



17111 G Drive North, Marshall, MI 49068 / P 269.781.5141 / F 269.781.7071 / www.calhounisd.org

March 17, 2010

Calhoun Intermediate School District will accept bids for fiber infrastructure complying with the requirements below. Bids must be received by 3:00 p.m. (EST) on Thursday, April 8, 2010. Bids will be opened at a public meeting on April 8, 2010 at 3:30pm at the Calhoun Intermediate School District as addressed below. No late bids will be accepted. No oral or faxed proposals will be accepted. All bids must be in sealed envelopes, clearly marked with the wording "Juvenile Home Fiber".

The Board of Education reserves the right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

As required by State Law (P.A. 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 intermediate school board, or the intermediate superintendent. The intermediate school board shall not accept a bid that does not include this sworn and notarized disclosure statement.

Bids MUST be clearly marked and sent to the following:

Calhoun Intermediate School District
Attn: Sam Lutgring, Director of Informational Technology Services
17111 G Drive North
Marshall, MI 49068
"Juvenile Home Fiber"

For questions regarding this RFP, please contact Sam Lutgring at lutgrins@calhounisd.org or 269-789-2433.



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EXECUTION OF BID

IMPORTANT: PLEASE BE SURE YOUR ENVELOPE IS ADDRESSED AND MARKED AS INDICATED.

The undersigned certifies that the bid contained herein meets or exceeds the attached specifications. Prices bid will remain firm for at least (60) sixty days from the date of opening.

Under penalty of perjury, the undersigned bidder certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws.

DATE: _____

BIDDER _____

SIGNED (In Ink) _____

ABOVE SIGNATURE (Typed) _____

TITLE _____

STREET _____

P.O. BOX _____

CITY & STATE _____

TELEPHONE _____

FAX _____

BID _____

*Reminder: Bidders must also include cost worksheets as described.

COST OF PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND INCLUDED IN BID COST _____

CASH DISCOUNT (See Term and Condition #7): _____%



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SPECIFICATIONS

Contractor will be responsible to provide all necessary labor and supplies to install a 12-strand singlemode optical fiber between the following two locations:

Calhoun ISD
17111 G Drive North
Marshall, MI 49068

Calhoun County Juvenile Home
14555 18 1/2 Mile Road
Marshall, MI 49068

Access to either facility will be permitted for either walkthroughs or installation only when first scheduled through Mr. Sam Lutgring. No exceptions.

Contractors are responsible for determining best path, ensuring accurate measurements, **including permitting, and engineering costs in their proposal**. Contractor must also include an estimate for all make ready or pole violation costs associated with this project. Contractors wishing to perform site visits must schedule access as directed. All fiber material will be Corning, any exceptions must be clearly identified in your proposal.

Contractor is responsible for an appropriate building entry. When entering a building the Contractor is responsible to encase the outdoor fiber in appropriate conduit or transition to appropriate indoor rated fiber. Contractor for this installation must use J-hook style hangers attached to support structures – **no zip ties or connecting to sprinklers, plumbing, suspended ceiling or other inappropriate objects is permitted**. Contractor shall provide and use singlemode Corning "ST" connectors housed in a new rack/wall mounted fiber termination unit. Contractor will be responsible for clearly labeling each fiber termination. Contractor shall indicate all products to be used in bid response. Contractor shall provide a 25' service loop inside the building at the termination unit. The installation shall be completed in a professional manner, complying with building and industry codes and standards.

The selected Contractor is expected to include all engineering, make ready, and permitting costs in their proposal. Contractor shall provide a minimum of 100' maintenance loop secured in a "snow-shoe" style hanger within 1000' of end buildings, at any road crossings, and at a minimum of 2500' intervals. Contractor shall describe the number and approximate location of such service loops, and will provide at least one loop in the new run. New service loops shall not be installed directly onto existing service loops, but shall be separated by at least 50'.

Contractors are required to provide loss meter and OTDR bi-directional tests at 1310nm and 1550nm of all fiber in both electronic and device-printed formats – hand written test results are not permitted. System dB loss shall not exceed 0.40 dB/km at 1310nm and 0.30 db/km at 1550nm for fiber cable, plus



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fusion splices of no more than 0.30 dB, plus ST connector terminations of no more than 0.75 dB loss per mated pair. OTDR event threshold shall be set at 0.10 db. Events shall be identified in the documentation.

Contractor will provide both two printed and one electronic (in .dwg or .vsd format) drawing of the entire project. The drawing will include but not be limited to; building path, splice joint locations, service loop locations, aerial and buried identifiers, reference streets, all cross streets, and distances. Contractor will provide a draw file with GPS route (in .sa9 .log .gpx .gpl or .ano format) of the entire cable path between buildings with all splice joints and service loops identified.

OBJECTIVE OF PROJECT

The Work covered under this section of the specifications consists of furnishing labor, equipment, supplies and materials, and in performing all operations necessary for the successful installation. A fully functional Optical Fiber Network system in accordance with the specifications and the accompanying drawings except as specifically noted as not included.

The Work will include, but is not limited to, the following:

- Assist Calhoun ISD to acquire permits from all necessary municipality and government bodies
- Furnish and install all necessary pole hardware.
- Furnish and install 1/4 EHS galvanized Class "A" support strand.
- Furnish and install all necessary optical fiber cable.
- Furnish and install type 302 stainless steel lashing wire.
- Furnish and install all necessary splice cases.
- Furnish termination cabinets.
- Furnish and direct terminate all fibers.
- Furnish and install innerduct that is required for any buried locations.
- Furnish and install tracer wire for any buried cable.
- Provide all necessary sleeves, and raceway required.
- Test all strands at 1310 nm and 1550 nm with power meter.
- Test all strands with OTDR for all events and distance.
- Provide all project documentation as requested.

SUMMARY DESCRIPTION

This Request for Proposal is to provide and install:

A 12-strand singlemode optical fiber from the Calhoun ISD, 17111 G Drive North, Marshall, MI 49068 to Calhoun County Juvenile Home, 14555 18 1/2 Mile Road, Marshall, MI 49068



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The optical fiber cable will be singlemode non-metallic for all application. All buried cable will be installed in 2-inch orange innerduct with #12 copper tracer wire.

ROLE DESCRIPTIONS

Contractor should include profiles of all key project personnel. All must possess a minimum of two years experience of projects similar to this specific job.

Designer - Identify RCDD on staff and provide BICSI RCDD registration number and copy of certificate.

Project Manager - The Contractor will include a full time and dedicated Project Manager for a single point of coordination and scheduling requirements.

COST WORKSHEETS

Please provide cost worksheets that detail by line item all equipment and labor with identifiable manufacturer part numbers, counts, unit costs, and total cost.

Project Timeline

Please provide a detailed project timeline that displays each project step, start date, and completion date.

CONTRACTOR EXPERIENCE AND QUALIFICATIONS

The following items are the minimum work experience required for consideration.

The CONTRACTOR shall be fully conversant and capable in the cabling of outside plant applications such as, but not limited to fiber, copper and coaxial cable systems.

The CONTRACTOR shall at a minimum, possess the following qualifications:

- Licenses/permits required to perform telecommunications installations in the specified jurisdiction.
- Personnel knowledgeable in local, state, province and national codes, and regulations. All work shall comply with the latest revision of codes or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.



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- Must have a minimum of one BICSI RCDD person on staff.
- Be in business a minimum of five (5) years.
- Experience in constructing at least three (3) projects of similar type, size and complexity within the previous two (2) years.
- Must have personnel fluent in the use of Computer Aided Design and possess and operate CAD software using .DWG or .DXF format.
- Must possess and provide copies of current liability insurance certificates.

SPECIFIC TRAINING AND CERTIFICATION QUALIFICATIONS

The CONTRACTOR will provide proof of personnel trained and certified to install the proposed Corning EWP system.

The CONTRACTOR will provide proof of personnel trained and certified in other optical fiber cabling, splicing, termination and testing techniques.

EVALUATION MATRIX

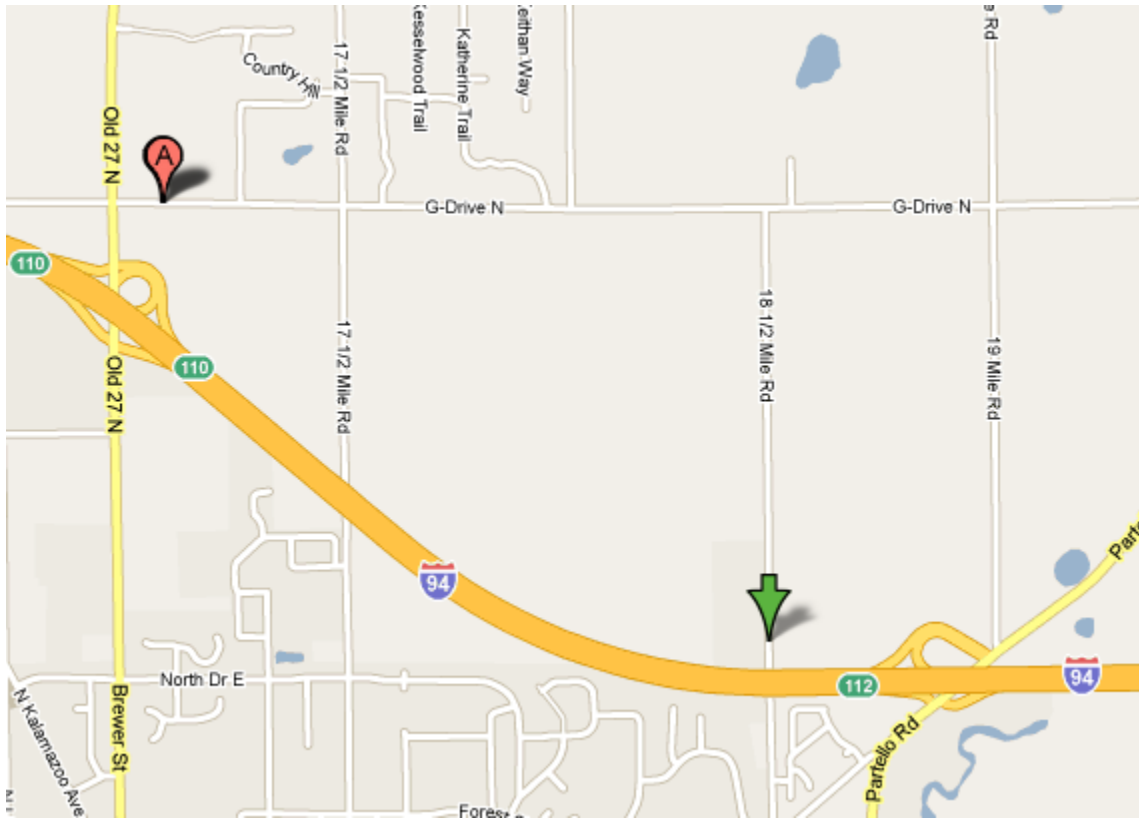
The Calhoun ISD will utilize an evaluation matrix in determining the winning bid. Use of the evaluation matrix does not negate the Board of Education’s right to accept any item in the bid; to accept or reject any bid or all bids; to waive any informality therein; or for reasons of establishing uniformity, to award the contract to other than the low bidders.

The matrix is listed below:

Category	Description	Weight
Cost	Total price of bid	50%
Specifications	Meets minimum requirements	25%
Past experience	Past experience with Contractor in meeting requirements	25%

REQUEST FOR BIDS IS NOT AN OFFICIAL ORDER

SITE LOCATION



Beginning Location:
Calhoun ISD
17111 G Drive North
Marshall, MI 49068

Connecting to:
Calhoun County Juvenile Home
14555 18 1/2 Mile Road
Marshall, MI 49068



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INSTRUCTIONS TO BIDDERS

- A. The naming of a given manufacturer and model number is not intended to limit bidding but to establish the level of quality desired for the various items required. Bidders should exercise care in bidding equivalent items. Complete descriptive literature must accompany equivalent bids. Samples will be requested if necessary.
- B. Bid price shall include delivery to the point of use. Where it shall be deemed necessary by school officials, the successful bidder shall be prepared to provide instruction in use and care of equipment delivered in both written form and on a demonstration basis.
- C. Optional accessories necessary for the basic use of equipment shall be included in the base bid. Such accessories not necessary for the basic use but deemed desirable shall be included as an alternative bid with a complete description.
- D. Each group of items or individual item, if classified in this way, shall constitute a separate bid. The Board of Education, however, may accept a combined bid for all items bid by one bidder.
- E. Delivery date is a part of the bid and must be submitted on the bid form at the time of bidding.
- F. Bidders are required to use the bid form attached for base bids. Alternate bids may be attached to the bid form.
- G. All bids shall be exclusive of applicable excise taxes. Exemption forms will be executed when necessary.
- H. All bids shall be submitted in sealed envelopes clearly marked with the words "Juvenile Home Fiber", the date and time of bid opening, and the name of the bidder.
- I. In the event of discrepancies between the unit price and extension, the unit price shall prevail.
- J. Manufacturer's written guarantees shall accompany each bid. Bidders may state in writing, additional guarantees which will become a part of the bid and considered in making awards.
- K. Where applicable, service facilities and convenience of service will be considered as part of the bid. When necessary, bidders shall submit evidence of ability to install adequately, service or supply the required items, and that the sale or provision of such items or services is a substantial, regular and continuous part of the bidder's business.
- L. Where applicable, bidders shall certify that all relevant Federal, State, and local laws have been complied with.



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- M. Bid bonds or other security, performance bonds and necessary insurance certificates shall be supplied only when specifically requested.
- N. No order awarded under these specifications, or any part thereof, shall be sublet or assigned without the written approval of the Superintendent.
- O. The bidder acknowledges that by submitting a bid, the specifications and other instructions are in the bidder's opinion, appropriate and adequate for the intended purpose.



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**CALHOUN INTERMEDIATE SCHOOL DISTRICT
STANDARD BID AND CONTRACT
TERMS AND CONDITIONS**

All bids are subject to the below Standard terms and Conditions

1. **Delivery:** All goods or services quoted must be delivered F.O.B. Calhoun ISD Gifford/Schultz Educational Service Center with all transportation charges prepaid and included in the bid price. Title does not transfer to the school district until receipt.
2. **Acceptance and Rejection:** The school district reserves the right to accept or reject any and all bids without assigning any reason, be the sole judge of equivalency, waive any bid requirement, to waive any informality in bids and, unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.
3. **Modifications:** The school district reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.
4. **Information and Descriptive Literature:** Bidders are to furnish all information requested and in the spaces provided on the bid information form. Further, as may be specified elsewhere, each bidder may submit with his bid; sketches, descriptive literature, and/or complete specifications covering the products offered. Reference to literature previously submitted does not satisfy this provision. Bids in non-compliance with these requirements will be subject to rejection. Include all warranty information.
5. **Patents:** The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies, or service covered by this contract.
6. **Taxes:** No taxes are to be included in any bid price. Generally, the school system is exempt from federal and state taxes. To the extent any sales, import or other taxes apply, they are to be listed and invoiced as a separate item.
7. **Cash Discounts:** Cash discounts may be considered in determining the successful bidder. If a cash discount is offered and accepted, it will be considered earned if paid within 30 days after receipt of the correct invoice or acceptance of goods, services or installation whichever is later.
8. **Performance and Default:** It is understood and agreed that the delivery date and/or the date of installation after receipt of the purchase order is the seller's best offer. In its acceptance of any quotation offer, the school district is relying on the promised delivery date and/or installation as material and basic to its acceptance, unless otherwise indicated. In the event of seller's failure to deliver as and when promised, the school district reserves the right to cancel its accepting order, or any part thereof. The seller agrees that the school district may return all or part of any shipment so made, and may charge the seller with any loss or expenses sustained as a result of such failure to deliver as promised.
9. **Samples:** Samples may be requested as a part of this solicitation or after the opening of bids. When requested, they are to be furnished as called for, free of expense, and if not destroyed will upon request be returned at the bidder's expense. Bidder's request for return of samples



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must be made not later than the date on which they are furnished. Bidder shall label each sample individually with bidder's name and item number.

10. **Time for Consideration:** Additional consideration may be given to bids allowing not less than 30 days for review and acceptance. No bidder may withdraw his bid for a period of 60 days after the date set for the opening thereof, and all bids shall be subject to acceptance by the owner during this period.
11. **References:** References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.
12. **Experience:** The bidder must be a firm established not less than 5 years in the field for which this bid is solicited.
13. **Standards:** Items manufactured and/or fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving a connection to a manufactured, natural, or LP gas source. Items shall be constructed and approved in accordance with any state or local requirement for labeling, or re-examination listing if identification marking of the appropriate safety standard organization. (American Society of Mechanical Engineers for pressure vessels, the Underwriters Laboratories and/or National Electric Manufacturers Association for electrically operated assemblies or the American Gas Association for gas operated assemblies). Further, all items furnished by the successful bidder shall meet all requirements of the Occupational Safety and Health Act (OSHA) and State, local and federal requirements relating to clean air and water pollution, handicapped access, fire codes, and any other safety considerations and local ordinances.
14. **Manufacturers' Names:** Unless indicated on the specific conditions, any manufacturers' names, trade names, brand names, or catalog numbers used herein are for purpose of description and establishing general quality levels. Such references are not intended to be restrictive and equivalent products of any manufacturer may be offered. Determination of equivalency shall rest solely with the School District.
15. **Warranty:**
 - Workmanship: A two-year labor warranty on the installation is required. The warranty will cover all labor and material to repair or replace any defective product or workmanship.
 - Product Warranty: The manufacturer of passive telecommunications equipment used in a manner not associated with the Systems Warranty must have a minimum twenty-five (25) year Component Warranty on its entire product. The Products Warranty covers the components against defects in material or workmanship under normal and proper Applications Supported
16. **Fiber Testing:** Upon completion of installation of fiber cable, OTDR testing shall be completed at the 1310 nm & 1550 frequency range for the single mode fiber cable. This testing will be bidirectional from all locations. The results shall be compared to the manufacturer's specifications for attenuation as specified in dB/Km by the manufacturer and shall not exceed those specifications including allowances of .2db per splice and .2db per connector mating. A copy of these readings must be provided to Calhoun ISD.
17. **Insurance:** Contractor will purchase and maintain insurance as necessary to protect them from claims for damages which may arise out of or a result from their execution of the work and



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which are due to:

- Workman's compensation and other employee benefits,
- Bodily injury, sickness, disease, or death of any employee or other person,
- Personal injury to any employee or other person, and
- Injury to, destruction of or loss of use of tangible property.

18. **Indemnification:** Contractor will indemnify and hold harmless the Calhoun ISD and the architect and their agents and employees from and against all claims, damages, losses and expenses including attorney fees arising out of or resulting from the performance of the work.
19. **Certified Check or Bid Bond:** No bid will be considered by Calhoun ISD unless there is enclosed a certified check payable to order of Calhoun ISD in the sum of 5 percent of the base bid, or Bid Bond issued by approved Surety Company. Checks or Bid Bonds of 3 lowest bidders will be retained by Calhoun ISD until Contract has been awarded. Checks of other Bidders will be returned at once.
20. **Performance Bond and Labor and Material Payment Bond:** Bidder shall include in lump sum bid, and shall state in space provided on Bid Form, cost of providing Performance Bond and Labor and Material Payment Bond in amount of 100 percent of contract sum. If Calhoun ISD elects not to require such bonds, full cost thereof shall be deducted from contract sum.