Request for Proposal (RFP)
Data Network Cabling (Structured Cabling System)
RFP ID: 201302B

Inquiries and requests regarding this RFP should be directed to:
Walter Keener, Network Administrator
Grandville Public Schools
3839 Prairie Street SW
Grandville, MI 49418
Phone: 616.254.6583
Fax: 616.254.6580
wkeener@gpsbulldogs.org

Sealed proposals and bids must be delivered no later than 1:00 PM on JULY 31, 2013 to:
Grandville Public Schools
Administration Building
3839 Prairie Street SW
Grandville, MI 49418
INVITATION TO BID

GRANDVILLE PUBLIC SCHOOLS
ADMINISTRATION BUILDING
3839 PRAIRIE STREET SW
GRANDVILLE, MI 49418

TO ALL BIDDERS:

Bidders are required to use the enclosed bid forms and to provide all of the information requested.

Response to this INVITATION TO BID must be in a sealed envelope marked “Bid 201302B”. For mailing purposes, please address the bid to Grandville Public Schools, Attention: Walter Keener, Administration Building, 3839 Prairie Street SW, Grandville, MI 49418.

Bids may be hand-delivered to the Administration Building at 3839 Prairie Street SW, Grandville, Michigan, where the bids are due on Wednesday, JULY 31, 2013 at 1:00 PM. Bids will be officially opened at that time.

Bids that are mailed must be done in ample time to assure delivery prior to the bid opening date and time. Bids received late will be handled as “No Bids”, and returned to the vendor unopened. Grandville Public Schools does not accept E-MAIL or FAX bids.

Grandville Public Schools reserves the right to accept or reject any and all bids, and to waive any formalities, to award the entire bid to one (1) vendor, or to make awards by groups or by line item, whichever is in the best interest of Grandville Public Schools.

Contact Walter Keener, Network Administrator, at wkeener@gpsbulldogs.org with any questions pertaining to this bid.
**GENERAL TERMS AND CONDITIONS**

Grandville Public Schools is located in West Michigan, with facilities located in Kent and/or Ottawa Counties. We have seven (7) elementary schools, one middle school, one high school, transportation/maintenance facility and a district administration building. Total enrollment for the district is approximately 5,650 students and an estimated 650 employee base.

Grandville Public Schools requests proposals from qualified vendors interested in providing compliant data network cabling (structured cabling system) to new hung wireless access points **for the following buildings (refer to enclosed cabling maps for details.):** Century Park Learning Center, Grand View Elementary, middle school, and high school. This RFP provides the requirements and evaluative criteria. Responses from all prospective vendors should address pricing, shipping (if applicable), and service descriptions.

1.0 **Preparations of Bids**

1.1 Bids must be on *Bid Forms* furnished with this “Invitation to Bid”. They must be submitted in a sealed envelope marked, as specified in our “Invitation to Bid”. The bid must be mailed or delivered to Grandville Public Schools, Attention: Walter Keener, Administration Building, 3839 Prairie Street SW, Grandville, Michigan, 49418, no later than the date and time set forth in the “Invitation to Bid”. The bids will be publicly opened at the time and place set forth in the “Invitation to Bid”.

1.2 Bidders are instructed to carefully read all terms, conditions and specifications set forth in the “Invitation to Bid”. Bid forms must be completed in their entirety. Any correction made on the bid form (white out or strike through) must be initialed by an authorized representative of the company submitting the bid or the bid may be **rejected by Grandville Public Schools**. Each bidder is required to furnish all information requested in the “Invitation to Bid”.

2.0 **Submission of Bids**

2.1 Any bid received after the designated time, will be deemed late and will not be considered by Grandville Public Schools. **Grandville Public Schools does not accept E-MAIL or FAX bids.**

2.2 Confidential Material – Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by Grandville Public Schools to the extent allowable.
3.0 Specifications

3.1 The expectation of the bid is for the exact cable specification listed. Any deviation from the specifications must be clearly noted on bid document. Grandville Public Schools shall determine in its sole discretion whether substitution or modifications of the requested specifications are comparable to those contained within the “Invitation to Bid”. If Grandville Public Schools determines that the modifications or deviations from the specifications are not in compliance, they may reject the bid.

3.2 A vendor’s failure to deliver any items according to specifications set forth in their bid may result in cancellation of the purchase and permanent removal from future “Invitations to Bid”. If any items do not meet these specifications, the items will be picked up at vendor’s expense and removed from the premises of Grandville Public Schools at the sole cost of the vendor.

3.3 If there is an error in the description or specifications contained in the “Invitation to Bid”, Grandville Public Schools reserves the right to notify each of the bidders separate from the “Invitation to Bid” of such specification or description change and may require all bids to be in compliance with such modification. In the case of an error in the specifications or the descriptions, Grandville Public Schools further reserves the right to cancel the “Invitation to Bid” and rebid.

3.4 Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

3.5 A pre-bid on-site walkthrough to better understand the needs of the District is available to schedule by contacting Walter Keener at wkeener@gpsbulldogs.org.

3.6 The District will not be liable for any cost incurred by the respondents in preparing responses to this bid or negotiations associated with award of a contract.

4.0 Prices Quoted

4.1 Bids must include any and all delivery charges.

4.2 In addition to a total project cost, all proposals are to contain costs for materials and labor.

4.3 All prices must be valid for 90 days.

4.4 Pricing to be FOB Grandville Public Schools Administration Office warehouse in Grandville, Michigan 49418.
5.0 **Bidder’s Evidence of Responsibility**

5.1 Grandville Public Schools reserves the right to require a financial statement from any bidder who submits a bid. The vendor must submit a current financial statement within 24 hours after notification of such requirement.

5.2 Vendor to provide at least three (3) reference companies with contact information for which your company has done similar work.

6.0 **Awards**

6.1 Grandville Public Schools reserves the right to accept or reject any part of a submitted bid, to accept the entire bid from one bidder, to accept portions of the bid from several bidders, or to reject all bids submitted. Grandville Public Schools reserves the right to award the bid under the most beneficial and economic terms for Grandville Public Schools.

6.2 It is anticipated that a contract will be made with the provider whose proposal is determined to be in the overall best interest of the District. The main evaluation considerations are price, industry experience, and qualifications.

The evaluation criteria include, but are not necessarily limited to, the following:

- the overall best pricing for product and services
- total cost of implementation
- proposer’s experience with other school districts
- vendor’s proximity (business location) to the District
- vendor’s overall performance record, including responsiveness and reputation based upon feedback from available references
- the perceived quality of the vendor’s response, including completeness, accuracy and appropriateness
- stability/risk of the vendor, including assessment of risk that they may not be able to fulfill responsibilities

6.3 In awarding the bids, price, availability, past vendor experience, qualifications, references, and compliance of the bid with specifications and requirements, will be determining factors.

6.4 If after the award of the bid there is a decrease in the price of a product from the manufacturer, or a rebate, the successful bidder will pass that price decrease and/or rebate onto Grandville Public Schools.

6.5 This RFP does not obligate the District to award a contract, to pay for any costs incurred in the preparation of a proposal, or to procure or contract the services or supplies. The District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the “Request for Proposal” if it is in the best interest of the District.

6.6 Any contact or attempt to contact any other District employee for the purpose of securing privileged information or advantages in the proposal process will result in disqualification of the vendor.
7.0 Contract
7.1 Each bidder is responsible for having knowledge and understanding of any Michigan laws, Department of Education regulations or policies, and Grandville Public Schools District regulations or policies pertaining to Grandville Public Schools procurement. Should any dispute arise as a result of a bid, the dispute will be settled in accordance with the Laws of the State of Michigan.

7.2 Whether or not a dispute arises, under no event will Grandville Public Schools be liable to any vendor for costs incurred by such vendor in responding to this “Invitation to Bid”.

8.0 Invoicing
8.1 Payment will be made by Grandville Public Schools after installation and acceptance of all items. However, final acceptance will not be made until after inspection and approval by the Grandville Public Schools authorized representative.

8.2 The successful vendor will be required to supply an original invoice and to reference all invoices to the purchase order to which they pertain.

8.3 No invoice will be processed for payment until such time as all contractual obligations have been met and/or items ordered have been received and approved by the Grandville Public Schools authorized representative.

8.4 Grandville Public Schools is exempt from Federal Excise Tax and Michigan Sales and Use Tax and Local Sales Tax. Tax Exemption Certificates will be furnished upon request.

8.5 Grandville Public Schools will issue payment by credit card within ten (10) days of final acceptance.

9.0 Compliance
Final inspection of all products for acceptance or rejection will be made by the Grandville Public Schools authorized representative. Final inspection resulting in acceptance or rejection of the products will be made as soon as practicable, but failure to inspect shall not be construed as a waiver by Grandville Public Schools of its rights to reject such products or to claim reimbursement or damages for such products which are later found to be defective or not in conformance with the required specifications.

10.0 Grandville Public Schools Prohibits Unlawful Discrimination and Harassment
10.1 The Grandville School District is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”), in its programs and activities as required by Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 or the Age Discrimination in Employment Act.

10.2 Grandville Public Schools prohibits unlawful discrimination or harassment including sexual harassment. Contractor and subcontractors, if any, shall not engage in unlawful harassment or discrimination while on school premises.

10.3 Contractor or subcontractor may be suspended, terminated, or debarred if it violates these policies while on school premises.
11.0 Equipment/Services Specifications:

Data/Cabling Requested

The Grandville School District is requesting proposals from qualified vendors interested in providing compliant Data Network Cabling (Structured Cabling System) to new hung Ruckus wireless access points.

Cabling and all associated equipment must be CAT6 Compliant. Cabling will be required to provide data to access points. Vendor will provide parts, materials, installation and testing. A cabling map for each site is included in this RFP.

The scope of the project includes:

- Installation of Category 6 (minimum) (ANSI/TIA/EIA 568 B.2-1 & ISO/IEC 11801 Ed. 2.0) plenum (NFPA 262) cabling for data locations with a 6 ft. service loop at the designated Device Cable Termination (DCT)
- Provide new data grade wiring from IDF/MDFs to designated Device Cable Termination (DCT)
- Termination of data cables at provided network patch panel
- Cable color (green) and jacks colors coordinated with the District
- Cables should be in available cable tray, suspended every 4 feet in drop ceilings using J or D style hooks or in enclosed conduit
- Labeling patch panels and wall plate jacks with indelible labels/ink indicating closet location and unique identified port number
- Color code ports per coordination with the District
- Provide testing with documentation of cable runs to meet specifications – end-to-end
- Work will need to take place outside the normal school operating hours when school is in session.
- The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.
- The vendor is responsible for providing all necessary working/building permits required under this contract, which includes, local, state, or federal permits, as needed.
- The vendor will be responsible for repair of all damage to the building due to the negligence of its workers.
- During the contract period the vendor will abide by all fire and safety regulations. District/School Security Policies must be observed at all times.
- Upon completion of any repair, replacement or installation activity, the vendor must provide evidence of the completion with a successful test on said system with results provided to owner in owner specified format(s).
- The vendor will be responsible for the prompt correction of all defects in the system.
- The vendor must leave the premises clean and neat including having all ceiling tiles in place after each work session.
- All work must be coordinated through a designated school contact before the beginning of the installation work, and must be requested by the Network Administrator.
- Vendor must assume total responsibility for the actions of any/all subcontractors.
Cabling/Installation Specifications

Responsive bidders will provide a complete design and itemized quotation for a Structured Cabling System consisting of:

Runs of CAT6 4-pair PVC Jacketed wire (plenum where needed per codes) per DCT (device cable termination). Each run will be terminated at the DCT end in an RJ45 modular jack and at the Wiring Closet IDF/MDF end in an RJ45 Modular Patch Panel port. The District will provide rack space and required patch panels. Bidder is responsible for providing evidence that all materials and installation practices will meet or exceed BICSI specifications for CAT6 (minimum) materials and installation.

References:
A. Design, manufacture, test, and install telecommunications cabling networks per manufacturer’s requirements and in accordance with NFPA-70 (2005 edition of the National Electrical Code®), IEEE C2 2007 (NESC 2007), state codes, local codes, requirements of authorities having jurisdiction, and particularly the following standards:

3. ANSI/TIA/EIA-569-B – Commercial Building Standard for Telecommunications Pathways and Spaces
4. ANSI/TIA/EIA-606 (A) – The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings

B. Install cabling in accordance with the most recent edition of BICSI® publications:
1. BICSI – Telecommunications Distribution Methods Manual

Bidder is responsible for inspecting all existing structures, cableways, IDF/MDFs, wiring closets and fiber infrastructure to determine if they are adequate for the purpose. Cableways must be utilized where available.

- If a sleeve does not exist in the existing corridor walls a new (minimum size is 1”) conduit should be installed for penetrations through walls or floors and shall be sealed with intumescent firestop system in accordance with the UL testing detail. Grout mixture or firestop system should be used to seal the perimeter of the new conduit installed in the corridor walls.
• Cabling shall not be laid on ceiling grid structure, ceiling tiles or supported on any structure not specifically designed for supporting cables. If a cable tray is not present, provide cable supports at intervals of every 4-6 feet. Cable supports shall be “J” hooks or other supporting devices with a minimum 1-inch cable resting surface. Cable support devices shall be independently suspended from or attached to building structure or walls. Cable sag between supports shall not exceed 12 inches. All cables shall be neatly bundled and secured with appropriately rated fasteners.

• Cables should not be installed within 4-feet of transformers/motors, when running parallel of power conduits or fluorescent light fixtures maintain a 1 foot separation.

**SPECIAL TERMS AND CONDITIONS**

1. All items quoted must be new. No refurbished or remanufactured will be accepted.
**VENDOR DATA SHEET**

<table>
<thead>
<tr>
<th>COMPANY NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPANY ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TAXPAYER IDENTIFICATION NUMBER (s):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORDERS SUBMITTED TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYMENTS SUBMITTED TO:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT ADMINISTRATOR INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TITLE</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TELEPHONE</td>
</tr>
<tr>
<td>CELL</td>
</tr>
<tr>
<td>FAX</td>
</tr>
<tr>
<td>EMAIL</td>
</tr>
</tbody>
</table>

Work will commence within ____ days after receipt of Purchase Order.
CERTIFICATION LETTER  
(must be completed and returned with bid)

I certify that I have read and understand the terms and conditions herein. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP response, I/ we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFP and certify that I am authorized to sign this bid for the Contractor.

SUBMITTED BY _______________________________ DATE __________________

TITLE _______________________________ E-MAIL _______________________________

COMPANY NAME _______________________________

ADDRESS _______________________________ CITY _______ STATE _______ ZIP _______

TELEPHONE NUMBER ______________________ FAX NUMBER ______________________

COMPANY WEBSITE _______________________________

SIGNATURE _______________________________

When signed, this bid becomes legal and binding to Grandville Public Schools and is acknowledgement that all specifications and terms and conditions have been read and understood.
**BID SHEET**

This page must be complete and submitted as part of any response to this RFP, along with an explanation of the total data network cabling (structured cabling system) being presented.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cabling for:</th>
<th>Equipment</th>
<th>Quantity</th>
<th>Labor</th>
<th>Material</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Century Park Learning Center</td>
<td>Access Points</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Grand View Elementary</td>
<td>Access Points</td>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>High School</td>
<td>Access Points</td>
<td>79</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Middle School</td>
<td>Access Points</td>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Access Points</strong></td>
<td></td>
<td><strong>179</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Price</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to enclosed cabling maps for details.
IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the _________________ of ________________________________,
or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of ____________________ services to Grandville Public 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.

__________________________________________
(signature)

__________________________________________
(printed)

__________________________________________
(date)
MICHIGAN FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner’s governing Board(s) or Superintendent(s).

In any conflict of interest is discovered subsequent to submission of bid, written disclosure shall be submitted to the project Owner within seven (7) days of discovery. The project Owner reserves the right to immediately terminate any contract with Bidder upon notification of a conflict of interest. Upon such termination, the project Owner shall compensate Bidder only for the value of any goods or services provided to the Owner prior to such termination as determined by Designer.

(check only one (1) box below)

□ It is hereby acknowledged and certified by Bidder that no familial relationship exists between the owner or any employee of the Bidder and any member of the project Owner’s governing Board(s) or Superintendent(s).

□ A familial relationship exists between the owner or an employee of the Bidder and a member of the project Owner’s governing Board(s) or Superintendents(s). The person(s) and the relationship(s) are as follows:

Bidder

_______________________________________

_______________________________________

_______________________________________

_______________________________________

Board or Superintendent

_______________________________________

_______________________________________

_______________________________________

_______________________________________

Bidder Authorized Representative:

Bidder: ________________________________

Representative’s Signature: ________________________________

Print or Type Name: ________________________________

Representative’s Title: ________________________________

Subscribed and sworn this ________ day of __________________, 2013.

In the County of __________________ State of __________________.

By ________________________________ My Commission Expires On: ____________

Notary Public Signature

Seal or Stamp: