

REQUEST FOR PROPOSALS (RFP)

1. Summary and Background

Buchanan Community Schools is currently accepting proposals to provide and install network cabling infrastructure at our Ottawa Elementary School building. It has been close to twenty years since the current cabling infrastructure was installed. We have determined a full removal of existing cabling and installation of faster cabling is required along with additional access to classrooms and key areas.

Ottawa Elementary School serves as the District's PreSchool through First grade campus. There are approximately 22 classrooms located at this single story building.

2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4:00 PM EST February 10, 2017.** Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal with the authority to enter into a binding legal agreement.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Buchanan Community Schools and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Project Purpose

In 2015 major construction was completed at Ottawa that added six new classrooms and one termination closet. These rooms have the latest in Ethernet cabling, wifi access points and Voip phone connections. It is time to remove all the old network infrastructure from the original building and bring it up to the same level as the new part.

4. Project Scope

Every attempt has been made to provide as much detail as possible in this RFP, however it is understood that access to the site is crucial for accurate bids. Therefore, it is required that a representative of all bidders attend the pre-bid meeting and site visit scheduled for 4:00 PM EST Tuesday January 24, 2017 at Ottawa Elementary, 109 Ottawa Street, Buchanan MI 49107. Detailed information and a map with cable drops will be provided at that time.

The scope of this project includes:

- All removal of existing Ethernet infrastructure in the areas of the building being upgraded.
- Installation, routing and termination of all new Ethernet cable. This will including coring through walls whenever necessary. Cable routes will be discussed during the site visit.
- All infrastructure will be installed according to local, state and federal building codes and according to industry best practices as of the date of installation.
- Cable shall be rated plenum Cat. 5e or better with correspondingly rated termination. (color is not specified)

- New patch panels will be located in the two termination rooms located in the building.
- Wireless Access Point jacks will all have the same color termination jack but will be different than the general use jacks.
- Security Camera jacks will all have the same color termination jack but will be different than the general use jacks and the WAP jacks.
- External Security Camera Jacks will be housed within a weather rated electrical box.
- All Jacks will be properly labeled at both ends.
- All new infrastructure will be tested and verified with a finalized report provided to the Director of Technology no more than two weeks from project completion.
- A start and end date within the timelines outlined herein.

General Information:

- There are approximately 22 classrooms
- Each classroom will have six drops located on the wall and one in ceiling for a WAP
- There are approximately seven offices with each having at least four drops
- There are at least six special areas where one to two drops will need to be installed
- There is one computer lab with 38 drops

5. Timelines

1. This RFP will be posted publically on January 13, 2017.
2. Pre-Bid and site visit will be on January 24, 2017 at 4:00 PM EST at Ottawa Elementary.
3. Proposals will be accepted until 4:00 PM EST February 10, 2017.
4. A decision will be made by February 15, 2017.
5. Proposal will be submitted to the School Board on February 20, 2017 for approval.
6. The winning bidder will be contacted on February 21, 2017.
7. Work on this project will begin AFTER June 9th, 2017.
8. The project must be completed and all bidder obligations satisfied by August 4th, 2017.

6. Budget

This project does not have any options unless options are provided in the proposal (ie: Cat 5e cable with option for Cat 6), therefore submitting the total project cost is acceptable. The total project cost will be the total and final amount paid to the winning bidder from completion of this project. This total must include all costs associated with the scope of this project including labor costs, permits, parts, supplies and necessary miscellaneous materials. etc.

7. Bidder Qualifications

Bidders should meet the following qualifications to be considered:

- Have at least four years experience completing work similar to that within this RFP
- Be geographically located such that total travel time does not exceed two hours to and from the project site
- Legal to conduct business in Michigan
- Properly bonded and insured
- Properly licensed as required (if required)
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8. Proposal Submission and Evaluation

Submission

- If submitting by mail: Each bidder must submit four (4) copies of their proposal to the address below by the submission deadline.
- If submitting by email: Each bidder must package their proposal in a PDF and send it to the email address below by the submission deadline.
- Submission of a signed proposal in response to this RFP is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the District will be notified of any change in this status.

- The "Iran Economic Sanctions Act" (P.A. 517 of 2012) makes an Iran-linked business ineligible to submit a bid on an RFP with a public entity. School districts, community college districts, and intermediate school districts must require each entity submitting a bid on an RFP to certify it is not an Iran-linked business.

Submission Address:

Phillip Place
Buchanan Community Schools
401 West Chicago St
Tech Center
Buchanan, MI 49107

Submission Email:

Phillip Place
psplace@buchananschools.com

Submission Deadline:

4:00 PM EST February 10, 2017

Evaluation

Buchanan Community Schools will evaluate all proposals based on the following criteria.

- To ensure consideration, a proposal MUST include the following:
 - Your company's name and the name of the person representing the company
 - Contact information
 - Detailed reference to ALL the items listed in the Project Scope
- Overall proposal suitability or probability: The proposal must be feasible when examined by an industry professional and must be relevant to what is being requested.
- Previous Work: Whether through recommendation or previous experience with the District.
- Value and cost
- Technical Expertise: Bidders may provide descriptions and/or documentation of their staff that will be working on the project.