



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
**12360 Woodward Avenue**  
**Highland Park, Michigan 48203**

## **REQUEST FOR PROPOSALS (“RFP”)**

Contract No. [            ]

**INVITATION FOR BIDS**  
**STAFFING SERVICE PROVIDER CONTRACT**  
**12360 Woodward Avenue, Highland Park, Michigan 48203**

**Bid Due Date: Thursday, February 10, 2022 at 2:00 p.m.**

This document provides pertinent information regarding the District and the scope of this Request for Proposals (“RFP”). Information has been provided to assist respondents in understanding the District’s requirements for formulating and submitting proposals in response. The attached forms and responses shall be executed by responding vendors in sufficient detail to demonstrate that the vendor possesses the requisite qualifications, capacity, ability, and resources necessary to meet the requirements of this solicitation to the satisfaction of the School District of the City of Highland Park (the “District” or “School District”) and the District’s Board of Education (the “Board”) for the proper determination of the most qualified and fiscally responsible bidder.

In order to be eligible for consideration, bids must be emailed to the District at [smithke@hipark.org](mailto:smithke@hipark.org) by **Thursday, February 10, 2022 at 2:00 p.m.** Bids will not be accepted by facsimile or hand delivery.

Proposals will be considered submitted upon receipt, as confirmed by inbound date and time stamp. Proposals not received prior to the submission deadline will not be accepted. The cover page of Proposals must clearly indicate the RFP for which the bidder is submitting a proposal. Respondents may submit answers to application and questionnaire questions on separate pages, but all original signature pages must be executed and included in the proposal package in order for a submission to be considered complete.

### **Proposals must be addressed to:**

School District of the City of Highland Park  
Attn: Kevin A. Smith, Director of Operations 12360 Woodward Ave  
Highland Park, Michigan 48203  
(313) 402-0266  
[smithke@hipark.org](mailto:smithke@hipark.org)



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
**12360 Woodward Avenue**  
**Highland Park, Michigan 48203**

The School District of the City of Highland Park is a general powers school district in the State of Michigan, with authority prescribed by the Michigan Revised School Code, Public Act 451 of 1976, as amended. In 2018, the District successfully resolved its financial emergency and was released from state oversight. Pursuant to the terms of its approved Deficit Elimination Plan and certain related Orders of the Michigan Local Emergency Financial Assistance Loan Board (“EFLB”) the District is not permitted to directly operate schools until it has satisfied its repayment obligations to the EFLB. As a result, the School District currently exercises authority only to perform functions necessary to levy taxes, maintain its financial, business and record custodial obligations, and to grant charter contracts for the operation of public school academies (“charter schools”) in the School District boundaries. The School District provides its partner charter schools with oversight, operational guidance and support to ensure that quality free public educational options are being offered to students and their families in the District. The District is governed by a 7-member Board of Education whose members are elected by the voters of the city of Highland Park.

**BOARD OF EDUCATION**

Shamayim Harris, President

Janet Spight White, Vice President

Lorne McGee, Treasurer

Cheryl Sanford, Secretary & Sergeant of Arms

Linda Wheeler

Anthony Askew

Mark Ashley Price

**DISTRICT ADMINISTRATION**

Zakia Gibson, Chief Education Officer

Kevin A. Smith, General Counsel, Director of Operations

## BID INFORMATION SHEET

- I. Description of Work:** Staffing Service Provider Contract
- II. Location of Work:** School District Administrative Office  
12360 Woodward Avenue  
Highland Park, Michigan 48203
- III. Documents Available At:** All interested bidders must visit the District's website at  
<https://hipark.org/procurement-requests-for-proposals/>
- IV. Bid Due Date:** School District of the City of  
Highland Park, 12360 Woodward  
Ave, Highland Park, MI 48203  
February 10, 2022 by 2:00 p.m. EST
- V. Bid Opening and Award:** February 15, 2022 at 6:00 p.m. EST
- VI. Contact Person:** Kevin A. Smith, Director of  
Operations, [smithke@hipark.org](mailto:smithke@hipark.org)

## INSTRUCTIONS FOR PROPOSALS AND AWARD PROCESS

### TERMS AND CONDITIONS

#### **A. Services Overview:**

- a.** Pursuant to the terms of the District's approved Deficit Elimination Plan, the District is precluded from employing (or incurring related pension obligations for) administration and staff as District employees. As an alternative, the Board contract's with independent contract professionals to perform leadership functions, and contract's with staffing service providers for provision support staff services. The Board is seeking a contract with a staffing company that would serve as employer for one or more support staff, with a current opening for a full-time Executive Assistant and Office Manager at the School District Offices. To start, the successful bidder will employ and staff at the District an individual who will, among other things:
  - i.** Manage the day-to-day business activities of the Chief Administrator, including providing strategic management of the Chief Administrator's and District's schedule, coordinating meetings with internal and external contacts, preparing and tracking the Chief Administrator and office expenses, and management of external contractor services for office maintenance and repairs.
  - ii.** Provide pivotal support as the key liaison among contractors and between the Chief Administrator and external partners, including funders, other education reform organizations, and senior policy makers and legislators.
  - iii.** Support other members of the District leadership team with ad hoc administrative needs; support day-to-day operations of the office; and will contribute to and lead special projects across various areas of the organization.
- b.** The successful bidder will need to provide an individual who has the ability to handle confidential information with discretion and utilize significant amounts of independent judgment.
- c.** The District reserves the right to refer to the successful bidder an individual who meets the qualifications for Executive Assistant and Office Manager selected by the District prior to the award of the contract for employment by the bidder.
- d.** The District reserves the right to refer or request provision of staff for such other positions as may be determined by the District, in its sole discretion from time-to-time over the duration of the contract.

**B. Prerequisite Experience for Assigned Employee**

- a. In the event the District does not refer an individual for employment, the successful bidder must provide an individual with at least a high school diploma or its equivalent, at least five years of secretarial experience, and pass a criminal background records clearance.

**C. No Commitment**

- a. This RFP does not commit the Board to award a contract or for the District to pay any costs incurred in the preparations or submission of Proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The Board reserves the right to reject any or all Proposals received in response to this RFP and to negotiate with any of the operators or other firms in any manner deemed to be in the best interest of the District.

**D. Contract Terms**

- a. The successful bidder will be expected to enter into a standard contract for the provision of staffing services. The successful bidder must ensure that it is the same individual providing services to the District each week.
- b. The successful bidder will be paid monthly, a sum total of the Bill Rate as bid multiplied by the Assigned Employee's hours worked (plus insurance benefits, if applicable) for the individual's services.

**E. Termination:**

- a. Termination for Convenience: The District reserves the right to terminate this contract awarded pursuant to this RFP for convenience upon ten (10) days written notice to the successful bidder. The District may reject any individual provided by the successful bidder, with or without cause, at any time, and the successful bidder shall provide another qualified candidate to the District to provide executive assistant services.

**F. Successful Bidder's Qualifications**

- a. The successful bidder shall indicate whether it possesses individuals with the qualifications, ability, capacity, facilities, and resources to accomplish the work described for Executive Assistant and Office Manager in this solicitation. The District reserves the right to refer to the successful bidder an individual who meets the qualifications for Executive Assistant and Office Manager position.
- b. Information shall be considered confidential other than any steps needed to verify its accuracy.

- c. Proposals will only be considered from companies that have been actively engaged in work of similar size and type for a continuous period not less than the preceding three (3) years, under the same management in effect at the time of bid submission.
- d. Bidders, or their authorized representatives, are expected to familiarize themselves with the District before submitting bids. Failure to do so will be at the Bidder's own risk.

**G. Bid Evaluation and Award**

- a. Responsive bids must be submitted in accordance with the Application Information Sheet and Proposal Pricing Form
- b. Contracts shall be awarded to the lowest responsive and responsible bidder, upon review and confirmation of required qualifications indicated in the instructions to bidders. Consideration will be given to the bidder whose applications demonstrates an understanding of the District's available resources and possesses the competency and responsibility to perform satisfactorily. The District will consider the bidder's record and performance of any prior contracts with the District, state departments or agencies, federal departments or agencies, or with other public bodies.
- c. After the Board selects the winning proposal, the successful bidder will receive an Award Notification letter from the District requesting any and all required paperwork. The awarded Contractor must submit the fully executed contract within ten (10) working days after receipt of the request from the District. If all of the required documents are not fully completed and received within the time specified in the solicitation, award will be made to the next low responsive and responsible bidder.

**H. Preference For Michigan and Minority Based Enterprises:**

- a. Preference shall be given to Michigan firms when the services to be provided are equally or better suited for the intended purpose and can be obtained without additional cost. The District will also give preferences business classified as minority owned businesses.

**I. Equal Opportunity And Non-Discrimination:**

- a. The District shall not to discriminate against bidders on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The bidders shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

**J. Commencement of Services:**

- a. The District Board of Education shall have no obligation to pay for services performed before the Board approves the contract and purchase order and notice to proceed have been issued. The District shall have no obligation to pay for services in excess of the amount of the award. The Contractor shall not be authorized to proceed with any work until a purchase order is issued by the District and received by the Contractor.

**K. Annulments and Reservations**

- a. Right to Reject: The Board of Education reserves the right to reject any or all bids and re-advertise for other bids. The Board reserves the right to approve or disapprove the issuance of a purchase order and/or contract for the work described in this solicitation.
- b. Waiver of Technical Defects: The Board of Education reserves the right to waive technical defects, if it deems it in the best interest of the District.

**L. Governing Law**

- a. The bid shall be construed in accordance with and interpreted under any applicable laws, rules, regulations and ordinances of the City of Highland Park (local), State of Michigan, and the United States.

**M. Miscellaneous**

- a. Incorrect Invoices: Invoices will be returned for correction unless they contain the following information: Item numbers, description of item, quantity, unit prices with extensions, and total. Each invoice shall reflect the District's purchase order number, and all the items on the invoice shall be listed in the same sequence as listed on the purchase order.
- b. Partial Payments: Payment in full will only be made upon final acceptance of items as shown on the purchase order.
- c. Late Submissions Of Invoices: Invoices are to be submitted in a timely manner, per the terms of the purchase order, after the services and/or the goods and materials have been provided. If invoices are submitted one calendar year after the Contractor's services have been provided, or the last date when goods and materials were accepted by the Board, the District shall have no obligation to pay these invoices.
- d. Confidentiality: Any bidder acknowledges and agrees to hold all confidential information in the strictest confidence as a fiduciary and will not make any press release or public announcement, or voluntarily sell, transfer, publish, disclose,

display, or otherwise make available to any third persons such confidential information or any portion thereof without the express written consent of the District, which may be withheld in its sole discretion. The successful bidder and its employees, agents, volunteers, and subcontractors shall maintain the confidentiality of all medical, psychological, and student records in compliance with federal and state laws. Additionally, the successful bidder shall receive written consent from the parent or guardian of each student for the mutual disclosure of such records by and among the successful bidder, the District and the District's employees, agents, volunteers and contractors.

- e. Indemnity, Insurance, and Limitation of Liability: To the fullest extent permitted by law, the successful bidder shall indemnify and hold the District, its agents, officers, and employees harmless from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of or resulting from the successful bidder's performance of the work. The successful bidder shall maintain sufficient insurance as will protect it and the District from any claims that may arise out of or result from its work for the District. The final contract shall contain standard insurance coverage requirements for worker's compensation, automobile, general liability, and excess umbrella coverage as required by the District. The liability and obligations of the District under or in connection with the work shall be limited to payment of the price identified for the work to be performed. In no event shall the District be responsible for any punitive or exemplary damages, or any consequential, incidental, indirect, or special damages (including lost profits or revenue) of the successful bidder or any third party.
- f. Non-Assignability: This Contract shall not be assigned, or services subcontracted in whole or in part without the District's prior written consent. Any attempt to do so without such written consent shall be void and of no effect.
- g. Independent Contractors: The successful bidder will be furnishing its goods and/or services as an independent contractor, and nothing herein shall create any association, partnership or joint venture between the parties or an employer-employee relationship.
- h. General Records: The contracts, files, accounts, records, and other documents related to this contract shall be open to examination and/or audit by the District and/or its designated agents and made available at any time upon reasonable prior notice, during the performance of this contract for a period of five (5) years after final payment or longer as required by law, rule, or regulations.
- i. Sole Agreement: This contract constitutes the sole agreement between the parties and no amendment, modification or waiver of any of the terms and conditions shall be valid unless in writing and executed by both parties. Any prior verbal agreements or bids shall not be considered a part of this contract.

- j. Contract: Any contract resulting from this RFP will include these foregoing provisions.

### **APPLICATION REQUIREMENTS**

Complete the following application materials to be considered for this proposal:

1. Application Information Sheet and Proposal Pricing Form
2. Agreement to Comply with Applicable Law
3. Anti-Bribery Affidavit
4. Non-Collusion Affidavit
5. Prequalification Certification Affidavit
6. Copy of Contractor and Subcontractor Prequalification Certificates
7. Contractor Qualification Verification Response
8. W-9
9. Insurance Certificate
10. Minority Business Enterprise documentation, if applicable
11. Copy of State of Michigan Contractor's License
12. Copy of State of Michigan Certificate of Good Standing (LARA)
13. Copies of entity's Lead-Based Paint Certification

If selected, applicants will be required to work with the District to finalize requirements for provision of an acceptable candidate to serve as the District's Executive Assistant. The additional documentation and information required shall be provided to the successful Respondent.





**Proposal Pricing Instructions**

The School District currently contracts for provision of staffing support at a contract bill rate inclusive of: (a) the hourly wage rate of the assigned employee (“Assigned Employee”), plus (b) a sur-charge for services and (c) cost of employee-purchased insurance, if requested by Assigned Employee (“Bill Rate”).

The hourly wage rate of Assigned Employees shall be determined by the District based on experience and qualifications. The District currently budget’s for the position of Executive Assistant/Office Manager an hourly wage rate between \$20-25/hour.

Bid responses must be submitted as an expression of the contract surcharge in the following price form:

**1. Base Contract Service Fee**

	Sur-charge (%)	Billed Rate to District
Contract Service Charge (expressed as additional sur-charge on hourly wage rate)	____% or  (x 1.____)	= (AE hourly wage) x 1.(surcharge%)

**2. Estimated insurance**

In addition to the Bill Rate, the District agrees to pay for actual pre-tax, single coverage, employee contribution health care policy for the Executive Assistant/Office Manager, if requested. Health insurance premium costs shall be calculated based on an estimate of the annual employee contribution for basic health and dental plan, expressed as an estimated hourly rate x 2,000 annual work hours. (Example: Current health care premium cost for individual coverage is estimated at \$8,000 annually.  $\$8,000 \div 2,000 \text{ hours} = \$4/\text{hour}$  add-on charge). The District acknowledges that its payment of insurance cost is a pass-through charge, that is subject to negotiation with the Assigned Employee, and that insurance cost estimates may vary based on prevailing market rates and coverage selected.

District currently budgets \$4/hour add-on charge for Executive Assistant/Office Manager health care coverage. In the event an Assigned Employee works less or more than 2,000 hours on an annual contract period, insurance premium charges shall be reconciled by District and Contractor to actual premium cost.

**Sample Calculation of Bid Price**

Job Title or Description	Hourly Wage (/hr)	Bid Sur-charge	Est. Bill Rate (/hr)	Est. Ins. Cost (/hr)	Bill Rate (w/health) (/hr)
Executive Assistant / Office Manager	\$22.00	1.8 (or 80%)	\$39.60	+ \$4.00	\$43.60
Unspecified Position (Example) *not eligible for health coverage	\$18.00	1.8 (80%)	\$32.40	N/A	N/A



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
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**BID PROPOSAL: (Complete and submit with Application)**

	<b>Sur-charge (%)</b>	<b>Proposed Billed Rate*</b>
<b>Contract Service Charge</b>	_____%	AE wage x 1. _____

\*Excludes additional hourly rate charges for employee funded insurance coverage, at actual market price, if requested.

I hereby certify the information in this Application and Proposal Pricing Form is complete and accurate to the best of my knowledge and acknowledge my obligation to inform the District of any material changes.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed/ Typed Name



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
Highland Park, Michigan 48203

**Agreement to Comply With Applicable Law**

Pursuant to the State of Michigan’s Revised School Code, Act 451 of 1976, the following Agreement is required for this application and must be executed by the applicant.

In accordance with the Revised School Code, 1976 PA 451, I hereby certify and agree that \_\_\_\_\_, a Michigan \_\_\_\_\_, if selected as the staffing company for the District’s Executive Assistant, will adhere to the Revised School Code and all other local, state, and federal laws applicable to public school academies or Michigan school districts.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/ Typed Name



## THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue  
Highland Park, Michigan 48203

### Conflict Of Interest Disclosure

All references to “you” below shall include, but not be limited to officers, employees, directors, agents, associates of the Respondent, and any affiliate, corporation, partnership, association, business trust, contractual organization, group or other entity of which the foregoing has a position similar to the aforementioned.

*If you answer “yes” to any of the following questions, please provide an explanation on a separate sheet. Clearly label the explanation with the number of the corresponding question.*

1. Do you or any immediate family members have any contractual agreements with the Highland Park School District (“HPSD”)?  
 Yes  No
2. Do you or any immediate family members have any contractual agreements with the Highland Park School District (HPSD)?  
 Yes  No
3. Have or will you or any member of your immediate family receive funds, gifts, services or any other consideration for any purpose from the HPSD?  
 Yes  No
4. Do you or any immediate family members lease any real property to the HPSD?  
 Yes  No
5. Have or will you or any immediate family members be granting any services—at no charge or for charge—to the HPSD?  
 Yes  No
6. Do or will you or any immediate family members be selling any supplies, materials, equipment, services, or other personal property directly or indirectly to the HPSD, or any other company contracting with the HPSD?  
 Yes  No
7. Do you or any immediate family members have a close personal relationship with the HPSD or any individual(s) associated with the HPSD?  
 Yes  No
8. Do you foresee any potential ethical or legal conflicts of interest if you’re awarded this contract?  
 Yes  No

[Signature Page to Follow]



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
Highland Park, Michigan 48203

I recognize that all information submitted with this Conflict Of Interest Disclosure form becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold the District its members, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/ Typed Name



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
Highland Park, Michigan 48203

**Conflict Of Interest Disclosure (EXPLANATION FORM)**

*Please use to the following form to explain a “yes” answer to the Conflict of Interest Disclosure Form.*

QUESTION # \_\_\_\_\_

QUESTION # \_\_\_\_\_



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
Highland Park, Michigan 48203

**Non-Collusion Affidavit**

I hereby certify that I am the \_\_\_\_\_ and the duly authorized  
(Title)  
representative of \_\_\_\_\_ with its principal  
(Name of Entity)  
place of business at \_\_\_\_\_ and  
that neither I nor, to the best of my knowledge, information, and belief, the above firm nor any of its other  
representatives I here represent:

- a. Have agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith; or
- b. Have in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offeror herein or any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the within bid or offer is submitted.

I hereby certify that the information contained in this affidavit is true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed/ Typed Name

**Notary Public Acknowledgement**

\_\_\_\_\_  
Signature (Title, if applicable)

\_\_\_\_\_  
State of

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

I hereby certify that \_\_\_\_\_ appeared before me  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and signed this  
form in my presence.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My Commission Expires (Date)



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK
12360 Woodward Avenue
Highland Park, Michigan 48203

Anti-Bribery Affidavit

\_\_\_\_\_, being first duly sworn deposes and says that he/she is an
(Name)

officer in the organization known as \_\_\_\_\_, a Michigan
(Entity Name)

\_\_\_\_\_ and the party making a certain proposal or bid dated, \_\_\_\_\_ 20\_\_\_\_,
to the School District of the City of Highland Park, Michigan.

I further confirm that neither I, nor to the best of my knowledge, information, and belief, the above
business (as in defined in Michigan Compiled Laws Section 18.1268), or any of its officers, directors,
partners, or any of its employees directly involved in obtaining or performing contracts with reporting units
(as is defined in Michigan Compiled Laws Section 18.1373 (6)(c)) have been convicted of bribery,
attempted bribery, or conspiracy to bribe in violation of Michigan law, or of the law of any other state or
federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any
conviction, plea, or imposition of probation before judgment with the date, court or administrative body,
sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities
with the business):

Five horizontal lines for providing details of convictions or reasons for non-affirmation.

Notary Public Acknowledgement

\_\_\_\_\_  
Signature (Title, if applicable)

State of Michigan, County of \_\_\_\_\_

I hereby certify that \_\_\_\_\_ appeared before me
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and signed this
form in my presence.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My Commission Expires (Date)



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
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### **Certificate of insurance Coverage**

Contractor shall submit with their application a Certificate of Insurance in compliance with Michigan Compiled Laws Section 500.2270(a). The School District of the City of Highland Park should be named as Additional Insured on Contractor insurance and named as Certificate Holder. Contractor's insurance shall be effective at time of Contractor's bid response. If the Certificate of Insurance contains a minor irregularity, the Contractor shall cure the minor irregularity within five (5) business days of notice of said irregularity. The Contractor shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance while providing services to the District under the requirements of this RFP and any addendum.

#### Insurance Coverage

The Contractor shall be fully liable to provide and maintain in force during the life of this Contract, such insurance, including Public Liability Insurance, Product Liability Insurance, Auto Liability Insurance, Worker's Compensation, and Employer's Liability Insurance as will assure to the District the protection contained in the foregoing indemnification provision undertaken by the Contractor. Such policies shall be issued by United States Treasury-approved companies authorized to do business in the State of Michigan and shall contain as a minimum, the following provisions, coverage, and policy limits of liability.

#### General Liability

General Liability Insurance shall protect the District, its subcontractors, agents, and employees from damage claims. The general aggregate shall not be less than [Two Million Dollars (\$2,000,000.00)] and it shall apply in total to this project only. Products-Completed Operations Commercial General Liability Aggregate shall not be less than [Two Million Dollars (\$2,000,000.00)]. Personal & Average Daily Injury shall not be less than [One Million Dollars (\$1,000,000.00)]. Each Occurrence shall not be less than [One Million Dollars (\$1,000,000.00)]. Medical Expense shall not be less than Five Thousand Dollars (U.S. \$5,000.00) on any one (1) person. Broad Form Property Damage coverage shall include completed operations.

#### Workers' Compensation and Employer's Liability

Workers' Compensation and Employer's Liability Insurance shall meet minimum requirements set by the State of Michigan, but in no case less than Five Hundred Thousand Dollars (\$500,000.00). The Disease Policy Limit shall not be less than Five Hundred Thousand Dollars (\$500,000.00).



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
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**Affidavit Of Compliance – Iran Economic Sanctions Act**

Michigan Public Act No. 517 of 2012.

The undersigned, the owner or authorized officer of the below named applicant pursuant to the compliance certification requirement provided in the District’s Request For Proposals for an Executive Assistant, hereby certifies, represents, and warrants that the Respondent (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Respondent is awarded a contract as a result of the aforementioned RFP, the Respondent will not become an “Iran linked business” at any time during the course of performing the Project or any services under the contract.

The Applicant further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

**Notary Public Acknowledgement**

\_\_\_\_\_  
Signature (Title, if applicable)

State of Michigan, County of \_\_\_\_\_

I hereby certify that \_\_\_\_\_ appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and signed this form in my presence.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
My Commission Expires (Date)



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**  
12360 Woodward Avenue  
Highland Park, Michigan 48203

**Copy of State of Michigan Certificate of Good Standing**



**THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK**

12360 Woodward Avenue  
Highland Park, Michigan 48203

**Form W-9**