

Lake Orion Community Schools

Structured Cabling RFP

Request for Proposals (RFP)

February 2024

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GENERAL TERMS AND CONDITIONS

1 GENERAL REQUIREMENTS

1.1 INTENT

It is the intent of Lake Orion Community Schools (hereinafter referred to as the “District”) to solicit proposals from qualified vendors for structured cabling. This solution will consist of the following components:

- A. Structured cabling materials
- B. Installation services
- C. Warranty services

It is desired that vendors quote all of the services being requested in this request for proposals (RFP). Vendors may partner with another provider to supply a complete and turnkey solution. If your response contains proposed services or equipment from multiple providers, all responding parties must be clearly identified, and a synopsis of the partner relationship as well as the party that will serve as the prime vendor/contact for the District must be detailed. The District reserves the right to proceed with the provider deemed most suitable.

1.2 PROJECT DESCRIPTION

This project will consist of the work at the following buildings:

- Waldon Middle School
- Oakview Middle School
- Transportation Building

The District is seeking to replace/upgrade the structured cabling at the Transportation Building and to accommodate renovations at the two middle schools.

This RFP outlines the performance, operational, and administrative requirements the District is seeking. Detailed specifications for this project are included in **Section 2** of the RFP.

1.3 SCHEDULE OF EVENTS

EVENT	DATE
Deadline for submittals of questions related to this RFP	March 7, 2024 at end of day Contact: Amy.Sasina@plantemoran.com
Deadline for proposals	March 18, 2024 at 3:30 pm ET
Implementation schedule	Summer 2024

1.4 PROPOSAL SUBMISSION

Late proposals will not be accepted. Proposals shall be submitted as follows by the deadline indicated in **Section 1.3, Schedule of Events**:

- (1) Printed signed original
- (1) Printed bound copies
- (1) Thumb drives consisting of only **2 files**:
 - One **single PDF** file of the submitted printed signed complete proposal
 - **Appendix A** in Excel format

Mark with company name and deliver to:

Lake Orion Community Schools
Craig Schoon, Technology Department
455 E. Scripps Road
Lake Orion, MI 48360

All proposals must be in a sealed package and contain the wording “**Structured Cabling**” on the package. The wording “**ORIGINAL**” is to appear on the outside of the binder containing the original signed proposal. If a bid bond or cashier’s check is used, an **original copy** of the bid bond must be submitted in the binder marked Original. Proposals **may not** be delivered via facsimile or email.

All proposals MUST be returned using vendor Response Forms provided in Appendix A.

Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the vendor or any employee of the vendor and any member of the Board of Education or superintendent. The District shall not accept a proposal that does not include this sworn and notarized disclosure statement. The Non-Familial Form must accompany your bid proposal (see **Appendix A**).

In accordance with the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, all vendors must execute the “Iran Linked Business Affidavit” and include it in their proposals (see **Appendix A**). Said forms are included in the Vendor Response Forms. The District will not accept a proposal that does not include this sworn and notarized disclosure statement. The form must accompany your bid proposal (see **Appendix A**).

1.5 INTENT TO PROPOSE

Each vendor who intends to submit a Proposal in response to this RFP should communicate its intent via email, to amy.sasina@plantemoran.com with the subject line “[*Insert your vendor name*]- Lake Orion Community Schools Structured Cabling RFP - Intent to Propose.”

The response shall include the name of the Vendor, the name of the contact person, and that person’s email address.

1.6 VENDORS’ CONFERENCE

A pre-proposal vendors’ conference will NOT be held for this project.

1.7 RFP CLARIFICATIONS & ADDENDA

Requests for clarification shall be submitted in writing by email only to:

Amy Sasina
Amy.Sasina@plantemor.com

When making requests for clarification, please identify the relevant section number (e.g., Section 2.3.1).

Please note that any addenda will be posted by the District to the bid site that housed the original RFP. Vendors are responsible for checking the site regularly to make themselves aware of any new addendums.

1.8 PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

1.8.1 Executive Summary

The executive summary should, at a minimum, include the following:

- A. Executive letter highlighting how the proposed solution achieves the objectives of the District: This letter is to be signed by an officer of the organization submitting the proposal
- B. Organizational overview: A brief overview of the organization
- C. Address the following as it relates to your proposed solution:
 - 1. How the solution aligns with the requested functional requirements
 - 2. How the solution aligns with the requested technical requirements
 - 3. Any functional or technical requirements that the proposed solution cannot achieve
 - 4. Any assumptions and/or District resources required to complete the solution

1.8.2 Vendor Response Forms

Vendor Response Forms are supplied in this RFP (**Appendix A**). In addition to requesting information on your company and the proposed solution, along with other required forms, you must clearly indicate whether you either comply or take exception to any of the sections in this RFP. All vendors **MUST** submit the **Comply/Exception Form** from **Appendix A**. Where applicable, an explanation to the exception must be provided.

1.8.3 Project Plan

The Vendor will include an overview of its project plan in its response.

1.8.4 Project Team

Indicate the level of qualification of the staff who will be assigned to this project. Qualification will be based on certifications and years of experience with the materials proposal in similar configurations. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

1.8.5 Product Information

The Vendor must include copies of the technical specifications and/or data sheets for each of the products being proposed.

1.8.6 Electronic Copy

An electronic format of the forms in **Appendix A** in a Microsoft Excel format ***MUST*** be included with your response. A PDF version of all other materials must also be included.

1.8.7 Equipment Listing (BOM)

A bill of material must be included with the bid response identifying equipment models and quantities.

1.8.8 Additional Information

Additional information may be provided at the Vendor's discretion.

1.9 BID BONDS

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the state of Michigan. A 5% bid bond or cashier's check shall be required. Such check or bond shall name the District as recipient. The amount of such bid bond or cashier's check shall be forfeited as liquidated damages, costs, and expenses incurred by the District if the Vendor, after given an award as successful vendor, shall fail within thirty (30) days after the notice of such award to enter into appropriate contract with the District.

1.10 PERFORMANCE AND PAYMENT BONDS

The District MAY require the selected vendor(s) to provide a performance bond upon award of the contract. The associated cost of the performance bond is to be shown as a separate line item — do NOT include this cost in your base bid. This bond shall be equal in amount to the total Price to the district of purchased hardware, software, cabling, and services. The surety of the bond shall remain in effect for one year after all acceptance of the entire project has been executed by the District. In the event that the vendor(s) fails to perform its obligations under any contract between the vendor(s) and the District, the bond shall be paid to the District. The vendor(s) further agrees to save and hold harmless the District and agents from all liability and damages of every description in connection with any subsequent contracts. Payment bonds shall be required under the following conditions: project award exceeds \$50,000 **and** project involves construction, alteration, or repair to the buildings.

1.11 INSPECTION OF WORKSITE

If necessary, vendors can request access for site visits from Lake Orion Community Schools by contacting the individual identified in **Section 1.7, RFP Clarifications & Addenda**. We do not believe on-site access and review will be required prior to the project and, therefore, requests may be denied.

1.12 MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified, the original text as issued will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

1.13 CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.14 RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.15 RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals in their entirety, evaluate suggestions or exceptions, waive irregularities, or select certain equipment from various vendor proposals, based on the best interests of the District. The District reserves the right to reject any or all proposals for a specific section. The District reserves the right to award specific buildings to one or more vendors.

1.16 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or its subcontractors in responding to this RFP.

1.17 SYSTEM DESIGN COSTS

The successful vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base bid.

1.18 PERMITS

The successful vendor shall be responsible for complying with all local, state, and federal codes applicable to this installation. This includes the electrical permit required by the state of Michigan for low voltage installations. Include all costs associated with permitting in your base bid.

1.19 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration. A claim of mistake in the computation of a proposal shall not void the proposals after they are opened and accepted.

1.20 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification and coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, and training.

1.21 TURNKEY SOLUTION

All prices quoted must include all the cables, connectors, etc., that will be necessary to make the system specified **fully operational** for the intent, function, and purposes stated herein.

1.22 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

Lake Orion Community Schools is a tax-exempt entity for all purposes, except if the project makes enhancements and/or additions to real property.

1.23 PURCHASE QUANTITIES

The District reserves the right to adjust upward or downward by 25%, the quantities of items purchased without altering the unit purchase price upon award and throughout the contract period.

1.24 AGREEMENT REQUIREMENTS

The District intends to use the sample agreement contained in **Appendix C** for this project. Please review this attached agreement and indicate whether the terms of the agreement are acceptable. Include all contract exceptions in your proposal, if any.

The District considers this RFP legally binding and will require that this RFP and the resulting vendor proposal be included as addenda to any subsequent contracts between the vendor(s) and the District. It should be understood by the vendor(s) that this means the District expects the vendor(s) to satisfy all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. **Lack of listing all exceptions will be considered acceptance of all of the specifications as presented in this RFP.**

1.25 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, and shall extend beyond and survive the end of the term of the Agreement or cancellation of the Agreement.

1.26 INCORPORATION BY REFERENCE

The vendor shall supply equipment, wiring, technology, training, and other related services adequate to accomplish the requirements as set forth in the RFP and the vendor's response to the RFP. Parties agree that where there is a conflict between the terms of the Agreement and the information presented in the referenced documents, the Agreement shall take precedence. The parties also agree that where there is not a conflict between the Agreement and the information presented in the referenced documents, that all terms, conditions, and offers presented in the vendor's proposal shall herein be referenced to the Agreement and shall be binding upon all parties to the Agreement.

1.27 RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of the Agreement. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. The equipment shall be installed and placed into good working order by representatives of the Vendor. During the time period where the equipment is in transit and until the equipment is fully installed in good working order, the Vendor and its insurer shall be responsible for the equipment and relieve the District of responsibility for all risk of loss or damage to the equipment. In addition, the Vendor shall hold the District and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

1.28 SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the Vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the Vendor. The District shall make no payments to any firm concerning the shipment, installation, and delivery of equipment that is not a part of the Agreement and for which exact payments are not described. The Vendor shall be responsible for all arrangements for the shipment and receipt of equipment to the District's prepared site. The Vendor shall provide all properly trained representatives to unpack all items of equipment and place this equipment in the proper locations. The Vendor shall also be responsible for removal of all debris and packing materials from the site resulting from the installation of the equipment.

1.29 STORED MATERIALS:

Vendors are NOT to bill for stored materials, unless specifically requested and approved prior to billing. If the District chooses to allow for billing of stored materials, vendors must provide the following:

- Photos of the equipment properly stored
- Packing/inventory lists
- Affidavit indicating that the equipment belongs to the District
- Proof of insurance, naming the District as an additional insured, in the limits indicated below

1.30 NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the Agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the Agreement. Under no circumstances, however, shall any parties to the Agreement forfeit or cancel any right presented in the Agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the Agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the vendor by District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.31 GENERAL INDEMNIFICATION

See proposed Agreement in **Appendix C**.

1.32 PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

See proposed Agreement in **Appendix C**.

1.33 NONDISCRIMINATION BY VENDORS OR AGENTS OF THE VENDOR

See proposed Agreement in **Appendix C**.

1.34 SUBCONTRACTORS

See proposed Agreement in **Appendix C**.

1.35 EFFECT OF REGULATION

See proposed Agreement in **Appendix C**.

1.36 PROJECT MANAGEMENT STAFF DESIGNATION

The vendor understands that the successful installation, testing, and operation of the system that is the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the vendor on all matters pertaining to the Agreement.

In the event that an employee of the vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the vendor shall, within 15 days, fill this representative vacancy as described above. Regardless of whom the vendor has designated as the representative, the vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in the Agreement.

1.37 ASSIGNMENTS

The District and the vendor each binds themselves, their partners, successors, and other legal representatives to all covenants, agreements, and obligations contained in the Agreement.

1.38 VENDOR AS INDEPENDENT CONTRACTOR

It is expressly agreed that the vendor is not an agent of the District but an independent contractor. The vendor shall not pledge or attempt to pledge the credit of the District or in any other way attempt to bind the District.

1.39 INSURANCE

1.39.1 Workers' compensation coverage

The vendor shall procure and maintain, during the life of the Agreement, workers' compensation insurance, including employer's liability coverage, in accordance with all applicable statutes of the state of Michigan.

1.39.2 Commercial general liability insurance

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the Agreement, commercial general liability insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following features: (A) contractual liability; (B) products and completed operations; (C) independent contractors coverage; (D) broad form general liability extensions or equivalent; (E) deletion of all explosion, collapse, and underground (XCU) exclusions, if applicable; and (F) per contract aggregate.

1.39.3 Motor vehicle liability

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the Agreement, motor vehicle liability insurance, including applicable no-fault coverages, with limits of liability of not less than \$1 million per occurrence combined single-limit bodily injury and property damage. Coverage shall include all owned vehicles and all hired vehicles.

1.39.4 Additional insured

The following shall be named additional insureds: Lake Orion Community Schools, including all elected and appointed officials; all employees and volunteers; and all boards, commissions and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing, or excess.

1.39.5 Notice of cancellation or change

Workers' compensation insurance, commercial general liability Insurance, and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: Lake Orion Community Schools, 315 N. Lapeer Street, Lake Orion, MI 48362."

1.39.6 Proof of insurance coverage

The vendor shall provide the District, at the time the Agreements are returned for execution, Certificates of Insurance and/or policies, acceptable to the District, as listed below:

- D. Two copies of certificate of insurance for workers' compensation insurance
- E. Two copies of certificate of insurance for commercial general liability insurance
- F. Two copies of certificate of insurance for vehicle liability insurance
- G. Original policy, or binder pending issuance of policy, for owners and contractors protective liability insurance
- H. If so requested, certified copies of all policies shall be furnished

1.39.7 Continuation of coverage

If any of the above coverage expires during the term of the Agreement, the vendor shall deliver renewal certificates and/or policies to Lake Orion Community Schools at least 10 days prior to the expiration date.

1.39.8 Failure to comply

Failure to comply with the insurance requirements contained in the Agreement shall constitute a material violation and breach of contract and may result in termination of the Agreement.

1.40 WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the solution is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish this particular purpose. The District has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about, the District's particular purpose, the vendor, at the time the Agreement is in force, has reason and opportunity to know (1) the particular purpose for which products are required, and (2) that the District is relying on the vendor's experience and knowledge of these products to provide those that are most suitable and appropriate. Therefore, the vendor warrants that the system is fit for the purposes for which it is intended, as described in this document.

1.41 WARRANTY

See **Section 2** for warranty requirements.

1.42 FINAL ACCEPTANCE OF THE SYSTEM

The system proposed shall be defined to be finally accepted by the District after all components of this RFP and all approved change orders have been installed completely, plus the items identified in **Section 2**. The District or the District's Representative shall be the sole judge of whether all conditions for final acceptance criteria have been met.

1.43 STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include as part of any agreement resulting from this bid between the vendor(s) and the District **must** be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

1.44 NONCOLLUSION COVENANT

The vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of the Agreement. The vendor certifies that its proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation

making a proposal for the same services and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

1.45 ADVERTISEMENT

The laws of the state of Michigan, the District's purchasing policies, and the legal advertisement for contractors and purchases are made a part of any agreement entered into in the same respect as if specifically set forth in that agreement.

1.46 SELECTION CRITERION

The District intends to enter into a long-term relationship with one or more well-established vendors whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, financially stable firm committed to technology in K-12; will have a commitment to attracting and retaining an excellent staff of technical and product support personnel; and will have a proven track record of support from installation planning through implementation and ongoing use. There should also be evidence of responsiveness to clients' suggestions for improvements. Finally, there must be a good fit between Vendor's staff and the District's staff to assure a good working relationship.

The vendors will be evaluated based on the following selection criteria:

1.46.1 Compliance to Specifications

- A. Technical requirements
- B. Proposal requirements
- C. Implementation support
- D. Operations support
- E. Experience
- F. Cost

1.47 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The District reserves the right to accept the Vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

1.48 PAYMENT TERMS

See proposed Agreement in **Appendix C**.

1.49 CRIMINAL BACKGROUND SCREENING

The District is committed to assuring a safe environment for students, employees, and district visitors. Accordingly, the District requires criminal background certification compliance from vendors and subcontractors who perform work at any district facility. Each vendor or subcontractor shall certify that all legally required criminal history and criminal record checks, electronic fingerprint scans (Michigan and FBI), and/or any other background check requirements are conducted in accordance with applicable provisions within Sections 380.1230, 380.1230a-h, 380.1236a of the Michigan Revised School Code, and all other applicable federal and state laws concerning background checks. These results must be sent directly to the District. Additionally, the vendor must certify that no owner, employee, agent, representative, vendor, and/or other personnel of the vendor will be on any district premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of a “Listed Offense” as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722. The vendor shall also require employees, if and as applicable, to comply with the reporting requirements of Section 1230d of the Revised School Code and shall promptly forward any information so obtained to the District.

1.50 CONSTRUCTION COORDINATION AND MEETINGS

Periodic construction meetings will be held for buildings undergoing construction or renovations. The vendor is required to attend weekly or biweekly progress meetings held by the construction team, as well as any additional relevant construction-related meetings. Additionally, the vendor is required to communicate directly with construction superintendents as it relates to issues that impact low voltage trades and the timeline of this project. The vendor is expected to regularly check in with the construction superintendents to determine what stage construction is at and when they need to be on-site.

If necessary for the successful implementation and integration of the proposed solution, the vendor will directly coordinate with other vendors or trades (e.g., cabling contractor, electrician, etc.) that will be performing services at the District in conjunction with construction.

1.51 SITE CLEANLINESS

The vendor will ensure all work areas are free from debris caused by work performed under this project scope. At the end of each day, the site must be left in a clean and neat condition prior to completing work for that day with debris properly disposed of in an efficient manner. Materials must be consolidated into an agreed upon space that is not obstructing any pathways within the respective buildings. Vendor may be asked to wear protective foot coverings or supply drop cloths to minimize impact to newly finished surfaces. Failure to properly clean may result in another contractor performing the cleanup work and back charging it to the vendor.

PROJECT REQUIREMENTS AND SPECIFICATIONS

2 STRUCTURED CABLING

2.1 CABLING

The District intends to upgrade and replace the cabling at the Transportation Building, as well as account for renovation changes at two middle schools. This work will occur during the summer of 2024. Structured cabling is required, as indicated in **Appendix A** and on the prints in **Appendix B**.

2.1.1 Requirements

Structured cabling is required as indicated in **Appendix A** and on the prints in **Appendix B**. All cabling will be installed in either existing or construction trade-provided raceway and conduits and must meet the required specifications as identified below. Vendors are required to provide turnkey cabling. Each cable run will terminate at the location identified on the prints in **Appendix B** and will have a **minimum of a 10-foot service loop** at the device end and the closet end to potentially relocate the cable drop if necessary. Vendors are required to provide unit pricing for additional cable runs. This unit pricing may be used for any additions (or deductions) that may be necessary after the installation has begun. All pricing is to include **CAT6** UTP (unshielded twisted pair) cable, patch panels, closet and end-user patch cables, termination jack/connector, cable support, and labor based on the specifications detailed in this section.

2.2 GENERAL EXPECTATIONS

2.2.1 Site Work Hours

For work hours at construction sites, access must be coordinated with the District's construction manager.

Any work scheduled inside buildings, or on the building premises, must be coordinated with the District. Arrangements must be made through the District for additional work hours, if needed.

The installation schedule for school year working hours is 4:00 P.M. to 11:00 P.M, Monday through Friday, if vendors would like to consider beginning some of the summer work early. Weekend work hours will be coordinated with the District as deemed necessary. The District will work with the Vendor and the District facilities team to provide appropriate access for each building. Please note that schedules are subject to change with short notice or no notice.

2.2.2 Acceptable manufacturers

The District is seeking products from reputable structured cabling equipment manufacturers (e.g., Panduit, Legrand, CommScope, Belden, Leviton). The acceptance of a solution will be at the discretion of the District.

2.2.3 Preinstallation walkthrough/site review

The selected vendor shall be responsible for performing building walkthroughs with the District's representative to confirm the final location for data cabling as well as any unique installation

situations. The vendor is responsible for identifying and documenting any items that are outside the project scope or listed in the specifications as unit price items. All items not noted shall become the vendor's responsibility to install at no additional cost.

2.2.4 New materials

All equipment quoted by the Vendor shall be new. The solution requests that the Vendors propose a completely new solution that balances cost, performance, and technology. Solutions using equipment that has either reached or an announcement has been made for end-of-life, end-of-support, or end-of-sales will not be entertained.

All products proposed in the response must be in "customer shipping or production" status at the time of the proposal. The Vendor may not use products based on future releases of hardware and/or software in their proposal. If the Vendor is unable to provide the proposed product(s) or feature(s) by the proposed delivery date, the Vendor will provide a resolution of equal or greater value to the District, at no additional charge to the District, including services required to implement the solution.

2.2.5 Technical staff/trained personnel

The vendor shall indicate the level of qualification of the staff that will be assigned to this project. Qualification will be based on certifications, training, and years of experience with the specific structured cabling materials and manufacturer system proposed. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

2.2.6 Mandatory and nonmandatory requirements

Unless specifically stated otherwise, using terms such as "optional," "desired," or "nonmandatory," the requirements in this section are to be considered mandatory requirements.

2.2.7 Comply/exception form

Failure to disclose additional components and estimated costs that are required to deliver the described functionality but not included as a part of your proposal will be grounds for disqualification of your proposal, or the vendor will be responsible for providing the missing components at no additional cost to the District.

2.3 CABLING SPECIFICATIONS

The cabling infrastructure shall employ a copper medium, referred to as UTP (unshielded twisted pair) cabling, commonly employed in commercial voice and data networks. To this extent, the finished infrastructure in total shall comply with the installation procedures used for such voice and data infrastructure builds as specified under TIA/EIA 568B standards concerning the same. With regard to the preceding, the finished infrastructure initially shall serve to deploy an IP-based signaling format in the future without any substantial changes to the infrastructure as-built. To that end, TIA/EIA stipulations to

cable distances, methods, and manners shall require strict adherence. This infrastructure shall also meet the following specific criteria:

- i. The cabling infrastructure shall be **CAT6 plenum rated** cable. Horizontal UTP drop cabling shall be **plenum rated** with four unshielded twisted pairs under a common sheath, and that sheath shall be tested and approved for the environment into which it will reside.
- ii. Horizontal drop cabling to the device (access points) shall be in a closet-based *star* topology.
- iii. Horizontal UTP cabling from closet to device shall not exceed 90 meters (295 feet) in length.
- iv. All new cable (UTP) shall be supported using existing cable support infrastructure (J-hooks). If an existing support structure is not available, new supports (J-hooks) shall be installed where needed. The cable shall not lay on ceiling tiles nor be tied to ceiling grid support wires.
- v. Cable shall be supported every five feet.
- vi. Failure to comply with cable support methods will result in a written warning. Failure to correct or repeated infractions may result in the vendor being terminated from the project.
- vii. To the degree possible, the vendor shall use existing cores. For areas where coring is necessary, vendor is responsible for neatly coring and sleeving through walls, floors, or ceilings, as necessary, to route cable into hallways, tech closets, or other areas as required.
- viii. The cable must be certified by the manufacturer to support 802.3af (POE) and 802.3at (POE+).
- ix. The vendor is responsible for coring, sleeving, and fire stopping penetrations through walls, floors, or ceilings as necessary to route cable into hallways ER/TR, or other areas.
Any firewalls penetrated or used to facilitate the routing of communication wiring shall, upon completion of that wiring, be fire stopped using approved methods as outlined in the National Electric Code, and all applicable state, county, and city ordinances. The contractor shall be **responsible for fire stopping all penetrations** used for routing of the contractor's cable, regardless of who made the penetration access.
- x. The vendor is responsible for providing all necessary documentation to show that the fire stopping meets all applicable federal, state, county, and city ordinances, including a copy of the fire marshal approval and any necessary permitting.
- xi. Horizontal UTP drop cabling shall be terminated via an IDC (insulation displacement connection) to a 110-type jack in the patch panel.
- xii. While the defined system is preferred under a single-source manufacturer/supplier, for the purposes of meeting specification, the component parts of the infrastructure may be from multiple manufacturer sources. The unshielded twisted pair (UTP) — a base proposal of CAT6 installation shall — be part of a manufacturer's certified program to include a minimum 15-year warranty on the entire channel. Minimally, the UTP installation must include a manufacturer's performance certification and a minimum 15-year warranty on all materials and labor. The certification may be through a single manufacturer that supplies all cabling and connectors or through a joint program (one manufacturer's cable combined with another manufacturer's connectors).
- xiii. The vendor is responsible for applying for the performance warranty, as well as providing documentation of that warranty to the District.

- xiv. The cable specified shall be in conduit or raceway between the device and the wiring closet (MDF/IDF) in areas where the cable is exposed and not run behind walls or suspended above the ceiling. Cables tied to electrical conduits or laid on ceiling tiles will not be accepted.
- xv. The cable installers will be certified by the manufacturer on the cable and components used.
- xvi. The vendor must comply with all EIA/TIA specifications as well as local building codes.

2.3.1 Patch panels base bid

The vendor will supply and install CAT6 patch panels as required to support the cable count. The vendor will supply unit pricing for additions (or deductions) that may be necessary after the installation has begun.

2.3.2 Device end termination

The vendor will terminate the device end cable in a standard 8P8C connector at the device end. A cable identification label will be placed on the cable at the device end. Each communications outlet shall be labeled (to be clearly visible). All labels should be placed under a clear plastic cover to provide a tamper-resistant solution. All labeling must meet TIA/EIA standards. Each horizontal UTP cable shall be labeled at each end with an adhesive-backed designation strip. The strips must be designed to withstand the heat of the closets they are terminated into without peeling off. All labeling must meet TIA/EIA standards.

For all cabling drops, the vendor must provide the following:

- One-foot cord for the closet side
- Six-foot cord for the end-user side
- Faceplate for the raceway or junction box – exact faceplate part to be identified as part of walkthrough after award; this will vary by building

2.4 CABLING DEMOLITION

Vendors must demolish all existing abandoned cabling, and cabling that is being abandoned as part of this project, at buildings as they are re-cabled (the Transportation Building will have existing cabling to be demoed). This includes, but is not limited to, abandoned UTP cabling.

For locations demoed or abandoned, vendors will need to remove the data/voice cabling from the jack back to the wiring closet and remove patch panels that become completely freed up. All cabling, patch panels, etc., must be disposed of in an environmentally appropriate manner and meet any local/state/federal requirements. Vendors cannot use the District's dumpsters, and they must provide their own method of disposal and removal from the property.

In addition to the demolition of existing cabling, locations that are abandoned must be covered with appropriate cover plates (the exact cover plate part is to be identified as part of the walkthrough after award and will vary by building).

2.5 NETWORK CLOSETS

The vendor is responsible for adding to the existing configuration of the MDF/IDF to support the new structured cabling infrastructure.

2.5.1 Cable management

Each patch panel installed into the cabinet shall receive a horizontal wire management panel/trough installed below it. This will include front and rear wire management. The rear is for routing of cable until it is terminated on the back of the patch panel. There shall be hinged covers that hide the patch cables when routed within. Both rails in a rack or cabinet shall be equipped with vertical wire management modules extending from the base to the top of the unit, on both sides. Vendors shall provide a cut sheet with your proposed solution.

2.6 ADD/ALTERNATE 1: REMOVE / REINSTALL WIRELESS ACCESS POINTS

Provide a unit cost for removal/re-installation of wireless access points at both Oakview Middle School & Waldon Middle School. The process of removal/re-installation should include:

- Removal of the wireless access point and associated mounting bracket
- Delivery to District-provided storage location
- Retrieval and re-installation of access point and associated bracket

Vendors must also plan to be onsite the first weekend after school is complete to remove existing access points.

2.7 DOCUMENTATION

The vendor shall provide a single complete set of system documentation as detailed below electronically. Documentation shall include vendor contact information, including names of account representative, design engineer, supervisor, and project manager, as well as the vendor mailing address, voice numbers, fax numbers, and email address.

2.7.1 As-built drawings

The vendor will prepare complete field installation drawings. The drawings will show:

- The location of all cabling and equipment
- Cable ID at end-user location
- Pathways from IDF locations back to the MDF location (including fiber optic strand counts where applicable)
- All core locations (including core size and whether they are through a wall or a floor)

As-built drawings should be documented on the District-provided architectural blueprints/building floor plans. The vendor will work with the District or its representative to develop a symbol set to be used on the drawings.

The vendor will provide all as-built information on District-provided electronic files (PDF format) in electronic copies.

2.7.2 As-built cable records

The vendor will provide the District with detailed records of each UTP and fiber cable installed for each site. These records shall include a listing of the following:

- Warranty statement from the vendor and the manufacturer
- Copy of any permits required for the project
- Copy of signoff documents
- Manufacturer specification sheets for each component installed in the system
- Fire stop system drawings for each type of wall, floor, or ceiling penetration
- CAT6 test results for each horizontal UTP cable – results must be presented in electronic format for each cable tested
- CAT6 tester manufacturer, model, serial number, hardware version, and software version
- Fiber test results – results must be presented in electronic format for each cable tested
- Fiber tester manufacturer, model, serial number, hardware version, and software version

2.7.3 Warranty documentation

The vendor shall provide warranty documentation for all equipment installed.

2.7.4 Permit documentation

The vendor shall provide proof of applicable successful inspections that are necessary to meet local, state, or federal codes and requirements.

2.7.5 Documentation turnover

The vendor shall provide an inventory of all documentation (including test results) submitted to the District and shall obtain the signature of the recipient.

2.8 ACCEPTANCE/TESTING CRITERIA

Upon completion of work and prior to the final acceptance, the vendor will submit the items listed below to the District in electronic format. This shall be delivered within two weeks of completion of each building.

- All as-built drawings
- All warranty documentation
- All permit documentation
- All testing results (system performance test and cabling tests)

Initial acceptance testing shall take place prior to the start of the school year. Systems must be operational for 45 days during the school year prior to acceptance.

2.8.1 Testing: Submission of results

Test results are to be submitted to the District's Representative.

2.8.2 Cabling testing

The cable shall be tested after installation and meet all testing and installation requirements compliant with CAT6 based in part or all of the following standards:

- ANSI/TIA/EIA 568-B.1 – Commercial Site Telecommunications Cabling Standard, Part 1; General Requirements
- ANSI/TIA/EIA 568-B.2-1 – Commercial Site Telecommunications Cabling Standard, Part 2; Balanced Twisted-Pair Cabling Component
- ANSI/TIA/EIA 569-B – Commercial Site standards for Telecommunications Pathway and Spaces
- ISO/IEC 11801 for CAT6
- ANSI/TIA/EIA 606-A – Administration Standard for Commercial Telecommunications Infrastructure
- ANSI/TIA/EIA 607-A – Commercial Site Grounding (Earthing) and Bonding Requirements for Telecommunications
- NFPA 70, National Electrical Code (NEC 2014)
- All cabling must be plenum rated

Additionally, all cabling shall comply with the following requirements:

- The conductors of the pairs will be of solid copper construction
- The cable type shall be plenum rated with 100% FEP for all areas within the building
- The cable shall possess the ratings by Underwriters Laboratory CMP as it applies to the cable type and insulation

Approved enhanced CAT6 UTP plenum cable product shall be manufactured by reputable structured cabling equipment manufacturers (e.g., Panduit, Legrand, CommScope, Belden, Leviton), and must be tested by ETL.

2.8.3 Completion and punch lists

Installation must be complete by the date indicated in **Section 1.3**. Note that for phased implementations, this section applies to each phase/building. After installation and vendor testing is complete, the vendor shall notify the District in writing that they are ready for the final acceptance review. For each day the installation and vendor testing is not completed after that date, the vendor shall be charged \$200 per business day. If completion is not done prior to the start of the school year, the vendor shall be charged \$400 per calendar day. The District will perform acceptance testing and then provide a punch list to the vendor. The vendor shall have 10 business days to remedy the punch list. For each day it is not completed after that date, the vendor shall be charged \$200 per business day. The District shall review the punch list items reported by the vendor to be resolved within a mutually agreed upon negotiated timeline. If any items remain after the vendor has indicated they were cleared, the vendor shall be charged \$500 for each subsequent visit by the District to review punch list items until the punch list is cleared. All vendor charges will be included in the contract as part of a change order.

2.8.4 Final acceptance

The vendor shall demonstrate that all work is complete, free from physical and electrical defects or deficiencies, and in satisfactory operating condition. The District shall be allowed to inspect and test the work performed and to notify the vendor of any deficiencies. The District will be the sole judge as to whether the work has been completed properly. All material or equipment that is deemed not to comply with this RFP will be replaced by the vendor, at no charge to the District, prior to final payment. Final acceptance will occur in phases, by building.

2.9 SYSTEM WARRANTY

2.9.1 Structured cabling

Unshielded twisted pair (UTP), a base proposal of CAT6 installation, shall be part of a manufacturer's certified program to include a minimum 15-year warranty on the entire channel. Minimally, the UTP installation must include a manufacturer's performance certification and a minimum 15-year warranty on all materials and labor. The certification may be through a single manufacturer that supplies all cabling and connectors or through a joint program (one manufacturer's cable combined with another manufacturer's connectors).

The vendor is responsible for applying for the performance warranty as well as for providing documentation of that warranty to the District.

2.10 COSTS

Each vendor will respond on the Bidder Response Form that is included in **Appendix A** and provide all costs associated with the equipment and services specified.

APPENDICES (PROVIDED SEPARATELY)

Appendix A: Vendor Response Forms

Appendix B: District Drawings

Appendix C: Sample Agreement