

# *Houghton Lake Community Schools*

4433 West Houghton Lake Drive • Houghton Lake, Michigan 48629

**Request for Proposals for Walk-In Freezer at:**

**Collins Elementary School  
4451 W. Houghton Lake Drive  
Houghton Lake, MI 48629**

**May 2026**

**Revised 5/8/2026**

# SECTION 1

## ISSUE AND TIMELINE INFORMATION

### **INTRODUCTION**

This is a Request for Proposal (RFP) from responsible parties to replace one existing walk-in freezer at Collins Elementary School. This is on behalf of **Houghton Lake Community Schools**, by its School Board (hereinafter called the "School District"). The School District reserves the right to reject any or all proposals as it deems to be in the best interest of the School District. Intent of this project is to open the bids by Friday, May 22nd by 3 PM EST and be discussed and selected at the Board Meeting on June 8th. Once awarded, the district will collaborate with the chosen vendor and installer on proper timing of installation.

### **SUMMARY OF SERVICES REQUESTED**

The following information is provided with the best information available. Any omissions or deficiencies should be brought to the attention of the School District. Clarifications and amendments will be shared with all known bidders.

The school district is seeking proposals for the equipment above. The intent of the RFP is to award a sole source agreement to one of the participating proposers. Please see detailed timeline for responses below.

### **PROCESS INSTRUCTIONS FOR FORMS REQUIRED WITH SUBMITTALS:**

All of the below forms must be submitted with the RFP packet.

1.    Form 1 – Vendor Experience and References
2.    Form 2 – Project Scope and Timeline
3.    Form 3 – Acknowledgement
4.    Form 4 – Non-Collusion Affidavit
5.    Form 5 – Historically, Underutilized Business (HUB) Certification
6.    Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions
7.    Form 7: Familial Disclosure Statement
8.    Form 8: Iran Economic Sanctions Act Certification

### **Proposals**

Proposals are to be submitted to the School District (DELIVERED VIA MAIL OR EMAIL)  
Prior to 3:00 PM EST on Friday, May 22nd, to:

Houghton Lake Community Schools  
ATTN: Walk-In Freezer Bid  
4433 W Houghton Lake Drive  
Houghton Lake, MI 48629

Or by email to:  
hartmanl@hlcsk12.net  
Subject Line: Walk-In Freezer Bid

Proposals will be opened on May 22<sup>nd</sup> at 3:00 PM EST. Any bids received after 3:00 PM EST will be rejected. They will formally award the project no later than June 12, 2026.

Each respondent is to respond to all required items as directed in the RFP.

Any respondent may withdraw their proposal at any time prior to the scheduled time for receipt and opening of proposals. No proposals shall be withdrawn after the opening of the proposals without written consent of the owner.

### **Request for Additional Information**

Direct any request for additional information contact at email. Any information that the school district deems appropriate to provide in response to the Proposer's request for additional information will be shared with all proposers.

**A site visit is strongly recommended. To schedule a visit, contact George Rieger: [riegerg@hlcsk12.net](mailto:riegerg@hlcsk12.net)**

### **Acceptance of RFP Terms**

A proposal submitted in response to the RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated by the autographic signature of the offeror, or an officer of the offeror legally authorized to execute contractual obligations. It is assumed by the offeror's response that it acknowledges all terms and conditions of this invitation for an offer. An offeror shall identify clearly and thoroughly any variations between its proposal and the School District RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

### **Proposal Rejection**

The School District reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the School District. The competency, responsibility, experience, and reputation of the bidders will be considered in making the award. Bidders shall bid on the specifications, and any exceptions must be noted.

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## SECTION 2

### GENERAL TERMS AND CONDITIONS

#### Response Forms

Supplied with the RFP is a Service Providers Response Form. The form provides the format for the Response and must be completed and submitted for your response to be considered.

#### Withdraw

The content and commitments in the Responses shall remain firm for sixty (60) calendar days from the due date of such Responses.

#### Right to Request Additional Information

The school district reserves the right to request any additional information that might be deemed necessary after opening the responses.

#### Incurred Costs

The school district is not responsible for any costs incurred by any Service Provider for any work performed relative to the preparation of a Response to the RFP or negotiation of a contract for service, including the costs for the preparation of the information solicited herein.

#### Other Conditions and Information

Each bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of Houghton Lake Community School's board of education or the superintendent of the school district. No bidder may withdraw their bid for a period of Thirty (30) calendar days after the date set for bid opening.

## Schedule Dates

The following is an anticipated schedule for the selection process. The school district reserves the right to modify any part of this schedule:

- |  |  |
|--|--|
| <b>1. Request for Proposals Issued</b>       | <b>May 4, 2026</b>                         |
| <b>2. Due Date for Responses and Opening</b> | <b>May 22, 2026 at 3:00 p.m.</b>           |
| <b>3. Contract Awarded</b>                   | <b>June 12, 2026</b>                       |
| <b>4. Installation</b>                       | <b>Tentatively to be installed In July</b> |

## Terms of Payment:

The successful bidder will invoice the School District at completion, terms net forty-five. The School District shall pay the successful bidder at the completion of the project.

## Licensure

Before a contract pursuant to the RFP is executed, the selected Firm must hold all applicable business and professional licenses, permits, etc. the school district may require any or all Service Providers to submit evidence of proper licensure.

## Disclosure of Proposal Contents

All Responses and materials submitted in response to the RFP shall become the property of the school district. Selection or rejection of a Response does not affect this right. All response information shall be held in confidence during the evaluation process, to the extent permitted by law. Upon the completion of the evaluation of Responses, the Responses and associated materials shall be open for review by the public. By submitting a Response, the Service Provider acknowledges and accepts that the full contents of the Response and associated documents may become open to public inspection.

## Contract Requirements

The school district considers the RFP legally binding and will require that this RFP and the resulting Firm's Response be incorporated by reference into any subsequent contracts between the Firm and the school district. It should be understood by the Firm that this means the school district expects the Firm to satisfy all requirements listed herein. Exceptions should be explicitly noted in your Response.

A. Applicable and Governing Law Clause-This Agreement shall be subject to all laws of the Federal Government of the United States of America and to the laws of the State of Michigan. All duties of either party shall be legally performable in Michigan. The applicable law for any legal disputes arising out of this contract shall be the law of (and all actions hereunder shall be brought in) the State of Michigan.

B. General Indemnification-The Firm agrees to indemnify, defend and hold harmless the school district, its Participants, successors, employees and agents from and against any and all claims, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of (i) the negligent acts or willful misconduct of the Firm and/or its officers, directors and employees, agents or subcontractors; (ii) any breach of the terms of this Agreement by the Firm; (iii) any violation of applicable State and/or Federal law, regulation, or requirement; or (iv) any breach of any representation or warranty by the Firm under this Agreement. The Firm agrees to notify the school district by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action or proceeding for which it may be entitled to indemnification under this Agreement.

D. Right to Terminate for Breach- Each party shall have, in addition to all other remedies available to it, the right to terminate this Agreement immediately upon written notice to the other party that the other party has committed a material breach of any of its obligations herein and such material breach shall not have been cured or corrected within ten (10) days following written notice of the same. Upon termination of this Agreement by either party for breach of default of the other party, each party shall be entitled to exercise any other right, remedy, or privilege which may be available to it under applicable law or proceed by the appropriate court action to enforce the terms of this Agreement or to recover damages for the breach of this Agreement.

## SECTION 3

# CONTRACT REQUIREMENTS

This contract shall be governed in all respects --as to validity, construction, capacity, performance, or otherwise -- by the laws of the State of Michigan.

**CIVIL RIGHTS ACT:** Contractors providing services under the Request for Proposal herewith assure the school district that they are conforming to the provisions of the Civil Rights Act of 1964 as amended.

**NON-COLLUSION AFFIDAVIT:** Bidders shall submit a non-collusion affidavit as prescribed by the Michigan Board of Accounts with the official bid forms attached. This form must be notarized.

**SAFETY WARRANTY:** Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make appropriate correction within a reasonable time or 30 days whichever is shorter, correction may be made by the buyer at Seller's expense.

**FORCE MAJEURE:** If by any reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as herein provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein, shall mean acts of God, strikes, lockout, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Michigan or any civil or military authority, insurrections, riots, epidemics, arrests, restraint of government and people, civil disturbances, explosions, acts of war, or any other causes no reasonably in the control of the party claiming such inability.

**MODIFICATIONS:** This contract can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.

**PUBLIC INFORMATION:** This RFP and all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature

and therefore shall be subject to public disclosure under the Michigan Access to Public Records Act, after a contract is awarded. Respondents are hereby notified that school district strictly adheres to all statutes, court decisions, and opinions of the Michigan Attorney General with respect to disclosure of bid information. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the school district cannot guarantee that it will not be compelled to disclose all or part of any public record under the Michigan Access to Public Records Act, since information deemed to be confidential by Respondent may not be considered confidential under Michigan law.

**BUY AMERICAN PROVISION:** The school district participates in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and are required by law to use nonprofit School Nutrition Program (SNP) funds, to the maximum extent practicable, to buy domestic commodities or products for meals served under the NSLP and SBP. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. The term substantially means that over fifty-one percent (51%) of the final processed product consists of agricultural commodities that were grown domestically.

**HUB POLICY STATEMENT:** The school district is wholly committed to developing, establishing, maintaining, and enhancing minority involvement in the total procurement process. It is the policy of the school district to involve qualified HUB and minority/women owned businesses to the greatest extent feasible in the food service department’s procurement of goods, equipment, and services. The school district contractors, suppliers and subcontractors, and vendors of goods, equipment services, and professional services shall not discriminate on the basis of race, color, religion, national origin, handicap, or sex in the award and/or performance of contracts. However, competition and quality of work remains the ultimate "yardstick" in contractor, subcontractor, vendor, service, professional service, and supplier utilization. All vendors, suppliers, professionals, and contractors doing business or anticipating doing business with the school district shall support, encourage, and implement affirmative steps toward our common goal of establishing equal opportunity in procurement process.

## NONDISCRIMINATION STATEMENT:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410.  
fax: (202) 690-7442; or  
email: program.intake@usda.gov.

This institution is an equal opportunity provider.

**LUNSFORD ACT REQUIREMENT:** The Jessica Lunsford Act requires all contracted vendors who are permitted access on school grounds when students are present, who have direct contact with students, or have access to or control of school funds, to undergo a background check.

**ASSURANCE OF ETHICAL PRACTICES:** All bidders must have a company policy of maintaining the highest level of professional and ethical standards in the conduct of its business. Bidders must place the highest importance on its reputation for honesty, integrity, and high ethical standards. This Policy should serve as a reaffirmation of the importance of the highest level of ethical conduct and standards for all employees within the company. Each employee who is materially involved in any of the company's documentation, billing or competitive practices has an obligation to familiarize himself or herself with all such applicable laws and regulations and to adhere at all times to the requirements thereof. Where any question or uncertainty regarding these requirements exists, it is incumbent on, and the obligation of, each employee to seek guidance from a knowledgeable officer of, or attorney for, the company.

**OTHER REQUIRED CONTRACT PROVISIONS:** All bidders (contractors and subcontractors) shall be in compliance with the following applicable provisions or conditions as mandated by the Office of Federal Procurement Policy, United States Department of Agriculture (USDA) and/or the State of Michigan Department:

- Executive Order 11246 of September 24, 1965, entitled "**Equal Employment Opportunity**" as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor Regulations (41 CFR, Part 60). 16.2
- Copeland "**Anti-Kickback**" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
- Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), as supplemented by the Department of Labor regulations (29 CFR Part 5).
- **Clean Air Act** (42 U.S.C. 7401-7671q.), and the Federal Water Pollution Contract Act (33 U.S.C. 1251-1387), as amended for all contracts, subcontracts and subgrants of amounts in excess of \$100,000.
- **Energy efficiency** standards and policies contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C 6201).

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- **Solid Waste Disposal Act** (Section 6002), as amended by the Resource Conservation and Recovery Act, procuring only items designated in guidelines of the Environmental Protection Agency (EPA) (40 CFR Part247), that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180, "**Debarment and Suspension.**" CNP-STC members are prohibited from contracting with a company or individual that has been debarred, suspended, or otherwise excluded, or declared ineligible for all contracts, and subcontracts. Excluded Parties List can be reviewed at <http://www.sam.gov>
- **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352), contractors must certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352

## SECTION 4

### RFP RESPONSE FORMS

Proposals must be submitted as a response form. The form provides the format for the Proposal and must be completed and submitted for the proposal to be considered.

### Selection Criteria

Proposals will be evaluated based upon the following selection criteria:

Category	Form Number	Points Possible out of 100
Vendor Experience and References	Form 1	15
Ability to meet Project Scope and Timeline	Form 2	10
Project Specifications Held	Form 3	25
Fulfillment of and Quality of Equipment Specifications	Form 3	20
Contract Charges, Fees, and Payments (PRICE)	Form 3	30

### **PROCESS INSTRUCTIONS FOR FORMS REQUIRED WITH SUBMITTALS:**

All of the below forms must be submitted with the RFP packet.

1. Form 1 – Vendor Experience and References
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3. Form 3 – Acknowledgement
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5. Form 5 – Historically, Underutilized Business (HUB) Certification
6. Form 6: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions
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8. Form 8: Iran Economic Sanctions Act Certification

## FORM 1: VENDOR EXPERIENCE AND REFERENCES

Name of Organization: \_\_\_\_\_

Contact Information for Point Person: \_\_\_\_\_

In detail, answer the questions below. All value-added statements must be true and will be used during the contract if the Proposal is selected.

1. Describe your organization. Highlight your services
2. What differentiates you and the products you are proposing from the competitors in the market?
3. Please provide at least 3 Michigan or Midwest school customers for references on similar projects.
4. What value-added services do you offer to your school customers?
5. What K12 school related committees/groups do you and/or your employees belong to or participate in?
6. Please describe your plan to be able to deliver on the described project timeline and scope.



## SCOPE OF WORK FOR CUSTOMER TO INCLUDE THE FOLLOWING:

### *(PROJECT COORDINATION BY DEALER)*

1. \_\_Any work not included within specs that is required/needed, dealer must bring this to the attention of owner at time of RFP.
2. \_\_Dealer to perform the following work:
  1. Confirm all utilities prior to release of equipment to factory
  2. Sign off on all required shop drawings confirming voltages, sizes, and any other necessary items to release.
  3. Provide signed off on shop drawing to owner for records
3. Coordinate with different trades/installer on timing of equipment delivery and with owner.
4. Provide owner operating manuals in digital form and any operational training videos by manufacturer (if available).
5. Coordinate factory-rep training with owner's staff at completion of project.

## EQUIPMENT/SCOPE SPECIFICATIONS:

The District is evaluating two sizing configurations and intends to award only one walk-in freezer. The District reserves the right to select the option that best meets operational and budgetary requirements.

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### ITEM # 1 WALK-IN FREEZER

Quantity: One (1)  
Model: Walk-In Freezer

#### 1. One (1) New Walk-in Freezer

**New Freezer Box** – supply and install\*

(1) 20' x 10' x 9' Freezer Box w/floor support

\*Install new freezer box in space where old freezer was

**New Freezer Refrigeration** – supply and install

(2) Condensing Units

(2) Low profile evaporators and operating components  
Install drains and drain heaters to both evaporators  
Insulate suction lines

**Warranty** (meet or exceed)

1 Year Parts and Labor Warranty

4 Year Extended Compressor Warranty Year 2-4 Optional

**Electrical** - High voltage and control voltage for indoor and outdoor equipment by licensed electrical contractor.

The bid should also contain the cost to demolish and remove the existing walk-in freezer located at Collins Elementary School. The bid should be all inclusive of removing the old, installing and starting up the new. It should also include any necessary leveling, shelving, thermometers, food safe covers, drain lines, evaporators, condensers, crane work, permits, and start up adjustments.

## ADDENDUM

### EQUIPMENT/SCOPE SPECIFICATIONS:

The District is evaluating two sizing configurations and intends to award only one walk-in freezer. The District reserves the right to select the option that best meets operational and budgetary requirements.

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#### ITEM # 1A                      LARGER WALK-IN FREEZER

Quantity:                      One (1)  
Model:                              Larger Walk-In Freezer

#### 2. One (1) New Walk-in Freezer

**New Larger Freezer Box** – supply and install\*  
(1) 20' x 16' x 9' Freezer Box w/floor support

\*Since this freezer configuration would be larger than the existing freezer it would require both rough and finish construction along with pouring of new extension slab 7' out with pads for condensers.

**New Freezer Refrigeration** – supply and install  
(2) Condensing Units  
(2) Low profile evaporators and operating components  
    Install drains and drain heaters to both evaporators  
    Insulate suction lines

**Warranty** (meet or exceed)  
1 Year Parts and Labor Warranty  
4 Year Extended Compressor Warranty Year 2-4 Optional

**Electrical** - High voltage and control voltage for indoor and outdoor equipment by licensed electrical contractor.

The bid should also contain the cost to demolish and remove the existing walk-in freezer located at Collins Elementary School. The bid should be all inclusive of removing the old, installing and starting up the new larger freezer. It should also include any necessary leveling, shelving, thermometers, food safe covers, drain lines, evaporators, condensers, crane work, permits, and start up adjustments.

BIDDING DEALER TO PROVIDE THE FOLLOWING SCOPE OF WORK AS FOLLOWS:

1. Confirm all utilities prior to ordering with owner (electrical work to be handled by trades contracted through the local installer) to include:
  - a. Overall size/footprint
  - b. Electrical loads
  - c. Plumbing connections if required.
2. Coordinate with installer to aid in delivery of the walk-in panels, refrigeration systems
3. Oversee the following when on site during installation:
  - a. Receive, uncrate, deliver, and set in place ALL equipment items.
  - b. Remove and dispose of all protective wrapping.
  - a. Make refrigeration connections and ensure proper operation of all applicable equipment.
  - c. Make final electrical connections for new walk-in
5. Clean and sanitize all work surfaces and make ready for first use by owner
6. Provide operation manuals (electronically to owner)
7. Coordinate any factory start-ups as required
8. Coordinate factory-training upon installation completion
9. Provide warranty information for all equipment

## END OF EQUIPMENT SPECIFICATIONS

# FORM 3: ACKNOWLEDGEMENT

The undersigned hereby agrees that the Response to the RFP is a legal and binding offer and the undersigned, on behalf of its Firm, agrees to furnish and deliver the services in accordance with the terms, conditions and prices herein quoted.

Firm Name:

Signed By (no electronic):

Print Name:

Title:

Date:

Address:

Phone Number:

E-mail:

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## FORM 4: NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_

\_\_\_\_\_ COUNTY

The undersigned offeror or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to another offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Public

County of Residence \_\_\_\_\_

Source: IC 5-22-16-6

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## FORM 5: HISTORICALLY, UNDERUTILIZED BUSINESS (HUB) CERTIFICATION

Proposing companies that have been certified as Historically Underutilized Business (HUB) entities are encouraged to indicate their HUB status when responding to this Proposal Invitation. The electronic catalogs will indicate HUB certifications for vendors that properly indicate and document their HUB certification on this form. Please submit a copy of your HUB Certificate with this form, if applicable.

\_\_\_\_\_ I certify that my company has been certified as a Historically Underutilized Business (HUB) in the following categories: (Please check all that apply)

Minority Owned Business

Small Business

Women Owned Business

My company has NOT been certified as a Historically Underutilized Business (HUB)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Company Official

**FORM 6: 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, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.*

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)**

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

# FORM 7: FAMILIAL DISCLOSURE STATEMENT

AFFIDAVIT OF STATE OF MICHIGAN, COUNTY OF \_\_\_\_\_  
by \_\_\_\_\_ makes  
this Affidavit under oath and states as follows:

1. I am a/the: President / Vice-President / Chief Executive Officer / Member / Partner / Owner /  
Other (please specify) \_\_\_\_\_ of [insert name of contractor], a bidder for  
Houghton Lake Community Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the  
familial relationships existing between the owner(s) and the employee(s) of the aforementioned  
contractor and the school district's superintendent and/or board members:

\_\_\_\_\_

\_\_\_\_\_

3. I have authority to bind the aforementioned contractor with the representations contained  
herein, and I am fully aware that the school district will rely on my representations in evaluating  
bids for the required services.

4. I declare the above information to be true to the best of my knowledge, information and belief.  
I could completely and accurately testify regarding the information contained in this affidavit if  
requested to do so.

\_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature of Affiant)

Subscribed and sworn before me in \_\_\_\_\_ County, Michigan, on the \_\_\_\_\_ day of  
\_\_\_\_\_ 2026 \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed) Notary public, State of Michigan, County of

\_\_\_\_\_ My Commission expires on \_\_\_\_\_ Acting in the County of

\_\_\_\_\_

# FORM 8: IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the \_\_\_\_\_(Title) of \_\_\_\_\_(Bidder), or I am bidding in my individual capacity (“Bidder”), with authority to submit a binding bid for the High School Walk-In Freezer unit for Houghton Lake Community Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

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(signature)

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(printed)

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(date)

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