



**LIBRARY  
DESIGN  
ASSOCIATES  
INC.**

1149 South Main Street  
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

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October 15, 2024

Huron Valley Schools  
MAC Service Corp

Re: RFQu #HV-425-05172024  
Specification Item "N" – Media Center Shelving

Hello:

In accord with the attached specification bid document for the above captioned project, it is my pleasure to submit the following proposal for Item "N" of the bid. This is a "turn-key" proposal, including all product, freight and factory trained installation labor by authorized LDA personnel.

Included with our proposal is a Library Design Associates(LDA) history statement, additional reference sheet, and product catalogs for both Aurora and Worden products.

NOTES:

- a) Pricing on the attached price sheet is F.O.B. Delivered and Installed by authorized Library Design Associates, Inc., personnel. Cost includes all labor and travel to complete this work.
- b) We understand that the installation is specified to take place at a later date, yet to be confirmed. Our pricing in this proposal is protected for that time window, **assuming we have a PO no later than (120) days from the date on this letterhead.** Any purchase order received after that date, may require revised pricing. We need a purchase order or authorization to proceed to lock in these numbers.
- c) Pricing is based on vendor standard finishes as noted on the bid documents. It was noted in our bid submission that the tack panel fabric "Guilford of Maine Streetwise" has been discontinued and will have to be reselected from standard finishes of a similar price point.
- d) Pricing is based on the complete quantity of Item "N" as is listed in the bid documents. Should a purchase involving a reduced quantity be considered, please contact LDA to verify pricing prior to proceeding.
- e) Lead-time is currently running approximately (10-14) weeks after receipt of all finish selections, a complete purchase order and approved submittal packages.
- f) Payment terms are NET 30 days.

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NOTES Cont.

The opportunity to submit this proposal is indeed appreciated. If any questions should arise, or if further information is required, please contact me at [kyle@librarydesign.com](mailto:kyle@librarydesign.com) or call my cell(586-246-2303). I look forward to continuing my work with you on this requirement.

Regards,



Kyle Haning  
Library Specialist

KG:kl

## 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 RFQ 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.***

Our pricing for Category "N" of the bid includes all material, freight, unloading, and installation by our factory trained crew. One exception has been made to this bid; the tack panel fabric that has been specified for Item "N4" Guilford of Maine Streetwise, has been discontinued as of 01/2023. We can assist with a re-selection after the bid has been awarded if it's needed, a similar price point allowance has been quoted. Please note that Item "N14" did list out a tack panel fabric selection, but did not call for any quantity of tack panels, we had assumed this was an accident and did not price out tack panels to be installed on Item "N14". A product catalog for Aurora System 30 and Worden End Panels and Canopy Tops have been included with our bid submission.

### **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:**

LDA is an authorized dealer for all products specified under Item "N" on the bid specifications. This includes Aurora Shelving, The Worden Company, and Integrated Interiors. LDA has provided Aurora and Worden products since the 1980's, our current factory trained installation crew has been installing both product lines for over 25 years. This same crew completed the new Aurora and Worden product installations in 2021 and 2022 during the HVS elementary school renovations. LDA worked alongside TMP and was instrumental in the product specifications and installation at Kurtz Elementary in 2019, which set in motion the Aurora and Worden product specification for future renovations.

**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.***

Yes       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.***

Yes       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.**

LDA does agree with the statements noted above. Please note that modifications to the length of shelving rows would require modifications to Worden canopy tops installed on those rows. Changing lengths of shelving rows may require additional Aurora shelving components to complete any future changes. As shelving sections share uprights, splitting these rows will require additional shelving uprights.

**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.**

LDA does agree with the statements above. Please note that Aurora products will have the longest lead times of Item "N", they are currently estimated at 12 weeks based on this specified volume.

**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.**

Yes       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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## 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:

Communication happens directly between Kyle Haning(Project Manager), and the lead Installation Foreman on the job, Bill Birchmeier. Any communication happens via phone conversation and email follow up, noting any changes or requests per the contract. Any communication between HVS or MAC can be made directly to Kyle Haning via Phone or email, a follow up email will be sent with details regarding the conversation or contract changes to maintain written proof of discussion points.

### 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
Kyle Haning	Sales/Project Manager	1149 S. Main St., Plymouth MI 48170 - 586.246.2303 - kyle@librarydesign.com
Christi Birchmeier	Office Manager	1149 S. Main St., Plymouth MI 48170 - 734.459.5000 - christi@librarydesign.com
Bill Birchmeier	Installation Foreman	1149 S. Main St., Plymouth MI 48170 - 734.777.0664- bill.birchmeier@gmail.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.)

#### 1.6 Proposer Response:

LDA is a small family owned library design and procurement firm, we can be reached at anytime during the day with inquiries and guaranteed a timely response. Our lead Project Manager, Kyle Haning, would be the contact from start to finish for this project. Kyle's cell phone number has been included above and he can be contacted at any time. If you contact our office(734.459.5000), you will speak with one of our staff members if Kyle is not available, any conversation will be noted and passed along to Kyle for follow up. Our only location in Michigan is in Plymouth, which was our founding location dating back to 1976.

### 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**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:**

Estimated lead times for the products specified under Item "N" are currently at 10-12 weeks from order placement, this is subject to change based on manufacturer production volume. Delivery and installation of these products will be based around the requested delivery date provided by HVS. Once a bid is awarded and all product specifications and finishes have been confirmed/finalized, we will place material orders with a requested future ship date based on the provided installation timeline from HVS. Any product deliveries will be met by our installation crew, material will be unloaded, inspected for quality, and assembled per the specifications. These shipments will not be scheduled without prior approval from HVS. Any damaged material received will immediately be reported to HVS and the manufacturer.

**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:**

We see no issue with completing the scope of work for Item "N" within a standard lead time and installation timeframe.

**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**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:

All project matters will be handled amongst the 3 noted staff members under section 1.5.2. Kyle Haning will manage all product specifications, order placements, installation details, shipments, punch list items and warranty claims. Christ Birchmeier manages all invoicing to HVS and MAC, as well as inter-office communication. Bill Birchmeier is our on-site installer that manages all shipments, installations, and reports back with any punch list items. All of our staff members work directly for LDA and have for a range of 6 years up to 32 years, all employees are highly skilled in their scope of work and have passed all background checks when initially hired. Our installation crew knows the importance of leaving a job site clean and safe, as 90% of our work happens in public libraries that are open to the public. Please contact any one of our noted references to confirm these details if you would like.

## 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:

Our best method to receive a purchase order would be via email, either to [kyle@librarydesign.com](mailto:kyle@librarydesign.com) or [christi@librarydesign.com](mailto:christi@librarydesign.com). Once a PO is received, we will initiate our order placement and provide estimated ship dates within 1-2 weeks following that order placement.

## 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.***

Unfortunately no additional discounts or promotions are available for steel shelving products, or their corresponding end panels and canopy tops.

**1.12 Price Assurance**



MAC

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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2.1 Company Profile

Official Name of Bidder: <i>Library Design Associates, Inc.</i>		Type of Entity/Organization (check one):	
Street Address: <i>1149 E. Main St.</i>		<input checked="" type="checkbox"/> Corporation	
City: <i>Plymouth</i>		<input type="checkbox"/> Joint Venture	
State: <i>MI</i>	Zip Code: <i>48170</i>	<input type="checkbox"/> Limited Liability Partnership	
Website: <i>www.librarydesign.com</i>		<input type="checkbox"/> Partnership	
Primary Contact Name: <i>Kyle Haning</i>		<input type="checkbox"/> Limited Liability Corporation	
Primary Contact Phone Number: <i>734-459-5000</i>		<input type="checkbox"/> Non-Profit / Church	
Primary Contact Email Address: <i>Kyle@librarydesign.com</i>		<input type="checkbox"/> Other: _____	
Duhn & Bradstreet (D&B) Number (if applicable): <i>NA</i>			
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" 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 checked="" 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: <i>Established 1976, please see attached history statement.</i>			
Signature: 			
Name and Title of Signer: <i>Kyle Haning - Sales</i>			
Date: <i>10/15/2024</i>			

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

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. *Additional references are included on attachment.*

Entity Name: <i>Shelby Township Library</i>	
Contact Name: <i>Katie Ester</i>	Title: <i>Director</i>
City: <i>Shelby Township</i>	State: <i>MI</i>
Phone Number: <i>586-739-7414</i>	Years Serviced: <i>2021</i>
Description of Services: <i>Furnish all new shelving + furniture for new library building.</i>	
Annual Volume: <i>Project total: \$869,076.00</i>	

Entity Name: <i>Flint Public Library</i>	
Contact Name: <i>Taliah Abdullah</i>	Title: <i>Executive Director</i>
City: <i>Flint</i>	State: <i>MI</i>
Phone Number: <i>810-249-2452</i>	Years Serviced: <i>2021</i>
Description of Services: <i>Installation of new shelving + furniture for their building renovation.</i>	
Annual Volume: <i>Project total: \$987,938.00</i>	

Entity Name: <i>New Bremen Branch Library</i>	
Contact Name: <i>Beth Steiner</i>	Title: <i>Director</i>
City: <i>New Bremen</i>	State: <i>OH</i>
Phone Number: <i>419-629-2158</i>	Years Serviced: <i>2024</i>
Description of Services: <i>Purchase + install new shelving + end panels / <sup>canopy</sup> / <sup>tops</sup> for building renovation.</i>	
Annual Volume: <i>Project total: \$113,475.00</i>	



MAC

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**

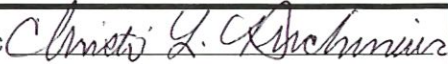
The applicant hereby assures that it will provide the pass-through entity, i.e., the Huron Valley Schools, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with 2 CFR, Part 200, Subpart F, and Compliance Supplement for the U.S. Department 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:	
Date:	10/15/2024

CHRISTI L. BIRCHMEIER  
 Notary Public, State of Michigan  
 County of Washtenaw  
 My Commission Expires Jan. 19, 2026  
 Acting in the County of Wayne

Notary	
State of <u>Michigan</u>	_____
County of <u>Washtenaw</u>	_____
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>15</u> day of <u>October</u> , 20 <u>24</u> .	
Notary Public	
My commission expires:	<u>1-19-2026</u>

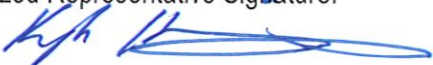




MAC

### 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, Kyle Haning (bidder), certify that L.D.A. (company name) will follow all the requirements in relation to prevailing wages, if applicable.

Vendor
Authorized Representative Signature: 
Date: <u>10/15/2024</u>



MAC

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:

None

There are none.

Vendor Signature:	
Date:	10/15/2024

CHRISTI L. BIRCHMEIER  
 Notary Public, State of Michigan  
 County of Washtenaw  
 My Commission Expires Jan. 19, 2026  
 Acting in the County of Wayne

Notary
State of <u>Michigan</u>
County of <u>Washtenaw</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>15</u> day of <u>October</u> , 20 <u>24</u> .
Notary Public <u>Christi L. Birchmeier</u>
My commission expires: <u>1-19-2026</u>





MAC

NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN )  
 )  
 [NAME OF COUNTY] ) *Wayne* ss:

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him/her, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/she further says that no person or persons, firms, or corporation has, have, or will receive directly or indirectly, any rebate, gift, fee, commission, or thing of value on account of such sale.

*Library Design Associates, Inc.*  
Bidder (Firm)

*[Signature]*  
Signature of Bidder or Agent

Subscribed and sworn to before me this 15 day of October, 2024.

My commission expires: 1-19-2026

County of residence: Washtenaw

*Christi L. Birchmeier*  
Notary Public Signature

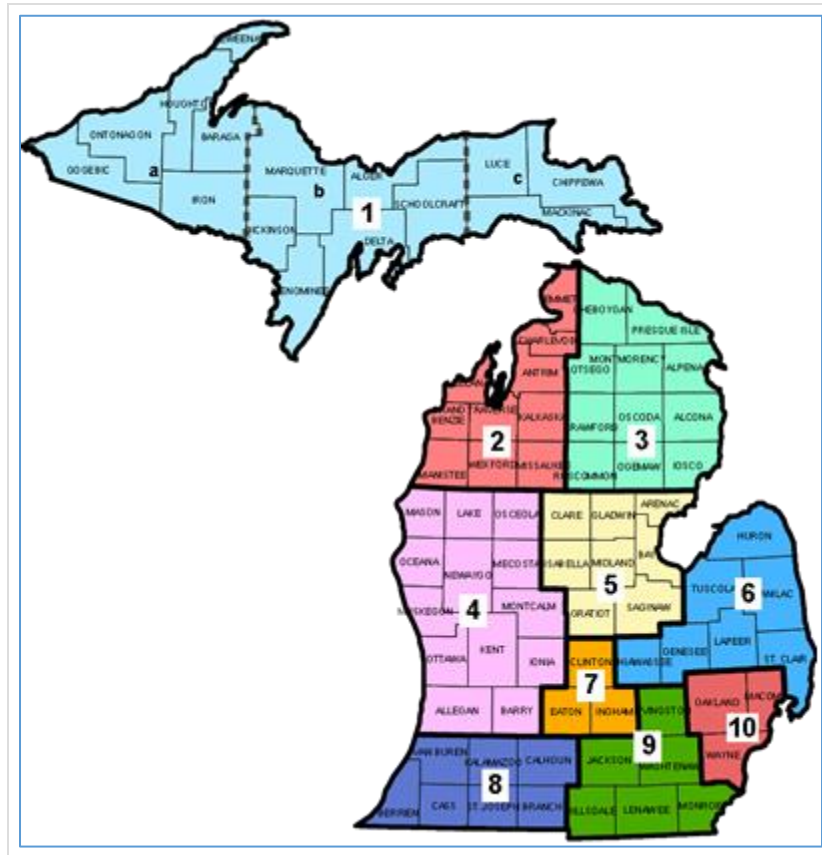
Seal

(Return this completed form with bid package)

CHRISTI L. BIRCHMEIER  
Notary Public, State of Michigan  
County of Washtenaw  
My Commission Expires Jan. 19, 2026  
acting in the County of Wayne



### 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.

LDA does provide library furniture procurement and installation services for all regions noted above.



**LIBRARY  
DESIGN  
ASSOCIATES  
INC.**

1149 South Main Street  
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

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Library Design Associates, Inc., founded in 1976, is a unique interior design and library equipment firm specializing in the planning, design and equipping of Public, Academic and Special libraries. Our staff consists of accredited Library Building Consultants, Interior Designers and Project Management administrators. The firm is capable of providing functional planning services, building layout, interior design and furniture procurement services.

The following phases of work are provided by the consulting team:

- Program review and development with Owner and Architect
- Analysis of architectural plans
- Evaluation of furniture and equipment requirements based on program
- Planning and preparation of scale layout drawings utilizing computer aided design and database
- Cost estimating and budgeting for furnishings
- Professional interior design services to include finish schedules, selection of carpet and preparation of design color boards including presentation
- Preparation of specifications and bid documents
- Procurement of new furniture and equipment at wholesale cost dealing directly with manufacturers
- Coordination of all furnishings manufacturers including field measuring and electrical coordination with Architect and Owner
- Installation services using trained technicians with over 25 years of experience and supervision by Project Manager



**LIBRARY  
DESIGN  
ASSOCIATES  
INC.**

1149 South Main Street  
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

---

**Project References  
Library Design Associates, Inc.  
October 14, 2024**

**Huron Valley Schools (2021/2022)** – Project Cost: \$509,312.00 – Aurora Shelving installation with Worden end panels and canopy tops across multiple elementary schools.

**Oak Park Public Library (2024)** – Project Cost: \$134,711.00 – Space planning, shelving moving, flooring replacement, and new furniture.

**Auburn Hills Public Library (2023)** – Project Cost: \$210,831.00 – Furniture disposal, book moving, flooring replacement, painting, new shelving and new furniture.

**Shiawassee District Library (2022)** – Project Cost: \$290,299.00 – Furniture disposal, book moving, flooring replacement, painting, new shelving and new furniture.

**Clinton-Macomb Public Library (2022)** – Project Cost \$773,437.00 – Building relocation, book moving, new shelving and furniture installation.

**Royal Oak Public Library (2021/2022)** – Project Cost \$743,770.00 – Space planning, shelving moving, flooring replacement, painting, and new furniture.

**Rawson Memorial Library (2023)** – Project Cost \$226,160.00 - Furniture disposal, book moving, flooring replacement, painting, new shelving and new furniture.

**Durand Memorial Library (2024)** – Project Cost \$247,238.00 - Furniture disposal, book moving, flooring replacement, painting, new shelving and new furniture.

**Rochester Hills Public Library (2024)** – Project Cost \$396,989.00 - Furniture disposal, book moving, shelving moving and new furniture.

# Request for Taxpayer Identification Number and Certification

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

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

Print or type.  
See Specific Instructions on page 3.

<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>LIBRARY DESIGN ASSOCIATES, INC.</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC</p> <p><input checked="" type="checkbox"/> C Corporation</p> <p><input type="checkbox"/> S Corporation</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p> <p><b>5</b> Address (number, street, and apt. or suite no.) See instructions. <b>1149 S. MAIN ST.</b></p> <p><b>6</b> City, state, and ZIP code <b>Plymouth MI 48170</b></p> <p><b>7</b> List account number(s) here (optional)</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>Requester's name and address (optional)</p>
---	--

**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.

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

<b>Social security number</b>										
or										
<b>Employer identification number</b>										
3	8		-	2	1	1	6	9	1	9

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶ <i>Christi Dishmeyer</i>	Date ▶ <i>10/3/24</i>
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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).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*