



378 State Street, Charlotte, MI 48813 PH: 517.541.5100 FAX: 517.541.5105

Invitation to Bid

2023 CHS BAND INSTRUMENTS

Your company is hereby invited to submit a BID PROPOSAL on the items and quantity, as described further in this written invitation. Please return this entire packet with your official bid. If you are unable to submit a bid proposal at this time, and if you wish to remain on our list of potential suppliers, simply send us a written explanation.

The deadline for our receipt of your SEALED bid is June 1, 2023 at 9:00 a.m. local time.

Whereas considerable time and expense has gone into the preparation of the enclosed specifications, deviations are NOT anticipated. ALL DEVIATIONS MUST BE EXPRESSLY DOCUMENTED. This includes deviation from the brand, model number, etc. of instrument identified in the specifications. Unless fully documented, such deviations may DISQUALIFY a bidder at the discretion of the BUYER.

In setting forth these specifications it is the intention of the buyer to offer equal opportunity to all bidders. Styles referred to by number and the company name are for descriptive purposes only and are not restrictive. The buyer feels that specified styles are equally available to all reputable manufacturers.

Bidder is to furnish itemized quotations showing the cost of each item, the total price per instrument, and the total price of the entire order. Any allowance or cash discount for payment within a certain period before or after delivery is to be indicated on the bid; otherwise, it will be presumed that payment is to be made on the basis of net 30 days upon delivery of the complete order. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificate will be furnished upon request.

The buyer reserves the right to accept or reject any or all bids in the best interest of the buyer. Factors to be considered, but not limited to, when determining the best value for the buyer are to be the quality of the equipment, service and responsibility of the company and their representative, as well as price. Low bid is not necessarily the determining factor for award of the contract.

Bidder is to furnish a full-time sales representative to handle all details of the order. This includes delivery and servicing "after the sale". Bidder is to provide name, address, and phone number of representative or representatives that are to be responsible for handling the order. In submitting your bid, specify the time required for delivery of the complete order after receipt of bid award.

CHARLOTTE PUBLIC SCHOOLS GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

Charlotte Public Schools hereby invites the submission of bids as per the attached bid form.

Bids to receive consideration must be made in accordance with the following instructions and such bids and any awards made thereon shall be subject to all the terms and conditions hereof:

1. SPECIFICATIONS

All material furnished must be in conformity with the specifications and will be subject to inspection and approval after delivery. The right is reserved to reject and return at the risk and expense of the vendor such portion of any shipment which may be defective or fail to comply with specifications, without invalidating the remainder of the order.

2. VARIATIONS FROM SPECIFICATIONS

All variations from the specified equipment shall be fully explained and included with the bid. **This includes brand and model number.** Manufacturer numbers shall be used in all cases. All prices quoted shall be on a unit price basis.

3. PROPOSALS

- A. The proposal sheets of these specifications shall be signed and dated.
- B. Proposals shall be submitted on the forms provided by Charlotte Public Schools, and all blank spaces in the forms shall be fully filled; amounts shall be stated legibly in figures. The unit price stated in the bid will govern in case of error.
- C. Bids are subject to acceptance at any time within 30 days after opening of same, unless otherwise stipulated.
- D. Charlotte Public Schools reserves the right to award components or segments of this bid to more than one vendor.

4. **DELIVERY – INSTRUMENTS MUST BE DELIVERED ON OR BEFORE AUGUST 1, 2023, BUT NO EARLIER THAN JULY 1, 2023.**

- A. The price bid for each item shall be based upon the free delivery to one location within the school district, as instructed on the purchase order issued by the school district.
- B. Where date is set for delivery of merchandise, said merchandise must be delivered, in accordance with the specifications or description herein contained on or before said date. Failure to meet the established delivery deadline may result in cancellation of the order by the District without penalty.
- C. Delivery of merchandise will require 24 hours advance notification of shipment.

5. TAXES

In compliance with the regulations of the Michigan Sales Tax Commission, no Sales Tax is to be included in the proposal; also no Use Tax is to be included in the proposal. School districts are exempt from Federal Excise Tax.

6. PAYMENT

A lump sum payment will be made by the District once the order is received in full. Payments for partial delivery will not be granted.

7. BID OPENING - BID OPENING WILL BE HELD ON THURSDAY, JUNE 01, 2023 AT 9:00 AM

A. All bids shall be sent in a sealed envelope and addressed to:

- a. Board of Education Administrative Offices
Attn: Michelle Sine, Associate Superintendent of Business & Operations
Charlotte Public Schools
378 State Street
Charlotte, Michigan, 48813

The name and address of the bidder and the title of the bid identical in wording to that appearing on the bid form must appear on the outside of such envelope.

B. Under no circumstances will a bid be considered if filed after the hour specified in the announcement and specifications calling for proposals. No oral, telegraphic, or telephonic proposals or modifications will be considered.

C. Bidders are encouraged to attend the bid opening, however, no decision will be made during the bid opening.

D. The Bid Opening will be held in person at the following address:

- Charlotte Public Schools
Central Administrative Offices
378 State Street
Charlotte, MI 48813
*Enter through door #20

8. WITHDRAWAL OF BIDS

Any bidder may withdraw his bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification and done so in writing.

9. AWARDING OF BID

Bids will be awarded based upon the following considerations:

- 1. Price.
- 2. Quality of product(s).
- 3. Ability to deliver in a timely manner.
- 4. Availability and quality of repair services.
- 5. Availability and quality of customer support services.
- 6. Availability of training, if applicable.
- 7. Reference checks.
- 8. Any other criteria that arise during the selection process.

10. RIGHTS OF ACCEPTANCE OR REJECTION

Charlotte Public Schools herein expressly reserves the following rights:

- A. To reject any or all bids.
- B. To waive any or all irregularities in the bids submitted.
- C. To increase or decrease quantity of any item listed herein with the understanding that bid price per unit will apply on the revised quantity.

11. REFERENCES

Each bidder will be requested to provide four references with whom they have done business of a similar nature within the last two years.

****These instructions are to be considered an integral part of all proposals.****

**CHARLOTTE PUBLIC SCHOOLS
BID PROPOSAL COVER SHEET**

BAND EQUIPMENT BID 2022

SEALED BIDS DUE: THURSDAY, JUNE 1, 2023 BEFORE 9:00 A.M.

BID OPENING MEETING: THURSDAY, JUNE 1, 2023 AT 9:00 A.M.

The bidder certifies he/she has familiarized him/herself with our specifications, has carefully read them and understands their contents. Any instruments furnished by the vendor will be in the style and quality requested.

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE: _____

VENDOR REPRESENTATIVE NAME: _____

VENDOR REPRESENTATIVE EMAIL: _____

SIGNATURE OF AUTHORIZED VENDOR REPRESENTATIVE

DATE

UNIT PRICING

Quantity	Item	Unit Price	Total Price
3	Bach 42BO Stradivarius Series F Attachment with case and 6 ½ AL Mouthpiece		
2	Miraphone 187 Series, 4 valve, 4/4 BBbTuba with case		
3	Yamaha YSH-411SWC Series Silver Sousaphone with hard case		
2	Yamaha YCL-621 Low Eb Professional Bass Clarinet with case and mouthpiece		
2	Besson BE2052 Prestige Series Compensating Euphonium with case and 5G mouthpiece		
		Total Bid Amount	

VOLUNTARY ALTERNATE ITEM(S): The following item(s) may be added to the order as a voluntary alternate.

1	Fox Renard Model 555 English Horn with case		
	Total Bid Amount: Voluntary Alternates Only		

WARRANTY

Please indicate the warranty on these instruments:

CARE AND INSTRUCTIONS

Please indicate any specific instruction(s) that are required for these instruments:

REFERENCES

Please provide a list of references for whom you have provided services to.

Name of Company	Contact Person	Phone Number	Email Address

TERMS: If awarded the contract, the vendor agrees to ship the entire order within _____ calendar days (between July 1, 2023 and August 1, 2023) after approval of the purchase.

SEALED BIDS ARE DUE: June 1, 2023 at 9:00 a.m. at below address:

CHARLOTTE PUBLIC SCHOOLS
Michelle Sine, Associate Superintendent of Business & Operations
378 State St
Charlotte MI 48813

ENVELOPE MUST BE MARKED: "Band Instrument Bid 2023"

Deviation Form

In the event that the undersigned Bidder intends to deviate from the specifications by utilizing details contrary to those listed as standards in the specifications, the bidder is to fully document and list each deviation in complete detail including reasons for the deviation. General statements are not acceptable. Furthermore, these deviations are to be approved in writing.

If no deviations are submitted, the bidder assures the buyer of full compliance with the specifications and conditions, and assures the buyer all equipment meet all specifications.

Company Name: _____

Company Representative: _____

Signature: _____

Title: _____

Date: _____

Describe any deviations from the specifications outlined. Deviations include brand, model, quantity, etc.

**CHARLOTTE PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
ATTACHMENT A**

FAMILIAL RELATIONSHIP DISCLOSURE

This form must be completed, signed and included with the bid proposal.

I/We, the undersigned, have NO familial relationship with the Superintendent or any member of the Board of Education of the Charlotte Public Schools, Charlotte, MI, 48813.

OR

I/We, have included the following list disclosing any familial relationships that exist between the owners or any employee of the vendor and any member of the Charlotte Public Schools Board of Education or Superintendent.

I/We understand that NOT completing this sworn, signed, and notarized statement and including it with our proposal may make our proposal incomplete and void.

Vendor Name

Vendor Representative's Signature

Date Signed

Title

Subscribed and sworn before me in _____ County, Michigan, on the
____ day of _____, 20_____.

(signature)

(printed)

Notary public, State of Michigan, County of _____

My Commission expires on _____

Acting in the County of _____



**CHARLOTTE PUBLIC SCHOOLS
REQUEST FOR PROPOSAL
ATTACHMENT B**

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

This form must be completed, signed and included with the bid proposal.

I am the _____ [title] of _____ [bidder], or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of architectural services to the Charlotte Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Authorized Signature

Printed Name and Title

Date