

**Bentley Community Schools
1170 North Belsay Road
Burton, MI 48509**

INVITATION TO BID

Bentley Community Schools will accept sealed bids for a **Tier I Core Reading Program** as described in the attached specifications at the:

Bentley Community Schools
1170 North Belsay Road
Burton, MI 48509

Bids will be publicly opened and read at **3:30 p.m., Friday, May 26, 2017** for recommendation to the Board of Education at their next regularly scheduled meeting. No oral, telephonic, telegraphic or facsimile proposals will be considered. No proposals will be considered after the time of closing of bids.

The Board of Education reserves the right to accept or reject any or all items in the bid; to accept or reject any or all bids; to waive any informalities therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders. If either a unit price or extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.

Prices bid are to be F.O.B., Burton, MI. All purchases are to be exempt from all taxes, including state and federal taxes. Exemption certificates will be furnished upon request.

All bids shall be firm for two years from the date of the bid opening. For bids to be considered they must meet or exceed all specifications herein.

All bids must be submitted on the attached bid form and signed by the bidder. Two (2) signed copies of the bid form are to be addressed to the attention of:

Chris Arrington
Superintendent
Bentley Community Schools
1170 North Belsay Road
(Burton, MI 48509)

**Bentley Community Schools
Core Reading Program**

CORE READING PROGRAM BID

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Chris Arrington, (810)591-9120 or Dianna Slusazryk at (810)591-9120.

SCOPE OF PROPOSAL:

Bentley Community Schools is searching for a core reading program for grades K-5. The program should include tools to ensure students attain skills within Alphabet Knowledge, Phonological Awareness, Decoding, Sight Word Recognition, Morphology, and Academic Language for School. The program must feature parts of a workshop model of instruction and a balanced literacy approach.

SECTION B---SCOPE OF WORK

B1. Project Goals

The project goals are to:

1. Provide any student in grades K through 5 needing reading resources with a program for English Language Arts, which align to Common Core State Standards and state assessments
2. Meet the students' individual and differentiated needs by providing support and continual diagnostic assessment framework to monitor student growth.
4. Provide students a mastery pathway for all English Language Arts proficiencies to include reading, writing, speaking and listening, and student success on standardized tests including, but not limited to) Michigan's State tests (MSTEP), SAT, ACT WorkKey, and others.

B2. Contract Requirements

The vendor must meet the following requirements. Vendors that do not meet these requirements will not be considered.

1. The solution must be able to implement in a small or large group, workshop, pull-out model, variable available technology, and students with special needs.
2. The solution must contain a diagnostic assessment for determining leveling, progression, assimilate information and develop a prescriptive course of action based on student adaptivity.
3. The solution core must contain an engaging blended instructional model with high quality, age appropriate, literary and informational texts.
4. The solution must provide reports to identify progress on reading level for student, family, and teacher.

GENERAL CONDITIONS:

1. **Bid prices MUST include ALL delivery charges.**
2. **Specifications:** Any deviation from the specifications set forth must be clearly identified and detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore.
3. Owner reserves the right to award this bid separately or in total, or for reasons of establishing uniformity, to award items to other than the low bidder.
4. **All price proposals and delivery terms shall remain firm for two-years after the date of bid opening.**
5. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
6. No member of Bentley Community Schools Board of Education, Burton, MI, or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
7. Any manufacturer' name, trade names, brand names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performance and quality levels.
8. **SAMPLES:** The District may require a vendor to provide samples to ensure that it complies with the product standard set forth in the Request for Proposal. The District reserves the right to reject

any product that the Purchasing Supervisor deems unsatisfactory or inferior. Where the term “**No Substitute**” is used, the District will **ONLY** consider that product which is specified.

9. Delivery sites are listed below:

Administration Building	1170 North Belsay Rd, Burton, MI 48509	(810) 591-9120
Barhitte Elementary School	6080 Roberta St., Burton, MI 48509	(810) 591-9661
10. Vendors will be given the opportunity to visit buildings to examine shipping/receiving areas and determine delivery requirements. Vendors may contact Deb McCollum, (810)-591-9661 to schedule building visits.
11. All questions regarding products, delivery requirements or building sites should be directed to Deb McCollum, (810)-591-9661.
12. All orders must be shipped directly to each building and placed in the designated delivery area. **Vendor must provide delivery of materials within 14 days after receipt of order.** In the event that a vendor cannot delivery within the specified time, a representative from the company **MUST** contact the Purchasing Supervisor and explain the circumstances. Failure to do so would constitute a breach of the agreement and could result in termination of the contract. Vendor will be required, at their expense; to pick up any damaged or mis-shipped items delivered to a building. *Vendor shall not assess restocking fees on supply orders where staff incorrectly identified products*

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13. All invoices must be mailed directly to Chris Arrington, Purchasing Bookkeeper. No payments shall be rendered on orders where shortages or damages are noted.
15. Vendor **MUST** provide Material Safety Data Sheets on applicable materials (glazes, markers, etc).
16. Vendor shall provide a “percentage discount” on all items ***not listed*** in the Request for Proposal but which are carried through the vendors' standard product catalog.
17. **PRICING**: In the event that a vendor cannot provide a specific product on the list (and thus, cost), the Purchasing Supervisor will use the highest price submitted by another vendor as the basis for calculations.

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VENDOR PROFILE:

Bentley Community Schools requests that vendors participating in the Reading Intervention Program BID provide specific information about their firm. This information will be taken into consideration when the bids are evaluated.

CONTACT INFORMATION:

NAME OF COMPANY: _____

ADDRESS _____

CITY/STATE/ZIP: _____

PH: _____ **FAX:** _____

SALES MGR: _____

NO. YEARS IN BUSINESS: _____ **TOTAL NUMBER OF EMPLOYEES:** _____

NUMBER OF DELIVERY DRIVERS EMPLOYED?: _____

NUMBER OF VEHICLES IN FLEET?: _____

**AS REQUIRED BY THE PROPOSAL, CAN YOUR FIRM DELIVER REQUESTED ORDERS
WITHIN THE 48 HOURS SPECIFIED?:** _____

DOES YOUR FIRM OUTSOURCE YOUR DELIVERIES?: _____

NUMBER OF CLIENTS SERVICED WITH JUST-IN-TIME CONTRACTS?: _____

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CLIENT CONTACTS:

Please provide a list of the three (3) largest clients your firm currently services:

NAME OF COMPANY: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Estimated volume of business per year?(\$) \$ _____

NAME OF COMPANY: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Estimated volume of business per year?(\$) \$ _____

NAME OF COMPANY: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Estimated volume of business per year?(\$) \$ _____

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VENDOR PROFILE:

Please provide a list of three (3) school districts your firm currently services:

NAME OF SCHOOL DISTRICT: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Yearly volume of business?(\$) \$ _____

NAME OF SCHOOL DISTRICT: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Yearly volume of business?(\$) \$ _____

NAME OF SCHOOL DISTRICT: _____

Contact/position: _____

Address: _____

City: _____ **PH:** _____

Yearly volume of business?(\$) \$ _____

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BID PROPOSAL FORM

The undersigned certifies that the bid contained herein meets or exceeds specifications. **Prices bid will remain firm for two (2) years from the date of opening.**

There is no direct or indirect business relationship between this firm and any of its employees, with any member of the (School District) Board of Education or any school district employee in a position of influence and there is no conflict of interest (Board Policy 0144.3).

Signature _____

CATALOG DISCOUNT (off listed prices) _____ %

Payment Terms (discount)? _____ % _____ days

Can you meet all the conditions of this proposal? _____. If not, why? _____

Company _____

Address _____

City/State/Zip _____

Phone (_____) _____

Fax (_____) _____

Authorized Signature _____

Title _____ Date _____