

REQUEST FOR PROPOSAL AND SPECIFICATIONS
FOR: Rifton Product Purchases

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

**1101 S. Raisinville Road
Monroe, Michigan 48161**

**SPECIAL EDUCATION RIFTON CHAIR
AND ACCESSORIES PURCHASE**



Bid Specifications:

Proposals: One copy of the Proposal must be submitted in a sealed envelope, and on forms provided by the OWNER with the project name, bidder's name and address clearly written on the outside of the envelope.

All proposals shall be accompanied by a sworn and notarized Familial Relationship Disclosure Statement evidencing any familial relationship (or lack thereof) between the Owner or any employee of the bidder and any member of the Monroe County Intermediate School District Board of Education or the Superintendent of the School District. A certification of compliance with the Iran Economic Sanctions Act form (included with bid paperwork) and three (3) references are also required.

Bids to be delivered to: Chad Baas, Assistant Superintendent for Business and Administrative Services
"Educational Center Rifton Product Purchase"
Monroe County Intermediate School District
1101 S. Raisinville Road, Building 'A'
Monroe, Michigan 48161

Bids will be accepted until 1:00 P.M. October 5, 2026 at the above address.

A public bid opening will take place at 1:05 P.M. October 5, 2026 at the above address.

Proposals not received at the noted location by the time and date specified in this notice will not be considered and will be returned to the bidder unopened. The Owner reserves the right to reject any or all bids, to waive irregularities and/or informalities and to make award in any manner deemed for the best interest of the Owner.

Bid proposals shall not be withdrawn for a period of sixty (60) days subsequent to opening of bid.

Submission: Before sealing the proposal envelope, check to be sure that:

1. The Proposal Form is signed.
2. The Base Bid amount is filled in.
3. All applicable alternate amounts are filled in.
4. All unit prices are filled in.
5. Signature Authorization is included.
6. Familial Disclosure Statement is included.
7. Iran Economic Sanctions Act form is included.
8. Three (3) references are included.

On the outside of the envelope identify:

1. The bid name as noted in this invitation.
2. Bidder's name and complete address.

If the owner approves a proposed substitution or alternate prior to receipt of bids, such approval will be set forth in an addendum/clarification. Bidders shall not rely upon approvals made in any other manner.

No substitutions or alternates will be considered after the contract award unless specifically provided in the Contract Documents, by means of an addendum or other written approval.

BIDDING PROCEDURES

FORM AND STYLE OF BIDS

- A. Bids shall be submitted on forms identical to the form included with the bidding documents. Facsimiles (faxes) will not be accepted.
- B. All blanks on the bid form shall be filled in by typewriter or manually in ink.
- C. Where so indicated by the makeup of the bid form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern. All items numbers must add up to the bid total and all items filled. Failure to fill in items may be considered an incomplete bid.
- D. Interlineations, alterations and erasures must be initialed by the signer of the bid.
- E. Each copy of the bid shall include the legal name of the bidder and a statement that the bidder is a sole proprietor, partnership, corporation or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the bidder.
- F. Each bidder shall submit a completed copy of the attached Familial Relationship Disclosure Statement.
- G. Failure to include any of the above information may render the submitted bid incomplete and may be rejected by the Owner.

SUBMISSION OF BIDS

- A. All copies of the bid and other documents required to be submitted with the bid shall be enclosed in a sealed envelope. The envelope shall be addressed to the party receiving the bids and shall be identified with the project name, the bidder's name and address and, if applicable, the designated portion of the work for which the bid is submitted. **Any mailed bids must arrive at the designated drop-off location by the date and time required.**
- B. Bids shall be deposited at the designated location prior to the time and date for receipt of bids. Bids received after the time and date for receipt of bids will be returned unopened and will not be considered.
- C. The bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids.
- D. Oral, telephone, electronic (email), or telegraphic (including facsimiles) bids are invalid and will not receive consideration.

STATEMENT OF WORK

PROJECT SCOPE

- A. This RFP includes the purchase and delivery of the following furniture to Monroe County
ISD, 1101 S. Raisinville Road, Monroe MI 48161.

**THE CHAIRS MUST BE RIFTON PRODUCT CHAIRS. BIDDER
IS REQUIRED TO PROVIDE TOTAL DOLLAR AMOUNT FOR
EACH CHAIR AND UNIT PRICE FOR EACH CHAIR'S
COMPONENTS. TERMS OF SALE ARE FOB DESTINATION
WITH PAYMENT TERMS OF NET 30 DAYS. MONROE COUNTY
ISD IS A TAX EXEMPT ENTITY AND WILL PROVIDE TAX
EXEMPTION CERTIFICATE UPON REQUEST.**

**PROPOSAL FOR
Monroe County Intermediate School District
EDUCATIONAL CENTER RIFTON CHAIR PURCHASE**

TO : Monroe County ISD

The undersigned, as Bidder, hereby declares that this Proposal is made in good faith without fraud or collusion with any person or persons bidding on the same Proposal; that she/he has read and examined the Advertisement, Information for Bidders, Proposal, General Conditions, Agreement, Specifications, as prepared by the owner, and understands all of the same.

Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

R820 #1: (each) _____ Dollars

(\$: _____)

R840 #2: (each) _____ Dollars

(\$: _____)

R860 #3: (each) _____ Dollars

(\$: _____)

S410 #4: (each) _____ Dollars

(\$: _____)

S420 #5: (each) _____ Dollars

(\$: _____)

S430 # 6: (each) _____ Dollars

(\$: _____)

K610 #7 (each)_____Dollars

(\$:_____)

K620 # 8 (each)_____Dollars

(\$:_____)

K630 # 9: (each)_____Dollars

(\$:_____)

K640 # 10: (each)_____Dollars

(\$:_____)

K650 # 11: (each)_____Dollars

(\$:_____)

SUB TOTAL: _____

DISCOUNT: _____

TOTAL: _____

BIDDER MUST PROVIDE UNIT PRICE FOR EACH CHAIR'S COMPONENTS AND THE EXTENDED PRICE FOR EACH ITEM. BIDDER MAY ATTACH A DOCUMENT WHICH PROVIDES ALL THE INFORMATION BELOW INCLUDING THE UNIT PRICE AND EXTENDED PRICE.

Item No.	Components	Description	Tax	Unit Price	Extended Price
R820 #1			N		
Ancillary components			N		
1.)					
2.)					
R840 #2			N		
Ancillary components			N		
1.)					
2.)					
R860 #3			N		
Ancillary components			N		
1.)					
2.)					

S410 #4 Ancillary components 1.) 2.)			N N		
S420 #5 Ancillary components 1.) 2.)			N N		
S430 #6 Ancillary components 1.) 2.)			N N		
K610 #7 Ancillary components 1.) 2.)			N N		

K620 #8 Ancillary components 1.) 2.)			N N		
K630 #9 Ancillary components 1.) 2.)			N N		
K640 #10 Ancillary components 1.) 2.)			N N		
K650 #11 Ancillary components 1.) 2.)			N N		

C. Furniture may be delivered, under the following conditions, as soon as the bid is awarded by the MCISD Board of Education.

1. Vendor must arrange delivery times with the owner:

Chad Baas 734-322-2620

2. A minimum of two (2) day notice is to be given to the owner for the proposed delivery date from vendor

3. There is not a truck dock or fork lift available on campus so a lift truck is recommended.

D. All furniture delivery must be completed within 60 days of the bid being awarded. Any deviation from this time frame will need to be approved by the owner. Also, any deviation from this time frame is subject to the bid being rejected.

REJECTING DEFECTIVE FURNITURE

A. The Owner may disapprove or reject furniture which the owner believes to be defective.

B. The owner may also bring in an outside contractor to determine if the work is defective.

The undersigned agrees that if the foregoing Proposal shall be accepted by the OWNER, he will, within two (2) days (Sundays and legal holidays excepted) after receiving notice of such acceptance, enter into a formal Contract and will complete the PROJECT, ready for use, at the price and within the time stated in this Proposal, and that he will furnish the OWNER satisfactory certificates of insurance coverage.

In submitting this bid, it is understood that the right is reserved by the OWNER to accept any bid, to reject any or all bids, and to waive irregularities in bidding in the interest of the OWNER. NOTICE IS HEREBY GIVEN that OWNER is requesting sealed proposals for services on proposed project.

OWNER must receive completed proposals for the project before the time and date noted on the Invitation to Bid. Opening of the proposals will commence as soon as reasonably practical thereafter. OWNER may reject any and all bids for any reason it deems in their best interest, and may accept a bid other than the lowest bid, if it is determined to be in the best interest of the OWNER. The Bidder has completed the accompanying "Legal Status" form.

Dated and Signed:

Company Name: _____

Street City State Zip Code

Representatives Name: (printed and signed)

Contact Information: (phone number and email address)

this _____ day of _____, 2026.

Any deviations from the bid "standards" are to be noted here:

THE AFFIDAVIT SET FORTH BELOW MUST BE EXECUTED ON BEHALF OF
THE VENDOR AND FURNISHED WITH EVERY BID

The Board of Education will not accept this bid without this completed, signed and notarized form

AFFIDAVIT FAMILIAL RELATIONSHIP

STATE OF: _____

COUNTY OF: _____

_____, *being sworn, says*
(Affiant's printed name)

1. I am the _____ of _____
(title) (vendor bidder)
which has submitted, to **MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT**,
a proposal for the Educational Center Rifton Chair Purchase.

2. I state that there is **NO** familial relationship between the owner or any employee of above Vendor-Bidder and any member of the Board of Education or the Superintendent of Monroe County ISD, said exceptions being as follows:

Signed: _____ Printed: _____

SWORN TO and subscribed before me, a Notary Public, in and for the above named state and county this _____ day of _____, 2026. My commission expires on _____.

Signature: _____, Notary Public

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company") hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Monroe County ISD as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Monroe County ISD's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date