

# **YPSILANTI PUBLIC SCHOOL DISTRICT**

## **REQUEST FOR PROPOSAL**

### *Structured Cabling, Speakers and Fiber Cable Testing*

#### **SECTION I: INTRODUCTION**

##### **1.0 Objective:**

**Ypsilanti Public Schools** (hereinafter referred to as the “**owner**”) is soliciting fixed pricing (with options) for

- installing and terminating of new UTP data communication cables
- proper supporting and reinstalling of existing sound enhancement speakers and wiring
- proper reinstalling of existing PA speakers into new ceiling tiles
- installing and testing of sound enhancement amplifiers and speaker wiring
- testing of existing fiber optic cable strands between the Shadford Field-House (maintenance) building and the High School in Ypsilanti.

1.0.1 *Ypsilanti Public Schools* is extending this invitation to submit fixed pricing for the construction and testing operations for interested companies (hereinafter known as the “**vendor**” or “**bidder**”).

1.0.2 This Request for Proposal Package is composed of:

- Request for Proposal
- Appendix A – Bid Submission Form
- Familial Disclosure Form

##### **1.1 Schedule of Events**

The following is the projected schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful vendor.

<u>EVENT</u>	<u>DATE</u>
1. Release of RFP to Vendors	June 27, 2008
2. Mandatory Pre-Bid and Walk-through	July 7, 2008 at 10:00am
3. Bids Due	July 15, 2008 at 2:00pm
4. Contract Awarded	July 25, 2008

- |                                      |                           |
|--------------------------------------|---------------------------|
| 5. Installation Start                | July 28, 2008             |
| 6. Installation Complete             | September 2, 2008         |
| 7. Projected acceptance by the Owner | To be determined by owner |

## SECTION II: TERMS AND CONDITIONS

### 2.0 Response Submission

- 2.0.1 All pricing for this proposal must be submitted on the enclosed bid submission form (See Appendix A). No forms other than photocopies of the originals will be accepted.
- 2.0.2 Any vendor proposal for value added options or services, submitted in addition to a valid bid, may be used in vendor selection.
- 2.0.3 Each vendor response shall include a project schedule based on a contract award date of July 25, 2008 and completion on September 2, 2008.
- 2.0.4 Along with the bid response, each vendor shall supply product specification sheets for their proposed materials including Category 5E cable, boxes, jacks, jack panel, speakers and raceway.
- 2.0.5** Four copies of the response to this RFP must be submitted in a sealed package labeled on the outside as *Ypsilanti Public Schools – Structured Cabling, Speakers and Fiber Cable Testing* and delivered by either USPS, express delivery, or personally on or before **July 15, 2008 at 2:00 PM** to **Kelli Glenn, Acting CFO, 1885 Packard Road, Ypsilanti, Michigan 48197**. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The owner will return late arrivals.
- 2.0.6 A surety bond, certified check, cashier's check, treasurer's check or bank draft of any state or national bank representing five (5) percent of the total amount of the vendor's response must accompany the package.
- 2.0.7 All technical questions regarding the structured cabling, support work and testing in this RFP may be directed to **Edward Boychuk** of Convergent Technology Partners (CPT) at 810-720-3820 ext. 2105. All acquisition questions will be directed to **Gretchen Reist** Director of Technology for Ypsilanti Public Schools at 734-714-1045.
- 2.0.8 The owner will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract. Any information, attachments, documentation, quotes, proposals or other contents of any bid proposal will not be returned.
- 2.0.9 No bid(s) will be accepted by electronic means or after the above time and date. Bids received after the deadline will be returned unopened. All contracts to be entered into by the Ypsilanti Public Schools must and will comply with the prevailing wage and equal opportunity laws of the State of Michigan and Ypsilanti Public Schools. The Board of Education reserves the right to accept or reject any or all bids in its best interest.

### 2.1 Interpretations and Additional Information

- 2.1.1 Any interpretation, correction, or change of the RFP will be made by addenda. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the vendors shall not rely upon such interpretation, corrections, or changes. Ypsilanti Public Schools will issue changes or corrections. Addenda will be mailed, delivered, e-mailed or faxed to all vendors. Addenda will be issued as expeditiously as possible. It is the responsibility of the vendors to determine whether all addenda have been received.
- 2.1.2 It will be the responsibility of all vendors to contact Gretchen Reist, prior to submitting a response to the RFP, to ascertain if any addenda have been issued, and to obtain any and all addenda, execute them, and return addenda with the response to the RFP.
- 2.1.3 **There will be a mandatory pre-bid meeting and walkthrough on July 7, 2008 at 10:00am**, starting at the office of the Director of Technology at 1885 Packard Road, Ypsilanti, Michigan.

## 2.2 Proposal Binding Period

- 2.2.1 Prices quoted in the vendor's response for all labor, materials, etc. will remain in effect for at least ninety (90) business days from the issuance date of the vendor's response.

## 2.3 Payment Conditions

- 2.3.1 The owner shall make payment upon acceptance of the completed job. The installation will be deemed acceptable when the vendor delivers to the owner:
- *Drawings showing all copper terminations and their respective labeling.*
  - *Any and all as-built changes or deviations made during construction from the Request for Proposals and drawings.*
  - *A release of all liens for materials and services associated with this project.*
  - *All OTDR and attenuation results showing acceptable end to end loss readings.*
  - *Signed letter of final inspection and acceptance from Ypsilanti Public Schools.*
- 2.3.2 Vendors may request and the owner will entertain partial payments based on specifically negotiated milestones. Determination of partial payments will be the sole decision of the owner.

## 2.4 Warranty

- 2.4.1 Materials and workmanship hereinafter specified and furnished shall be fully guaranteed by the vendor for *one year (365 calendar days)* from transfer of title against any defects. The vendor shall correct defects, which may occur as the result of faulty materials or workmanship within one year after installation and acceptance by the owner, at no additional cost to the owner. The vendor shall promptly, at no cost to the owner, correct (including modifications or additions as necessary) any non-conforming or defective work within *one year* after completion of the project of which the work is a part. Any defects not addressed for correction by the vendor within 90 days of identification will be corrected through alternate resources and the vendor will be billed for all charges for correction.
- 2.4.2 The vendor shall pass along to the owner any additional warranties offered by the manufacturers, at no additional costs to the owner, should said warranties extend beyond the *one-year* period specified herein.
- 2.4.3 This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse, acts of vandalism, or tampering by the owner or anyone other than employees or agents of the vendor.

## 2.5 Price Quotations

- 2.5.1 Price quotations are to include the furnishing of all materials and the provision of all labor and services necessary for the proper completion of the work except as may be otherwise expressly provided in the contract documents. The owner will not be liable for any costs beyond those proposed herein and awarded. Time and materials quotes will be unacceptable.

## 2.6 Qualifications of Vendor

- 2.6.1 The vendor shall confirm that the bidder has been actively engaged in supplying and installing similar services for a period of five years. This confirmation must be submitted with the bid package.
- 2.6.2 To enable the owner to evaluate the competency of the vendor, the vendor shall submit the following information in their bid package:
1. A list of similar projects in size and complexity completed in the previous twenty four (24) months, including a description of the project and the name of the client company or individual.
  2. A statement regarding past, present or pending litigation with an owner.
  3. A listing of the names of three but preferably more references, the reference's company name and the reference's contact information for verification purposes.

- 2.6.3 The vendor shall have installation and technical personnel in their employ who are manufacturer, distributor or preferably BICSI certified assigned to complete the work identified in this Request for Proposal. **Only proposals from vendors with certified personnel will be considered for this project.**
- 2.6.4 The vendor confirms that:
1. If the vendor has 100 or more employees, they will furnish the *Equal Employment Opportunity-Employers Information Report EEO-1, Standard Form 100*, required of employers with 100 or more employees pursuant to *Executive Order 11246 and Title VII of the Civil Rights Act of 1964*.
  2. The vendor agrees that if it has 100 or more employees, and has not submitted a report on *Standard Form 100* for the current reporting year, and if this contract will amount to more than \$10,000, the vendor will file such report, as required by law, and notify the owner in writing of such filing prior to the owner's acceptance of this proposal.
- 2.6.5 The vendor certifies that it does not maintain or provide for its employees any segregated facility at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The vendor agrees that a breach of this certification is a violation of the *Equal Opportunity Clause* in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The vendor agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the *Equal Opportunity Clause*, and that it will retain such certifications in its files.

## 2.7 Performance Bond

- 2.7.1 **The selected vendor will not be required to furnish a performance bond** equal to one hundred percent (100%) of the total amount payable with sureties listed by the U.S. Treasury Department.

## 2.8 Compliance with Laws and Regulations

- 2.8.1 The vendor performance of the work shall comply with applicable federal, state, and local laws, rules, and regulations. The vendor shall give required notices, shall

procure necessary governmental licenses and inspections, and shall pay without burden to the owner all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the vendor shall pay all fines and penalties; including attorney's fees and other defense costs and expenses in connection therewith.

2.8.2 Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified.

2.8.3 All work shall conform to the latest edition of the *National Electric Safety Code*, the *Building Code*, and all local codes and ordinances, as applicable. *EIA/TIA Documents 568 and 569* shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the *BICSI Telecommunications Distribution Methods Manual* shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation.

2.8.4 The vendor certifies that it adheres to the applicable provisions set forth by the *Michigan Department of Labor, Bureau of Safety & Regulation, Wage Hour Administration* in its *Michigan Prevailing Wage Rate Schedule*, and all aspects of the *Davis-Bacon Act*.

## **2.9 Safety**

2.9.1 The vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work.

2.9.2 The vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards.

2.9.3 The vendor shall indemnify and hold harmless the owner from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs), which may be imposed on the owner because of the vendor, subcontractor, or supplier's failure to comply with the regulations, stated herein.

## **2.10 Environmental Safety and Clean up**

2.10.1 It shall be the responsibility of the vendor to pay any and all costs incurred from the clean up related to any environmental hazard created by means of release, spill, leak or any other means of contamination caused by accident or negligence.

2.10.2 It shall be the responsibility of the vendor to dispose of any product(s) and/or material following *EPA, DNR* and local applicable laws and regulations.

2.10.3 It shall be the responsibility of the vendor, if required, to notify the proper authorities prior to commencing said project or, should a "release" take place, to notify proper authorities of any such release.

2.10.4 It shall be the responsibility of the vendor to maintain on site blood born pathogen plan and all necessary safety supplies associated with any spill or clean up that may occur.

2.10.5 The vendor shall not use the owner's dumpsters for environment hazardous materials. Disposal shall be by legally accepted methods.

2.10.6 The vendor shall submit verification and confirmation of the above.

## 2.12 Replacement of Damaged Materials

2.12.1 The vendor, at no additional cost to the owner, shall replace or repair any property damaged caused by the vendor, during the course of installation. **This includes ceiling tiles and/or grid, speakers, equipment and cabling.**

## 2.13 Material List and Project Specifics

2.13.1 The vendor awarded the bid shall provide all materials, terminations and labor required by the RFP work prints to successfully complete this project according to the specifications.

2.13.3 Cable lengths, distances and number of cables, speakers and classrooms are approximated by the owner. **Note: it shall be the responsibility of the vendor to field verify all lengths, numbers and materials.**

## 2.14 Scope of Work:

2.14.1 The UTP cabling installation shall consist of a Category 5E cable run, single gang box surface mounted with single RJ45 jack (unless required otherwise by the owner in a change order) and an appropriate faceplate at the drop end and terminated on an existing or new jack panel at the MDL or IDL end:

2.14.1.1 The vendor shall provision and install twelve (12) Category 5E cable runs in the Estabrook Elementary computer lab as follows: two (2) drops for printers and two groups of five (5) drops, each group fed from the ceiling space through existing telecom poles to two clusters of five computers in each cluster. Spare existing jack panel positions are available in the Head End room for terminating the new cables.

2.14.1.2 The vendor shall provision and install two (2) Category 5E cable runs in the Estabrook Elementary Multi Purpose Room as follows: one drop on each side of the new portable stage/bleachers. Each drop shall run through an existing raceway from the ceiling or be extended with new 1 ¼ inch raceway to a single gang box surface mounted with a single RJ45 jack and faceplate. Spare existing jack panel positions are available for terminating the two new cables.

2.14.1.3 The vendor shall provision and install twenty eight (28) Category 5E cable drops in the Training Room of the High School. There are not enough existing jack panel positions available in the Head End room for terminating the new cables. The bidder shall install a new 24 position Category 5E Hubbell jack panel in a cabinet location to be determined by the owner.

2.14.1.4 All new cables shall be supported appropriately from above the ceiling grid so that no cables are resting upon the ceiling grid.

- 2.14.2 In the Estabrook Elementary and the Perry Child Development Center, there are existing sound enhancement speakers that were mounted in old ceiling grid tiles. New ceiling tiles are being installed in the ceiling grid to replace the old tiles by the owner. The existing sound enhancement speakers will be stored in cabinets in the Estabrook Elementary and strapped above the ceiling grid by the owner in the Perry Center. In both buildings, the existing speaker wire was just laying upon the ceiling tiles. The vendor shall test each speaker wire run for continuity and then support the existing speaker wiring to the deck or trusses. If the speaker wire is defective, then the vendor shall replace it. The bidder shall install a 2' sheet metal bridge (provided by the owner) across the new 2' ceiling tiles wherever there are speakers, cut holes in the new ceiling tiles for the speakers, install the speakers and bridges in the new tiles and ensure that the sheet metal bridges are supported appropriately from the deck or trusses above.
- 2.14.2.1 If the classroom has a wireless pick up unit or puck in it, then the vendor will also be required to support the pick up unit or puck wire to the deck or trusses above the ceiling tiles.
  - 2.14.2.2 Estabrook Elementary has approximately 28 classrooms and the Perry Child Development Center has approximately 31 classrooms with four (4) sound enhancement speakers in each classroom.
- 2.14.3 In the Estabrook Elementary and the Perry Child Development Center, there are public address (PA) speakers that were mounted in old ceiling grid tiles. The PA speakers are mounted on a sheet metal plate which was supported from the deck or trusses above by two bare support wires. The bidder shall cut holes in the new ceiling tiles for the PA speakers, reinstall the PA speakers and sheet metal plate in the new tiles and ensure that the sheet metal plate is supported appropriately from the deck or trusses above by the existing two bare support wires.
- 2.14.3.1 There are approximately 100 PA speakers throughout the Estabrook Elementary and approximately 100 PA speakers throughout the Perry Child Development Center.
- 2.14.4 In the classrooms in both the Estabrook and Perry schools, there are sound enhancement units that need to be installed and connected to speakers with four sets of speaker wires. The sound enhancement units and speaker wiring need to be tested including the remote feature. In most classrooms, the existing speaker wires hang down the wall and terminate on the sound enhancement unit. The vendor shall install a new raceway down from the ceiling tile on the wall to the level of the sound enhancement unit and then place the four speaker wires into the raceway. If a wireless pick up unit or puck is already installed in the classroom, then the vendor shall also place the puck cable into the raceway with the four speaker wires.
- 2.14.5 The vendor shall provide the owner with a unit price for replacing any speaker wire runs.

- 2.14.5 The vendor shall provide the owner with a unit price for any additional new cable runs (Category 5E cable, single gang surface mounted with single RJ45 jack) anywhere throughout the District.
- 2.14.6 Should any sound enhancement speakers are found to be defective or should a new additional speaker be required, the vendor shall provide the owner with a unit price for wiring and installing the new speaker (provided by the owner).
- 2.14.7 The bidder shall provide the owner with material description sheets so that the owner can determine if the material meets the owner's needs.

**\*\*\*END OF SECTION II\*\*\***

## SECTION III: CONSTRUCTION SPECIFICATIONS

### 3.0 General

- 3.0.1 The placing and termination methods for in-building telecommunications construction and related operations used for this project shall conform to the latest accepted practices as specified by the *National Electric Safety Code (NESC)*.
- 3.0.2 Any modifications or changes to the design and/or construction of this fiber project shall not be undertaken without the written consent of the owner's Director of Technology and the CTP representative.
- 3.0.3 The contractor must adhere to all *NESC* regulations for fire stopping between adjacent walls, floors, ceilings and building entrances and use only approved fire stop materials.
- 3.0.4 The contractor shall adhere to section 2.8 Compliance with Laws and Regulations stipulated in this document.**

### 3.1 Vendor Responsibilities

- 3.1.1 The successful vendor shall adhere to all terms of the specifications in this RFP.

### 3.2 Fiber Testing

- 3.2.1 OTDR testing shall be completed at the 1310 nm & 1550 frequency range for the single mode fiber cable. This testing will be bidirectional (between the High School and the Shadford Field-House MDF's). The results shall be compared to the manufacturer's specifications for attenuation as specified in dB/Km by the manufacturer and should not exceed those specifications including allowances of 0.2db per splice and 0.2db per connector mating.
- 3.2.2 A copy of these readings must be provided to the owner's Director of Technology and the owner's representative

**\*\*\*END OF SECTION III\*\*\***

## SECTION IV: TECHNICAL SPECIFICATIONS

### 4.0 UTP Cable

- 4.0.1 Category 5E data cable manufactured in the United States shall be provided.
- 4.0.2 Horizontal workstation cable shall be run continuous and unbroken from the nearest Telecommunications Room or as otherwise specified to the workstation outlet.
- 4.0.3 The Vendor shall be responsible to ensure all horizontal workstation cable lengths when terminated do not exceed 90 M (295'). Cables that the Vendor feels may exceed this distance shall be reported to the owner's representative and the owner's Director of Technology for direction and correction. Any cable installed in excess of this distance without prior written directive upon consultation with the owner's representative and the owner's Director of Technology shall be the vendor's sole responsibility to correct.
- 4.0.4 All horizontal workstation cabling shall be installed in accordance with applicable codes, standards, regulation, BICSI TDMM and ANSI EIA/TIA 568-B.

### 4.1 Products

- 4.1.1 UTP cable
  - 4.1.1.1 Approved component manufacturer cabling partner
  - 4.1.1.2 Plenum or non-plenum rated as required per building
  - 4.1.1.3 Verified/Certified Category 5E
  - 4.1.1.4 4 pair, 24 AWG solid core conductor
- 4.1.2 Faceplates and frames
  - 4.1.2.1 Flush mounted Faceplates
  - 4.1.2.2 Color – Off-white (beige/ivory)
  - 4.1.2.3 Size, configuration, type and quantity as specified in this RFP.
- 4.1.3 Modular jacks
  - 4.1.3.1 Verified/Certified Category 5E
  - 4.1.3.2 Color – Off-white (beige/ivory)
  - 4.1.3.3 RJ45, 8 pin, T568B configuration
  - 4.1.3.4 IDC type termination
  - 4.1.3.5 Configuration, type and quantity as specified in this RFP.

## **SECTION V: RESPONSIBILITIES**

### **5.0 Vendor Responsibility**

5.2.1 The vendor shall provide all materials specified.

### **5.1 Owner Responsibility**

5.1.1 The owner will provide the successful vendor with access to the owner's premises during regular work hours and during other hours as negotiated with the vendor.

**\*\*\*END OF SECTION V\*\*\***

**APPENDIX A**  
**BID SUBMISSION FORM**

# BID SUBMISSION FORM (Page 1 of 2) *Appendix A*

All pricing must be submitted on the following *Cost Analysis Sheets*. No forms other than photocopies of the originals will be accepted. Voluntary alternatives to this proposal must be submitted on separate forms.

**The following must be submitted along with the *Bid Submission Form* and 5% Bond:**

- Explanation of method used to comply with this RFP
- Technical sheets of all proposed equipment
- Proposed timeline
- References

**ADDENDA (# and Date)** \_\_\_\_\_

**Directions:** Bid prices must include all supplies, warranties, shipping charges and labor as described herein.

*Unit cost to provide, install and terminate Category 5E cable and single gang surface mounted box with single RJ45 jack per run anywhere in the District* \$ \_\_\_\_\_

*Unit labor cost to install and test a sound enhancement unit and 4 sound enhancement speakers and to support speaker wires and a pick up unit/ puck cable per classroom* \$ \_\_\_\_\_

*Unit cost to provide and install raceway for sound enhancement speaker wires and a pick up unit or puck cable and to install the same wires into the raceway* \$ \_\_\_\_\_

*Unit cost to provide and install new speaker wire runs per classroom* \$ \_\_\_\_\_

*Unit labor cost to install an existing PA speaker or a new/replacement sound enhancement speaker into new ceiling tile* \$ \_\_\_\_\_

*Unit cost to provide, install and terminate a 24 port Hubbell jack panel* \$ \_\_\_\_\_

*Total labor cost to test all fiber cable strands between the High School and the Shadford Field-House building* \$ \_\_\_\_\_

*Additional* cost to provide labor “outside of 8-4 M-F hours” if the District requires:

\_\_\_\_\_

\_\_\_\_\_ *(explanation and breakdown is required)*

**BID SUBMISSION FORM** (Page 2 of 2)

**CREDIT FOR WORK DELETED:**

Should any work be deleted from the contract by order of the owner, full cost savings realized must be verifiably identified by the vendor and thereby will be credited to the owner by the vendor.

**ACCEPTANCE:**

The prices stated in this proposal are guaranteed for a period of not less than 90 days, and if notified of acceptance of this proposal within this period, the undersigned agrees to execute a contract for the above stated compensation within ten days after notification. The undersigned certifies that the bid contained herein meets or exceeds the attached specifications.

**COMPLETENESS:**

This proposal stands alone and is not contingent upon any other offer being accepted or rejected by the owner.

COMPANY NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature\*: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\* Authorized signature must be an individual who has authority to bind the corporation in contractual agreement.

**FAMILAL DISCLOSURE FORM  
Affidavit of Bidder**

**The undersigned, the Owner or authorized officer of \_\_\_\_\_, pursuant to the familial disclosure requirement provided in the Ypsilanti Public Schools' Structured Cabling, Speakers and Fiber Cable Testing Request For Proposal, hereby represents and warrants, except as provided below, that no familial relationship exists between the Management or any employee of \_\_\_\_\_ and any member of the Board of or any employee of the Ypsilanti Public Schools.**

List any Familial Relationships:

BIDDER:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN    )

COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2008, by

\_\_\_\_\_

\_\_\_\_\_

Notary Public

\_\_\_\_\_ County, Michigan

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

Acting in the County of: \_\_\_\_\_