



*Strong Schools, Stronger Communities*

MUSKEGON PUBLIC SCHOOLS REQUEST FOR PROPOSALS FOR:  
Complete build, install and furnishing of 3 cold storage pole barns

PROPOSALS DUE:

09/30/2024 at 11:00 am

PROJECT WALK THROUGH:

Mandatory and arranged with John Snyder

Superintendent Matthew Cortez

[mcortez@mpsk12.net](mailto:mcortez@mpsk12.net)

1458 Fifth Street

Muskegon, MI 49441

231-720-2004

Chief Operations Officer John Snyder

[jsnyder@mpsk12.net](mailto:jsnyder@mpsk12.net)

1800 E Laketon Ave.

Muskegon, MI 49440

231-720-3175

No oral, telephonic, telegraphic or facsimile proposals will be accepted.

No proposals will be accepted after the time of closing of bids.

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF MUSKEGON PUBLIC SCHOOLS WILL RECEIVE SEALED BID PROPOSALS UNTIL 09/30/2024 at 11:00 am AT THE OFFICE OF THE SUPERINTENDENT FOR MUSKEGON PUBLIC SCHOOLS, THE BOARD OR ITS DESIGNEE WILL OPEN AND READ EACH RECEIVED BID AT A PUBLIC MEETING AT 09/30/2024 at 11:00 am AT:

POOLE ADMINISTRATION BUILDING

1458 Fifth Street

Muskegon, MI 49441

THE PROPOSAL WILL BE FOR Complete build, install and furnishing of 3 cold storage pole barns IN  
ACCORDANCE WITH BIDDING DOCUMENTS AND APPROVED SPECIFICATIONS

Muskegon Public Schools will not consider or accept a proposal received after the above-specified date and time for Proposal submission.

At the above specified time and place for receiving proposals, the Board of Education, acting by its designee, will publicly open and read all timely-received Proposals. The Board of Education reserves the rights to waive any irregularity or informality in its Request for Proposals to reject any or all Proposals, to award Program components by component, group of components, or total Program, and to accept the Proposal or Proposals which the Board determines will perform in the District's best interests and will be the lowest responsible bidder as required by law. Each and every bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District or any employee of the firm submitting the bid and the Superintendent of Muskegon Public Schools or any member of the Board of Education. Proposals are to be presented in accordance with the specifications.

For a copy of the RFP or more information call.

Cassidy Cisneros

231-720-2004

Muskegon Public Schools

REQUEST FOR PROPOSAL Complete build, install and furnishing of 3 cold storage pole barns -- GENERAL INSTRUCTIONS

**A. Instructions**

Qualified firms are invited to submit proposals to Muskegon Public Schools ("District") for Complete build, install and furnishing of 3 cold storage pole barns in accordance with the bidding documents and specifications. The District's objective in issuing this Request for Proposal is to obtain competitive bids from which it will select a contractor ("Contractor") to engineer/design, apply for all permits, submit stamped drawings to the State of Michigan (if required), prep work for site, all clean up on a turn-key basis in accordance with applicable laws.

The District reserves the right to reject any or all proposals, to award Project components by component, group of components, or total Project, to accept any or all alternatives, to accept any proposal in whole or in part, to waive any irregularities or informalities which are in the best interest of the District, and to weigh proposal elements as deemed beneficial to the District. Any award shall be to the Contractor that the District considers the lowest responsible bidder.

**B. Proposal Submission**

To be considered by the District, two (2) copies of the complete proposal must be received no later than 09/24/2024 at 11:00 am. Proposals shall be addressed to:

Mr. Matthew Cortez, Superintendent  
Muskegon Public Schools  
Poole Administration Building  
1458 Fifth Street  
Muskegon, MI 49441

The lower left corner of the submittal envelope should be marked:

**PROPOSAL FOR "Complete build, install and furnishing of 3 cold storage pole barns"**

Submitted proposals become the property of the District and will not be returned. Further, all submitted proposals become subject to the Freedom of Information Act, unless the District reasonably believes that Contractor satisfies exemption criteria and rejects disclosure on such basis.

**C. Late Proposals**

Any proposal received by the District after the time specified above will not be considered.

**D. Withdrawal of Proposals**

Proposals may be withdrawn by written notice received at any time prior to the submission deadline. Proposals may also be withdrawn in person, provided that the firm's representative signs a receipt for the proposal prior to the submission deadline. Proposals that are not so withdrawn shall constitute a firm offer for a period of sixty (60) days to perform the work contained therein and/or required by this RFP.

**E. Questions Concerning this RFP**

Inquiries may be made to Mr. John Snyder at the address above, via telephone at (231) 720 - 3175, or via email at [jsnyder@mpsk12.net](mailto:jsnyder@mpsk12.net) all such inquiries must be made no later than three (3) business days prior to the deadline for submission. Information about the District is available during business hours (8 a.m. - 4 p.m.).

**F. Economy of Preparation**

Proposals should be prepared simply, providing a concise description of the Contractor's ability to meet the requirements of this RFP.

**G. Proposal Signature**

Proposal Summary, should be signed by the person responsible for the decision as to services and costs being offered. (In the case of a joint proposal, each party must certify those services and costs being offered by its own firm. Unless otherwise agreed by the District in writing, each party to a joint proposal will be jointly and severally responsible for all services offered in the proposal, regardless of who produces them.)

**H. Prime Responsibilities**

The selected Contractor will be required to assume responsibility for all services offered in the proposal, regardless of who actually provides such services and whether the selected Contractor utilizes separate consultants. The selected Contractor shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

**I. Proposal Preparation Costs**

All costs incurred for proposal preparation, site visitation and investigations, initial engineering analyses, presentations, or contract negotiation, are the responsibility of each respective Contractor and will not be reimbursed by the District.

**J. Acceptance of Proposal Contents**

The contents of the proposal of the selected firm will become contractual obligations when a contract is issued, except with regard to particular contents which are rejected by the District. Failure of the successful firm to abide by such obligations will result in cancellation of the award

**K. Proposed Project Schedule**

Bid period: 09/12/2024 - 09/30/2024

Review and Award Contract: 09/30/2024 - 10/15/2024

Project Begins: 10/16/2024

Project Completed by: 11/30/2024

**L. Insurance Coverage**

Prior to beginning work, the selected Contractor will be required to provide a copy of insurance certificates for general and professional liability coverages, with limits of liability at least as required by law or reasonably required by the District. Any consultants or subcontractors of the Contractor shall provide insurance coverage at least equal to that provided by the Contractor, and those consultants or subcontractors shall provide insurance certificates for general and professional liability coverages. Insurance must be occurrence-based, obtained prior to commencement of work, and maintained for a period of no less than 12 months beyond the date of completion. Certificates of insurance shall contain a provision that coverage afforded

under the policies will not be canceled, reduced, or allowed to expire until at least 60 days' prior written notice has been given to the District.

**M. Payment of Fees**

The District will make payments to the Contractor as set forth in the parties' contract. All costs shall be itemized on a single invoice so that the District may issue one monthly check to the Contractor. The specific day of the month on which invoices are to be received, and checks released, will be set forth in the contract.

**N. Taxes**

The Proposal shall be deemed to include all applicable sales, use, excise and other taxes required by law. The District, upon request, will provide a properly executed tax exemption certificate, but the District makes no representation that a Contractor may utilize such information to avoid tax liability.

**O. Bid Bond and Performance/Payment Bonds**

Bid bond must be submitted in the amount of a 5% deposit by official money order or through a corporation for bid bonding. Performance bonds will be required for all work in accordance with state law.

**P. Familial Disclosure Statement**

Each Proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Contractor and any member of the board or Superintendent. Bids not accompanied by a sworn and notarized statement will not be accepted by the board

**Q. Iran Economic Sanctions Act Certification**

Each Proposal shall be accompanied by a certification required by the Iran Economic Sanctions Act that the bidder is not an Iran-linked business. Bids not accompanied by such a certification will not be accepted by the board.

**R. Waiver of Claims**

The Contractor, by its submission of its proposal, releases the District and its Board members, administrators, employees and agents from any claims arising out of, and related to, the ECM process and the selection of a Contractor.

## Muskegon Public Schools

REQUEST FOR PROPOSAL FOR Complete build, install and furnishing of 3 cold storage pole barns

### PART 2 -- PROPOSAL REVIEW AND SELECTION PROCESS

#### A. Time Frame for Contractor Selection

It is the intent of the District to select a contractor according to the following schedule:

09/12/2024 RFP is released.

09/12/2024 - 09/30/2024, Site walk through Available by appointment

09/30/2024 at 11:00 am, Proposals are due at Poole Administration Building

09/30/2024 at 11:00 am, Administrators begin screening proposals

10/16/2024, Contractor begins work

11/30/2024, Work completion.

The District may modify or eliminate any portion of the above schedule in its sole discretion and to the extent consistent with law.

#### B. Review and Selection Process

The District reserves the right to reject any or all proposals that are determined not to be in the best interests of the District. The District will not necessarily select the lowest cost proposal, but will choose the lowest responsible bidder.

#### C. Interviews

Interviewing may be done based upon District determination of top bidders.

#### D. Evaluation Criteria

The District will evaluate Contractor's proposals based on cost and responsibility factors, including but not necessarily limited to the following:

**Cost:** The total cost for all services and as broken down among the various project elements.

**Adherence to specifications:** Conformance, in both content and presentation, to the parameters established in this request.

**Relevant Experience:** Contractor's relevant experience with the required work, particularly at K-12 public school facilities of comparable size and complexity.

**Qualifications:** Qualifications and experience of the Contractor's key staff to be assigned to the project.

**Timeliness:** The Contractor's ability to complete work specified in this RFP in a timely fashion.

**Responsiveness:** The Contractor's ability to meet quickly with District officials, contractors, etc. when necessary.

**Team Compatibility:** The Contractor's ability to work with students, District employees, parents, community members, architectural firms, contractors, and governmental officials based on references and interviews.

It is understood that all labor and materials must be competitively bid and awarded, if at all, to the lowest responsible bidder. The District may consider a number of factors in determining a Contractor's "responsibility," and it is expressly understood that the District is not confined to the above-referenced list or any other information required or provided in response to this RFP.

#### E. Awarding of the Contract

All proposals may be reviewed and evaluated by District administration and consultants for the purpose of recommending a lowest responsible bidder. The ultimate determination to award a contract will be made by the District's Board of Education as required by law. The form of Contract shall be based on the document attached hereto as Attachment C ("Contract"). By submitting a proposal, each Contractor agrees to the terms of the Contract in its entirety, except and only to the extent the Contractor specifically objects in writing to any provision therein and attaches the objection(s) as a separate document to its response to this ECM, along with a proposed alternative.

Notwithstanding anything herein to the contrary, the District shall have the unilateral ability, in its sole discretion, to negotiate any term of the Contract (or any other form of contract considered by the parties). The award of a Contract shall be contingent upon the successful negotiation of same, and the Contractor shall not be entitled to any remuneration unless and until a Contract is officially approved by the District's Board of Education.

**Muskegon Public Schools**  
Complete build, install and furnishing of 3 cold storage pole barns

**PART 3 – PROPOSAL DETAILS**

**I. CONTRACTOR INFORMATION**

The following information will be considered by the District for the purpose of determining the Contractor's "responsibility" and present capability to perform the work. The District's determination is not limited to the information below or any other information required by this RFP.

Name of Firm: \_\_\_\_\_  
Year Established \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Facsimile Number: \_\_\_\_\_  
Contact Person Email Address: \_\_\_\_\_

**A. Business Organization**

1. Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Other \_\_\_\_\_

2. Identify the number of years the firm has provided the type of improvements required herein, and provide a brief history of the firm's experience with the required work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List the firm's officers and the staff that will be dedicated to this project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Provide the hourly rate for firm personnel in the event they provide Additional Services (i.e., services beyond the originally agreed scope of the project).

\_\_\_\_\_  
\_\_\_\_\_

5. List any subcontractors or sub-consultants you propose using to provide services.

	Firm Name	City/State	Specialty	# of years
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____



6. What is your firm's present workload? Provide a list of all scheduled and unscheduled construction projects currently being handled by your firm, including an indication of approximate cost and percentage of completion for each project.

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7. What is your General Liability Insurance coverage:

- i. Total amount of protection provided.
- ii. Amount of deductible, if any.
- iii. Name, address, phone # and contact the person of the Insurance Company.

8. What is your Professional Liability coverage, if any:

- i. Total amount of protection provided.
- ii. Amount of deductible, if any.
- iii. Name, address, phone # and contact the person of the Insurance Company.

9. Within the last 5 years have you had litigation, arbitration or a claim filed against or settled with your company by a client (in the educational market or otherwise) or have you filed the same against any other client? If yes, explain each in detail.

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10. Has your firm ever been terminated, for cause or for convenience, prior to completion of a project or has your firm ever terminated a contract, for cause or for convenience, prior to completion of a project? If yes, please explain.

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**B. Approach to Services**

1. Describe how your firm stays up-to-date on construction code and regulatory requirements applicable to your work. \_\_\_\_\_

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2. Some of the construction work may occur while school is in session. Describe how your firm will minimize any interruptions to our day-to-day operations.

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3. Some of the construction work may occur while school is in session. Describe how your firm will minimize any interruptions to our day-to-day operations.

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4. Discuss the method of on-site observation and project management you will use for our Project, and how you will ensure a prompt response should the same be required.

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5. Add any additional information about your design and/or construction approach that you will use for this Project that you believe to be exceptional.

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## II. PROJECT DESCRIPTION

### A. Project outline

Muskegon Public Schools is requesting proposals for site preparation, furnish and installing:

1. One (1) pole barn on existing property at Muskegon High School Campus
2. Two (2) pole barns on the existing Charles Hackley Middle School Campus

The proposal should encompass the following scope of work:

1. Provide the material, labor for constructing all pole barns on premises
2. Site will need to be prepped with an underlayment and a concrete slab
3. Electrical power to the building for lights inside and outside and door power
4. 1 Pole Barn size: 40' x 30' x 21' for MHS
  - a. 25' x 30' section
    - i. Door sizes: 16' x 10' Overhead door with opener, (1) 3' Service Door
  - b. 15' X 30' section
    - i. Door sizes: 10' X 8' Overhead door with opener, (1) 3' Service Door
5. 2 Pole Barns for CHMS
  - a. 1 pole barn size: 40' x 30' x 19'
    - i. Door sizes: 16' x 10' Overhead door with opener, (1) 3' Service Door
  - b. 1 pole barn size: 40' x 20' x 14'
    - i. Door sizes: 10' x 8' Overhead door with opener, (1) 3' Service Door
6. Buildings should reflect the style of the surrounding campus structures.
  - a. MHS
    - i. Brick lower section
    - ii. Upper walls can be stylish steel or other options
    - iii. Windows as an option for daylight and stylistic design
  - b. CHMS
    - i. Large pole barn to mimic school building design of brick lower than steel panel
    - ii. Smaller pole barn mimics the building style with brick lower and steel upper.
    - iii. Windows as an option for daylight and stylistic
7. The project must comply with Michigan Prevailing Wage
8. Builder responsible for all permits, drawings, and inspections.

Muskegon High School  
80 W Southern  
Muskegon, MI 49441

Charles Hackley Middle School  
180 E Laketon Ave  
Muskegon, MI 49442

- B. The Contractor shall provide a minimum **three-year (3) warranty** on all design, materials and workmanship from the date of final acceptance by the District. The Contractor shall also provide an itemized statement of all warranties on specific products included in the Proposal. Warranty shall be given in writing to the owner.
  
- D. The District will have one (1) contract with the selected Contractor. The District will not have separate contracts with trade contractors or sub-consultants as part of the Contractor's contract.
  
- E. The Contractor acknowledges that all permits that may be required from the State of Michigan are their responsibility and that, unless the District provides otherwise in accordance with 1937 PA 306, a state inspector is required regarding the services to be performed herein.

**Muskegon Public Schools**

REQUEST FOR PROPOSAL FOR Complete build, install and furnishing of 3 cold storage pole barns

PART 4 – PROPOSAL SUMMARY

This proposal has been prepared to provide the District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the proposal contained herein meets or exceeds the scope of services as outlined herein and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows:

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Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If a corporation, indicated State of incorporation and affix seal.

Attest: \_\_\_\_\_

By: \_\_\_\_\_

**ATTACHMENT "A"**  
**[Familial Disclosure Statement]**

AFFIDAVIT OF STATE OF MICHIGAN, COUNTY OF Muskegon by \_\_\_\_\_  
(insert name of affiant)

\_\_\_\_\_ makes this Affidavit under oath and states as follows:  
(insert name of affiant)

1. I am a/the:  
President / Vice-President / Chief Executive Officer / Member / Partner / Owner / Other (please specify)  
\_\_\_\_\_ of [insert name of contractor], a bidder for Muskegon Public Schools.

2. I have personal knowledge and/or I have personally verified that the following are all  
of the familial relationships existing between the owner(s) and the employee(s) of the  
aforementioned contractor and the school district's superintendent and/or board members: \_\_\_\_\_

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3. I have authority to bind the aforementioned contractor with the representations  
contained herein, and I am fully aware that the school district will rely on my representations in  
evaluating bids for the required services.

4. I declare the above information to be true to the best of my knowledge, information  
and belief. I could completely and accurately testify regarding the information contained in this  
affidavit if requested to do so.

\_\_\_\_\_ Dated: \_\_\_\_\_  
(signature of affiant)

Subscribed and sworn before me in \_\_\_\_\_ County, Michigan, on the \_\_\_ day of  
\_\_\_\_\_, 202\_\_\_\_ (signature)  
\_\_\_\_\_ (printed) Notary public, State of Michigan,  
County of \_\_\_\_\_ My Commission expires on \_\_\_\_\_ Acting in  
the County of \_\_\_\_\_

**ATTACHMENT "B"**  
**[Iran Economic Sanctions Act Certification]**

I am the \_\_\_\_\_ of \_\_\_\_\_, or I am bidding in my  
Title Bidderindividual capacity ("Bidder"), with authority to submit a binding bid for the Complete build, install and furnishing of 3 cold storage pole barns for Muskegon 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.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed)

\_\_\_\_\_  
(date)

**Attachment D**

**BID SHEET**

Complete build, install and furnishing of 3 cold storage pole barns work to start \_\_\_\_\_ (enter date)

Total cost for all work, warranties and materials \$ \_\_\_\_\_

*Please list any conditions not met as described:*

**ALTERNATE #1:** Preparation and painting of all rooms off of the tunnels \$ \_\_\_\_\_

**Please list any Volunteer Alternates and details below:**