



Information Technologies Department
Phillip Place - Director of Technology
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REQUEST FOR PROPOSALS (RFP)

1. Summary and Background

Buchanan Community Schools is currently accepting proposals to provide and install network cabling infrastructure at our Buchanan High School campus. It has been close to 15 years since the current cabling infrastructure was upgraded. At that time, many standards were not followed. We have determined a nearly full removal of existing cabling and installation of faster cabling is required along with additional access to classrooms and key areas.

Buchanan High School serves as the District's 8th through 12th grade campus. There are approximately 45 classrooms located between two floors of the main building and two outbuildings.

2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4:00 PM EST March 11, 2022.** 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

Nearly all existing wired networking equipment and cabling needs to be removed. New network data drops need to be installed in all classrooms and various other locations throughout the campus.

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 25, 2022 at Buchanan High School, 401 W Chicago St. Buchanan MI 49107. Detailed information and a map with cable drops will be provided at that time.

The scope of this project includes:

- Removal of indicated existing Ethernet infrastructure in each of the campus buildings.
- Demolition/removal should be scheduled in such a way that service interruptions are minimized in key office areas.
- Installation, routing and termination of all new Ethernet cable. This will include 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 Cat. 6 with correspondingly rated termination.
- Cable color is not specific, however jack color will be: Drop Type A: Orange, B: White, C: Green (More details provided on physical topology map).
- A new technology closet/rack will be installed. A wall mounted rack will be needed of the appropriate size to fit the connections routed there.
- 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 45 classrooms
- Each classroom will have two drops located on the wall and one in ceiling for a WAP
- There are approximately 20 offices with each having at least four drops
- There are special areas where one to two drops will need to be installed
- One computer lab will be left as is
- A 16 drop computer lab will be installed
- Existing fiber between closets will remain
- Two new copper backbones will be installed between closets/racks
- Nearly all areas of each building have dropped ceilings.
- Surface mount conduit must be installed in all classrooms, offices and areas where the cabling may be exposed. (See budget options below)

5. Timelines

1. This RFP will be posted publicly on January 7, 2022.
2. Pre-Bid and site visit will be on January 25, 2022 at 4:00 PM EST at Buchanan High School.
3. Proposals will be accepted up to 4:00 PM EST March 11, 2022.
4. A decision will be made by March 12, 2022.
5. Proposal will be submitted to the School Board on March 14, 2022 for approval.
6. The winning bidder will be contacted on March 15, 2022.
7. Work on this project will begin AFTER June 8, 2022 unless arrangements can be made to work during non-school hours.
8. The project must be completed and all bidder obligations satisfied by August 12th, 2022.

6. Budget

Two options exist and should be clearly identified when submitting project costs.

Option 1: Surface Mount Conduit - Standard EMT with basic boxes and plastic keystone jack covers

Option 2: Surface Mount Conduit - Decorative molding adequate for the number of cables contained therein.

Decorative boxes with matching keystone faceplates.

Bidders may choose only Option 1 or Option 1 and 2, but not only Option 2.

With consideration to the above options, submitting the total project cost is acceptable and no further breakdown is necessary. 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)

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 an 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 March 11, 2022

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 including the additional materials provided at the required pre-bid meeting.
- 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 as required by E-rate, which will be rated the highest
- Technical Expertise: Bidders may provide descriptions and/or documentation of their staff that will be working on the project.
- Failure to include any requested information through this RFP is grounds for disqualification