



IT Department Invitation to Bid

For Shipment To:
Michigan Works! Southeast
ATTN: Daniel Childs
21 Care Drive
Hillsdale, MI 49242

Bidder's Name: _____ Bidder's Address: _____

Bid Name: _____ Due Date/Time: _____

Instructions to Bidders – Please read carefully

You are invited to quote on the items described within these bid specifications. Bid submittals are to be in accordance with the specifications contained herein and are to remain in effect a minimum of 90 days from bid's due date, unless otherwise noted in your response.

THIS IS NOT AN ORDER: This bid in no manner obligates Michigan Works! Southeast to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by Michigan Works! Southeast without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Expenses for developing and presenting bid submittals shall be the entire responsibility of the Bidder and shall not be chargeable to Michigan Works! Southeast. All submittals and supporting documentation will become the property of Michigan Works! Southeast unless otherwise requested by the Bidder, in writing, at the time of submission, and agreed to, in writing, by Michigan Works! Southeast.

Michigan Works! Southeast reserves the right to accept, reject, modify, and/or negotiate any and all bid submittals received. It reserves the right to waive any defect or informality in the bids on the basis of what it considers to be in its best interests. Michigan Works! Southeast may reject any submittal which Michigan Works! Southeast determines to be incomplete, conditional, obscure, or has irregularities of any kind. Michigan Works! Southeast reserves the right to award to the firm, or firms, which in its sole judgment, will best serve its long-term interest.

Before submitting a bid response, each Bidder will be held to have examined Michigan Works! Southeast's requirements outlined in the bid specification and all attachments, and satisfied itself as to the existing conditions under which it will be obligated to perform the work as described herein. No claim for additional compensation will be allowed due to unfamiliarity with the specifications and/or existing conditions. It shall be understood that the Bidder has full knowledge of all specifications, and accepts them "as is."

Discrepancies in, omissions from, or any uncertainties regarding these specifications shall immediately be brought to the attention of Robin Aldrich, IT Manager, by telephone: 517-266-5627 x63220; or E-mail: raldrich@mwse.org. Purchasing will send written instruction or addendum to all bidders. Michigan Works! Southeast will not be responsible for oral interpretations.

DEVIATIONS FROM SPECIFICATIONS: If the Bidder finds it impossible or impractical to adhere to any portion of these specifications and all attachments, it shall be so stated in the bid response, with all deviations grouped together in a separate section entitled, "Exceptions/Deviations From Bid Specifications." This section will be all inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific bid sections. Objections or deviations expressed only in other parts of the submittal, either directly or by implications, will not be accepted as deviations, and the



IT Department Invitation to Bid

Bidder in quoting will accept this stipulation without recourse, objection or deviation with adherence to specific bid sections. Objections or deviations expressed only in other parts of the submittal, either directly or by implications, will not be accepted as deviations, and the Bidder in quoting will accept this stipulation without recourse.

Quote best price and delivery based on referenced specifications. Fill in complete information before returning your response using the forms provided herein. Failure to provide requested information may result in disqualification. Submit a signed original and make a copy for your records.

Bids will be accepted in the Michigan Works! Southeast IT Department until the time and date shown above, at which time they will be opened. Late submittals will not be accepted. The bid reply must be enclosed in a sealed, opaque envelope which bears the bid name and the due date and time on the outside.

ALTERNATE BIDS: Any suggestions for reducing cost without affecting quality and performance will be welcomed and considered. Attach separate quotations outlining in detail alternates proposed; however, you must submit a quotation on the specifications as listed to have your alternate quotation considered.

TAX EXEMPT STATUS: Michigan Works! Southeast is a tax-exempt institution, granted such status by authorized taxing units of the State of Michigan, and is exempt from Federal Excise Tax (tax exemption number 38-2675191) and Michigan General Sales Tax (Public Act 167 of 1933, Section 4, as amended).

DO NOT include Michigan State Sales Tax or Federal Excise Tax in your quote.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

Federal funds will be used to purchase the equipment identified in this bid notice. As such, a prospective recipient of federal funds, in accordance with Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297 is required to certify with an official signature on the Debarment and Suspension form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction with any federal department or agency. **(Complete and sign Attachment A.)**

CERTIFICATION REGARDING INFLUENCE AND LOBBYING:

The Bidder certifies to the best of his/her knowledge and belief that the firm submitting this bid and its principals have not and will not offer gratuities, kickbacks, monies, gifts, or anything of value to any person or organization to influence or attempt to influence, either directly or indirectly, an officer or employee of Michigan Works! Southeast or any other agency in connection with obtaining an award or contract for this solicitation. Bidders must so certify with an official signature on the Certification Regarding Lobbying form that no federally appropriated funds have been used or will be used by the prospective recipient for the purpose of lobbying. **(Complete and Sign Attachment B)**

INDEMNITY/HOLD HARMLESS AGREEMENT:

The Bidder hereby agrees to indemnify and hold harmless Michigan Works! Southeast, its board members, officers, agents and employees, from and against any and all actions, claims, liabilities, demands, costs and expenses, including court costs and attorney fees, which may arise due to the Bidder's acts or omissions under this agreement.

EQUAL OPPORTUNITY:

Michigan Works! Southeast, as an Equal Opportunity Employer, complies with applicable federal and state laws prohibiting discrimination including Title IX of the Education Amendments of 1972 and Section 503 of the Rehabilitation



IT Department Invitation to Bid

Act of 1973. Michigan Works! Southeast does not discriminate in any program, activity, or employment practice on the basis of age, sex, race, national origin, religion, marital status, or handicap. In connection with the performance of work under this contract, the successful Bidder and its subcontractors, if any, shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. **(Please sign Attachment C verifying that you have received our Equal Opportunity Policy)**

Small and minority businesses, women's business enterprises and labor surplus area firms are encouraged to submit a quote.

QUOTE DEADLINE

Quotes are due by **4:00 p.m. Friday, December 19, 2018.**

Submit one original signed and sealed quote (with required signature forms) and one electronic copy in PDF format by

**Southeast Michigan Consortium
Attn: Maggie Flaherty
21 Care Drive
Hillsdale, MI 49242**

The electronic version can be submitted via e-mail to mflaherty@mwse.org, or on a thumb drive or CD. Late quotes will not be received until regular business hours (8:00am-5:00pm), the next business day and are received as unsolicited quotes outside the procurement process.

REVIEW CRITERIA

- A. Price (60%)
- B. Ability to meet bid specifications, including delivery timelines (20%)
- C. Warranty and Service Agreement (20%)

REVIEW PROCESS

Quotes will undergo the following review:

- Staff Review: Staff will review quotes and recommend an award based on the published criteria.
- Southeast Michigan Works! Consortium Board: The Consortium board must approve all awards over \$25,000.

To insure fairness in the review process, prospective bidders should not discuss their bids with individuals who sit on the Michigan Works! Southeast Workforce Development Board, the Michigan Works! Southeast Consortium Board or staff prior to the completion of the procurement process.

Bidder shall note that this Request for Bids is considered to be under evaluation from the opening date until bid award. The Consortium Board and staff are restricted from giving any information relative to the progress of the evaluation during this time, except as required to administer the evaluation process.

BID SPECIFICATIONS:

1. Provide the best pricing available. Michigan Works! Southeast belongs to the following buying groups and may purchase from their contracts:
 - A. National Joint Powers Alliance (NJPA)
 - B. State of Michigan Extended Purchasing Program (MiDEAL)



IT Department Invitation to Bid

- C. The Cooperative Purchasing Network (TCPN)
- D. U.S. Communities Government Purchasing Alliance

- 2. Items must be in stock and available to ship. Please do not quote if any of the requested items are not in stock or may be back ordered.
- 3. Delivery, as specified by item, quantity, and delivery location must occur no later than January 11, 2018. Funding depends upon this criteria and no exceptions are possible.
- 4. Return a signed original of your bid response (using this form) in a sealed envelope to Maggie Flaherty, Michigan Works! Southeast at 21 Care Drive, Hillsdale, MI 49242 by 4:00pm December 19, 2018. The envelope shall bear the title **"Bid IT APC UPS 2018"**.

For Michigan Works! Southeast:
Robin Aldrich, IT Manager
Date Issued: 12/06/18

APC Smart UPS X 3000 VA RT 100-127V
Manufacturer Part Number: SMX3000MLV2UNC

Quantity: _____ Unit Cost: _____ Extended Cost: _____

NOTE: Please ensure the devices are equipped with a network card as we utilize climate control monitoring.
Thank you.

TOTAL: _____ State shipping time after receipt of order: _____ days.

Check here if Bidder qualifies as a small and minority owned business, women's business enterprise or a labor surplus area firm.

CERTIFICATIONS:

I hereby certify:

- A. that all information contained in this bid is true and accurate; and
- B. that completion of this bid does not ensure that the proposed bid will be funded; and
- C. that if selected, the Bidder will be bound by the information contained herein as well as by the terms and conditions of the resultant Purchase Order or agreement.
- D. that to the best of its knowledge and belief, the cost data are accurate, complete, and current at the time of agreement on price. This price shall be valid for a minimum of 90 days after submission.

Signature: _____ Date: _____

Name: _____ Title: _____

Organization: _____

ATTACHMENT A

**Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities and Executive Order 12689, 2 CFR 215 Appendix A8, page 26297. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Agency/Organization Authorized Signature

Date

ATTACHMENT B

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1325, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Agency/Organization Authorized Signature

Date

THE SOUTHEAST MICHIGAN CONSORTIUM/MICHIGAN WORKS! SOUTHEAST
EQUAL OPPORTUNITY (EO) POLICY STATEMENT
EQUAL OPPORTUNITY IS THE LAW

This policy applies to all organizations in receipt of federally funded employees, contracts, and services of the Southeast Michigan Consortium (SEMC) programs. It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

- Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief; or,
- Against any beneficiary of, applicant to, or participant in programs financially assisted under the Title I of the Workforce Innovation and Opportunity Act (WIOA), on the basis of the individual's citizenship status, or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.
- Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either:

Local Contact

Lisa McAllister, Equal Opportunity Officer
Michigan Works! Southeast
1240 Packard Drive
Howell, MI 48843
517-552-2104 (voice), or TTY:711

Or

Federal Contact

Director, Civil Rights Center (CRC)

U.S. Department of Labor
200 Constitution Avenue NW, Room N-4123
Washington, D.C. 20210
Or electronically as directed on the CRC
website at www.dol.gov/crc

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with Civil Rights Center (see address above).

If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient).

If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your complaint within 30 days of the date on which you received the Notice of Final Action.

I have received the EO Policy Statement on _____
(Date)

Name (Printed)

Signature