

Waterford School District

INVITATION TO BID

November 18, 2015

The Waterford School District will accept sealed bids for:

2016 WSD Structured Cabling

As described in the attached specifications.

Sealed bids should be submitted to Kim Pincheck, Director of Finance & Budget, Kurzman Administrative Center, 501 N. Cass Lake Road, Waterford MI 48328. Bids are to be submitted no later than **2:00 PM on Thursday, December 17, 2015**. Late bids will not be considered. Bids will be publicly opened immediately following the close of receiving bids. No oral, e-mail, telephonic or telegraphic proposals shall be considered.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

The contents of the Bid Specification and Bidder's Response shall be incorporated into the contract, if a contract ensues.

In compliance with MCL 380.1267, a sworn and notarized statement disclosing any familial relationships that exist between the owner, or any employee of the bidder, and any member of the Waterford School District's Board or the Superintendent must be included with the bid. Bids without a sworn and notarized disclosure statement will not be accepted.

All bids shall be firm for at least sixty (60) days from the date of opening of bids. Length of time required for completion shall be specified in the bid. All bids submitted must meet or exceed all specifications herein.

Bids are to be submitted on our Bid Proposal Form, signed by the bidder, in a sealed envelope clearly marked. Two (2) copies of the Bid Proposal Form should be addressed to the attention of:

Kim Pincheck, Director of Finance & Budget
Waterford School District
501 N. Cass Lake Road
Waterford, MI 48328

"2016 WSD Structured Cabling BID"

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Darin Holley, Director, Instructional Services, Technology & Data, hollid01@wsdmi.org or Tom Vandereizen, vandet01@wsdmi.org

INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS:

1. Proposal/Intent

It is the intent of the Waterford School District to select a quality vendor to install 2466 network drops located in classrooms, media centers and common spaces within 14 school buildings. Bids should include wire mold with enough space and pull cords for power to be added afterward. The cabling provided will be used for wireless access points, new computer stations and Apple TV connections.

School	Media Center Labs	Number of drops per lab	Number of Classrooms	Drops per classroom	Number of common spaces	Drops per common space	Total Drops
Beaumont	1	42	22	4	5	2	140
Cooley	1	42	22	4	8	2	146
Donelson Hills	1	42	25	4	7	2	156
Grayson	1	42	24	4	7	2	152
Houghton	1	42	22	4	7	2	144
Haviland	1	42	19	4	5	2	128
Knudson	1	42	20	4	6	2	134
Riverside	1	42	22	4	10	2	150
Schoolcraft	1	42	24	4	6	2	150
Mason	1	42	54	4	11	2	280
Pierce	0	0	48	4	15	2	222
Mott	0	0	75	3	35	2	295
Kettering	0	0	66	3	41	2	280
Durant	0	0	25	3	7	2	89
			468		170		2466

It is the intent of the District to award this bid to one vendor; however the District reserves the right to award different vendors if deemed necessary. It is also the intent to have all of these drops installed within this project. However, should the prices exceed our budget estimates, the District reserves the right to scale back the project to be within budget. For example, the three high schools could be removed, should it be deemed necessary.

Part numbers and examples are shown for convenience in the bid specifications. These descriptions constitute requirements for each such item or component.

Requirements set forth in the bid specifications are not intended to preclude use of any other approved manufacturer’s products or procedures which may be equivalent, solely as determined by the District, but are given for the purpose of establishing standards for design, function and quality of materials, construction and workmanship.

2. Types of Proposals

Provide extended pricing including parts and labor according to the bid form. Provide unit pricing for each scenario in the unit prices section of the summary bid pricing form. **Backup, detailing all the materials and specifications, with the price of each option must be included with bid documents**

3. Receipt of Bids

Bids will be received at Waterford School District, Kurzman Administrative Center, 501 N. Cass Lake Road, Waterford, MI 48328 until **2:00 PM on Thursday, December 17, 2015**. Bids will be publicly opened at this time. Late bids will not be accepted. No oral, e-mail, telephonic or telegraphic proposals shall be considered.

4. Bidders' Qualifications

Bidders shall be able to demonstrate the following:

Shall be a reputable, recognized organization with at least five (5) years successful experience on work of this type and scope, of equal or better quality than this project.

5. Mandatory Bidders Conference

All potential bidders must attend a **mandatory bidders conference** scheduled on:

December 2, 2015

3:00 PM to 5:00 PM

Kurzman Administration Building, Crary Campus

501 North Cass Lake Road

Waterford Michigan 48328.

During this conference, detailed locations and specifications will be outlined and handed out to each prospective bidder. Technical staff will be available to answer questions and clarify details in the RFP.

6. Warranty

The District requires a minimum 3 YEAR Warranty on installation and workmanship as well as a manufacturer warranty per the bid specifications.

The vendor warrants that all labor and equipment provided, whether installed initially or under subsequent Purchase Orders, shall be newly manufactured equipment or assembled from newly manufactured parts. The vendor further warrants that each will be free from defects in workmanship and material in accordance with the manufacturer's standard warranty from the date of delivery.

Vendor shall include with the bid the warranty materials for the furniture as well as installation workmanship. For the items bid, each vendor shall include pricing and documentation of what warranties are offered and what they cover.

7. Installation

Installation may begin immediately after the bid is awarded and approved by the board of education (tentatively scheduled for January 21, 2016). This work needs to be completed between the hours of 4:00 PM and 11:00 PM Monday through Friday in the elementary buildings, 3:00 PM to 11:00 PM in the middle schools and high schools. Arrangements can be made for Saturdays if necessary. In order to clarify the priority of the wiring, the elementary and middle school labs in the media centers are the first priority. **Grayson, Donelson, Cooley and Schoolcraft Labs need to be completed by March 4, 2016.** The electrical contractor will be adding the necessary electrical requirements as soon as they have access. We have new furniture that will be delivered, assembled and installed in the middle of June, and we will have new computers delivered and installed shortly after. All of the cabling needs to be completed by the end of June 2016.

8. Taxes

The District is exempt from all State and federal taxes. An exemption certificate will be provided upon request. Do not include any taxes in the bid prices.

9. Submittal of Bid

Before submitting a bid, bidders shall carefully read all of the specifications in order to avoid omission or duplications. No claims for additional compensation will be considered or paid to the successful bidder, due to said successful bidder's failure to be so informed.

Bids shall be submitted in duplicate on forms provided by the District and shall be delivered in a sealed envelope clearly marked as to the contents to the attention of:

Kim Pincheck, Director of Finance & Budget
Waterford School District
501 N. Cass Lake Road
Waterford, MI 48328
BID: 2016 WSD Structured Cabling

10. Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

11. Iran Economic Sanctions Act

All bidders must certify that they are not affiliated with an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by the Waterford School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

12. Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least sixty (60) days after the scheduled closing time of the bid.

13. Firm Prices

Prices and notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed, in ink, by the person signing the proposal.

In the event of discrepancy between the unit price and the extension, the UNIT PRICE SHALL GOVERN. The price inserted must be net including all freight, discounts, rebates, and allowances.

14. General Conditions

The District reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept a proposal which, in the District’s opinion, is in the District’s best interest. Negligence in preparation, improper preparation, errors in, or omissions from, proposal shall not relieve a bidder from fulfillment of any and all obligations and requirements of the proposed Contract Documents.

No responsibility shall attach to the District, or the authorized representatives of the District, for the premature opening of any proposal, which is not properly addressed and identified.

The Contract Documents, as outlined in the executed Agreement, shall imply the inclusion of the entire agreement between the parties thereto, and the Contractor shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent or employee of the District or by any other person.

15. Opening and Awarding of Bids

Bids will be publicly opened at the Waterford School District, Kurzman Administrative Center, 501 N. Cass Lake Road, Waterford, MI at **2:00 PM on Thursday, December 17, 2015**. The tally sheet of the bidders’ responses will be available online approximately seven days after the opening of the bid

It is anticipated that a recommendation for award, if necessary, will be submitted to the Board of Education at the regular Board of Education Meeting to be held on Thursday January 21, 2016.

BID PROPOSAL FORM- 2016 WSD Structured Cabling

The undersigned certifies that the bid meets or exceeds the attached specifications

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

AUTHORIZED NAME (please print): _____

TITLE: _____ DATE: _____

PHONE #: _____ FAX #: _____

E-MAIL: _____

Are you able to meet the installation time requirements? Yes No

Did you include your warranty information? Yes No

Familial Relationship affidavit included? Yes No

Iran Economic Sanctions Act affidavit included? Yes No

At least 3 references with contact person:

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Company: _____ Contact: _____ Phone: _____

Backup details must be included with bid documents.

Base Bid: Total Including Parts Labor & Labeling both ends of each drop

Summary Bid Pricing Form 2016 WSD Structured Cabling

Data Drop Scenarios	# of Locations	Total # of Drops	Price Per Drop	Extended Price
Add 2 Data Cat 6 to one location	170	340		
Add 3 Data Cat 6 to one location	166	498		
Add 4 Data Cat 6 to one location	302	1208		
Add 42 Data Cat 6 for Computer Lab's	10	420		
			Total Price	

Extra Patch Cables	# of Cables	Price per Unit	Extended Price
25' Bootless Patch Cables (Gray or White)	80		
20' Bootless Patch Cables (Gray or White)	80		
15' Bootless Patch Cables (Gray or White)	80		
10' Bootless Patch Cables (Gray or White)	80		
5' Bootless Patch Cables (Gray or White)	442		
3' Bootless Patch Cables (Gray or White)	2800		
		Total Price	

Total Base Bid (Data Drops & Extra Patch Cables: \$ _____

BID DISCLOSURE STATEMENT – FAMILIAL RELATIONSHIP

Pursuant to MCL 380.1267, a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Waterford School District School Board or the Waterford School District Superintendent must be accompanied with the bid. **Bids without this disclosure statement will not be accepted.**

The members of the Waterford School District School Board are: Heather Halls, John Himmelspach, Robert Petrusa, Jr., Bob Piggott, Robert Seeterlin, Joan Sutherland and John Paul Torres.

The Waterford School District Superintendent is: Keith Wunderlich

The Following are the familial relationships:

There are none.

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The undersigned, authorized representative of bidder (insert name) _____
does hereby acknowledge that bidder has read the foregoing disclosure statement and the
statements herein contained are true.

Signature of Bidder Representative

Print Name

Title

Subscribed and sworn to before me this ____ day of _____, _____.

Notary Public, _____ County, Michigan
My commission expires: ____/____/_____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the "Company"), pursuant to the compliance certification requirement provided in the Waterford School District's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by the Waterford School District as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Waterford School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

Date