



SCHOOL DISTRICT OF THE CITY OF SAGINAW REQUEST FOR PROPOSALS

**SEALED PROPOSALS FOR PROVIDING THE SERVICES DESCRIBED HEREIN
MUST BE RECEIVED NO LATER THAN: 2:00 p.m., on 11/13/2017. Proposals
submitted after that time and date will be rejected and returned.**

PROPOSALS SHALL BE SUBMITTED TO:

Anitra T. Sweeney
Purchasing Specialist
Saginaw Public Schools
550 Millard St.
Saginaw, MI 48607

**All inquiries for information regarding Proposal Preparation and Submission Requirements
shall be in writing and shall be directed to:**

Anitra T. Sweeney
Purchasing Specialist
Saginaw Public Schools
550 Millard St.
Saginaw, MI 48607
Tel. No. 989-399-6539
[Email: asweeney@spsd.net](mailto:asweeney@spsd.net)

All other communications and questions regarding this RFP must be directed to the above individual. No other contact with any members of the Saginaw Public School's board, any administrators, staff or employees of the District is permitted before or after completion of the RFP process. Failure to follow this directive or any attempt to contact or to influence any such person may result in rejection or disqualification of a proposal.

Any and all responses to written requests for information and questions will be in writing and will be sent to all known interested parties. Any oral responses will be considered unauthorized and non-binding on the District.

I. RFP INSTRUCTIONS AND CONDITIONS

PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

A. In order to be considered, proposers must submit two (2) hardcopies of the proposal. Proposals shall be signed and printed or type written, submitted sealed with the envelope plainly marked with the title **RFP: Food Service Inventory**. Proposals shall be delivered to:

Anitra T. Sweeney
Purchasing Specialist
Saginaw Public Schools
RFP: Food Service Inventory
550 Millard St
Saginaw, MI 48607

SEALED PROPOSALS FOR FURNISHING THE SERVICES DESCRIBED HEREIN MUST BE RECEIVED BY 2:00 PM ON 11/13/2017. Proposals submitted after that time and date will be rejected and returned.

B. Proposals shall be prepared simply, but completely, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. At the same time, proposals should be as thorough and detailed as possible so that the District may properly evaluate the Proposer's capabilities to provide the required services.

Electronic or facsimile proposals alone will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted.

C. Proposers must include at least the following information, data and responses labeled accordingly in their proposals:

- (1) Proposer's full name and principal office address.
- (2) The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.
- (3) A summary description or work plan which describes how Proposer intends to perform the required services and include a description of any involvement and responsibilities which would be required of the District.
- (4) The name(s) of the employees, persons or contractor(s) proposed to perform the services, and describe the qualifications and experience of each.
- (5) Description of the manner by which Proposer proposes to be compensated for the services to be provided, including a listing or schedule of fees, commissions, costs and expenses, including reimbursable costs and Proposer's total cost for the services to be provided.

D. Proposers must provide a description or evidence of their experience and qualifications to undertake and to provide the services described in this RFP with a particular emphasis upon experience and services provided to Michigan K-12 school districts.

E. Proposers must provide evidence or information as to their financial condition and stability.

F. Proposers must provide a minimum of five (5) references with names, addresses and phone numbers, and including specifically any governmental entities and school districts for which each Proposer has provided services.

G. Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.

JOB WALK-THRU/ QUESTIONS

Anyone interested in a job walk-thru or have questions please contact Anitra T. Sweeney, Purchasing Specialist, at 989-399-6539 or asweeney@spsd.net.

AWARD

Award(s) will be made to the responsive and responsible Proposer(s) whose proposal(s), in the sole discretion of the District, is deemed to be most advantageous to the District, taking into account overall content of the proposal, cost, overall proposal, experience and qualifications of the firm and staff assigned and quality and content of the manner in which the services are proposed to be performed. The District reserves the right to split the award or to make multiple awards, and to make award on a part or portion of a proposal. The District may request additional information and/or an interview with some or all Proposers as part of the selection process. In no event shall the District be required to explain the evaluation process or award selection to any Proposer.

RIGHT TO REJECT

The District reserves the right to accept any proposal, to reject any and all proposals, and to waive any irregularities or informalities in any proposals. Conditional proposals will not be accepted.

PROPOSALS FINAL

All proposals shall be deemed final, conclusive and irrevocable, and no proposal shall be subject to correction or amendment for any error or miscalculation.

COST OF PREPARATION

The cost of preparing and submitting a response to this RFP will be assumed solely by each Proposer, whether or not any agreement is signed as a result of this RFP.

OWNERSHIP OF SUBMITTALS

All completed proposals submitted in response to this RFP become the property of the District upon submission. The District may use the proposal for any purpose deemed appropriate. The proposal material may become part of any contract between the successful Proposer and the District.

RFP INTERPRETATION

Interpretation of the wording of this RFP will be the responsibility of the District and that interpretation will be final and binding.

PRICE

Proposers are cautioned that services must be furnished at the fees, costs and/or rates submitted and proposed unless otherwise stated. No increase in costs will be permitted during the term of the contract. The district will give preference to proposals that include a not-to-exceed price.

CONTRACT

The successful Proposer will be required to enter into a written contract with the District which will include, but not be limited to, the scope of services described herein and the contract provisions included herein. Unless any exception is prominently noted in your proposal, all requirements included in this RFP will be deemed to be a part of your proposal and included in the approved contract.

INSURANCE

The successful Proposer will be expected to provide the following types of insurance with the described limits:

- Comprehensive General Liability - \$1,000,000 per person per occurrence
(including Contractual Liability)
\$ 1,000,000 property damage per occurrence

\$ 1,000,000 aggregate all claims per occurrence
- Workers' Compensation - As required by applicable law
- Employer's Liability - \$ 1,000,000 per occurrence
- Automotive Liability - \$ 1,000,000 per occurrence

Professional Errors and Omissions - \$ 1,000,000 per occurrence

TAXES

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the District.

NO PARTICIPATION

The successful Proposer shall not directly or indirectly participate as a proposer, bidder, or subcontractor to a proposer or bidder on any bids or request for proposals to be designed, or services to be provided, as part of the projects contemplated by this RFP.

USE OF INFORMATION

A. Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information (“Information”) furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of District and, when in tangible form, all copies of such information shall be returned to District upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by District or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

B. No specifications, drawings, sketched, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the District under this RFP shall be considered to be confidential or proprietary.

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II. DESCRIPTION OF SERVICES

Through this RFP, the District is seeking to obtain proposals from qualified and experienced persons, organizations, companies or firms to provide the services described herein. The District intends to contract with the successful Proposer to provide advice and consultation to the District about the services to be provided, related matters, and related reasonable costs.

SPECIFIC SERVICES:

Purpose

The purpose of this RFP is for the successful vendor to perform an accurate inventory of Food Service Equipment at all District facilities and to leave in place appropriately tagged assets that will allow the district to perform the physical inventory internally.

Project Scope

Physical Inventory

The School District of the City of Saginaw desires a physical field inventory of all Food Service Equipment located at the District's facilities.

Building Information

The School District of the City of Saginaw covers an area of more than 35.6 square miles. The entire School District is located within Saginaw County. For this RFP, there are 19 operational school facilities and 15 closed facilities.

Open Facilities:

- 11- Elementary
- 1- Middle
- 3- High School
- 1- Career Center
- 1- Service Center/Print Shop
- 1-Maintenance/Transportation
- 1-Administration

Closed Facilities:

- 9- Elementary
- 2- Middle
- 1-High
- 1-Administration
- 1-Staff Development
- 1- Warehouse Barn

Fixed Assets

The vendor shall identify assets during the course of the physical inventory that appears to match the fixed asset definition described above. The item should be tagged. Additionally, the following information, if available, should be recorded. The vendor should provide an estimated cost.

- Tag # (bar code)
- Description (noun first, then adjective)
- Location (building and room)
- Classification of the asset and its associated life
- Useful life
- Manufacturer
- Model number
- Serial number
- Estimated Purchase Cost

Personnel

All vendor employees must have successfully passed nationwide criminal background checks, drug testing, and national sex offender registry searches.

Deliverables

Upon completion of the project, Vendor will provide the School District of the City of Saginaw with the following in Microsoft Excel Spreadsheet:

- A list of all items that appear to meet the criteria. The vendor shall tag the item, reference it on the list and provide as much information as possible for each of the column titles. An estimate of the original historical cost should be provided.
- Provide a report to the District that details the process used, any unusual findings, any clarification, and any other information that will allow the district to update its inventory records.
- Provide the District with an effective process for developing a semi-annual cycle count of assets.

Work Time and Building Security

When the district allows outsiders into the building, the district is exposed to additional risk. If such access is done on an after-hours basis, the risk is generally confined to the protection of district property. If the inventory is done during school hours, there are additional risks to students and staff. The district therefore prefers that most of the work be done on an after-hours basis and that there are procedures in place to ensure protection of district assets. Please describe in detail the process you plan to use to protect the district's interests. This could include background checks for employees and check-in and check-out processes with a supervisor whenever the vendor staff enters or exits the facility. The vendor should also indicate when vendor staff will need to work during school hours for assistance from District staff, who would

be assigned that work and the safeguards included. You may include a separate price for performing these services during school hours, after school hours or during the summer or weekends.

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Vendor Proposed Pricing

Authorized Signature		Date
Printed Name		Title
Company Name		
Mailing Address		
City, State Zip		
Phone #:	Fax #:	E-Mail Address

Please state the basis for the proposed pricing as indicated below:

Pricing Based Upon:

Per Asset Tag Issued \$ _____

Per Item Inventoried \$ _____

Employee Hourly Rate \$ _____

Employee Daily Rate \$ _____

Software Fees \$ _____ (Explain)

Equipment Fees \$ _____ (Explain)

Ongoing Annual Fees \$ _____ (If Applicable)

Other (Explain) \$ _____

TOTAL ESTIMATED COST: \$ _____

