**REQUEST FOR PROPOSAL**

**Band Instruments**

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# BID ISSUE DATE: July 15, 2025

**BID OPENING: Wednesday, July 30, 2025**

**2:00 P.M.**

**at**

L’Anse Creuse Public Schools

24076 F.V. Pankow Blvd.

Clinton Township MI 48036

**Request for Proposal – Band Instruments**

**July 15, 2025**

# Purpose

L’Anse Creuse Public Schools (herein known as “District”) will receive proposals for Band Instruments, for L’Anse Creuse High School North.

The awarded Vendor shall supply all instruments in suitable storage cases, including delivery to L’Anse Creuse High School North.

# Submission of Bid

Bids shall be submitted in accordance with this RFP. **Sealed bids clearly labeled “Band Instruments” will be received by L’Anse Creuse Public Schools until Wednesday July 30, 2025 at 2:00 p.m. EST, at which time all bids will be publicly opened and read. Bids received after this date and time will not be accepted.** Bidder shall submit triplicate copies of the Bid Proposal Form. Proposals are to be delivered to the attention of:

Don Gratton

Director for Operations

24076 F.V. Pankow Blvd.

Clinton Twp., MI 48036

All questions shall be directed to Don Gratton in writing, and emailed to [grattdo@lc-ps.org](mailto:grattdo@lc-ps.org). with a subject line that reads BAND INSTRUMENTS. Bids will be considered and remain firm for a minimum of 60 days from the bid opening date, until time of bid award.

# Method of Bidding

Bidders are required to complete the Bid Proposal Form in its entirety. The Band Instrument Pricing Sheets are only one component of the Bid Proposal Form. Bidders are required to bid on the Base Bid in the Bid Pricing Sheet. Bidders may also bid on any Equivalent Products.

# Structure of Pricing

The specification sheets shall clearly indicate only those items, features, and accessories that are included in the Bid Pricing. Any accessories not included in the pricing shall be omitted/crossed out; thereby making it apparent that the item is “not included”.

# Right to Reject Bid

The District reserves the right to waive irregularities and to accept and/or reject any or all bids, in whole or part, and in its sole discretion to be in the best interest of the District. The bidder, in submitting his/her bid, agrees to accept the decision of the District as final.

The bidder shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

**All bidders shall complete the Iran Linked Business Disclosure form** in the Bid Proposal Form to comply with Public Act 517 of 2012. An “Iran Linked Business” is not eligible to submit a bid on a Request for Proposal with a public entity, including state agencies, school districts, community colleges, intermediate school districts, cities, villages, townships, counties, and public authorities.

The Act defines an Iran Linked Business as an individual or any entity, including all successors, parent companies, subsidiaries, and companies under common control, engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, including providing of products used to construct or maintain oil or liquefied natural gas pipelines.

**All bidders shall complete the Familial Relationship Disclosure form** to identify any relationship between the Bidder and members of the Board of Education or Superintendent of the District.

# Award

It is the intent of the District to award the bid on August 18, 2025.

Submission of a bid will be construed as a conclusive presumption that the bidder is thoroughly familiar with the RFP requirements and that bidder understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The following criterion shall be considered in making an award, in no particular order: purchase price of instruments, conformity to listed specifications, delivery of the product within the required time schedule, service, support and warranty provided, references, or any other criteria deemed important by District.

**The District may ask that vendors be available for a post bid interview via phone on or after July 30, 2025.**

# Instructions to Bidders

1. Bidder must clearly state in the bid any exceptions to the enclosed specifications. The listing of exceptions, if any, is mandatory. Any exceptions found in review but not listed could be a basis for rejection of the bid.
2. Bidders must clearly indicate extent of warranties, and the ability to provide service for the instruments on which they are bidding.
3. The instruments are to be furnished in accordance with the specifications and delivery is to be made only upon Purchase Order issued by the District. The instruments are to be delivered to the school to a specific location, and in the time frame determined by the building administrator.
4. It is understood that the District is a governmental unit, and as such, is exempt from the payment of all State and Federal Taxes applying to the products specified in this document. Therefore, the prices quoted by the Bidder should not include any allocation for taxes. The successful bidder shall pay all other taxes required by law.
5. The items listed on the attached Instrument Bid Specifications sheet must be included in your BASE BID.
6. An Acceptable Equal/Approved Substitute bid shall be based on alternate but equivalent instrument specifications. The District reserves the sole right to accept or reject any substitute bid.
7. The Bidder must submit the names of three (3), preferably K-12 public school districts, whereby Bidder has recently provided the same/similar instruments. Include district name, Business Manager contact name, address, and phone number.
8. The attached Bid Proposal Form must be completed and enclosed as part of the bid proposal. Submit duplicate copies of all documents. Any voluntary alternates to bid specifications must be submitted in writing with bid response.

# Addenda

Each bidder shall ascertain prior to submitting his/her bid that he/she has received all addenda issued. Addenda issued during time of bidding shall become part of the contract documents and receipt thereof shall be acknowledged on the bid proposal.

Addenda’s will be posted on the SIGMA4 and District websites.

# Acceptable Equal

The materials specified in the RFP are preferred. The District expects all supplies and materials bids by a Vendor to meet or exceed the Specifications set forth in this RFP. Further, it is the

District’s intent that this RFP permit competition. Accordingly, the use of any patent,

proprietary name or manufacturer’s name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies and materials requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words “or comparable equivalent,” whether or not such words appear. **The District in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by the Vendor meet the Specifications contained in this RFP and possess equivalent and/or better qualities.** Any and all deviations from Specifications must be noted on the Proposal Form.

# Delivery

Delivery of the instruments shall be within the number of days indicated on the bid form following receipt of an authorizing Purchase Order, except as such delivery may be affected by an Act of God or similar activities beyond the control of the actual manufacturer.

# Additional Information

The right is reserved to reject any or all quotation(s) or to accept or reject any items. The right is also reserved to award the bid to other than low bidder if it is found to be in best interest of the Purchaser. The reputation of the bidder will also be considered and therefore bidder may be required to supply a list of several orders manufactured in the past five years.

**AFFIDAVIT OF PROPOSER**

The undersigned, the owner or authorized officer of (the “Proposer”), pursuant to the familial disclosure requirement provided in the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the “School District”) advertisement for proposals, hereby represent and warrant, except as provided below, that **no familial relationships**

**exist** between the owner(s) or any employee of and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

PROPOSER:

By:

Its:

STATE OF MICHIGAN )

) ss.

COUNTY OF )

This instrument was acknowledged before me on the day of , 20 , by

.

, Notary Public

County, Michigan My Commission Expires:

Acting in the County of:

**AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**

**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(the

“Proposer”), pursuant to the compliance certification requirement provided in the Warren Consolidated School District (the “L’Anse Creuse Public Schools”) Invitation For Proposals for **BAND INSTRUMENTS AND EQUIPMENT** hereby certifies, represents and warrants that the Proposer (including 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 Proposer is awarded a Contract as a result of the aforementioned Invitation For Proposal, the Proposer will not become an “Iran Linked Business” at any time during the course of performing under the Contract.

The Proposer 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 or 2 times the amount of the Contract or proposed Contract for which the false certification was made, whichever is greater, the cost of the L’Anse Creuse Public Schools investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on an Invitation For Proposal for three (3) years from the date it is determined that the person has submitted the false certification.

PROPOSER:

Name of Proposer

By:

Its:

Date:

STATE OF MICHIGAN )

) ss.

COUNTY OF )

This instrument was acknowledged before me on the day of , 20 , by

.

, Notary Public

County, Michigan My Commission Expires:

Acting in the County of:

**DESCRIPTION and SPECIFICATIONS**

**BAND INSTRUMENTS AND EQUIPMENT**

**July 30, 2025 2:00PM**

L’Anse Creuse Public Schools is soliciting competitive proposals for the procurement of Band Instruments and Equipment for the District.

The following list shows requested and acceptable brands, proposed models and a description of the needed items. Each item has been assigned an item number. For any instruments or equipment you are submitting a proposal for, you may use the space in the document, or submit a separate quote with a narrative that addresses all of the following:

* + - Line number of item
    - Brand submitted
    - Model Name / Number
    - Price per item
    - Case included Y/N, cost if additional
    - Quantity to be provided
    - Shipping cost
    - Delivery date

Purchase orders will be submitted to selected vendor(s) after Board of Education approval on August 18, 2025

Questions may be directed via email to Don Gratton

grattdo@lc-ps.org

**Required Delivery to L’Anse Creuse High School North (FOB-Destination):**



**BAND INSTRUMENTS AND EQUIPMENT**

**July 30, 2:00PM**

**This is to certify that the prices, quality, quantity and delivery of the above-mentioned material of commodity will be exact conformity with the specifications, samples and proposition therefore, and declare that it is made without collusion with any other person, firm, or corporation making any other proposal, or who otherwise would make a proposal, and agree to furnish in strict accordance with the specifications.**

**Company Name** .

**Contact Name and Title** .

**Signature** .

**Address** .

**City State Zip Code** .

**Phone Fax .**

**E-mail Address .**

**\*Include any updated company information below:**

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