



WEST OTTAWA PUBLIC SCHOOLS

Band and Orchestra Instruments

Bid Request

All bids are due by Friday, November 8th, 2024 @ 11:00 AM

*Contact Information:
Chris Meyer
West Ottawa Bands
1138 136th Ave
Holland, MI 49424
Email: meyerc@westottawa.net*

Band and Orchestra Instrument Bidders

West Ottawa Public Schools will accept sealed bids for band and orchestra instruments as described in the attached specifications. Bids will be accepted until 11:00 AM, Friday, November 8, 2024, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, or facsimile proposals will be accepted.

Two (2) signed copies of the bid form should be addressed to the attention of:

**Chris LaHaie
West Ottawa Public Schools
Administration Building
1138 136th Ave.
Holland, MI 49424
Re: Band and Orchestra Instrument Bids**

- A. The proposal, in duplicate, shall be submitted on the form provided herein with all required items of the form properly filled out.
- B. Any questions regarding this project, technical or not, shall **be submitted via email**, care of Chris Meyer, meyerc@westottawa.net, no later than 48 hours prior to bid opening. All questions will be answered in writing with a copy to all bidders who have provided an email address.
- C. Proposals must be mailed or delivered in person to Chris LaHaie, Associate Superintendent for Business Services, at the Administration Building located at 1138 136th Avenue, Holland MI 49424. All proposals must be sealed in envelopes, plainly labeled "BAND AND ORCHESTRA INSTRUMENT BIDS" and must be received prior to 11:00 A.M., local time, on Friday, November 8, 2024. This will be a public bid opening. Evaluation of proposals and award will be at a later date; the successful contractor will receive a letter of intent prior to receipt of contract.
- D. There will not be a **pre-bid meeting**.
- E. The Schedule of Work shall be as follows:

Receive Bids	11:00 A.M. November 8, 2024
Anticipated award of contract	November 19, 2024

- F. **All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.**
- G. All bids shall be accompanied by Affidavit Of Compliance – Iran Economic Sanctions Act in compliance with "Iran linked business" within the meaning of the Iran Economic Sanctions Act.
- H. Michigan Public Act No. 517 of 2012. The Board of Education shall not accept a bid that does not include the Affidavit Of Compliance.
- I. Applicable Michigan use and sales tax **do not** apply to this project.
- J. West Ottawa Public Schools' Board of Education reserves the right to accept or reject all or any portion of a bid, and is not bound to accept the low bid. A bid may be rejected, if not accompanied by a required bid

security or by other data required by the Bidding Documents, or which is in any way incomplete or irregular. West Ottawa Public Schools shall have the right to waive informalities or irregularities in a bid received, and to accept a bid which, in the judgment of West Ottawa Public Schools, is in the best interests of West Ottawa Public Schools.

- K. Within ten days after being notified of the acceptance of the proposal, the bidder to whom the award is made will be required to enter into a written agreement in the form hereto specified with the West Ottawa Public Schools.
- L. The bidder may, during the bidding period, be advised by Addenda of additions or alterations to the Specifications. All such changes shall be included in the work and shall become part of the Contract Documents.
- M. The bidder shall visit the site of the work to fully inform himself of the existing conditions.

Questions should be directed to Chris Meyer, West Ottawa Bands, at meyerc@westottawa.net, between the hours of 8:00 AM and 5:00 PM, Monday through Friday. It is highly recommended that bidders discuss the bids with Mr. Meyer prior to submitting a bid.

- I. **Specifications - It is very important to note that bidders may submit pricing for all or some of the instruments listed on the next page. West Ottawa Public Schools will consider all bids both in aggregate and 'a-la-carte' and reserve the right to work with multiple vendors to purchase some or all instruments.**

Please complete the far right column on the pricing table for the instruments you intend to supply.

Pricing Sheet:

Item Description	Quantity	Desired Brand	Desired Model	Notes	Total Price (Each x Qty)
Digital Piano	8	Roland	RP701-CB		
Digital Piano Dolly	7	Jansen	J4004-BK		
Woodblock on Handle	1	Basic Beat	BBW011		
Claves	12	Basic Beat	BBH11		
Medium Plastic Maracas	4	Basic Beat	BBM2		
Green Plastic Egg Shakers	20	Tycoon	TE-G		
Cabasas	6	Basic Beat	BB07L		
Castanets	30	Basic Beat	BBC01		
30" Standard Cactus Rainsticks	4	Basic Beat	BBRS30		
Finger Cymbals	10	Basic Beat	BB732		
Cowbells	6	Westco	BE7202		
Bar Chimes	5	Tree Works	TRE417		
12" Frame Drum	40	Remo Fiberskyn	HD-8512-00		
12" Slapstick	5	Basic Beat	BBH17		
25-Bell Mounted Sleigh Bells	6	Basic Beat	BB25L		
Piano Humidification Control System for 5' baby grand piano	2				
Piano Humidification Control System for upright piano	1				
1/2 Size Bass	2	Christopher	100	Instrument only with D'Addario Helicore strings	
1/2 Size Violin	1	Academy	200	Instrument outfit with Glasser bow, case, and D'Addario Prelude strings or better	
3/4 Size Violin	2	Academy	200	Instrument outfit with Glasser bow, case, and D'Addario Prelude strings or better	
4/4 Size Violin	2	Academy	200	Instrument outfit with Glasser bow, case, and D'Addario Prelude strings or better	
12" Viola	2	Academy	200	Instrument outfit with Glasser bow,	

				case, and D'Addario Prelude strings or better	
15" Viola	1	Academy	200	Instrument outfit with Glasser bow, case, and D'Addario Prelude strings or better	
4/4 Size Violin	2	Performance	300	Instrument outfit with Glasser bow, case, and D'Addario Prelude strings or better	
Music Stands	120	Manhasset	M48 Symphony Music Stand		
Flute	7	Yamaha	YFL200AD		
Clarinet	12	Yamaha	YCL200AD		
Alto Sax	3	Yamaha	YAS200AD		
3 Valve Tuba	4	Yamaha	YBB-105WC		
4 Valve Tuba	5	Eastman	EBB534		
TOTAL Project Price:					

The undersigned certifies that the bid contained meets or exceeds the attached specifications. Failure to comply with all conditions asked for in this bid document may result in rejection of the bid.

Bidder Information:

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME (please print): _____

TITLE: _____ DATE: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

At least 3 references with contact person:

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Do you conduct background checks on your employees? Yes No

Familial Relationship Affidavit included? Yes No

Iran Linked Business Affidavit included? Yes No

Written responses to all requested questions? Yes No

Are you on the Excluded Parties List Yes No Unknown

(which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R. 9.404)?

Provide your DUNS number, if you have one: _____

Local (District) Vendor or Taxpayer? Yes No Unknown

(Documentation, if necessary, will be obtained after the bid opening.)

Do you have employees that live within the District? Yes No Unknown

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____(the "Bidder"), pursuant to the familial disclosure requirement provided in the West Ottawa Public Schools (the "School District") request for proposal, 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:

BIDDER:

(Company Name)

By: _____
(Signature)

Title: _____

STATE OF MICHIGAN)
) SS.
COUNTY OF _____)

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

(Notary Public Signature)

_____ County, Michigan

My commission expires: _____

Acting in the County of: _____

IRAN LINKED BUSINESS AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the “Iran Linked Business” requirement provided in the Ottawa Area ISD Universal Service Fund Request for Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFP, the bidder will not become an “Iran Linked Business” at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 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 District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Proposals (RFPs) for three (3) years from the date that it is determined that the person has submitted the false certification.

There is not an “Iran Linked Business” that exists within the bidder and/or owner, officers, directors and employees.

Bidder: _____
(Company Name)

By: _____
(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for
_____ County, on this ____ day of _____, 20__.

SS:
(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____