

Request for Quote

Kalkaska Public Schools

Kalkaska, Michigan

For

IP Camera Wiring

BID PACKAGE

The deadline for sealed bids is **August 7th, 2017** at 12:00 PM at the following location:

Kalkaska Public Schools
315 South Coral Street
Kalkaska, MI 49646

Kalkaska Public reserves the right to accept and/or reject any and all bids, to waive any irregularity in a bid, and to accept that bid which, in the opinion of the Board of Education, is in the best interest of the District.

Bid Prepared by:
Matt Goodhue
Leelanau Professional Business Services
www.leelanaupbs.com
mattg@leelanaupbs.com
Office: 231-714-9586
Cell: 231-640-0044

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INTRODUCTION

1.1. DESCRIPTION OF KALKASKA PUBLIC

All of the buildings involved in this bid are located within Kalkaska, Michigan. This project includes work in the following District facilities:

- High School
- Middle School
- Birch Street Elementary School
- Cherry Street Elementary
- Rapid City Elementary

1.2. GENERAL BACKGROUND

This document is issued as a Request for Quote for the installation additional CAT 5e or better data cable to support expanded IP Cameras.

1.3. INTENT

It is the intent of Kalkaska Public to solicit proposals from qualified vendors to:

- Install additional CAT 5e or better data cable for IP Cameras.

1.4. CLARIFICATIONS

- All inquiries should be directed, in writing, to Matt Goodhue:
mattg@leelanaupbs.com
- All inquiries must be made by email.

1.5. TERMS AND CONDITIONS OF QUOTES

This is an invitation to submit a bid based on the materials and services described in this document. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by Kalkaska Public or Leelanau Professional Business Services in the form of website postings.

1.5.1. INSTRUCTIONS TO THE BIDDER

- Prices shall be quoted in US Dollars.
- Kalkaska Public is a tax-exempt institution.
- All times are local time: Kalkaska, Michigan.
- The Bidder is responsible for obtaining all necessary permits, permissions, and rights of way needed to complete this project.
- The Bidder shall consider the nature and amount of work to be done as well as the difficulties involved in its proper execution.
- The bid shall include all costs deemed necessary to cover all contingencies essential to the installation of the specified system.
- The Bidder is responsible for providing test results and as-built drawings of all work prior to final payment.
- Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing.
- No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the Bidder's failure to notice any existing condition which may cause the additional labor.
- Bid responses shall be concise following the format and numbering of this specification. Items not requiring responses shall be acknowledged by the bidder as being understood.
- The bid shall be considered good for a period of 90 days following bid opening.
- Bidders must notify Leelanau Professional Business Services, as soon as detected, of any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by Leelanau Professional Business Services by the deadline listed in the Schedule of Events.

1.5.2. RIGHTS OF KALKASKA PUBLIC

- Kalkaska Public reserves the right to accept any bid, in whole or part, or, at its discretion, reject any or all bids for whatever reason that is in the best interest of Kalkaska Public.
- Receipt of a bid response does not obligate Kalkaska Public to pay any expenses incurred by the bidder in preparation of the bid response or obligate Kalkaska Public in any other respect.
- Kalkaska Public reserves the right to modify the specifications contained in the Request for Quote anytime during the bidding period.
- Only changes issued as a written addendum will be binding upon Kalkaska Public. No verbal instructions or interpretations of requirements shall be honored.

1.5.3. NON DISCRIMINATION

The successful bidder must agree to comply with all applicable federal and state statutes, rules, and regulations regarding non-discrimination in hiring and employment.

1.6. PROPOSAL EVALUATION

Proposal responses will be judged on the following:

- Reference checks
- Vendor Qualifications
- Price of the proposed solution(s)
- Vendor Experience

1.7. SCHEDULE OF EVENTS

The schedule below indicates the critical dates that must be satisfied by the Contractor.

<u>Event</u>	<u>Date</u>
Release of this RFQ	July 23 rd , 2017
Pre-Bid Walkthrough	July 25 th , 2017 9:00am
Final Date for questions	August 3 rd , 2017
Proposals Due	August 7th, 2017 (Noon)
Bid Opening	August 7th, 2017 12:00pm (Noon) Board Office

1.8. PRE-BID WALKTHROUGH

- Walkthrough is mandatory. Walkthrough is planned for July 25h, 2017. Meet at the entrance of Kalkaska High School at 9:00am.

1.9. CONTRACTOR QUALIFICATIONS AND TRAINING

The vendor shall be fully conversant and capable in the design, installation, and support of phone system. The vendor shall:

- Fill out the Bidder Qualification Form (Section 6).
- List all licenses and certifications held by personnel assigned to this project.
- Provide current liability insurance certificates.

2. PROPOSAL REQUIREMENTS

2.1. REFERENCES

- Please include references for other projects that were implemented similar in size and scope.

2.2. FORMAT OF PROPOSAL

- Only the specified sheets of this proposal must be included in the proposal. Please do NOT include a complete copy of this bid document as part of your proposal.
- Sections 6, 7, 8, and 9 must be filled out completely and included in bid responses.
- Bids must be clearly marked: CAMERA WIRING BID on the outside of the sealed package.
- One copy submitted must have original signatures and be clearly marked "Original".
- Three additional copies must be submitted and be clearly marked "Copy".
- Bids must be sent or delivered to the following:
Kalkaska Public
Superintendent's Office
315 South Coral Street
Kalkaska MI, 49646
- Bids will be accepted by hand delivery, express delivery, or US mail.
- NO FAX or EMAIL COPIES WILL BE CONSIDERED.
- **Bids will be accepted until:**
12:00 PM August 7th 2017, 12:00pm (Noon)
- Bids received after this time will be discarded unopened.

2.3. PRICING

- All prices quoted must include all of the following:
 - Shipping/delivery
 - Insurance
 - Engineering/design
 - Installation/construction
 - Testing
 - Warranty

2.4. TIME FOR COMPLETION

- An estimated date for starting and a time for completion must be included for the specified work.
- Work can begin after August 14th.

2.5. CONTRACT

A sample of any contracts required must be included with your bid response.

2.6. SPECIFICATIONS

- All proposals must detail specifics about brand, model, and specification of each component recommended.

2.7. WARRANTY

Warranties for all products must be specified, including:

- The warranty time period.
- Warranty limitations, if any.
- Minimum response time options.
- Warranty/service provider information if warranty/service is to be by other than the bidder.

3. GENERAL REQUIREMENTS

- The contractor will be responsible for all permits needed and coordinating with the District for the disposal of any trash.
- The contractor assumes all risk of loss or damage to the equipment and supplies in transit to the owner's facility.

4. INSTALLATION

4.1. SCHEDULING

Work will be scheduled by building. Work schedules will be approved by the District and Leelanau Professional Business Services. All work will be done in a manner that allows for the least possible disruption.

4.2. CODE COMPLIANCE

All work shall comply with the latest revision of codes and/or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.

4.3. SAFETY

The successful bidder shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed. The successful bidder shall at all times comply with the regulations set forth by federal, state, and local laws, including OSHA and MIOSHA, and all applicable state labor laws, regulations, and standards.

4.4. RESPONSIBILITY

- The successful bidder shall be the sole responsible party throughout the project as defined by this document. This includes responsibility for all subcontractors.
- Any subcontractor used must be identified in the Bidder Qualification Form (Section 13). Any change of subcontractors requires the written approval of the District.

5. Data Cable Requirements

- Cat 5e or Better
- 10' Service loop on Internal runs
- External runs, must be punched through outside with a end on the cable. Need to have 1' – 2' outside wall with a Female R-J45 on the end.
- Cable must be terminated in Patch Panels in various IDF
- Cable must be labeled and tested

Drawings are included at the end of the RFP for areas where camera coverage is to be added. These are the areas where additional cable is needed.

6. BIDDER QUALIFICATION FORM

This form, completely filled in and with requested attachments, shall be submitted by the bidder and received with the Letter of Intent to Bid. Failure to submit this completed form within the stated time frame listed under Schedule of Events (Section 1.7) may be considered grounds for the rejection of any bid.

- 1. Name of Bidding Organization _____

- 2. Type of Organization _____
(Corporation, Partnership, LLC, etc.)

- 3. Date of Organization/Incorporation _____

- 4. List three projects of similar size and nature, along with contact person and contact information.

- 5. Has the organization ever failed to complete any contract? NO YES
(If yes, list the details on a separate attachment.)

- 6. List the names of the Project Manager and the Project Superintendent proposed for the Project.

- 7. How many employees do you expect to dedicate to this project: _____

- 8. List all vendor certifications relevant to this project.

- 9. List all licensed or certified personnel that will be assigned to this project.

- 10. The personnel assigned to this project are knowledgeable
in local, state, and national codes and regulations. NO YES

- 11. List any subcontractors that are planned to be used and what part of the project they will be working on:

7. SIGNATURE AND CERTIFICATION SHEET

By my signature below, I certify that, should I be awarded this contract, I will abide by all the conditions and requirements listed in this document, and that all equipment and materials submitted by my firm or my affiliates meets all of the requirements of this document.

Signature of authorized agent

Date

Printed or typed name of authorized agent

Title of authorized agent

Company Name

Address

City

State

Zip

Voice telephone number

FAX telephone number

Business web address (URL)

E-mail address of contact person

8. FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Kalkaska Public School District, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Kalkaska Public School board shall not accept a bid that does not include this sworn and notarized disclosure statement.

I state that no familial relationship exists between the owner or any employee of the company and any member of the Kalkaska Public, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

If such a relationship exists, please explain:

By: _____
Signature

Title: _____
Type or Print

Subscribed and Sworn to Before Me:

This ____ day of _____, 2017, in and for the County of _____, Michigan.

My commission expires _____

Signature of Notary

9. IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Iran Business Relationship Affidavit

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at time of submittal.

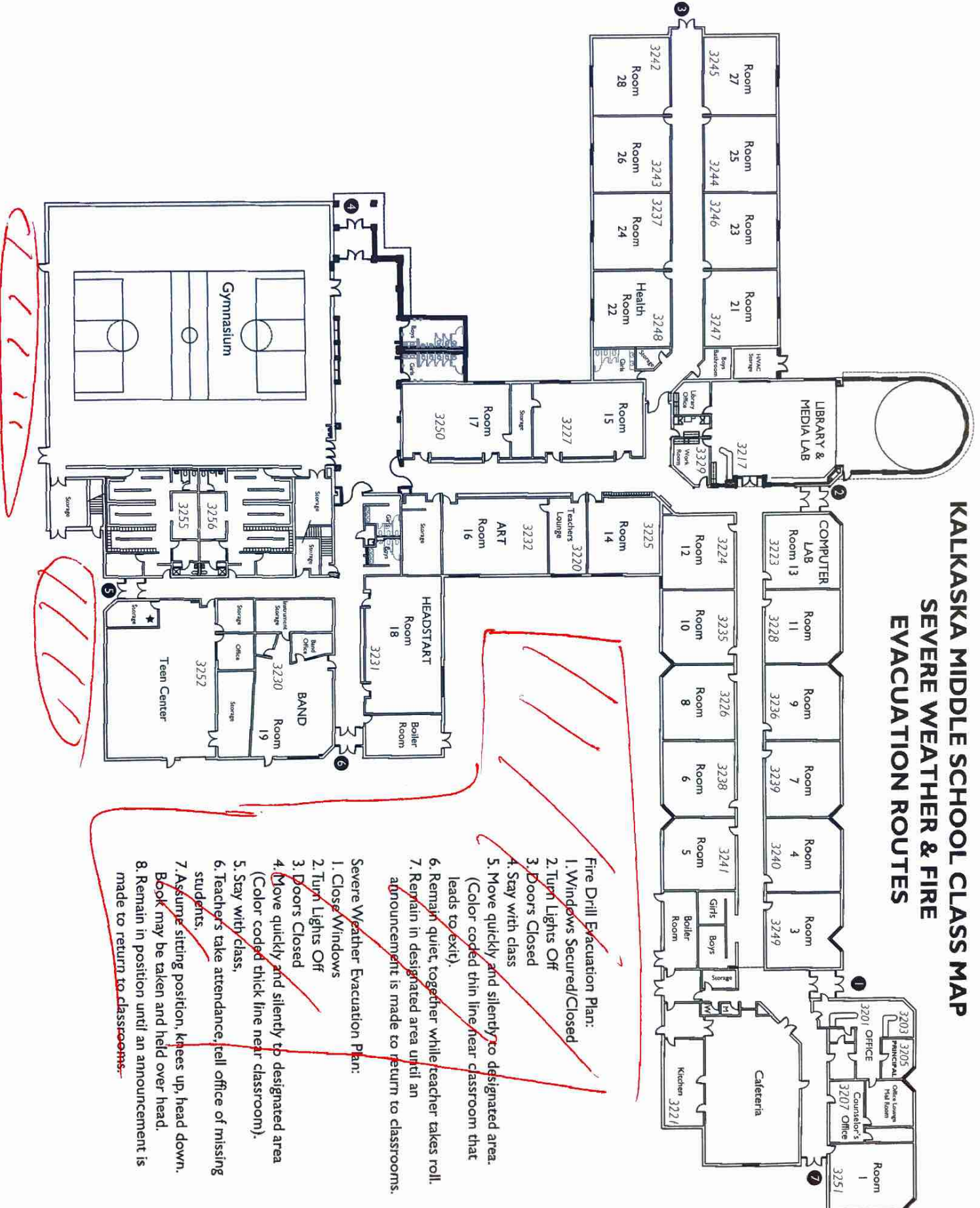
Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business” as the term is defined in the Act.

_____	_____
Signature	Title
_____	_____
Company	Date

KALKASKA MIDDLE SCHOOL CLASS MAP

SEVERE WEATHER & FIRE EVACUATION ROUTES



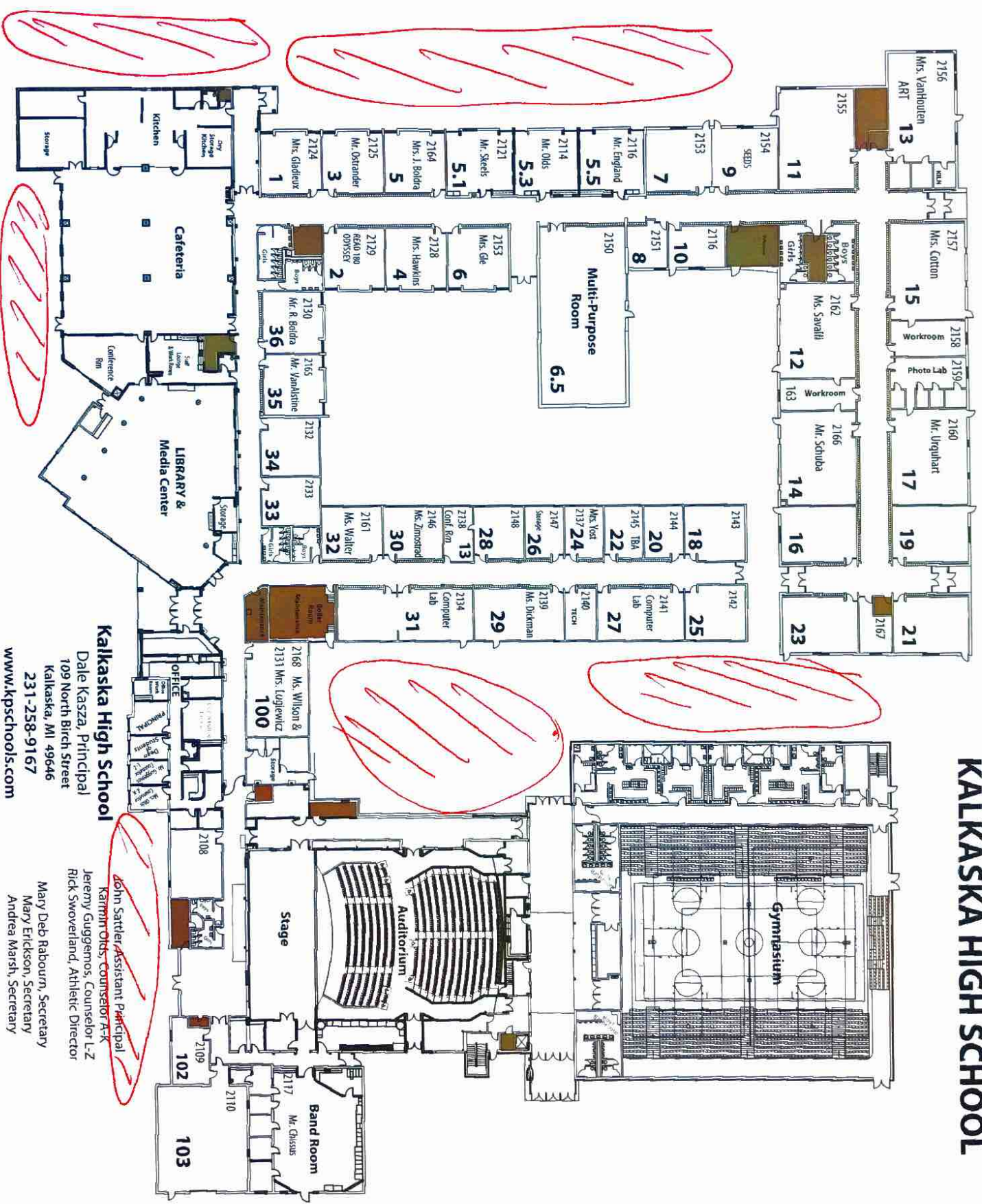
Fire Drill Evacuation Plan:

1. Windows Secured/Closed
2. Turn Lights Off
3. Doors Closed
4. Stay with class
5. Move quickly and silently to designated area. (Color coded thin line near classroom that leads to exit).
6. Remain quiet, together while teacher takes roll.
7. Remain in designated area until an announcement is made to return to classrooms.

Severe Weather Evacuation Plan:

1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Move quickly and silently to designated area (Color coded thick line near classroom).
5. Stay with class.
6. Teachers take attendance, call office of missing students.
7. Assume sitting position, knees up, head down. Book may be taken and held over head.
8. Remain in position until an announcement is made to return to classrooms.

KALKASKA HIGH SCHOOL

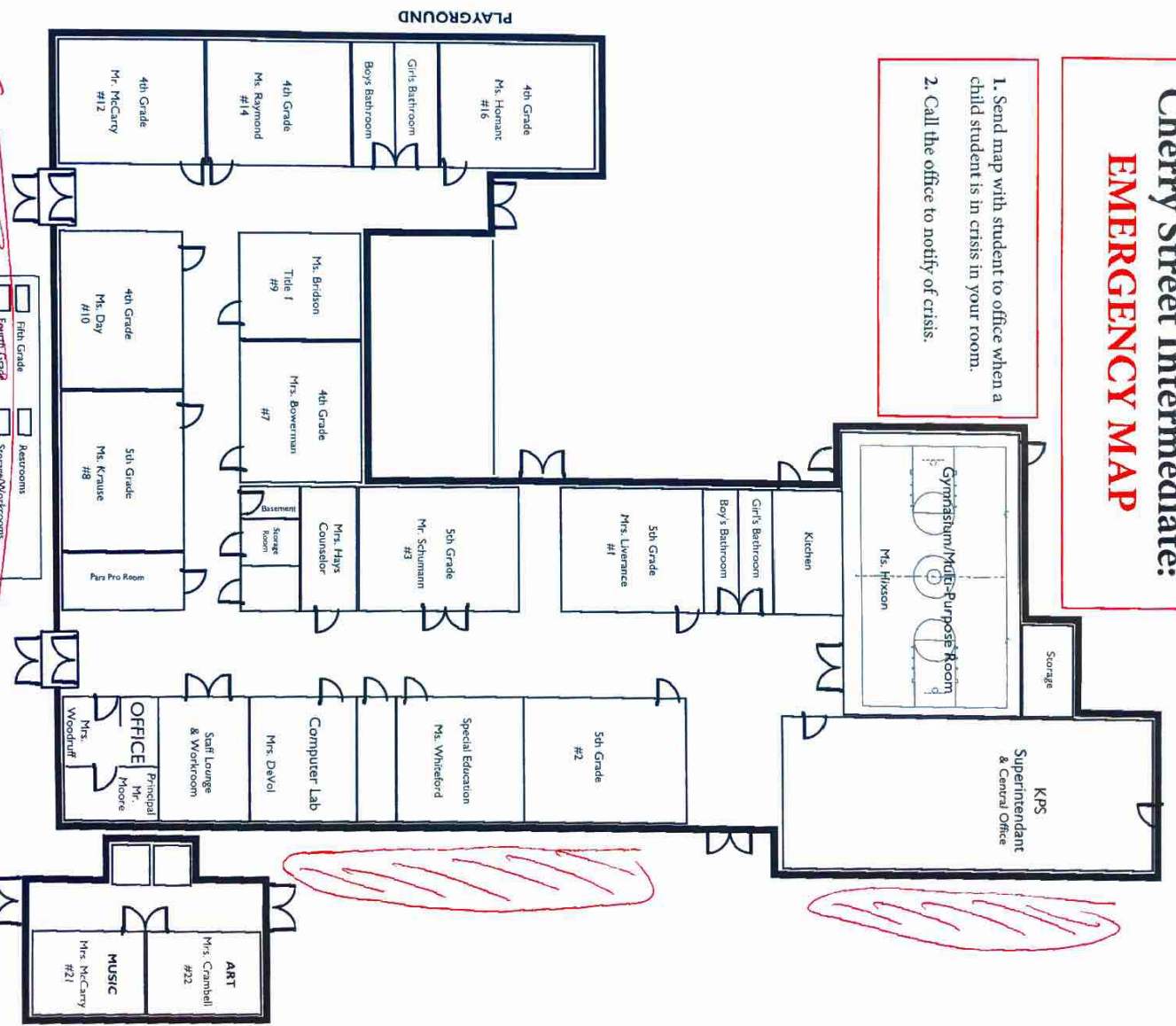


Kalkaska High School
 Dale Kasza, Principal
 109 North Birch Street
 Kalkaska, MI 49646
 231-258-9167
 www.kpschools.com

John Sattler, Assistant Principal
 Karmin Olds, Counselor A-K
 Jeremy Guggenmos, Counselor L-Z
 Rick Swoverland, Athletic Director
 Mary Deb Rabourn, Secretary
 Mary Erickson, Secretary
 Andrea Marsh, Secretary

Cherry Street Intermediate: EMERGENCY MAP

1. Send map with student to office when a child student is in crisis in your room.
2. Call the office to notify of crisis.



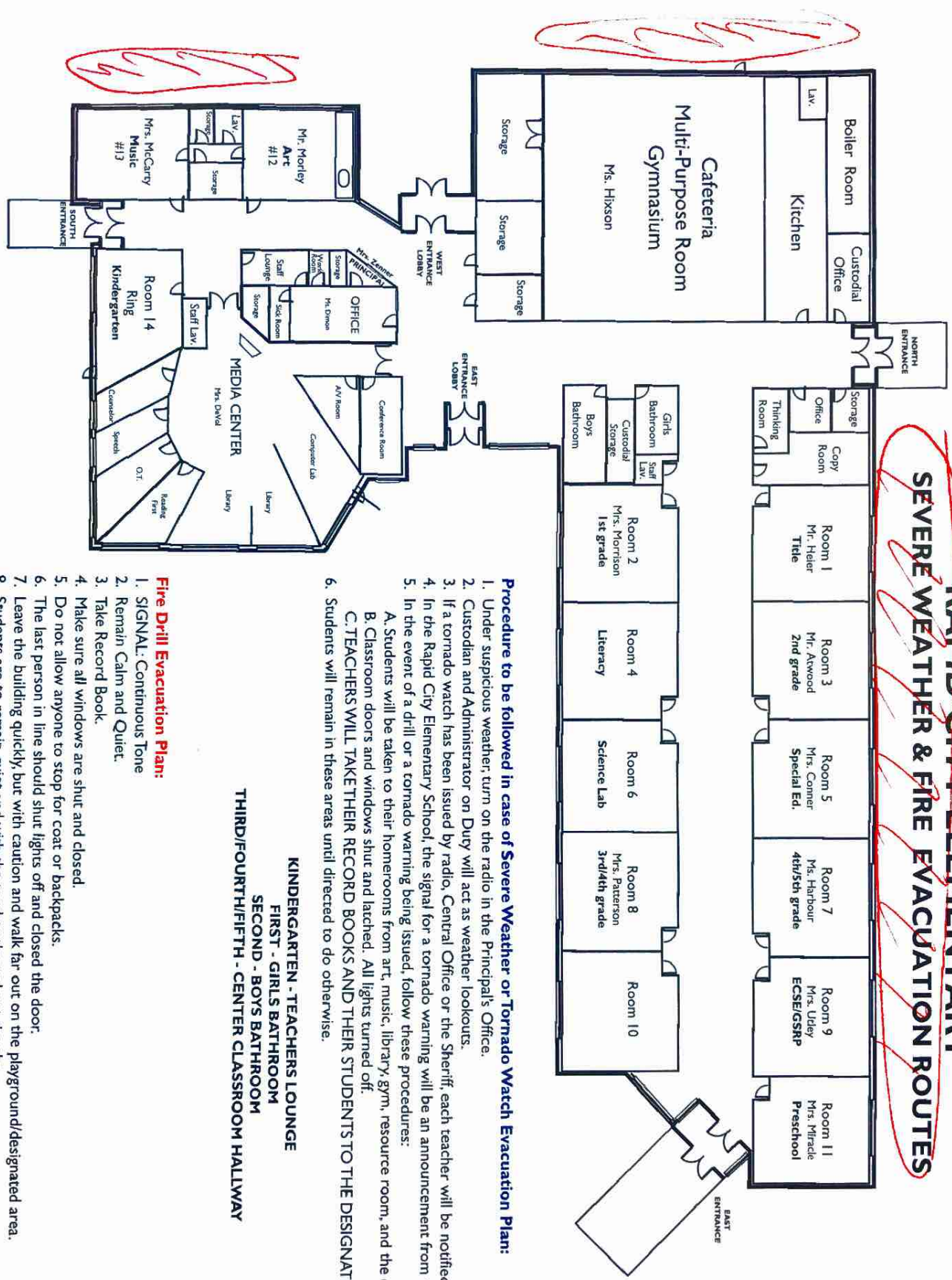
Cherry Street Intermediate Room Codes

<input type="checkbox"/>	Fifth Grade	<input type="checkbox"/>	Restrooms
<input type="checkbox"/>	Fourth Grade	<input type="checkbox"/>	Storage/Workrooms
<input type="checkbox"/>	Special Services	<input type="checkbox"/>	Specials
<input type="checkbox"/>	Office	<input type="checkbox"/>	Reading Time
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	



RAPID CITY ELEMENTARY

SEVERE WEATHER & FIRE EVACUATION ROUTES



Procedure to be followed in case of Severe Weather or Tornado Watch Evacuation Plan:

1. Under suspicious weather, turn on the radio in the Principal's Office.
2. Custodian and Administrator on Duty will act as weather lookouts.
3. If a tornado watch has been issued by radio, Central Office or the Sheriff, each teacher will be notified that this is not a drill.
4. In the Rapid City Elementary School, the signal for a tornado warning will be an announcement from the office.
5. In the event of a drill or a tornado warning being issued, follow these procedures:
 - A. Students will be taken to their homerooms from art, music, library, gym, resource room, and the extension rooms.
 - B. Classroom doors and windows shut and latched. All lights turned off.
 - C. TEACHERS WILL TAKE THEIR RECORD BOOKS AND THEIR STUDENTS TO THE DESIGNATED AREAS.
6. Students will remain in these areas until directed to do otherwise.

KINDERGARTEN - TEACHERS LOUNGE
FIRST - GIRLS BATHROOM
SECOND - BOYS BATHROOM
THIRD/FOURTH/FIFTH - CENTER CLASSROOM HALLWAY

Fire Drill Evacuation Plan:

1. SIGNAL: Continuous Tone
2. Remain Calm and Quiet.
3. Take Record Book.
4. Make sure all windows are shut and closed.
5. Do not allow anyone to stop for coat or backpacks.
6. The last person in line should shut lights off and closed the door.
7. Leave the building quickly, but with caution and walk far out on the playground/designated area.
8. Students are to remain quiet and with the teacher throughout the alarm.
9. No horseplay will be tolerated.
10. Teachers should takes roll and raise their hand when their class is accounted for.
11. Remain in designated area until all clear signal is given (bell rings) students will quietly return to classrooms.

BIRCH STREET ELEMENTARY CLASS MAP

SEVERE WEATHER & FIRE EVACUATION ROUTES

In Case of FIRE:

Rooms 1-18 should exit their classroom emergency doors and walk to the back of the playground near the fence.

Fire Drill Procedures:

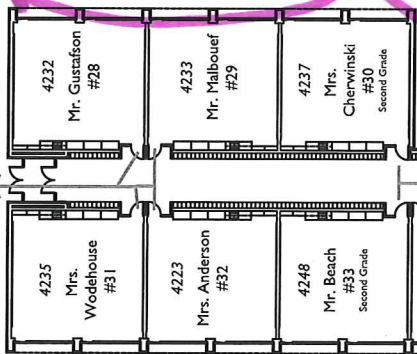
1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Remain quiet, together while teacher takes roll.
7. Remain in position until an announcement is made to return to classrooms.

In Case of SEVERE WEATHER:

Rooms 1-18 should sit facing classroom lockers.

Severe Weather Drill Procedures:

1. Close Windows
2. Turn Lights Off
3. Doors Closed
4. Teachers stay with class, take attendance, tell office of missing students.
5. Move quickly and silently to designated area.
6. Sit facing the wall, tuck head, place hands on head.
7. Remain in position until an announcement is made to return to classrooms.



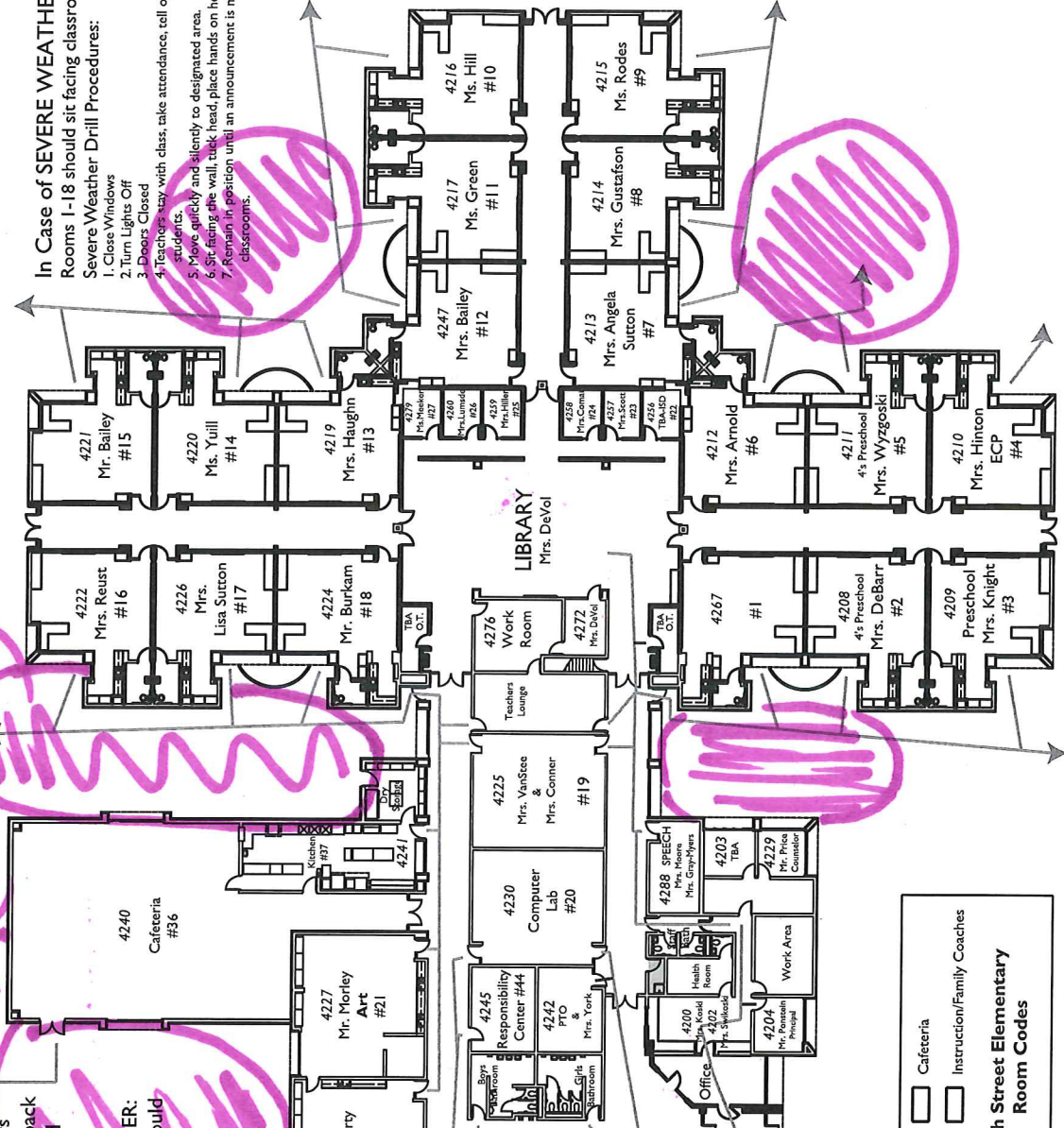
FIRE:

Rooms 28-40 should exit their classroom to the end hallway doors and walk to the back of the playground near the fence.

SEVERE WEATHER:

Rooms 28-40 should go to designated locker rooms.

OUTSIDE VOIDS
(all side & back parking areas)



Birch Street Elementary Room Codes	
<input type="checkbox"/> Preschool	<input type="checkbox"/> Restrooms/Locker-Room
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Storage/Workrooms
<input type="checkbox"/> First Grade	<input type="checkbox"/> Special Services
<input type="checkbox"/> Second Grade	<input type="checkbox"/> Offices
	<input type="checkbox"/> Janitorial Areas
	<input type="checkbox"/> Reading/Title
	<input type="checkbox"/> Cafeteria
	<input type="checkbox"/> Instruction/Family Coaches

