

**REQUEST FOR BID: Safety Film**

**PURPOSE:**

The Owosso Public Schools District (OPS) is soliciting qualified vendors to bid on the purchase and installation of safety film on designated glass (inclusive of doors) throughout the district. The accompanying EXCEL document titled “Owosso Security Film RFB) provides information on the location and **approximate** dimensions of the windows/doors that are being put out to bid and is incorporated by reference as part of the bid package.

**BID INFORMATION**

Sealed bids are due **September 18, 2023 at 1 PM (EST**). A **mandatory bid** walk through will take place on **Wednesday, September 13, 2023.** promptly at 11:00 am. The bid walk through will commence at the Washington campus located at 645 Alger St., Owosso, Michigan and a sign in by parties participating required.

Please contact Mike Hendrickson, Director of Operations at 989-723-8131 for technical information and Julie Omer, Chief Financial Officer at 989-723-8131 for response timeline information. Prospective bidders may also send any technical questions regarding the specifications via email **hendrickson@owosso.k12.mi.us.** Please note that any written or verbal responses provided by Owosso Public Schools personnel prior to bid acceptance will not change the qualifications or specifications outlined in this document.

All technical questions must be submitted by September 14, 2023.

Sealed bids must be **received at the Owosso Public Schools Washington Campus by 1:00 p.m. on Monday, September 18, 2023** in order to be considered. Emailed or faxed bids will not be accepted.

* **Bids must be in a sealed envelope and be clearly marked** **“Safety Film”**. Bids should be mailed or delivered to:

Owosso Public Schools Washington Campus

 645 Alger St.

 Owosso MI, 48867

 Attn: Mike Hendrickson

* Two copies of the bid must be sent one marked Original, one marked Copy.
* **Bids must be valid for at least 150 days from the bid opening**.
* Submission of a response to the request for proposal constitutes an acknowledgement and acceptance of all bid specifications by the responding vendor.
* The attached bid proposal sheet including, signature sheet must be completed and enclosed as part of the bid proposal. An Excel spreadsheet of the proposed locations complete with the estimated square footage of each window and door has been provided to delineate the desired locations for security film installation. The dimensions presented are used for illustrative purposes and **SHOULD NOT BE RELIED UPON FOR ACCURACY**. Bidders may verify dimensions at the mandatory walk through.
* Any changes noted during the walk through (additions or deletions), will be provided in a written addendum to those parties present at the walk through.

There will be an optional public bid opening at the time and place (attendance at the bid opening is not required.) There will be no discussion at this time.

Owosso Public Schools Board of Education reserves the right to accept or reject any and all bids and add or delete items and adjust quantities at its sole discretion. Selected vendor(s) will be notified of any changes in quantities prior to receiving any orders.

**Film specifications:**

A minimum of 8 millimeters thickness.

**Warranty**

The bidder shall supply evidence of the manufacturer’s warranty on all film purchased and provide a company guarantee of installation. The warranty period cannot be for less than a period of 4 years.

**Installation**

Installation of the security film will take place during times that do not disrupt the educational process of the district. This will necessitate that the winning bidder work out time frames with the District’s Director of Operations that are outside of when school is normally in session and/or when school activities are taking place creating an environment that is disruptive to student activities.

**The Owosso Public Schools Board of Education does not discriminate on the basis of religion, race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, marital or family status, genetic information, height, weight, military status, ancestry, or any other statutorily protected category (collectively “Protected Classes”) in its programs, activities, or employment. The Owosso Public Schools Board of Education also reserves the right to accept or reject bids at its sole discretion.**

**BID PROPOSAL SHEET: Security Film**

|  |  |  |  |
| --- | --- | --- | --- |
| BUILDING SITE | COST PER SQUARE FEET (COST OF SECURITY FILM AND INSTALLATION) | NUMBER OF SQUARE FEET AT SITE | TOTAL COST AT SITE |
| BENTLEY |  |  |  |
| BRYANT |  |  |  |
| CENTRAL |  |  |  |
| EMERSON |  |  |  |
| WASHINGTON CAMPUS |  |  |  |
| 6-12 CAMPUS |  |  |  |
| **GRAND TOTAL OF BID** |  |  |  |

**Bidder Name and Address:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorized signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

By signing this document, bidder is acknowledging:

* All documents referenced in the bidding documents and their contents have been reviewed and understood.
* That the accompanying Excel spreadsheet, and any subsequent addendums provided by the district, constitute their full and complete understanding of all areas requiring security film and installation.
* The bid provided is complete and free from mathematical errors.
* All warranty information provided (as required) or implied by the bidder is accurate and can be relied upon by the district for the duration of the warranty period.