



**Information Technologies Department**  
Phillip Place - Director of Technology  
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Phone: (269) 695-8452

## REQUEST FOR PROPOSALS (RFP)

### 1. Summary and Background

Buchanan Community Schools is currently accepting proposals to provide and install eRate eligible network cabling infrastructure at our Buchanan High School campus. There is currently no network infrastructure in the High School Auditorium. This project will serve to build a small network within the Auditorium space to facilitate the growing needs and expanding uses of the space.

Buchanan High School serves as the District's 8th through 12th grade campus. The auditorium seats approximately 450 while the student population at Buchanan High School is about 580.

### 2. Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until 4:00 PM EST January 26, 2024.** 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

No existing network infrastructure in the space where work is to be completed. New network data drops need to be installed and terminated back to a central location.

### 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 requested that a representative of all bidders attend the pre-bid meeting and site visit scheduled for 4:00 PM EST Tuesday November 28, 2023 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:

- 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 STP (Shielded Twisted Pair) with correspondingly rated termination.
- Cable color is not specific, however jack color will be: Drop Type A: Black, B: White (More details provided on map).

- A new technology rack will be installed by the school.
- A new network switch: Unifi Professional 24 PoE USW-PRO-24-POE (400W)
- Patch panels will be provided by installer.
- 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 a total of 15 network drops
- There are two runs of 18/2 shielded comm cable. Both originate at the projector. One goes to the A/V booth and one to the BoS location.
- Where Surface mount conduit must be installed, it should match aesthetically when possible

## 5. Timelines

1. This RFP will be posted publicly on Monday November 13, 2023.
2. Pre-Bid and site visit will be 4:00 PM EST Tuesday November 28, 2023 at Buchanan High School.
3. Proposals will be accepted up to 4:00 PM EST January 26, 2024.
4. A decision will be made by February 16, 2024.
5. If required, the recommended proposal will be submitted to the School Board's February 2024 meeting for approval.
6. The winning bidder will be contacted within two business days of a decision or Board approval if necessary.
7. Work on this project can begin on or after April 1, 2024.
8. Nothing for this project can be invoiced, billed or paid prior to April 1, 2024.
9. The project must be completed and all bidder obligations satisfied within one month of starting.

## 6. Budget

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:

- Be an eRate eligible vendor
- 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

- This RFP includes specific hardware (Unifi Network Switch). Bidders may choose to bid this project with or without the hardware OR may choose to only bid the hardware and not the cable project. Awarding of the project may be split between two winners respectively.
- 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

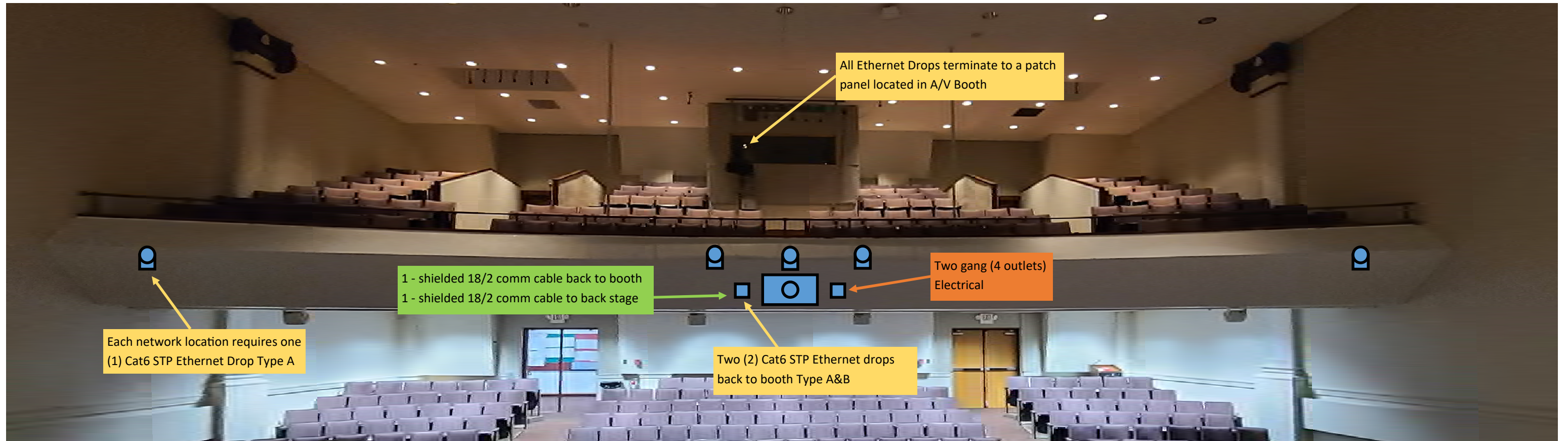
**Submission Deadline:**

4:00 PM EST January 26, 2024

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.
- The District reserves the right to award the specific hardware (Unifi Network Switch) separate from the cable installation.
- 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



**Buchanan High School Auditorium A/V Project 2023**

Electrical:

Project 1: Power located at projector installation

Project 2: Power located front of house on sides of stage

Data:

Single Cat6 STP Drop located at each network installation— Seven (7) total

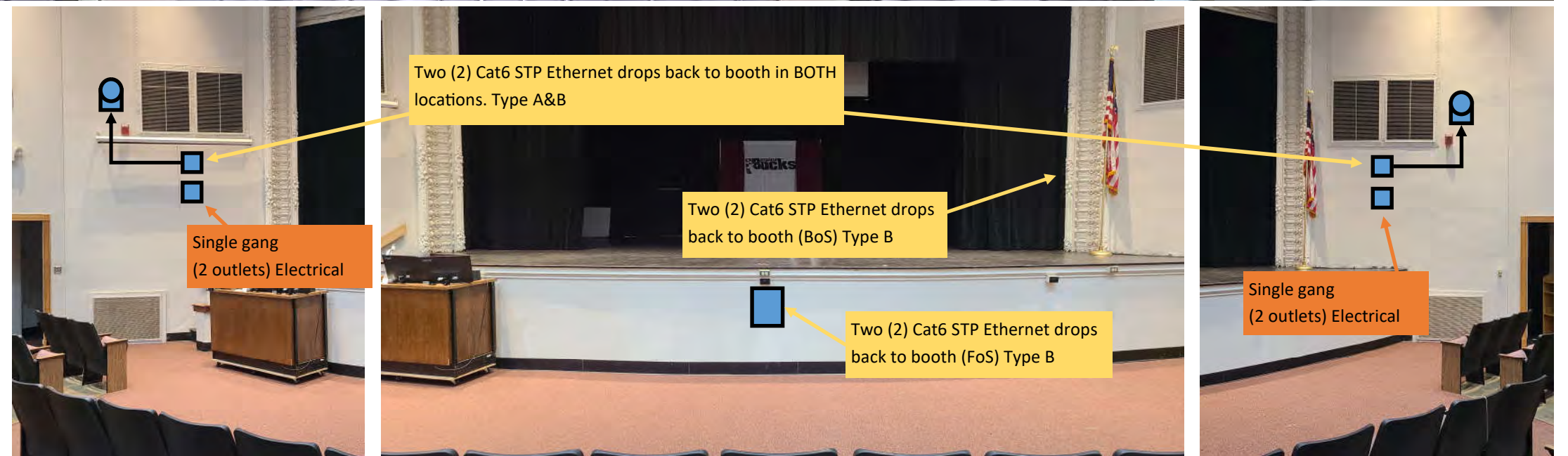
Two (2) Cat6 STP Drops located at each Front-of-Stage (FoS) and Back-of-Stage (BoS) input/control panel

Two (2) Cat6 STP Drops located at projector installation

\*\*ALL Data drops terminate back to Shielded patch panel located in A/V booth

Totals: 15 Cat6 STP connections terminating in A/V Booth. Eight (8) Type A and seven (7) Type B

Boxes and conduit should fit the space aesthetically.



Project Coordinator: Phillip Place (Director of Technology)

Contact Details: Desk 269.695-8452 email [psplace@buchananschools.com](mailto:psplace@buchananschools.com)