

# Carrollton Public Schools

## INVITATION TO BID District Wide Wireless System

**Proposal:** Carrollton Public Schools is soliciting RFPs for the purchase of Ruckus 802.11N wireless access points to be installed in all district buildings. See Section 1 for the complete Project Requirements.

**Bid Timetable:** Release of RFP: Tuesday, August 3, 2010  
Final Addendum Posting: Monday, August 16, 2010  
**Bid Opening Date:** 1:00 PM, Wednesday, August 18, 2010  
**Bid Opening Location:** Saginaw Intermediate School District  
6235 Gratiot Rd  
Saginaw, MI 48638

Contract Award: District Board Meeting, September 21, 2010  
Project Completion Date: November 1, 2010

**Envelope:** Mark Sealed Envelope:

**Carrollton Wireless Bid**  
**Attn: Jeff Johnson**  
**Saginaw Intermediate School District**  
**6235 Gratiot Rd.**  
**Saginaw, MI 48638**

**No FAX or Email Bids will be accepted.**

**Inquiries:** Jeff Johnson, Director of Technical Services  
Saginaw Intermediate School District  
Email: [jmj@sisd.cc](mailto:jmj@sisd.cc)  
Phone: 989-249-8739

**Schematics:** **Vendors must contact Jeff Johnson BY EMAIL ([jmj@sisd.cc](mailto:jmj@sisd.cc)) to obtain a copy of the building schematics, as these will not be posted publicly on the district website.**

**Taxes:** Price quotes should exclude State and Federal taxes.

**Withdrawal:** No proposal may be withdrawn for a period of ninety (90) days after public opening. All bid proposals are to meet the minimum specifications indicated in this RFP.

Bidder is to clearly indicate any item which deviates from the specifications. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened. If either a unit price or extended price is obviously in error, or the other is obviously correct, the incorrect price will be disregarded.

**Receipt of Bids:** Bids received prior to the time of the bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the Saginaw Intermediate School

District or Carrollton Public Schools for the premature opening of a bid not properly addressed or identified.

**Right to Reject:** We reserve the right to accept or reject any or all bids, to waive any irregularities or defects, and to accept other than the low bidder in the best interest of Carrollton Public Schools.

**Affidavit of Bidder:** All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the owner and school district personnel or Board members. Any bid that does not include the sworn and notarized Affidavit of Bidder will not be accepted (pursuant to MCL 380.1267(3)(d)).

**Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the parties under this bid and any agreement reached through this process.

**Disclosure:** All of the information included in your bid response is subject to the “Freedom of Information Act” and may be disclosed in its entirety after the formal, public bid opening has been completed.

**Independent Price**

**Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

**References:** References are requested as a part of the solicitation of bids. Failure to honor this request will cause the bidder to be presenting a non-compliant bid.

**Indemnification:** The contractor agrees to hold and save the school systems, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

**NOTE:** **BIDDER MUST USE THE BID DOCUMENT PROPOSAL FORMS FURNISHED IN THIS RFP, AS NONE OTHER WILL BE ACCEPTED.**

**NOTICE OF NONDISCRIMINATION**

Carrollton Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its educational programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies for the District:

Dr. Craig Douglas, Superintendent  
Carrollton Public Schools  
PO Box 517  
Carrollton, MI 48724  
(989) 754-1475

## **Section 1 - Project Requirements**

### **1.1. Overview**

Carrollton Public Schools is requesting proposals for the purchase and installation of thirty-five (35) Ruckus ZF7962 access points. Saginaw ISD will be responsible for licensing, configuration, and management of the access points to an existing Ruckus controller. The access points will be installed in the four district school buildings as well as the Administration Office. The District will be responsible for CAT5e drops to the AP locations, as well as all POE electronics for power each access point. Saginaw ISD will be responsible for determining access point locations, and will be responsible for the resulting wireless coverage.

### **1.2. Pre-configuration and Installation of Access Points**

The vendor shall deliver the access points to the Saginaw ISD technology personnel for pre-configuration. Once the access points have been configured, the vendor shall complete the installation of the access points to the designated locations throughout the District. Installation shall require either drop-ceiling mounting, or wall mounting.

### **1.3. Alternate Proposals**

Ruckus is the preferred manufacturer due to the investment and technical knowledge of the existing Ruckus controller managed through Saginaw ISD. Proposals from alternate manufacturers will be accepted and evaluated, but must be bid as a complete turnkey system including Site Survey (if necessary), Controller, AP Licensing, Installation, Configuration, Training, and 3 Year maintenance (software support) on controller and all AP's.

### **1.4. Building Locations**

Carrollton High School  
1235 Mapleridge Rd  
Carrollton, MI 48724

JB Griffin Early Childhood Center  
3211 Carla Drive  
Saginaw, MI 48604

Carrollton Middle School  
3211 Carla Drive  
Saginaw, MI 48604

OMNI Adult Education Center  
479 Shattuck  
Saginaw, MI 48604

Carrollton Elementary School  
3211 Carla Drive  
Saginaw, MI 48604

### **1.5. Rights of the District**

Carrollton Public Schools reserves the right to:

- reject any and all bids without assigning any reason therefore
- be the sole judge of equivalency
- negotiate with all qualified sources
- assign weighting factors to contract award criteria
- waive in part or in its entirety this RFP or any bid requirements in accepting or rejecting bids
- award a portion of this work and request a deduct credit for work deleted
- award the sections to separate vendors
- allow service substitutions as warranted and as permitted by the FCC/USAC

## **Section 2 – Proposal Instructions**

### **2.1. Bid Pricing Page**

The Bid Pricing Page shall be signed, with ink by an authorized agent of your company.

### **2.2. Copies**

All bidders shall submit two (2) complete copies of the proposal.

### **2.3. Vendor Name**

The Vendor name should appear on all Requests for Proposal sheets.

### **2.4. Proposal Format**

Proposals shall include all of the following documentation. These forms are all included in this RFP.

- 1. Bid Pricing Page**
- 2. References Page**
- 2. Affidavit of Bidder Familial Relationship (MUST BE NOTARIZED)**

### **2.5. Vendor Evaluation**

Proposals will be evaluated on several criteria including costs, references, concurrence with requirements and project time lines.

### **2.6. Addendum**

Any necessary Addendum to this bid will be posted on the Carrollton Public Schools website ([www.carrollton.k12.mi.us/bids](http://www.carrollton.k12.mi.us/bids)). It is the Bidder's responsibility to check for any Addendum clarifications prior to final bid submittal. The District will not be responsible for notification of any Addendum postings.

**Bid Pricing Page**  
Carrollton Wireless Bid

<b>Base Bid Pricing</b>	<b>Item</b>	<b>Totals for 45 Access Points</b>	<b>Totals for 38 Access Points</b>
	Ruckus ZF7962 AP		
	3 Year AP Software Support		
	Mounting kits		
	Delivery and Installation		
	<b>Base Bid Totals</b>		
<b>Alternate Manufacturer Bid</b>	Complete bid package including Site Survey, Controller, Installation, Configuration, Training, and 3 Year maintenance (software support) on controller and all AP's.		
<b>Per Unit Pricing</b>	Ruckus ZF7962 AP		
	1 Year AP Warranty		
	3 Year AP Warranty		
	Drop-Ceiling mounting kit		
	Wall/Surface mounting kit		
	(attach any additional alternate pricing to your bid response)		
Alternate Bids			

The Undersigned hereby certifies to the Carrollton Public Schools that so long as it holds a contract with the District it shall not discriminate against any employee, applicant for employment because of race, religion, national origin, sex, disability, age, martial status, height or weight and that it shall abide by all applicable state and federal laws and guidelines regarding equal employment opportunity and affirmative action.

Vendor \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

City/State \_\_\_\_\_ Telephone \_\_\_\_\_

## References

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Company/District: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Affidavit of Bidder Familial Relationship**

**This form must be notarized and included with bidder's quote**

The undersigned, the owner or authorized office of \_\_\_\_\_

\_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Carrollton Public Schools request for quote, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the Carrollton Public Schools and any member of the Board of Education or the Superintendent.

**List any Familial Relationships:**

**Bidder:**

\_\_\_\_\_

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

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

STATE OF MICHIGAN

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

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_ 2010, by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Print name)*

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

Notary Public  
County, Michigan

Acting

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