



Manchester Community Schools

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

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

Request for Proposal: Welding Lab Electrical Installation

Project Timeline

Release of RFP: July 31st, 2024

Technical Walkthrough Meeting on Location: August 7th, 2024, 10:00 AM EST

Technical Question Deadline: August 9th, 2024, 2:00 PM EST

Proposal Due Date and Time: August 14th, 2024 9:00 AM EST

Bid Opening: August 14th, 2024, 9:30 AM EST

Board Approval of Award August 19th, 2024

RFP Awarded: August 20th, 2024

Project Completion Date: As soon as scheduling allows

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.

In our continuous commitment to enhancing class offerings, we are adding welders to our welding lab and are needing to increase our electrical capabilities. We are seeking proposals from vendors who have a deep understanding of and experience with electrical solutions, and who have a proven track record of successful implementations.

2. Scope of Work



Manchester Community Schools

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

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

- The existing branch panels do not have enough ampacity to add new welders to the panels, we require a new distribution panel to be in the shop for our new welders and exhaust fan system.
- 2. Install one 400-amp 208-volt 3 phase feeder from the existing switch in the main distribution panel located in the main electrical room, to the welding and wood shop work room. In the welding area, supply and install one new 400-amp panel board with a shunt trip main circuit breaker in it that needs to be connected to the existing EPO switches located in the shop.
- This new panel needs to have the ampacity and capacity to handle all welders and the new exhaust fan to remove the fumes from the welding booths.
- Wiring for a 60-amp 208-volt 3 phase exhaust system circuit in the same room.
- Provide for a total of (10) welder stations at a 50-amp 208-volt single phase circuit & receptacle, (7) of them will be new & (3) of them are existing and will be relocated and connected to the new 400-amp panel, service disconnects will be supplied and installed as required.
- Price must include all conduit, boxes, fittings, supports, wire, and terminations for a complete installation of the scope of work listed above.
- The current approved installation and all equipment and devices will be rated NEMA 1 only.

3. Proposal Requirements

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

A. Company Background and Experience

- a. A detailed overview of your company, including your history, mission, and core competencies.
- b. Evidence of your experience in providing electrical work, specifically detailing projects that involved integration with existing systems.
- c. Any relevant certifications, awards, or recognitions your company has received in your field.

B. Pricing Structure



Manchester Community Schools

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

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

- a. Provide a comprehensive pricing structure that clearly outlines the cost, including any additional requirements required for installation and its separate pricing breakdown.
- b. Include any discount options, specifying the thresholds for different discount levels if applicable.
- c. Pricing should be inclusive of all costs associated with the implementation, including any additional fees.

C. Detailed Product Specifications

- a. Submit detailed specifications of the proposed project.
- b. Specifications should cover all fees, installation, material and equipment required for the integration with our existing systems.

D. Implementation Plan and Timeline

- a. A plan outlining the steps for implementation. This plan should address any anticipated challenges and how they will be mitigated.
- b. Include a proposed timeline.

E. References from Past Projects

- a. Provide contact information for at least three references from past projects

F. Warranty and Support Information

- a. Provide any warranty details if applicable, including the duration of the warranty and what it covers.
- b. Outline your company's support offerings, including technical support hours, and response time commitments if applicable.

G. Evaluation Criteria

- a. Compliance with the specified requirements
- b. Cost-effectiveness
- c. Vendor experience and reliability
- d. Quality and features of the proposed solution
- e. Implementation timeline



Manchester Community Schools

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

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

4. Submission Guidelines

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

Proposal Delivery

- All proposal documents must be delivered in a sealed envelope labeled **“Welding Lab Electrical Installation Request for Proposal”** to the following address: **710 E. Main Street, Manchester, Michigan 48158.**
- The deadline for submission is **9:00 AM EST on Wednesday August 14th, 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.**

Proposal Opening

- A formal opening of the proposals will take place at **9:30 AM EST on August 14th, 2024, at 710 E. Main Street, Manchester, Michigan 48158.** This process will ensure transparency and equal treatment of all submissions.

Pre-Submission Q&A Session and Walkthrough

- A Q&A session, along with a facility walkthrough, will be available on **August 7th, 2024 at 10:00 AM EST** with location: **Manchester Jr./Sr. High School: 20500 Dutch Dr, Manchester, MI 48158.**
- This session is intended to address any questions or clarifications proposers may have regarding the RFP document, scope of work, or any logistical aspects.
- Interested parties planning to attend the Q&A session **please send your attendance confirmation to bhouttekier@mcs.k12.mi.us before the scheduled date.**

Additional Instructions



Manchester Community Schools

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

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

- 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.
- It is recommended that proposers review their proposals for compliance with all the specified requirements in the RFP, including company background, pricing structure, product specifications, implementation plan, and warranty information if applicable.

5. Terms and Conditions

- All proposals must be delivered sealed and marked "Welding Lab Electrical Installation Request for Proposal" on the proposal package and delivered to 710 E Main Street, Manchester MI, 48158 Attn: Shannon Cajic before August 14th, 2024 at 9:00am 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 or specifications may be directed to **Bryan Houttekier**, Director of Buildings and Grounds by email at **bhouttekier@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 Bryan Houttekier, Manchester Community Schools Buildings and Grounds Director.
- 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



Manchester Community Schools

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

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

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.

6. Appendix A - F



Manchester Community Schools

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

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

Attachment A

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.



Manchester Community Schools

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

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

Attachment B

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 _____



Manchester Community Schools

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

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

Attachment C

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).

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



Manchester Community Schools

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

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

Attachment D

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

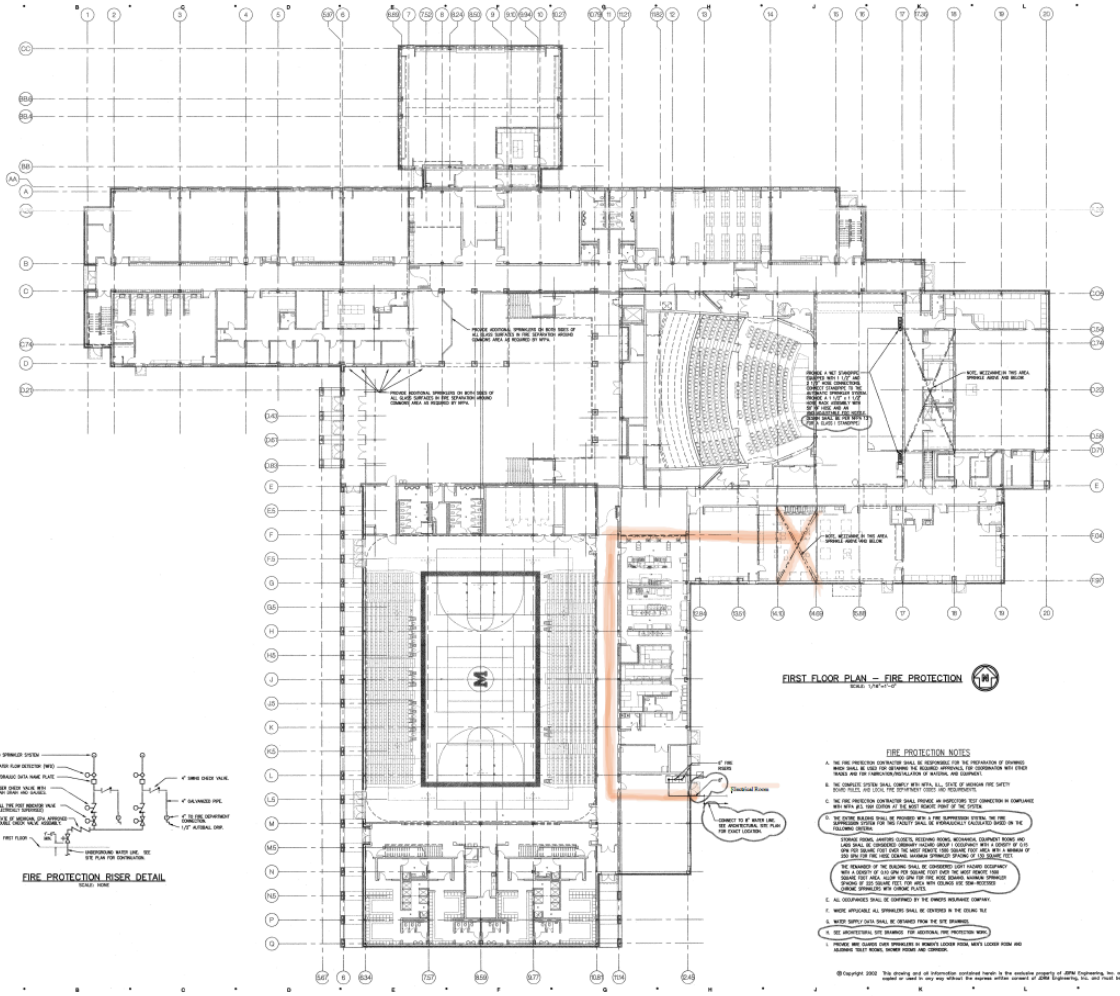


Manchester Community Schools

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

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

Attachment E



REVISIONS BY: 10-08
 BY: 10-08
 DATE ISSUED: 10-08
 DRAWN BY: 10-08
 CHECKED BY: 10-08

MANCHESTER COMMUNITY SCHOOLS

MANCHESTER HIGH SCHOOL

PROJECT: HOBBS BLACK ASSOCIATES, INC. Architects, Planners & Interior Designers
 101 N. State Street
 Ann Arbor, MI 48106
 TEL: 734.769.1100
 FAX: 734.769.1101

JDRM ARCHITECTS, INC.
 101 N. State Street
 Ann Arbor, MI 48106
 TEL: 734.769.1100
 FAX: 734.769.1101

CONSULTANT

FIRST FLOOR PLAN - FIRE PROTECTION

SHEET TITLE

01-740

PROJECT NUMBER

FP-101

SHEET NUMBER



Manchester Community Schools

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

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

Attachment F

