

# Huron Valley Schools

2390 S. Milford Rd  
Highland, MI 48357



10/14/2024

**RFQu # HV-425-05172024**

**Furniture, Equipment, Installation and Design Services**

View full catalog at  
[www.discountchoolsupply.com](http://www.discountchoolsupply.com)

Earlychildhood LLC dba Discount School Supply



October 14, 2024

Huron Valley Schools  
2390 S. Milford Rd  
Highland, MI 48357



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.co

Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services

Dear Huron Valley Schools,

Thank you for allowing Discount School Supply® (DSS) the opportunity to submit our response to your proposal for **RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services**. Discount School Supplies (DSS) offers more than 20,000 early childhood education products from over 25 different categories. These categories include Furniture, Arts & Crafts, Dramatic Play, Active Play, Infant & Toddler Items, Storage & Equipment, Math, Science, Language, including Colorations®, a line of top-quality arts & crafts materials; and our original DSS paint.

Our mission is to provide the **BEST** brands at the **BEST** value with the **BEST** service.

**Pricing:** Discount School Supply would like to offer you a 5% catalog discount on all furniture products.

**Shipping:** All in-stock orders ship for free freight within 7-10 business days, excluding any drop ship/special shipping items, as indicated by a truck icon on our website.

Please see <https://www.discountsschoolsupply.com/shipping> for full shipping terms and charges on non-stock items.

**Payment Terms:** Net 30 days.

Cancellations: If you cancel your order after it ships a 15% restocking fee will be assessed. Items need to be returned within 30 days of receipt, in their original packaging, and in resalable condition.

**Guarantee/ Warranty & Returns:** Discount School Supply® offers the lowest every day prices backed by a 110% Low Price Guarantee. DSS stands behind all our products. If you are unsatisfied with any product for any reason, we are here to help you and make it right. Our hassle-free return policy and no restocking fees make it easy for our customers to obtain a refund or exchange whenever necessary. Please contact Customer Support at 800-627-2829 to receive a return authorization (RA). Please see the following for more details: <https://www.discountsschoolsupply.com/returns>

**Exclusions:** Promotionally priced items may be excluded from your standard contractual terms as mentioned above and are subject to review for special pricing. Really Good Stuff, Frog Street, and CCEI products are a specialty category and are excluded from these discounts and promotional pricing. Other specialty items may be excluded from discount on a case-by-case basis. This offer is not valid with any other promotions, discounts, or outside the 48 contiguous United States.

**If awarded, please send notification to [bids@discountsschoolsupply.com](mailto:bids@discountsschoolsupply.com).**

Must reference account "HV-425-05172024" for discount to be applied when sending purchase orders via email to [bids@discountsschoolsupply.com](mailto:bids@discountsschoolsupply.com).

Once again, thank you for your consideration. We look forward to hearing from you regarding this proposal. Please do not hesitate to contact me at the number below or via e-mail if you have any questions.

Sincerely,

Lynn Yeager, VP Sales  
[bids@discountsschoolsupply.com](mailto:bids@discountsschoolsupply.com)



MAC

**RFQu # HV-425-05172024**

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REQUEST FOR QUALIFICATIONS

FOR

FURNITURE, EQUIPMENT, INSTALLATION AND DESIGN  
SERVICES

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### BID SUMMARY

**Commodity/Service Being Requested:** Furniture, Equipment, Installation and Design Services

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

Through this process, it is the goal of Huron Valley Schools to competitively pre-qualify and establish a list of contractors that will provide Furniture, Equipment, Installation and Design Services 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. **Please be sure in your proposal to list the areas of the state where you provide services (See Appendix A – Regional Services Map).** Huron Valley Schools as part of this process is requesting pricing to procure Furniture, Equipment, Installation and Design Services.

**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:	August 19, 2024
Pre-Bid Meeting at (10:00 AM Eastern Time)**:	September 5, 2024
Bidder Questions Due by (12:00 PM Eastern Time):	September 9, 2024
Answers to Questions Posted:	September 16, 2024
Proposals Due by (12:00 PM Eastern Time)*:	September 30, 2024
Master Agreement Award Date:	November 2024

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

\*\*Pre-Bid Meeting is strongly encouraged, though it is not mandatory to attend. The Pre-Bid Meeting will be held virtually via Microsoft Teams on September 5, at 10:00 AM Eastern Time. Meeting link is provided below:



MAC

**Pre-Bid Microsoft Teams Meeting:**

Topic: Pre-Bid Meeting: Furniture, Equipment, Installation and Design Services

Day/Time: Sept 5, 2024, 10:00 AM Eastern Time (US and Canada)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NjRjMzYzZTQtNzRkNS00ZGM4LWFIZDEtMmZmZDg1ZGFkNDNm%40thread.v2/0?context=%7b%22Tid%22%3a%22e1f19f2f-617d-4202-a476-27bc477a74f5%22%2c%22Oid%22%3a%225f987be7-abd4-4e5a-9c24-d98ed4bbc3b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NjRjMzYzZTQtNzRkNS00ZGM4LWFIZDEtMmZmZDg1ZGFkNDNm%40thread.v2/0?context=%7b%22Tid%22%3a%22e1f19f2f-617d-4202-a476-27bc477a74f5%22%2c%22Oid%22%3a%225f987be7-abd4-4e5a-9c24-d98ed4bbc3b5%22%7d)

Meeting ID: 254 320 542 099

Passcode: equSoY

**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: [shaw@macservcorp.com](mailto:shaw@macservcorp.com)



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Solicitation Terms and Conditions – HVS/MAC Master Agreement Template: [Business Office | \(hvs.org\)](https://www.hvs.org)



## 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, providing a range of Furniture, Equipment, Installation and Design Services equivalent or similar to that being requested by Huron Valley Schools as described herein. Please enter your references in Section **2.2 References**.
2. While this RFQu requests two distinct pricing structures: (1) percentage off catalog pricing, and (2) specific pricing for a list of designated items, all vendors are required to submit pricing for Furniture, Equipment, Installation and Design Services in the form of percentage off catalog pricing. Please provide percentage off catalog pricing with your proposal as **Exhibit A**. See instructions in **Attachment A – General Pricing Information**.
3. Awarded Contractor(s) will be required to present all product information in electronic catalogs.

### 1.2 Scope of Work and Requirements

#### 1.2.1 Introduction

Huron Valley Schools is an educational institution that is committed to creating an optimal learning environment for students, staff, and the community. We aim to enhance our classrooms, libraries, administrative offices, and other school spaces with modern, functional, and aesthetically pleasing furnishings. Huron Valley Schools is seeking bids from qualified vendors for the supply of furniture, equipment, installation and design services. This Request for Qualifications aims to establish a partnership with a vendor or vendors who can deliver innovative, sustainable, and functional design solutions that meet the varied needs of our school and consortium members.

#### *Proposer Response:*

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

#### 1.2.2 Scope of Work

The awarded Contractor(s) will be responsible for delivering a complete range of furniture, equipment, installation and design services. This includes, but is not limited to, the following:

##### 1. Furniture Supply and Installation

- a. Office Furniture:
  - Desks, chairs, filing cabinets, conference tables, and workstations

- b. Educational Furniture:
  - Classroom desks, chairs, laboratory tables, library furniture, and multimedia stations
- c. Specialized Furniture:
  - Reception areas, break rooms, lounges, conference rooms, and common areas
- d. Outdoor Furniture:
  - Benches, picnic tables, and recreational seating

## 2. Equipment Supply and Installation

- a. Office Equipment:
  - File cabinets, filing systems, and fitness equipment
- b. Educational Equipment:
  - Projectors, smart boards, lab equipment, and audio-visual aids

## 3. Installation Services

- a. Delivery and installation of all furniture and equipment.
- b. Assembly and setup of furniture according to the approved design layout
- c. Coordination with Contracting Agency's facilities management team to minimize disruption to ongoing operations.
- d. Removal and disposal of packaging materials and any old furniture being replaced, if applicable.

## 4. Design Services

- a. Space Planning and Layout: Detailed plans for optimizing the use of space to enhance functionality and aesthetics.
- b. Interior Design: Development of design concepts, color schemes, material selection, and overall interior styling.
- c. Custom Solutions: Tailored design solutions to meet unique requirements of individual members or specific projects.

**1.2.2 Proposer Response: Catalogs must be submitted to show product lines. Please use this space to explain any/all exceptions.**

--

### 1.2.3 Requirements

#### A. General Requirements

The Contractor must be the manufacturer or the authorized dealer or the distributor of the manufacturer of the new products. The Contracting Agency reserves the right to verify authorized dealer / distributor status with the manufacturer.

**1.2.3 A. Proposer Response: Bidder to list the manufacturers of the NEW products proposed for this Contract for which Bidder is an Authorized Dealer / Distributor:**

--

B. Standards

Products must comply with the following requirements:

- 1) **New Products** - The Contractor must adhere to the latest versions of all applicable standards and state, federal and local laws, regulations, codes, ordinances, and the conditions of any required licenses and permits including the provisions listed in this section.

The codes referenced below, as well as throughout this document, establish the minimum requirements. In situations where provisions of various codes or Contract requirements conflict with each other, the more stringent provision shall govern.

- American National Standards Institute (ANSI)
- National Electrical Manufacturer's Association (NEMA)
- National Fire Protection Association (NFPA)
- Underwriters Laboratories (UL) or other Listing Organization
- Occupational Safety & Health Administration (OSHA)
- International Building Code (IBC)
- National Electrical Code (NEC)

**1.2.3 B. Proposer Response:**

***Please confirm your understanding by checking Yes or No.***

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

C. Accessibility

The Contractor must ensure that programming, design, and installation conforms to the requirements of the Uniform Federal Accessibility Standards (UFAS). Design and installation must conform and include all manufacturers' support and safety components.

**1.2.3 C. Proposer Response:**

***Please confirm your understanding by checking Yes or No.***

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

D. Performance Requirements

- 1) **Warranty:** The Contractor must provide certifications and warranties requested from the manufacturer of the furniture. The Contracting Agency reserves the right to require

additional warranties other than those identified by the Contractor in its response to this RFP.

- 2) **Durability:** Products must have the ability to maintain their original appearance over life, with normal wear and tear as defined as 24 hours a day, 7 days a week. Products must withstand movement between rooms or buildings over life (applies to movable items). Finishes and details must be engineered to take constant impact from moving or usage. Products must be able to be readily refinished (within reason) to accommodate change in aesthetics over its expected long life. All product finishes recommended must inherently resist user abuse.
- 3) **Ease of Use:** Products must inherently allow for easy changeability within a given room, space, or office environment within a variety of applications, over its expected long life. Product offering from Contractor must provide a wide range of typical applications found within various public entity environments; Products must be able to be reconfigured simply and efficiently by the Contracting Agency, without more than minor disruption to building or users, within reason (applies to moveable products).

***1.2.3 D. Proposer Response: Please state whether you agree or explain exceptions.***

--

E. Service Level Agreements

- (1) **Notice of Delay:** Late or improper completion of the Contract Activities will result in an invoice credit of 1% of the project cost per day for each day Contractor fails to remedy the late or improper completion of the Work.
  - a. Estimation Response - Labor estimates for design, programming and or installation must be provided within 3 business days of request or agreed upon timeframe based on project complexity.
  - b. Installation Documents - The Contractor must provide to and review with the Contracting Agency, a complete installation packet, including order acknowledgement/ confirmation and project schedule with the Contracting Agency at least 10 days prior to the installation date.
  - c. Installation Start - Installation must commence on the agreed upon installation date established, based upon the specified lead time stipulated in the Contractor Proposal submitted.
  - d. Installation Completion – Installation must be completed within the number of days stipulated in the Contractor Proposal submitted unless alternative schedule dates are approved by the Contracting Agency.
- (2) **Customer or Warranty Service:** To ensure proper service levels, the following invoice or account credits will apply.

- a. Customer Service Issues Related to Projects - Questions and concerns must receive a response by Contractor within a maximum of 2 business days. Failure to comply will result in an invoice credit of 1% of the total project cost per day.
- b. Warranty Service – The Contractor must schedule warranty service within 2 business days of the Contracting Agency’s request, and have a site visit within 10 business days. Contractor must provide follow-up communications to Contracting Agency, until service is completed. Schedule all services so as not to interfere with activities within space, at no charge to the Contracting Agency.
  - i. Failure to provide warranty service response within 2 business days of the Contracting Agency’s request will result in an account credit of \$500.
  - ii. Failure to complete the site visit within 10 business days will result in an account credit of \$500.

**1.2.3 E. Proposer Response: Please state whether you agree or explain exceptions.**

--

**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).

**1.3.1 Proposer Response:**

***Please confirm your understanding by checking Yes or No.***

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

**1.3.2 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, 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.

**1.3.2 Proposer Response:**

*Please confirm your understanding by checking Yes or No.*

<input type="checkbox"/> Yes <input type="checkbox"/> 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 Proposer Response:**

*Please confirm your understanding by checking Yes or No.*

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

**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.

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.

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.**

**1.4.1 Proposer Response:**

***Please confirm your understanding by checking Yes or No.***



<input type="checkbox"/> Yes <input type="checkbox"/> 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.

**1.5.1 Proposer Response:**

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**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.

**1.5.2 Proposer Response:**

Name	Position/Title	Address, Phone#, Email

**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.)

**1.6 Proposer Response:**

--

**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.

**1.7 Proposer Response:**

*Please confirm your understanding by checking Yes or No.*

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

**1.8 Delivery and 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.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

**1.8 Proposer Response:**

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**1.8.1 Delivery Time Frames**

If there are services or regions of the state that might require a longer timeframe to fulfill, please denote in your response.

**1.8.1 Proposer Response:**

--

**1.8.2 Reporting Capabilities**

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

**1.8.2 Proposer Response:**

*Please confirm your understanding by checking Yes or No.*

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

**1.8.3 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.

**1.8.3 Proposer Response:**

*Please confirm your understanding by checking Yes or No.*

<input type="checkbox"/> Yes <input type="checkbox"/> No
--

***If "NO" was answered on any items in Section 1 above, please explain:***

**1.9 Management and Staff**

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;
- Process and procedures to keep safe and secure facilities;
- Please describe your company's background check process.

**1.9 Proposer Response:**

**1.10 Orders/Delivery Reporting/Customer Service**

1. Generally

Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.

2. Ordering Process Capabilities

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

**1.10 Proposer Response:**

**1.11 Pricing Schedule**

1. Price Guarantee

Price Stability Guarantee

For the entire term of the Agreement, the vendor must guarantee to provide the furniture, equipment, installation, and design services at the proposed rates outlined in **Attachment B – Pricing**.

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 furniture, equipment, installation, and/or design services 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 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.

**1.11 Proposer Response:**

***Please provide any additional comments regarding pricing, promotions and discounts being offered, and information on other cooperative contracts held by respondent in the response box below.***

**1.12 Price Assurance**



The awarded vendor agrees to provide pricing to Huron Valley Schools and its participating entities ensuring the lowest pricing available. If awarded vendor 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.

**1.12 Proposer Response:**

***Please confirm your understanding by checking Yes or No.***

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.com

Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services

### 1.5.1 Communication Plan/Contract Management

## 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.

#### 1.5.1 Proposer Response:

You are provided a dedicated Account Management team with an Account Director and Account Manager that handles your account and any contract issues. Currently, your dedicated Account Director is **Ray Butler** and the Account Manager is **James Hooks**. You may communicate issues and changes directly to your Account team via email, phone, or fax. Ray Butler can be reached at 913-303-8495 or [rbutler@excelligence.com](mailto:rbutler@excelligence.com). James Hooks can be reached at 913-303-8413 or [jhooks@excelligence.com](mailto:jhooks@excelligence.com).

Responses are typically provided within 1 business day. In addition to the Account Management team, you may contact our general customer service line at 1-800-627-2829, available Monday through Friday from 9am-5pm EST. Alternatively, you may also email the general customer service inbox at [customerservice@discountschoolsupply.com](mailto:customerservice@discountschoolsupply.com). You are also able to email the bids team at [bids@discountschoolsupply.com](mailto:bids@discountschoolsupply.com) or call us at 800-836-9515.

Lynn Yeager  
VP, Sales



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.com

Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services

### 1.6 Customer Service

#### 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.)

#### 1.6 Proposer Response:

You are provided a dedicated Account Management team with an Account Director and Account Manager that is assigned to Huron Valley Schools. Currently, your dedicated Account Director is **Ray Butler** and the Account Manager is **James Hooks**. Ray Butler can be reached at **913-303-8495** or [rbutler@excelligence.com](mailto:rbutler@excelligence.com). James Hooks can be reached at **913-303-8413** or [jhooks@excelligence.com](mailto:jhooks@excelligence.com).

Responses are typically provided within 1 business day. In addition to the Account Management team, you may contact our general customer service line at 1-800-627-2829, available Monday through Friday from 9am-5pm EST. Alternatively, you may also email the general customer service inbox at [customerservice@discountschoolsupply.com](mailto:customerservice@discountschoolsupply.com). You are also able to email the bids team at [bids@discountschoolsupply.com](mailto:bids@discountschoolsupply.com) or call us at 800-836-9515.

Our customer service team is located in the United States and our corporate headquarters is located in Monterey, California. You can email Purchase Orders directly to your dedicated Account team or email [DSS\\_CS\\_SVTM@earlychildhood.com](mailto:DSS_CS_SVTM@earlychildhood.com).

A handwritten signature in blue ink that reads 'L. Yeager'.

Lynn Yeager  
VP, Sales



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.com

**Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services**

### 1.8 Delivery and Acceptance

#### 1.8 Delivery and 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.
- What is your Ordering procedure and/or process?
- Policies and procedures for an organization accepting a delivery of service.

#### 1.8 Proposer Response:

**Stock items:** In-stock items will deliver via free freight within 7-10 business days (ARO). Drop ship can take up to 8 weeks (ARO). There is no minimum discount. If your order includes both in-stock and out of stock items, you will initially be charged only for the in-stock portion of your order that ships.

**Exclusions:** Drop Ship, Furniture, Lift Gate, Palletized Inside Delivery, White Glove, Priority Express, Outside Contiguous U.S., and international deliveries do not qualify for free shipping. Drop ship items will be noted in our catalog and website with a truck icon that says, "Ships Separately."

We accept Purchase Orders, credit card, PayPal®, check, and money orders. PO's can be faxed, mailed or emailed. To ensure a PO is authorized to be placed, please ensure the following information is included in the PO: Valid purchase order form, School's accurate billing and shipping information, First and last name of person responsible for the order, and Signature and title of purchasing agent. You can also submit your order online by setting up Punchout. Punchout allows for seamless integration between your purchasing software and the Discount School Supply catalog. If you need assistance beyond Lift Gate with Inside Delivery, please contact [Customer Service](#) for a quote. Special services include delivery to a specific room of choice, installation services, Lift Gate with Inside Delivery for Drop Ship, and delivery to locations with stairs and elevators.

#### **Receiving Freight Shipments**

- **Someone must be present to receive your shipment.** The trucking company will not deliver your supplies without a signature.
- **Freight companies usually call before delivery.** We ask for your phone number to confirm your delivery. We will not share your information with anyone other than the freight company.
- **Count the boxes before signing the delivery receipt.** Please make note of any missing cartons on the delivery receipt before signing.
- **Inspect your delivery for damage.** Sometimes boxes may arrive with a few scrapes and dents, but that doesn't always mean the contents are damaged. If you discover damage to the products note the delivery receipt and contact **customer service immediately** so we can file a claim and expedite a replacement order at no charge.

A handwritten signature in blue ink that reads 'Lynn Yeager'.

Lynn Yeager  
VP, Sales



20 Ryan Ranch Road, Suite 200  
 Monterey, CA 93940  
 DiscountSchoolSupply.com

**Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services**

**1.8.1 Delivery Time Frames**

**1.8.1 Delivery Time Frames**

If there are services or regions of the state that might require a longer timeframe to fulfill, please denote in your response.

**1.8.1 Proposer Response:**

Stock items: In-stock items will deliver via free freight within 7-10 business days (ARO). If your order includes both in-stock and out of stock items, you will initially be charged only for the in-stock portion of your order that ships. Drop ship items ship directly from the manufacturer and can take up to 8 weeks for delivery.

Drop ship items are marked with the following icon: 🚚 These products do not qualify for free shipping. Instead, 20% of the product total will be added to the order for shipping. **Oversized items carry a minimum charge of \$139.95.**

**Alaska, Hawaii, APOs, FPOs and U.S. Territories**

Most stock items are available to ship to these locations. The shipping charge is 25% of the order total.

Drop Ship items with a truck icon 🚚 cannot be shipped to these locations due to size limitations and other restrictions.

**Quick Ship items**



Items with the Quick Ship icon are stocked in our warehouse in Olathe, KS and ship within 3 days.

Lynn Yeager  
 VP, Sales



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.com

Reference: RFQ # HV-425-05172024 Furniture, Equipment, Installation and Design Services

### 1.9 Management and Staff

#### 1.9 Management and Staff

Proposer should address the following items in their proposal:

- Project Management of the contract;
- Staff and responsibilities;
- Process and procedures to keep safe and secure facilities;
- Please describe your company's background check process.

#### 1.9 Proposer Response:

Project management of your contract is handled by your dedicated Account Management team. Currently, your dedicated Account Director is **Ray Butler** and the Account Manager is **James Hooks**. Ray Butler can be reached at 913-303-8495 or [rbutler@excelligence.com](mailto:rbutler@excelligence.com). James Hooks can be reached at 913-303-8413 or [jhooks@excelligence.com](mailto:jhooks@excelligence.com).

Your Account Management team works alongside the customer service team to ensure orders are fulfilled correctly and on time. The Bids and Contracts team responds to incoming proposal solicitations and directs the pricing and quoting to the Account Management team.

Background checks on new hires are conducted using Proscreening. We are not bidding on installation or design services, and will not have a staff member or contractor on-site to your facility.

A handwritten signature in blue ink that reads 'L. Yeager'.

Lynn Yeager  
VP, Sales



20 Ryan Ranch Road, Suite 200  
Monterey, CA 93940  
DiscountSchoolSupply.com

**Reference: RFQu # HV-425-05172024 Furniture, Equipment, Installation and Design Services**

### **1.10 Orders/Delivery Reporting/Customer Service**

#### **1.10 Orders/Delivery Reporting/Customer Service**

**1. Generally**

Purchase Orders will be initiated by participating agencies as specific needs arise. Participating agencies will issue individual detailed specifications with specific response information required, deliverables, and any special terms and conditions. The contractor will respond directly to the requesting agency within the timeframe specified by the participating agency.

**2. Ordering Process Capabilities**

Proposers shall identify their ordering/customer service capabilities. This includes having the capacity to receive orders electronically, by phone, facsimile, and by written order. A state-wide toll-free phone number for phone orders will be required. The Vendor agrees to have internal controls to ensure that authorized individuals place orders.

**1.10 Proposer Response:**

Discount School Supply has the capacity to receive orders electronically, by phone, facsimile, and by written order. The state-wide toll-free phone number for phone orders is 1-800-627-2829. You can also call your Account Management team directly. Ray Butler, your Account Director, can be reached at **913-303-8495** or [rbutler@excelligence.com](mailto:rbutler@excelligence.com). James Hooks, your Account Manager, can be reached at **913-303-8413** or [jhooks@excelligence.com](mailto:jhooks@excelligence.com).

We accept Purchase Orders, credit card, PayPal®, check, and money orders. PO's can be faxed, mailed or emailed. To ensure a PO is authorized to be placed, please ensure the following information is included in the PO: Valid purchase order form, School's accurate billing and shipping information, First and last name of person responsible for the order, and Signature and title of purchasing agent.

You can also submit your order online by setting up Punchout. Punchout allows for seamless integration between your purchasing software and the Discount School Supply catalog. We have a dedicated Punchout team to provide you with personalized guidance and support. To sign up and start streamlining school ordering with Punchout, please contact your Account Management team or email [customerservice@discountschoolsupply.com](mailto:customerservice@discountschoolsupply.com).

Lynn Yeager  
VP, Sales



## SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the bid documents, including, without limitation, any RFQu 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-425-05172024 Furniture, Equipment, Installation, and Design Services.
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 **all Sections of this RFP**:
  - 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
  - Price Assurance Certification
6. The selected Contractor(s) will be required to sign a Confidentiality Agreement to protect the data supplied by the schools and agencies. The selected Contractor(s) will adhere to all provisions of the Federal Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. 123g), Michigan Education Code, and District policies regarding the protection and confidentiality of data. At all times, the Contractor(s) will consider all data collected in the course of their duties to be protected and confidential. The Contractor(s) needs to explain how it will clean the hard drives in the copier machines at lease end or changes in copier machines to ensure removal and protection of data.
7. 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.
8. 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.

9. 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.
10. 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.
11. 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.
12. 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.
13. It is the Bidder's responsibility to note any detail or specification that, in his opinion, is not practical or functional.
14. 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.
15. Copies of addenda will be made available for inspection wherever Bidding Documents are posted.
16. Addenda will not be issued later than three (3) days, (72 hrs.) prior to the date of receipt of bids (excluding weekends and holidays), except an addendum withdrawing the request for bids or postponing the bid date.
17. Failure of Bidder to receive such addenda shall not relieve him from any obligation under his bid as submitted.
18. Failure to comply with instructions stated in this section may result in rejection of bid.



19. 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.
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 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.

Solicitation Terms and Conditions – HVS/MAC Master Agreement Template: [Business Office | \(hvs.org\)](https://www.hvs.org)



**2.1 Company Profile**

Official Name of Bidder:		Type of Entity/Organization (check one): <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name: <b>Lynn Yeager</b>		
Primary Contact Phone Number 800-836-9515		
Primary Contact Email Address: bids@discountschoolsupply.com		
Dunn & Bradstreet (D&B) Number (if applicable): 131615726		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established: Established 1985. DSS offers more than 20,000 early childhood education products from over 25 different categories		
Signature: 		
Name and Title of Signer:		
Date: 09/26/2024		

**Please include a current copy of a W-9 with your proposal.**

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type. See Specific Instructions on page 3.</b>	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Earlychildhood LLC</b>		
	<b>2</b> Business name/disregarded entity name, if different from above. <b>dba Discount School Supply</b>		
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>C</b> <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/> <span style="float: right;"><i>(Applies to accounts maintained outside the United States.)</i></span>		
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>20 Ryan Ranch Road, Suite 200</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____	
	<b>6</b> City, state, and ZIP code <b>Monterey, CA 93940</b>	<b>Requester's name and address (optional)</b>	
	<b>7</b> List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
7	7	-	0	4	0	7	3	0	1

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>April 1, 2024</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**2.2 References**

Provide a minimum of three (3) customer references for product and/or services of similar scope dating within the past 5 years.

Entity Name: <b>Ford Early Learning Center</b>	
Contact Name: <b>Elaine Burnett</b>	Title: <b>Climate and Culture Coach</b>
City: <b>Ypsilanti Charter Twp</b>	State: <b>MI</b>
Phone Number: <b>877-867-1920</b>	Years Serviced: <b>1</b>
Description of Services: <b>Educational products and supplies, including furniture</b>	
Annual Volume: <b>\$20K+</b>	

Entity Name: <b>Carmain Ainsworth Community Schools</b>	
Contact Name: <b>Jonica Fisher</b>	Title: <b>Title I Coordinator</b>
City: <b>Flint</b>	State: <b>MI</b>
Phone Number: <b>810-591-6633</b>	Years Serviced: <b>2</b>
Description of Services: <b>Educational products and supplies</b>	
Annual Volume: <b>\$20K+</b>	

Entity Name: <b>Detroit International Academy for Young Women</b>	
Contact Name: <b>Mishawn Earl</b>	Title:
City: <b>Detroit</b>	State: <b>MI</b>
Phone Number: <b>313-873-3050</b>	Years Serviced: <b>2</b>
Description of Services: <b>Educational products and supplies</b>	
Annual Volume: <b>\$20K+</b>	



### 2.3 Assurances and Certifications

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

#### Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education (MDE).

#### Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department of Education.

#### Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act 517 of 2012.

Vendor Signature: <i>L. Year</i>
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20_____.
Notary Public <i>[Signature]</i>
My commission expires:



### Prevailing Wage Compliance Certification

Under Michigan law, [MCL 408.1101](#) et seq., [Public Act 10 of 2023](#), contractors and subcontractors are required to pay prevailing wage and benefit rates to employees on state funded construction projects. These rates are set by the [Michigan Department of Labor and Economic Opportunity](#). This requirement does not change compliance with the [Davis-Bacon Act, 40 USC 3141 et seq.](#), for prevailing wage rates applying to federally funded or assisted projects. I, \_\_\_\_\_ (bidder), certify that \_\_\_\_\_ (company name) will follow all the requirements in relation to prevailing wages, if applicable.

Vendor
Authorized Representative Signature: 
Date:



**2.4 DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP**

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Huron Valley Schools Board of Education or the Huron Valley Schools District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Huron Valley Schools Board of Education are listed on the following website:  
<https://www.hvs.org/page/board-of-education>

Dr. Paul Salah is Huron Valley Schools' Superintendent.

The Following are the familial relationships:

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---

---

There are none.

Vendor Signature: <i>L. Year</i>
Date:

Notary
State of _____
County of _____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ day of _____, 20 ____.
Notary Public <i>[Signature]</i>
My commission expires:





### 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:

TIMETABLE	
Release of RFQu:	August 19, 2024
Pre-Bid Meeting**	September 5, 2024
Bidder Questions Due by (12:00 PM/ EST):	September 9, 2024
Answers to Questions Posted:	September 16, 2024
Proposals Due by (12:00 PM/ EST) *:	September 30, 2024
Master Agreement Award Date:	November 2024

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

\*\*Pre-Bid Meeting is strongly encouraged, though it is not mandatory to attend. The Pre-Bid Meeting will be held virtually via Microsoft Teams on September 5, 2023 at 10:00 a.m. Eastern Time.

#### 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 12:00 pm ET (Eastern Time) no later than Monday, September 9, 2024.** 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: [shaw@macservcorp.com](mailto:shaw@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.

### 3.5 Bid Submission Deadline

**The Deadline for receipt of Bids is: Monday, September 30, 2024, 12:00 PM ET (the "Due Date"). Any bids received after this time will not be opened.**

**E-mail the bid, with the subject line as Furniture Bid HV-425-05172024 to:**

[bids@hvs.org](mailto:bids@hvs.org)

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

Topic: Bid Opening – Furniture, Equipment, Installation, and Design Services  
Day/Time: Sept 30, 2024, 12:10 PM Eastern Time (US and Canada)

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MGU4ZmUzOTQtY2RhOC00ZDlhLWI4YTUtYjg3NmVjMWVIMTRh%40thread.v2/0?context=%7b%22Tid%22%3a%22e1f19f2f-617d-4202-a476-27bc477a74f5%22%2c%22Oid%22%3a%225f987be7-abd4-4e5a-9c24-d98ed4bbc3b5%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGU4ZmUzOTQtY2RhOC00ZDlhLWI4YTUtYjg3NmVjMWVIMTRh%40thread.v2/0?context=%7b%22Tid%22%3a%22e1f19f2f-617d-4202-a476-27bc477a74f5%22%2c%22Oid%22%3a%225f987be7-abd4-4e5a-9c24-d98ed4bbc3b5%22%7d)

Meeting ID: 243 708 135 742  
Passcode: LzACTp

### 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 mandatory 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 minimum mandatory requirements stated within this RFQu. Bids not meeting the minimum 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 most advantageous, taking into consideration the evaluation factors, will be recommended for award approval.

After a prospective supplier(s) 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) – 40 points
  - 2. Company Profile (Section 2.1) - 25 points
  - 3. References (Section 2.2) – 35 points
- Total points possible = 100 points

Proposals receiving **80** or more evaluation criteria points will be considered for award. Award(s) shall be made to the most responsible vendor(s) whose proposal is determined to be best value to Huron Valley Schools taking into consideration the terms and conditions set forth in this RFQu. A valid and enforceable contract exists when an agreement is fully executed between Huron Valley Schools and the Supplier.

### **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 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.

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 RFQu 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:** [shaw@macservcorp.com](mailto:shaw@macservcorp.com)

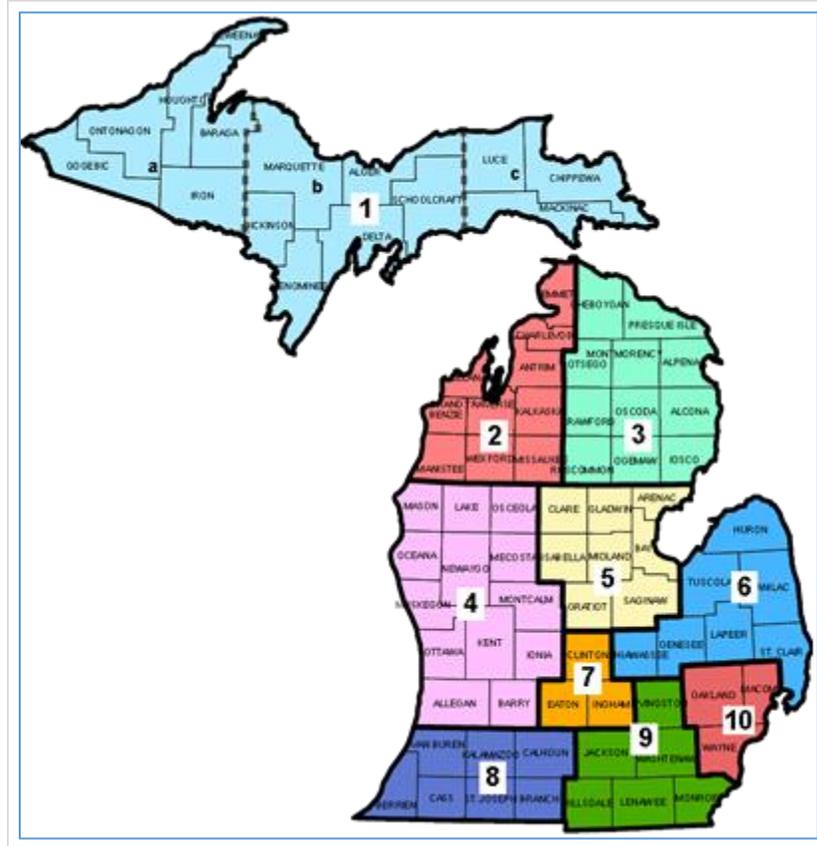


If it is discovered that a Proposer contacted and received information regarding this solicitation from any Huron Valley Schools personnel other than the Procurement Contact, Huron Valley Schools, in its sole discretion, may disqualify its proposal from further consideration. Only those communications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

### **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 Services 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

Appendix A – Regional Services Map Proposer Response: **Please indicate the regions you provide services for/to.**

## Attachment A General Pricing Information

Huron Valley Schools is seeking proposals from qualified vendors to provide furniture, equipment, installation, and design services with two distinct pricing structures. This RFQu outlines the requirements for both pricing models:

1. **Pricing Structure 1: Percentage Off Catalog Pricing**  
Vendors are required to provide a percentage discount off their standard catalog prices. The discount should be applied to the Manufacturer's Suggested Retail Price (MSRP) or the most current catalog price. Please complete **Table 1** in Attachment B – Catalog Pricing and include catalogs with proposal as Exhibit A.
2. **Pricing Structure 2: Specific List of Designated Items**  
Vendors are requested to provide fixed pricing for the specific list of items detailed in **Table 2** in Attachment C – Specified Pricing.
3. **Table 3: Installation / Labor / Design:** Vendors are requested to provide any installation and/or labor and/or design charges if they are not included with the purchase of any items. Please complete **Table 3** in Attachment B – Catalog Pricing.

### 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.