Forest Hills Public Schools

Northern High School Structured Cabling

Request for Proposal (RFP)

November 2026

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GENERAL TERMS AND CONDITIONS

1 GENERAL REQUIREMENTS

1.1 INTENT

It is the intent of Forest Hills Public Schools (hereafter referred to as the "District") to solicit proposals from qualified vendors for a Structured Cabling solution. This solution will consist of Structured cabling, including demolition of existing cabling.

The District reserves the right to proceed with the provider(s) deemed most suitable.

1.2 PROJECT DESCRIPTION

This project will consist of replacing the existing Structured Cabling at Northern High School.

This RFP outlines the performance, operational, and administrative requirements the District is seeking. Detailed specifications for this project are included in **Section 2** of the RFP.

1.3 SCHEDULE OF EVENTS

EVENT	DATE
Vendors' conference	November 30, 2026, 11:00 a.m. **Microsoft Teams** (https://teams.microsoft.com/meet/21791018080 01208?p=BMUl2aMRMCKaWYuS4T) Meeting ID: 217 910 180 800 120 8 Passcode: j2MG3oG3 **Dial in by phone** +1 989-272-9774,,546969144# United States, Saginaw Phone conference ID: 546 969 144#
Deadline for submittals of questions related to this RFP	December 2, 2026, EOD
Deadline for proposals (Due Date) and public proposal opening	January 7, 2027, 1:00 p.m.
Anticipated award date	March 2027
Implementation schedule	June 2027 – Summer 2030

1.4 VENDORS' CONFERENCE

A non-mandatory pre-proposal vendors' conference will be held for this project. Refer to **Section 1.3** for details of this conference.

1.5 INTENT TO PROPOSE

Each vendor that intends to submit a proposal in response to this RFP should communicate its intent via email to Drew.Youngstrom@plantemoran.com with the subject line "***Vendor name*-Forest Hills Public Schools Northern High School Structured Cabling RFP - Intent to Propose."** Please refer to **Section 1.6**, **RFP clarifications and addenda,** for the contact information to address specific questions related to this RFP.

The response shall include the name of the vendor, the name of the contact person, and that person's email address.

1.6 RFP CLARIFICATIONS AND ADDENDA

Please note that any addenda will be posted by the District to the bid site that housed the original RFP. Vendors are responsible for checking the site regularly to make themselves aware of any new addenda. When making requests for clarification, please identify the relevant section number (e.g., Section 2.3.1).

Requests for clarification shall be submitted by email only to:

Drew Youngstrom, Plante Moran
drew.youngstrom@plantemoran.com

1.7 PROPOSAL SUBMISSION

Each prospective vendor is responsible for the submission of its proposal. Proposals or proposal revisions received after the Due Date and time will not be accepted or considered. The District is not liable for any delivery or postal delays. All proposals received after the Due Date and time will remain unopened and made available to the respective vendor for pickup, at its sole cost and expense, for a period of two weeks.

Proposals shall be submitted as follows by the deadline indicated in **Section 1.3**, **Schedule of events:**

- One printed bound signed original
- One printed bound signed copy
- One thumb drive consisting of:
    - One **single scanned PDF** file of all signed submitted files
    - **Appendix B** in Excel format

Mark with company name and deliver to:

Forest Hills Public Schools
Attention: Tim Blackmer
620 Forest Hill Ave. SE
Grand Rapids, MI 49546

All proposals must be in a sealed package and contain the wording **"Forest Hills Public Schools Northern High School Structured Cabling RFP"** on the package. The wording **"ORIGINAL"** is to appear on the outside of the binder containing the original signed proposal. If a bid bond or cashier's check is used, an **original**

copy of the bid bond must be submitted in the binder marked Original. Proposals ***may not*** be delivered via facsimile or email.

1.7.1 Required Certifications and Affidavits

Technical and Pricing Proposal forms are supplied in **Appendix B**. Required Certifications and Affidavits are supplied in **Appendix A**. Vendors **MUST** submit all required forms.

Please note: Per Michigan law, **Proposals cannot be accepted without the following forms:**

- The Non-Familial Form (**Appendix A**). A sworn and notarized statement disclosing any familial relationship that exists between the vendor or any employee of the vendor and any member of the Board of Education or superintendent. The District shall not accept a proposal that does not include this sworn and notarized disclosure statement.
- Iran Economic Sanctions Act Affidavit Of Compliance Form (**Appendix A**). In accordance with the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, all vendors must execute the Iran Linked Business Affidavit and include it in their proposals.

1.8 PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

1.8.1 Executive summary

The executive summary should, at a minimum, include the following:

- Executive letter highlighting how the proposed solution achieves the objectives of the District. This letter is to be signed by an officer of the organization submitting the proposal.
- Organizational overview: A brief overview of the organization.
- Experience: Describe your company's experience with similar projects.
- Address the following as it relates to your proposed solution:
    - How the solution aligns with the requested functional requirements
    - How the solution aligns with the technical requirements requested
    - Any functional or technical requirements that the proposed solution cannot achieve
    - Any assumptions and/or District resources required to complete the solution

1.8.2 Diagram of design

A diagram of design is not required for this project.

1.8.3 Project plan

The vendor shall provide a full installation schedule showing the workflow using a graphical representation (e.g., Gantt chart or similar tool). The vendor's installation schedule should indicate the quantity of crews, size of each crew working in the building on a daily basis, along with timelines for building project completion.

1.8.4 Project team

The vendor shall indicate the level of qualification of the staff who will be assigned to this project. Qualification will be based on certifications and years of experience with the materials proposal in similar configurations. Also, describe the implementation team and their roles in ensuring a successful cutover. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

1.8.5 Product information

The vendor must include copies of the technical specifications and/or data sheets for each product being proposed. All equipment proposed by the vendor shall be new, and no proposed equipment should have a published end-of-sale notification date at the time of submission. Any exceptions to this must be clearly noted. If any proposed product is announced as End-of-Support (EOS) or End-of-Life (EOL) prior to or during the project, the vendor must immediately notify the District and propose an equivalent replacement. Failure to do so may result in disqualification prior to award or additional costs on the vendor.

1.8.6 Equipment listing (BOM)

A bill of material must be included with the bid response identifying the manufacturer, model names, and quantities of all components.

1.8.7 Unit pricing: Time and materials labor rate

The vendor will provide a time and materials labor rate that may be used by the District for any work not covered directly by the agreement in the corresponding section of **Appendix B**.

1.8.8 Additional information

Additional information may be provided at the vendor's discretion.

1.8.9 Additional components for completeness of solution

If the proposed solution requires any additional components from the District to meet the functional requirements of the solution not included in the proposal, the vendor must:

- Identify optimal requirements and their purpose
- Identify the estimated cost to the District for these components
- Specify exceptions to any of the requirements using the Comply/Exception Form located in Appendix A - **Required Certifications and Affidavits**.

1.9 MANDATORY AND NONMANDATORY REQUIREMENTS

Unless specifically stated otherwise, using terms such as "optional", "desired", or "nonmandatory", the requirements in this RFP are to be considered mandatory requirements.

1.10 BID BONDS

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the state of Michigan. A 5% bid bond or cashier's check shall be required. Such check or bond shall name the District as the recipient. The amount of such bid bond or cashier's check shall be forfeited as liquidated damages, costs, and expenses incurred by the District if the vendor, after given an award as a successful vendor, shall fail within 30 days after the notice of such award to enter into an appropriate agreement with the District.

1.11 PERFORMANCE AND PAYMENT BONDS

The District **WILL** require the selected vendor(s) to provide a performance bond upon award of the agreement. The associated cost of the performance bond is to be shown as a separate line item — do **NOT** include this cost in your base bid. This bond shall be equal in amount to the total price to the District of purchased cabling, components, and services. The surety of the bond shall remain in effect for one year after all acceptance of the entire project has been executed by the District. In the event that the vendor(s) fails to perform its obligations under any agreement between the vendor(s) and the District, the bond shall be paid to the District. The vendor(s) further agree to save and hold harmless the District and agents from all liability and damages of every description in connection with any subsequent contracts. Payment bonds shall be required under the following conditions: project award exceeds $50,000 **and** project involves construction, alteration, or repair to the buildings. Vendors must include a letter from their bonding company within the proposal that states that they are bondable. Bond premiums shall be shown as separate line items in **Appendix B** and shall not be included in the Base Bid subtotal. If awarded, the applicable bond premiums will be added to the Contract Purchase Price.

1.12 INSPECTION OF WORKSITE

If necessary, vendors can request access for site visits from District by contacting the individual identified in **Section 1.6**, **RFP clarifications and addenda.** We do not believe on-site access and review will be required prior to the project, and, therefore, requests may be denied.

1.13 MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified, the original text, as issued, will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

1.14 CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.15 RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.16 RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals, in whole or in part, at its sole discretion. This includes the ability to evaluate and consider vendor suggestions or exceptions, waive any irregularities, and select specific equipment or components from different proposals if deemed in the best interests of the District. The District reserves the right to award specific buildings or sections to one or more vendors.

1.17 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or its subcontractors in responding to this RFP.

1.18 SYSTEM DESIGN COSTS

The awarded vendor shall be responsible for all design, information gathering, and required programming to achieve successful implementation. This cost must be included in the base bid.

1.19 PERMITS

For this project, a low-voltage permit will be required for each of the 12 phases of construction at Northern High School. For pricing purposes, bidders shall include an allowance for 12 permit applications, subject to confirmation by the applicable authority having jurisdiction. The contractor remains responsible for determining the permits legally required and notifying the District of any variance before incurring additional cost. The successful vendor shall be solely responsible for identifying, obtaining, and paying for all permits required for the work performed due to this document, including but not limited to the electrical permit required by the State of Michigan for low voltage installations, and any other local, state, or federal permits applicable to this installation.

1.19.1 Vendor responsibilities

- **Permit acquisition**: The vendor shall pull all required permits prior to the commencement of any work requiring such permits. No work requiring a permit shall begin until the permit has been issued and posted at the job site as required by the Authority Having Jurisdiction (AHJ). Copies of all pulled permits shall be provided to the District's representative and the construction site superintendent of the applicable site.
- **Inspections**: The vendor shall be responsible for scheduling, coordinating, and attending all inspections required by the AHJ. A representative from the District shall be permitted, but not required, to attend any inspection. The vendor shall provide the District with no less than 48 hours' notice of all scheduled inspections. The vendor shall coordinate their own inspection with construction-related electrical inspections where applicable.

- **Corrections and close-out**: The vendor shall be responsible, at no additional cost to the District, for performing any and all corrections, remediation, re-work, or re-inspections necessary to address deficiencies, code violations, or items identified by the inspector that are within the scope of this project, until each permit is fully closed out and a certificate of final approval (or equivalent documentation) is issued by the AHJ. The vendor shall also be responsible for addressing low-voltage work that falls outside of initial scope, if required by the inspector. The vendor shall report any applicable low-voltage work identified this way to the District's representative prior to completing the work. This work will be addressed via change order at unit costs provided in RFP. Copies of all closed permits and final inspection approvals shall be delivered to the District as a condition of final payment and project acceptance.
- **Costs**: The vendor shall include all costs associated with permitting, inspections, re-inspections, corrections, and close-out documentation in the base bid.

1.20 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **120 calendar days** in duration from the submission date. A claim of mistake in the computation of a proposal shall not void the proposals after they are opened and accepted.

The District reserves the right to purchase technology equipment, components and services at the base price as proposed by the vendor, with a potential annual price adjustment not to exceed a specified percentage for the unit pricing. The annual price increase shall not commence until 6 months after the base bid work is complete. Vendors must provide the annual price increase as a percentage on the pricing sheet in **Appendix B**. This pricing structure shall remain valid for the duration of the agreement term, which may be extended from the base agreement term by up to three years. Vendors must include fixed pricing for the base agreement term. They must then clearly identify the base unit pricing and the maximum percentage increase applicable to each year, ensuring transparency. The vendor must provide documentation justifying product price increases prior to increasing the unit prices.

Note: The base bid price and any previously executed change orders shall not be subject to a percent increase.

1.21 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification and coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, and training. The omission or failure to specify any component does not absolve the vendor from the responsibility to provide a complete proposal that includes all necessary and compatible elements for the effective, legal, and functional operation of the solution.

1.22 TURNKEY SOLUTION

All prices quoted must include all the cables, connectors, etc., that will be necessary to make the system as specified ***fully* operational** for the intent, function, and purposes stated herein. In the event that any necessary components to fulfill the stated objectives are not included in this specification or bill of

materials, vendors shall propose the required items, ensuring that they align with the purpose and goals of this project. It is the sole responsibility of the vendor to ensure that all hardware and software components required for the full, efficient, and complete function of the solution are identified and included.

1.23 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

The District is a tax-exempt entity for all purposes, except if the project makes enhancements and/or additions to real property.

1.23.1 Tariffs

In the event that United States government-imposed tariffs result in an increase to unit costs during the agreement term, the awarded vendor must promptly notify the District and provide detailed documentation demonstrating the direct financial impact of such tariffs on the affected unit pricing. This documentation must include itemized cost breakdowns and supporting import records to substantiate the adjustment. The District reserves the right to review and validate these claims prior to accepting any price changes.

Additionally, the vendor must notify the District of possible impending tariffs and the potential effect on pricing as soon as they become aware of them. The vendor must provide the District the option to pre-purchase items to secure pricing in advance of anticipated tariff changes.

1.24 PURCHASE QUANTITIES

The District reserves the right to adjust upward or downward, by 25%, the quantities of items purchased without altering the unit purchase price upon award and throughout the agreement period.

1.25 AGREEMENT REQUIREMENTS

The District intends to use the agreement contained in **Appendix C** for this project. Please review this attached agreement and indicate whether the terms of the agreement are acceptable. Include all agreement exceptions in your proposal, if any.

The District considers this RFP legally binding and will require that this RFP and the resulting vendor proposal be included as addenda to any subsequent agreements between the vendor(s) and the District. It should be understood by the vendor(s) that this means the District expects the vendor(s) to satisfy all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. **Lack of listing all exceptions will be considered acceptance of all the specifications as presented in this RFP**.

1.26 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the agreement term or cancellation of the agreement.

1.27 FORCE MAJEURE CLAUSE

See proposed agreement in **Appendix C**.

1.28 INCORPORATION BY REFERENCE

The vendor shall supply equipment, wiring, technology, training, and other related services adequate to accomplish the requirements as set forth in the RFP and the vendor response to the RFP. Parties agree that where there is a conflict between the terms of the agreement and the information presented in the referenced documents, the following order of precedence is followed: (i) the agreement including any and all exhibits, (ii) the District's Request for Proposal (RFP) & addenda and (iii) the vendor's Response and clarifications to the RFP.

1.29 RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of the agreement. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. The equipment shall be installed and placed in good working order by representatives of the vendor. During the time period when the equipment is in transit and until the equipment is fully installed in good working order, the vendor and its insurer shall be responsible for the equipment and relieve the District of responsibility for all risk of loss or damage to the equipment. In addition, the vendor shall hold the District and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

1.30 STORED MATERIALS

Vendors are not to bill for stored materials unless specifically requested by the District and approved prior to billing. If the District chooses to allow for billing of stored materials, vendors must provide the following:

- Photos of the equipment properly stored
- Packing/inventory lists
- Affidavit indicating that the equipment belongs to the District
- Proof of insurance, naming the District as an additional insured, in the limits indicated in this RFP

1.31 SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the vendor. The District shall make no payments to any firm concerning the shipment, installation, and delivery of equipment that is not a part of the agreement and for which exact payments are not described. The vendor shall be responsible for all arrangements for the shipment and receipt of equipment to the District's prepared site. The vendor shall provide all properly trained representatives responsible for unpacking all items of equipment and placing this equipment in the proper locations. Vendor must provide proof of delivery and receipt to the district upon receipt of equipment. The vendor shall also be responsible for the removal of all debris and packing materials from the site resulting from the installation of the equipment.

1.32 NON-WAIVER OF AGREEMENT RIGHTS

It is the option of any party to the agreement to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the agreement. Under no circumstances, however, shall any parties to the agreement forfeit or cancel any right presented in the agreement by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the agreement waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the vendor by the District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.33 GENERAL INDEMNIFICATION

See proposed agreement in **Appendix C**.

1.34 PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

See proposed agreement in **Appendix C**.

1.35 NONDISCRIMINATION BY VENDOR OR AGENTS OF THE VENDOR

See proposed agreement in **Appendix C**.

1.36 SUBCONTRACTORS

See proposed agreement in **Appendix C**.

1.37 EFFECT OF REGULATION

See proposed agreement in **Appendix C**.

1.38 PROJECT MANAGEMENT STAFF DESIGNATION

The vendor understands that the successful installation, testing, and operation of the system that is the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the vendor on all matters pertaining to the agreement. The project manager will be responsible for meeting regularly with the District in order to coordinate the activities associated with bringing the project to successful completion.

In the event that an employee of the vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the vendor shall, within 15 days, fill this representative vacancy as described above. Regardless of whom the vendor has designated as the representative, the vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in the agreement.

1.39 ASSIGNMENTS

The District and the vendor each bind themselves, their partners, successors, and other legal representatives, to all covenants, contracts, and obligations contained in the agreement.

1.40 VENDOR AS INDEPENDENT CONTRACTOR

It is expressly agreed that the vendor is not an agent of the District but an independent contractor. The vendor shall not pledge or attempt to pledge the credit of the District or in any other way attempt to bind the District.

1.41 INSURANCE

1.41.1 Workers' compensation coverage

The vendor shall procure and maintain, during the life of the agreement, workers' compensation insurance, including employer's liability coverage, in accordance with all applicable statutes of the state of Michigan.

1.41.2 Commercial general liability insurance

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the agreement, commercial general liability insurance on an "occurrence basis" with limits of liability not less than $1 million per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following features: (A) contractual liability; (B) products and completed operations; (C) independent contractors coverage; (D) broad form general liability extensions or equivalent; (E) deletion of all explosion, collapse, and underground (XCU) exclusions, if applicable; and (F) per agreement aggregate.

1.41.3 Motor vehicle liability

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the agreement, motor vehicle liability insurance, including applicable no-fault coverages, with limits of liability of not less than $1 million per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles and all hired vehicles.

1.41.4 Additional insured

The following shall be named additional insureds: Forest Hills Public Schools, including all elected and appointed officials; all employees and volunteers; and all boards, commissions, and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the additional insureds and not contributing toward any other insurance or similar protection available to the additional insureds, whether other available coverage is primary, contributing, or excess.

1.41.5 Notice of cancellation or change

Workers' compensation insurance, commercial general liability insurance, and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: Forest Hills Public Schools, 620 Forest Hills Ave. SE, Grand Rapids, MI 49546."

1.41.6 Proof of insurance coverage

The vendor shall provide the District, at the time the agreement is returned for execution, certificates of insurance, and/or policies, acceptable to the District, as listed below:

A. Two copies of the certificate of insurance for worker's compensation insurance
B. Two copies of the certificate of insurance for commercial general liability insurance
C. Two copies of the certificate of insurance for vehicle liability insurance
D. Original policy, or binder pending issuance of policy, for owners and contractors protective liability insurance
E. If so requested, certified copies of all policies shall be furnished

1.41.7 Continuation of coverage

If any of the above coverages expire during the term of the agreement, the vendor shall deliver renewal certificates and/or policies to Forest Hills Public Schools at least 10 days prior to the expiration date.

1.41.8 Failure to comply

Failure to comply with the insurance requirements contained in the agreement shall constitute a material violation and breach of agreement and may result in termination of the agreement.

1.42 WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the solution is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish this particular purpose. The District has also defined the exact procedures and techniques to be employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about, the District's particular purpose, the vendor, at the time the agreement is in force, has reason and opportunity to know (1) the particular purpose for which products are required, and (2) that the District is relying on the vendor's experience and knowledge of these products to provide those that are most suitable and appropriate. Therefore, the vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

1.43 STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include as part of any agreement resulting from this bid between the vendor(s) and the District ***must*** be submitted as part of the proposal. Any forms and contracts

not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

1.44 NONCOLLUSION COVENANT

The vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of the agreement. The vendor certifies that its proposal is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same services and is, in all respects, fair, without outside control, collusion, fraud, or otherwise illegal action.

1.45 ADVERTISEMENT

The laws of the state of Michigan, the District purchasing policies, and the legal advertisement for vendors and purchases are made as part of any agreement entered in the same respect as if specifically set forth in that agreement.

1.46 SELECTION CRITERION

The District intends to enter into a agreement with a well-established vendor whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, financially stable firm committed to technology in K-12, have a commitment to attracting and retaining an excellent staff of technical and product support personnel, and have a proven track record of support from installation planning through implementation and ongoing use. Finally, there must be a good fit between the vendor's staff and the District's staff to assure a good working relationship.

The vendors will be evaluated based on the following selection criteria:

- **A.** Compliance with specifications
    1. Compliance with mandatory specifications
    2. Ability to achieve nonmandatory requirements
- **B.** Proposal requirements
- **C.** Experience
- **D.** Implementation support
    1. Implementation time frame
    2. Implementation support
    3. Ongoing support
- **E.** Vendor interview as required
- **F.** Cost

1.47 FINALITY OF DECISION

Any decision made by the District, including the vendor selection, shall be final.

1.48 RELEASE OF CLAIMS

Each vendor, by submitting its proposal, releases the District from any and all claims arising out of, and related to, this RFP process and selection of a vendor(s).

1.49 VENDOR BEARS BID COSTS

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

1.50 IRREVOCABILITY OF PROPOSALS

All proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of 120 calendar days following the due date for receipt of proposals set forth above. Additionally, all proposals are irrevocable once an award is made by the District.

1.51 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The District reserves the right to accept the vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

1.52 PAYMENT TERMS

See proposed agreement in **Appendix C**.

1.53 CRIMINAL BACKGROUND SCREENING

The District is committed to assuring a safe environment for students, employees, and District visitors. Accordingly, the District requires criminal background certification compliance from vendors and subcontractors who perform work at any District facility. Each vendor or subcontractor shall certify that all legally required criminal history and criminal record checks, electronic fingerprint scans (Michigan and FBI), and/or any other background check requirements are conducted in accordance with applicable provisions within Sections 380.1230, 380.1230a-h, 380.1236a of the Michigan Revised School Code, and all other applicable federal and state laws concerning background checks. These results must be sent directly to the District. Additionally, the vendor must certify that no owner, employee, agent, representative, vendor, and/or other personnel of the vendor will be on any District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of a "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722. The vendor shall

also require employees, if and as applicable, to comply with the reporting requirements of Section 1230d of the Revised School Code and shall promptly forward any information so obtained to the District.

1.54 APPROVED PRODUCTS AND MANUFACTURERS

The District is seeking products from reputable, established manufacturers whose solutions meet the requirements of this RFP and all applicable codes and standards. Comparable equivalents are acceptable, and the use of any patent, proprietary name, or manufacturer's name in this RFP is illustrative only. Whenever any supplies, materials, devices, or products requested in this RFP are specified by patent, proprietary name, or manufacturer name, unless expressly stated as sole source, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The district, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent devices/brands submitted by the vendor meet the specifications contained in this RFP and possess equivalent and/or better qualities. It is the vendor's responsibility to notify the District, in writing, if any specifications or suggested comparable equivalent devices/brands require clarification by the District on or before the deadline for written requests for clarifications.

All equipment/materials included in the vendor's proposal shall be new, current-production, and free of defects. Refurbished, used, or discontinued/EOL products are not permitted unless expressly approved in writing by the District prior to submittal. Vendors shall clearly identify any proposed equivalents or substitutions in their responses (see **Appendix B – Technical and Pricing Proposal**) and include supporting technical data sheets and certifications.

1.55 ASBESTOS PRECAUTIONS

Asbestos is present in the building. The District has contracted an environmental engineer to evaluate the asbestos. The report will be provided to the awarded vendor upon request. Key aspects of the report indicate the following:

- Where the asbestos exists:
    - Various floor tiles
    - Various acoustical ceiling tiles(random dots)
    - Various lay-in ceiling tiles (random dots)
    - Some pipe insulation
    - Sink undercoating (pink)
    - Tagged wood fire door
    - Vinyl sheet flooring
- Where asbestos is assumed to exist:
    - Tectum ceiling deck
- Inaccessible areas not tested:
    - Plenum above hard ceilings
    - Air handler room near room W2
    - Kitchen Dry Storage
    - Fitness Center near North Gymnasium Storage Room

- South Gymnasium – Upper Wrestling Area – SW Storage Room

In areas that may contain asbestos, it is imperative that all work is conducted with extreme care to ensure the safety of all parties involved. Given the presence of asbestos in the building, the vendor must adhere to the following precautions:

- The contractor shall avoid disturbing any asbestos or suspected asbestos-containing material.
- If the contractor encounters asbestos or suspects building materials containing asbestos, and if a method of installation to avoid asbestos areas cannot be determined, the contractor shall request guidance from the District as to how to proceed.
- All work must comply with federal, state, and local regulations regarding asbestos handling and abatement.
- The vendor must implement all necessary safety measures to protect workers, students, staff, and visitors from asbestos exposure. This includes the use of personal protective equipment (PPE) and containment procedures in locations where asbestos exist.
- All personnel involved in the project must be trained in asbestos awareness and safe handling procedures.

1.56 IMPLEMENTATION CONSIDERATIONS

1.56.1 Construction coordination and meetings

Periodic construction meetings will be held for buildings undergoing construction or renovations. The vendor is required to attend weekly or biweekly progress meetings held by the construction team, as well as any additional relevant construction-related meetings. The District's representative will regularly check in with the construction superintendents to determine what stage construction is at and when the vendor needs to be on site. The vendor is required to communicate directly with construction superintendents as it relates to construction-related issues that impact low-voltage trades and the timeline of the construction phase.

If necessary for the successful implementation and integration of the proposed solutions, the vendor will directly coordinate with the other vendors or trades (e.g., electrician, etc.) that will be performing services at the District in conjunction with the District's representative and construction.

1.56.2 Work hours

Any work scheduled inside buildings or on the building premises must be coordinated with the District. Arrangements must be made through the District for additional work hours if needed. Work done while school is not in session (summertime, breaks, etc.) can be carried out during standard working hours, as well as work that is contained within designated construction areas while in session. Work performed while the school is in session outside of the construction areas must start after the end of the last period of classes, Monday through Friday. Overtime or weekend work will be coordinated with the District as needed.

The installation schedule for summer working hours and during the school year within designated construction areas is 7 a.m. to 11 p.m., Monday through Friday. The installation schedule for school year

working hours is 3 p.m. to 11 p.m., Monday through Friday. Installation hours will also need to work around building events. The selected vendor shall coordinate with the District to review schedules. Weekend work hours may be permitted with the approval of the District. The vendor must notify the District one week in advance if hours outside the original plan are required to allow for proper coordination. The District will work with the vendor and the District facilities teams to provide appropriate access for each building. Please note that schedules are subject to change with short notice or no notice.

1.56.3 Lift equipment

In the event a lift is required, the District does not have a lift available and it is recommended the vendor provides a scissor lift that can be driven for the project. The vendor must coordinate with each building to validate requirements for floor coverings or proper lift delivery.

1.56.4 Site cleanliness

The vendor will ensure all work areas are free from debris caused by work performed under this project scope. At the end of each day, the site must be left in a clean and neat condition prior to completing work for that day, with debris properly disposed of in an efficient manner. Materials must be consolidated into an agreed upon space that is not obstructing any pathways within the respective buildings. The vendor may be asked to wear protective foot coverings or supply drop cloths to minimize impact on newly finished surfaces. Failure to properly clean may result in another contractor performing the cleanup work and back charging it to the vendor.

1.56.5 Safety considerations

The awarded vendor is solely responsible for the installation method and integrity of all installations. The vendor shall be responsible for ensuring the safety of the proposed installation in all cases.

1.56.6 Pre-installation walkthrough and site readiness

Prior to mobilization and installation at each building or phase, the selected vendor shall be responsible for conducting building walkthroughs with a representative from the District and, where applicable, the construction manager. The objectives of this walkthrough include:

- Verifying final device locations and pathways
- Validating quantities
- Identifying any unique installation requirements and/or challenges
- Confirming site readiness (access, power, environmental constraints, etc.)
- Identifying any items outside the agreement scope or to be handled as unit price or potential change orders.

Within three business days, the vendor shall provide the following to the District and the District's representative:

- A walkthrough report with marked floor plans identifying any proposed changes as applicable

- A list of exceptions/clarifications and readiness gaps with proposed remediations
- Updated schedule impacts/coordination items (if any)

Items not identified during the walkthrough but necessary to provide a complete turnkey solution that meets the requirements of this RFP are deemed included in base scope, unless the vendor can demonstrate material changes by the District after bid.

1.56.7 Construction considerations

During construction and renovation activities, conditions may arise that require the District to request work beyond the originally defined scope in order to maintain the project schedule, allow a phase to be completed on time, support the start of school, or permit construction to proceed to the next phase. These items may include, but are not limited to, out-of-scope low-voltage cabling, additional data drops required to support building systems or controls, temporary cabling modifications, pathway adjustments, or other coordination-driven needs identified during construction. In addition, certain cabling shown as part of a future phase may need to be installed, relocated, supported, or otherwise addressed earlier than originally scheduled if required to support construction sequencing, building occupancy, or school operations. If requested by the District, the selected vendor shall support these efforts in coordination with the District, the District's representative, and the construction team. Work outside the base scope, or work accelerated from a future phase, shall be documented and addressed through an approved change order using unit pricing, or separate invoice, as applicable.

1.57 SYSTEM CLOSEOUT AND FINAL ACCEPTANCE

1.57.1 Completion timeline and milestones

Installation for each building or phase must be completed by the date indicated in **Section 1.3, Schedule of Events**. "Completion" is defined as all physical work and vendor testing being finished and ready for District review. Completion Acknowledged" is the District's acknowledgement that the system is installed and ready for operational testing and punch list review. "Final Acceptance" is granted after all punch list items are resolved, all required documentation is submitted and approved, all training is completed (where applicable), and the system has operated without defect for 45 school days. Final acceptance may occur in phases at the discretion of the District.

1.57.2 Testing and acceptance procedures

The vendor shall conduct all required testing as specified in **Section 2** and submit results to the District or District's representative. The vendor shall alert the District or District's representative, in writing, when a building/phase is complete and ready for initial acceptance. The District or District's representative will perform acceptance testing and may issue a punch list of deficiencies. All testing shall be performed in accordance with applicable industry standards and best practices.

The District reserves the right to inspect and test the work performed and to require replacement or correction of any material or equipment not in compliance with the agreement at no additional cost. The District will be the sole judge as to whether the work has been completed properly.

1.57.3 Punch list and remediation

Upon notification of readiness, the District or District's representative will review the installation and provide a punch list. The vendor shall review and remedy all items within 10 business days. Additional site visits required due to unresolved items may result in additional charges to the vendor.

1.57.4 Documentation and turnover

All required documentation (see **Section 2**) must be submitted within 14 calendar days of Completion Acknowledged for each phase/building electronically, unless otherwise agreed upon, **in writing**, by the District. The vendor shall provide an inventory of all documentation and obtain acknowledgement of receipt from the District's designated recipient. The District or the District's representative will review and approve documentation. Incomplete or non-compliant documentation must be corrected within 10 business days. Failure to meet these deadlines will result in penalties as described later in this section.

Documentation shall include vendor contact information, including names of the account representative, design engineer, supervisor, and project manager; vendor mailing address; phone numbers; and email addresses. All documentation must be clear, complete, and organized to facilitate review and future reference by the District. Refer to **Section 2** for technology specific requirements. Possible documentation required includes the following:

- As-built drawings and system diagrams
- Equipment records and inventory lists
- Warranty documentation for all products and services
- Permit documentation and proof of successful inspections
- System manuals and specification sheets
- Test results and certifications for installed systems
- Any additional documentation required by applicable laws, codes, or District policy.

Acceptance does not relieve the vendor of the responsibility for accuracy or completeness. The District reserves the right to request additional documentation as deemed necessary for project oversight or compliance.

1.57.5 Final acceptance criteria

Final acceptance will be granted by the District and/or the District's representative only after all of the following criteria are met:

- All punch list items are resolved
- The system is free from physical and operational defects
- All required documentation is approved
- All training is completed (where applicable)
- The system has operated for 45 school days without defect

In accordance with the payment terms, the vendor will submit a final AIA document G702 Application and Certificate for Payment. The District will present signoff/closeout documents to the vendor for signatures and provide a copy of the final documents to the vendor.

1.57.6 Delinquency and deficiency penalties

Failure to meet deadlines for installation, punch list completion, or documentation turnover will result in penalties of $200 per business day. If completion is not done prior to the start of the school year (or first day that the phase is in use by the school), the vendor shall additionally be charged $400 per calendar day. Additional site visits by the District's representative required due to unresolved punch list items will result in the vendor being charged $500 for each subsequent site visit by the District's representative to review punch list items until the punch list is cleared. Charges incurred by the vendor shall be either deducted from payments due or invoiced to the vendor, payable within 30 calendar days. The penalty amounts owed to the District's representative shall be invoiced to the vendor and are due within 30 days of receipt of the invoice.

1.57.7 Warranty

Warranty periods for all products, services, and workmanship commence upon final acceptance of the project or phase/building. The vendor is responsible for providing warranty documentation that clearly identifies what is covered, the party responsible, contact information for different scenarios (if different), and when the warranty expires. The vendor is responsible for securing and providing all manufacturer and workmanship warranties as specified in **Section 2** and **Appendix C**.

1.58 UNIVERSAL SERVICE FUND (USF) CONDITIONS

This project is entirely conditional upon receiving written notification in the form of a Funding Commitment Decision Letter from the USAC/SLD that the District has been approved for E-Rate Funding. This project will be submitted for E-Rate discounts through the Universal Service Fund (USF). Vendors shall meet all requirements, complete all forms as required of vendors by the USF, and make all accommodations necessary for USF eligibility and funding. All services proposed as part of this specification will be contingent upon the District securing the USF discounts. All vendors must be USF aware and clearly identify eligible versus ineligible components of each service proposed, as defined per documentation available at the official USF website.

1.58.1 Identification Number

The vendor's USF vendor Identification Number (SPIN) must be included in the proposal. Direct all questions regarding the USF requirements in this RFP to the Universal Service Administrative Company (USAC), Schools and Library Division (SLD) at (888) 203-8100.

1.58.2 FY27 funding requests

The specified products and/or services are to be provided for FY2027 (July 1, 2027-June 30, 2028) and must qualify for universal service discounts under the FY2027 universal service support mechanism, E-Rate. The E-Rate Modernization Order permits applicants to seek support for Category 2-eligible nonrecurring

services purchased on or after April 1, three months prior to the start of the funding year on July 1. **No invoices to the District will be dated or paid before April 1, 2027 or before the district has successfully filed Form 486.**

1.58.3 Universal service discounts

The vendor agreement is conditional upon the District receiving universal service discounts under the FY2027 universal service support mechanism, E-Rate. The District reserves the unrestricted right to reduce the agreement amount by reducing the amount of services and/or products in order to meet budget requirements in the event the level of the universal service discounts is reduced. Any such reductions to the agreement amount will be taken prior to the start of the specific work being reduced or eliminated on a given building and/or project.

1.58.4 Universal service discount implementation

The District reserves the unrestricted right to specify the filing option for the universal service discounts for each product and/or service offered within a proposal: Billed Entity Applicant Reimbursement (BEAR) or Service Provider Invoice (SPI).

1.58.5 Eligible products and services

The USF-eligible products and/or services identified on the USAC FY2027 Eligible Services List, which is incorporated herein by reference, must be identified separately from any and all *ineligible* products and/or services in the proposal.

1.58.6 Project funding requirements

This project is entirely conditional upon receiving written notification in the form of a Funding Commitment Decision Letter from the USAC/SLD that the District has been approved for E-Rate Funding. If the District receives less than the full E-Rate Funding for which it applies, the District has the unrestricted right to reduce the number of units and services in the accepted proposal. In the event that E-Rate Funding is not available for the accepted proposal, the District, in its discretion, may cancel and/or modify the scope of work and subsequent purchases requested in this RFP.

1.58.7 Lowest corresponding price

Lowest corresponding price (LCP) is defined as the lowest price that a vendor charges to nonresidential customers who are similarly situated to a particular E-Rate applicant for similar services. Vendors cannot charge E-Rate applicants a price above the LCP and must charge the rate that is the LCP, not just offer the LCP in the proposal. In addition, promotional rates offered by a vendor for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.

Structured Cabling Specifications

2 STRUCTURED CABLING

The District intends to upgrade and replace the structured cabling at Northern High School. This work will occur in 12 phases from June 2027 through August 2030. Construction will be taking place in most but not all spaces of Northern High School. Structured cabling is required across the majority of the building, including some spaces where construction will not be occurring, as indicated in **Appendix B** and on the prints in **Appendix D**.

2.1 CABLING SPECIFICATIONS

The cabling infrastructure shall employ unshielded twisted pair (UTP) copper cabling, as commonly employed in commercial voice and data networks. The finished infrastructure shall comply with the latest adopted versions of the following standards:

- ANSI/TIA-568 series
- ANSI/TIA-569 (pathways and spaces)
- ANSI/TIA-606 (administration)
- ANSI/TIA-607 (bonding and grounding)
- ANSI/TIA-4966 (educational facilities)
- All applicable local and national codes, including the National Electrical Code (NEC)

The network infrastructure shall support current and future Ethernet/IP applications without any substantial changes to the as-built system. Strict adherence to the standards for cable distances and materials is required. This infrastructure shall also meet the following specific criteria:

- Horizontal cabling shall be category 6, 4-pair UTP, solid 24 AWG, with a CMP (plenum) rated jacket, UL listed, and compliant with NEC for use in air-handling spaces.
- Horizontal cabling, including patch cords, shall be the following colors (Note: black, purple, yellow, and white cabling are existing to remain unless stated otherwise in **Appendix B** and the prints in **Appendix D**):
    - General data and AV: blue
    - Wireless access points: black
    - Video surveillance: ceiling runs – yellow; patch cords – red
    - PA: purple
    - Centigex alarm system: white
- Horizontal cabling shall utilize a star topology, with each drop home-run to the nearest telecommunications room (IDL/MDL). The maximum horizontal cabling length from closet to device shall not exceed 90 meters (296 feet), with an additional allowance of up to 10 meters (32.8 ft) for patch cords (maximum 5 meters at each end).
- All cables shall be fully capable of supporting IEEE 802.3af/at/bt PoE applications and must be UL LP listed.
- Each horizontal cable shall be terminated on a TIA-compliant category 6-rated 8-position jack (e.g. IDC 110-type punch down) at the patch panel (rack end) and at the outlet or device end.

- The vendor must comply with all ANSI/TIA telecommunications infrastructure standards (e.g., ANSI/TIA-568 Series, ANSI/TIA-569, ANSI/TIA-606, ANSI/TIA-4966 education facility guidelines) as well as all local and national building codes (including the National Electrical Code as adopted in Michigan) and any additional standards required by the District.

2.1.1 Patch panels base bid

The vendor will supply and install category 6 punch down patch panels at the MDL and at each IDL as required to support the cable count. Patch panels must be compatible with the selected cabling system and comply with ANSI/TIA-568.2 performance requirements. All patch panels shall be labeled in accordance with ANSI/TIA-606. The vendor shall provide unit pricing for additions or deductions that may be necessary after installation begins. All patch panels and associated components must be eligible for the manufacturer's system warranty.

2.1.2 Device end termination

The vendor will terminate each horizontal cable at the device end on a category 6 modular jack, compliant with ANSI/TIA-568.2. All communications outlets shall be labeled in accordance with ANSI/TIA-606, with labels placed under a clear plastic cover for tamper resistance. Adhesive-backed designation strips must be used at each end and designed to withstand the environmental conditions of the installation. For each horizontal cable, the vendor shall provide (1) one-foot category 6 patch cord for the closet side and 1 six-foot category 6 patch cord for the end-user side, both factory-terminated and from the same manufacturer as the cabling system. Faceplates for raceways or junction boxes shall be provided as required and confirmed during the pre-installation walkthrough. All terminations must be performed by manufacturer-certified installers to ensure warranty eligibility.

2.1.3 Add/Alternate 1: Category 6A cabling

As a mandatory add/alternate, vendors shall provide the change in cost to upgrade the entire horizontal cabling system (including cable, jacks, patch panels, and patch cords) to category 6A in **Appendix B**. All installation practices must follow the requirements for category 6A, including pathway fill, bend radius, and bundling limitations as outlined in ANSI/TIA 568.2. All category 6A cabling and components must be tested and certified to meet category 6A performance standards.

2.2 LOW-VOLTAGE CABLING OUTSIDE OF SCOPE

The general UTP cabling in the Project NEXT space of the building as well as a few surrounding drops were added in 2020 (indicated in the prints in **Appendix D**). Additionally, some low-voltage drops will either be (1) managed by other contractors or (2) are set to remain with the selected vendor responsible for pulling back and securing them throughout the period that the area is affected by construction and then reinstalling them after construction is completed. The cabling either out-of-scope or that will fall under the awarded vendor's responsibility to maintain is as follows:

- Cabling out-of-scope of this project:

  - All cabling in the Project NEXT space of the building as well as a few surrounding drops that are in spaces not touched by construction that were added in 2020.
  - All cabling related to the building's public-address system, including **purple** UTP cabling and speaker wire, will be the responsibility of the District's public address contractor.
  - Any door access control cabling will be the responsibility of the District's door access control contractor.
- Cabling maintained by the selected vendor:
  - **Blue** UTP cabling added in 2020 in spaces affected by construction that were added in 2020 (indicated in **Appendix B** and the prints in **Appendix D**).
  - **Black** UTP cabling for wireless access points is to remain, unless otherwise noted in **Appendix B** and **Appendix D**. Each wireless access point should have two cables for each device. The vendor shall notify the District's representative of any wireless access points that they come across that only have one cable running to them so the District can document and address them as needed.
  - **Yellow** Category 6 UTP cabling for video surveillance cameras is to remain, unless otherwise noted in **Appendix B** and **Appendix D**. Not all camera cables may be Category 6, and the vendor should identify any Category 5 or 5e camera cables and replace these with new **yellow** Category 6 UTP cables. Any cables identified for replacement will be addressed via Change Order.
  - **White** Category 6 UTP cabling for the District's Centigex alarm system are to remain. There are only a handful of these cables that run to exterior gateways identified in **Appendix B** and **Appendix D**.

The selected vendor will be responsible for coordinating with the District's representative and construction as needed to identify which cables will need to be pulled back and safe locations to secure the cabling to. At the conclusion of construction in each area, the selected vendor shall return cabling that was pulled back. Additionally, the vendor may be asked to address out-of-scope low-voltage cabling in order to pass inspections, meet construction timelines, or secure occupancy. Refer to **Section 1.19 Permitting** and **Section 1.56 Implementation considerations** for information on these instances.

2.3 BACKBONE CABLING SPECIFICATIONS – NOT CURRENTLY REQUIRED

In the case that a new IDL needs to be established, the vendor shall provide in-building backbone single-mode optical fiber cables to connect the MDL to the new IDL. The vendor is responsible for estimating the distances for the fiber run. The District will provide fiber patch cables to the District-provided equipment. All backbone fiber installation shall comply with the latest adopted revisions of NEC, ANSI/TIA-526, ANSI/TIA-568.0, ANSI/TIA-568.3, ANSI/TIA-569, BICSI ITSIMM, and BICSI TDMM, as well as all applicable local building and fire codes.

Single-mode optical fiber cabling shall be OS1a, suitable for inside plant installation per ANSI/TIA-568.3, complying with ANSI/TIA-492CAAC B-652.D, IEC 60793-2-50, ANSI/TIA-568.3, and must meet or exceed the specific criteria found in **Appendix B**.

All backbone fiber cabling shall be field-terminated with fusion splice connectors unless pre-terminated assemblies are used. The vendor shall provide as-built documentation of backbone routes, strand counts, and termination locations.

Optical fibers at the equipment outlet shall be terminated to an optical fiber outlet/connector meeting the requirements of ANSI/TIA-563.3. Where one or two fibers are used, the LC connector (ANSI/TIA-604-10) should be used. Where more than two fibers are used to make a single connection, the MPO connector (ANSI/TIA-604-5) should be used.

2.3.1 Fiber enclosures – Not currently required

In the case that a new IDL needs to be established, the vendor shall provide a fiber enclosure to terminate optical fiber cables. The enclosure shall be sized to accommodate 12 terminated strands. All enclosures shall include bulkhead inserts that support six fiber terminations per insert. All fiber terminated within the enclosure shall be labeled on both the cable and enclosure in accordance with ANSI/TIA-606 and District standards, using durable, tamper-resistant labels. The enclosures must meet or exceed the criteria specified in **Appendix B**, be third-party verified (e.g., UL-listed), and be compatible with the specified fiber type and connectors. Enclosure layout shall be included in as-built documentation.

2.4 NETWORK CLOSETS

The vendor is responsible for the reconfiguration of each MDL and IDL to support any new structured cabling infrastructure. Existing racks/cabinets will remain however, the rack in IDL-Y will need to be temporarily removed and reinstalled for the duration of the construction phase the closet falls within. The vendor shall provide unit pricing for each rack type, including installation and miscellaneous equipment in **Appendix B**. *Note: The need for new network cabinets is not currently anticipated for this project.*

The vendor must coordinate timing with FHPS IT for any rack moves to ensure minimal disruption to network operations.

2.4.1 Cable management

Each patch panel installed in a rack or cabinet shall be equipped with horizontal wire management panels/troughs above and below, with hinged covers to conceal patch cables. Vertical wire management modules shall be installed on both sides of each rack/cabinet, extending from the base to the top of the unit. This will include front and rear wire management. The rear is for routing cable until it is terminated on the back of the patch panel.

Wire mesh cable trays (minimum 12” wide and 4” deep) shall be installed above the provided equipment racks. The vendor will be responsible for neatly routing cables from the entry point to the equipment racks, following all requirements in ANSI/TIA-607 and other applicable standards for cable routing and accessibility.

2.4.2 Bonding

The vendor shall bond all installed metallic equipment (racks, cable trays, patch panels, enclosures) to the grounded bus bar provided in each closet. All bonding shall conform to requirements in ANSI/TIA-607 and NEC Article 250, as well as any applicable local codes. Daisy chaining of bonding conductors is prohibited, and each component must be individually bonded to the bus bar. The vendor shall provide documentation of all bonding connections and test results as part of the project closeout.

2.5 NORTHERN HIGH SCHOOL IDL-Y

At Northern High School, the room that houses IDL-Y will be undergoing major renovations to the firewall that makes up the east wall of the room. For this phase of construction, the rack will need to be temporarily uninstalled, and the existing cabling and fiber will need to be pulled out of the room and secured until the rack and cabling is able to be reinstalled towards the end of the phase. The vendor, in coordination with the District's representative, shall work with the construction manager and the District to identify a safe location to pull the cabling and fiber back to for the duration of the phase. The District shall be responsible for the removal and reinstall of the network equipment, including switches and UPS. Upon conclusion of construction, the vendor shall reinstall the cabling and fiber.

Only the cabling to remain (black, white, yellow) and fiber that runs to the existing cabinet shall be pulled out and rerun as required. All cabling related to the PA system (purple) shall be managed by the District's PA contractor and is not within the scope of this RFP. All relocated cables must be supported as per applicable TIA and BICSI standards and terminated in accordance with manufacturer and standards requirements.

2.6 DEMOLITION

2.6.1 Cabling demolition

The vendor must demolish all existing abandoned cabling and cabling that is being abandoned as part of this project at each phase as they are re-cabled. As part of this project, in all areas of the buildings except for the Project NEXT space, the vendor shall demolish and remove **all existing low-voltage cabling, including UTP, old phone cabling, and coax,** that is or will be abandoned, including **cabling above the ceiling and within the raceway/conduits**. The vendor shall verify that abandoned wiring and equipment serve only abandoned facilities. Demolition drawings are based on field observation and existing record documents. Report discrepancies to the District's representative before disturbing existing installation. Beginning demolition means the vendor accepts existing conditions.

Where cabling was demolished and the location completely abandoned, the vendor must provide and install a blank faceplate. Please note that, unless otherwise stated, black, purple, white, and yellow data cables are **NOT** to be demolished and shall remain; however, some of these black, white, and yellow cables (purple shall be handled by the District's PA contractor) may need to be properly supported and/or temporarily pulled back and reinstalled by the vendor at the beginning and end of a construction phase.

For locations demolished or abandoned, vendors will need to remove the data/voice cabling from the jack back to the wiring closet and remove patch panels that become completely freed up. All cables, patch panels,

etc., must be disposed of in an environmentally appropriate manner and meet any local/state/federal requirements. Vendors are prohibited from using the District's dumpsters or other refuse collection containers, and they must provide their own method of disposal and removal from the property.

Any holes in the visible walls, visible hard ceiling, furniture, or junction boxes that will not be reused must be covered by the vendor. For such purposes, the vendor can provide and install metallic plates, the same material that the surfaces are made of, or an alternative element that is both deemed functionally and aesthetically adequate by the District and is compliant with pertinent codes and regulations. These repairs, as appropriate, shall be primed and painted by the vendor using paint that is provided by the District and that matches the existing paint in the room.

For the purposes of the proposal, the vendor should assume the following:

- There is likely some abandoned cabling that is in the ceiling and not dropped down on the raceway or left in old floor boxes (e.g., old computer labs and phone cables).
- Quantities of existing cabling are estimates, and there may be additional cabling that needs to be demolished. The vendor should assume that the quantity of cables to remove is that indicated in **Appendix B**.
- Vendors are not to demo wireless (black), video surveillance (yellow/red), Centigex alarm system (white), and PA (purple) cabling as part of the base bid, unless noted otherwise.
- Vendors should assume that each room has an abandoned phone line back to the closet. These will likely have boxes abandoned that will need plating.

The vendor will also provide unit pricing in **Appendix B** for additional demolition work that may be required during the execution of the project in the case substantially different or unforeseen circumstances exist or arise.

2.6.2 Audio/Visual (AV) demolition

The vendor will be responsible for demolishing old AV cabling. This includes AV locations in the teacher raceway that are no longer being used (typically at the top and bottom of the raceway). Where cabling has been demolished and the location completely abandoned, the vendor must provide and install a blank faceplate.

Additionally, in **Appendix B**, vendors shall include unit pricing to remove a classroom audio system, including any speakers and wiring as well as separate unit pricing to reinstall after construction renovations take place.

2.7 MEDIA CENTER TEMPORARY SETUP

At the start of the project, the Northern High School media center will be turned into 5 temporary classrooms that will persist until the final phase of the project in summer 2030. These spaces will require structured cabling to support them. To the best of their ability, the vendor shall move existing cabling to remain (e.g., wireless access point cabling) in the new spaces to avoid unneeded cabling runs. Cabling requirements for this space are identified in **Appendix B** and the prints in **Appendix D**.

Leading up to the final phase, the vendor shall work with the District to identify which cabling run for the temporary spaces may be repurposed to fit data needs in that phase to avoid unneeded cabling runs.

2.8 IMPLEMENTATION

All cabling shall be installed in either existing or construction trade-provided raceways and conduits and must meet the required specifications as identified in this RFP. All installation work shall comply with the latest adopted versions of ANSI/TIA-568, ANSI/TIA-569, ANSI/TIA-606, ANSI/TIA-607, ANSI/TIA-4966, and all applicable local and national codes, including the National Electrical Code (NEC). Installation practices shall follow current BICSI TDMM and ITSIMM best practices.

Vendors are required to provide a turnkey cabling solution, which shall include all materials, labor, cable support infrastructure, terminations, labeling, testing, documentation, warranty registration, and coordination required to deliver a fully operational structured cabling system as specified.

Each cable run shall terminate at the locations identified on the prints in **Appendix D** and will have a **minimum 10-foot service loop** at the device end and the closet end to allow for flexibility to relocate the cable drop in the future if necessary. Service loops must be neatly coiled, properly supported, and installed in a manner that does not exceed the minimum bend radius or violate support interval requirements per ANSI/TIA-568 and BICSI best practices.

Vendors are required to provide unit pricing for additional (or deducted) cable runs. Unit pricing for additional cable runs shall include all associated materials (including patch cords), labor (including patching), testing, documentation, and warranty registration, consistent with the requirements for base scope cable runs.

2.8.1 Pre-implementation requirements

Prior to implementation for each building/phase, the vendor will be responsible for the following, working with the District and Construction Manager where applicable:

- Conduct pre-installation walkthroughs as required in **Section 1**
- Identify timing for in-scope spaces at the high school where construction is not taking place
- Confirm faceplate and jack types by building, including material, color, and blanks where necessary
- Confirm rack layout plan where applicable
- Identify pathway usage priorities, including new penetration priority planning
- Identify labeling notation to be approved by the District
- Confirm all selected components and installation methods are compatible with manufacturer warranty requirements and comply with all referenced standards

All pre-installation decisions, approvals, and walkthrough findings shall be documented and submitted to the District and/or the District's representative for review prior to work commencing.

2.8.2 UTP cabling installation requirements

UTP cable installation shall comply with the standards identified earlier in this section and shall follow best practices as outlined in the current BICSI Telecommunications Distribution Methods Manual (TDMM). UTP cabling installation methods shall meet the following criteria:

- All new cables shall be supported using existing cable support infrastructure (J-hooks, cable trays). If unavailable, new support (e.g., J-hooks or cable trays) shall be installed as needed. Cables shall not lie on ceiling tiles or be tied to ceiling grid support wires. **Bridle rings and zip ties are prohibited.** Hook-and-loop straps (Velcro) are recommended for bundling. Cabling shall be supported at intervals not exceeding 5 feet. Failure to adhere to this requirement will require vendor remediation at no additional cost to the District.
- In cable pathways, cables should be left unbundled to allow for improved heat dissipation. If a wire tray is used, cables should be dispersed evenly across the width of the tray. If bundling is necessary, bundles shall not exceed 24 cables (for 26 AWG or larger), and cables should not be combed or perfectly aligned to prevent tight packing and reduce heating effects.
- Cabling shall not be bent tighter than the minimum inside bend radius specified by the cable manufacturer and ANSI/TIA-568.2 (typically 4x the cable diameter for UTP).
- Cable stress, such as that caused by tension in suspended cable runs & tightly cinched bundles, should be minimized. The cable shall not be subjected to pulling tension exceeding the pulling strength rating of the cable.
- To the degree possible, the vendor shall use existing cores. For areas where coring is necessary, the vendor is responsible for coring, sleeving, and firestopping penetrations through walls, floors, or ceilings as necessary to route cable into hallways, network closets, or other areas. Any firewalls, fire-rated floors, or fire-rated ceilings penetrated or used to facilitate the routing of communication wiring shall, upon completion of that wiring, be firestopped using approved methods (UL-listed firestop systems) in accordance with the National Electrical Code (NEC), and all applicable state, county, and city ordinances. The contractor shall be responsible for properly firestopping all penetrations used for routing the contractor's cable, **regardless of who made the penetration access**.
- Any exposed horizontal cables (not above a suspended ceiling or inside walls) shall be installed in conduit or an appropriate raceway. Cables tied to electrical conduits or laid on ceiling tiles will not be accepted.
- All installation personnel of the vendor shall have up-to-date training and certification from the structured cabling system manufacturer(s) whose products are being installed, to ensure eligibility for the warranty and adherence to installation best practices.

Failure to comply with cable support methods will result in a written warning. Failure to correct or repeated non-compliance may result in the vendor being terminated from the project.

2.8.3 Backbone cabling installation requirements – Not currently required

if needed, backbone cable installation shall comply with the standards identified earlier in this section and shall follow best practices as outlined in the current BICSI Telecommunications Distribution Methods Manual (TDMM).

Backbone fiber cabling shall be supported at intervals not exceeding 5 feet and have no more than 6 inches of sag at any point. Cables shall be supported using J-hooks or cable trays. If new supports (e.g., cable trays) are provided by other trades (e.g., construction), those pathways may be used in lieu of J-hooks with approval from the District. Cables shall not lie on ceiling tiles nor be tied to ceiling grid support wires. Any firewalls, fire-rated floors, or fire-rated ceilings penetrated or used to facilitate the routing of communication wiring shall, upon completion of that wiring, be firestopped using approved methods (UL-listed firestop systems) in accordance with the National Electrical Code (NEC), and all applicable state, county, and city ordinances. The contractor shall be responsible for properly firestopping all penetrations used for routing the contractor's cable, **regardless of who made the penetration access**.

The minimum bend radius for the installation shall be 25 mm. If it is expected that the optical fiber or the cable will have to support smaller bend radii than 25mm, the fiber shall instead comply with ANSI/TIA-492CAAC B-657 instead of B-652.D.

2.9 ACCEPTANCE/TESTING CRITERIA

General acceptance and testing procedures, including operational periods, punch list processes, and final acceptance, are defined in **Section 1**. The following requirements are specific to structured cabling installations.

2.9.1 Testing standards

All installed cables must be tested after installation and meet the requirements of the latest adopted revisions of the following standards:

- ANSI/TIA-568 Series (latest revision)
- ANSI/TIA-569 (pathways and spaces)
- ANSI/TIA-606 (administration - labeling)
- ANSI/TIA-607 (bonding and grounding)
- ANSI/TIA-1183 (Measurement methods & test fixtures)
- ANSI/TIA-4966 (educational facilities)
- ANSI/NEMA WC 66/ICEA S-116-732
- NFPA 70, National Electrical Code (NEC)
- Any additional standards required by the District or applicable local/state codes

All testing shall be performed using professional-grade, calibrated test equipment appropriate for the cable type and category.

2.9.2 UTP cabling testing

All installed horizontal UTP cabling shall be tested after installation to verify compliance with the latest adopted revision of ANSI/TIA-568.2 and related standards. Testing shall be performed using a calibrated, manufacturer-approved field tester capable of certifying category 6 (or category 6A, if the alternate is selected) performance.

Each cable run shall be tested end-to-end from the patch panel to the outlet using the permanent link test configuration (ANSI/TIA-568.2). All measured values must meet or exceed the limits specified in ANSI/TIA-568.2 for the installed cable category. Any cable run failing to meet these criteria must be repaired or replaced and retested at no additional cost to the District.

2.9.3 Backbone fiber: Power meter testing – Not currently required

Power meter testing provides documentation of the amount of attenuation across a span on a single fiber. Backbone fiber cabling shall be tested using an optical power meter and light source at both 1310 nm and 1550 nm wavelengths (reference ANSI/TIA-568.3, corresponding TIA FOCIS, TIA-455, ISO/IEC 11801, ANSI/ICEA S-83-596).

Testing shall be performed end-to-end, including all splices and connectors, and must be conducted bi-directionally at both 1310 nm and 1550 nm.

2.9.4 Optical fiber connector performance requirements – Not currently required

The maximum loss values for patch panels and patch cords shall not exceed the manufacturer's specified values. At no point shall the following loss values be exceeded:

- Splice (Mechanical): 0.30 dB
- Splice (Fusion): 0.30 dB
- Connector (mated pair): 0.75 dB
- Cross-Connect (two mated pairs): 1.50 dB

All measured values must be below these thresholds for acceptance.

2.10 SYSTEM WARRANTY

The installed structured cabling system must be eligible for a minimum 15-year manufacturer system/channel warranty covering all cables, connectors, and passive components. The vendor shall provide documentation confirming warranty registration with the District as the registered warranty holder. The certification may be through a single manufacturer that supplies all cables and connectors or through a joint program (one manufacturer's cable combined with another manufacturer's connectors). Additionally, the vendor shall provide a 1-year on-site workmanship warranty on all labor related to the project installation beginning upon the date of final acceptance for each building.

2.11 DOCUMENTATION

General documentation procedures, including timing, turnover procedures, and final acceptance, are defined in **Section 1**. The following requirements are specific to structured cabling installations.

2.11.1 As-built drawings

The vendor will prepare complete field installation drawings. The drawings will show the location of all cabling and equipment. As-built drawings should be documented on the District-provided architectural blueprints/building floor plans. The vendor will work with the District to develop a symbol set to be used on the drawings. The vendor shall document the following:

- The final location of all cable drops and equipment
- Cable IDs at the device end location
- Pathways from each IDL location to the MDL (conduits, cable tray, J-hooks, etc.)
- All core penetrations (location, diameter, sleeve type, and whether through a wall or floor), and firestop system callouts for each type of wall, floor, or ceiling penetration
- Closet layouts (MDL/IDL) with rack elevations (front and rear), patch panel positions, wire-management, fiber enclosures, grounding/bonding, and cable tray terminations

The vendor will provide all as-built information on District-provided electronic files (PDF format) in electronic copies.

2.11.2 Equipment records

This section is not required for cabling-only projects.

2.11.3 Warranty documentation

The vendor shall provide warranty documentation for all equipment/cabling installed and labor, including:

- Manufacturer performance certification and channel/system warranty documentation for the installed cabling system (category 6 base or category 6A if alternate is chosen)
- Confirmation letter(s) that the installation meets the manufacturer's program requirements and that the District is the registered warranty holder
- Workmanship warranty documentation certifying on-site warranty
- Contact information and procedures for warranty claims

2.11.4 Permit documentation

The vendor shall provide proof of all required low-voltage/electrical permits and final inspections per local, state, or federal codes and requirements as well as any special inspections (e.g., above-ceiling) as required.

2.11.5 Testing documentation

The vendor shall provide electronic copies of all test results, including:

- Category 6 test results for each horizontal UTP cable
- Fiber optic test results for each backbone fiber cable, if applicable
- Manufacturer, model, serial number, hardware version, and software version of test equipment used

2.11.6 Documentation turnover

For each building/phase, the vendor shall submit a single, consolidated turnover package containing:

- All as-built drawings (PDF/native editable drawing format used)
- All system manuals/specification sheets (PDF)
- All warranty documentation
- All permit documentation
- All testing results (system performance test)

Delivery cadence shall follow the timing and acknowledgement requirements in **Section 1**.

2.12 COSTS

Each vendor shall respond on the Bidder Response Form that is included in **Appendix B** and provide all costs associated with the materials, equipment, and services specified. Each vendor will provide the following information:

- A complete, itemized component list (including manufacturer part numbers)
- The base bid cost for the complete project as defined in this document
- Warranty period and terms
- Performance bond (not included in base bid)

2.12.1 Other costs

If any costs are associated with your proposed service that have not been identified in prior sections, they must be detailed in the other costs section under each price form. Any such charges will be clearly identified, and all nonrecurring and monthly costs provided. These other costs, if any, must be shown for each category requested.

APPENDICES (provided separately)

Appendix A: Required Certifications and Affidavits

Appendix B: Technical and Pricing Proposal

Appendix C: Sample Agreement

Appendix D: Prints