



# Manchester Community Schools

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

Brandon Woods, President  
Sandra Wiitala, Vice President  
Corey Horky, Treasurer  
Michael Tindall, Secretary  
Rebecca Harvey, Trustee  
Ryan Novess, Trustee  
Dan Budd, Trustee

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## Request for Proposal: Music Instruments

### Project Timeline

**Release of RFP:** August 26th, 2024

**Technical Question Deadline:** September 2nd, 2024, 3:00 PM EST

**Proposal Due Date and Time:** September 10th, 2024 9:00 AM EST

**Bid Opening:** September 10th, 2024 9:30 AM EST

**Board Approval of Award** September 16th, 2024

**RFP Awarded:** September 17th, 2024

**Project Completion Date:** As soon as possible after being awarded.

### 1. Introduction

The Manchester Community School District is in Southwestern Washtenaw County, approximately 20 miles southwest of Ann Arbor. The school district enjoys a high level of involvement and support from parents and citizens. The Manchester Community Schools offer a robust academic program which includes strong core content area instruction, as well as art education, physical education, vocal and instrumental music, business and technology courses, career technical opportunities, athletics, foreign languages, Advanced Placement courses, and a broad array of extracurricular activities. The Manchester Community School district provides educational excellence in a caring community.

Manchester Community Schools is seeking bids for musical instruments.

### 2. Scope of Work

See **ATTACHMENT A** for manufacturer and product specifications. Note: Equivalent materials may be considered; however, proposals for equivalent materials must be disclosed as an exception to the terms and conditions of this RFP. All items proposed must be new, not reconditioned, including containers suitable for shipment and storage, unless otherwise indicated on the proposal.



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## 3. Proposal Requirements

To facilitate a thorough evaluation of proposals, interested vendors are requested to include the following components in their submission:

Iran Economic Sanctions Act: In accordance with Michigan Public Act No. 517 of 2012, all Proposals must be accompanied by a sworn and notarized statement certifying that the Vendor is not an Iran Linked Business. The School District will not accept a Proposal that does not include this sworn and notarized statement. The Affidavit of Compliance – Iran Economic Sanctions Act is attached to this RFP as ATTACHMENT C.

Suspended or Debarred Vendor Certification: Suspensions and debarments are administrative remedies used to prevent the Government from working with parties who are not “presently responsible” – i.e., those that have engaged in criminal or other improper conduct, or demonstrated serious poor performance of such a compelling and serious nature that it would lead one to question their honesty, ethics, or competence. Federal agencies, exercising their inherent authority as consumers of goods and services, lessors, or awarding officials, use these remedies to exclude these parties from obtaining new Federal contracts and certain subcontracts (procurement), or discretionary assistance and certain funded lower-tiered transactions, leases, loans and loan guarantees, or other benefits (non-procurement). Submission must include certification and affirmation that the company 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. – Suspended or Debarred Vendor Certification is attached to this RFP as ATTACHMENT D.

Familial Disclosure Affidavit: All Vendors must provide familial disclosure in compliance with MCL 380.1267 and attach this information to its Proposal. The Proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner and/or any employee of the Vendor and any member of the School District’s Board of Education or the District’s Superintendent. The School District will not accept a Proposal that does not include this sworn and notarized disclosure statement. The Familial Disclosure Affidavit is attached to this RFP as ATTACHMENT E.

General Indemnification: To the extent permitted by law, vendor shall indemnify, defend



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and hold harmless the District, its Board of Education, its Board Members, in their official and individual capacities, its administrators, employees, agents, vendors, successors and assignees, from and against any and all claims, counter claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, injuries and liabilities, including actual attorney's fees and actual expert witness fees arising out of or in connection with Vendor's performance.

Pricing: Prices quoted should include all-encompassing costs, along with delivery and shipping and handling charges.

Taxes: Manchester Community School District is exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

Warranty: The awarded vendor(s) warrants to Manchester Community Schools that all items delivered, and all services rendered shall conform to the specifications or descriptions and will be suitable for the particular purpose purchased, of merchantable quality, good workmanship and free from defects. Return of any merchandise not meeting warranties shall be at the vendor's expense.

Invoicing: Invoices must be reflective of original proposal. Manchester Community Schools will not be responsible for added expenses. By submission of an RFP the vendor certifies that all items are equal to or better than the referenced items and agrees to all terms and conditions stated herein.

Proposal Withdrawal: Vendors may withdraw proposal any time before the Due Date.

Competition: Brands and models specified in this RFP are preferred. The District expects all supplies, materials, equipment or products bid by a Vendor to meet or exceed the specifications set forth in this RFP. Further, it is the District's intent that this RFP permits competition. If the submitted proposals differ on the make, model, or brand specified or such detailed descriptive specifications, then the manufacturer's name and catalog reference, together with specifications therefore must be given or other information given (clearly stated on the RFP sheet in every instance) to enable the School District to determine its suitability, or otherwise. The School District in its sole



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and absolute discretion shall have the right to determine if the proposed equivalent products/brands submitted by the Vendor meet the specifications contained in this RFP and possess equivalent and/or better qualities. When no reference is made by the vendor to the make or grade proposed to be furnished it is understood that the specific article named in the RFP sheet will be furnished.

## 4. Submission Guidelines

To ensure a fair and systematic evaluation of all proposals, the following submission guidelines must be strictly followed:

### A. Proposal Delivery

- All proposal documents must be delivered in a sealed envelope labeled “**Music Instruments Request for Proposal**” to the following address: **710 E. Main Street, Manchester, Michigan 48158.**
- The deadline for submission is **9:00 AM EST on Tuesday, September 10th, 2024.** It is crucial to adhere to this deadline, as late submissions will not be considered under any circumstances and will remain unopened and available for pick up at the vendor's sole expense. **Email submissions will not be considered. We do not have a digital secure delivery system at this time to ensure fairness we require all copies be mailed or delivered sealed.**

### B. Proposal Opening

- A formal opening of the proposals will take place at **9:30 AM EST on Tuesday, September 10th, 2024, at 710 E. Main Street, Manchester, Michigan 48158.** This process will ensure transparency and equal treatment of all submissions.

### C. Additional Instructions

- Please ensure that your proposal is complete, containing all requested documents and information as outlined in the RFP. Incomplete submissions may result in disqualification from the evaluation process.



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- It is recommended that proposers review their proposals for compliance with all the specified requirements in the RFP, including, pricing, product specifications, estimated availability/delivery plan, and warranty information if applicable.

## 5. Terms and Conditions

- All proposals must be delivered sealed and marked "Music Instruments Request for Proposal" on the proposal package and delivered to 710 E Main Street, Manchester MI, 48158 Attn: Shannon Cajic before September 10th, 2024 at 9:00 am EST.
- 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.
- Requests for clarification or questions on bidding procedures please email Shannon Cajic at [scajic@mcs.k12.mi.us](mailto:scajic@mcs.k12.mi.us), or specification questions may be directed to Edward Schoendorff by email at [eschoendorff@mcs.k12.mi.us](mailto:eschoendorff@mcs.k12.mi.us), or Jenna Kezelian by email at [jkezelian@mcs.k12.mi.us](mailto:jkezelian@mcs.k12.mi.us).
- 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 Shannon Cajic, CFO, Edward Schoendorff or Jenna Kezelian, Manchester Community Schools Music Department.
- 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;



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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.

## 6. Appendix A - E



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## Attachment A

<b>Item Number</b>	<b>Quantity</b>	<b>Model Number</b>	<b>Description</b>	<b>Manufacturer</b>
1	14	BTR301	Student Trumpet	Bach
2	10	BTB201	Student Trombone	Bach
3	8	JFL710	Student Flute	Jupiter
4	14	301NPC	Student Clarinet	Leblanc
5	6	YAS200	Student Alto Saxophone	Yamaha



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## Attachment B

### 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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## Attachment C

### 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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## Attachment D

### Suspended or Debarred Vendor Certification

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

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

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

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

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

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



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## Attachment E

### 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