

**Bay-Arenac ISD**  
**4228 Two Mile Road**  
**Bay City, MI 48706**  
**(989) 667-3232**

**Request for Proposal**  
**Window Safety Film for Bay Arenac Career Center**

**February 5, 2024**

## **GENERAL CONDITIONS**

The Bay-Arenac ISD is soliciting proposals from qualified firms for Window Safety Film for the Bay Arenac Career Center.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Brian McBride  
Vice Principal  
Bay-Arenac Career Center  
4115 Monitor Rd.  
Bay City, MI 48706  
989-686-4770

Completed proposals must be received at the address noted above by **1:00 p.m. on Monday, February 19, 2024**. Proposals must be submitted in an envelope that is clearly marked "Window Safety Film Bid". Proposals submitted by facsimile will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals*)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Mr. Brian McBride at the address noted above, e-mail at [mcbrideb@baisd.net](mailto:mcbrideb@baisd.net) by telephone 989-686-4770. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Brian McBride is discouraged and may be grounds for elimination from the selection process.

## **WITHDRAWAL OF PROPOSALS:**

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

**TIME TABLE:**

1. Release of RFP on or about February 5, 2024.
2. Proposals are due at 1:00 p.m. on Monday, February 19, 2024.
3. Bids will be opened at 1:15 p.m. on Monday, February 19, 2024.
4. Board of Education action on Monday, March 18, 2024.
5. Notification to all firms as soon as possible after March 18, 2024.

**INFORMATION:**

Bay-Arenac Career Center is soliciting bids for window safety film and installation. The district is not responsible for any necessary condition that would impair the installation of the window safety film.

**WINDOW SAFETY FILM SPECIFICATIONS:**

*See attached spreadsheet for description, size and measurements.*

**METHOD OF EVALUATING PROPOSALS**

Proposals will be evaluated with a strict emphasis on quality of material, service and delivery of product. Once all factors have been evaluated, the vendor that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**PROPOSAL FORM**

Please complete this Proposal Form and Familial Disclosure Form, with any additional information you feel is necessary to help us evaluate your firm. Please return forms to:

Bay Arenac ISD  
4228 Two Mile Road  
Bay City, MI 48706

**Proposals are due by 1:00 p.m. on Monday, February 19, 2024.**

**Proposal for Window Safety Film**

1. Total purchase cost for material including delivery, installation, and any other miscellaneous.

charges: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
(Please Type or Print) Name of Person in Charge of Account      Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Familial Disclosure Form**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Bay-Arenac Intermediate School District Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of BAISD, and any member of the Board of Education of the School District or the Superintendent of the Schools or the LEAs listed in the Request for Proposal.

List any Familial Relationships:

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

Dated: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

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

Its: \_\_\_\_\_

State of Michigan )  
County of \_\_\_\_\_ )ss:

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

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_  
Acting in the County of \_\_\_\_\_