

Request for Bids
Lansing School District
Purchasing Office, Room 200
519 West Kalamazoo
Lansing, MI 48933

This is not an order

Sealed proposals for the furnishing of items and services listed on the sheets attached to the bid proposal documents that are available on our web-site will be received in the Lansing School District Purchasing Office, 519 W. Kalamazoo St., Room 200, Lansing Michigan 48933 until:

June 23, 2010, 2:00PM Local Time.

Bids will be opened and read aloud at that time.

One copy of your bid using the enclosed proposal form, shall be submitted in a sealed envelope and clearly marked: **SO-1555 Security System**

All bids/proposals must be accompanied by a sworn and notarized statement that disclosing any relationship with the Board of Education and selected staff. Bids must include the completed statement to be considered.

No fax or e-mail bids will be accepted. Late bids will not be considered or accepted

To obtain a copy of this request for bid please visit our web site at:

www.LansingSchools.net.

(Scroll down to Supplier Click Here, then click on Current request for bids and proposals.)

You may call the Lansing School District Purchasing Office at 517-755-3030 if you require a copy be e-mailed or faxed to you.

All bids shall be submitted in accordance with the attached General Conditions and Instruction to Bidders and shall remain firm for a period of ninety (90) days after the opening of bids.

The Lansing School District reserves the right to reject any or all bids, in whole or in part, and to accept the bid or portion of the bid that, in their opinion, best serves the interests of the Lansing School District.

Lansing School District

Celestine Hart,
Purchasing and Risk Management

Important Information

PREBID MEETING

Vendors who wish to make a proposal should attend an information meeting / walkthrough scheduled for June 9, 2010. **Attendance at this meeting is highly recommended for all potential bidders.** Knowledge of Lansing School District facilities in general and the specifics of this project will be evaluated as part of the analysis of proposals. Attendance at the meeting will be recorded. This meeting will start at 10:00 AM at the Hill Center, 5815 Wise Road, Lansing, Michigan on June 9, 2010.

REQUIRED VENDOR INFORMATION

Please provide the following information.

- The legal name of your firm, street address, telephone number, state of incorporation.
- The name and contact information of the person to whom correspondence and inquiries should be directed.
- List of at least five references for which you currently or previously have provided an IP-based video surveillance system similar to what is desired. Such list shall provide name of agency, address and contact person, title and telephone number.
- All professional/technical certifications held by key personnel.
- If you will use sub-contractors, please include the legal name of each company, street address, telephone number and state of incorporation.
- List of all proposed key personnel, including sub-contractors, who will work on this project. Please include their professional/technical certifications. Identify the project manager.

TERMS AND CONDITIONS

If your company is the successful bidder your written proposal will become part of any resulting contract by reference.

The Lansing Public School District prefers to award the contract to a single vendor but reserves the right to award portions of the work to multiple vendors if deemed to be in the best interest of the School District.

The Lansing Public School District reserves the right to individually approve all key personnel who work on this system/project. The proposal must identify the project manager and all proposed key personnel, including subcontractors. Any changes to key personnel or subcontractors must be approved in writing by the Lansing Public School District. All on-site (or off site monitoring) personnel will be required to undergo fingerprinting and background investigations in accordance with State of Michigan requirements. Any vendor's employees with criminal histories, on parole, on probation will be disqualified per State guidelines.

On site installers or repair personnel are subject to the State of Michigan DELG Prevailing Wage requirements. Certified payrolls are required with invoices.

Appropriate payment schedule will be negotiated and included in any contract that may result from this RFP.

EXISTING ENVIRONMENT

The Lansing School District is currently equipped with analog cameras in the following locations:

Building	Number of Cameras	Number of non-functional Cameras	Additional Information
Eastern	32	25	
Everett	46	22	
Sexton	32	7	
Dwight Rich	40	40	The DVR equipment is not functioning; we are not sure how many cameras are working. Therefore, we have assumed the worst case scenario.
Gardner	32	0	
Otto	32	17	
Pattengill	50	0	Pelco DVR and IndigoVision Cameras. Can we use these newer DVRs? Split the feed or use as archive.
Hill Center	43	3	

All existing cameras are connected via coaxial cable which is terminated where the DVRs are located (usually in the office of the public safety officer).

Each building has multiple floors and wiring closets. Independent of the video system wiring, each building has CAT5 and CAT5e wiring throughout the building. Cisco switches are employed in every wiring closet. Typically, there is a wiring closet on every floor. In some buildings, there are many wiring closets. All wiring closets are connected via fiber. Each building is connected to the Wide Area Network via 1GB fiber. The Data Center has 3GB of fiber dedicated to video and data transmission. Although we are open to all system configurations, the District prefers a centralized system where the recording equipment is located in our Data Center (Hill Center, 5815 Wise Road, Lansing, MI 48911).

SCOPE OF WORK

In general, the solutions proposed must adhere to the following guidelines:

- ✓ System must be scalable.
- ✓ System must be compatible with multiple camera manufacturers and/or encoding devices (note that in the future, we would like to have all IP-based equipment, however budgetary constraints may require the use of some encoders to be used with existing cameras).
- ✓ Proposals should include unit addition and deletion costs for software licensing (client and server), hardware and CAT5e wiring.
- ✓ System must be highly secure.
- ✓ The preference is to establish dedicated VLAN's with appropriate sub-netting for the video system to function efficiently and securely.
- ✓ Software must be robust and easy to use.
- ✓ Data file formats must be independent of the hardware, able to utilize compression, encryption, and minimize the bandwidth utilization as to not interfere with current network performance.
- ✓ Data must be retrievable for a minimum of thirty (30) days. An archive solution must be proposed for all recordings.
- ✓ Any server equipment must be Windows-based, and appropriately sized to accommodate current proposal and reasonable future growth. Fault tolerant features including RAID 5, redundant power supplies, and viable backup solution must be included.
- ✓ All proposed cabling must be plenum rated even where not required by building code.

The Contractor will provide:

- ✓ All hardware and software required to complete the project. Hardware includes but is not limited to cameras, audio equipment, servers, encoders, Cisco switching equipment. We are open to other brands but prefer IBM servers. The district has a current contract for the acquisition of Cisco equipment which may be most cost effective for this project.
- ✓ Provide all server and client software (including server operating system) required to complete the project.
- ✓ Provide all installation and configuration services for all hardware and software.
- ✓ Provide appropriate backup/archiving solution including all configurations.
- ✓ All labor for configuration/integration of existing hardware if necessary.
- ✓ All labor and materials for the installation of Category 5e wiring as required by the project, unless otherwise agreed upon. The District has an existing contract for wiring which may be more cost effective.
- ✓ All labor for removal of existing coaxial cable and/or analog camera hardware, as needed.
- ✓ All materials and labor required for electric power at the various locations, as needed.

The District will provide:

- ✓ Use of current switching equipment if specifications are compliant and capacity is available.
- ✓ Client computers.
- ✓ Labor and materials for the installation of Category 5e wiring through an existing subcontractor.

Proposed system must be able to accommodate the required monitoring of multiple cameras simultaneously and accommodate the split video feed to the Lansing Police Department. It is expected that the Lansing Police Department will be capable of monitoring cameras at all schools and that the software security will exist to administer access.

Given that budgetary constraints may require that the project either be scaled back or phased in, the District would like an alternate proposal as well. Please provide your best solution for a partial implementation over a multi-year period. Bidder will recommend the length of the multi-year period. No analog recording will be accepted. All recording must be digital and use a single software solution. Note that the current system has no audio recording capability. Audio recording is critical. Continuous recording is critical.

TRAINING

The contractor shall propose a comprehensive training program to be evaluated as part of the vendor's response to this RFP. All 35 District Public Safety Officers shall be trained plus some administrative staff and other staff, as required. The District prefers the option of follow-up training 6-9 months after implementation.

MAINTENANCE AGREEMENT

Twenty-four hour technical support must be available by telephone. Guaranteed telephone response time of one hour, and guaranteed on-site response time of 4 hours on a 24/7/365 basis must be an available option. Next business day guaranteed back on-line must be an available option (substitute equipment supplied by the vendor if necessary until repairs/replacement occurs).

SELECTION CRITERIA

Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity of the supplier pool (as permitted by law) and increasing the percentage of contracts with local companies.

Notice of award shall be in the form of a Lansing School District purchase order.

A selection committee of Lansing School District employees will be assembled. Representation by the Purchasing, Public Safety and Technology Departments may be included.

Evaluation criteria include the following:

- ✓ Cost and overall value (51%)
- ✓ Quality of Vendor references (referenced work should be for projects of similar magnitude) (5%)
- ✓ Ease of use of hardware and software (15%)
- ✓ Comprehensiveness of solution (15%)
- ✓ Single Vendor Solution (5%)

- ✓ Vendor Certifications and licenses (9%)

Strong preference will be given to vendors with significant network configuration experience. Additionally, strong preference will be given to vendors with authorized Cisco engineers.

Proposal must include all warranty information for proposed hardware and software.

CONCLUSION

The District may choose to award separate contracts but prefer a single vendor solution. We recognized that significant work is required to respond to an RFP such as this. Every effort will be made to carefully evaluate each proposal and come to a decision as quickly as possible. The District expects to narrow the selection to approximately three finalists and reserves the right to seek additional information from and all respondents.

Finalist may be asked to present their proposals to the selection committee in person for demonstration and clarifications of purposes. Presentations will be schedule as soon as possible, most likely in June 2010. The District intends to select a contractor by the beginning of July 2010. The Lansing School District intends for work to begin in August 2010.



SPECIAL CONDITIONS AND INSTRUCTIONS

1. All bidders should note that this project **requires State of Michigan DLEG prevailing wages**. Reporting of certified payrolls will be required.
2. All products bid must have a minimum five (5) year warranty backed by the product manufacturer unless otherwise stated.
3. Delivery, installation is to be included in the bid price. **No tailgate delivery**. Installation shall include: Delivery to assigned school, full installation, and removal of all packaging and debris from premises.
4. Delivery and installation shall be scheduled when school is not in session. The successful bidder shall work with the Lansing School District purchasing office to insure a satisfactory delivery and installation schedule prior to shipment.
5. Please indicate any company with which you may subcontract to carry out any portion of the order. List the name, address and phone number of the company that will complete the installation or any portion thereof.
6. The District shall be the sole judge of the acceptability of any alternate products bid. Samples of specified and alternate products bid shall be made readily available for Lansing School District review and approval.
7. The successful bidder shall, in the event of damage during installation, immediately make all replacement or repairs necessary to the approval of the District.
8. The Lansing School District reserves the right to accept or reject any or all bids, is not bound to accept the low bid and may waive all irregularities in bids. Bids shall remain firm for ninety (90) days from the date of the bid opening.

LANSING SCHOOL DISTRICT
 PURCHASING OFFICE
 519 W. KALAMAZOO ST., ROOM 200
 LANSING, MI 48933
 PHONE: 517-755-3030
 FAX: 517-755-3019

MARK ONE:
 New Application
 Update
 Date: _____

Supplier Application

DUN & BRADSTREET RATING (if available)

NAME OF COMPANY	FEDERAL ID NUMBER (OR) SOCIAL SECURITY NUMBER
Submit copy of W-9 form with application.	

ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE

ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED (Remit to) – STREET NO., CITY, STATE, ZIP CODE

PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)

E-MAIL ADDRESS: _____ WEB SITE: _____

TYPE OF ORGANIZATION <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	TELEPHONE #: _____ FACSIMILIE #: _____
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PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)

Name	Official Capacity	Telephone No.

Do you require a hard copy of verbal orders? Yes _____ No _____ Do you accept purchase orders? Yes _____ No _____
 Electronic Disk Catalog Electronic Ordering

Please complete the following:
 STANDARD PAYMENT TERMS: _____ PROMPT PAY DISCOUNT: _____ STANDARD DELIVERY TIME: _____

PLEASE COMPLETE BELOW
 (Used for Reporting Purposes Only)

Ownership Information: Please list percentage and circle category that applies:
 MINORITY OWNED: _____% Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian-American

WOMEN OWNED: _____% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American

DISABLED: _____% SMALL BUSINESS: Yes _____ No _____

Are you certified? If so, list agency: _____ Certificate Number: _____

Is your business located within Lansing School District? Yes _____ No _____

(Sign here)

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION
 (Please print or type)

NAME AND TITLE OF PERSON SIGNING

Please list the commodities that your company supplies and /or the types of services offered: _____

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder), pursuant to the familial disclosure requirement provided in the _____ (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

]ts: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20__, by
_____.

), Notary Public

) County, Michigan
My Commission Expires: _____
Acting in the County of: _____



LANSING
SCHOOL
DISTRICT

Committed to Quality

STATEMENT OF NO BID

NOTE: IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY TO:

Lansing School District
519 W KALAMAZOO ST
LANSING, MI 48933

BID NO: # _____

PHONE: 517-755-3030
FAX: 517-755-3039

We, the undersigned, have declined to bid on the above noted bid for the following reasons:

- _____ Insufficient time to respond to the invitation to Bid.
- _____ Request for Proposal unclear.
- _____ Do not offer this product or service.
- _____ Our schedule will not permit us to perform.
- _____ Unable to meet the specifications
- _____ Specifications are unclear (Please explain below)
- _____ Remove us from your Bidder Mailing List
- _____ Other (Please specify below)

REMARKS:

Company Name: _____

Signature: _____

Date: _____ Telephone: _____ Fax: _____

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

3610

The Superintendent, and or his/her designee, shall be the sole purchasing agent for the District.

The purchase of goods and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable laws. The purchasing process shall be open and competitive. Purchasing award decisions may include price; product quality; service; delivery; maintenance of product; adherence to specifications; past performance to the District; supplier reliability; warranties; supplier environmental responsibility; supplier school-to-work programs (including apprentices and cooperative training programs), supplier community responsibility; responsible contracting compliance, increasing the diversity of the supplier pool (as permitted by law) and increasing the percentage of contracts with local companies.

The Lansing School District places a high value on the richness of our diverse schools and community. The District will play a leadership role in promoting inclusiveness and the elimination of discrimination. All suppliers doing business with the school district must comply with state and federal laws on equal employment opportunity. In addition, companies responding to requests for formal bids for goods or services shall be required upon request to submit to the school district verification of compliance with laws. Suppliers shall state they do not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, or disability. Failure to present such and/or to not comply with state and federal laws on equal employment opportunity shall result in the supplier being removed from the District's supplier list and the rejection of the supplier's bids.

Cooperative Purchasing

Governmental cooperatives, joint governmental purchasing, and private cooperative purchasing agencies may be used if it is deemed in the best interest of the District and the agency adheres to the requirements of this policy.

Purchases through the District

Board members and employees shall not make any purchase through or in the name of the District for personal use. The name of the District or school or the employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the District for resale to employees is prohibited.

Unauthorized Purchases

Unauthorized purchases by staff members are not the responsibility of the Lansing School District. Staff members that commit to unauthorized purchases shall be held individually responsible for payment of such obligations.

Section 3000 – Fiscal Management

3610 Purchasing Goods and Services

3610-2

Emergency Purchases

Emergency purchases of materials or labor for building construction, addition, renovation or repair may be made without using the quotation or bidding process if authorized by the Superintendent. Emergency purchases over the state-imposed bid limit must be authorized by the Superintendent. A report of the emergency purchase shall be presented to the next formal school board meeting for formal approval.

Approved: January 20, 2005

Revised: February 2007

LEGAL REF: MCL 15.321-330

May 9, 2005

Lansing School District
Administrative Regulation

3610-R Purchasing Rules and Procedures

The purchasing of all goods (supplies, materials and equipment) and services required for the operation of the Lansing School District shall be conducted in accordance with all applicable state and federal laws and Lansing School District policies.

A centralized purchasing process shall be utilized. Except as noted below, purchase orders or contracts shall be issued for all purchases. Documentation shall be maintained for all requisitions, bids, and purchases in accordance with the State of Michigan requirements.

The Purchasing Office shall publish the requisition process. The requisition process shall properly identify the items needed, the purpose for which they are intended, the specific account to which the items are to be charged, and the authority of the requesting party to order such items. Specifications shall be developed that adequately describe the District's requirements and encourage competitive bidding.

In accordance with state law, the District shall not purchase an item or group of items in a single transaction exceeding the state-imposed limit per Revised School Code, unless competitive bids are obtained and the purchase is approved by the Board of Education. Purchases cannot be artificially divided to lower the threshold applicable under this regulation or any Lansing School District purchasing policies, regulations or procedures.

All purchases (including supplier selection) are subject to the approval of the Purchasing Director acting as the purchasing agent for the Lansing School District. Purchases of commodities where adequate supply and competition is available within the local district to meet the district need may be redirected to local sources.

Formal Bids:

Formal bid procedures shall include, but not be limited to, a sealed bid process for purchases exceeding the state imposed limit. Bid security and performance bonds may be required per state law or at the discretion of the Superintendent or an appropriate designee. Construction bids shall be advertised and processed in accordance with state law. Construction bidders shall be required to submit names, location, ownership information and pricing of all sub-contractor bids as required in the request for bid or during bid evaluation. Failure to do so will disqualify the bid.

Bid security, performance and payment bonds shall be required in accordance with the State law.

Additional Purchasing Methods:

Purchase transactions of less than \$250 may be made using purchasing cards, verbal purchase orders or other expedited procedures as approved and monitored by the Director of Purchasing. The limit may be increased above \$250 per transaction if otherwise required by job function and approved by the Superintendent or his/her designee. Each purchasing card will have an overall limit as determined by the Superintendent.

Informal quotations (required to be in writing), contract or cooperative purchasing, blanket purchase orders, emergency purchase orders (when authorized per policy) or formal bids may be used.

Change Orders:

Change orders for capital projects can be approved within the scope of the approved project contingency by the Superintendent. Any change orders beyond the scope of the project contingency must be approved by the Board of Education.

Change orders for bond issue projects can be approved as follows:

Changes up to \$100,000 - Approved by the Superintendent with subsequent notice to the Finance Committee of the Board of Education.

Changes over \$100,000 - Approved by the Board of Education prior to commencing work.

Bid Appeal Process:

Purchase award recommendations may be appealed to the Director of Purchasing for review. The Director of Purchasing shall review input from the requisitioning administrator and the party requesting review along with other information per his/her discretion. Additional appeals shall be made to the Chief Financial Officer and to the Superintendent, in that order. Oral or written information from both the party requesting the review and the District's Purchasing Office will be considered at any appeal. When reasonable for the efficient functioning of the District, the Lansing School Board may table final decision on the purchase award until the appeal process is complete.

Staff - Purchase Order Procedure

The purchase order (PO) shall be used for all purchases that will be paid for by District funds. To initiate a purchase order, please follow this procedure.

1. A staff person who has budget responsibility (or his/her designee) enters a requisition in the on-line purchasing system. Access to this system may be obtained by sending a request in writing to the Technology Department.

When entering the requisition in the purchasing system the following information will be required: the potential company name, item description, estimated unit costs, account number, and location of use.

2. All requisitions are reviewed and processed according to Board policy and Purchasing Office procedures. Processing may include consolidation of orders, local sourcing or bidding.

3. Once the requisition is converted to a purchase order and all approvals have been obtained, a written purchase order is generated and sent to the vendor. A copy is sent to the requesting party.

4. The order may designate direct delivery to your location. If so, write the purchase order number on all receipts and invoices. Receipts and invoices must be sent to the Accounting Office. The receipt should be signed by the staff person who received the item(s). Payment will be made to the vendor when an order, invoice and receipt are matched.

5. A blanket purchase order may be requested using the same procedures as listed above. A blanket purchase order covers repeated small purchases of supplies or materials from one vendor (example toner and supplies for a copier). The request should indicate a period of time for which the order is valid, a maximum dollar amount that may be spent. And the names of staff members who are authorized to make a purchase.

Supplier – Purchase Order Procedure

Suppliers of goods to the Lansing School District shall be notified of the following:

1. **No purchases on Lansing School District accounts shall be made without a Lansing School District purchase order number.**
2. No Lansing School District purchases shall be considered tax exempt without a Lansing School District purchase order number.
3. Lansing School District principals and other administrative staff will approve Lansing School District purchases under a Small Purchase Order amount authorized by the Purchasing Office. This approval will be verified by a Lansing School District purchase order number or written purchase order.
4. All purchases in excess of the Small Purchase Order amount must be authorized by the Lansing School District, Purchasing Office. This authorization will be verified by a Lansing School District written purchase order.
5. Purchases made by Lansing School District staff members without a purchase order number (or that exceed the dollar amount authorized by a purchase order) are the financial responsibility of the individual staff member and will not be paid by the Lansing School District.
6. All invoices shall be sent to:
Lansing School District
Accounts Payable
519 West Kalamazoo
Lansing MI 48933
7. **The Lansing School District purchase order number should appear on all packing slips and invoices.** Charges from only one purchase order should appear per invoice. Invoices for a partial purchase order will be paid, if all items invoiced have been received.

General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed, which are available at the Lansing School District Purchasing Office.

Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on a unit price basis.

2. **MAILING OF PROPOSALS:**

Proposals shall be mailed in an opaque, sealed envelope and shall be clearly marked describing the project upon which the bid is made.

3. No oral, telegraphic facsimile, or electronic mail proposals or modifications will be considered.

4. **WITHDRAWAL OF BIDS:**

Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of ninety (90) days.

5. **PROPOSAL FORMS AND SIGNATURES:**

Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.

6. **BRANDS:**

The naming of a manufacturer, brand or model number shall not be considered as excluding other brands or models. Specifically, similar products with comparable construction, material and workmanship shall be considered as equal. However, the Board of Education of the Lansing School District shall evaluate the merits of all bids submitted and reserves the right to accept or reject any or all bids.

It is the intent of the attached specifications to define the minimum quality of equipment acceptable. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are required.

7. **SAMPLES:**

Samples shall be submitted upon request at the expense of each bidder. These samples will be retained as control items until the completion of the delivery and installation.

8. **AGENDA:**

Any modifications of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No request for explanations can be processed within four (4) days immediately prior to the bid opening date.

9. **VARIATIONS FROM MATERIALS SPECIFIED:**

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases.

10. **ROYALTIES AND PATENTS:**

The contract shall pay for all royalties and patents, and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.

11. **CLEAN-UP:**

The contractor shall at all times, keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work broom clean, or it equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor, as the owner shall determine.

12. **FEDERAL, STATE AND MUNICIPAL TAXES:**

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State and Municipal Governments, on labor, and for materials entering into the work. The owner reserves the right to require evident of payment of such taxes prior to final payment. The school district is exempt from Federal Excise Tax.

General Conditions and Instructions to Bidders

13. QUALIFICATIONS OF BIDDERS:

The owner may request any or all bidders to submit any of the following information before the award of the contracts.

- A. A bidder's performance record
- B. The address and description of bidder's equipment, plant or permanent place of business.
- C. An itemized list of the bidder's equipment, plant and personnel.
- D. A bidder's financial statement.
- E. A description of any project which the bidder has completed.
- F. Such additional information as will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- G. Description of work which will be done simultaneously with the owner's project.

14. NOTICE OF AWARD:

The contracts shall be deemed as having been awarded when the formal notice of acceptance of their proposal has been duly served upon the intended awardees (normally by purchase order) by some officer or agent of the owner duly authorized to give such notice.

15. GUARANTEE:

Each contract shall furnish the owner a written guarantee running for one (1) year, or longer as required herein, after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

16. DOCUMENTS:

The Proposals submitted shall be based upon the specifications contained herein.

17. RIGHTS OF ACCEPTANCE OR REJECTION:

The Board of Education of the Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interest of the School District.

18. Contractors and subcontractors are required not to be discriminated against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bonafide occupational qualification. Breach of this covenant of purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed there under. See Policy 3610



In order to maintain the public trust, your local school district Board of Education should consider and adopt a resolution containing at least some, if not all, of the factors listed below.

Each factor should be discussed thoroughly by school board members, the architects and construction managers involved in any school construction because of the potential impact they will have on a project.

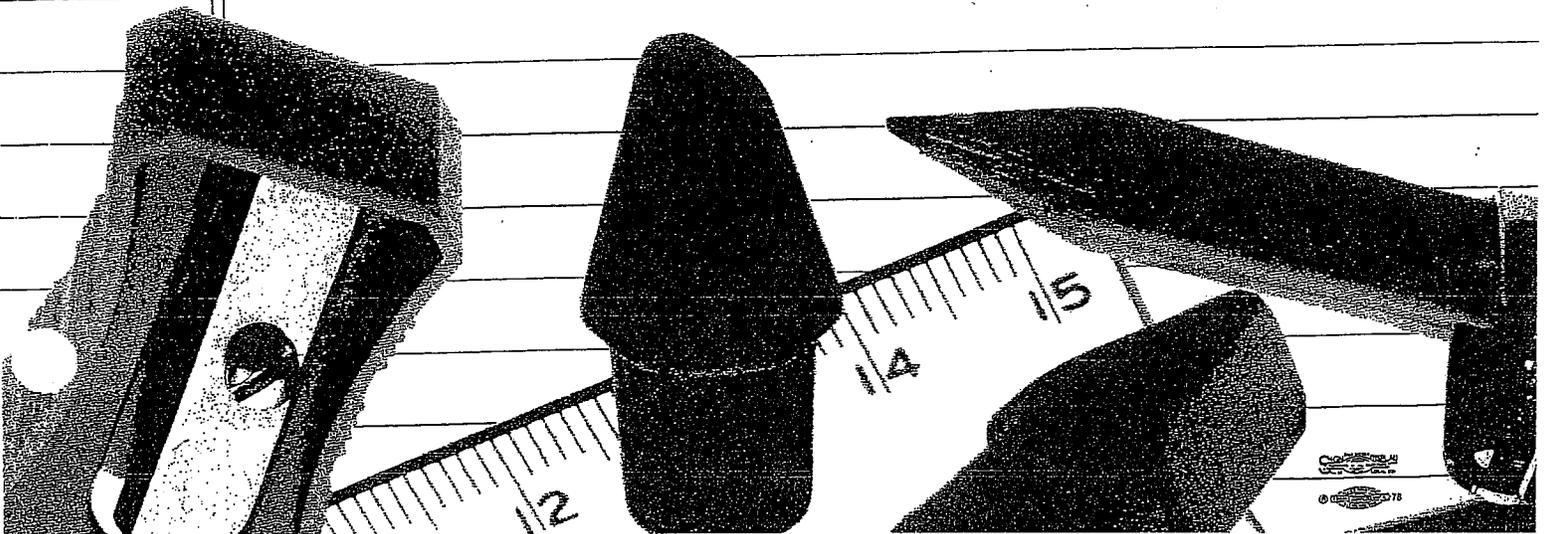
Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.

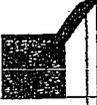


EXPERIENCE. Institutional building projects are expected to last 50-75 years. Therefore school board members should review the past experience of all construction professionals to ensure that they have pertinent experience on similar institutional projects. In so doing, the board members can evaluate whether local contractors should be considered for the project and only if they have the required experience should they be considered.



REFERENCES. School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.





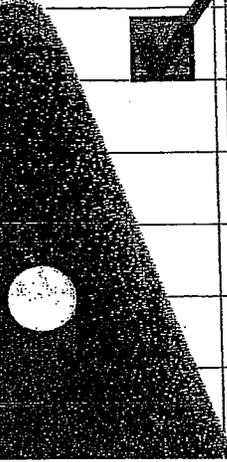
FINANCIAL CONDITION. A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding claims against them and bank references. A poor financial condition can affect the quality of materials; equipment and workers used on the project. It also can result in substantial project delays and unsafe schools.



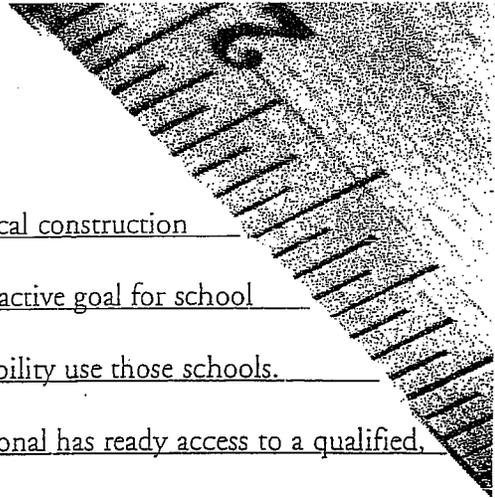
SAFETY & ACCIDENTS. Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious physical harm. Every employee has the right to a safe and healthy workplace. An employer must provide training in the recognition and avoidance of hazards and specific training called for in the MIOSHA standards.



RESUME OF SUPERVISORY PERSONNEL. Beyond a construction professional's experience with similar institutional projects, it is important for board members to evaluate the resumes of the supervisory personnel of all construction professionals on their project. All supervisory personnel should have pertinent experience and adequate education and training to complete your project.



INSURANCE & SURETY BONDING. Construction professionals must show proof of adequate and relevant insurance coverage for a particular project and must prove their compliance with workers' compensation statutes. School boards must set minimum standards for insurance coverage. Construction professionals that cannot provide proper coverage may be unable to fulfill project obligations. A measure of a construction professional's stability is shown in the ability to secure the required bonding.



USE OF A TRAINED LOCAL WORKFORCE. Employing local construction professionals and skilled craft workers on a project can be an attractive goal for school boards. Local craft workers, their friends and family, in all probability use those schools.

However, it is necessary to determine if the construction professional has ready access to a qualified, experienced workforce to build your project.



PREVAILING WAGE. Use of prevailing wage requirements ensures that school boards secure the best qualified construction professionals to perform work on their projects. Construction professionals should compete for projects on the basis of their management practices, not by paying sub-standard wages. Utilization of prevailing wage will allow the construction professional to pay locally determined wages and benefits to attract qualified skilled craft workers.



EMPLOYEE HEALTH INSURANCE & PENSION BENEFITS. School districts can maintain and promote their community's health care and craft employees by requiring the construction professional to use prevailing wage, which includes health insurance and pension benefits. Construction professionals who provide such benefits to their craft personnel demonstrate a commitment to developing a stable workforce, which is a key component to a quality project and to the health of the community.



WORKFORCE SOURCE & PROPER EMPLOYEE CLASSIFICATION. School boards can ensure that their project will be built by qualified construction professionals by ensuring contractor access to a skilled workforce. School districts should examine carefully the source of building trades craft employees. School districts should ask prospective construction professionals to identify the source of the workforce they intend to use on the project. Construction professionals who staff the project with personnel hired from help-wanted ads or employment agencies might not have sufficient competence and ability to complete a quality project on schedule.

REGISTERED UNITED STATES DEPARTMENT OF LABOR, BUREAU OF

APPRENTICESHIP & TRAINING PROGRAMS. School boards know the value of high quality training and education. Responsible contractors know that better training equals better buildings. Bureau of Apprenticeship and Training (BAT) approved training programs create more productive craft workers. A construction professional's ability to staff a school construction project with qualified trades' workers is the key to success. Contractors, who bid on school construction projects should maintain, participate in and contribute to bona fide apprentice training programs recognized by the U.S. D.O.L./B.A.T. Trained craft workers promote cost effectiveness, timeliness, safety and quality on school construction work. Companies who employ skilled and trained workers, educated in their trade, deliver exceptional work. Moreover, every registered U.S. D.O.L./B.A.T., program must meet twenty-two standards of apprenticeship regulated and audited by the U.S. D.O.L./B.A.T., as outlined in 29 CFR 29.5.

LICENSING. School boards get a better building when highly competent construction professionals and tradespersons build it to code. State law establishes licensing requirements for

electrical, mechanical, plumbing, boiler and elevator contractors, and electrical,

elevator and plumbing craft workers. Proper licensing and certification,

when applicable, show school boards that construction

professionals bidding the job have been tested and are

competent to perform the work. All responsible construction

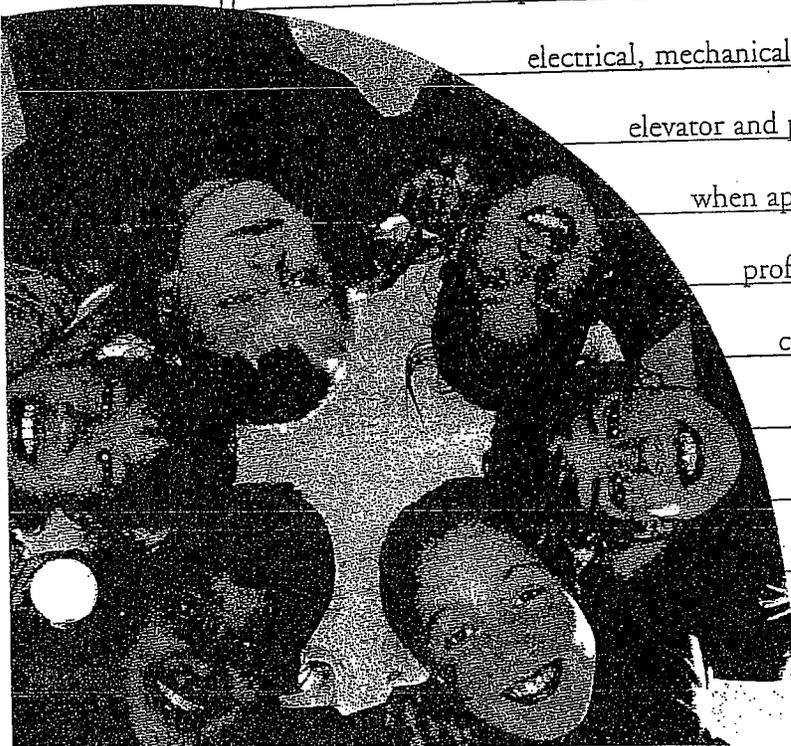
professionals must provide documented proof of licensing

and certification. This will allow school boards to contact

licensing and certification agencies to verify the bidder's

history and determine if any complaints or judgments

have been filed against them.



COMPLIANCE WITH REGULATORY AGENCIES. School boards get a higher quality building when local, state and federal regulations are followed. Compliance with the EPA, MIOSHA, OSHA and other agencies helps school boards evaluate the construction professional's willingness to follow rules. It also ensures that the bidding contractors are aware of the policies that affect them. Contractor adherence to wage and hour standards, record keeping guidelines, child labor regulations and other components of the Fair Labor Standards Act are good indicators of a stable workforce. Construction craft workers who are treated fairly and receive proper pay and benefits are more likely to produce high quality work which helps ensure a safe learning environment for Michigan children.

CIVIL SUITS/ARBITRATION/HISTORY. A school board will have their building projects completed without costly legal entanglements if they select a responsible contractor with a 'clean' legal history. School boards should contract with construction professionals that build according to contract – not in spite of the contract. School districts should carefully examine a contractor's litigation history and the final disposition of any arbitration claims brought against him/her. A contractor with an unusually high level of adverse claims might indicate that the school board should disqualify the contractor.



Michigan Association for Responsible Contracting

phone: 1-866-YES-MARC • fax: 517-372-0402 • www.miarc.org