



1280 E. Big Beaver

Troy MI 48083

P: 866-996-8952

RFQu

HV-425-05172024

For

Furniture, Equipment, Installation and Design
Services

Due: October 16, 2024

By: Devin Durrell



MAC

RFQu # HV-425-05172024

REQUEST FOR QUALIFICATIONS

FOR

FURNITURE, EQUIPMENT, INSTALLATION AND DESIGN
SERVICES



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/join/19%3ameeting_NjRiMzYzZTQtNzRkNS00ZGM4LWFIZDEtMmZmZDg1ZGFkNDNm%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 RFQ or any matter relating thereto must be sent to the following email: shaw@macservcorp.com



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

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 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.

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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:

Global, Han, Formcore

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.

Agree

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.

Agree

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.

☒ Yes ☐ No

1.4 Service Specifications

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

1.4 Proposer Response:

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ 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 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:

See Attachment

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
Devin Durrell	CEO	
Kim Schroeder	Lead Designer	
Terry Coddington	Installation/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:

See Attachment

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.

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Proposer Response

1.5.1 Communication Plan/Contract Management

YTI will ensure effective communication and facilitate successful contract performance, YTI Office Express establishes the following standards for communication with clients, vendors, and internal stakeholders.

1. **Transparency:** Clearly communicate contract terms, scope, timelines, and expectations.
2. **Timeliness:** Respond to inquiries and requests within established timelines.
3. **Accuracy:** Ensure information shared is accurate, complete, and up-to-date.
4. **Respect:** Maintain professionalism, courtesy, and respect in all interactions.
5. **Clarity:** Use clear, concise language, avoiding technical jargon when necessary.

1.5.2 Primary Account Representative

Devin Durrell CEO 607 Shelby St Suite 719 Detroit MI 866-996-8952
devind@yti.llc

Kim Schroeder Lead Designer 1280 E Big Beaver Troy MI 866-996-8952
kims@yti.llc

Terry Coddington Installation/Service 1280 E Big Beaver Troy MI 866-996-8952
terryc@yti.llc

1.6 Customer Service

YTI'S Hours of operation are Monday thru Friday 9am to 5pm

Huron Valley Schools can reach any one of the primary account representatives at our toll free number of 866-996-8952.

Huron Valley Schools will be assigned Terry Coddington for all installation/service inquiries he is available Monday thru Friday 9am to 5pm.

YTI will respond to all customer inquiries within 48 hours and we will respond to emergency calls within 24 hours.

1.7 Proposer Response:

Please confirm your understanding by checking Yes or No.

☒ Yes ☐ 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:

See Attachment

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:

See Attachment

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.

☒ Yes ☐ 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.

☒ Yes ☐ No

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

1.8 Delivery and Acceptance

Once the client has issued a PO YTI will order the furniture and communicate the expected shipment date of all of the furniture. Once the furniture is received YTI will contact the client and schedule a delivery/install date and time that is convenient for the client.

1.8.1 Delivery Time Frames

All regions in the state of Michigan will require about the same time to deliver.

1.9 Management and Staff

Devin Durrell will oversee the contract and make sure everything is in compliance. Kim Schrieder will oversee the design/space planning and furniture for all of the projects.

Terry Coddington will handle all installation and any service issues that may arise from any projects.

Process and Procedures to keep safe and secure facilities

1. **Client Approval:** Obtain client approval for installation schedule and logistics.
2. **Site Inspection:** Conduct a pre-installation site inspection to identify potential hazards.
3. **Risk Assessment:** Assess risks and develop mitigation strategies.
4. **Installation Team Briefing:** Brief installation team on site-specific safety and security protocols.

To ensure a safe and secure work environment, YTI Office Express conducts thorough background checks on all employees, contractors, and third-party representatives who interact with clients, handle sensitive information, or have access to company assets.

See Attachment

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:

See Attachment

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:

See Attachment

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.

1.10 Orders/Delivery Reporting/Customer Service

At YTI Office Express, we offer multiple convenient channels to place your orders:

- **Order Placement Options:**

- **Phone:** Call us toll-free at 866-996-8952 to speak directly with our customer service team.
- **Email:** Send your order to orders@yti.llc.
- **Fax:** Transmit your order via fax to 800-428-0357.

- **Ordering Information Requirements:**

To ensure prompt processing, please provide the following information when placing your order:

- Company name and account number (if applicable)
- Complete product description and quantity
- Desired delivery date or special instructions
- Contact name and phone number/email for confirmation

- **Order Confirmation:**

Once received, our team will:

- Review and confirm your order details
- Verify product availability and estimated delivery timeframe
- Contact you with any questions or concerns

- **Order Status Updates:**

- Track your order status by contacting our customer service team via phone or email

At YTI Office Express, we strive to provide efficient and personalized service. If you have any questions or need assistance, please don't hesitate to reach out.



MAC

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



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="checked" type="checkbox"/> Yes	<input type="checkbox"/> No
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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.



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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 | \(hvs.org\)](#)

2.1 Company Profile

Official Name of Bidder: YTI Office Express		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 checked="" type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other: _____
Street Address: 607 Shelby		
City: Troy		
State: MI	Zip Code: 48063	
Website: www.yti.llc		
Primary Contact Name: Devin Durrell		
Primary Contact Phone Number: 866-996-8952		
Primary Contact Email Address: devind@yti.llc		
Dunn & Bradstreet (D&B) Number (if applicable): 610439957		
Has your company been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Has your company been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Brief history of your company, including the year it was established: YTI is a distributor of office furniture established in 2005		
Signature: 		
Name and Title of Signer: Devin Durrell CEO		
Date: 9/27/24		

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.

Entity Name: <u>Henry Ford Health Systems</u>	
Contact Name: <u>Tonya Bonczak</u>	Title: <u>Director Strategic Sourcing</u>
City: <u>Detroit</u>	State: <u>MI</u>
Phone Number: <u>313-484-5482</u>	Years Serviced: <u>4</u>
Description of Services: <u>Assisted with Space Planning, Rendering, Lobby + Patient Room Furniture</u>	
Annual Volume: <u>500,000</u>	

Entity Name: <u>DEPSA</u>	
Contact Name: <u>LaTasha Tucker</u>	Title: <u>Facilities Coordinator</u>
City: <u>Detroit</u>	State: <u>MI</u>
Phone Number: <u>313-320-5861</u>	Years Serviced: <u>2</u>
Description of Services: <u>Space Planning/Design Media Center Furniture, Wellness Room Furniture</u>	
Annual Volume: <u>100,000</u>	

Entity Name: <u>DWSD</u>	
Contact Name: <u>Leon Wheeler</u>	Title: <u>Facilities Mgr.</u>
City: <u>Detroit</u>	State: <u>MI</u>
Phone Number: <u>313-999-1357</u>	Years Serviced: <u>2</u>
Description of Services: <u>Design/Build Furnish Board Room/Media Room/Atty's Offices</u>	
Annual Volume: <u>500,000</u>	

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

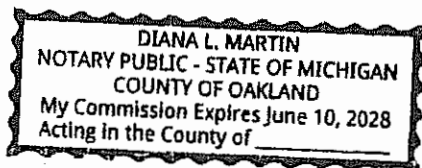
The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Huron Valley Schools as a Michigan public entity is required to follow Public Act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

Vendor Signature:

Kevin Danell

Date:

9/27/24



Notary

State of Michigan

County of Oakland

Sworn to and subscribed before me, a notary public in and for the above state and county, on this 27th day of September, 2024.

Notary Public Diana L. Martin

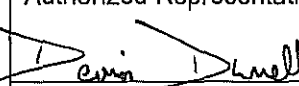
My commission expires: June 10, 2028



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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, Devin Durrell (bidder), certify that YTS Office Express (company name) will follow all the requirements in relation to prevailing wages, if applicable.

Vendor
Authorized Representative Signature:

Date:
9/17/24



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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.**

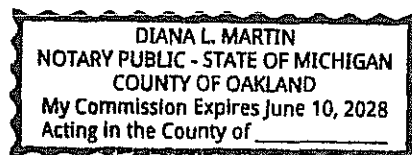
The members of the Huron Valley Schools Board of Education are listed on the following website:
<https://www.hvs.org/page/board-of-education>

Dr. Paul Salah is Huron Valley Schools' Superintendent.

The Following are the familial relationships:

☒ There are none.

Vendor Signature:
<i>[Signature]</i>
Date:
9/27/24



Notary
State of <u>Michigan</u>
County of <u>Oakland</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>27th</u> day of <u>September</u> , 20 <u>24</u> .
Notary Public <u>Diana L. Martin</u>
My commission expires: <u>June 10, 2028</u>



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NON-COLLUSION AFFIDAVIT

STATE OF MICHIGAN)
)
[NAME OF COUNTY]) 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.

YTI Office Express
Bidder (Firm)
[Signature]
Signature of Bidder or Agent

Subscribed and sworn to before me this 27th day of September, 2024.

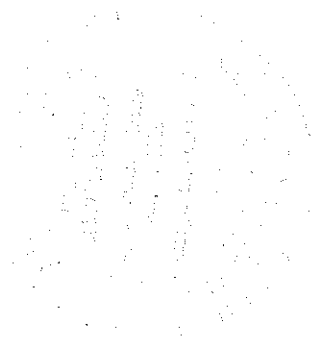
My commission expires: June 10, 2028

County of residence: Oakland

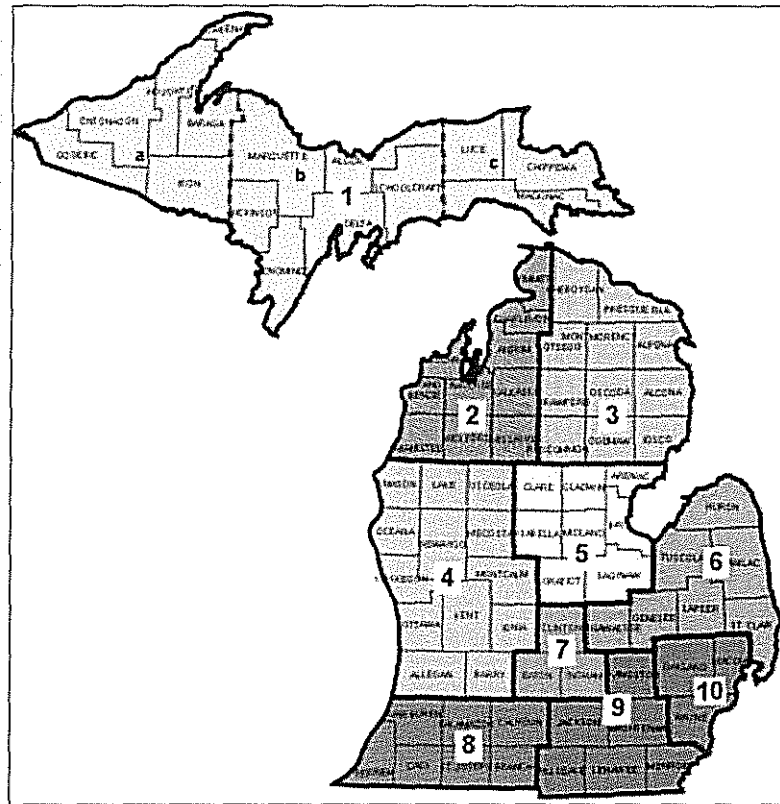
[Signature]
Notary Public Signature

Seal

(Return this completed form with bid package)



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:

2-10