the contractor needs to coordinate this with the building engineer.

The District will not tolerate acts of theft, vandalism, fighting, or abuse of the facilities or activities that threaten the security and safety of the school environment and its students, staff, and employees.

In summary, good judgment must be used to protect the learning environment. **Failure to comply with the above or to exhibit conduct which is deemed not in the best interest of the Huron Valley Schools will be grounds for immediate removal from the building and the project.**

Please confirm your understanding by checking Yes or No.

Yes       No

## 1.5 Service Capabilities

### 1.5.1 Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger or acquisition.

#### **Proposer Response:**

**Burke's local Authorized Dealers are required to provide exceptional support and service when managing projects. Our Authorized Dealers are flexible and responsive to all communications and requests. Their role as exclusive manufacturer's dealers requires them to be customer and project-first responders. Each Authorized Dealer would have one point of contact assigned to the mobilization**



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**and deployment of each project. Any changes or delays would immediately be communicated to HVS, but we do not anticipate that happening.**

### **1.5.2 Primary Account Representative**

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

#### ***Proposer Response:***

**Marianne Larson**

BCI Burke Company

Sales Support Manager

Contract Administration Contact

- Bid Documents
- Contract Amendments

Address:

727 Northwest Way

Fond du Lac, WI 54937

Tel: 920-933-6701

Email: [mlarson@bciburke.com](mailto:mlarson@bciburke.com)

**Kristyn Kaehler**

BCI Burke Company

Accounting Manager

Contract Sales Reporting

Address:

727 Northwest Way

Fond du Lac, WI 54937

Tel: 920-933-6716

Email: [kkaehler@bciburke.com](mailto:kkaehler@bciburke.com)

### **1.6 Customer Service**

It is preferred that the Vendor have an accessible customer service department with an individual specifically assigned to Huron Valley Schools. Customer inquiries should be responded to within 48 hours or two (2) business days unless it is an emergency issue. Describe your company's Customer Service Department (hours of operation, number and location of service centers, regular and emergency response times, etc.)

#### ***Proposer Response:***

*Burke has one service and parts center with three full time technicians. The hours of operation are 7:30am-4:30pm Central Time. After-hour phone calls are recorded and are returned / answered the following business day. Additionally, our Representatives have access to our website 24/7. The website offers our Representatives a large amount of product-related information they can access before, during or after our normal hours of operation.*

*Burke has a toll free Customer Service telephone number available for customers to call the factory  
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***direct. Our Customer Service staff has the ability to process requests almost immediately and we can ship service parts the same day in many cases, including Next Day Air service if the situation requires it. Customer Service requests are forwarded directly to the Production Manager and his staff for immediate processing***

### **1.7 Purchase Orders**

Requests for quotes will be initiated by participating entities as specific needs arise. Participating entities will issue individual detailed specifications to the pre-qualified vendor pool along with specific response information required, deliverables, and any special terms and conditions. The vendors will respond directly to the requesting agency within the timeframe specified in the request for quote. The participating entity will evaluate the responses and determine the vendor that will be awarded a purchase order (PO). Resulting orders are to be delivered and billed directly to these institutions.

Please confirm your understanding by checking Yes or No.

Yes

No

### **1.8 Delivery & Acceptance**

The Proposer will be required to quote prices for all known costs for the requested products and services. Proposer should address the following items and costs in their proposal and other item/costs that they are aware of that may not have been requested in this bid.

- Time frames for delivery of service;
- Please give a description and the costs associated with products and the service model you recommend.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

#### **Proposer Response:**

Burke's Authorized Representative, Snider Recreation, will receive a signed quotation or purchase order from the HVS customer. The Representative will utilize Burke's internet based ordering system which is available for use by Authorized Representatives only. The system is entirely self-developed and self-managed by our in-house IT and Order Entry Departments. Once the order is placed, our Order Entry Department will process the order internally. The order is carefully reviewed by the Order Entry and Design Departments to ensure the order matches the customer's purchase order including equipment, color, price, requested delivery date, shipping location and any other information pertinent to the order. The Burke Representative will invoice the customer once the order has shipped. All HVS orders will be flagged as such in Burke's system so that Burke's Accounting Department is able to easily identify the HVS orders and generate reports which accurately reflect HVS order totals.

#### **1.8.1 Reporting Capabilities**

Contractors are required to submit quarterly sales reports and other reporting documents, as it pertains to this contract.



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Please confirm your understanding by checking Yes or No.

Yes       No

#### 1.8.2 Shipping Errors

The receiving entities have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the products/services fail to comply with specification requirements.

Please confirm your understanding by checking Yes or No.

Yes       No

***If "NO" was answered on any items in Section 1.3, 1.4, 1.7, 1.8, please explain:***

#### 1.9 Pricing Schedule

##### 1. Price Guarantee

###### Price Stability Guarantee

For the first year of the Agreement, the vendor must guarantee to provide the products at the proposed rates. The vendor can propose price increases or decreases after the above stated time period.

###### Promotional Pricing

Proposer may offer promotional pricing for awarded products and/or services during the contract term. Upon promotion expiration, the pricing must return to previous item price and remain in compliance with the Price Stability Guarantee.

###### Free on Board (F.O.B) Delivered/Destination (Required)

Prices shall be quoted "F.O.B. Delivered/Destination" to each Customer with transportation charges prepaid on all orders of one (1) or more.

##### 2. Bid Pricing

Bid pricing must reflect Net 30 payment terms.

##### 3. Quantity Term

Vendor agrees to supply the complete quantity and products that each customer requires.

##### 4. Rebates and Special Promotional Capabilities

All vendors are encouraged to make manufacturer promotions, rebates and special pricing opportunities available. Huron Valley Schools must approve promotional materials referring to



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the Huron Valley/MAC Agreement prior to release. Huron Valley/MAC will post rebate and special pricing information on its web site.

Guidelines for Vendor /Contractor promotions for Huron Valley/MAC awarded items:

- A. Submit all promotions for approval
- B. Identify the savings amount
- C. Identify the final price
- D. Specify the time period in which a purchase must be made
- E. Identify the link to a rebate form (preferred) or provide the form

#### 5. Tax Excluded from Price

(a) Sales Tax: Huron Valley and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Huron Valley and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Huron Valley Schools exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

#### ***Proposer Response:***

Burke agrees to hold the list prices for proposed products for the first year of this contract. Prices will be quoted FOB Destination with transportation charges prepaid and included on the customer's invoice. Payment terms will be net 30 days. We agree to supply the complete quantity and products that each customer requires.

#### **Burke Equipment Pricing**

Burke will offer Huron Valley Schools a minimum 7% discount off list price for each product category as follows:

- Burke Playground Equipment
- Sports & Recreation Equipment
- Site Amenities
- Borders

#### **Burke Surfacing Pricing**

Burke will offer Huron Valley Schools a 5% discount off of published list prices for the following surfacing options:

- Burke Turf
- Burke Tiles

In addition, Burke will offer the following volume discounts on Burke Playground Equipment, Sports & Recreation Equipment, Site Amenities and borders:

<u>List Price Range</u>	<u>Discount off of list price</u>
\$1-\$49,999	Standard proposed discount of 7% off of list price
\$50,000-\$99,999	10% Discount off of list price
\$100,000 and above	15% Discount off of list price



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Burke offers promotions throughout the year which will provide additional customer discounts. These promotional prices will be offered to Huron Valley Schools and quoted accordingly. We will encourage HVS to utilize these deep discounts when they are available.

*Please note that volume pricing does not apply to surfacing or installation.*

#### **Burke Equipment Installation**

Burke Equipment Installation is priced at not to exceed rates based on the list price of the proposed equipment. For the State of Michigan installation costs will not exceed 40% of the list price.

#### **Burke Tile Installation Rates**

A per tile installation rate is charged based on the location of project. For the state of Michigan the installation rate is \$13 per tile.

#### **Burke Turf Installation Rates**

Turf installation rate is charged based on the size of the project. For the state of Michigan the installation rate is per square footage listed below:

<1,000 SF (Minimum \$13,000) = \$13,000.00

1,000 to 1,500 Square Feet = \$12.25/sf

1,500 to 2,000 Square Feet = \$11.50/sf

>2,000 Square Feet = \$11.00/sf

#### **Freight**

Due to fluctuations in freight rates and the varying size and shape of playground equipment, freight is determined on a per project basis. Freight will be invoiced to Huron Valley Schools at Burke's cost. The freight charge will be clearly noted on the quote.

#### **1.10 Price Assurance**

The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Huron Valley Schools following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Huron Valley Schools requests equal or better than pricing to be submitted.

All pricing submitted to Huron Valley Schools shall include 2.0% administrative/remittance fee to be remitted to MAC by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Huron Valley Schools/MAC.

## **SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE**

1. The undersigned declares that the bid documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the bid documents of RFQu # HV-988-031221 – Playground Equipment Design and Installation
3. The undersigned has reviewed the bid documents and fully understands the requirements in this bid and that each bidder who is awarded a contract shall be, in fact, a prime contractor, not a subcontractor, and agrees that its bid, if accepted by Huron Valley Schools, will be the basis for the Bidder to enter into a contract with Huron Valley Schools in accordance with the intent of the bid documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. The undersigned agrees to the following terms, conditions, certifications, and requirements listed in Section 2.3:
  - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
  - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
  - Assurance Regarding Access to Records and Financial Statements
  - Iran Economic Sanctions Act
  - Familial Relationship Disclosure
  - Non-Collusion Affidavit
6. The undersigned acknowledges that bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFQu and associated bid documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a bid, the bidder certifies that if awarded a contract they will make no claim against Huron Valley Schools based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the Huron Valley Schools shall hold Huron Valley Schools, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to Huron Valley Schools, prior to award, and

shall include an insurance certificate and additional insured certificate, naming Huron Valley Schools, which meets the minimum insurance requirements, as stated in the terms and conditions.

10. Bidders are requested to submit a bid on any category(s) that they are able to supply as specified. Substitutions will not be considered. If the documents note "or acceptable equal" all manufacturers will be considered. Products for consideration must comply with bid category "general notes" and identify discrepancies where product does not meet or exceed the specified (basis of design) product for design, finish, and quality.
11. Should a Bidder find discrepancies in, or omissions from the specifications, details, instructions and bid proposal form, or should the bidder be in doubt as to the meaning, the bidder should notify, the bid contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.
12. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
13. Interpretations and supplemental instructions will be issued by Addenda. No Bidder shall rely on any interpretations or corrections given by any other method. Interpretations, corrections, or changes of the Bidding Documents made in any other manner will not be binding.
14. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
15. Submit requests for clarification or interpretation of the Bidding Documents in writing on bidder's letterhead stationery, pdf format. The cut-off date for submission of clarifications, interpretations, ambiguities, inconsistencies, and or errors discovered is June 8, 2021.
16. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
17. Failure to comply with instructions stated in this section may result in rejection of bid.
18. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement.
19. Cost of a Performance Bond, equal to 100% of the contract price for bids over \$10,000.00, shall be stated in your bid proposal as a percentage of a total cost ordered. Owner shall decide at the time of award of contract whether to proceed with a Performance Bond.
20. Huron Valley Schools requires all Contractor owners, employees, agents, representatives, subcontractors, and/or other personnel who will be present on School grounds to submit to a



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criminal history background check. This background check will include a requirement for each contractor owner, employee, agent, representative, subcontractor, and/or other personnel to be screened before he/she enters School grounds. A valid State ID card or Driver's License is required to complete the background check. Once screened, the District will provide approved personnel with a Contractor Badge with a unique number.

21. All information issued prior to the close of the bidding period shall be included in returned bid proposals and acknowledged on the Bid Proposal Form.
22. The Contract shall be awarded when a Bidder has been issued a Purchase Order, but the terms of the Contract shall not be deemed to have been perfected until a Certificate of Insurance is delivered to the Owner. If Owner chooses to have a Performance Bond, it will be expressed as a percentage of the total cost ordered per paragraph #19.

#### **Huron Valley Pricing Attachment A and B**

Respondents should indicate any discounts or promotional pricing available. Please specify where different percentage discounts apply. If respondent has existing cooperative contracts in place, Huron Valley requests equal or better than pricing to be submitted.

**Solicitation Terms and Condition can be found at [www.hvs.org/district/purchasinginfo/](http://www.hvs.org/district/purchasinginfo/)**

## **SECTION 3.0 – BIDDING, EVALUATION, SELECTION & AWARD PROCESS**

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal:

<b>TIMETABLE</b>	
Release of RFQu:	June 1, 2021
Question & Answer Due Date:	June 8, 2021
Questions and Answers Responses Posted:	June 15, 2021
Proposals Due by (10:00 AM/ EST) *:	July 1, 2021
Notice to Award:	August 2021
Master Agreement Award Date:	August 2021

\*Responses received later than the specified deadline will be disqualified.

### **3.1 Huron Valley Schools Responsibility**

Huron Valley Schools is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

### **3.2 Truth and Accuracy of Representations**

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Huron Valley Schools Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

### **3.3 Proposers Questions**

Proposers may submit written questions regarding this RFQu by e-mail to the address identified below. All questions must be received by 10:00 am EST (Eastern Standard Time) no later than Tuesday, June 8, 2021. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFQu.

When submitting questions please specify the RFQu section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFQu. Huron Valley Schools reserves the right to group similar questions when providing answers. Questions should be addressed to:

**Email address: schubel@macservcorp.com**



Huron Valley Schools may modify the RFQu at any time during the bid process. All changes to the RFQu will be posted under the bid number and each posting officially revises the RFQu.

### 3.4 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFQu. The proposal must remain valid for at least 120 days from the due date for responses to this RFQu.

The Proposer will be responsible for completing and submitting the following sections of this RFQu:

**Section 1.0 – Bid Responses to Scope of Work and Pricing** - The Proposer's proposal must include detailed responses to each of the outlined requirements in the text boxes provided. There is no requirement or limitation on the number of words for these responses.

**Section 2.0 – Bidder Information and Acceptance** – The Proposer will be required to complete the information in this section and provide required signatures and notarization.

**Attachments A and B – Pricing Schedules** – The Proposer will be required to complete the excel spreadsheet that make up the pricing schedule.

### 3.5 Bid Submission Deadline

**The Deadline for receipt of Bids is: Thursday, July 1, 2021, 10:00 AM EST (the "Due Date"). Any bids received after this time will not be opened.**

Send or deliver One (1) copy of the bid, clearly marked **Playground Equipment Design and Installation Bid HV-988-031221** along with one electronic copy on a USB Flash Drive to:

**Jon Riebe - Director of Capital Improvements  
Huron Valley Schools - Administrative Building  
2390 South Milford Road  
Highland, Michigan 48357**

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open. Administration Building is open to accept bids 8:00 am – 4:30 pm EST.

Due to COVID 19 our Bid Opening will be virtual. Below is the Zoom invite if you are interested in attending.

Topic: Playground Equipment Bid Opening  
Time: Jul 1, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting  
<https://zoom.us/j/91646717839?pwd=UUh0NjBQL2wzekRMQTlpeHd2bUUwdz09>



Meeting ID: 916 4671 7839

Passcode: 804570

One tap mobile

+19292056099,,91646717839#,,,\*804570# US (New York)

+13017158592,,91646717839#,,,\*804570# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 916 4671 7839

Passcode: 804570

Find your local number: <https://zoom.us/u/aQQ9jM6A>

### **3.6 Adherence to Mandatory Requirements (Pass/Fail)**

Huron Valley Schools Administrator or designee shall review Section 2.0 Bidder Information and determine if the Proposer meets the minimum requirements as outlined in this RFQu.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

### **3.7 Evaluation Process**

All bids will be reviewed for compliance with the mandatory requirements stated within this RFQu. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Huron Valley Schools may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Huron Valley Schools may contact the proposer for clarification of the proposer's bid.
- B. Huron Valley Schools may use other sources of information to perform the evaluation.
- C. Huron Valley Schools may require the proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFQu. The Proposer(s) whose bid is advantageous to the Eligible Agencies, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier has been selected, Huron Valley Schools and the prospective supplier(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Huron Valley Schools may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal. It is anticipated that pre-qualified contract awards will be made to multiple vendors.

A solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part, when it is in the best interest of Huron Valley Schools in accordance with regulations.

### **3.8 Evaluation Criteria**

1. Evaluation Factors for Statement of Work (Section 1) – 30 points
2. Company Profile (Section 2.1) - 10 points
3. References (Section 2.2) – 20 points
4. Pricing (Section 1.10 and Attachments A and B) – 40 points

### **3.9 Optional Tools to Enhance Evaluation Process**

Huron Valley Schools during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Huron Valley Schools:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

### **3.10 Huron Valley Schools Option to Reject Proposals**

Huron Valley Schools may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFQu. Huron Valley Schools and its Architect shall not be liable for any costs incurred by the proposer in connection with the preparation and submission of any proposal. Huron Valley Schools reserves the right to waive inconsequential disparities in a submitted proposal.

### **3.11 Freedom of Information Act**

This contract and all information submitted to Huron Valley Schools by the contractor and proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Huron Valley Schools shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.



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By submitting a response to this RFQu, the Proposer shall be deemed to have agreed to indemnify and hold harmless Huron Valley Schools for any liability arising from or in connection with Huron Valley Schools failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

### **3.12 Contacts with Huron Valley Schools Personnel**

All contact with Huron Valley Schools regarding this RFQu or any matter relating thereto must be e-mailed as follows:

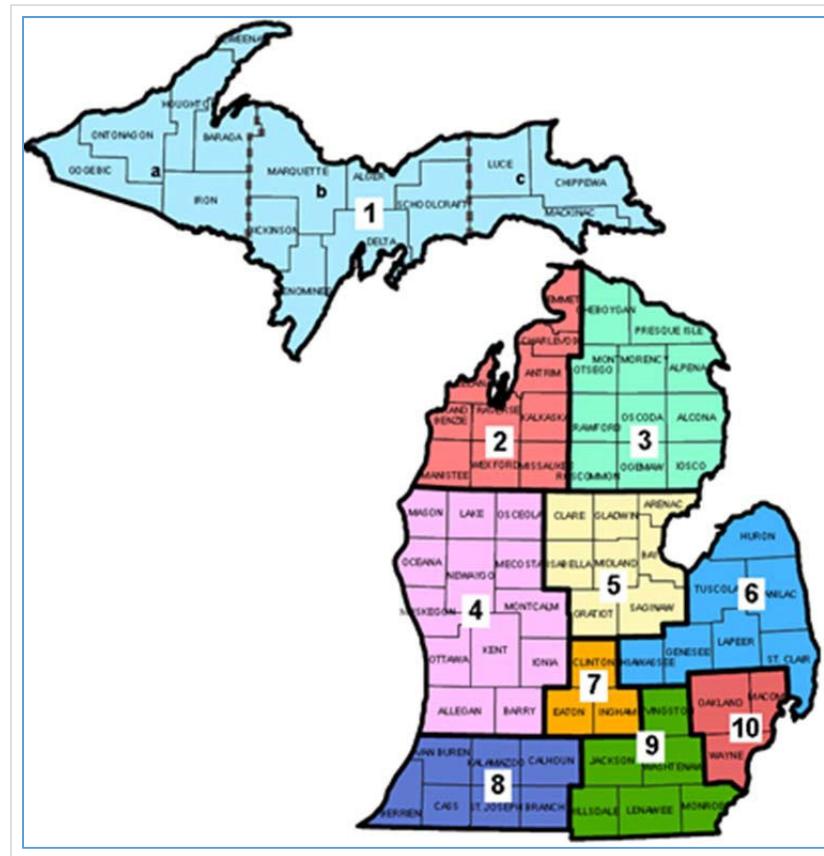
**Email address:** [schubel@macservcorp.com](mailto:schubel@macservcorp.com)

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Huron Valley Schools in writing will be binding with respect to this RFQu.

### **3.13 Final Agreement Award Determination**

Huron Valley Schools reserves the right to make one total award, one award for each category/section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Huron Valley Schools.

## APPENDIX A –Regional Delivery Map



1. Upper Peninsula
2. Northwest
3. Northeast
4. West
5. East Central
6. East
7. South Central
8. Southwest
9. Southeast
10. Detroit Metro

**Attachments A and B**  
**Pricing Attachment General Information**

1. Respondents must submit products, services, warranties, etc. in price list.
2. Prices listed will be used to establish the extent of a manufacturer's product lines, services, warranties, etc. that are available from a particular bidder and the pricing per item.
3. Electronic price lists must contain the following:
  - Model #
  - Manufacturer part #
  - Vendor part # (if different from manufacturer part #)
  - Description
  - Manufacturers Suggested List Price and Net Price
4. Media submitted for price list must include the respondent's company name, name of the solicitation, and date on a Flash Drive (i.e., Pin or Jump Drives) or a website address containing the price list information.
5. The proposer will be evaluated on the following additional discounts:
  - a. Quick Payment Discounts
  - b. Volume/Tiered Discounts/Rebates
  - c. e-Commerce Discounts/Rebates
  - d. Additional Discounts/Rebates

**Not to Exceed Pricing**

1. Huron Valley Schools requests pricing be submitted as not to exceed for any participating entity.
2. Unlike fixed pricing the awarded vendor can adjust submitted pricing lower if needed, but cannot exceed original pricing submitted for the solicitation. Volume or spot market conditions may allow for one-time discounts for participating entities.
3. Vendor must allow for lower pricing to be available for similar product and service purchases under the same market conditions.

**General Information**

1. It is the intent of Huron Valley Schools to always provide the best price and value to its participants. The Vendor must be able to provide a pricing methodology for its products and services that will ensure that Huron Valley Schools is always getting the best and most competitive price available.
2. The products and services provided by this contract may be acquired utilizing many different methods by the participating members of Huron Valley Schools.