



# Manchester Community Schools

Dr. Brad Bezeau, Superintendent  
Board of Education  
710 Main Street  
Manchester, MI 48158  
(734) 428-9711

Sandra Wiitala, President  
Michael Tindall, Vice President  
Colleen Schoenfeld, Secretary  
Jennifer Caszatt, Treasurer  
Rebecca Harvey, Trustee  
Sarah Roth, Trustee  
Brandon Woods, Trustee

## Request for Proposal: School Clock and Intercom System

The Manchester Community School District (MCS) is looking to upgrade our school clock technology by syncing our clocks to a single system and adding hallway clocks. MCS is interested in looking at IP based solutions to add the potential for alert notifications.

1. New connected clock system for all classrooms and hallways that are connected and can be synced from one panel.

Alternate to include:

IP based Intercom and alerting system.

### 1. Bid Documents

The bid documents are available to bidders electronically without charge at the following link:

<https://www.manchesterschools.us/district/public-notice/>

In addition to this Request for Proposals - School Clock and Intercom System, the following

supplemental document is for reference.

1. Attachment A Klager Clock Needs
2. Attachment B Klager Clock Locations
3. Attachment C Change Summary



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## 2. Schedule

The schedule for this proposal is as indicated below. It may be modified at the discretion of the Manchester Community Schools Director of Technology.

Milestone	Date/Time
Release of RFP	Wednesday, March 5th, 2025
Pre-Bid Site Walk (Optional)	Wednesday, March 26th 2025 at 10:00 AM EST.
Technical Question Deadline	Wednesday, April 2nd, 2025, 2:30 PM EST
Answers to Questions Due (Posted)	Friday, April 4th, 2025, 2:30 PM EST
Proposal Due	Monday, April 14th, 2025 10:00 AM EST
Bid Opening	Monday, April 14th, 2025, 10:30 AM EST
Board Action	Monday April 21st, 2025
Notification of Successful Proposal	Tuesday April 22nd, 2025
Any Wiring Install Begin	Late June / Early July
Any Equipment Install Begin	July 28th, 2025
Full Install Complete	August 15th 2025

## 3. Required Proposal Contents

1. Cover / Transmittal Letter: Cover letter must summarize key provisions of the proposal and must include name, address, office phone number, cell phone and email of the primary contact.
2. Executive Summary: Include key provisions of the proposal, including demonstration of understanding of the Manchester Community Schools' goals, pricing, relevant experience of the company and key timeline dates.



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3. Company Profile: years in business, description of company's background, quality assurance/quality control
4. Price Proposal: Provide cash purchase price for equipment and installation as detailed on the BID PROPOSAL FORM. Owner reserves the right to add or deduct item quantities from the original specification, up to 10% of the original quantities, without any effect on the unit prices submitted.
5. Standards and Safety: All work to be completed in accordance with applicable codes and standards, including the Michigan school building and safety codes. Please include a brief description of the safety practices of your firm.
6. Disclosure affidavit: Each bid shall be accompanied by a sworn and notarized Disclosures found at the end of the RFP including:
  - IRAN ECONOMIC SANCTION ACT 517 OF 2012 BIDDER CERTIFICATION FORM
  - FAMILIAL RELATIONSHIP Form
  - Suspended or Debarred Vendor Form

## 4. Proposal Submission

All proposals must be delivered sealed and marked "Proposal for School Clock and Intercom System" on the proposal package and delivered to 710 E Main Street, Manchester MI, 48158 Attn: Technology Director.

Oral, E-Mail or Facsimile Proposals will not be accepted. Any proposals received after the Due Date listed above will not be accepted or considered and will be made available to the respective vendor, unopened, for pick-up at the vendor's sole expense.

From the issue date of this RFP until a vendor is selected and the selection announced, a prospective vendor shall not communicate about the subject of this RFP or a vendor's proposal with the School District, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for Benjamin Bruursema, Manchester Community Schools Director of Technology.

Requests for clarification or questions on bidding procedures or specifications may be directed to **Benjamin Bruursema**, Director of Technology by EMAIL ONLY at **bbruursema@mcs.k12.mi.us**.



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A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

Each vendor certifies that their proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a proposal for the same subject matter and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

Proposals must: (i) demonstrate an understanding of the scope of services desired under this RFP; (ii) services, including the features of each, proposed by the vendor; and (iii) include all necessary information to enable the School District to thoroughly evaluate each vendor's overall experience, expertise, qualifications and ability to deliver the services in accordance with the requirements and obligations of this RFP. Each proposal shall also include any other information or explanations that the vendor feels is/are significant with respect to the School District making an informed decision relative to its proposal.

The School District reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause. The School District further reserves the right to waive any irregularity or informality in the RFP process or any proposal, and the right to award the contract to other than the lowest bidder. The School District reserves the right to request additional information from any or all bidders. All proposals shall be considered firm for ninety (90) days after the due date for proposals.

This RFP packet will be available on our website at the following link,

<https://www.manchesterschools.us/district/public-notice/> or by navigating from <https://manchesterschools.us> and selecting District then Public Notice from the drop down at the top.



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## 5. Equipment Technical Specifications

### In Room Wall Clock - White Wall Clock

- Alternate - White IP based Wall Clock with Speaker

**Hallway Double Sided clock** - Clock mounted to the side of the hall and visible from both directions.

- Alternate - IP Based Display screen configurable for alerts and notifications in emergencies as well as speaker for notifications.\

**Management Solution** - Some means of controlling the current time on all of the clocks with a single pane of glass.

- Alternate: Include ability to program pre-designed alerts and notifications that can be sent based on the related emergency.

### Cabling

Inspect and utilize existing cabling where possible, run new wire as needed to place clocks. Any necessary conduit/raceway to cover exposed wiring.

**Alternate:** Install new IPv6 cabling for all new clocks.

### Professional Development / Training

Minimum of 2 hours of training or professional development for usage of the new clock system.

**Alternate:** Provide 6 hours of training and support.



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## Operation and Maintenance Manuals

Contractor shall supply Component Operation and Maintenance manuals in writing AND electronically as a pdf file on a thumb drive or CD. The information shall be sufficient for Manchester Community Schools to evaluate and ensure appropriate Operation and Maintenance is being completed over the life of the system. Components include clocks, wiring diagrams, raceway, etc.

## 6. Install Demolition/Deinstallation Specifications

All materials and supplies to be provided by the bidder for deinstallation/demolition existing wiring and the installation of the new equipment. Attachment A provides details by classroom and hallway. Except for those items (if any) specifically noted to be excluded as defined below, this proposal shall include all of the work and contract requirements as follows.

Warranty - 24-Month Warranty on workmanship of deinstallation/demolition existing equipment and the installation of the new equipment, excluding only force majeure events, explicit Owner misuse, or third party misuse.

## Forms on following pages



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## Manchester Community Schools School Clock and Intercom System Bid Proposal Form

This proposal has been prepared in response to the REQUEST FOR PROPOSALS -  
Manchester Community Schools School Clock and Intercom System.

The undersigned certifies that the proposal contained herein meets or exceeds the scope of  
services as outlined in the RFP, includes all responsibilities as described, and that no activities  
or requirements have been deleted or reduced from the requested scope of services.

The bids to provide the equipment and services including all taxes, fees, and costs as outlined  
within the District's RFP will be:

### Clocks:

Classroom Wall Clocks - 41 quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Hall Double Faced Clocks - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Wiring - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Installation - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Training - \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (total)

\_\_\_\_\_ No Bid (Check if you are not bidding on the alternate)

Classroom Wall Clocks - 41 quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Hall Double Faced Clocks - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Wiring - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Installation - \_\_\_\_\_ quantity x \$ \_\_\_\_\_ (each) = \$ \_\_\_\_\_ (total)

Training - \_\_\_\_\_ hours x \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (total)

Please outline any additional costs not listed on a supplemental breakdown sheet.



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Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If a corporation, affix seal. Undersigned is authorized to make this proposal and bind the firm to the bid.

Witness Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Title \_\_\_\_\_





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## IRAN ECONOMIC SANCTION ACT 517 OF 2012

On December 28, 2012, Governor Snyder signed Public Act 517 of 2012, commonly known as the “Iran Economic Sanctions Act” (the “Act”). The Act provides that beginning April 1, 2013 an “Iran Linked Business” is not eligible to submit a bid on a request for proposal with a “public entity”. Under the Act, a “public entity” includes school districts and intermediate school districts. The Act also requires that a person that submits a bid in response to a public entity’s request for proposal must certify to the public entity that it is not an Iran Linked Business. This requirement applies to all requests for proposals issued by a public entity, and not just to construction projects.

The Act defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

If the public entity determines, using credible information available to the public, that a person or entity has submitted a false certification, the public entity must provide written notice to the person or entity of its determination and of its intent not to enter into or renew the contract. The notice must include information on how to contest the determination. The notice must also specify that the individual or entity may become eligible for future contracts with the public entity if the activities that caused it to be an Iran Linked Business are ceased.

The Attorney General may bring a civil action against any individual or entity reported to have submitted a false certification. If the civil action results in a finding that certification was false, the person or entity will be responsible for a civil penalty of not more than \$250,000.00 or two times the amount of the contract for which the false certification was made, whichever is greater. In addition to the fine the individual or entity will be responsible for the cost and reasonable attorney fees incurred by the public entity. An individual or entity who has submitted a false certification will be ineligible to bid on a request for proposal for 3 years from the date the certification was determined to be false.



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## **IRAN ECONOMIC SANCTION ACT 517 OF 2012** **BIDDER CERTIFICATION FORM**

Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Contractor, the contractor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Each contractor submitting a bid on this project shall include a letter with their bid certifying that they have full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. that the Contractor is NOT an "IRAN LINKED BUSINESS", as required by MCL 129.311 et seq., and as such that Contractor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to Manchester Community Schools.

I certify that I am a duly authorized representative of \_\_\_\_\_ and  
(Name of Company)

Confirm that neither I nor the company is an "Iran Linked Business".

Company Representative Signature \_\_\_\_\_

Company Representative Printed/Typed Name \_\_\_\_\_

Date \_\_\_\_\_



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## Suspended or Debarred Vendor

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder") hereby certifies and affirms that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Information regarding whether or not a business is suspended or debarred is available at the Federal System for Award Management website ([www.sam.gov](http://www.sam.gov)).

Bidder Name: \_\_\_\_\_

Bidder EIN #: \_\_\_\_\_

By: \_\_\_\_\_

Authorized Representative Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
(Company Name)

Subscribed and sworn to before me

By: \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_  
(Authorized Signer)

\_\_\_\_\_  
(Print/Type Name and Title of Signer)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
County of



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## FAMILIAL RELATIONSHIP

Each Bidder shall complete, execute and submit with its Bid Proposal the following Familial Relationship Sworn Statement.

### SWORN STATEMENT

Date: \_\_\_\_\_

School District: Manchester Community Schools

Project: \_\_\_\_\_

I/we disclose below any familial relationship that exists between the Owner or any employee of Bidder and any member of the Board of Education, or the Superintendent of Manchester Community Schools.

Familial Relationships: \_\_\_\_\_ Listed Below

Bidder Employee/Position	Relationship	School District Associate/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Company Name)

Subscribed and sworn to before me

By: \_\_\_\_\_  
(Authorized Signer)

this \_\_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_\_

\_\_\_\_\_  
(Print/Type Name and Title of Signer)

\_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
County of