

# Anchor Bay School District



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**DIVISION 00 - BIDDING AND CONTRACT REQUIREMENTS**

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**DIVISION 27 - TECHNOLOGY SYSTEMS**

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SECTION 00 11 16  
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: DISTRICT WIDE NETWORK UPGRADES

A. Anchor Bay School District (Owner) is seeking bids for new network switching equipment, access controls and installation services. Proposed systems shall be configured and installed to service Owner's network in the school facilities as described herein.

B. Project: DISTRICT WIDE NETWORK UPGRADES

C. Owner: Anchor Bay School District  
5201 County Line Road  
Casco Township, Michigan 48064

D. Designer: Communications by Design, Inc.

E. Sites of Work:

1. Administration Center / MacDonald Elementary School  
5201 County Line Road  
Casco Township, Michigan 48064
2. Anchor Bay High School  
6319 County Line Road  
Fair Haven, Michigan 48023
3. Ashley Elementary  
52347 Ashley  
New Baltimore, Michigan 48047
4. Great Oaks Elementary  
32900 24 Mile Road  
Chesterfield Township, Michigan 48047
5. Lighthouse Elementary  
51880 Washington Street  
New Baltimore, Michigan 48047
6. Lottie Elementary  
33700 Hooker  
New Baltimore, Michigan 48047

7. Maconce Elementary  
6033 Church Road  
Ira, Michigan 48023
8. Middle School North  
52805 Ashley Street  
New Baltimore, Michigan 48047
9. Middle School South  
18650 Sugarbush  
New Baltimore, Michigan 48047
10. Naldrett Elementary  
47800 Sugarbush  
New Baltimore, Michigan 48047

#### 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: December 13, 2024
  2. Pre- Bid Meeting: December 19, 2024; 12:00pm
    - a. Video call link: <https://meet.google.com/rat-uvyj-fjs>
    - b. Or dial: (US) +1 669-241-1117 PIN: 770 387 432#
  3. Question and Clarification Deadline: December 19, 2024; 5:00pm
  4. Intent to Bids Due: December 20, 2024; 5:00pm
  5. Public Bids Due: January 28, 2025 at 11:00am

#### 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: December 19, 2024; 12:00pm

C. Location:

1. Virtual- Information below:

a. Video call link: <https://meet.google.com/rat-uvyj-fjs>

c. Or dial: (US) +1 669-241-1117 PIN: 770 387 432#

2. Physical building inspections can be scheduled at this time, if desired.

#### 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: January 28, 2025 at 11:00am

C. Bid Opening Location:

1. Administration Center / MacDonald Elementary School  
5201 County Line Road  
Casco Township, Michigan 48064

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 UNIVERSAL SERVICE FUND (USF) CONDITIONS

- A. IDENTIFICATION NUMBER – the service provider's USF Service Provider Identification Number (SPIN) must be included in the Bid. Direct all questions regarding the USF requirements in this document to the Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) at (888) 203-8100.
- B. FUNDING REQUESTS (FY E-rate) - The specified products and/or services are to be provided for FY25 (July 1, 2025-June 30, 2026) and qualify for universal service discounts under the FY25 universal service support mechanism, E-rate. No invoices will be dated or paid before July 1, 2025.
- C. UNIVERSAL SERVICE DISCOUNTS – The service provider contract may be conditional upon the Owner receiving universal service discounts under the FY25 universal service support mechanism, E-rate. The Owner reserves the unrestricted right to change the contract amount by adding to, and/or reducing the amount of services and/or products in order to meet budget requirements in the event the level of universal service discounts is changed. Any such adjustments to the contract amount will be taken prior to the start of the specific work being adjusted or eliminated on a given building and/or project.
- D. UNIVERSAL SERVICE DISCOUNT IMPLEMENTATION – The Owner reserves the unrestricted right to specify the filing option for the universal service discount for each product and/or service offered within the Bid: Billed Entity Applicant Reimbursement (BEAR) or Service Provider Invoice (SPI).
- E. ELIGIBLE PRODUCTS AND SERVICES – The USF eligible products and/or services identified on the USAC FY25 (2025-2026) Eligible Services

List, which is incorporated herein by reference, must be identified separately from any and all “ineligible” products and/or services in the Bid. Bidder shall note eligibility of items on required Schedule of Values form(s).

- F. FUNDING AVAILABILITY – Owner may or may not elect to proceed with project in whole or, or in part based on multiple possible sources of funding. Approval of E-rate funding will not be the sole criteria for Owner approval to proceed with any/all/some implementation activity on or after July 1, 2025.

#### 1.10 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.

#### 1.11 DEFINITIONS

- A. “Owner” is intended to mean Anchor Bay School District, a Michigan Constitutional Body Corporate.
- 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 00300  
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 December 20, 2024. Only bidders returning a completed “Intent to Bid Form” will be notified of required addenda.

### Company Information

Name:

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Address Line1:

---

Address Line2:

---

City, State and Zip Code

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### Primary Contact Information

Name:

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Phone No.:

---

E-Mail Address:

---

Portions of the bid for which you will be responding

Section 27 21 19 - Network Electronics

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.*

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BID TO: Anchor Bay School District  
Attention: Mr. Todd Rathbun  
5201 County Line Road  
Casco Township, Michigan 48064

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

PROJECT: DISTRICT WIDE NETWORK UPGRADES  
TECHNOLOGY BID 3061

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

DUE: January 28, 2025 at 11:00am

BID FORM

BID TO: Anchor Bay School District  
Attention: Mr. Todd Rathbun  
5201 County Line Road  
Casco Township, Michigan 48064

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

PROJECT: DISTRICT WIDE NETWORK UPGRADES  
TECHNOLOGY BID 3061

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 \_\_\_\_\_

**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 and/or dismissal of consideration of bid submitted.

**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: \_\_\_\_\_

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 \_\_\_\_\_, 2025.

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

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

Seal or Stamp:



**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.

±



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. If portions of separate bids are deemed compatible and compliant with the intent of the project, and a combination of partial bids is deemed to be in the Owner's best interest, and the Owner reasonably expects willing and compliant bidders will cooperate with others for the benefit of the Owner during implementation of the system, the Owner reserves the right to award portions of the project to multiple bidders which will cooperate 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.
  - 1. Acceptable manufacturers identified are intended to establish a standard of quality and provide for a particular design point. Particular manufacturers identified in each section herein are familiar and acceptable to the Owner and Designer.
  - 2. Individual products identified by model or part number are done so to establish a reference specification standard, and not intended to limit bids

to that particular item. Products of identified Acceptable Manufacturers with matching or better specifications will be favorably considered.

3. Bidders wishing Owner and Designer to consider products and/or solutions by manufacturers not particularly identified in Acceptable Manufacturer listing, shall provide such bid as a voluntary alternate and as provided for herein. Any such voluntary alternate bid(s) should be accompanied by supporting information to allow review team(s) to adequately and completely consider the proposed alternate(s).
- 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 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 has 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.
2. Policies shall list Anchor Bay School District as additional insured.

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.

### 3.04 MODIFICATION AND WITHDRAWAL

- A. Bids may be withdrawn and/or changed any time prior to the bid opening. Bids may not be withdrawn or changed after the bid opening, and shall be deemed a firm offer continuing for ninety (90) calendar days. Bids received after the time and date for the public opening 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 on USB Drive shall be *Adobe Acrobat* “PDF” format (SCHEDULE OF VALUES is additionally required to be on the disk in the appropriate folder as a Microsoft 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 21 19  
NETWORK ELECTRONICS

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to Ethernet switch infrastructure upgrades to replace existing equipment for the Anchor Bay School District.
- B. System shall be comprised of device distribution switches (stackable) in MDF/ IDF locations as described herein. Switches shall be installed, configured and connected to the existing building cable plant at the Owner's discretion.
- C. Contractor shall coordinate their delivery and installation with other contractors, Designer and the Owner as is appropriate.

1.02 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of three (3) 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 and/or extended warranty shall be provided for all components of the system.
  - 1. Any documents 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 documents, 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.
  - 3. Network switches deployed for Device Distribution as described herein shall additionally be covered by a manufacturers limited lifetime warranty. Such warranty shall provide for the full repair or replacement of any component not properly functioning, including materials and labor, for the useful life of the product.
- 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.

- D. Contractor shall provide the following response times for all malfunctioning equipment:
1. Next business day (NBD) or less for matters that render twenty percent (20%) or more of the system unable to maintain normal functionality. Replacement parts for any item determined to be functioning below full design capacity shall be replaced promptly. Replacement components shall be shipped to Owner in order to arrive on the next business. Replacement components shall be shipped in advance of Owner return of non-functional components (Advance Replacement).
  2. Two (2) business days for matters not meeting the above criteria.
  3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
- E. Bidder shall provide current annual maintenance contract pricing for recommended maintenance programs for all equipment following the specified and included warranty period as an alternate. This information will be considered by Owner and Designer as part of the bid evaluation process.
- F. 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.
- G. ALTERNATE WARRANTY
1. Bidder shall provide alternate to include 5 year warranty for which all terms and conditions shall remain the same, but the term is 5 years rather than the base bid term of 3 years.

#### 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. 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. IEEE
  - 2. EIA/TIA Commercial and Administration Standards
  - 3. NEC
  - 4. FCC – All Applicable Rules and Regulations
  - 5. UL
  - 6. MOSHA Safety Standards

## 1.06 CONTRACTOR

- A. 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. Contractor shall have offices or primary work locations for related personnel in physical proximity to sites of work that can reasonably be expected to allow service response times required for warranty and as described herein.
- E. The Contractor shall have a proven track record. This must be shown by the inclusion of references of at least three (3) projects involving 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 MANUFACTURERS

- A. Acceptable Manufacturers (In alphabetical order):
  - 1. Cisco Systems / Meraki

2. Or equal.
- 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. 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.
- 2.03 Furnish only new, first class quality materials and equipment.
- 2.04 Individual switches shall be capable of being fully administered from any web browser attached to the network.
- 2.05 Administration access shall be protected by unique and secure log on (User ID and Password).
- 2.06 System administrator shall be capable of complete switch back-up and full switch restoration from a previously saved configuration.
- 2.07 In the event of a power failure, complete system shall automatically re-initialize and “become active” to the last configuration in use with no human intervention.
- 2.08 DEVICE DISTRIBUTION SWITCHES
- A. Stackable Device Distribution Switches shall be provided as described herein. Switches shall be installed to facilitate cross connection of station cables in the district.
  - B. Switches shall replace and expand upon the existing device distribution switches currently deployed across the district.
  - C. Switches shall be complete with associated optics, stacking cables and options for a fully functional and operational system.
  - D. Switches installed in building MDF locations shall serve as “Building Distribution Switches” as well and provide for all fiber connections to support WAN/MDF/IDF interconnects. This shall include, but not be limited to:
    - 1. Two (2) 10GB Ethernet port in each unit with appropriate XFP optics packages for building connection to district core switch over Owner’s existing Single Mode outside plant cable.

2. 10GB Ethernet based ports with appropriate XFP optics packages for dual connection to each distribution closets over Owner's existing fiber network, as noted in Appendix A. fiberoptic patch cable shall be provided in individual switch stacks in each building IDF as identified in Appendix A, and as described herein.
  3. Fiber patch cables shall be provided to interconnect all new network switches. Patch cables shall be configured to match specifications noted in Appendix A.
- E. Switches provided shall meet or exceed the following:
1. Switches shall be Cisco Catalyst 9200L-48P.
  2. Or Owner Approved Equal.
    1. Forty Eight (48) 10/100/1000 UTP Ethernet ports.
    2. Two (2) 10GB Ethernet SFP+ based port per stack.
    3. Adequate stacking cables and/or ports to facilitate configuration of stack with no more than 384 ports per stack and as described in associated appendices and described herein. Where more than 384 ports are specified, switches shall be stacked in multiple stacks to provide the required number of switches so that no individual stack contains more than 384 ports.
    4. Switches shall be stackable and support 384 ports per stack with a single IP address
    5. Switches shall support uplink trunking across the stack IEEE 802.1p QoS with 4 queues per port.
    6. SNMPv1/v2c/v3
    7. 802.1X and Protocol based VLAN support.
    8. IEEE 802.3ad Link Aggregation (LACP).
    9. Broadcast, Unicast and Multicast traffic suppression.
    10. IGMP Snooping
    11. DHCP Helper
    12. IEEE 802.1X Port Based Network Access Control
    13. Power over Ethernet Plus (PoE+)

14. All Device Distribution switches provided shall be 802.3at PoE+ compliant.
15. Fiber patch cables shall be provided at two (2) meter lengths to interconnect all new network switches. Patch cables shall be configured to match specifications noted in Appendix A.
16. Each switch shall support thirty-six (36) simultaneous connections requesting 30w 802.3af PoE+.
  1. Switches shall include multiple power supplies as may be required to comply with the port power delivery specified herein.

## 2.09 ALLOWANCES

- A. Contractor shall include allowances for contract service reimbursements as required below in base bid lump sum amount(s).
  1. Allowance shall be made in the amount of \$25,000.00 for contract services Owner designated work.
- 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 a detailed walk through of all facilities to verify mounting and physical installation requirements.
- B. Contractor shall conduct a preliminary installation and configuration meeting at the convenience of the Owner to discuss Owner plans for network applications and device attachments to insure proper final configuration for all parameters including, but not limited to:
  1. VLAN and routing configuration
  2. Security configuration
  3. Physical layout and connection schemes and configurations

4. PoE applications intended devices.
  5. Confirm switch and device naming and identification scheme.
    1. Physical labeling
    2. Electronic / configuration management information.
  6. Management and problem diagnostic options.
- C. 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.
1. Additionally, a detailed installation plan shall be provided for Owner and Designer approval prior to the commencement of any final installation activities. This plan shall include, but not be limited to the following:
    1. Switch software configuration(s).
    2. Physical layout and connection schemes and configurations
    3. Physical labeling plan.

### 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. All equipment provided by Contractor shall be fully configured and installed for the Owner's applications based on an installation plan provided by Contractor and meeting approval of Owner and Designer prior to the commencement of work.
- 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/or other contractor's work 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. 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.
- F. The Contractor shall furnish, set in place, and physically install all equipment necessary for a fully compliant and operational system as specified herein.
- G. Contractor shall fully cooperate with Owner for detailed switch software/firmware configuration and system integration activities.
  - 1. Such integration activities Contractor shall be responsible for include, but are not limited to:
    - 1. Compatible connection to Owner's existing district core switch.
    - 2. Compatible programming of any/all 802.1p/Q VLAN and tags
    - 3. Compatible programming for all network access control applications and/or tools currently in place or planned.
    - 4. Compatible programming for all multicast applications currently in place or reasonably planned for near future deployments.
    - 5. Complete compliance with existing Owner switch programing standards and functions.
- H. 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 at Owner designated and provided until such time those items are installed according to the specifications.
  - 3. Transport equipment to the Owner's installation location(s).
  - 4. Physically assemble, install, configure and test based on an approved test plan all equipment and components, maintaining accurate inventory records and status documents and discarding packaging as may be directed by Owner.
  - 5. Label all system devices as may be appropriate and required by Owner and Designer using approved labels.

6. Work includes extending connection and interconnection cables from equipment, as required, to Owner identified connection ports at all locations.
  1. Switch installation in cabinets shall be between patch panels to the greatest degree possible in order to facilitate short and direct patch cable connection. Contractor shall be responsible to adjust heights in cabinets of patch panels and switches to accommodate such an installation. Such adjustment shall include, but not be limited to extending existing service loops to facilitate vertical adjustment of components in cabinets where possible.
  2. Coordinate all patching plans and specific cable lengths used with Owner and Designer. Patch cables shall not be excessive in length for the connections made, and as such multiple lengths of cable will be required in each closet to properly and acceptably complete this portion of the work.
  3. Install all patch cable in neat workman like manner including, but not limited to dressing all cable routes and slack with .5” velcro straps.
  4. A total of 500 patch cables for cross connecting switch ports to device ports shall be provided under this contract. Length location, and color shall be coordinated with Owner.
7. Work includes connecting all switches supplied to Owner identified UPS units in each closet to facilitate maximum reliability in the event of short power outages and power anomalies. Contractor shall include all necessary power cords and appropriate lengths for a compliant first class closet installation.
8. Work includes removal and, at the Owner’s discretion, disposal of all old and unused patch cords and wiring closet rack and switch components that will not be in use for the new systems being deployed.
  1. This includes, but is not limited to:
    1. Unused UPS units found in racks.
    2. Unused switches and hubs found in racks.
    3. Unused patch cords
    4. Unused PDU and power cables
9. Complete system administrator training programs as specified herein.

10. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment.
11. At Anchor Bay High School, work shall consist of the install of existing network switches, which Contractor will be removing from other locations at Anchor Bay Schools during this upgrade, as noted in Appendix A.

I. Sites of Work:

1. Administration Center / MacDonald Elementary School  
5201 County Line Road  
Casco Township, Michigan 48064
2. Anchor Bay High School  
6319 County Line Road  
Fair Haven, Michigan 48023
3. Ashley Elementary  
52347 Ashley  
New Baltimore, Michigan 48047
4. Great Oaks Elementary  
32900 24 Mile Road  
Chesterfield Township, Michigan 48047
5. Lighthouse Elementary  
51880 Washington Street  
New Baltimore, Michigan 48047
6. Lottie Elementary  
33700 Hooker  
New Baltimore, Michigan 48047
7. Maconce Elementary  
6033 Church Road  
Ira, Michigan 48023
8. Middle School North  
52805 Ashley Street  
New Baltimore, Michigan 48047
9. Middle School South  
18650 Sugarbush  
New Baltimore, Michigan 48047
10. Naldrett Elementary  
47800 Sugarbush  
New Baltimore, Michigan 48047

- 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.
- K. Contractor shall fully install and configure all network infrastructure for complete, compliant and final Owner applications and requirements including all physical labeling for asset management.

### 3.03 TESTING

- A. In an effort to insure a smooth “turn-up” of the new system Contractor shall submit to a thorough testing process as defined herein prior to cut-over.
- 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 “turn-up”, Contractor shall submit a written request to Designer indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested. Such request shall include a written proposed test plan for complete system functionality.
  - 2. Within reasonable time after receipt of request and proposed test plan, Designer will provide amendment(s) to the proposed test plan, 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 Contractor.
4. Should Designer and Owner concur the Work is configured properly and system integrity is as required:
- D. Designer will review Contractors detailed “turn-up” plan, and upon finding it acceptable issue a memorandum of Testing Completion to Owner and Contractor after which system “turn-up” can proceed.

### 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. Equipment make.
  - 3. Model number.
  - 4. Serial number.
  - 5. Software release.
  - 6. Manufacturer's warranty.
  - 7. Maintenance contract terms.
  - 8. Verification of maintenance contract engagement.
  - 9. Telephone numbers for service and support.
  - 10. Detailed technical support and service procedure instructions.
  - 11. 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.
  - 12. Photocopy of original invoice listing make and model for all 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.

13. Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, model numbers, serial number, physical installation location and software/firmware options.

3.05 TRAINING

- A. NOT USED.

3.06 SCHEDULE, MEETINGS AND PLANS

- A. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner, documented herein, required by Designer, Architect and/or Construction Manager and as required to meet schedules.

- A. Schedule

1. Post bid Interviews: January 31, 2025
2. Contractor Chosen: February 3, 2025
3. Work Commences: April 1, 2025
4. Substantial Completion of Project: June 1, 2025
5. Project Close-out: July 1, 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

# Anchor Bay Schools

## APPENDIX A - SWITCH LOCATION SCHEDULE

BUILDING	CLOSET	Fiber Type	Fiber Connector Type	EXISTING PRODUCT DEPLOYED	DEVICE DISTRIBUTION SWITCH (EXISTING)	RE- PURPOSED (from existing) DEVICE DISTRBUTION SWITCHES (Catalyst 2960-48p)	NEW DEVICE DISTRIBUTION SWITCH ADDITION (Catalyst 9200-L-48p)	Dual Power supply
Admin./ MacDonald Elementary	MDF	50 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
	IDF 1	50 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
	IDF 2	50 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
Ashley Elementary	MDF	62.5 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
	IDF 1	62.5 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
	IDF 2	62.5 Micron	SC	Cisco	Catalyst 9200-48p	0	1	1
Great Oaks Elementary	MDF	50 Micron	SC	Cisco	Catalyst 3850-48p	0	8	3
	IDF 1	50 Micron	SC	Cisco	Catalyst 3850-48p	0	2	1
Lighthouse Elementary	MDF	62.5 Micron	ST	Cisco	Catalyst 9200-48p	0	2	1
	IDF 1	62.5 Micron	ST	Cisco	Catalyst 9200-48p	0	1	1
	IDF 2	62.5 Micron	ST	Cisco	Catalyst 9200-48p	0	1	1
Lottie Elementary	MDF	50 Micron	SC	Cisco	Catalyst 3850-48p	0	6	2
	IDF 1	50 Micron	SC	Cisco	Catalyst 3850-48p	0	4	2
Maconce Elementary	MDF	50 Micron	SC	Cisco	Catalyst 3850-48p	0	7	3
Naldrett Elementary	MDF	50 Micron	SC	Cisco	Catalyst 3850-48p	0	6	3
	IDF 1	50 Micron	SC	Cisco	Catalyst 3850-48p	0	3	1
	IDF 2	50 Micron	SC	Cisco	Catalyst 3850-48p	0	2	1

# Anchor Bay Schools

## APPENDIX A - SWITCH LOCATION SCHEDULE

BUILDING	CLOSET	Fiber Type	Fiber Connector Type	EXISTING PRODUCT DEPLOYED	DEVICE DISTRIBUTION SWITCH (EXISTING)	RE- PURPOSED (from existing) DEVICE DISTRBUTION SWITCHES (Catalyst 2960-48p)	NEW DEVICE DISTRIBUTION SWITCH ADDITION (Catalyst 9200-L-48p)	Dual Power supply
Middle School (North)	MDF	50 Micron	SC	Cisco	Catalyst 2960-48p	0	5	2
	IDF 1	50 Micron	SC	Cisco	Catalyst 2960-48p	0	6	2
	IDF 2	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
	IDF 3	50 Micron	SC	Cisco	Catalyst 2960-48p	0	3	1
	IDF 4	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
	IDF 5	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
Middle School (South)	MDF	50 Micron	SC	Cisco	Catalyst 2960-48p	0	7	3
	IDF 1	50 Micron	SC	Cisco	Catalyst 2960-48p	0	3	1
	IDF 2	50 Micron	SC	Cisco	Catalyst 2960-48p	0	3	1
	IDF 3	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
	IDF 4	50 Micron	SC	Cisco	Catalyst 2960-48p	0	3	1
	IDF 5	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
	IDF 6	50 Micron	SC	Cisco	Catalyst 2960-48p	0	4	1
	IDF 7	50 Micron	SC	Cisco	Catalyst 2960-48p	0	3	1
Anchor Bay High School	MDF	50 Micron	SC	Cisco	Catalyst 3850-48p	6	0	0
	IDF 1	50 Micron	SC	Cisco	Catalyst 2960-48p	6	0	0
	IDF 2	50 Micron	SC	Cisco	Catalyst 2960-48p	6	0	0
	IDF 3	50 Micron	SC	Cisco	Catalyst 2960-48p	4	0	0
	IDF 4	50 Micron	SC	Cisco	Catalyst 2960-48p	6	0	0
	IDF 5	50 Micron	SC	Cisco	Catalyst 2960-48p	8	0	0
	IDF 6	50 Micron	SC	Cisco	Catalyst 2960-48p	10	0	0
	IDF 7	50 Micron	SC	Cisco	Catalyst 2960-48p	7	0	0
	IDF 8	50 Micron	SC	Cisco	Catalyst 2960-48p	5	0	0

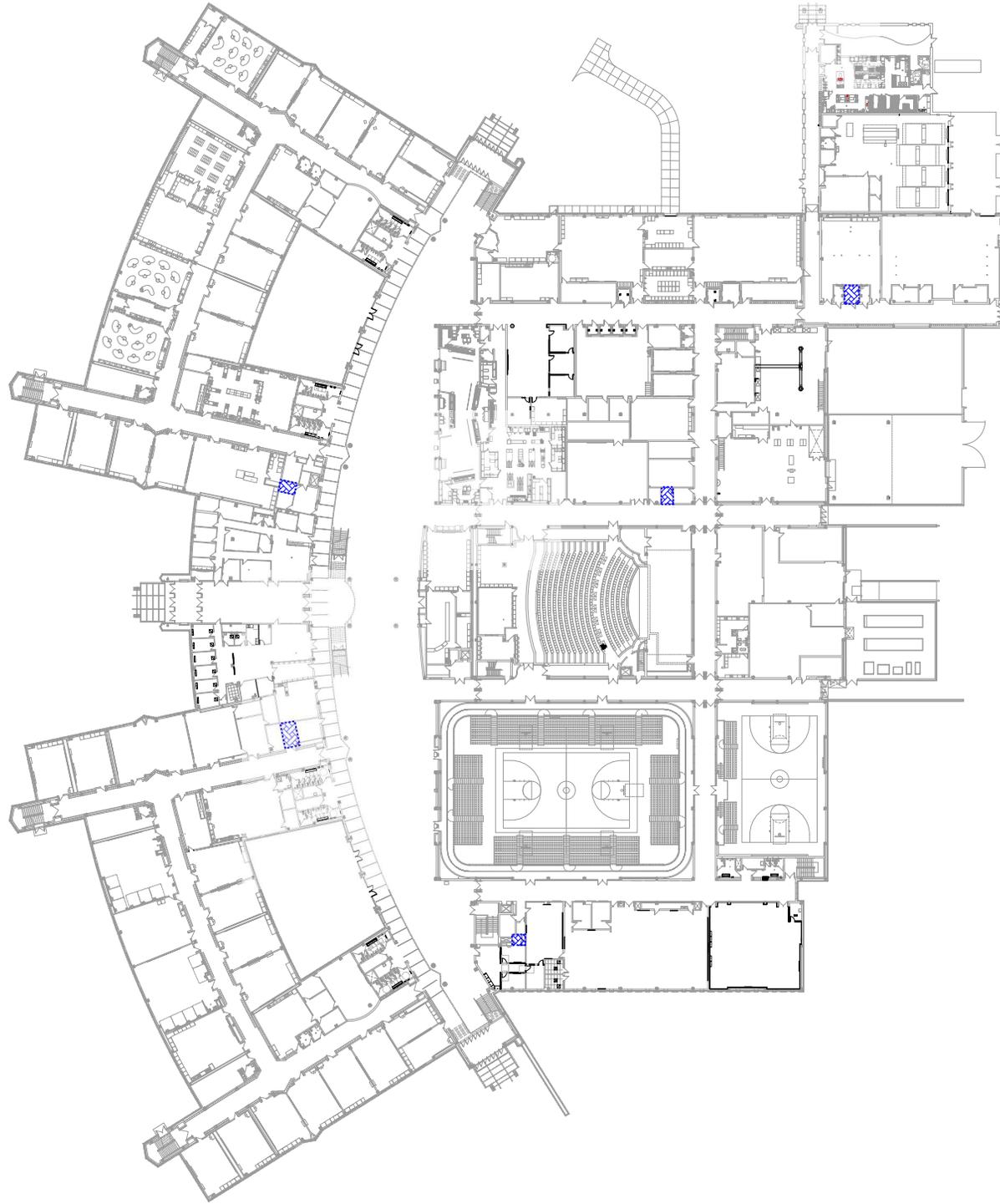
# Anchor Bay Schools

## APPENDIX A - SWITCH LOCATION SCHEDULE

BUILDING	CLOSET	Fiber Type	Fiber Connector Type	EXISTING PRODUCT DEPLOYED	DEVICE DISTRIBUTION SWITCH (EXISTING)	RE- PURPOSED (from existing) DEVICE DISTRBUTION SWITCHES (Catalyst 2960-48p)	NEW DEVICE DISTRIBUTION SWITCH ADDITION (Catalyst 9200-L-48p)	Dual Power supply

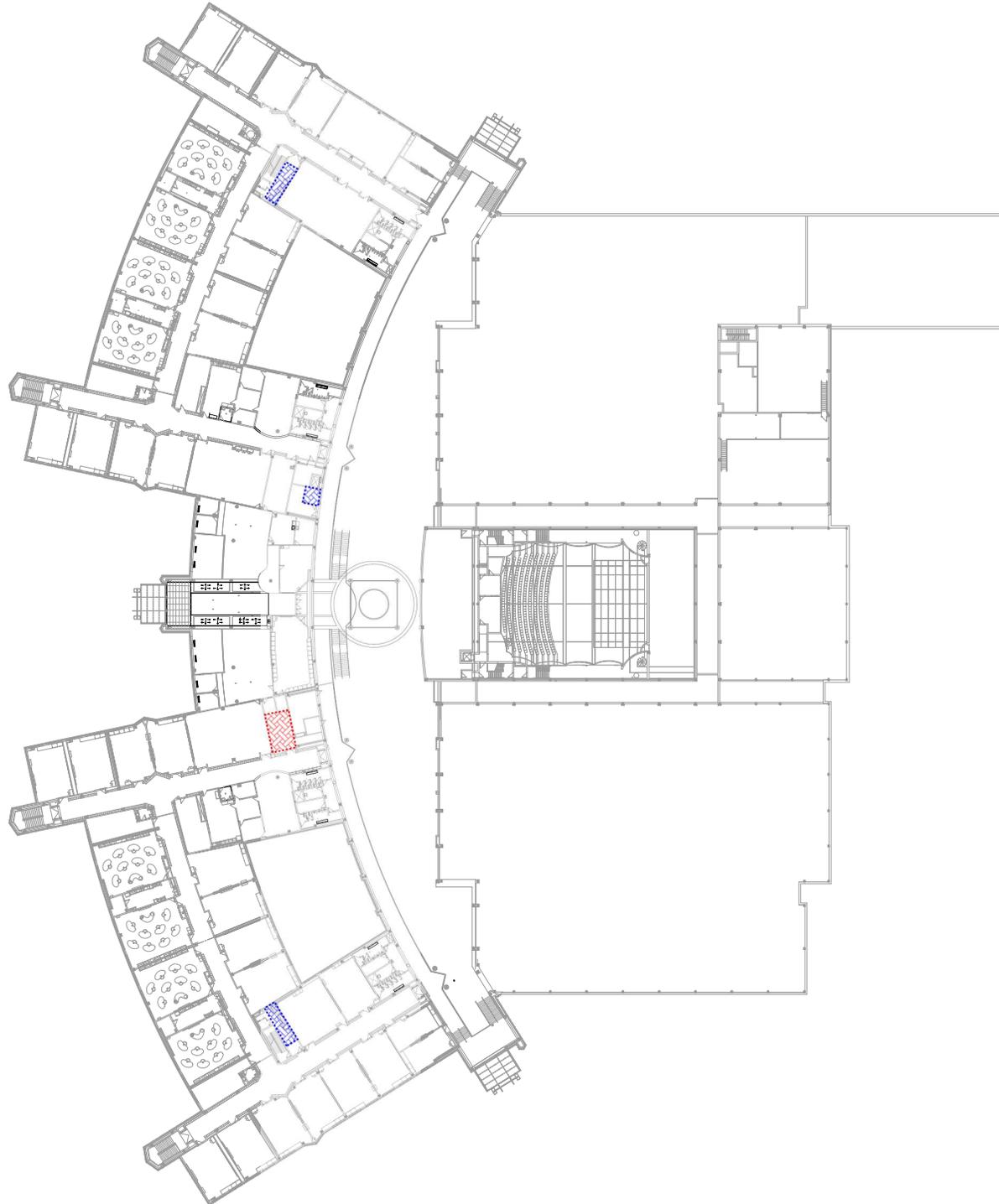
Categorical totals:	58	105	43
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Overall <i>NEW</i> switch total:	105
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MDF Room

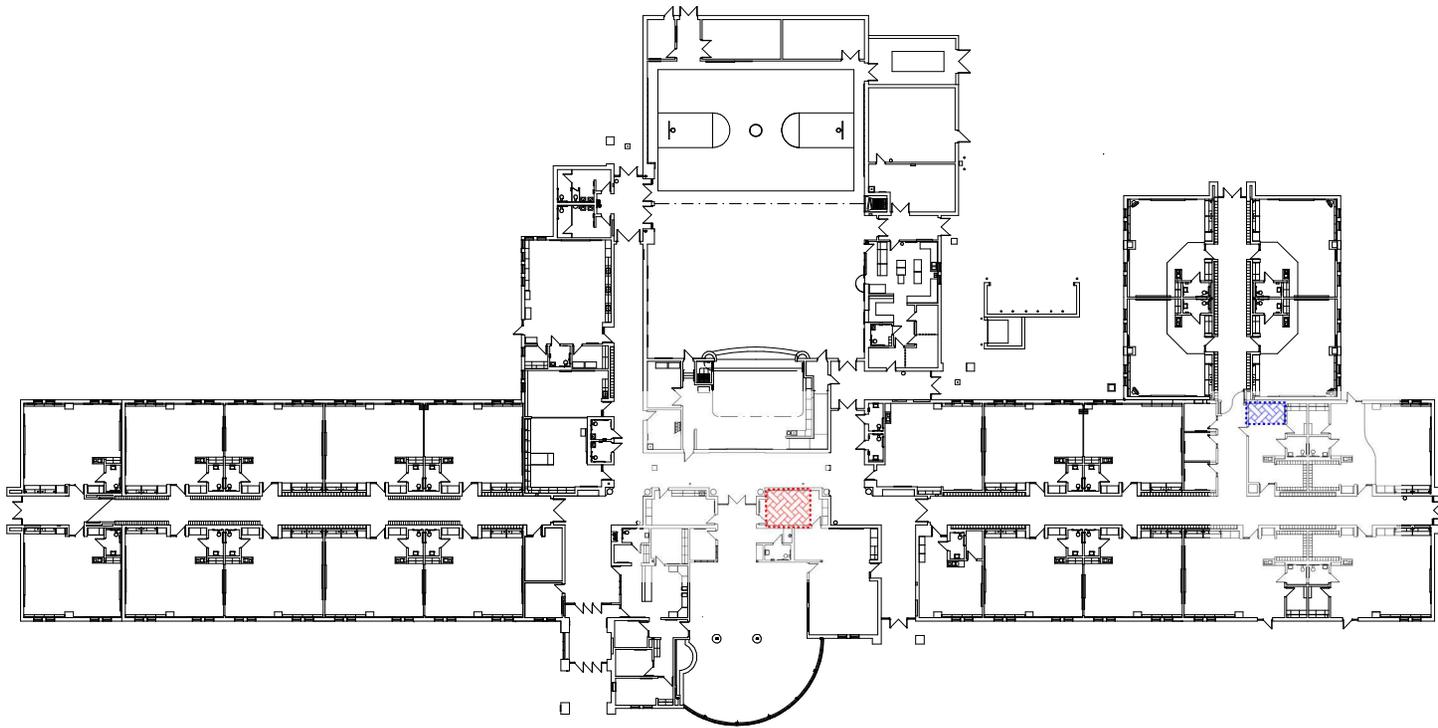
IDF Room



MDF Room

IDF Room

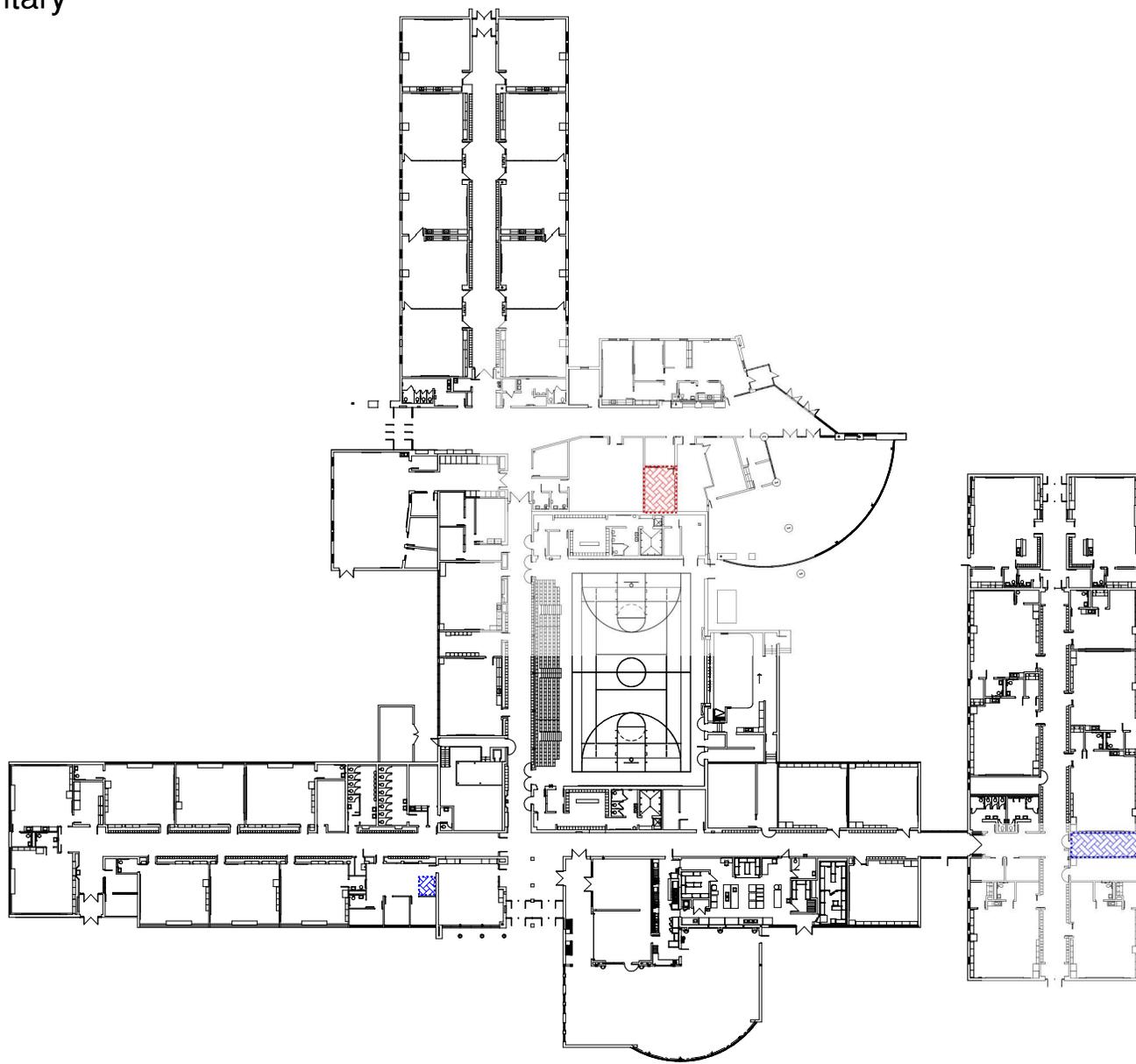
# Great Oaks Elementary



MDF Room

IDF Room

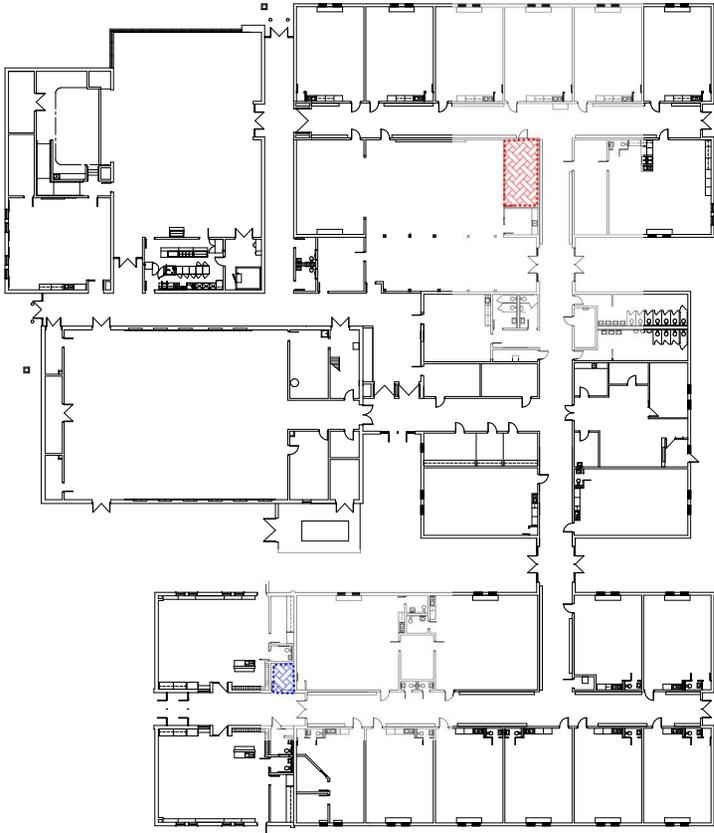
# Lighthouse Elementary



MDF Room

IDF Room

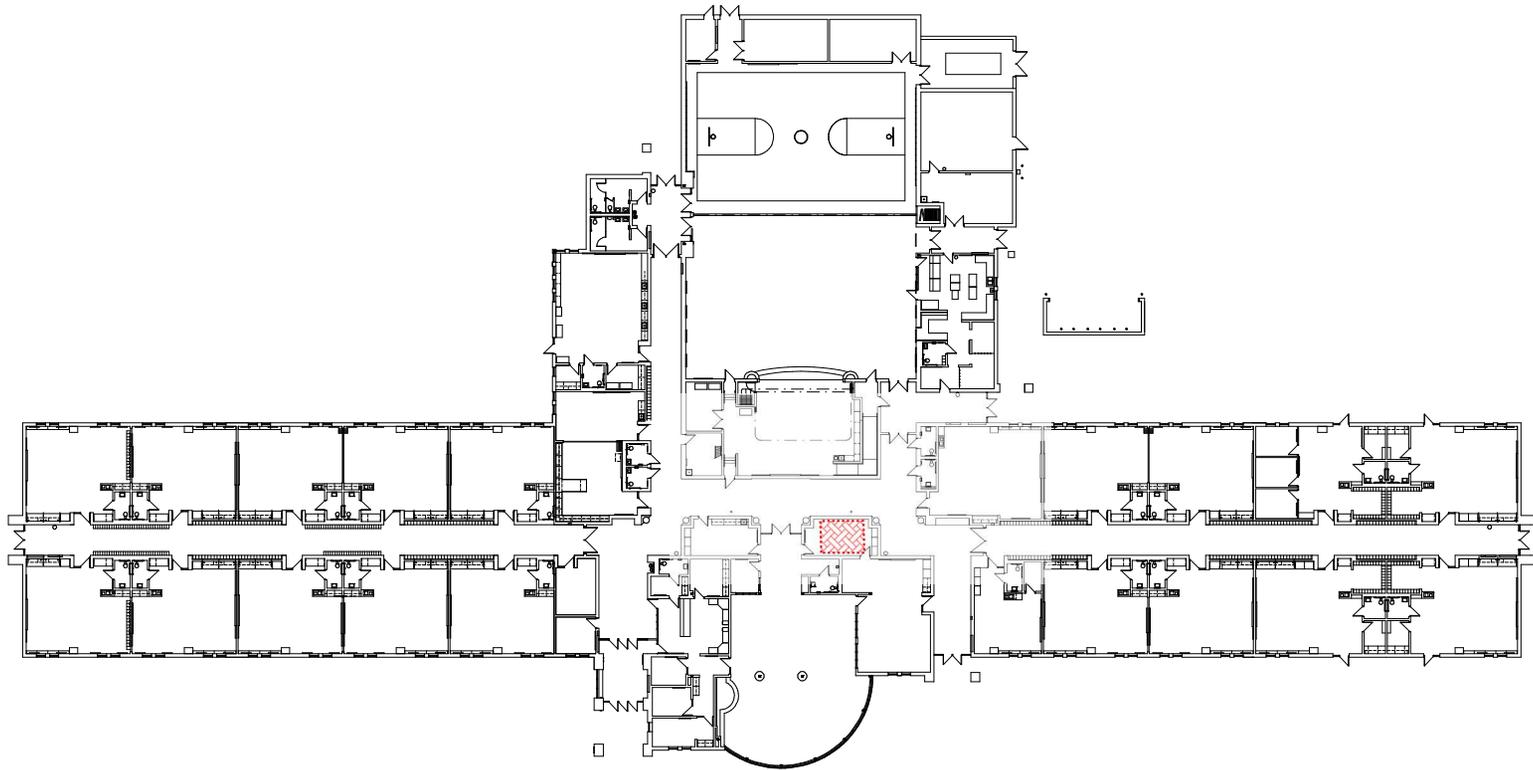
# Lottie Elementary



MDF Room

IDF Room

# Maconce Elementary



MDF Room

IDF Room

# Middle School (North)



MDF Room

IDF Room

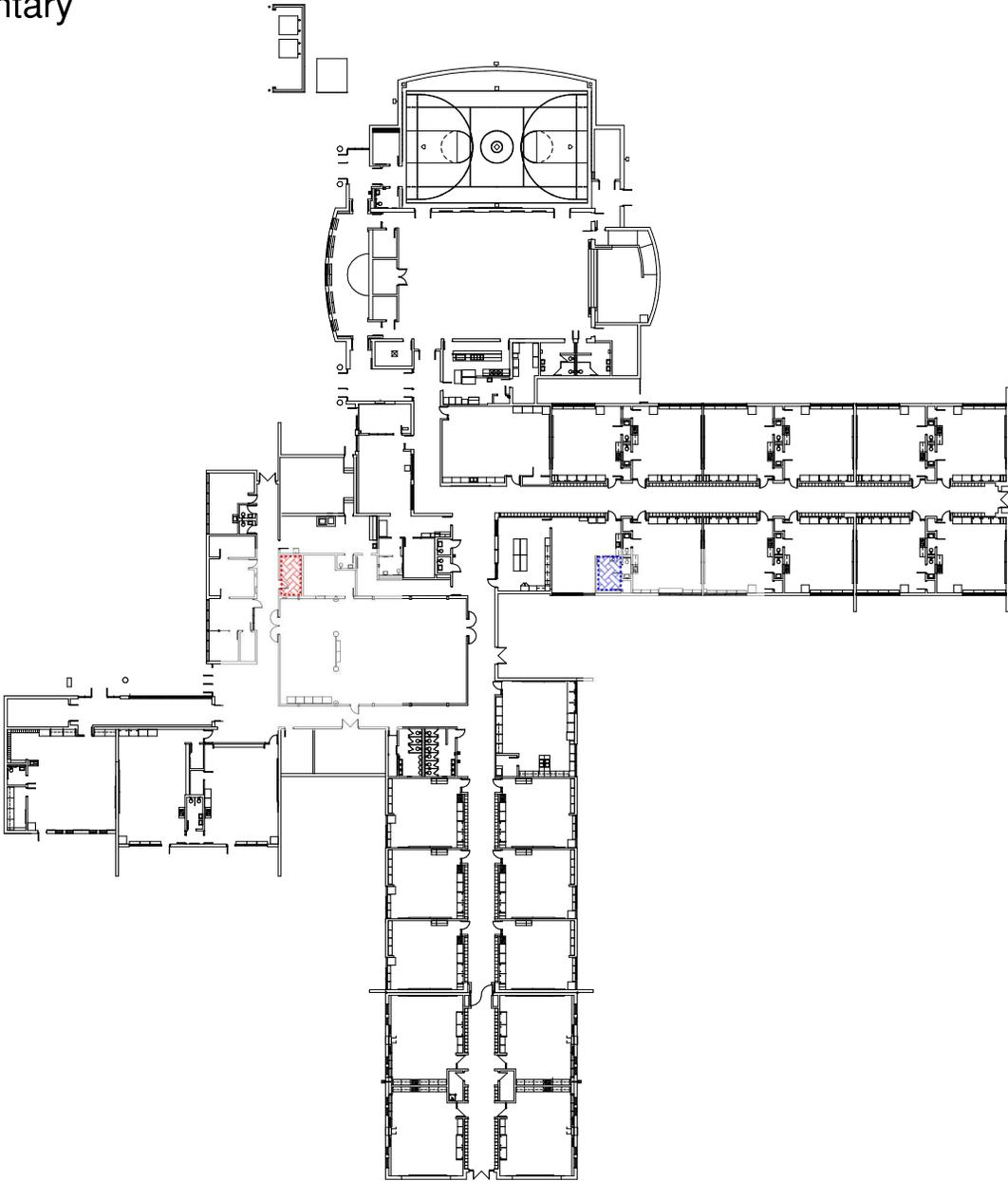
# Middle School (South)



MDF Room

IDF Room

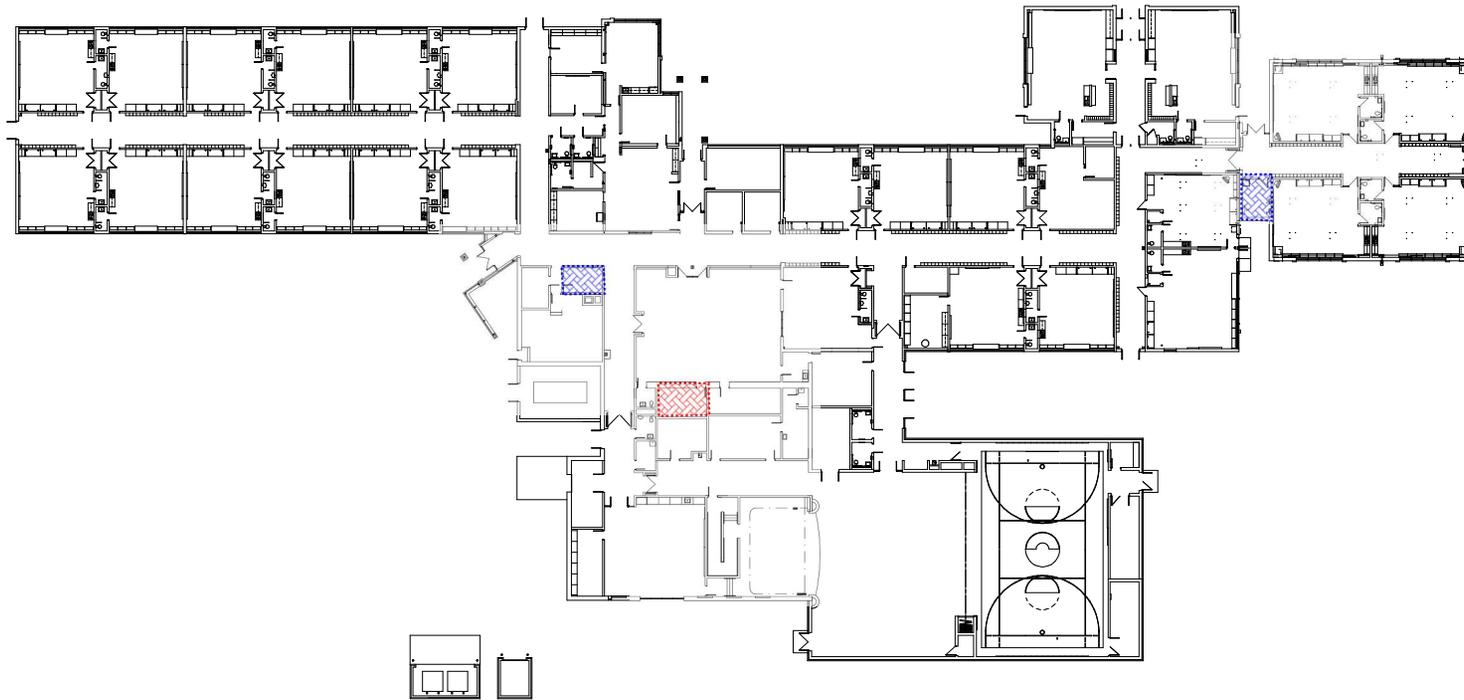
# Naldrett Elementary



MDF Room

IDF Room

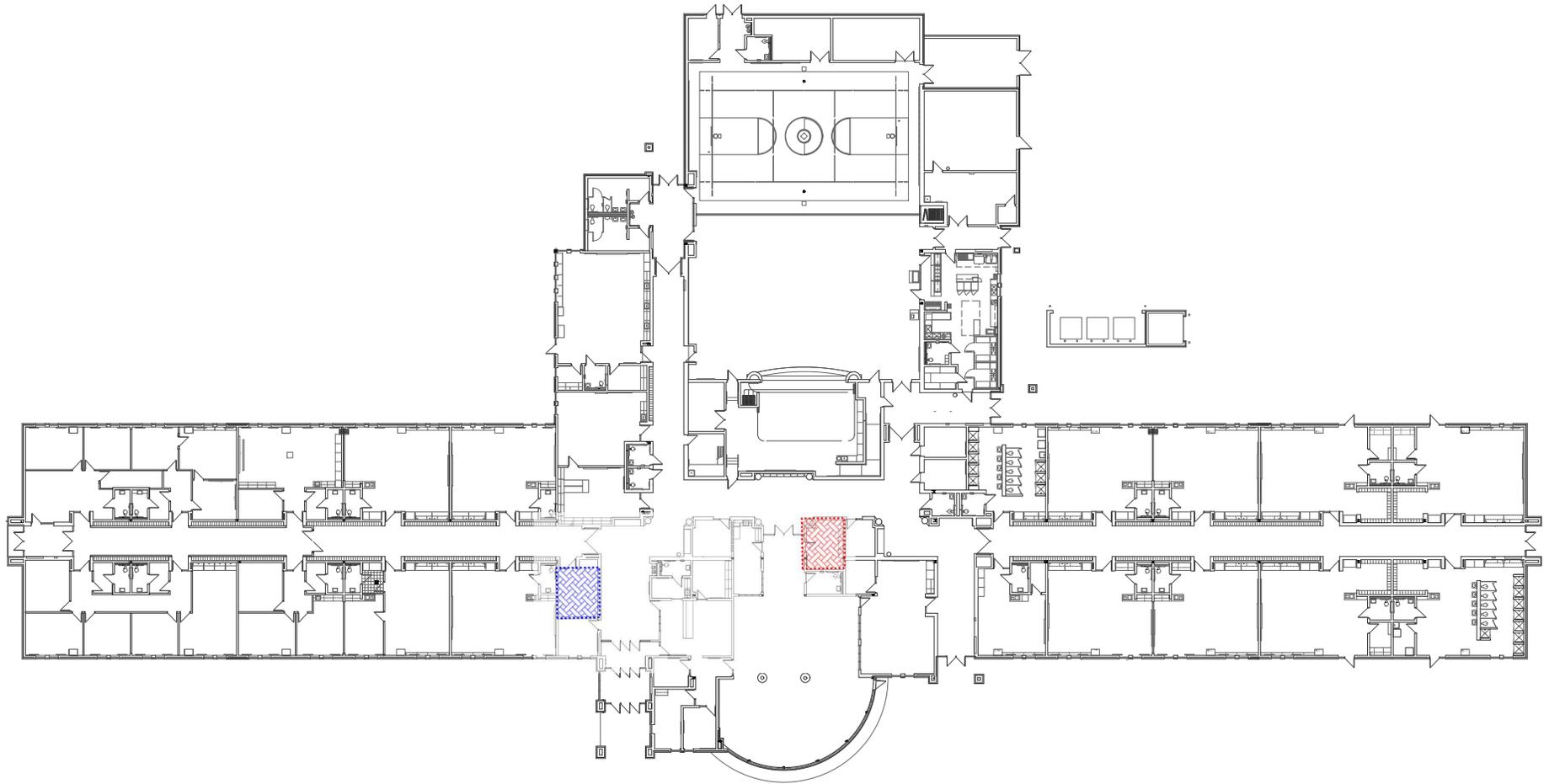
# Ashley Elementary



MDF Room

IDF Room

# Admin./ MacDonal Elementary



MDF Room

IDF Room