

# Chesaning Union Schools

## INVITATION TO BID Fiber Wide Area Network

**Proposal:** Chesaning Union Schools is soliciting RFPs for a Fiber Wide Area Network. See Section 1 for the complete Project Scope.

**Bid Timetable:**

Release of RFP:	Monday, October 12, 2009
Pre-Bid Walk-through:	9:00am, Wednesday, October 21, 2009
Walk-through Location:	Chesaning Middle School 431 N. Fourth St. Chesaning, MI 48616
Final Date for Questions:	Thursday, November 5, 2009
Final Addendum Posting:	Friday, November 6, 2009
<b>Bid Opening Date:</b>	<b>1:00pm, Tuesday, November 10, 2009</b>
<b>Bid Opening Location:</b>	<b>Saginaw Intermediate School District 6235 Gratiot Rd Saginaw, MI 48638</b>
Contract Award:	District Board Meeting, November 23, 2009
Project Completion Date:	June 30, 2010

**Envelope:** Mark Sealed Envelope:

**Fiber Wide Area Network 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

**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**Withdrawal:** No proposal may be withdrawn for a period of ninety (90) days after public opening.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 Chesaning Union School District 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 Chesaning Union 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**

Chesaning Union Schools do 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:

Donald Barnes, Superintendent  
Chesaning Union Schools  
P.O. Box 95  
Chesaning, MI 48616  
(989) 845-7020

## **Section 1 - Project Scope**

### **1.1. Overview**

Chesaning Union Schools is requesting proposals for a Fiber Wide Area Network connecting Big Rock Elementary School and the District Transportation Building to Chesaning Middle School. The District headend is located at the Middle School, so the fiber from Big Rock and Transportation shall each terminate to this location.

### **1.2. Fiber Specifications**

The cabling shall be twelve (12) strands of 1300nm single-mode fiber optic cabling. All strands must be terminated to fiber patch panels (using SC style connectors) in the designated MDF closets at each location. The vendor is responsible for all termination hardware and installation. Fiber test results must be provided upon completion of the installation.

### **1.3. Installation requirements**

It is expected that the majority of the installation will be aerial, utilizing existing utility poles through the town of Chesaning. The vendor shall use existing fiber conduit for routing of the fiber into the Middle School. (A scale drawing of the Middle School conduit path is available from the project manager). For the Big Rock and Transportation locations, fiber shall enter each building underground, so a bore shall be made from the utility pole to an external wall of each building. Underground fiber shall be installed in a conduit, and shall be traceable for future locates. Direct buried fiber is not an acceptable alternative for this project.

### **1.4. Applications, Permits, Licenses, and Easements**

The vendor is responsible for obtaining all necessary applications, permits, licenses, and easements for this project. All fees must be included in the total bid price, including all make-ready costs associated with securing pole permits for any aerial installation.

### **1.5. Building Locations:**

Chesaning Middle School - (headend location where other buildings will terminate)  
431 N. Fourth St.  
Chesaning, 48616

Big Rock Elementary  
920 E. Broad St.  
Chesaning, MI 48616

Transportation Building  
970 S Line St  
Chesaning, MI 48616

### **1.6. Documentation**

The vendor must provide "as-built" schematics detailing the fiber routes, including all pole and trench locations. The vendor must provide these in both hard copy and electronic format (Visio preferred).

### **1.7. Project Completion**

The fiber network shall be installed, tested, and ready for use by June 30, 2010. The District is aware of possible delays due to pole-permitting issues, so vendor selection will, in part, be determined by demonstrated success on similar projects (Vendor References).

## **1.8. Rights of the District**

Chesaning Union 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 3 – Proposal Instructions**

### **3.1. Bid Signature Page**

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

### **3.2. Copies**

All bidders shall submit three (3) complete copies of the proposal.

### **3.3. Vendor Name**

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

### **3.4. Proposal Format**

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

- 1. Bid Signature Page**
- 2. References Page**
- 2. Affidavit of Bidder Familial Relationship (MUST BE NOTARIZED)**
- 4. Fiber route map**

### **3.5. Vendor Evaluation**

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

### **3.6. Addendum**

Any necessary Addendum to this bid will be posted on the Chesaning Union Schools district website ([www.chesaningschools.net](http://www.chesaningschools.net)) under the Administration -> Bids section. 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 Signature Page**  
Chesaning Fiber Wide Area Network

The Undersigned hereby certifies to Chesaning Union 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.

Total Bid Price: \_\_\_\_\_

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 Chesaning  
Union 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 Chesaning Union 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 \_\_\_\_\_ 2008, by \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Print name)*

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public  
County, Michigan

My Commission Expires: \_\_\_\_\_  
Acting in the

County of: \_\_\_\_\_

