

REQUEST FOR PROPOSAL

For Owner's Representative Services

THIS IS NOT AN ORDER

VENDOR/BIDDER NAME & ADDRESS
PROPOSAL NUMBER: 2022-2 ISSUE DATE: July 26, 2022 DUE DATE: August 5, 2022 - 2:00 PM (CST) IF NOT BIDDING, please check here <input type="checkbox"/> and return this cover page only.

Unless otherwise noted, names of all organizations submitting Proposals will be publicly available after the date and time specified as the deadline for submitting Proposals. Proposal abstract will be open to public inspection after award(s).

Madison Metropolitan School District, "District," and "MMSD" are synonymous and mean the Madison Metropolitan School District. The MMSD reserves the right to accept or reject any or all bids/proposals, to waive any informality or technicality in any bid/proposal submitted, and to accept any part of a bid/proposal deemed to be in the best interest of the District. The MMSD reserves the right to reject any or all bids/proposals without indicating a reason for such rejection.

Any entity submitting a Proposal has no enforceable right to amend its Proposal after the submission deadline. Revisions to this request for Proposal, including due date, may be made by an official written amendment issued by Building Services.

Correspondence must reference the Request for Proposal number **000_Owner's Representative Services_2022**.

PROPOSAL SUBMISSION: All submitted Proposals must include **ONE (1) Original and five (5) copies, together with one (1) pdf version** e-mailed to Svetlin Borisov, sborisov@madison.k12.wi.us. Proposal will also be accepted via US mail, hand delivery or a delivery service and must be received by Building Services at the above address. Proposals not on-time stamped by Building Services staff by the posted date and time shall be considered late and shall be rejected.

The MMSD is exempt from Federal Excise and Wisconsin State Sales tax.

The Madison Metropolitan School District, Building Services, requests Proposals for Owner's Representative Services in accordance with the information listed below (more detailed descriptions may be attached to this document). Special Conditions of Proposal, Specifications, Itemized Proposal List, and Standard Terms and Conditions are contained herein. Questions **MUST** be emailed to Svetlin Borisov, sborisov@madison.k12.wi.us. To formally submit your Proposal for consideration, simply provide the information required below, sign, and return this document with all other required documentation in accordance with the guidelines established herein. Your proposal will not be considered complete unless all items identified in the RFP are completed, signed, and returned.

By signing this Proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a Proposal; that this Proposal has been independently arrived at without collusion with any other Proposal competitor or potential competitor; that this Proposal has not been knowingly disclosed prior to the opening of Proposals to any other bidder or competitor; that the above statement is accurate under penalty of perjury:

- i. We have read the A133 and all of the attached Exhibits, including the A201.
- ii. We acknowledge my bid cannot be withdrawn for ninety (90) days after the closing time for receipt of bids.
- iii. This Proposal is made without fraud.
- iv. This Proposal is not made under duress.
- v. We have received and reviewed the Owner's Building Plans and Hazardous Material Reports.
- vi. We have software compatible with the software specified in the A133 to review and provide electronic data for this Project.

The undersigned states that he/she is authorized to bind the firm and on its behalf, hereby agrees with all the terms, conditions, and specifications required by the Madison Metropolitan School District in this Request for Proposal, and declares that the attached Proposal and pricing are in conformity therewith.

SIGNATURE: _____ DATE: _____

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