



MUSICAL INSTRUMENTS BID

The Grosse Pointe Public School System

July 23, 2019

The Grosse Pointe Public School System
389 St. Clair
Grosse Pointe, MI 48230

INTRODUCTION:

Grosse Pointe Public School System (GPPSS) provides premier educational opportunities to families living in the five Grosse Pointe communities and a portion of Harper Woods, Michigan. The District is comprised of nine (9) elementary schools, three (3) middle schools, two (2) high schools, an administrative building, and one building which houses preschool and special needs programs

The intent of this bid is to select company(ies) to provide musical instruments which will allow the District to continue to provide high quality education and top notch musical performances.

INSTRUCTIONS AND TIMELINE:

Bid documents can be obtained at the Grosse Pointe Public School Website, www.gpschools.org on the home page and the SIGMA Website, www.michigan.gov/SIGMAVSS. All bids must use the forms attached and must meet or exceed all specifications herein.

Qualified Bidders shall provide two (2) originals and one (1) USB of your proposal in accordance with the attached specifications and shall be enclosed in a sealed envelope marked with the name of the company and "Musical Instrument Bid".

Send sealed bids directly to:

The Grosse Pointe Public School System
Maureen Bur, Director of Secondary Curriculum
389 St. Clair
Grosse Pointe, MI 48230

Bids will be accepted until **3:00 pm EST on Monday, August 12, 2019**, at which time all bids will be publicly opened and read. The Board will not accept a proposal received after the date and time mentioned above or sent via e-mail or fax. Based on proposal review, a determination shall be made regarding which company shall receive further interviews.

Proposal Due Date	Monday, August 12, 2019 @ 3:00 pm
Proposal Review	August 13-16, 2019
Discussion with Selected Finalists	August 19-21, 2019
Recommendation to Board of Ed	September 9, 2019
Purchase Order(s) issued	September 10, 2019

Any and all clarification questions pertaining to this Bid will be collected through the close of business on Friday, August 2nd via email at burm@gpschools.org. Responses to questions will be provided to all bidders that are participating in the process.

The company must utilize proposal forms, or exact facsimiles, as supplied in the proposal document. The submission of a proposal will be construed to mean that the bidder is fully informed as to the extent and character of the musical instruments required and a representation that the bidder can furnish the item(s) in complete compliance with the specifications.

The district reserves the right to accept any item in the proposal; to accept or reject any or all proposals; to waive any informalities herein; or for reasons of establishing uniformity, to award the bid to a company (ies) other than the lowest proposal.

SPECIFICATIONS:

Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible. In the event that a supplier wishes to *bid a voluntary alternate* in addition to the base bid (and as a cost savings consideration for the District), such alternate shall be submitted with the bid, on a separate sheet and labeled as such with a brief description of the difference and rationale. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.

SUBMISSION REQUIREMENTS:

All bids must include the following:

1. The bid must be signed by an authorized company agent and submitted on the attached forms.
2. The signed Iran Economic Sanctions Act.
3. The sworn and notarized Familiar Disclosure Statement.
4. A Treasury listed bid bond or certified check made payable to Grosse Pointe Public Schools for not less than five percent (5%) of the contract for each bid over \$24,459.
5. Completed Vendor profile with references.
6. Bid prices must be firm for ninety (90) days subsequent to August 12, 2019.
7. Bid prices must include delivery.
8. All prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.

IRAN ECONOMIC SANCTIONS ACT

The undersigned certifies that the bid submitted meets or exceeds, all the specifications, that all conditions noted here are acknowledged, and the firm prices and terms are specified by the bidder are true and accurate.

IRAN ECONOMIC SANCTIONS ACT:

The undersigned further certifies on behalf of the firm submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) that I and the firm submitting the proposal will immediately comply with any further certifications or information submissions requested by the District in this regard

Signature of Authorized Representative	Legal Name of the Firm
Print Name and Title	Date

VENDOR PROFILE - INFORMATION FORM

A. Company Name _____

Address _____ City: _____ State/Zip: _____

Phone _____ Fax: _____

Website: _____

Sales Manager Contact Name: _____

Contact Phone: _____

Contact Email: _____

B. Business Structure: Corporation () Partnership () Sole Proprietor ()

C. Number of years in business as the company named above _____

D. Largest single contract this company has held \$ _____ With Whom? _____

E. Annual gross sales for last three (3) years:

2018 _____ 2017 _____ 2016 _____

F. Deviations from specifications? ___Yes ___No

G. Provide School or Business name, contact and telephone numbers of five (5) customers that have purchased music instruments in the past year.

Business _____ Contact _____ Telephone _____

Business _____ Contact _____ Telephone _____

Business _____ Contact _____ Telephone _____

Business _____ Contact _____ Telephone _____

Business _____ Contact _____ Telephone _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267(Public Act 232 of 2004) and attach this information to the bid.

No Company will be allowed to work as a contractor, sub-contractor or partner on any project within the scope of this contract which constitutes a conflict of interest. In order to determine if your company presents any potential conflict of interest with respect to the award of the subject contract, please disclose any familial or business relationships you have with any member of the Grosse Pointe Public School Board of Education or Superintendent.

The members of the Grosse Pointe Public School System Board of Education are Brian Summerfield, Margaret Wertz, Judy Gafa, Cindy Pangborn, Kathleen Abke, Christopher Profeta, and Dr. Christopher Lee .

The Superintendent is Dr. Gary Niehaus.

The following are familial relationships (indicate "none" if applicable):

Company Name

Signature

Printed Name and Title

Subscribed and sworn before me
This _____ day of _____, 2019.

A Notary Public in _____ County, MI

Notary Signature
My Commission expires: _____

PRICE BID SHEET – MUSIC INSTRUMENTS

Grosse Pointe Public Schools

Company Name: _____

Address: _____

Authorized Company Agent Name: _____

Title: _____

Signature: _____

Date: _____

The total price, as specified, to include delivery. Please attach or describe/include all specifications and note any variations. Total cost must include delivery.

Instrument	Make/Model	Qty	Type	Unit Cost	Total Cost
String Bass (1/2 outfit)	Christopher 100 Series	2	Orchestra		
Cello (4/4 outfit)	Eastman 305	5	Orchestra		
Bassoon	Fox Renard 51	1	Band		
Tenor Sax	Yamaha YTS 62III	1	Band		
Tuba	Yamaha 105WC	1	Band		
Cello (4/4 outfit)	Jay Haide Ruggieri Model	2	Orchestra		
Sousaphone	Yamaha - YEP-202M	4	Band		
Bass Clarinet	Jupiter JBC-1000N	2	Band		
Tenor Sax	Yamaha YTS-480	2	Band		
Bari Sax	Jupiter JBS-1000	1	Band		
Cello (3/4 outfit)	Eastman 305	2	Orchestra		
Bassoon	Fox Renard Model 51	1	Band		
Tuba	King 2341W	1	Band		
String Bass (3/4 outfit)	Krutz 300 Series	2	Orchestra		
Tenor Saxophone	YTS-62III	4	Band		
Bass Clarinet	YCL-221III	2	Band		

