

Vendor's Competitive Bid Request

To Whom It May Concern,

Our school is accepting competitive bids from vendors for the item(s)/service(s) as detailed below. Please accept this letter as a request for your company to participate in the bid process. **All interested vendors should email me their intent to submit a bid within fourteen (14) business days of the date of this letter to be considered.** Failure to respond within fourteen (14) business days will indicate your lack of desire to participate in the competitive bid process. All written bids will be required to be e-mailed to by 4:00 p.m. EST on April 11 to be considered. Contact information is below for submissions and questions. Thank you for your consideration.

Sincerely,

Greg Bish, Director of Elementary Education
 GBish@battle-creek.k12.mi.us

Today's Date: March 21, 2025	Deadline To Submit Interest: March 28 @ 4:00 PM EST	Deadline To Submit Written Bid by Email: April 11 @ 4:00 PM EST
School's Name: Battle Creek Public Schools	School's Address: 3 West Van Buren Battle Creek, MI 49017	Contact's Phone #: 269-965-9500

Details Of Requested Bid

Request for Proposal: Early Childhood Birth to Three Childcare Center Classroom Furniture RFP

Release Date: March 20, 2025

Deadline for submitting bid: April 11 @ 4:00 PM EST

Who Are We?

Battle Creek Public Schools (BCPS) is a school district located in Battle Creek, Michigan. The district serves a diverse student population of over 4,500 students across various grade levels. BCPS is committed to providing a world-class education for every student, regardless of background or challenges. Battle Creek Public Schools also knows the value of investing in our community's earliest learners and is committed to providing a high quality developmentally appropriate program for the new Early Education center serving birth to 4 year olds.

The district's catchment area is an area with very few childcare options. We are surrounded by an industry that is in need of quality childcare for their employees' families.

BCPS is committed to its students' success and creating an innovation center for *the Cradle-to-Career Continuum* is one more example. The district prioritizes evidence-based teaching methodologies proven to be effective with diverse learners. To further this commitment, BCPS is seeking to adopt an Early Learning Curriculum Program and ensure it aligns with the GELN Essential Instructional Practices in Language and Emergent Literacy: Birth to Age 3 and the district's dedication to providing every student with a top-notch education.

BCPS believes that by providing an age-appropriate, aesthetically pleasing and functional early learning environment will add value to the learning trajectory of its future students.

Project Overview:

BCPS invites proposals for a comprehensive **high quality natural wood** Birth to Three Childcare Furniture. The selected program will contribute to BCPS's objective of providing high quality care and learning spaces to foster early learning success. Multiple vendors may be used to fulfill the complete project. Proposals will be accepted for items that vendors can provide.

Proposal Requirements:

Materials Requested: Developmentally Appropriate baby, toddler and early preschool furniture

- Classroom design plan by age group
- Warranty and repair plan

Requirements for Provided Materials:

- Written plan for delivery of materials
- Age appropriate and safe materials
- Explanation of any associated costs (i.e. labor, warranty, delivery)
- Detailed installation instructions, if necessary
- Items delivered no later than August 15th
- Designated point of contact in the vendor organization to streamline open communication if problems arise

Additional Requirements:

- Written details of a typical ordering and distribution process for initial order and replacement items.
- Warranty period to begin after acceptance of items
- Maintenance information

Timeline:

Submission deadline: April 11, 2025

Additional questions about the bid via email to Chandra Youngblood, cyeducate@gmail.com by April 4

Note: Dates are subject to change

Organizational Qualifications:

Past Performance: Demonstrated success working with childcare centers **Change Management Capabilities:** Past experiences in resolving challenges with delivery, quality assurance, etc.

References: Contact information for officials in three districts using the vendor's services by request.

Selection Criteria:

An evaluation panel will review submitted proposals and make recommendations for the award. This selection will be for award to the responsible vendor (s) whose proposal is determined to be most advantageous to BCPS, and is the sole discretion of BCPS. Multiple vendors may be selected in order to complete the project.

Submission Requirements:

Electronic response to Greg Bish at gbish@battle-creek.k12.mi.us and cc:Chandra Youngblood at cyeducate@gmail.com by 4pm on April 11, 2025.

The Technical Proposal Should Include:

- **Executive Summary (Optional):** Brief description aligning vendor's philosophy with BCPS's goals (up to three pages).
- **Detailed Description:** Respond to each requirement listed under "Proposal Requirements."

Price Proposal:

The price proposal should include the prices for furniture listed for the following estimated student counts in each of the age groups listed below. All fees, costs, and expenses should be included: All proposals and fees must be guaranteed for ninety (90) days from the awarding of the bid. Also, explain how costs are competitive, what furniture lines are accessed and what national buying agreements, if any, are in place that could be utilized in this project.

- Birth - age 1: Maximum 4 staff/16 students
- Ages 1-2.5: Maximum 6 staff /24 students
- Ages 2-3: Maximum 4 staff/ 32 students
- Ages 3- young fours: Maximum 4 staff/ 40 students

This RFP outlines BCPS's requirements for an early childcare center Birth to age 4 classroom furniture interested vendors are encouraged to submit comprehensive proposals meeting the specified criteria.

Design recommendations will also be accepted.

Proposed Furniture request:

Cribs- 16
Cots-32
Dolly- 2
Napping Mats- 40
Diapering area -3
Rocking chairs-3
Tables-14
Baby High chairs-8
Toddler chairs-10 (we own some already)
Toddler mealtime chairs-8
Teacher chairs-16
Book Browser boxes-4
Toddler Book Station/case-4
Baby Play/manipulative shelf-3
Play stations/area- 4
Bin Storage Shelves-6
Storage unit-6
Block cart -3

Contingency

BCPS reserves the right to consider additional needs and services identified by vendors or BCPS which were not originally included in the RFP, but relate to its original intent.

Intellectual Property

BCPS is the sole owner of all content and materials developed under this RFP. BCPS retains distribution rights to all content and materials to exercise as it deems necessary.

Proposal Requirements

Given the collaborative nature of the contractual work, all applicants must have demonstrated the ability to work seamlessly with teams to identify and leverage knowledge and resources. This section details the submission documents that are expected to be transmitted by the applicant to BCPS in response to this RFP. The submission will become the basis on which BCPS will judge the applicant's ability to perform the required services as laid out in the RFP. The proposal must communicate an understanding of the scope and deliverables of the RFP, describe how the tasks are to be performed, and identify potential problems in meeting the deliverables as well as methods to identify and solve such problems.

Proposal Submission

Email electronic copies of the proposals and designs Greg Bish at gbish@battle-creek.k12.mi.us and cc:Chandra Youngblood at cyeducate@gmail.com

Please label clearly and submit each of the documents by April 11, 2025 by 4:00 PM EST.

If submitting hard copies, please ensure each of the documents are enclosed in separate envelopes that are clearly labeled. A print version may be US Mailed or delivered to:

ATTN: Gregory Bish
Battle Creek Public Schools
Administration Building
3 Van Buren West
Battle Creek, MI 49017

Questions about this RFP should be submitted in writing to Chandra Youngblood at: cyeducate@gmail.com on or before April 4, 2025 by 4:00 PM EST. A response can be expected within 24 hours.

Please use the subject line ***BCPS Childcare Furniture RFP*** on all communications.

Timeline: RFP Process Schedule

Activity	Date
Release of RFP	March 21, 2025
Deadline to Submit Interest	March 28, 2025
Questions Submitted by	April 4, 2025
Responses to Questions Sent by	within 24 hours final by April 4, 2025
Proposal due	April 11, 2025
Applicants notified of status/next steps by	April 30, 2025
RFP Award Announced by	May 30, 2025

Selection Criteria

Selection of Contractor will be based on the following criteria:

- Contractor's commitment to Work Scope
- Narrative response describing the Contractor's competence to perform the required services as indicated by the training, education and experience of the Contractor's personnel, especially the training, education, and experience of the employee(s) who would be assigned to perform the services
- Narrative response describing how Contractor would use its expertise to meet the deliverables and objectives outlined in the RFP
- Evidence of successful implementation of services similar to those outlined in this RFP and provided within the last 12 months
- Sample plans and ability to meet goals of project

- A demonstrated familiarity with the Battle Creek, MI community, its history, current challenges and how the work in BCPS will impact its future success
- References: Past performances as reflected by the projects for previous clients with respect to factors such as control of costs, quality of work and meeting of deadlines; and other similar factors.
- Overall cost of products/services

Additional considerations:

- At its discretion, BCPS is not required to select the Contractor that submits the lowest cost proposal for providing the services. Instead, BCPS intends to select the Contractor submitting the proposal deemed by the BCPS to be in BCPS' best interest.
- In making its selection, BCPS may consider any other information, including information not requested in this RFP or not included in the proposals received.
- In the event BCPS is unable to negotiate a satisfactory contract with the top ranked Contractor, BCPS may terminate negotiations with that Contractor and enter into negotiations with the Contractor submitting the proposal ranked next best.
- In the event that BCPS or the contractor determines it is in the best interest to sever the partnership, either party may do so with 60 days written notice prior to separation of relationship.
- In the event that the needs of the district change over the course of the contract, the specifications of said contract may be renegotiated at any time.
- In the event that the needs of the district change over the course of the contract, the specifications of said contract may be renegotiated to meet the district's needs.

Notification

All applicants will receive notification of the awarded contract by May 30, 2025.

Notification will be sent to the primary contact by email.

Battle Creek Public Schools reserves the right to modify partnership requirements based on funding changes and/or change in district needs.

The District requires that the following attached disclosures are completed: Familial Relationship and Iran Economic Sanctions Act.

Battle Creek Public School reserves the right to reject any and all proposals where the contractor fails to meet the terms and conditions of the RFP including standards, specifications, requirements, and cost limitations as specified in the RFP.

Submissions to Battle Creek Public Schools will be subject to the Freedom of Information Act in accordance with Federal Law.

The Battle Creek Board of Education reserves the right to reject any or all bids, as well as waive any irregularities and to accept the bid that meets its requirements most satisfactorily.

