

# Wayne-Westland Community School District



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**DIVISION 00 – BIDDING & CONTRACT REQUIREMENTS**

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**DIVISION 27 – TECHNOLOGY SYSTEMS**

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END OF SECTION

END OF SECTION

SECTION 00 11 16  
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: DISTRICT FIBER UPGRADES

A. Wayne-Westland Community School District (Owner) is seeking bids for new interior fiber optic cabling and associated equipment and installation. Proposed systems shall be configured and installed to service Owner's network access across multiple instructional facilities, and as described herein.

B. Project: DISTRICT FIBER UPGRADES

C. Owner: Wayne-Westland Community School District  
36745 Marquette  
Westland, Michigan 48185

D. Designer: Communications by Design, Inc.

E. Sites of Work:

1. Adams Elementary School  
33475 Palmer  
Westland, Michigan 48186
2. Adlai Stevenson Middle School  
38501 Palmer  
Westland, Michigan 48186
3. Albert Schweitzer Elementary School  
2601 Treadwell  
Westland, Michigan 48186
4. Alexander Hamilton Elementary School  
1031 Schuman  
Westland, Michigan 48186
5. Benjamin Franklin Middle School  
33555 Annapolis Street  
Wayne, Michigan 48184
6. David Hicks Elementary  
100 Helen  
Inkster, Michigan 48141

7. Eugene B. Elliot Elementary School  
30800 Bennington  
Westland, Michigan 48186
8. Hoover Elementary School  
5400 Fourth  
Wayne, Michigan 48184
9. John Glenn High School  
36105 Marquette  
Westland, Michigan 48185
10. John Marshall Upper Elementary School  
35100 Bayview  
Westland, Michigan 48186
11. P.D. Graham Elementary School  
1255 S. John Hix  
Westland, Michigan 48186
12. Roosevelt-McGrath Elementary School  
36075 Currier  
Wayne, Michigan 48184
13. Taft-Galloway Elementary School  
4035 Gloria  
Wayne, Michigan 48184
14. Tinkham Alternative Education  
3001 Fourth Street  
Wayne, Michigan 48184
15. Thomas A. Edison Elementary School  
34505 Hunter  
Westland, Michigan 48185
16. Walker-Winter Elementary School  
39932 Michigan  
Canton, Michigan 48188
17. Wayne Memorial High School  
3001 Fourth Street  
Wayne, Michigan 48184
18. William D. Ford Career-Technical Center  
36455 Marquette  
Westland, Michigan 48185

19. Wildwood Elementary School  
500 N. Wildwood  
Westland, Michigan 48185
20. Dyer Administration Center  
6745 Marquette  
Westland, Michigan 48185
21. Rose Kennedy Center  
36825 Marquette  
Westland, Michigan 48185
22. Buildings and Grounds Facility  
33415 Myrtle  
Wayne, Michigan 48184
23. Transportation Center  
33633 Myrtle  
Wayne, Michigan 48184

#### 1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

- A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.
- B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.
- C. Schedule:
  1. Request for Bid Distributed: April 14, 2022
  2. Pre-Bid Meeting: April 25, 2022 at 4:00pm
  3. Intent to Bids Due: April 27, 2022 at 5:00pm
  4. Question and Clarification Deadline: April 28, 2022 at 5:00pm
  5. Public Bids Due: May 9, 2022 at 2:30pm

#### 1.03 TYPES OF BIDS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Bids shall be made on unaltered bid forms as included herein. Bidder shall fill in all blank spaces and the bid

shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

#### 1.04 PRE-BID CONFERENCE

- A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.
- B. Time: 4:00pm on April 25, 2022
- C. Location: Wayne Memorial High School Auditorium  
3001 Fourth Street  
Westland, Michigan 48184
- D. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.
- E. Physical building inspections of sites of work will be provided for at this time.

#### 1.05 TIME AND PLACE OF BID RECEPTION

- A. Physically sealed bids for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.
- B. Bid Receipt Deadline: 2:30pm on May 9, 2022
- C. Bid Opening Location: Wayne-Westland Community School District  
36745 Marquette  
Westland, Michigan 48185
- D. Faxed or electronically delivered bids will not be accepted.

#### 1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

- A. Specifications and any relevant Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Rebecca Szilagy. Requests may be made by:
  - 1. Writing – 4101 Sparks Drive, Grand Rapids, MI 49546

2. Email – [rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

#### 1.07 BID SECURITY

- A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

#### 1.08 PERFORMANCE BOND COVERAGE

- A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

#### 1.09 OWNER'S RIGHT TO REJECT BIDS

- A. The Owner reserves the right to reject any and/or all bids. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.
- B. Withdrawal of any Bids after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

#### 1.10 DEFINITIONS

- A. "Owner" is intended to mean Wayne-Westland Community School District, a general powers school district.
- B. For purposes of this project, the terms "Architect", "Engineer" and "Designer" are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.
- C. The term "Bidder" refers to any organization properly and accurately submitting a complete "Intent to Bid Form" prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.
- D. The term "Contractor" herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.

- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner's Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.
- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION



SECTION 00 40 00  
BID FORMS

## Intent to Bid Form

Complete and submit the following form if you have interest or intend to submit a Bid for this project. Unaltered and completed forms must be received on or before 5:00pm on April 27, 2022. Only bidders returning a completed "Intent to Bid Form" will be notified of required addenda.

### Company Information

Name: \_\_\_\_\_

Address Line1: \_\_\_\_\_

Address Line2: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

### Primary Contact Information

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Portions of the bid for which you will be responding:

☐

Section 27 13 23 Fiber Optic Cable Network

Submit unaltered and completed form to:

Rebecca Szilagy

Communications by Design, Inc.

[rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

SEALED BID LABEL

*Separate, or fold over, the label on the line below, and affix to the exterior of sealed container so information is clearly visible for Bid Submission. Insure label is attached in a manner to prevent accidental removal or defacement. Label shall serve as sole identification for sealed bid at submission.*

---

BID TO: Wayne-Westland Community School District  
Attention: Chanda Cleaves  
36745 Marquette  
Westland, Michigan 48185

BID FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: DISTRICT FIBER UPGRADES  
TECHNOLOGY BID #2736

INCLUDING Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
ADDENDA: Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

DUE: May 9, 2022 at 2:30pm

## BID FORM

BID TO: Wayne-Westland Community School District  
Attention: Chanda Cleaves  
36745 Marquette  
Westland, Michigan 48185

BID FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: DISTRICT FIBER UPGRADES  
TECHNOLOGY BID #2736

The undersigned, having familiarized themselves with all local conditions affecting the cost of work, and having examined the site and all applicable Bidding Documents herein, and herein referenced, including, but not limited to, all addenda issued thereto, hereby propose to furnish all labor, material, equipment, applicable taxes and services required for proper completion of each of the following categories of this project for the sum of:

Bid Category \_\_\_\_\_ Title \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Said amount written above constituting the Base Bid

### **TAXES:**

Bid sum includes all applicable taxes.

### **ALLOWANCES:**

Base bid includes all applicable allowance cost(s) as set forth herein.

### **COST OF BONDS:**

Bid sum includes cost of furnishing a Performance Bond and Labor and Material Payment Bond, each in the amount of one hundred percent (100%) of the bid.

### **ACKNOWLEDGEMENT OF ADDENDA:**

The following addenda have been received, are hereby acknowledged, and their execution is included in both base bid and alternate bids herein.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**ALTERNATES:**

Based bid amount may be increased or decreased in accordance with each of the following alternate bids as may be selected, following procedures stated herein. Voluntary Alternates shown below are identified and described in detail on appropriate attachment(s) as referenced herein.

Mandatory Alternate – New Pathways \_\_\_\_\_

Voluntary Alternate A \_\_\_\_\_

Voluntary Alternate B \_\_\_\_\_

Voluntary Alternate C \_\_\_\_\_

Voluntary Alternate D \_\_\_\_\_

Voluntary Alternate E \_\_\_\_\_

**PRINCIPAL SUBCONTRACTORS**

As required herein, the following Subcontractors are proposed to be used for this project:

Legal Name: \_\_\_\_\_ Work Proposed \_\_\_\_\_

Legal Name: \_\_\_\_\_ Work Proposed \_\_\_\_\_

Legal Name: \_\_\_\_\_ Work Proposed \_\_\_\_\_

**BID SECURITY:**

Accompanying this Bid, as required herein, is a bid security in the form of Certified Check/Cashier's Check/Bidder's Bond in the amount of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

payable to the Owner, which it is agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated and referenced herein and fails to furnish specified bonds within ten (10) days after date of issuance of a Letter of Intent to the undersigned.

If awarded the Contract, the undersigned agrees to commence work within ten (10) calendar days after date of issuance of a Purchase Order, which shall be considered as the notice to proceed, and agrees to complete the work in accordance with the schedule herein.

**FAMILIAL DISCLOSURE:**

Accompanying this Bid, as required herein, is a legally executed and notarized Michigan Familial Disclosure Statement.

**EXCEPTIONS:**

Bidder takes no exception to terms, conditions, specifications and/or any other requirements herein unless expressly noted, and specifically identified as provided for herein on unaltered Contract Exception form accompanying this Bid.

**SIGNATORY AUTHORITY:**

The undersigned certifies they are an authorized agent of the bidding entity, and legally able to bind the bidding entity to the terms, conditions and responsibilities of this, and all

referenced bid documents. Furthermore, the undersigned acknowledges an understanding that non-compliance of this authority or any other bidding requirements may result in forfeiture of bid security, dismissal of consideration of bid submitted, and/or personal liability against the signatory.

**AGREEMENT:**

The undersigned agree(s) to provide the post-bid information required within ten (10) days after notification of a Letter of Intent and to execute an agreement for work covered by this Bid on the Owner's standard Purchase Order for which terms and conditions are expanded to include all Bidding Documents and subsequent addenda issued thereto.

In submitting this bid, it is understood that the Owner reserves the right to reject any or all bids. It is further agreed that this bid is binding for a period of Ninety (90) days from the opening thereof.

Respectfully submitted,

Date: \_\_\_\_\_

Firm Name: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Primary Contact Email Address: \_\_\_\_\_

*(If Corporation, affix Seal)*

### **Michigan Familial Relationship Disclosure Statement**

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner's governing Board(s) or Superintendent(s).

If any conflict of interest is discovered subsequent to submission of bid, written disclosure shall be submitted to the project Owner within seven (7) days of discovery. The project Owner reserves the right to immediately terminate any contract with Bidder upon notification of a conflict of interest. Upon such termination, the project Owner shall compensate Bidder only for the value of any goods or services provided to the Owner prior to such termination as determined by Designer.

*(Check only one Box Below)*

☐ It is hereby acknowledged and certified by Bidder that no familial relationship exists between the owner or any employee of the Bidder and any member of the project Owner's governing Board(s) or Superintendent(s).

☐ A familial relationship exists between the owner or an employee of the Bidder and a member of the project Owner's governing Board(s) or Superintendent(s). The person(s) and the relationship(s) are as follows:

***Bidder***

***Board or Superintendent***

_____	_____
_____	_____
_____	_____
_____	_____

#### **Bidder Authorized Representative:**

Bidder: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

In the County of \_\_\_\_\_ State of \_\_\_\_\_

By \_\_\_\_\_  
Notary Public Signature

Seal or Stamp:

My commission expires on: \_\_\_\_\_

## REFERENCES

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of completion: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of completion: \_\_\_\_\_

Customer name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Scope of project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date of completion: \_\_\_\_\_



## CONTRACT EXCEPTIONS

*Check one Box*

☐ Bidder takes no exception to, and agrees to comply with all sections, terms, conditions and/or requirements of the Contract Documents.

☐ Bidder proposes the following exceptions to the Contract Documents:

<i>Paragraph Number</i>	<i>Explanation</i>
<hr/>	<hr/>
<hr/>	<hr/>
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**NOTE:**

Exception(s) to any bid sections, terms, conditions and/or requirements deemed excessive for any reason by the Owner and/or Designer may result in disqualification of Bid.

## **SCHEDULE OF VALUES/BID FORM**

*(Bidder may submit version of only this form with slight variation. All information in this form is required. Form submitted must materially match below both in content and format. Electronic version of this form is required with bid package as Microsoft Excel compatible spreadsheet on USB drive for each project section being bid. Failure to provide appropriate and complete SCHEDULE OF VALUES, as determined by the Owner and/or Designer, may result in disqualification of Bid.)*

Bidder:

Bid Division: 27 13 23

[illegible]

END OF SECTION

SECTION 00 21 13  
INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.01 OWNERSHIP

- A. Bidders prepare and provide bids without any cost to the Owner and/or Designer. Once opened, bids become the sole property of the Owner. Bidders have no claim to, or ownership of bids opened. Bids become subject to all legal statutes including, if applicable, United States and Michigan Freedom of Information Acts and related laws.

1.02 COMPLIANCE

- A. This document establishes the primary system(s) design configuration. The Bidder's bid response shall include all services, supplies, components and equipment required to provide a complete turnkey system(s) which meets or exceeds all specifications for each given bid item being proposed.
- B. Owner prefers to enter into a contract with a single bidder for all materials for completion of this project, but shall consider combinations of portions of bids from various bidders. The Owner reserves the right to award portions of the project to multiple bidders who will be required to cooperate with one another in order to complete the work.
- C. By their response, Bidders agree to comply with all sections, terms, conditions and/or requirements of the contract documents except as expressly noted, and specifically identified by paragraph number on the unaltered Contract Exceptions Bid Form. Exceptions to any bid sections, terms, conditions and/or requirements deemed excessive by the Owner and/or Bid Coordinator may disqualify Bid.
- D. In compliance with the Freedom of Information Act (FOIA), the Owner shall make bid documents available for public review after issuance of purchase order to the successful bidder/s.
- E. In connection with the execution of this Contract, Contractor and any Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.
- F. Negligence in preparation, improper preparation, errors in, or omissions from Bids shall not relieve Bidder from fulfillment of any and all obligations and requirements of the Contract Documents.

- G. All Bid documents and worksheets must be completed in detail and submitted together on time.
- H. All documents constituting the entire present agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- I. Designer shall have authority for interpretation of Contract Documents. In the event terms, provisions or any other portion of the Contract Documents is/are in dispute, Designer shall have full and final authority to interpret the Contract Documents, and such interpretation shall be final and binding.
- J. In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this document shall take precedence.

#### 1.03 NOTICE AND RESPONSE

- A. Upon notification of Bidder being considered as a finalist, the Bidder shall provide to the Owner and Designer, within 48 hours, a current “Dunn and Bradstreet Supplier Evaluation Report” and other documentation as may be required of finalists herein and as requested by Owner and/or Bid Coordinator.
- B. Bidder shall provide timely response to all requests from Designer and/or Owner regarding clarification and/or elaboration concerning, but not limited to its Bid as may be deemed relevant by the Owner and/or Designer.

#### 1.04 PROTECTION AND SAFETY

- A. Contractor shall continuously maintain adequate protection of all Work from damage and shall protect the Owner’s property from injury or loss arising in connection with the execution of the Contract. Contractor shall make good any such damage, injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall adequately protect adjacent property as required by law, by the Contract Documents, or as otherwise required, to cause no damage to them during the execution of the Contract. This requirement shall also apply to structures above and below ground as conditions of the site require.
- B. Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. Contractor shall take all necessary precautions for the safety of employees and visitors on the site of the Project and shall comply with applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed. Contractor shall erect and properly maintain at all times, as required by the conditions and

progress of the Work, all necessary safeguards for the protection of workers and the community.

- C. Contractor shall vigorously defend any and all suits that may be brought against the Owner by any person and/or entity, whether in the employ of the Contractor or not, for damage to property, and/or injury or death to persons alleged or claimed to have been caused by or through the performance of work.

#### 1.05 DRAWINGS DIAGRAMS AND ILLUSTRATIONS

- A. Drawings, Diagrams and Illustrations are diagrammatic in nature and indicate general arrangement and nature of systems and work included.
- B. Floor plan drawings are provided to assist the contractor in preparing documentation and reports as required herein.

### PART 2 - MATERIALS

#### 2.01 VOLUNTARY ALTERNATES AND SUBSTITUTION OF SPECIFIED PRODUCTS

- A. This Request for Bid describes a particular implementation. All Bids must provide pricing on the “base bid” as described herein. Voluntary alternatives providing comparable functionality with significant cost reduction and/or performance enhancement may be proposed. Voluntary alternatives are encouraged, but must be identified as “Voluntary Alternates” and detailed on unaltered Bid Forms contained herein. Voluntary Alternates may be further detailed and/or explained in attachments to the unaltered Bid Forms contained herein. Exceptions to the Request for Bid specifications must be clearly noted and explained for each Voluntary Alternate proposed.
- B. No substitutions of specified products may be made without specific prior authorization by Designer and Owner. Individual bid divisions herein contain particular information related to acceptable manufacturer and product requirements.
- C. Trade-in, equipment/license exchanges or other return allowances may be provided as a voluntary alternate. Trade-in, exchange or other return equipment allowances shall not be included in base bid amount.

### PART 3 - EXECUTION

#### 3.01 EXAMINATION OF DOCUMENTS AND SITE

- A. Bidders shall carefully examine the Contract Documents and the construction site to obtain first-hand knowledge of existing conditions and requirements. No plea of ignorance of conditions that exist, or any other relevant matter

concerning work to be performed in the execution of work will be accepted as justification for failure to fulfill every detail of all requirements as described herein.

### 3.02 QUESTIONS, INTERPRETATIONS AND ADDENDA

- A. Any bidder finding discrepancies between Drawings, Specifications and/or Bid Documents, or be in doubt as to the exact meaning of any provision or detail shall notify the Designer at once, and before the deadline for Questions and Clarifications. The Designer may then, at their option, issue Addenda clarifying same. The Designer is not responsible for oral instructions, or Bidder's/Contractor's misinterpretations of Drawings, Specifications and/or Bid Documents.
- B. The Designer reserves the right to issue Addenda at any time up to thirty-six (36) hours prior to the scheduled bid opening. All such addenda shall become, upon issuance, an inseparable part of the Specification/Contract Documents. Each bidder shall incorporate within their bid all costs for items listed in any/all Addenda, and shall acknowledge receipt and identifying number of each Addendum on the Bid Form and on the outside of the sealed bid container.
- C. Addenda will be forwarded to each bidder who has received a copy of the Bidding Documents and has submitted "Intent to Bid Form".

### 3.03 BID SECURITY, BONDS AND INSURANCE

- A. Bid Security, Performance and Payment Bonds are required on this project.
  - 1. Bid security equal to five percent (5%) of the bid amount must accompany each bid in accordance with the Instruction to Bidders.
    - a. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.
- B. The selected Contractor will be required to provide a performance bond and a payment bond each in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion.
  - 1. The surety of the performance bond shall remain in effect until all acceptances and final contract close-out requirements herein have been executed by the Owner.
- C. Contractor shall provide, prior to beginning any work at the sites, certificate of insurance for delivery to Owner indicating all required insurance coverage is in force.

1. Workers' Compensation and Employer's Liability Insurance
    - a. Coverage A – Statutory
    - b. Coverage B - \$1,000,000 Per Accident
  2. Broad Form Comprehensive General Liability Insurance (including – Premises, Elevators, Contractor's Protective Liability, Contractual, Products & Completed Operations – including Broad Form Extensions).
    - a. Each Occurrence - \$1,000,000
    - b. General Aggregate - \$2,000,000
    - c. Products & Completed Operation Aggregate - \$2,000,000
    - d. Personal Injury & Advertising Injury - \$1,000,000
    - e. Fire Legal - \$100,000
  3. Sub-contractors Operations, Products – Completed Operations and Contractual Liabilities, plus such excess coverage as may be appropriate for the limits listed.
  4. Comprehensive Automobile Liability Insurance (owned, hired, and non-owned automobiles).
    - a. Bodily - \$1,000,000 each Person and \$1,000,000 each Occurrence
    - b. Property Damage - \$1,000,000
  5. Furnish Owner with Contingent Liability Insurance Policy with coverage and liability limits the same as for Public Liability Insurance specified herein. Designate on policy as assured, only the Owner.
  6. Furnish Owner with Contingent Property Damage Insurance Policy with coverage and liability limits the same as for Property Damage specified herein. Designate on policy as assured, only the Owner.
  7. Policies shall include notification clause requiring ninety (90) days written notice to Owner in the event of policy cancellation, expiration, non-renewal, coverage reduction or other material change.
  8. Contractor shall not commence work under the Contract until after all insurance required herein as been obtained and certificates for such are approved by Owner.
- D. All such bonds and/or insurance shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.



1. Insurance certificate(s) shall be signed by insurance agent licensed in the state of Michigan or a representative of the insurance company.
- E. Contractor agrees to indemnify and hold harmless the Owner and Designer, including their agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees arising out of, or resulting from the performance of the work to the fullest extent allowed by law on a comparison basis of fault.

#### 3.04 MODIFICATION AND WITHDRAWAL

- A. Bids may be withdrawn and/or changed any time prior to the deadline for submission of bids. Bids may not be withdrawn or changed thereafter and shall be deemed a firm offer continuing for ninety (90) calendar days. Bids received after the deadline for submission will be returned unopened at the Owner's discretion.
- B. Withdrawal of any Bid after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

#### 3.05 CODES, ORDINANCES, REGULATIONS AND RELATED

- A. All labor and materials shall be furnished and installed in strict accordance with the latest applicable codes, ordinances and regulations of any governing body having jurisdiction over this project.
- B. In the event the quality of labor and materials required by the Drawings and Specifications herein exceeds requirements of current applicable codes, ordinances and regulations, the Drawings and Specifications shall take precedence.
- C. In the event the quality of labor and materials required by current applicable codes, ordinances and regulations having jurisdiction over this project exceeds that of the Drawings and Specifications herein, the applicable codes, ordinances and regulations shall take precedence.
- D. The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any authority having jurisdiction, which bears on the performance of its work. This compliance includes, but is not limited to, the Michigan School Safety Initiative (PA129, PA130, PA131 and PA138) if applicable to work being performed.
- E. The Contractor shall pay for all licenses, permits, taxes, and fees required for this project; and shall comply with all federal, state, local and Owner's codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the Owner. Contractor shall submit copies of all approved certificates and approvals to the Owner upon receipt.

### 3.06 SUB-CONTRACTOR AND MATERIAL SUPPLIER

- A. The successful Bidder shall submit to the Owner and Designer a complete list of all sub-contractors and all material suppliers proposed to engage on the work. Sub-contracts shall not be awarded until after they have been approved by the Designer and Owner.
- B. Finalist bidders may be required to submit additional details related to sub-contractors and suppliers within forty-eight (48) hours after the bid opening.
- C. Names of any principal sub-contractors must be listed on the Bid Form.
- D. All contracts made by the successful Bidder with Subcontractors shall be covered by the terms and conditions herein. The successful Bidder shall see to it that Subcontractors are fully informed in regard to these terms and conditions, and shall bind all subcontractors to the same terms and conditions. Failure to do so will absolve the Owner from any liability for additional cost due to subcontractor claims for additional cost, time or any claim(s) for additional cost by subcontractor(s).

### 3.07 BID RESPONSE FORMAT

- A. Bidder shall provide complete Bid copies in two formats as described herein.
  - 1. One (1) Hard copy format responses shall be in a bound tabulated format. Each response shall have tab indicators for each section.
  - 2. One (1) Electronic copy format responses shall be submitted on a USB Drive, readable by a standard Microsoft Windows 10 workstation. Electronic media shall contain separate folders to organize response documentation as described herein. Files submitted electronically shall be **Adobe Acrobat** "PDF" format (SCHEDULE OF VALUES is additionally required to be on the disk in the appropriate folder as a spreadsheet and as described herein).
- B. All Bid Response formats shall be clearly externally marked to include, but not be limited to:
  - 1. Bidder identification.
  - 2. Project Owner identification.
  - 3. Project name.
  - 4. Bid submission date.

- C. Bid Responses shall include an index containing copies/PDF of a complete index of documents comprising Bid Response. Responses shall include, but not be limited to the following tabbed/folder sections:
1. Section 1 – Forms, which shall contain copies/PDF files of all required and completed bid forms.
    - a. BID FORM
    - b. Michigan Familial Relationship Disclosure Statement
    - c. REFERENCES
    - d. CONTRACT EXCEPTIONS
    - e. SCHEDULE(s) OF VALUES
    - f. BID BOND
  2. Section 2 – Overview, which shall contain copies/PDF files of cover letter and/or executive overview.
  3. Section 3 – Submittals, which shall contain copies/PDF files of all required and voluntary submittals.
  4. Section 4 – Appendices, which shall contain copies/PDF files of other reference materials Bidder wishes to, or is required to submit.

### 3.08 AWARD OF CONTRACT

- A. The material proposed to be used for the completion of work, and the competency, solvency and responsibility of bidders will receive due consideration before award of contract. In the reception of bids for this work, the Owner incurs no obligation to accept the lowest, or any bid submitted. The right to accept or reject any and all bids or portion thereof is reserved by the Owner. The Owner reserves the right to require testimonial, accounting or legal documents pertaining to the solvency of a Contractor, or any other decision factor the Owner deems appropriate, prior to award of contract.
- B. Owner reserves the right to select individual components from schedule of values independent of installation as may be determined in Owners best interest. Selected bidder may be required to install selected components provided by others.
- C. Issuance of a Purchase Order by Owner in response to a valid bid shall be a Notice to Proceed, and shall become part of, but not limited to, all terms, conditions and requirements herein. Notice to Proceed shall have the full effect of contract award, and shall make all terms, conditions, requirements

and responsibilities of Bidder binding upon issuance. Notice to Proceed, once issued, shall become an inseparable part of the contract documents herein, and constitute both Bidder and Owner's acceptance of contract.

### 3.09 TIME, SCHEDULES, PROJECT MANAGEMENT, MEETINGS AND PLANS

- A. Time is of the essence on this project. Award of contracts for this project will be contingent on the bidder's agreement to complete the work on or before the contract completion date stated herein.
- B. All Contractors will commence work in such a manner and at such a time as to expeditiously interface with the work of other Contractors, and will pursue the project diligently to completion. All Contractors will work in a cooperative manner with Owner and other Contractors.
- C. Contractor shall appoint an overall Project Manager acceptable to Owner, with skills and experience deemed appropriate by the Owner for the scope and size of the project. Project Manager shall be responsible for the scheduling of all Contractor resources and attending all project meetings. Upon notification of Bidder being considered a finalist, the Bidder shall submit professional resume of proposed Project Manager within forty-eight (48) hours.
  - 1. Project meetings shall be conducted at Owner's selected and identified location weekly and at Owner's and/or Designer's discretion.
  - 2. Within five (5) days of Notice to Proceed (issuance of a Purchase Order by the Owner), Contractor's Project Manager shall provide to the Owner a critical flow path in the form of a "Gantt Chart" (or equivalent) indicating the proposed sequence of events and approximate beginning and completion dates in accordance with, compliance to, and coordinated with requirements herein.
  - 3. Changes of the Project Manager during the project shall not be acceptable without prior written approval from the Owner.
  - 4. It is the responsibility of the Contractor's Project Manager to schedule work, work out issues, ensure that all required products and services are delivered according to schedule and attend to any other matters required by the Owner in the interest of professional and timely completion of the project.
  - 5. The appointed Project Manager, or a designee acceptable to the Owner, shall be in attendance of all project meetings throughout the term of the project. Failure to do so may be considered a material breach of contract.
  - 6. After a ten (10) business day notice, the Owner reserves the right to request a new Project Manager, when it appears that, in the Owner's sole

discretion, the Project Manager is not fulfilling the full responsibilities of the position. Failure by Contractor to provide adequate Project Manager meeting requirements of the Owner, may result in Contract termination.

### 3.10 CHANGES IN THE WORK

- A. No changes in work with the effect of either increasing or decreasing in the project value shall be made without specific and prior authorization by the Owner and Designer.
- B. Owner, without invalidating the contract and without notice to any surety, may at any time order extra work or make changes by altering, adding to or deducting from the work, the Contract Sum being adjusted accordingly. All such work shall be authorized by a written Change Order approved by Owner and Contract Designer. Upon receipt of such an order Contractor shall promptly proceed with the work involved. All such work shall be executed under the conditions of the original Contract. Owner authorized change order(s) may be issued at any time prior to Contract close out.
- C. When so directed, Contractor shall promptly submit an itemized estimate and a unit price for performing or deleting such extra or changed work as may be contemplated. Any extensions or reductions of the contract time associated with extra or changed work shall be identified at the time Contractor submits such documentation.
- D. At the Owner's discretion, adjustments in the Contract Sum shall be determined by one or more of the following methods:
  - 1. By mutual acceptance of a lump sum cost, including overhead and profit, itemized and supported by sufficient substantiating data to permit evaluation.
  - 2. By unit prices stated in the Contract Documents including, but not limited to, Schedule of Values.
  - 3. By unit prices mutually agreed upon.

### 3.11 PAYMENT REQUESTS AND PAYMENTS

- A. Contractor's invoices shall be submitted monthly in correlation with the Project Schedule indicating percentage of work completed.
- B. All contract and change order invoices shall be sent directly to Contract Designer.
- C. A 10% retainage shall be held back on all payment requests, including, but not limited to hardware, software, change orders and services, until final

completion and close out of the project or project phase as determined by Owner and Designer.

- D. Contractors are required to submit all invoices on approved AIA Payment Request Forms or other billing format pre-approved by Contract Designer. Each AIA Payment Request Form shall be accompanied by a properly completed, executed and notarized Waiver of Lien which shall be in a format and contain verbiage approved by Owner.
- E. The Contract Designer and Owner shall process payment requests on a monthly schedule and in accordance with their respective established processes and procedures. Payments will be made by the Owner based only on AIA Request Forms having been previously certified, audited and approved by Contract Designer and accompanied by acceptable Waiver of Lien.

END OF SECTION

SECTION 00 65 00  
CONTRACT CLOSE OUT

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. Provide an orderly and efficient transfer of the completed work to Owner.
- B. Details affecting work of this Section includes, but is not limited to all other Sections herein and all related Contract Documents.
- C. Activities relative to Contract close-out are described in, but not limited to, this and other Sections of this document.

1.02 SUBSTANTIAL COMPLETION

- A. "Substantial Completion" shall be defined as:
  - 1. All responsibilities of Contractor for all provisions and requirements of all divisions and sections of complete Contract herein, and as amended, are properly and fully completed or properly, accurately and acceptably provisioned for.
  - 2. All systems, equipment, facilities, services, programming and/or components required by all divisions and sections of complete Contract are fully operational, acceptable and useful to the Owner for their intended purposes.
- B. Prior to requesting inspection by Designer to certify Substantial Completion, Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements and is ready for such inspection.

PART 2 - MATERIALS

2.01 NOT USED FOR THIS SECTION

PART 3 - EXECUTION

3.01 PROCEDURES

- A. Contractor shall submit a written request to Designer indicating they have achieved Substantial Completion of Work.
- B. Within a reasonable time after receipt of the request, Designer will inspect Work to determine status of completion.
- C. Should Designer determine the Work is not substantially complete:

1. Designer promptly will so notify Contractor, in writing giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.
2. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-inspection.
3. Designer will re-inspect the Work.
4. Excessive re-inspections of Work may result in fees being assessed Contractor.

D. Should Designer concur the Work is substantially complete:

1. Designer will prepare a letter of Substantial Completion.
2. Designer will submit the letter to Owner and Contractor.
3. Contract shall be deemed "Closed Out" for retainage purposes.
4. Final Acceptance of the system shall be deemed complete.



SECTION 27 13 23  
FIBER OPTIC CABLE NETWORK

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to outside plant fiber optic network backbone upgrades of the Wayne-Westland Community School District's private fiber optic network infrastructure.
- B. Owner has found that several fibers in the current cable plant no longer meet the specifications and requirements for data transmission at speeds required for the instructional models and learning modes intended to be deployed over the next several years. In order to rectify this, the project includes testing and inspection work identifying necessary steps to return certain components of the existing fiber optic network to acceptable working condition.
- C. Work described in this specification section pertains to an outside plant fiber optic network maintenance of the existing Wayne-Westland Community School District private fiber optic network infrastructure.
- D. Owner intends to contract for all operational aspects of maintaining private fiber optic network. The facilities listed below are all connected to the district outside plant fiber optic network which originates at the Ford Career Technical School Campus Site. The Owner currently transmits voice, video and data communications over the fiber infrastructure.
- E. Additionally, Owner has identified that existing and installed 62.5/125  $\mu\text{m}$  multi-mode fiber optic cable in select locations is incapable of transmission at speeds required for the applications intended to be deployed over the next several years. Such existing cable will be replaced with new 9  $\mu\text{m}$  single mode (SMF) fiber optic cable in particular locations, for particular links as described and provided for herein.
- F. Owner has also determined a desire to add sites to the current fiber plant as described and provided for herein.
- G. Sites of Work:
  - 1. Adams Elementary School  
33475 Palmer  
Westland, Michigan 48186
  - 2. Adlai Stevenson Middle School  
38501 Palmer  
Westland, Michigan 48186

3. Albert Schweitzer Elementary School  
2601 Treadwell  
Westland, Michigan 48186
4. Alexander Hamilton Elementary School  
1031 Schuman  
Westland, Michigan 48186
5. Benjamin Franklin Middle School  
33555 Annapolis Street  
Wayne, Michigan 48184
6. David Hicks Elementary  
100 Helen  
Inkster, Michigan 48141
7. Eugene B. Elliot Elementary School  
30800 Bennington  
Westland, Michigan 48186
8. Hoover Elementary School  
5400 Fourth  
Wayne, Michigan 48184
9. John Glenn High School  
36105 Marquette  
Westland, Michigan 48185
10. John Marshall Upper Elementary School  
35100 Bayview  
Westland, Michigan 48186
11. P.D. Graham Elementary School  
1255 S. John Hix  
Westland, Michigan 48186
12. Roosevelt-McGrath Elementary School  
36075 Currier  
Wayne, Michigan 48184
13. Taft-Galloway Elementary School  
4035 Gloria  
Wayne, Michigan 48184
14. Tinkham Alternative Education  
3001 Fourth Street  
Wayne, Michigan 48184

15. Thomas A. Edison Elementary School  
34505 Hunter  
Westland, Michigan 48185
16. Walker-Winter Elementary School  
39932 Michigan  
Canton, Michigan 48188
17. Wayne Memorial High School  
3001 Fourth Street  
Wayne, Michigan 48184
18. William D. Ford Career-Technical Center  
36455 Marquette  
Westland, Michigan 48185
19. Wildwood Elementary School  
500 N. Wildwood  
Westland, Michigan 48185
20. Dyer Administration Center  
6745 Marquette  
Westland, Michigan 48185
21. Rose Kennedy Center  
36825 Marquette  
Westland, Michigan 48185
22. Buildings and Grounds Facility  
33415 Myrtle  
Wayne, Michigan 48184
23. Transportation Center  
33633 Myrtle  
Wayne, Michigan 48184

H. Fiber count for all newly installed routes shall be Twelve (12) strands. All Twelve (12) strands shall be tested and/or terminated as specified herein.

## 1.02 WORK INCLUDED

A. Work includes, but is not limited to, the following:

1. A single twelve (12) strand 9  $\mu$ m single mode fiber optic (SMF) cable, to replace existing multi-mode fiber installed between MDF of certain sites and MDF in each facility for which work is included as indicated herein.
  - a. Between Ford Technical Center and Rose Kennedy Center
  - b. Between Ford Technical Center and Dyer Administration Center

### FIBER OPTIC CABLE NETWORK

- c. Between Ford Technical Center and John Glen High School
- 2. A new single six (6) strand 9  $\mu$ m single mode fiber optic (SMF) cable installed between certain existing IT closet sites and new locations as indicated herein.
  - a. Between Wayne Memorial High School Athletic IDF and Wayne Memorial High School Stadium Press Box routed in existing copper conduits.
  - b. Between Wayne Memorial High School Athletic IDF and Wayne Memorial High School Stadium Concessions Building routed in existing copper conduits.
  - c. Between John Glen High School Athletic IDF and John Glen High School Stadium Concessions Building routed in existing copper conduits.
  - d. Between John Glen High School Athletic IDF and John Glen High School Stadium Press Box Building routed in existing copper conduits.
  - e. Rack mounted termination enclosure shelves.
  - f. Appropriate wall mounted racks at new locations identified herein
    - 1. Great Lakes Data Rack SKU: GL24WDM-B-AF
    - 2. Or equal
  - g. MANDATORY ALTERNATE FOR NEW CONNECTIONS:
    - 1. The following new pathway shall be provided as an alternate on bid forms herein as an alternate for the new connections. Such new pathways shall include, but not be limited to the following:
    - 2. Appropriate conduit for all new fiber optic cable
      - 1.02.A.2.g.2.1 Two inch (2") rigid conduit for all exposed areas properly attached and supported to existing structure
      - 1.02.A.2.g.2.2 Two inch (2") underground rated plastic with metallic tracer wire for future location identification.
    - 3. Appropriate pull boxes as indicated on drawings and diagrams provided for herein
      - 1.02.A.2.g.3.1 QUAZITE PG1324BA24 Underground Enclosure
      - 1.02.A.2.g.3.2 Or equal
- 3. Testing of all existing single mode fiber terminations in all existing sites as documented herein for compliance with standards.
  - a. All testing shall be documented in a report to be presented to the Owner and Designer.

1. "Repair" estimates shall be provided for any fiber optic cable determined to be non-compliant as part of the testing documentation.
  - b. Testing shall be conducted using industry best practices and meeting all industry standards for private fiber optic network single mode cable testing.
    1. Testing shall include cleaning of each connection point on each end of each link and the installation of appropriate dust covers/connector protectors.
4. Contractor shall conduct a physical detailed system examination with a report to Designer and Owner verifying routing and configuration for equipment and material locations as well as mounting and placement prior to commencement of other activities.
  - a. Examination shall include, but not be limited to the following:
    1. Condition of pole attachments and mounting gear
    2. Condition of overlash cable
    3. Condition of splice capsules and enclosures
    4. Condition of riser materials
    5. Condition of stored slack spans and/or loops including all storage implements such as snow shoes.
    6. Condition of pull boxes
    7. Condition of building entrance facilities
  - b. Contractor shall provide Owner with detailed proposals for restoration of any facility identified as substandard during examination.
5. Thirty-six (36) month agreement for Ongoing Fiber Optic Outside Plant Ownership Coordination including, but not limited to:
  - a. Receiving, coordination, marking and reporting for Owner notification all reports, including, but not limited to, MISS DIG and similar requests issued for district fiber network.
  - b. Single mode fiber optic cable repair and/or replacement to restore full operational capacity of network as may be needed due to environmental or accidental conditions.
  - c. Emergency repairs
  - d. Scheduled repairs and maintenance

- e. Twenty-four (24) month physical inspection and review of condition of fiber optic network with presentation of a inspection and review report to the district facilities and technology directors.
    - 1. Report work shall include, but not be limited to:
      - 1.02.A.5.e.1.1 Verification of required cable clearances from roadways, approaches, structures and earth surfaces.
      - 1.02.A.5.e.1.2 Splice enclosure condition
      - 1.02.A.5.e.1.3 Slack storage security
      - 1.02.A.5.e.1.4 Pole attachment hardware condition
      - 1.02.A.5.e.1.5 Cable lashing condition
      - 1.02.A.5.e.1.6 Riser condition
      - 1.02.A.5.e.1.7 Cable covering condition
  - f. In the event of any operational interruption, and/or potential operational interruption of communication, the Contractor shall design, engineer, propose, then, if approved, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant fiber optic link between all sites of operation.
  - g. Contractor shall coordinate their installation with other communication systems, contractors, Utilities, governmental entities having jurisdiction and the Owner as is appropriate.
  - h. Maintenance for all fiber optic entrance facilities required to provide access into the building systems will be the responsibility of the Bidder and must be coordinated with the Owner.
  - i. Owner shall retain the option to extend the contract for an additional period of 36 months, and notify contractor of any such extension to the contract 60 days before the contract is scheduled to expire.
- 6. Connectors and couplers.
  - 7. Adequate cable support in existing or new raceway system as may be required for efficient and effective cable routing.
  - 8. Storage Loops
    - a. Installed prior to cable entry to cabinet or rack where termination is completed with fifteen (15) feet of stored cable.

- B. The Contractor shall design, engineer, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant backbone fiber network connections, complete as specified herein.
- C. Contractor shall coordinate their installation with other communication systems, contractors, Designer and the Owner as is appropriate.

#### 1.03 DRAWINGS

- A. Drawings show the location and general arrangement of equipment, systems and related items. They shall be followed as closely as elements of construction permit.
- B. Examine drawings of other trades and verify conditions of work sites. Arrange work accordingly.
- C. Deviations from drawings, with the exception of minor changes in routing and other such incidental changes not affecting functionality or serviceability of systems, shall not be made without written approval of Architect/Engineer.

#### 1.04 REFERENCE STANDARDS

- A. All work, products, and materials shall conform with the following standards as applicable for the intended use:
  - 1. ANSI
  - 2. NFPA
  - 3. EIA/TIA Commercial and Administration Standards
  - 4. NEC
  - 5. BICSI
  - 6. UL
  - 7. MOSHA Safety Standards
  - 8. IEC
  - 9. IEEE

#### 1.05 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of fifteen (15) years. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no cost to the Owner
- B. Manufacturer's warranty shall be provided for all components of the system.

1. Any paperwork and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.
  2. Contractor shall submit all paperwork, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
- C. On site services provided under the warranty shall be performed by personnel or representatives of Contractor as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.

Contractor shall provide response times for all malfunctioning equipment of two (2) business days or less.

1. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter
- D. System Warranty shall commence on date of substantial completion as certified by Designer and provided for herein. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, or any event or documentation, not specifically provided for herein, shall have no effect on Warranty or System Acceptance by Owner and/or Designer.

#### 1.06 STORAGE OF MATERIALS

- A. All materials shall be secured when not in use by the Contractor.
- B. It shall be the Contractor's responsibility to secure all equipment including material to be installed as part of the contract. No changes shall be made to the contract due to loss or theft of equipment and/or materials not officially accepted by the Owner.
- C. Formal receipt of the materials shall not be completed by the Owner until completion of project closeout. The Contractor shall be responsible for all equipment until time of closeout as provided for herein.

#### 1.07 SUBMITTALS

- A. Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with Bid.
- B. Shop drawings and diagrams shall be submitted by Bidder for approval by Designer with Bid.
  1. Shop drawings and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Designer.



2. No work constituting final installation shall be commenced until after approval of shop drawings by Designer.
- C. Equipment or material installed for this project that does not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Designer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.
1. The Owner and/or Designer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.
  2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.
- D. The Contractor shall submit within five (5) calendar days after the Notice to Proceed, a schedule that reflects the sequence of activities of the contractor's approach to the execution of and completion of the work. The schedule shall be broken into work areas to provide for a clear identification of the planned progress of the work. Included in the schedule will be a list of tasks with list of deliverables and the percentage of work completed. This schedule shall coincide with progress payments applications dates and projected amounts. All durations shown will be in working days. Microsoft Project is the software of choice for this schedule. The timeframe described in the Contractor's Schedule shall represent the Contractor's plan for organizing, directing, managing, controlling, staffing and executing the work required by the Contract Documents. The district will rely on such schedules to coordinate and otherwise plan the work of the District, other separate contractors, or the District's routine daily work.

#### 1.08 CONTRACTOR

- A. The Contractor shall accept complete responsibility for the installation, certification and support of the system. Contractor shall be an authorized vendor of all major components.
- B. All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to install Fiber Optic Communication System Components and perform related tests as recommended by the manufacturer and in accordance with the manufacturer's best practices and methods.
- C. Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the installation and testing of the equipment and systems to be installed.
- D. The Contractor shall have a proven track record in Fiber Optic Cable Network configuration and installation. This must be shown by the inclusion of references of at least three (3) projects involving the installation of similar systems completed by the Contractor in the prior two (2) years on unaltered forms with the sealed Bid as provided herein.
- E. Owner may apply for eRate reimbursement for portions of this project which qualify under the Federal Communications Commission Universal Service Fund program. Bidders shall possess a

valid Service Provider Identification Number (SPIN) and be in good standing with the Schools and Libraries Division (SLD).

1. Work applicable to potential eRate reimbursement must comply with relevant rules, including, but not limited to, dates of work commencement and billings. Contractor awarded any work associated with this project shall carefully coordinate all work schedules with Owner and Owner's eRate consultant so as not to jeopardize potential reimbursement.

## PART 2 - PRODUCTS

### 2.01 MANUFACTURERS

- A. Manufacturer of major components of the Fiber Optic Network shall be a known and leading entity in the cabling and/or connector field, and shall have been designing, manufacturing and installing similar components for a period of no less than four (4) years.
- B. Acceptable Manufacturers (In alphabetical order):
  1. Belden
  2. Berk-Tek
  3. CommScope
  4. Hubbell
  5. Lucent
  6. Siecor / Corning Cable Systems
- C. Network shall be constructed using industry standards and as specified herein.
- D. Contractor shall provide all dielectric fiber optic cable and termination components. All provided and installed fiber components shall comply with applicable ANSI/TIA/EIA specifications.
- E. All Single Mode fiber optic cables shall meet or exceed the specifications and performance requirements of OS1
- F. All indicated fibers shall be terminated on high quality IEC 61754-4 compliant SC connectors with at all locations (MDF/IDF). All optical fiber shall be handled, installed, and supported as per manufacturer recommendations.

2.02 Contractor shall provide termination shelves to support newly installed optical fiber. Fiber termination shelves shall meet or exceed the following specifications:

- A. Rack mountable - 1U
  1. Where fiber densities are greater than can be accommodated in 1U, larger enclosures will be permitted.

- B. Provide security and protection.
- C. Be accessible from both front and rear.
- D. Provide adequate strain relief for cables.

2.03 Supply most current version of all products provided.

- A. Prior and/or old versions of products, unless specifically approved and documented by Designer and/or Owner shall not be acceptable.
- B. In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Designer on which version is to be used.

2.04 Furnish only new, first class quality materials and equipment.

2.05 System shall be comprised of interoperable components.

2.06 ALLOWANCES

- A. Contractor shall include allowances for contract service reimbursements as required in base bid lump sum amount(s).
  - 1. Allowance shall be made in the amount of \$90,500.00 for select rack and room renovations and special cable management accommodations.
- B. Contract services shall be provided and sourced at Owner's discretion, direction and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein.
- C. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.
- D. No material or labor charges and/or mark-ups or margins will be permitted on allowance expenditures approved by Owner and Designer.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Contractor shall conduct detailed project walk-through examination with Designer and Owner verifying routing and configuration for equipment and material locations as well as mounting and placement requirements prior to commencement of other installation activities.
- B. Contractor shall insure all submittals and shop drawings have been provided to, and approval has been obtained from Designer prior to commencement of any final installation activities.

3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein.

- B. Contractor shall be responsible for any and all permits or licenses to perform work as required.
- C. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.
- D. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- E. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- F. Contractor shall obtain and coordinate all necessary responses to Miss Dig and NUNS on behalf of Owner in order to meet requirements and protect complete fiber plant.
  - 1. Prior to initiation of any work required or recommended as a result of Miss Dig, NUNS and/or other initiatives, detailed and documented quotation(s), approved by Owner shall be completed
  - 2. Quotations shall be provided promptly after Contractor notification of Miss Dig, NUNS and/or other reports/requests.
- G. Work shall be conducted during hours when network disruptions created by intentional or unintentional efforts by Contractor will not impact normal Owner operations.
  - 1. Work shall be conducted during second or third shift, weekends and other times the Owner is not conducting normal operations.
  - 2. Special provisions may be, at the Owner's sole discretion made from time to time to allow work to be conducted during "normal" operational hours.
- H. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:
  - 1. Inventory receipt of all components and equipment.
  - 2. Storage of all equipment and components until such time those items are installed according to the specifications.
  - 3. Transport equipment to the Owner's installation location(s).
  - 4. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
  - 5. Work shall be performed to meet local codes and industry standards, including, but not limited to:

- a. Adequate electrical and lightning protection.
- b. Grounding and Bonding.
- c. Contractor shall properly restore all areas affected by the installation of conduit/backbone cabling.
- d. All cable installed inside buildings shall be installed in one inch (1") PVC aqua colored fiber optic inner duct with suitable couplings when joining ends of inner duct.
  - 1. Alternately, fiber optic cable may be armored cable with aqua colored exterior. If used, armored cable shall be properly and neatly terminated with armor properly grounded and finished at all end points of the link per the manufacturer installation guides.
- e. Contractor shall install spider fan-out kits on fiber optic cable prior to termination.
- f. All fiber optic cables shall all be terminated on fiber optic Ss connectors on rack mounted patch panels provided by contractor.
- g. All fiber optic cable terminations shall be clearly labeled at each end with computer generated labels, designations as approved by Owner.
  - 1. Labeling should be consistent in all buildings and carefully coordinated with owner.
- h. Contractor shall be responsible for all required coring. All cores are to be fitted with sleeves, bushings, and fire stopping and must comply with EIA/TIA standards.
- i. Any firewall penetrated to facilitate the routing of communication wiring shall be fire stopped using approved methods as outlined in the current National Electric Code (NEC) and all applicable State, County and Local ordinances.
- I. Contractor shall be responsible for ensuring cable and components are not damaged during installation and the manufacturer's recommended pulling ratings are not exceeded.
- J. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.
  - 1. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
  - 2. The building and work area shall be returned to its original condition prior to final sign off of the project.

### 3.03 TESTING

- A. All fiber optic cable shall be factory tested on a reel basis with performance data for each cable supplied to Owner.

## FIBER OPTIC CABLE NETWORK

1. Tests shall be conducted at both 850nm and 1300nm wavelengths utilizing an Optical Time Domain Reflectometer (OTDR). Attenuation will be recorded for each fiber.
  2. Continuity testing shall be performed on each fiber of each cable reel prior to installation.
- B. Contractor shall review all end faces of field terminated connectors with a fiber inspection scope following final polish. Connector end faces with hackles, scratches, cracks, chips and/or surface pitting shall be rejected and re-polished, or replaced if re-polishing will not remove defects. The minimum viewing magnification for connector end inspections shall be 200x.
- C. Contractor shall conduct and document OTDR traces from head end location(s) for baseline documentation on each strand.
- D. All fiber optic cable (system) shall be tested in both directions by Contractor following installation, and prior to acceptance.
- E. All fiber optic strands shall be tested end-to-end for bi-directional attenuation, 1300 nm / 850 nm. Tests shall be conducted in compliance with EIA/TIA-526-14 or OFSTP 14, Method B and according to the manufacturer's instructions for the test set being utilized.
- F. Tests must certify the measured link loss for each strand does not exceed the "worst case" allowable loss defined as the sum of connector loss (based on the number of mated connector pairs at EIA/TIA-568B maximum allowable loss of .75 dB per mated pair) and optical loss (based on the performance standard specified herein).
1. The maximum allowable attenuation for any splice or termination is 0.3 dB.
  2. Contractor shall perform Optical Test Set consisting of an Optical Source (transmitter) and Optical Meter (receiver) to determine end-to-end attenuation and fiber length. All testing will be done in accordance with EIA/TIA 526-14.
  3. The procedure shall be completed in three steps.
    - a. Reference set-up
    - b. Jumper test
    - c. Standard test
  4. Final test shall be the successful operation of the network utilizing the transfer of at least one forty gigabyte (40Gb) file from computers located in each building to and from the a computer located at the other end of each link. All pairs of fiber shall be tested in this step.
  5. Test results shall be submitted on both 8.5 x 11' paper and a USB formatted to be read by a standard Windows 10 workstation.
- G. Upon receipt of test documentation, Designer shall verify particular and specific test results by means of independent re-testing.

1. Prior to submitting testing to Designer, Contractor shall use adequate means to assure the work is completed in accordance with the specified requirements, meets the owner's specific application requirements.

### 3.04 DOCUMENTATION

A. Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:

1. Equipment description.
2. Manufacturer's warranty.
3. Maintenance contract terms.
4. Verification of maintenance contract engagement.
5. Telephone numbers for service and support.
6. Detailed technical support and service procedure instructions.
7. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction from Owner and Designer.
8. Photocopy of original invoice listing make and model for all material components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.
9. CAD as built drawings for each building.

### 3.05 TRAINING

A. Not Used

### 3.06 SCHEDULE, MEETINGS AND PLANS

A. Schedule

1. Final Vendor Presentations: Week of May 9, 2022
2. Contractor Chosen: Week of May 16, 2022
3. Work Commences: June 2022
4. Substantial Completion of Project: October 2022

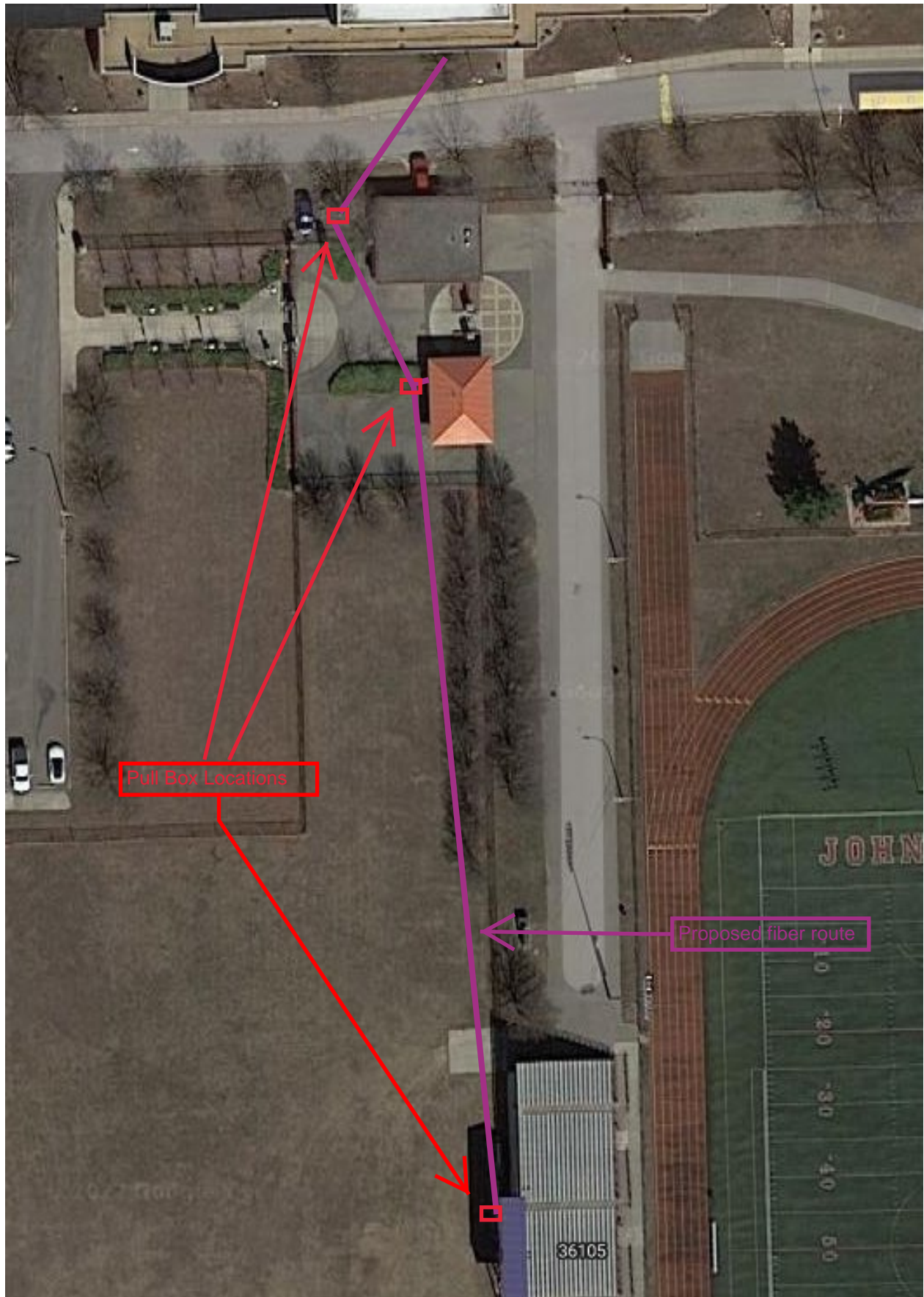
5. Project Close-out: May 2025

- B. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- C. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION



John Glen High School  
Appendix A



Wayne Memorial High School (Sheet 1 of 2)  
Appendix A



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distance

Pull Box Locations

Proposed fiber route



Wayne Memorial High School (Sheet 2 of 2)  
Appendix A

