

Specifications for Bid # Fiber and Cable 09

Subject: RFP- for Fiber connections

Purpose:

You are invited to submit a proposal for providing Fiber backbone connections for 7 locations in Millington Community Schools

Background:

Because of the burgeoning number of multimedia and interactive learning and information resources available on the Internet today, a means to provide stable, reliable, high capacity Internet access for all schools in Millington Community Schools is very important. Slow or erratic access to valuable information resources is not only a source of frustration; it presents an unwanted distraction to the learning process. A state of the art network that provides equal Internet access capability for all schools is important to insure that no student is at a disadvantage because of the particular school he or she attends. In addition, rapid access to learning and information resources that are hosted locally within the Millington Community Schools' network is equally important. Equitable information sharing among schools will foster a greater sense of cooperation and leverage the limited resources that are available. A high-speed distribution system will also reduce the duplication of effort and excessive expenditures required to provide the same resources to multiple schools.

General Requirements:

All school locations shall be connected to the High School location where the entry point for Internet access is provided. Existing electronic equipment and software shall be considered and integrated into the proposal submitted to the fullest extent possible. Connecting each building with the High School using fiber optic cabling is required. Detailed specifications are included as part of this RFP. Proposals from interested parties (hereafter known as "The Vendor") shall include all services requested.

This RFP package consists of the following sections:

- I. General Conditions
- II. Detailed Specifications
- III. Millington Community Schools' Responsibilities
- IV. The Vendor's responsibilities

Send proposals and supporting documentation to:

Responses must be submitted in sealed packages and delivered to Robert Berlin, Director of Business and Finance, Millington Community Schools, 8780 Dean Drive, Millington, MI 48746 no later than 9:00 A.M. on June 22, 2009. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. Package must be clearly marked **"Bid #09 Bid for Fiber Backbone"** should be clearly marked on the face of the envelope containing the bid along with the opening date of **June 22, 2009.**

Schedule of Events:

Event	Date(s)
Release of RFP to vendors	05/18/2009
Bidder's Conference/Site Survey	05/25/2009 (9:00 A.M.)
Deadline for responses to RFP	06/22/2009 (9:00 a.m.)
Evaluation of responses	ASAP
Selection of Vendor	ASAP
Implementation starts	06/29/2009
Implementation complete	08/31/2009

Inquiries

All correspondence and inquires regarding this RFP must be addressed to:

Matthew Lambertson, Technology Director
Millington Community Schools
8780 Dean Drive
Millington, MI 48746
(989) 871-5256
E-mail: Matthew.Lambertson@mcsdistrict.com

Do Not Fax Correspondence or inquiries.

Basis of Award:

1. Experience with network installations and with fiber optic cable
2. Proof of certification to install the network and equipment (must be an employee of The Vendor)
3. Comprehensiveness of submitted proposal.
4. Economic and price considerations.
5. References of at least two installations of similar application size and complexity and two or more references of outside wide area cable installation relating to fiber or other high-bandwidth (greater than 622 Mbps) capable media.

I. General Conditions

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

1. Location of Sites:

The location of the work is on property owned by Millington Community Schools.

1. Millington High School, 8780 Dean Drive
2. Millington Junior High School, 8537 Gleason Street
3. Glaza Elementary, 8655 Gleason Street
4. Kirk Elementary, 8664 Gleason Street
5. Bus Garage – will be built
6. Maintenance Building
7. Sports Field House – will be built

2. Scope of Work:

It is understood that, except as otherwise specifically stated in this RFP, The Vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Vendor.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to Millington Community Schools, unless the weekend or holiday work due to a delay caused by Millington Community Schools.

All data sheets and catalogs or other materials which are subject to review and action by Millington Community Schools shall be submitted in the original and not less than three (3) copies in electronic format, preferably on Compact Disk (CD) media.

3. Protection in General:

The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at The Vendor's expense. Labor shall include all restoration (leveling, sodding) of grounds broken up during the installation of this network.

4. Change in Contract:

Millington Community Schools will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Technology Director before such work is begun.

5. Existing Conditions:

The Vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions, which might affect this work. No consideration will be given to any claims based on a lack of knowledge of existing conditions. A site survey of the premises for existing conditions and equipment will be conducted immediately following the bidder's conference.

6. Insurance:

Within ten (10) days after notification of award, The Vendor shall furnish to Millington Community Schools a Certificate of Insurance showing compliance within the following limitations:

- a) The Vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Michigan.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after Millington Community Schools has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- c) The Vendor shall maintain other insurance (with the limits shown below) that shall protect The Vendor and Millington Community Schools from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Vendor shall furnish Millington Community Schools with certificates and policies of such insurance as shown below.

Below is a list of the insurance coverage that must be procured by The Vendor at his own expense. The Vendor agrees to follow instructions indicated in each case:

Millington Community School's Protective Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Vendor's Public Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

7. Workmanship

All work shall be performed in a professional manner. Personnel from Millington Community Schools may observe the work procedures and workmanship of the Vendor, but such observation will not relieve the Vendor from any responsibility of performance or constitute acceptance of the work performed.

8. Warranty

The Vendor shall furnish a written warranty that describes the services proposed under these specifications. It is understood that The Vendor is not responsible for the warranty/function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment or cabling will be provided by The Vendor free of charge to determine if the existing equipment or cabling can be reutilized. The Vendor must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment, as assurance that a warranty can be provided.

9. Addenda

Any addenda issued after the issue of this RFP shall be covered in the proposal and in closing the contract they shall become part thereof

If any questions arise within the RFP documents, The Vendor may submit to Millington Community Schools, written request for interpretation. Any interpretation of documents will be made by addendum to the RFP. Copies of any addendum will be mailed or delivered to each firm receiving the RFP set of documents. Millington Community Schools will not be responsible for any other explanation or interpretations. Millington Community Schools reserves the right to reject any or all proposals and wave technicalities and informalities.

10. Proposal Submittal:

One original (paper) and three (3) copies of proposals (in electronic format, preferably CD) must be submitted in a sealed envelope addressed to:

Millington Community Schools
Bid for Fiber Backbone
Bid # 2008-09
Robert Berlin, Chief Financial Officer

8780 Dean Drive
Millington, MI 48746

13. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless The Vendor makes a request in writing to Millington Community Schools prior to time set for the opening of submitted proposals unless Millington Community Schools fails to accept a bid within thirty-five (35) days after the date fixed for the opening of proposals.

14. Stored Materials

Any materials stored on job site shall be The Vendor's responsibility.

15. Specifications

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

16. Time of Completion

Each vendor shall include in the proposal an estimate of number of calendar days for completion of the contract. Work performed under this contract cannot start before 06/29/2009 and must be completed by 8/31/2009.

17. Accident Prevention

Precautions shall be exercised at all times for the protection of persons (including employees) and property and hazardous conditions shall be guarded against or eliminated.

18. Indemnification

The Vendor agrees to hold Millington Community Schools harmless and to indemnify Millington Community Schools for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of The Vendor or Subcontractor.

20. The Vendors' Representative

Millington Community Schools reserves the right, with sole discretion, to refuse to allow any representative of The Vendor to service the contract in any manner. In this event, The Vendor shall furnish another representative that is acceptable to Millington Community Schools. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should the Vendor use subcontractors for portions of the work, Millington Community Schools reserves the right to reject any subcontractor without explanations or recourse by The Vendor or subcontractor.

21. Millington Community Schools' Regulations

The Vendor and his representatives shall follow all applicable school district regulations while on Millington Community Schools property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Vendor's logo clearly visible.

22. Governing Law

All RFPs and related documents submitted to Millington Community Schools by The Vendor are governed under the laws of the State of Michigan.

23. Comprehensive List of References:

All references should include: a contact person, dates of work, mailing address and telephone numbers.

References must include:

- a. Two (2) or more references of installations of similar size and complexity within the USA and
- b. Two (2) or more references of installations of outside wide area networks utilizing fiber optic cable or other suitable media capable of high bandwidth (greater than 622 Mbps).

24. Millington Community Schools reserves the right to

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, in addition to bid cost; therefore, low bid cost does not guarantee the awarding of the bid.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the school system.
- d. Waive any formality in the bid submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

25. Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the Contract Documents.

Millington Community Schools will not be liable for any costs beyond those proposed herein and awards. Please be advised that public schools are specifically exempted from the payment of Michigan Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

26. Variation in Quantities and Configuration

The Customer reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell Millington Community Schools the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.

27. Terms of Payment

All terms of payment are to be a minimum of NET 30 days after the project has been approved and inspected as a complete job by Millington Community Schools.

28. Turnkey Solution

All proposals are to provide a turnkey solution for installation of a Fiber Backbone. Millington Community Schools agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in Section II, Detailed Specifications.

29. Longevity of Price Quotation

Any prices quoted in the bid responses will remain in effect until 30 days after the bid due date.

30. Asbestos Notice (If Applicable)

Some buildings in the Millington Community Schools system may contain asbestos. The successful Vendor is required to examine building layouts showing the location of asbestos and acknowledge by signature and date that they are aware of the asbestos and its location. Under no circumstances is asbestos containing material to be scraped, cut or disturbed in any manner. However, if damage should occur, a Millington Community Schools representative must be immediately contacted and repairs made at the Vendor's expense.

II. Detailed Specifications

The specifications provided in this section are intended to convey the characteristics of a system to provide fiber optic backbone to all locations Millington Community Schools. These specifications were developed to convey the minimum capabilities desired. It is critical that the Distance Learning capability provide not just the components, but an integrated system capable of being used with little or no customization required for our use. If your proposal can provide capabilities that exceed the minimum capabilities at a reasonable cost, then provide the details in your proposal. However, if some of the capabilities cannot be met, then provide an alternative solution and justification of why you believe the capabilities you provide will be adequate to meet the intent of this RFP.

1. Internet Access

- a. Provide a centralized access point to the Internet at the high school in order to simplify the monitoring of activity, blocking access to prohibited sites and reducing the overall administrative complexity.

2. Data Networking

NOTE: All service specified in the following section must be dedicated (not shared) high-speed bandwidth service.

- a. Provide fiber optic connectivity between all locations and the High School at a minimum rate of 1000 Mbps including all required electronics.
- b. Provide internal fiber optic connectivity between all IDF (hub rooms) and MDF (main hub room) at a minimum rate of 1000 Mbps including all electronics.

- c. Provide 7 X 24 hour by 365(6) day management and monitoring of both the fiber optic infrastructure.
- d. Provide the capability to implement multiple auxiliary VLANs for prioritizing and segregating different classes of network traffic.
- e. Provide 60 Cat 5E or Cat 6 cable drops in the specified areas that support 1000 Mbps.

3. Implementation Planning and Upgrades

- a. Provide a means to limit obsolescence by implementing a network that can be easily upgraded, as new technology becomes available and affordable, to increase network bandwidth capacity.
- b. Provide the capability to implement parallel networks by the use of different wavelengths on the fiber by providing Wave Division Multiplexing at 1310nm and 1550nm between all sites.
- c. Provide an all-inclusive, monthly or yearly fixed price for all customer premise equipment installation and maintenance for the life of the contract in order to limit unexpected expenses that are not in the telecommunications budget.
- d. The cabling and equipment of the proposed system must be compliant with industry standards for the convergence of voice, video and data.

III. MILLINGTON COMMUNITY SCHOOLS' RESPONSIBILITIES

1. Access for Installation

Millington Community Schools will, during the progress of the installation, allow the Vendor and its employee's access to the premises and facilities at all reasonable hours or at such hours as a Millington Community Schools representative and The Vendor agree upon.

Millington Community Schools will provide access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide Vendor access to these adjacent areas where and when required.

2. Heating/Cooling

Provide heat or cooling when required and general illumination in rooms where work is to be performed by The Vendor.

3. Inspections

Promptly make inspections when notified by The Vendor that the equipment or any part thereof, is ready for acceptance.

4. Electrical

Millington Community Schools will provide all electrical needs.

5. Delay in Work

It is understood that The Vendor will not be held accountable for any delays caused neither by Millington Community Schools nor for any delays caused by the City or County of Tuscola.

IV. THE VENDOR'S RESPONSIBILITIES

1. Provision

The Vendor must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring The Vendor both to furnish and/or install materials, unless specific provisioning/installation of the materials Millington Community Schools is denoted.

2. Fire Walls

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

3. Ceiling Tiles

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

4. Identification

The Vendor will identify to the district any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

5. Permits

The vendor shall obtain all necessary county, municipal or state work building permits. This includes any permits that may be needed to gain the right of way for outside fiber pulls.

6. Damage

The Vendor will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Vendor will promptly report to a representative of Millington Community Schools any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

7. Installation

Install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined. All labeling shall correspond with the drawings provided in Item 15 below.

8. Test and Inspections

Conduct tests and inspections in the presence of a Millington Community Schools technical representative after installation has been completed in order that Millington Community Schools may be assured that the requirements for the installation are met.

9. Completion Notification

Promptly notify the Millington Community Schools designated contact of completion of this proposed project.

10. Defects

The Vendor will promptly correct all defects for which The Vendor is responsible.

11. Millington Community Schools Contact

The Vendor must coordinate all work with the Millington Community Schools designated contact.

12. Cleanup

Upon completion of the work each day, The Vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat.

13. Subcontractors

The Vendors may use subcontractors to perform work. However, all responsibilities rest with The Vendor.

14. Testing

The Vendor will provide Millington Community Schools with complete detailed test results. The test results must be delivered to Millington Community Schools prior to payment.

15. Drawings:

Upon completion of the installation, The Vendor shall furnish a complete set of drawings, in both paper and electronic format (CD preferred) using either a Millington Community Schools readable file format, showing the design of the infrastructure and the interconnection of all equipment installed. The drawings will also include the location of existing electronic equipment utilized in the new installation.

16. Warranty

The Vendor shall describe the appropriate product warranty periods and conditions.