

MERCY HIGH SCHOOL
INTERNAL CONNECTIONS – USF YEAR 30 – 2027/2028
FY30 – SWITCHES AND WIRELESS NETWORK

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SECTION 1
REQUEST FOR PROPOSAL

Reference: INTERNAL CONNECTIONS – FY30 – SWITCHES AND WIRELESS NETWORK

Bid Due: October 30, 2026 – 10:00 a.m.

Mercy High School

Mr. Tom James

Introduction:

You are invited to submit your proposal and bid response on the enclosed forms in accordance with the Request for Proposal, Instructions to Bidders, General Requirements and E-rate Contingency contained within this bidding package entitled: INTERNAL CONNECTIONS – FY30 SWITCHES AND WIRELESS NETWORK

Instructions to Bidders:

Bids must be submitted on attached forms.

Bids must be sent electronically no later than October 30, 2026 at 10:00 a.m. Bid responses received after 10:00 a.m. on October 30, 2026 will be returned unopened.

E-mail to: tfjames@mhsmi.org and

mstegner@phonerms.com

TO VISIT THE SITE, CONTACT TOM JAMES, IT DIRECTOR; (248) 893-3590.

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SECTION 2
GENERAL REQUIREMENTS

- 2.1 Proposals shall be submitted only on the forms provided within this RFP. All designations and prices shall be fully and clearly set forth on the forms provided.
- 2.2 The Mercy High School Board reserves the right to reject any and all bids either in whole or in part or to reject a Bid which is any way incomplete or irregular and to waive informality or waive any part thereof. The Board of Directors will provide the final approval and bid award on such date and time that the board meeting is held.
- 2.3 **THE BIDS SHALL BE ON THE BASIS OF A GUARANTEED SUM. BIDDERS SHALL NOT ADD ANY CONDITIONS OR QUALIFYING STATEMENTS NOR SHALL THE PROPOSAL CONTAIN ANY ADDED RECAPITULATION OF THE WORK TO BE DONE OR THE PROPOSALS MAY BE DECLARED IRREGULAR.** Oral, telegraphic or telephonic modification of the work will not be considered.
- 2.4 Mercy High School will clarify or correct any questions by issuance of an Addendum to all Bidders.
- 2.4.1 Addenda are written graphic instruments issued prior to the contract, which modify or interpret the bidding documents, drawings, and/or specifications, by additions, deletions, clarifications, or corrections. The Request for Proposal and all Addenda will become part of the contract documents when the installation contract is executed.

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- 2.4.2 Any explanations for the RFP shall be issued in the form of an addendum.
- 2.4.3 All addenda issued during the bidding time shall become part of the specifications. A copy of each addendum shall be sent to all Bidders. No verbal statement by Mercy High School, RMS Associates or the Bidder shall be considered authoritative.
- 2.4.4 Each Bidder shall ascertain, prior to submitting a bid that he/she has received all addenda issued and acknowledges receipt on the Proposal Form.

2.5 Questions are to be submitted in writing to:

Mary M. Stegner
RMS Associates, LLC
mstegner@phonerms.com

- 2.6 Respondents may inspect the project site prior to submitting a proposal in order to determine all requirements associated with this Request For Proposal. Failure to do so shall not relieve the successful vendor from the necessity of furnishing and installing, without additional cost to the district, any material and equipment or performing any labor that may be required to carry out the intent of the resulting contract.
- 2.7 NO PLEA OF IGNORANCE OF CONDITIONS THAT EXIST, TIME, FACILITIES THAT ARE AVAILABLE OR ANY OTHER RELEVANT MATTER CONCERNING THE WORK TO BE PERFORMED WILL BE ACCEPTED AS AN EXCUSE FOR FAILURE TO FULFILL EVERY DETAIL OF ALL THE REQUIREMENTS OF THE CONTRACT DOCUMENTS.

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- 2.8 VARIANCE & PRICE - Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on the unit price basis.
- 2.9 WITHDRAWAL OF BIDS - Any bidder may withdraw his/her bid at any time prior to the scheduled time of opening the bids, upon presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of sixty (60) days.
- 2.10 SIGNATURES - The signatures required on this form shall be in longhand, in ink, by an authorized representative and submitted with the bid. Bids in non-compliance with this request, will be subject to rejection.
- 2.11 PRODUCTS/SERVICES SPECIFICATIONS - It is the intent of the specifications to define the minimum quality of equipment and services acceptable. The product line or service must be of known quality from a nationally recognized manufacturer(s) who regularly advertises, promotes and distributes catalog products to the school market.
- 2.12 MANUFACTURER SUBSTITUTIONS - Any substitutions from the specified products, equipment or services by the manufacturer is acceptable at no additional cost to Mercy High School, as long as the substitutions are equivalent to the original product requested. The School reserves the right to refuse any and all manufacturer substituted products, equipment or services.

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- 2.13 MANUFACTURER DISCOUNTS – Mercy High School reserves the right to any and all manufacturer price reductions, discounts or rebates received by the selected vendor for the specified products, equipment or services. The selected vendor agrees to pass any and all cost savings from the manufacturer for the specified products, equipment or services to the School.
- 2.14 CLEAN-UP - The vendor shall, at all times, keep the premises free from accumulations of waste materials, or same, caused by the work; and upon completing the work, shall remove all work-related rubbish from and about the building and shall leave the work area broom clean, or its equivalent. In the case of dispute, the School may remove the rubbish and charge the cost to the vendor, as the School shall determine.
- 2.15 FEDERAL, STATE AND MUNICIPAL TAXES - Each proposal submitted shall include, and the vendor shall pay, all taxes, which are levied by the Federal, State, and Municipal Governments, on labor and for materials entering into the work. The owner reserves the right to require evidence of such taxes prior to final payment. In compliance with the regulations of the Michigan Sales Tax Commission, no sales tax is to be included in the proposal. The School District is exempt from Federal Excise and Sales Taxes. All property or services furnished must comply with all applicable federal, state and local codes and regulations.

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- 2.16 LEASE OPTIONS. Mercy High School would prefer to lease the equipment for a term of five years. Please provide lease pricing in addition to an outright purchase option.

TERMS OF LEASE AGREEMENTS

Lease agreements shall be effective on the date of acceptance of the equipment. The date of acceptance is that date on which the equipment completes a successful performance period of sixty (60) days. Lease periods will be for a period of sixty (60) months. Lease agreements shall provide even pay out and terminate upon completion of the selected lease/purchase period with a one-dollar buy-out option. No termination notice shall be required by either party at the completion of the lease.

BUY-OUT WITHOUT PENALTY

As requested in the pricing section, Mercy High School will consider lease and purchase options for all equipment and services relative to this RFP. Mercy High School shall have the right to buy out for one dollar any lease contract resulting from this RFP without penalty.

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SECTION 3
QUALIFICATION OF BIDDERS

- 3.1 The respondent to this RFP must include:
- Company Name
 - Representative's
 - Name and Title
 - Office Address
 - Telephone Number
 - E-mail Address
- 3.2 Location of Corporate Headquarters.
- 3.3 Location(s) of sales, installation and support offices.
- 3.4 Brief but complete history of company.
- 3.5 The Bidder shall provide copies of audited financial statements for the two (2) most recent fiscal periods.
- 3.6 All respondents to this Request for Proposal must submit with their proposal a list of current and past clients where similar service has been performed. References should include: name, address, telephone number and contact of account.

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- 3.7 Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to Mercy High School upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.

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SECTION 4

E-RATE CONTINGENCY – YEAR 30 (2027/2028)

- 4.1 IDENTIFICATION NUMBER - The vendor's Universal Service Fund (USF) Service Provider Identification Number (SPIN) MUST be included in the bid proposal and must be current with the funding year 2027/2028. Questions regarding the USF project should be directed to the Schools and Library Division at (888) 203-8100.
- 4.2 YEAR 30 FUNDING - This project may qualify for Year 30 USF funding. Purchases for equipment and services resulting from this bidding process will be installed between April 1, 2027 and June 30, 2028. No invoices will be DATED or PAID before July 1, 2027.
- 4.3 CONDITIONAL UPON USF - This contract is 100% conditional upon Universal Service Funding. Further, the School reserves the unrestricted right to reduce the contract amount by reducing the scope of work and/or components in order to meet budget requirements in the event the level of the USF discount is reduced. Unit pricing, as specified in the bid proposal, will be used to control contract adjustments. Any such action will be taken before specific work on a building, or on a project component, has commenced.
- 4.4 DISCOUNT IMPLEMENTATION - The School reserves the unrestricted right to specify the reimbursement filing option for implementing the USF E-rate discounts; Billed Entity Applicant Reimbursement (BEAR) *or* Service Provider Invoice (SPI).

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SECTION 5
SPECIFICATIONS AND PRICING

SECTION 5.1 – SCOPE AND WORK SPECIFICATIONS

5.1.1 Network Switching Infrastructure Scope

Mercy High School is seeking an upgrade and modernization of its edge switching infrastructure across four (4) Intermediate Distribution Frames (IDFs) and integration with the existing Main Distribution Frame (MDF) core.

- **MDF Core / Aggregation Switch (Baseline & Integration):**
 - **Current Baseline:** The MDF is currently powered by an HPE Aruba 5412R z12 Chassis equipped with three (3) J9900A 24-port 1GbE modules, seven (7) J9986A 24-port 10/100/1000BASE-T PoE+ modules, and one (1) J9993A 8-port 10GbE SFP+ / 1/10GbE Base-T module.
 - **Scope:** No added switching capacity or chassis expansion is required in the MDF closet. The existing core platform will interface with the School's 2 Gbps internet service handoff using an available 10 Gbps Fiber port and aggregate all fiber uplinks from the 4 IDFs.
- **IDF Edge Switching Scope (4 Closets - Specific Port Expansions):**
 - **Current Baseline:** Existing IDFs are populated with stacked HPE Aruba 2930M switches.
 - **Scope:** Replace and expand edge capacity across all four IDFs as follows:
 - **North IDF:** Expand from existing 144 ports to 168 active Access Ports.
 - **West IDF:** Expand from existing 96 ports to 120 active Access Ports.
 - **South IDF:** Expand from existing 96 ports to 120 active Access Ports.
 - **East IDF:** Expand from existing 62 ports to 72 active Access Ports.
 - **Total Edge Capacity:** 480 active Access Ports minimum across all 4 IDFs.
 - **Power over Ethernet (PoE+ / 802.3at minimum; 802.3bt preferred on select ports)** across all

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ports to power APs, IP cameras, VoIP phones, and endpoint devices.

- High-speed 10 Gbps fiber uplink capacity per closet connecting back to the MDF core.

5.1.2 Wireless Infrastructure Scope

Mercy High School is seeking a complete refresh of its wireless access points, management, and high-density venue coverage.

- Current Wireless Baseline:
 - Controllers: Two (2) HPE Aruba 7210 Mobility Controllers.
 - Management & Orchestration: Managed via an Aruba Mobility Conductor virtual machine running on the School's Hyper-V environment.
 - Network Access & Monitoring: Integrated with Aruba ClearPass (RADIUS/NAC) and Aruba AirWave network management, both running as virtual machines on the Hyper-V environment.
 - Access Points: 99 existing Aruba AP-515 access points.
- General Wireless Refresh Scope:
 - Refresh or replacement of 99 wireless access points meeting or exceeding HPE Aruba AP-515 performance specs (e.g., Wi-Fi 6E or Wi-Fi 7 capable).
 - Centralized cloud-capable or hardware/virtual controller architecture (e.g., HPE Aruba Central / Mobility Controllers or Cisco Meraki Dashboard).
 - Seamless integration or migration with existing ClearPass authentication policies and network management tools.
- Auditorium Wireless Expansion (1,300-Seat Venue):
 - Dedicated high-density wireless expansion within the 1,300-seat auditorium footprint, sized to reliably support 650 active concurrent client devices simultaneously (50% venue capacity).
 - Bidders must propose discrete mounting strategies or aesthetic enclosures (e.g., low-profile mounting, under-seat enclosures, directional narrow-beam antennas out of direct sight lines, or paintable covers) to ensure zero negative impact on the venue's architectural aesthetics.

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5.1.3 Hardware Platform Preference

- Primary Preference: HPE/Aruba networking hardware (Switches, APs, and Controllers) to align with existing infrastructure.
- Secondary / Alternative Options: Vendors may propose alternative enterprise-grade architectures (e.g., Cisco Meraki or equivalent). Alternative proposals must prove equivalent or superior functionality, manageability, and total cost of ownership (TCO).

SECTION 5.2 – PROFESSIONAL SERVICES AND IMPLEMENTATION

The awarded vendor shall provide full end-to-end execution, including the following scope of services:

- Site Surveys & High-Density Design:
 - Pre-Deployment: Predictive and passive RF surveys for general coverage areas and specialized RF capacity modeling for the 650-device auditorium footprint.
 - Post-Deployment: Active RF survey verifying seamless roaming, signal propagation (RSSI), signal-to-noise ratio (SNR), and channel/power optimization under load.
- Configuration Migration & System Integration:
 - Audit of current Aruba Mobility Conductor, Aruba 7210 Controllers, ClearPass RADIUS policies, SSIDs, VLANs, security roles, guest access, and ACLs.
 - Translation and migration of existing configurations to the new hardware/management platform without loss of security, policy enforcement, or operational capability.
- Physical Installation, Cabling & Cable Management:
 - Unboxing, staging, firmware updates, and pre-configuration of all equipment.
 - Physical rack mounting and integration of new switches in all 4 IDF's (North, West, South, East) and connection to the existing MDF core.
 - Cable Management: Complete cleanup and standard-compliant structured cabling management within all racks (MDF and 4 IDF's), including horizontal/vertical cable managers, velcro bundling, labeling, and patch panel organization.
 - Mounting and cabling of replacement APs and new auditorium APs.

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- Cutover execution during pre-approved maintenance windows to minimize operational downtime.
- Decommissioning, Removal & Disposal:
 - Safe unmounting and removal of legacy Aruba 2930M switch stacks, 7210 controllers (if replaced), and 99 existing APs.
 - Categorization, inventory logging, and eco-friendly disposal or e-waste recycling of all legacy hardware in accordance with local, state, and federal environmental regulations.
- Documentation, SLA & Knowledge Transfer:
 - As-built network topology diagrams (Visio/PDF), complete port mapping documentation, and post-install RF heatmaps.
 - Post-installation configuration backup and administrative hand-off session for internal IT staff.
 - Inclusion of warranty terms and Service Level Agreement (SLA) options for ongoing post-installation support.

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Complete and attach the Excel Form in Section 5.3 for each billable item. The spreadsheet must be completed entirely for all components that are bid by the vendor. The Excel spreadsheet must match the total of the base bid cost shown on page 14.

- a. Manufacturer
- b. Model/Part number – if the part number differs from the proposed part number, the part number should be changed by the vendor and highlighted.
- c. Description - if the description differs from the proposed description, the vendor should change and highlight the new description.
- d. Quantity – if there is any change in quantity from the requested quantity, the field must be highlighted.
- e. Unit Price
- f. Extended Price
- g. Installation costs – provide all install costs for the proposed product(s), if requested in the hardware description field.
- h. Include the E-rate eligible cost.

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Total Base Bid: (Total must match the total from the spreadsheet)

written: _____

\$ _____.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of bid due date, to provide the specified items for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

LEASE OPTION:

60-Month Lease Rate Factor _____ Total Lease amount: __ \$ _____

Initial Payment __ \$ _____

Monthly Lease Payment __ \$ _____

Number of Lease Payments after the initial payment _____

Name of Leasing Company: _____

Address of Leasing Company: _____

Company Name: _____

Address: _____

Name/Title: _____

Authorized Signature: _____

Email Address: _____

Phone Number: _____

Cellular Number: _____ Date: _____

Prepared By:

RMS Associates, LLC

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Section 5.3 – Excel Bid Attachment must be completed and submitted with the bid response.

Mercy High School Section 5.3 - Y30-Switches and Wireless Network Bid Attachment						
Switches						
The following internal connection components are listed as examples of what components are sought by the District. Any manufacturer may be quoted, providing the components are equivalent to the specifications in the RFP.						
<i>Manufacturer</i>	<i>Model Number</i>	<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Extended Price</i>	<i>E-rate Eligible Amount</i>
Switches						
Aruba					\$ -	\$ -
					\$ -	\$ -
		List all licenses and modules necessary			\$ -	\$ -
		1-year warranty and support			\$ -	\$ -
		Installation			\$ -	\$ -
Switch Total					\$ -	\$ -
<i>Manufacturer</i>	<i>Model Number</i>	<i>Description</i>	<i>Qty</i>	<i>Unit Price</i>	<i>Extended Price</i>	<i>E-rate Eligible Amount</i>
Wireless APs and Controller						
Aruba					\$ -	\$ -
					\$ -	\$ -
		List all licenses and modules necessary			\$ -	\$ -
		1-year warranty and support			\$ -	\$ -
		Installation			\$ -	\$ -
Wireless Total					\$ -	\$ -

Prepared By:

RMS Associates, LLC