

# Hudsonville Public Schools



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INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: NETWORKED DOCUMENT IMAGING EQUIPMENT

A. Hudsonville Public Schools (Owner) is seeking bids for purchase and installation for new document imaging associated equipment, management software and installation services. Proposed systems shall be configured and installed to service Owner's multiple instructional facilities, and as described herein.

B. Project: NETWORKED DOCUMENT IMAGING EQUIPMENT

C. Owner: Hudsonville Public Schools  
3886 Van Buren Street  
Hudsonville, Michigan 49426

D. Designer: Communications by Design, Inc.

E. Sites of Work:

1. 5<sup>th</sup>-6<sup>th</sup> Grade Facility  
8175 36th Ave.  
Hudsonville, Michigan 49426
2. Administration Building  
3886 Van Buren St  
Hudsonville, Michigan 49426
3. Alward Elementary  
3811 Port Sheldon Street  
Hudsonville, Michigan 49426
4. Baldwin Street Middle School  
3835 Baldwin Street  
Hudsonville, Michigan 49426
5. Bauer Elementary  
8136 48<sup>th</sup> Avenue  
Hudsonville, Michigan 49426
6. Forest Grove Elementary  
1645 32<sup>nd</sup> Avenue  
Hudsonville, Michigan 49426

7. Freshman Campus  
3370 Allen Street  
Hudsonville, Michigan 49426
8. Georgetown Elementary  
3909 Baldwin Street  
Hudsonville, Michigan 49426
9. Hudsonville Early Childhood Center  
5535 School Avenue  
Hudsonville, Michigan 49426
10. Hudsonville High School  
5037 32<sup>nd</sup> Avenue  
Hudsonville, Michigan 49426
11. Jamestown Lower Elementary  
2522 Greely  
Hudsonville, Michigan 49426
12. Jamestown Upper Elementary  
3291 Lincoln Ct.  
Hudsonville, Michigan 49426
13. Park Elementary  
5525 Park Avenue  
Hudsonville, Michigan 49426
14. Riley Street Middle School  
2745 Riley Street  
Hudsonville, Michigan 49426
15. South Elementary School  
4900 40th Ave  
Hudsonville, Michigan 49426

## 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: March 27, 2023

2. Pre-Bid Meeting: March 30, 2023 at 10:30am
3. Intent to Bids Due: April 3, 2023 by 5:00pm
4. Question and Clarification Deadline: April 7, 2023 by 5:00pm
5. Public Bids Due: April 14, 2023 at 2:00pm

### 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: March 30, 2023 at 10:30am
- C. Location: Hudsonville Public Schools  
Admin Offices – Sunshine Room  
3886 Van Buren  
Hudsonville, Michigan 49426
- 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: April 14, 2023 at 2:00pm

C. Bid Opening Location: Administration Building  
3886 Van Buren St  
Hudsonville, Michigan 49426

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, Michigan 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 Hudsonville Public Schools, 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 5:00 PM on April 3, 2023. Only bidders returning a completed "Intent to Bid Form" will directly 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 43 13 Multi-Function Printers

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. Ensure 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: Hudsonville Public Schools  
Attention: Mr. Patrick Briggs  
3886 Van Buren Street  
Hudsonville, Michigan 49426

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

PROJECT: NETWORKED DOCUMENT IMAGING EQUIPMENT  
TECHNOLOGY BID #3008

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

DUE: April 14, 2023 at 2:00Pm

BID FORM

BID TO: Hudsonville Public Schools  
Attention: Mr. Patrick Briggs  
3886 Van Buren Street  
Hudsonville, Michigan 49426

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

PROJECT: NETWORKED DOCUMENT IMAGING EQUIPMENT  
TECHNOLOGY BID #3008

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 \_\_\_\_\_

**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.

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 \_\_\_\_\_

**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 \_\_\_\_\_, 2023.

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

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

Seal or Stamp:

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

**IRAN LINKED BUSINESS AFFIDAVIT**

*All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors, and employees.*

The undersigned, owner or authorized officer of

\_\_\_\_\_ (bidder), pursuant to Michigan Public Act No. 517 of 2012, the “Iran Linked Business” requirement provided in the Hudsonville Public Schools Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFB, the bidder will not become an “Iran Linked Business” at any time during the course of performing under the contract. The bidder further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Bids for three (3) years from the date that it is determined that the person has submitted the false certification.

**There is not an “Iran Linked Business” that exists within the bidder and/or owner, officers, directors and employees.**

**Bidder:**

\_\_\_\_\_  
[Company Name]

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Title]

**Notary:**

This instrument was acknowledged before me, a Notary Public in and for

\_\_\_\_\_ County, on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
[Notary Public Signature]

My Commission expires: \_\_\_\_\_

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

**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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**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 for each division/category of work being bid. Submit a completed separate form for each division/category of work clearly delineating on the form the division/category of work for that form. Form submitted must materially match below both in content and format. Electronic version of this form for each project section/division/category being bid is required with bid package as Microsoft Excel compatible spreadsheet on a USB drive. Failure to provide appropriate and complete SCHEDULE OF VALUES for each division/category of work, as determined by the Owner and/or Designer, may result in disqualification of Bid.)*

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

Bid Division:

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

Bid Division: 27 43 13

<b><i>60 Month Contract</i></b>	
<b><i>Line-Item Description</i></b>	<b><i>Monthly Rate</i></b>
Equipment portion of monthly lease	\$
Maintenance & Operation portion of lease including base volumes	\$
PaperCut license and support portion of monthly lease	\$
<b>TOTAL MONTHLY BASE LEASE AMOUNT</b>	<b>\$</b>
Overage Cost per page - <b>B&amp;W</b> <u>Multi-Function Printer</u>	\$
Overage Cost per page - <b>B&amp;W</b> <u>Printer</u>	\$
Overage Cost per page - <b>Color</b> <u>Multi-Function Printer</u>	\$
Overage Cost per page - <b>Color</b> <u>Printer</u>	\$
Total Monthly Lease Cost - After Year 5 (Additional Month[s])	\$

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 an *Excel* compatible 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.

END OF SECTION

SECTION 27 43 13  
MULTI-FUNCTION PRINTERS

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

A. Work described in this specification section pertains to new equipment and replacements to existing printers, scanners, facsimile and copier equipment and operational management controls intended to be used for instructional and administrative applications by Owner.

1. Owner intends to replace existing leased printing equipment with new leased equipment upon award

a. Black and white base lease rate shall be based on a guaranteed total of Thirteen Million (13,000,000) pages of output per year spread across all leased and supported devices. Owner's existing fleet usage B&W Audit Report (2/1/2022 to 1/31/2023) shows 14,862,447 copies spread across all leased and supported devices.

1.01.A.1.a.1.1 MFP Quantity – 14,105,447 (94.7%)

1.01.A.1.a.1.2 Printer (Desktop) Quantity - 757,000 (5.1%)

b. Color base lease rate should be based on Eight Hundred Forty Thousand (840,000) copies per year spread across all leased and supported devices. Owner's existing fleet usage Color Audit Report shows (2/1/2022 to 1/31/2023) 840,992 copies spread across all leased and supported devices.

1.01.A.1.b.1.1 MFP Quantity – 282,492 (33.6%)

1.01.A.1.b.1.2 Printer (Desktop) Quantity – 558,000 (66.4%)

2. Owner intends to continue to use PaperCut as output control and management application to provide for output security and tracking.

B. Contractors shall propose methods, services and systems and/or components to be deployed using standard procedures and technology components and as specified herein. The system components are intended to be installed and connected to the owner's existing physical Ethernet infrastructure and as specified herein.

1. Owner will provide adequate standard connections and cable routing for the number and locations of devices specified herein except as expressly noted otherwise.

2. System operation, support and control components shall be physically installed on Contractor provided cabinets, if appropriate, that orient the equipment at a proper operating height for its intended application. Contractor shall provide and attach power connectors and network cables to outlets. Connection cable lengths shall not

exceed eight (8) feet for power and Twenty (20) feet for Ethernet network (UTP category 6 patch cable).

- C. Contractor shall advise, coordinate and work cooperatively with Owner representatives or owner's designee related to any configuration changes required and/or proposed for Owner's existing physical infrastructure.
  - D. The Contractor shall configure, connect, test, document and warrant a fully compliant system and/or component connection to the system complete and with full functionality as specified herein. Work described in this section requires the full installation, implementation and warranty service for new equipment.
  - E. Contractor shall coordinate their work and testing with other contractors, Designer and the Owner as is appropriate.
  - F. The Contractor shall configure, supply, test, document, train Owner representatives and warrant a fully operational and compliant system and/or component connection to the system complete and with full functionality as specified herein.
  - G. Contractor shall coordinate their testing and delivery with other contractors, Designer and the Owner as is appropriate.
    - 1. Contractor shall deliver components as specified to individual building staging location/room inside as identified and coordinated by owner. Delivery to the individual building locations for Owner unloading will not be accepted.
      - a. Loading dock facilities, pallet lift equipment, or related material handling equipment/facilities are not available at any site of work.
    - 2. Delivery shall be coordinated with Owner, Designer and others based on specific release schedule of materials on a building basis and as directed, required and published by Designer and Owner.
      - a. Complete shipment of all materials at one time will not be accepted.
  - H. Contract Close out shall not be fully completed until final and complete release of last equipment from the schedule as modified and provisioned for herein. Payment of retainage under the terms of this contract shall be made on a release basis. Completion of and close out of an individual release under this contract shall be the basis for payment of retainage by Owner for that release only.
  - I. Initiation of warranty shall be based on acceptance of a particular release as determined by payment of retainage, rather than final acceptance and final contract close out at the end of the project.
- 1.02 WARRANTY
- A. 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 additional cost to the Owner.

- B. On site services provided under the contract shall be performed by personnel or representatives of manufacturer of individual components and/or appropriately trained and certified Contractor representatives as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.
- C. Contractor shall provide a “total satisfaction guarantee” that provides for replacement of “lemon” units that are chronically broken and/or are not operating at reasonable capacity for their design and age. Such “total satisfaction guarantee” shall be in written form and submitted with proposed lease contract as a part of bid.
- D. Contractor shall provide the following response times for all malfunctioning equipment:
  - 1. Four (4) business hours or less for matters that are deemed of a critical nature by Owner and render any unit unable to maintain reasonable functionality.
    - a. Business hours are defined as 8:00am to 5:00pm, Monday through Friday excepting customary legal holidays
  - 2. Two (2) business days for matters not deemed by the Owner to be of a critical nature.
  - 3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
  - 4. Owner shall be provided direct escalation instruction for service contract matters deemed to be of a chronically reoccurring matter.

#### 1.03 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.

#### 1.04 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. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with Bid.
- D. 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.
- E. The Contractor shall submit within ten (10) 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. Owner will rely on such schedules to coordinate and otherwise plan related work of Owner personnel, other separate contractors, or the Owner's routine daily work.

#### 1.05 REFERENCE SPECIFICATIONS

- A. All work, products, and materials shall conform with the following standards as applicable for the intended use:
1. EIA/TIA Commercial and Administration Standards
  2. NEC
  3. IEEE 802
  4. IETF RFCs
  5. FCC – All Applicable Rules and Regulations
  6. UL
  7. MOSHA Safety Standards

## 1.06 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 system 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 video monitoring system 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. Bid Form(s) may be duplicated as required in order to provide adequate space to list required number of reference installations for each division Bidder is responding to.

## PART 2 - PRODUCTS

### 2.01 Acceptable Manufacturers

- A. Lists of acceptable manufacturers have been provided to establish a standard of quality for individual components associated with the specified system. Indicated components include particular models and makes currently preferred by Owner.
  - 1. CANON
  - 2. RICOH
  - 3. TOSHIBA
  - 4. XEROX
- B. Any system bid shall be based on either acceptable manufacturer's components or components deemed equal in quality and function for the intended applications.
- C. Judgment and determination associated with equivalency of components, compatibility with identified acceptable items and/or fitness for the intended use and application shall be solely by Owner and Designer.

### 2.02 Supply most current version of all products provided.

- A. Manufacturer shall have five (5) years of experience and history manufacturing similar products to those specified.
- B. Proposed components shall have been field tested and proven in actual use.

- C. Prior and/or old versions of products, unless specifically approved and documented by Designer and/or Owner shall not be acceptable.
  - D. D. In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Owner and Designer on which version is to be used.
- 2.03 Furnish only new, first class quality materials and equipment.
- 2.04 EXISTING OUTPUT CONTROL SOFTWARE
- A. Owner currently uses PaperCut as the Output Management / Document Control Software.
- 2.05 ALTERNATES
- A. VOLUNTARY ALTERNATE A – Any special programs for district owned device trade-in and conversion to lease will be carefully considered.

### PART 3 - EXECUTION

#### 3.01 PREPARATION

- A. Contractor shall conduct detailed walk-through examination with Designer, Construction Manager and Owner verifying equipment and material locations as well as mounting and placement requirements prior to commencement of other project activities.
- B. Contractor shall insure all submittals and have been provided and/or updated, and current approval has been obtained from Designer and Owner prior to commencement of any final installation activities specific to each release schedule or phase. Submittals shall include, but not be limited to:
  - 1. Shop drawings, data sheets and system diagrams including specific cable connectors and types proposed to be installed.
  - 2. Approved device image/configuration template to be used for each component provided.
  - 3. Written configuration, coordination and test procedure to be followed by technicians and engineers.
  - 4. Final documentation template.

#### 3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- B. 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/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.

- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- D. 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. Repairs shall include, but not be limited to patching and painting.
  - 2. 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.
  - 3. The building and work area shall be returned to its original condition prior to final sign off of the project.
- E. The Contractor shall furnish all equipment necessary for a fully compliant and operational system as specified herein including, but not limited to the following:
  - 1. Work shall include careful coordination and cooperation with others to insure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.
  - 2. Storage of all equipment and components until such time those items are released for delivery to a specific staging location in a specific building according to the specifications.
  - 3. Coordination for delivery of materials to Owner specified sites with Owner personnel to accommodate reasonable, efficient, safe and secure arrival at intended locations.
  - 4. Transport equipment to the Owner's installation location(s).
  - 5. The Contractor shall transport from the Owner designated staging area in each building, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein.
  - 6. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.
  - 7. Remove existing decommissioned equipment and components maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.
  - 8. Remove all existing equipment, not a part of the new output management system, and as directed by Owner from current locations and transport components to Owner

identified staging location in building and as directed to facilitate later disposition by Owner.

9. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment. Work shall conform to “best practices” observed by industry professional installers and as required by Owner and Designer.
10. Inventory receipt of all components and equipment shipped to individual Owner locations to comply with latest release schedule.
11. Work shall include careful coordination and cooperation with others to insure a timely, cost effective and proper installation for Owner’s intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.

F. Sites of Work:

1. 5<sup>th</sup>-6<sup>th</sup> Grade Facility  
8175 36th Ave.  
Hudsonville, Michigan 49426
2. Administration Building  
3886 Van Buren St  
Hudsonville, Michigan 49426
3. Alward Elementary  
3811 Port Sheldon Street  
Hudsonville, Michigan 49426
4. Baldwin Street Middle School  
3835 Baldwin Street  
Hudsonville, Michigan 49426
5. Bauer Elementary  
8136 48<sup>th</sup> Avenue  
Hudsonville, Michigan 49426
6. Forest Grove Elementary  
1645 32<sup>nd</sup> Avenue  
Hudsonville, Michigan 49426
7. Freshman Campus  
3370 Allen Street  
Hudsonville, Michigan 49426
8. Georgetown Elementary  
3909 Baldwin Street  
Hudsonville, Michigan 49426

9. Hudsonville Early Childhood Center  
5535 School Avenue  
Hudsonville, Michigan 49426
10. Hudsonville High School  
5037 32<sup>nd</sup> Avenue  
Hudsonville, Michigan 49426
11. Jamestown Lower Elementary  
2522 Greely  
Hudsonville, Michigan 49426
12. Jamestown Upper Elementary  
3291 Lincoln Ct.  
Hudsonville, Michigan 49426
13. Park Elementary  
5525 Park Avenue  
Hudsonville, Michigan 49426
14. Riley Street Middle School  
2745 Riley Street  
Hudsonville, Michigan 49426
15. South Elementary School  
4900 40th Ave  
Hudsonville, Michigan 49426

G. 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 otherwise defaces any surfaces, the Contractor shall repair and/or replace the surface to the original condition.

1. Repairs shall include, but not be limited to patching and painting.
2. 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.
3. The building and work area shall be returned to its original condition prior to final sign off of the project.

### 3.03 TESTING

- A. In an effort to ensure a smooth “configuration” of the new system Contractor shall submit to a thorough testing process as defined herein prior to final configuration.
- B. Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements, meets the owner’s specific application requirements and is ready for functionality and integrity testing.
- C. Testing Procedures

1. Prior to system configuration and/or installation, Contractor shall submit a written request to Owner and Designer indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested.
2. Within reasonable time after receipt of request, Designer will provide a test schedule and coordinate testing date(s) with Owner and Contractor.
3. Should Designer determine the Work is not acceptably configured or not of adequate integrity:
  - a. Designer promptly will so notify Contractor, giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.
  - b. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-testing.
  - c. Designer will schedule re-test of the Work.
  - d. Excessive re-testing of Work may result in fees being assessed to the Contractor.
4. Should Designer and Owner concur the Work is configured properly and system integrity is as required:
  - a. Owner and Designer will review Contractors detailed “configuration” plan, and upon finding it acceptable, Designer will issue a memorandum of Testing Completion to Owner and Contractor after which system “configurations” can proceed.

#### 3.04 DOCUMENTATION

- A. Contractor shall, throughout the completion of the project, provide Owner a file storage system that shall include all necessary equipment, including if reasonably required, file drawers, folders, dividers, etcetera, to contain all as-built drawings/diagrams, owners manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Designer and/or Owner deem necessary. Documentation shall also be provided in a digital format in file formats and on media as specified by Owner and/or Designer.
- B. 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. Equipment make.
  3. Model number.
  4. Software release.

5. Date installed.
6. Location installed.
7. Manufacturer's warranty.
8. Maintenance contract terms.
9. Verification of maintenance contract engagement.
10. Telephone numbers for service and support.
11. Detailed technical support and service procedure instructions.
12. 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.
13. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s).
14. System Configuration Report.
15. Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, model numbers, Ethernet MAC address, serial numbers, physical installation location as well as hardware and software options.

### 3.04 TRAINING

- A. Contractor shall provide training for the Owner designated system administrator(s). Owner shall designate up to three (3) administrators to be trained. Training shall be a minimum of one (1), two (2) hour session in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:
  1. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
  2. System back-up and restore functions and procedures for all system parameters and configurations.
  3. Device additions, moves, repairs and changes as well as reconfiguration.
  4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to and system configuration changes.
- B. Contractor shall provide training for Owner designated system operators. Owner shall designate up to three (3) operators per new unit to be trained. Training shall be a minimum of one thirty (30) minute session in length

(each), at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system operating functions.

1. Operator training shall be conducted in each building for each type of unit installed in that facility.
- C. Building level training support shall be provided for all buildings (district wide) during the initial week of deployment. This training support shall provide users with assistance in basic operation, troubleshooting, and problem diagnostics of the installed equipment.
- D. All training shall be recorded on video and delivered to Owner for future new staff and guest teacher training. Recording shall be clear and audible on Owner's playback device of choice.
1. While "professional grade" recording is not required for this application, poor quality or poorly produced content will not be acceptable.

### 3.05 SCHEDULE, MEETINGS AND PLANS

- A. Work is contemplated in two phases to facilitate an orderly transition from existing equipment, operations and contracts. The anticipated schedule is:
1. Final Vendor Presentations: April 20, 2023
  2. Contractor Chosen: April 21, 2023
  3. Work Commences: Upon Issue of Notice to Proceed or Purchase Order following May 11<sup>th</sup> Board of Education Meeting.
  4. Substantial Completion: 60 Days after notice to proceed or issuance of Purchase Order based on equipment availability.
  5. Project close-out: 30 Days after Substantial Completion
- 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. All work shall be coordinated with Owner's construction manager on site.
- D. 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





**APPENDIX A**

**Hudsonville High School**

Qty	PPM	Color	Description	Finisher	Fax	Card Reader	Paper Sources
1	110+	Mono	MFP (light production)	X		X	4+
3	80+	Mono	MFP	X		X	4+
1	35+	Mono	MFP (Desktop)			X	1+
1	35+	Color	MFP (Desktop)		X		1+
2	35+	Color	Printer (Desktop)				1+
3	35+	Color	Printer (Desktop) 11x17				
8	35+	Mono	Printer (Desktop)				1+

**Hudsonville Freshman Campus**

Qty	PPM	Color	Description	Finisher	Fax	Card Reader	Paper Sources
3	80+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
9	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Alward Elementary School**

Qty	PPM	Color	Description	Finisher	Fax	Card Reader	Paper Sources
1	80+	Mono	MFP	X		X	4+
1	55+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
1	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Bauer Elementary School**

Qty	PPM	Color	Description	Finisher	Fax	Card Reader	Paper Sources
1	80+	Mono	MFP	X		X	4+
1	55+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
1	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Georgetown Elementary School**

Qty	PPM	Color	Description	Finisher	Fax	Card Reader	Paper Sources
2	80+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
4	35+	Mono	Printer (Desktop)				1+
2	35+	Color	Printer (Desktop)				1+

**Forest Grove Elementary School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	80+	Mono	MFP	X		X	4+
1	55+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
1	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Jamestown Lower Elementary School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	80+	Mono	MFP	X		X	4+
1	55+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
3	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Jamestown Upper Elementary School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	80+	Mono	MFP	X		X	4+
1	55+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
4	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**South Elementary School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
2	80+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X	X	1+
4	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Park Elementary School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
2	80+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
4	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Riley Middle School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
2	80+	Mono	MFP	X		X	4+

1	35+	Color	MFP (Desktop)		X		1+
4	35+	Mono	Printer (Desktop)				1+
4	35+	Color	Printer (Desktop)				1+

**Baldwin Middle School**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
3	80+	Mono	MFP	X		X	4+
1	35+	Color	MFP (Desktop)		X		1+
5	35+	Mono	Printer (Desktop)				1+
1	35+	Color	Printer (Desktop)				1+

**Early Childhood Center**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	55+	Mono	MFP	X		X	4+
1	40+	Color	MFP	X	X	X	4+
1	35+	Mono	Printer (Desktop)				1+
2	35+	Color	Printer (Desktop)				1+

**Hudsonville Technology Office**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	35+	Color	MFP (Desktop)		X		1+

**Hudsonville Transportation Center**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	55+	Mono	MFP	X			4+
1	35+	Color	MFP (Desktop)		X		1+

**Hudsonville Administration Building**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	75+	Mono	MFP	3HP			4+
2	40+	Color	MFP	3HP			4+
1	40+	Color	MFP	3HP	X		4+

**Hudsonville Central Kitchen**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	55+	Mono	MFP	X	X		4+

**Hudsonville Central Shipping**

Qty	PPM	Color	Description	Finishe r	Fax	Card Reader	Paper Sources
1	55+	Mono	MFP	X	X		4+

**5-6 Building at Georgetown**

<b>Qty</b>	<b>PPM</b>	<b>Color</b>	<b>Description</b>	<b>Finishe r</b>	<b>Fax</b>	<b>Card Reader</b>	<b>Paper Sources</b>
3	75+	Mono	MFP	3HP		X	4+
1	35+	Color	MFP (Desktop)		X		1+
1	35+	Color	Printer (Desktop)				1+