



**PLYMOUTH-CANTON COMMUNITY SCHOOLS
PLYMOUTH, MICHIGAN**

**BID PACKAGE T7
TECHNOLOGY INFRASTRUCTURE AND
SECURITY**

- **AUDIOVISUAL SYSTEMS**
- **PAGING AND CLOCK SYSTEMS**
- **VIDEO SURVEILLANCE AND ACCESS CONTROL**

**REQUEST FOR PROPOSALS AND SPECIFICATIONS
MARCH 13, 2023**

**Bid Proposal Due Date / Opening:
March 30, 2023 at 2:00 PM local time**

**Online Pre-Bid Proposal Meeting:
March 17, 2023 at 12:30 PM local time**

TECHNOLOGY DESIGNER:

**Barton
Malow**

**REQUEST FOR BIDS/PROPOSALS
TECHNOLOGY INFRASTRUCTURE AND SECURITY**

1. STATEMENT OF PURPOSE

- A. Plymouth-Canton Community Schools (P-CCS or Owner) passed a ~10-year bond program in which each building will undergo renovations and/or additions. Barton Malow Builders, LLC (BMB or Designer) is the Technology Designer related to the Work included in this RFP.
- B. P-CCS is requesting bid proposals for the purchase and installation of AV systems, PA systems and clocks, and physical security systems at various buildings. Work will coincide with construction additions/renovations when necessary, and P-CCS will work with the Contractor(s) to create a schedule to complete the Work sooner in areas with minimal impact from construction activities.
- C. P-CCS Buildings involved in this project's scope of work:

Early Learning & Elementary Schools

- | | |
|------------------------|--|
| 1. Isbister Elementary | 9300 Canton Center Rd., Plymouth, MI 48170 |
| 2. Miller Elementary | 43721 Hanford Rd., Canton, MI 48187 |
| 3. Smith Elementary | 1298 McKinley St., Plymouth, MI 48170 |
| 4. Tonda Elementary | 46501 Warren Rd., Canton, MI |
| 5. Workman Elementary | 250 Denton Rd. N., Canton, MI 48187 |

Middle Schools

- | | |
|--------------------------|---|
| 6. Pioneer Middle School | 46081 Ann Arbor Rd., Plymouth, MI 48170 |
|--------------------------|---|

High Schools

- | | |
|-------------------------------------|-----------------------------------|
| 7. Plymouth High School | 8400 Beck Rd., Canton, MI 48187 |
| 8. Starkweather Academy Alternative | 39750 Joy Rd., Plymouth, MI 48170 |

- D. The submission of a bid proposal on the included bid proposal form shall constitute an offer on behalf of the Bidder to provide equipment and services through the duration of the Bond Project at or below the bid proposal pricing / unit pricing if the Owner chooses to purchase additional equipment.
- E. The Owner understands that the current model selected may not be manufactured through the installation period for multi-phase Projects. As the manufacturer's product changes, the Bidder for no additional cost will supply the model marketed by the manufacturer as being the successor to the model initially chosen. If there is no successor model, the Bidder will propose alternative product options and the associated cost, based on the minimum discount percentage outlined in the Unit Price section of the bid proposal form. The Owner may choose to select that model or end the intent of purchasing through this RFP.
- F. The intent is to utilize this RFP for purchasing standard equipment throughout the Bond Project. However, if future models become available that better suit the Owner's needs, or if purchasing through a cooperative purchasing program provides reduced pricing for the Owner, the Owner reserves the right to procure equipment from other sources.

2. SCOPE OF WORK

- A. This RFP consists of three (3) bid category(ies). Bidders may submit bid proposals for one or multiple bid categories but must submit a bid for the entire scope of Work related to each bid category submitted.
- B. The pricing for each bid category is to be a stand-alone price if awarded just that category. If there are savings from being awarded multiple categories indicate savings as a voluntary alternate.

- C. Each category is to include planning, demolition, installation, configuration, training (at no cost the Owner), and documentation.
- D. The successful Bidder(s) will be responsible for demolishing and removing the existing systems in their entirety.
- E. Bidders are to review the entire set of bid proposal documents for all bid categories to include coordination items required between bid categories.

Bid Category 27-1: Audiovisual Systems

- A. Provide audiovisual systems per the drawings and specifications for the following:
 - 1. Isbister Elementary – Gymnasium and classroom addition
 - 2. Pioneer Middle School – Office Addition and Renovation
 - 3. Plymouth High School – Natatorium and Multi-purpose Room.
 - 4. Starkweather Academy – Gymnasium addition and Classroom Renovation
- B. Refer to Specification Sections:
 - 1. 27 0000 General Technology Requirements
 - 2. 27 1000 General Cabling Requirements
 - 3. 27 4000 General AV Requirements
 - 4. 27 4118 Multi-purpose Room AV

Bid Category 27-2: Public Address Systems and Clocks

- C. Provide paging system headend systems and atomic clocks at the following buildings and areas:
 - 1. Isbister Elementary – Gymnasium and classroom addition
 - 2. Pioneer Middle School – Office Addition and Renovation
 - 3. Plymouth High School – Natatorium and Multi-purpose Room.
 - 4. Starkweather Academy – Gymnasium addition and Classroom Renovation
- D. Refer to Specification Sections:
 - 1. 27 0000 General Technology Requirements
 - 2. 27 1000 General Cabling Requirements
 - 3. 27 5116 Public Address Systems

Bid Category 28-1: Video Surveillance and Access Control

- E. Expand the district's current video surveillance and access control systems for buildings and areas identified on the drawings at the following buildings:
 - 1. Isbister Elementary – Gymnasium and classroom addition
 - 2. Pioneer Middle School – Office Addition and Renovation
 - 3. Plymouth High School – Natatorium and Multi-purpose Room.
 - 4. Starkweather Academy – Gymnasium addition and Classroom Renovation
- F. Refer to Specification Sections:
 - 1. 27 0000 General Technology Requirements
 - 2. 27 1000 General Cabling Requirements
 - 3. 28 1300 Access Control
 - 4. 28 2300 Video Surveillance

3. PRE-BID PROPOSAL MEETING

- A. For the dissemination of information and clarification of intent of the Contract Documents, a pre-bid proposal meeting will be held on:

Date: **March 17, 2023**

Time: **12:30 PM local time**

Place: Meeting will be an online Microsoft Teams meeting. For full access go to:

<http://links.pccsk12.com/BMprebidmtgBPT7>

For audio only Dial-in Number: (248) 572-3806
Conference ID: 439 592 908

- B. A date will be setup at the pre-bid proposal meeting for any bidders requesting to tour the inside of buildings. Bidders wishing to visit the outside of buildings only are still asked to check-in at the office upon their arrival to notify office staff that you may be on their grounds.
- C. The pre-bid proposal meeting is not mandatory, but bidders are responsible for the information provided at the pre-bid proposal meeting.
- D. Responses to questions and requests for clarifications will be made by written addenda only after the pre-bid proposal meeting if required. Any representations and/or oral discussions not confirmed by addenda will not be binding upon the Owner.

4. RECEIPT AND OPENING OF BID PROPOSALS

- A. The Contract Sum includes all costs associated with known and current COVID-19 impacts, including impacts on materials, the supply chain, labor, productivity and schedule.
- B. Bid Proposals must be submitted prior to the Time and Due Date specified below, at which time they will be publicly opened and read aloud. Bid Proposals will be opened publicly in a manner to avoid full public disclosure of contents until after all evaluations have been completed; however Bidder's name and bid proposal amount will be read aloud. Decisions will not be made at the bid proposal opening; bid proposals will be evaluated before presentation to the Board of Education for approval.

DUE DATE: March 30, 2023

TIME: 2:00 PM

- C. Online Submission through BuildingConnected.com
 - 1. Bid Proposals will be received online through www.BuildingConnected.com up until the time of the Bid Proposal Due Date and Time. Through Building Connected, all Bid Proposals are kept confidential until the Bid Proposal Due Date and Time. Bidders will be able to submit and revise their Bid Proposals right up to the Bid Proposal Due Date and Time, but no revisions or new bid proposals will be accepted after the deadline has passed.
 - 2. The Bid Proposal form and bid proposal documents are available through Building Connected using the following link:
<https://app.buildingconnected.com/public/55a1292ff1a96708004a19dc>
 - 3. For instructions on how to submit a Bid Proposal please follow this link:
<https://buildingconnected.zendesk.com/hc/en-us/articles/360010222793-How-to-submit-your-bid-through-BuildingConnected->
 - 4. Bidders can start typing information into Building Connected immediately upon invitation. The information is sealed and not accessible by the Owner until the Bid Proposal Due Date and Time but the Bidder can enter and change information until the Bid Proposal Due Date and Time.
 - 5. **Bidders must type answers into the Building Connected Bid Proposal Form as well as upload signed and notarized copies of the Iran Sanctions Form, Familial Disclosure**

Affidavit, Bid Bond, Bill of Materials, Criminal Background Check Affidavit, and any other required or supporting documentation.

6. **Bidders are encouraged, but not obligated, to submit bid proposals electronically via Building Connected.** See item 9-C for further details about submitting hard copy bid proposals. If a Bidder chooses to submit an electronic bid proposal, it assumes any and all risk related to software, connectivity, or any other issues related to the electronic bidding process. It is further recommended, but not required, that any electronic bid proposals be submitted at least two hours before the deadline for bid proposal submission to confirm that the bid proposal has been timely, accurately, and completely received.
- D. All bid proposals must be accompanied by the following documents uploaded through Building Connected. Bidders who will be awarded Work will be required to provide original hardcopies.
 1. Familial Disclosure Affidavit, sworn and notarized.
 2. Affidavit of Compliance – Iran Economic Sanctions Act, sworn and notarized.
 3. Affidavit of Compliance – Criminal Background Checks, sworn and notarized.
 4. Executive Summary or other supporting documentation including a summary of any deviations/enhancements/exemptions to the minimum configurations listed.
 5. Bill of materials with itemized costs.
 6. Specification sheets on the systems proposed.
 7. Summary of manufacturer’s standard warranty.
 8. A list of projects completed during the previous three (3) years, including the contract values and owner’s contact information.
 9. A statement regarding any past, present, or pending litigation with an owner. Such additional information may be required to satisfy the Owner that the bidder is adequately prepared, in technical experience, or otherwise, to fulfill the contract.
 - E. Bid Proposals received from Bidders after the Due Date and Time will be returned to Bidder unopened.
 - F. When submitting a bid proposal, use only the forms provided. Forms that have been altered or substitute forms will not be accepted.
 - G. A Bid Security in the form of a bid bond from a qualified surety for the full amount of the bid or a cashier’s check equal to five percent (5%) of the total bid. Bid bonds shall be duly executed by the Bidder, as principal, and by a surety that is properly licensed and authorized to do business in the state in which the Work is to be performed. Bidder agrees that this Bid Proposal shall be irrevocable. All sureties providing bid bonds for this Project must be listed in the latest version of the Department of Treasury’s Circular 570, entitled “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies”, with the bond amount less than or equal to the underwriting limitation, and/or have an A.M. best rating of A- or better.
 1. Note: Bid Bonds may be submitted electronically through Building Connected with the original provided afterward; but the original cashier’s check must be provided to the Owner prior to the Bid Proposal Due Date and Time to be considered a valid Bid Security.
 - H. All Bid Proposals must include the sworn statement included with the Bid Proposal Form, in accordance with MCL 380.1267, disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the school board or the superintendent of the school district.
 - I. All Bid Proposals must include the affidavit included with the Bid Proposal Form certifying that the Bidder is not Iran-linked business.

- J. All Bid Proposals must include a completed version of the provided “Affidavit of Compliance – Criminal Background Checks” form.
- K. Plymouth-Canton Community Schools reserves the right to accept or reject any or all bid proposals, either in whole or in part, to waive any informalities or irregularities therein, and the right to award the Contract to other than the Bidder(s) submitting the best financial Bid Proposal (low bidder).
- L. Additional information provided with a Bid Proposal shall be used in the evaluation of bid proposals, but do not replace the requirements established by the Contract Documents (request for proposals, drawings, specifications, etc.). Neither BMB nor the Owner will be responsible for reviewing equipment lists for completeness or conformance to the Contract Documents. Lists of material, bills of material, etc. submitted by the Bidder do not replace the submittal requirements and do not replace the requirements established by the Contract Documents.

5. TIMELINE

- A. Milestone Dates:

1. Release of RFP	March 13, 2023
2. Pre-bid proposal meeting:	March 17, 2023 at 12:30 PM
3. Deadline for written requests for clarification:	March 23, 2023
4. Deadline for Bid Proposals:	March 30, 2023 at 2:00 PM
5. Post-bid proposal Interviews:	April 3 – April 7, 2023
6. Board of Education presentation:	April 25, 2023 (anticipated)
7. Board of Education consideration:	May 9, 2023 (anticipated)
8. Project Start Date:	May 10, 2023
9. Last day of School:	June 14, 2023
10. PA Headend Replacement completion:	August 30, 2023
11. Security work:	In conjunction with related construction
12. Project Substantial Completion:	In conjunction with related construction
- B. On-site Work shall be performed, primarily during 7:00 a.m. to 7:00 p.m., Monday through Friday. Any changes to the established schedule must have prior approval of the Owner, and scheduled at the least disruptive time possible.
- C. Any installation in corridors or classrooms including system cutovers must be performed outside of school hours aside from scheduled Work completed during school breaks. Bidder to include the cost of any premium time in their base bid proposal.
- D. The Bidder must provide written documentation outlining their Work schedule.
- E. The Bidder will be charged for weekends and holidays if Owner or Owner's Representative's labor force is scheduled to allow access to the facility.

6. EVALUATION AND POST-BID INFORMATION

- A. After the Bid Proposals are received, the Project team may require a post-bid proposal meeting for the purpose of further evaluating and clarifying the bid proposal. Items clarified during the post-bid proposal evaluation will become part of the Contract between Owner and the selected Contractor.
- B. Shortlisted bidders will be asked to provide a demonstration of their systems during the post-bid proposal interview and may be asked to provide an evaluation unit for P-CCS to evaluate.

- C. Bidder may be requested to provide follow up information including but not limited to:
1. Designation of the Work to be performed by the Bidder with his/her own forces, and that to be contracted.
 2. Complete detailed cost breakdown including manpower requirements and cleanup costs associated with Work activities.
 3. A list of names of the Subcontractors or other entities (including those who are to furnish systems of materials and/or equipment fabricated to a special design) proposed for the principal portions of the Work. The list shall further include the value of the subcontracts and their percentage of value of the Bidder's total bid proposal. The Bidder will be required to establish, to the satisfaction of the Owner, the reliability and responsibility of the persons or entities proposed.
- D. Any requests made by the Owner for written cost analysis shall be adhered to by the bidder. Any bidder that does not comply with this request may be rejected.
- E. Once the Contract is awarded to the successful bidder(s), the successful bidder shall be known as the "Contractor".

7. CLARIFICATIONS, DISCREPANCIES, OMISSIONS OR INTERPRETATIONS

- A. Bidder shall promptly notify BMB in writing of any ambiguity, conflict, inconsistency, discrepancy, omission or other errors which they may discover upon examination of the RFP, otherwise the bid proposal will be deemed to incorporate appropriate solution to the issue. Bidders requesting clarification or interpretation of the RFP Documents can:
1. **Submit questions through the Messages tab in Building Connected (preferred)**
 2. Email to: brian.jessie@bartonmalow.com
- B. All such requests must be made in writing via Building Connected or e-mail. No response will be made to any oral question.
- C. Any interpretation, correction or change of the Contract Documents will be made by addendum issued by BMB on behalf of the Plymouth-Canton Community Schools. Interpretations, corrections or changes of the documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and/or changes. Addenda will be distributed through Building Connected.
- D. Each bidder in its Bid Proposal must acknowledge all addenda which it has received, but the failure of a Bidder to receive, or acknowledge receipt of, any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof.
- E. The Owner intends that all bidders have equal access to information relative to this RFP, and that this RFP contains adequate information. No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in an addendum to this RFP, or a Request for Clarification, or other written response thereto.
- F. From the date of this RFP until a Bidder is selected and the selection announced, a prospective Bidder shall not communicate about the subject of this RFP or a Bidder's Bid Proposal with the Owner, its Board of Education, or any individual member, administrator, faculty, staff, student, employee, or its Owner's Representatives.

8. BID PROPOSAL FORM

- A. Each bid proposal shall be submitted on the bid proposal form in BuildingConnected.com with all blank spaces filled in (enter "\$0.00" where items are included at no additional charge, enter "N/A" for items that are not applicable or available from the Bidder).

- B. All interlineations, alternations or erasures shall be initialed by the bid representative of the Bidder that executes the bid proposal form.
- C. If not submitted through Building Connected, submit all copies of the bid, the familial disclosure affidavit, Iran Economic Sanction Affidavit, Criminal Background Affidavit, and any other documents required to be submitted with the bid proposal, in a sealed opaque envelope. Deliver to:

Plymouth-Canton Community Schools
454 S. Harvey Street
Plymouth, MI 48170
Attn: Mark Salzer

- D. Each copy of the Bid Proposal Form shall include the legal name of the Bidder and shall be signed by the person or persons legally authorized to bind the Bidder to a contract. If Bid Proposals are submitted by an agent, provide satisfactory evidence of agency authority.

9. ALLOWANCES

- A. **Bidder is to include a \$15,000 Owner directed allowance as part of their base bid proposal for categories 27-1 and 28-1. 27-2 bidders are to include a \$30,000 Owner directed allowance in their proposals.** If submitting for multiple bid categories the full allowance should be included in each bid category. This allowance is above and beyond the scope identified in the specifications, drawings, or Work scopes. This Owner Directed Allowance is to be used by the Owner at their discretion for Owner Directed Changes. Any unused portion of the Owner Directed Allowance will be credited to the Owner through a deduct change order at the end of the Project.

10. VOLUNTARY ALTERNATES

- A. All bid proposals must be based upon the base requirements established in this RFP. In addition to a base bid proposal, the submission of voluntary alternates is acceptable. If a voluntary alternate is submitted for consideration, it shall be expressed on the bid proposal form. If a voluntary alternate is submitted, the Bidder shall also submit sufficient information in the form of specification, product data, etc., sufficient for analysis of the alternate.

11. TAXES

- A. The bidder shall pay applicable taxes for any Work that is not tax exempt. Exemption certificates, if required, will be furnished when requested by awarded Bidder.

12. CONTRACT AND INSURANCE

- A. The form of Contract that will be used for the services under this Bid Package shall be the Agreement for Purchase and Installation of Technology Equipment included with this RFP (the Contract). The Contract contains many details relative to the Services requested by the Owner, the terms and conditions under which the Services shall be provided by the Bidder, and should be reviewed carefully by each Bidder prior to submitting a Bid Proposal.
- B. A copy of the Insurance Requirements is attached as Exhibit A to the Contract form.
- C. Before commencement of any Work, a Certificate of Insurance executed by Bidder's insurance agent or carrier showing evidence of required insurance coverages shall be submitted in accordance with the Insurance Requirements attached the Contract.
- D. Any exceptions to the terms and conditions contained in this RFP or the form of Contract attached to this RFP, or any other special considerations or conditions requested or required by the Bidder MUST be specifically enumerated by the Bidder and be submitted as part of its Bid Proposal, together with an explanation as to the reason such terms and conditions of this RFP or form of Contract cannot be met by, or, in the Bidder's opinion, are not applicable to, the Bidder. The Bidder shall be required and expected to meet the specifications and requirements as set

forth in this RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Bidder's Bid Proposal and those exceptions or special considerations or conditions are expressly accepted by the Owner. All Pricing factors must be clearly indicated in the Bid Proposal Forms provided as part of the Bidder's Bid Proposal.

13. PAYMENTS

- A. Refer to the Contract Form for detailed information on the payment process.
- B. Contractor may submit for progress payments for Work complete at most monthly.
- C. Pay applications shall be submitted using the Application and Certificate for Payment (AIA Documents G702 and G703 Continuation Sheet) or other form approved in advance by BMB.
- D. Applications for Payment and all supporting documents (including but not limited to lien waivers, sworn statements, and the like) for the Contractor, its Subcontractor(s) and its sub-subcontractors and suppliers, shall be in electronic format and shall be submitted to BMB using the Oracle Textura Payment Management (TPM) system. Contractor shall be responsible for the fees and costs owed associated with Subcontractor's use of TPM. Contractor shall include a similar provision in its sub-subcontracts and purchase orders. Fees to Contractors are calculated as 0.22% (22 basis points) of Contract Sum (plus applicable taxes), with a maximum fee of \$3,750. Fees to sub-subcontractors and suppliers are a fixed fee of \$100 per sub-subcontractor or supplier contract.

14. PERFORMANCE AND PAYMENT BONDS

- A. Bidders are to include the price of a performance and payment bond in their bid proposal. The bid proposal form provides a means for identifying the cost of the bond. For bid proposals under \$50,000, the Owner may choose to waive the bonds in which case the amount would be deducted from the contract price.
- B. For all bid proposals over \$50,000, Owner will require Bidder to furnish a Performance Bond and a Payment Bond, in amounts equal to the Contract Sum, by a qualified surety naming both the Owner and Barton Malow Builders as dual Obligees. All sureties providing bonds on this Project must be listed in the Department of Treasury's Circular 570, entitled "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" with the bond amounts less than or equal to the underwriting limitation indicated in the Circular, and/or must have an A.M. Best rating of A - or better. Bonds shall be duly executed by the Bidder, as principal, and by a surety that is licensed in the state in which the Work is to be performed.
- C. The Bidder shall deliver the required bonds to BMB prior to execution of the Contract. If the Work is to be commenced prior thereto in response to a letter of intent, the Bidder, at a minimum, shall submit evidence to the satisfaction of BMB such bonds will be furnished prior to commencement of on site Work. In no event may the Bidder commence on-site Work without the required bonds properly issued and delivered.
- D. Performance Bond and Payment Bond form AIA Document A312 (2010 Edition) must be used for this Project.
- E. The Bidder's proposed surety must be acceptable to the Owner and BMB. If, at any time, after acceptance of the Bidder's bonds, the surety fails to meet the criteria stated above, the Bidder must, as a precondition to continuing Work and receiving further payments, replace the bonds with bonds from a surety that meets the stated criteria.
- F. The Performance and Payment Bond penal sums (i.e., the Contract Sum) must be listed as a separate line item on the Bid Proposal Form and payment requests.
- G. In the event of a Change Order to the Contract that increases the Contract Sum, the penal sum of any required Performance and Payment Bonds shall also be increased so that each penal sum

equals the adjusted Contract Sum. BMB or Owner shall have the right to request submission of bond riders, issued by the original qualified surety, evidencing that such increase to the penal sum of the bonds has been accomplished. Notwithstanding the foregoing, in the next pay application after the Contract Sum has been increased by twenty-five percent (25%) or more, as a condition precedent to payment, Bidder shall deliver a bond rider issued by the original qualified surety evidencing that the appropriate increase in penal sums has been accomplished. No alteration, erasure, or addition is to be made in the typewritten matter.

15. EQUIPMENT PROTECTION AND OFF-SITE MATERIALS

- A. For any materials stored off-site (either delivered to the Contractor's warehouse or taken by the Contractor from Owner's warehouse), Contractor is to provide copies of insurance policies that cover the stored materials. Insurance policy is to name BMB and Owner as additional insureds. The limit of the insurance policy shall be equal to or greater than the replacement value of the stored materials. Copies of this insurance policy must be provided with payment applications.
- B. Equipment at Contractor's warehouse is to be segregated from their general inventory and marked. Contractor is to provide the location where the material will be physically stored including the address and storage location within the warehouse.

16. DELIVERIES

- A. Contractors will be responsible for all equipment and material handling. The Owner will not accept deliveries to equipment or materials directly to the school buildings. Contractor must be onsite to accept any deliveries.
- B. Refer to the Contract Form for detailed information on deliveries.
- C. Contractor will coordinate delivery with BMB, the Construction Manager, the Owner's staff, and other Contractors working at the schools. Delivery dates will be confirmed by the Contractor one (1) week prior to delivery.

17. DEFINITIONS

- A. The Contract Documents consist of the Agreement for Purchase and Installation of Technology Equipment included with this RFP (including the Exhibit A attached thereto) (together, the "Contract"), this Request for Proposal, the post-bid proposal review form, the Project Manual, all Addenda issued prior to Bid Proposal Due Date and Time, and all clarifications noted during the post-bid proposal interview. In the case of a discrepancy between the terms contained in the Contract Documents and the Owner's purchase order, the terms in the Contract Documents shall supersede.
- B. The Project Manual refers to this document and all associated documents issued as part of this RFP. This includes the drawings, specifications, equipment lists, schedules, documentation of existing equipment, etc.).
- C. Addenda are written and/or graphic instruments issued by the Owner or BMB prior to the award of the Contract which modify or interpret the Contract Documents by additions, deletions, clarifications or corrections.
- D. A Bidder is a legal entity submitting a bid proposal.
- E. Bid, Bid Proposal, and Proposal are used interchangeably and refer to the bid proposal submission from the Bidder in accordance with the Contract Documents.
- F. Base bid proposal is the sum stated for which the Bidder offers to perform the complete Work of, or supply equipment to which Work may be added or deducted. The base bid proposal shall be in strict accordance with this RFP, though voluntary alternates may be submitted in addition to the base bid proposal.

- G. An alternate bid (or alternate) is an amount stated in the bid proposal corresponding to change in Project, materials, or methods of Work described in the Contract Documents if accepted by the Owner.
- H. A unit price is an amount stated in the bid proposal as a price per unit of measurement for materials or services as described in the Contract Documents.
- I. The term "day" is defined as calendar days unless otherwise specified.
- J. The term "Subordinate Parties" includes all of Contractor's employees, workers, laborers, agents, consultants, suppliers, sub-contractors or sub-subcontractors, at any tier, who perform, assist with or otherwise are involved in any of the Work.
- K. The term "Work" includes all work and responsibilities performed or to be performed by Contractor or its Subordinate Parties under the Contract Documents.

18. GENERAL CONDITIONS

- A. The submission of a bid proposal will be construed to mean that the Bidder is fully informed as to the extent and the character of the supplies, materials, or equipment and services required and a representation that the Bidder can furnish the item(s) in complete compliance with the Contract Documents.
- B. Before submitting a bid proposal, each Bidder shall make all investigations and examinations necessary to ascertain conditions, requirements and obstacles, if any exist, affecting the operation of the proposed services. Failure to make such investigations and examinations shall not relieve the successful Bidder from the obligation to comply, in every detail, with all provisions and requirements of this RFP nor shall it be a basis for any claim whatsoever for alteration in any term or payment required by the Contract.
- C. No alteration, erasure, or addition is to be made to the Bid Proposal Form or other Contract Documents. Deviations from the Contract Documents must be set forth-in space provided on the Bid Proposal Form.
- D. The Owner intends to communicate with Bidders via email or Building Connected (e.g. RFP clarifications and addenda). Except for the delivery of the Proposal itself, references in this RFP to "written" form of communication include e-mail.
- E. Any decision made by the Owner, including Bidder selection, shall be final.
- F. Products and services which are not specifically requested in this RFP, but which are necessary to provide the functional capabilities proposed by the Bidder, shall be included in the Bid Proposal.
- G. Each Bidder submitting its Proposal releases the Owner from any and all claims arising out of, and related to, this RFP process and selection of a Bidder.
- H. 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.
- I. The Bidder 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 equipment and/or services and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- J. The material/equipment specifications should be considered as a minimum requirement. Any deviations from the standard specified will be considered only when fully described and accompanied by descriptive literature and samples.
- K. All equipment must be supplied directly from the manufacturer with manufacturer standard components. No mixing of products or components from various manufacturers will be accepted, unless approved by the Owner.

- L. Bidders must pass through all rebates, incentives, warranties, and licenses purchased through this RFP and not require the Owner to file with a manufacturer.
- M. All components must be identical in similar systems purchased for each implementation phase.
- N. All prices bid must be "per unit" as specified.
- O. Prices shall be net, including transportation and delivery charges fully prepaid by the Contractor to destination indicated in the Contract Documents. If award is made on any other basis, transportation charges must be prepaid by the Contractor and added to the invoice as a separate item. In any case, title shall not pass until item(s) have been delivered and accepted by the Owner, in its sole determination.
- P. Bidders for Work in this RFP are responsible for knowing what work has preceded the bid proposal and how it affects their Work. In order to assist bidders in this effort, the Contract Documents for preceding bid proposals will be available for review at the Owner's Project office.
- Q. The Owner's operations must continue uninterrupted throughout the Project. Certain portions of the Work must be performed and completed in such order so as to permit the orderly operation of the Owner's activities. Each bidder shall review the work of their particular bid category, and all other bid categories to assure proper coordination to complete their Work per schedule.
- R. A survey of the site will be conducted, and documented by the Contractor, to determine current site conditions. The Contractor shall be responsible to repair any damage to the site, which occurs during this Project.
- S. Contractors and their Sub Contractors shall park their work vehicles in the area(s) designated for parking. Contractors and their Sub Contractors shall not park or drive on sidewalks or grassy areas.
- T. Contractors will submit daily report of all activities in the format approved by the BMB documenting site location, Work complete, commissioning checklists (if applicable), staffing levels (onsite and total), open issues, photos of completed Work, etc.
- U. Contractors will attend all meetings required by the Owner or BMB including planning meetings, coordination meetings, construction meetings, progress meetings (anticipate weekly during planning and implementation), etc.

19. ACCEPTANCE AND REJECTIONS OF BID-PROPOSALS

- A. It is the intent of the Owner to award a contract to the lowest responsible Bidder whose Bid Proposal meets the criteria of the evaluation committee, provided the bid proposal has been submitted in accordance with the requirements of the RFP and does not exceed the funds available. The Owner has not had the opportunity to review all of the products listed in this RFP, during the post-bid proposal process the Owner will also review products bid to evaluate product suitability, initial cost, and ongoing costs.
- B. Although cost must be considered, other factors will influence the awarded Bidder. The Owner, at its sole discretion, shall determine whether particular Bidders have the qualifications to perform the scope of Work. In determining whether a Bidder possesses the basic qualifications Owner may consider, but not be limited to: references, whether provided by the Bidder or acquired independently by the Owner; Bidder and manufacturer's reputation for performance and service; product availability; longevity of service (number of years); previous experience with similar projects; years of continuous business; commitment to schedule and completion date; financial condition; Bidder's current workload; product availability; features and benefits of the proposed solution; alternates and voluntary alternates; product life cycle; warranty, etc.
- C. The Owner reserves the right to make awards within 3 months after the Bid Due Date and Time during which time Bid Proposals may not be withdrawn, unless the Bidder distinctly states in its bid proposal that acceptance thereof must be made within a shorter specified time.
- D. Owner reserves the right to negotiate further with the successful Bidder.

- E. The Owner reserves the right to accept or reject any and all bid proposals. Owner also reserves the right to reject for cause any bid proposal in whole or in part; to waive technical defects; qualifications; irregularities; and omissions if in its judgment the best interest of the Owner will be served.
- F. Bid proposals are considered irregular and may be rejected for any of the following reasons unless otherwise provided by law:
 - 1. If bid proposal form furnished is not used, altered, or incomplete.
 - 2. If there are unauthorized additions, qualifications, conditions or irregularities of any kind this may make the bid proposal incomplete, indefinite or ambiguous as to its meaning.
 - 3. If Bidder adds any provisions reserving right to accept or reject any award of contract.
 - 4. If unit or lump sum prices or alternates contained in the bid schedule are obviously unbalanced either in excess of, or below, reasonable cost analysis values.
 - 5. If Bidder fails to complete bid proposal form in any other particulars where information is requested so bid proposal form may be properly evaluated.
 - 6. If bid security does not accompany bid proposal form.
 - 7. If the Familial Disclosure Affidavit, Criminal Background Check Affidavit, and the Iran Economic Sanction Affidavit does not accompany bid proposal form.
- G. Bidder's lack of responsibility as revealed by submitted information on either experience, or equipment statements.
- H. Bidder's lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history.
- I. If any pertinent instructions to bidders is not fully complied with.
- J. The Owner shall have the right to waive any informality or irregularity in any bid proposal or bid proposals received and to accept bid proposal or bid proposals which, in their judgment, is in their best interest.
- K. The Owner shall have the right to accept alternates in any order or combination and to determine the low Bidder based on the sum of the base bid proposal and the alternates accepted.

20. GUARANTEES BY THE CONTRACTOR

The Contractor guarantees:

- A. Their products against defective material or workmanship and to repair or replace any damaged material/equipment or marring occasioned in transit or assembly when installation is specified.
- B. That all delivered material/equipment shall be as bid. No substitutions will be accepted unless prior to delivery material/equipment has been inspected by the Owner and found to be equal to the item specified.
- C. That all material/equipment or furniture offered is standard, new, latest model of regular stock product or as required by the Contract Documents, with parts regularly available for the type of equipment or furniture offered; also that no attachment or part has been submitted or applied contrary to manufacturer's recommendations and standard practice. All equipment must be guaranteed against faulty material and workmanship, and a manufacturer's warranty indicating the warranty or guarantee period must be available at time of delivery or acceptance.
- D. That he/she has carefully checked the enclosed figures and understands that he/she shall be responsible for any error of omission in this Bid Proposal.
- E. Contractor's employees assigned to provide Work hereunder shall be fully certified, licensed and approved as necessary to lawfully perform the Work.

21. ON-SITE SAFETY AND LOSS CONTROL PROGRAM

A. General Requirements:

1. In addition to the requirements set forth below, the Contractor shall comply with all terms, conditions and provisions of all applicable laws. Contractor will also be required to follow any Project requirements established by the Construction Manager.
2. Contractors shall take the safety orientation remotely. The link to the safety orientation video is <https://youtu.be/fsffEMPUN6E> Contractor will send email to brian.jessie@bartonmalow.com each time a new employee starts on site verifying they have completed the safety orientation video.
3. Contractor must submit a monthly summary of hours worked on-site and information for any safety incidents as a requirement for payment processing. This includes on-site hours for any subcontractors, but does not include hours worked off-site or at the Contractor's facility. Form of reporting will be decided with the Project team. If Contractor does not keep track of on-site vs. off-site hours for their internal purposes, an estimate will suffice.
4. The Contractor shall assign an individual to act as Safety Representative who will have the responsibility of resolving safety matters and acting as a liaison among Contractor, BMB and the Owner. The Safety Representative must be a person who is capable of identifying existing and predictable hazards in surroundings that are unsanitary, hazardous or dangerous to employees, and has the authority to take prompt corrective measures to eliminate them. The Safety Representative must meet the standards for a competent person under applicable law when required (scaffolding, confined spaces, etc.) and be on site full time. The Safety Representative or an alternate must attend periodic safety meetings as directed by BMB.
5. Contractor, through its site supervisors and/or Safety Representative, shall attend a pre-construction meeting where planning for safe execution of the Project will be addressed.
6. All on-site employees of either Contractor or its Subordinate Parties are required to report any unsafe act or condition and any work-related injuries or illness immediately to a supervisor. If the act or condition can be safely and easily corrected, the employee or supervisor shall make the correction.
7. Contractor shall inform BMB immediately of the arrival of any federal or state inspector or compliance officer prior to touring the site. Any reports, citations, or other documents related to the inspection shall be provided promptly to BMB.
8. Contractor shall be responsible for payment of all safety-related citations, fines and/or claims arising out of or relating to its Work levied against the Owner, BMB or any of their respective employees or affiliates.

B. BMB Requirements

1. Work crews shall conduct a Job Hazard Analysis (JHA) discussion to plan for safe performance before beginning any Work task. Contractor is encouraged to prepare a written record of each JHA.
2. All workers, management and visitors shall wear approved hard hats, safety glasses, gloves, and high visibility vests while on site within construction areas.
3. Sleeved shirts (minimum of four inches), long pants, and durable work boots are required minimum clothing.
4. Personal cell phones are not to be used on construction sites except to report an emergency or on approved break time. Use of business cell phones must not interfere with jobsite safety. The use of camera features on cell phones is strictly prohibited.
5. Personal radios or music players with earphones are not permitted.

6. All persons working at elevations of six feet or greater must have 100% continuous fall protection. Engineering controls are preferred, but personal fall arrest systems are also permissible. An exception is permitted for safe use of ladders up to 24 feet long.
7. Contractor is responsible to repair or restore any barricade that it modifies or removes.
8. Class III (household) stepladders are prohibited; metal ladders are strongly discouraged.
9. All scaffolds must be checked daily and before each use for safety compliance. Scaffolds shall never be left in an unsafe condition and must be removed and/or disabled immediately, if not to be used again.
10. Keep equipment at least 15 feet from energized power lines.
11. Electrical, pneumatic, and other energy systems that could be accidentally energized or started up while Work is in process must be locked out (not merely tagged out).
12. Only fire retardant materials may be used to build shanties or other temporary enclosures inside of buildings finished or under construction. Shanties shall be continually policed by their occupants to prevent the accumulation of waste or other combustibles.
13. Engineering controls must be used to restrain silica dust per applicable law.

C. Contractor’s Safety Submittals

1. Contractor shall provide copies of the following written safety submittals to BMB at the times indicated:

Submittal	Timing
Safety Certificate, Barton Malow Form SAF 6.3.3.3	Before on-site Work begins
Site-specific Safety Program, including substance abuse policy, hazard communication program, and Material Safety Data Sheets (MSDS) , Barton Malow Form SAF 6.3.2.1	Before on-site Work begins
Tool Box Talk Reports	Weekly
Incident Reports (OSHA form 301 or equivalent)	Within 24 hours of incident
Hours worked and incident rates	Monthly (w/ pay application)

2. BMB’s receipt of any, all or none of the foregoing from Contractor does not constitute approval thereof or permission to deviate from the requirements of the Contract Documents and applicable law.
3. Contractor will allow inspection of, and BMB may request copies of, any and all safety-related documents and records in its possession relating to the Project.

D. BMB’s Rights

1. Safety Hazard Notifications may be issued to the Bidder when an unsafe act or condition is reported or observed. BMB shall not be required to supervise the abatement or associated reprimand of unsafe acts or conditions within a Contractor’s scope of Work as this is solely the responsibility of Contractor. Nevertheless, BMB has the right, but not the obligation, to require Contractor to cease or abate any unsafe practice or activity it notices, at Contractor’s sole expense.
2. Contractor’s failure to comply with the contract safety requirements will be considered a default of the Contract Documents and may result in remedial action including, but not limited to, withholding of payment of any sums due or termination.

3. BMB's failure to require the submission of any form, documentation, or any other act required under the Contract Documents shall not relieve the Contractor from any of its safety obligations.
4. Nothing in the Contract Documents makes BMB responsible or liable for protecting Contractor's employees and other Subordinate Parties or assuring or providing for their safety or preventing accidents or property damage.
5. All requirements referenced above are binding on Bidder and all of its Subordinate Parties, even where such requirements may exceed the standards of applicable law.

22. HAZARDOUS MATERIALS

- A. When use or storage of flammable, volatile or other Hazardous Materials or System(s) or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. As used in this RFP, "Hazardous Materials" means asbestos; cadmium; chlorofluorocarbons; chromium VI; hydrochlorofluorocarbons; lead; mercury; nickel; polybrominated biphenyls; polychlorinated biphenyls and terphenyls; azo colorants, aromatic amines and azo dyes; halogenated flame retardants and additives; tributyl tin, tributyl tin oxide and triphenyl tin; polychlorinated naphthalene; antimony; arsenic; beryllium; bismuth; phthalates; selenium; ozone depleting substances; chloroparaffins; polyvinyl chloride; halogenated plastics or polymers; expanded polystyrene foam; any materials containing such substances; compounds of such substances, including, but not limited to, their ethers and oxides; molds; and any other chemical, material, or substance subject to regulation as a hazardous material, hazardous substance, toxic substance, or otherwise, under applicable federal, state, or local law, and any other chemical, material, or substance that may have adverse effects on human health or the environment.
- B. Contractor must provide OSHA/EPA certified hazardous material awareness training (notably asbestos and lead) for all employees working onsite that will be disturbing the existing surfaces.
- C. Each Contractor shall be constantly aware of the possible discovery of Hazardous Materials. Should Contractor encounter any Hazardous Material or suspected Hazardous Material, the Contractor shall immediately stop Work in the area affected and report the condition.
- D. If the Contractor encounters any Hazardous Material or suspected Hazardous Material, the Contractor agrees to immediately initiate the required procedures of the Environmental Protection Agency (EPA), and/or state or local agencies having jurisdiction to protect any and all persons exposed to the affected areas or adjacent areas affected thereby
- E. Contractor is fully responsible for all Hazardous Materials it creates or releases in connection with, or brings to, the Project.
- F. Each Contractor shall be responsible to bind ALL of its personnel and its Subordinate Parties to the provisions in the Contract Documents related to hazardous materials and to instruct each employee of its own duty to report any and all suspected Hazardous Materials and to comply with all applicable laws.
- G. Absolutely no material shall be brought on or to the Project Site that does not have a manufacturer's label stating contents.
- H. The Contractor shall comply with all applicable federal and state laws, rules, ordinances and regulations regarding transportation, storage, spills, releases and disposal of Hazardous Materials.
- I. No asbestos or asbestos-containing material will be brought to the jobsite or incorporated into the Work by Contractor or its Subordinate Parties.

23. EQUAL EMPLOYMENT OPPORTUNITY

- A. It is the Owner's policy not to discriminate against any employee, applicant for employment, contractor, or material supplier, because of race, religion, national origin, ancestry or sex.

- B. Contractor understands that any agreement with the Owner shall be in consideration of maintaining the above mentioned non-discrimination policy.
- C. Contractor understands that they may be required to submit further information covering the race, color and work classification for our employees and those of subcontractors to be employed on this Project.

PART II – ATTACHED DOCUMENTS

The following pages contain the following:

1. Agreement for Purchase and Installation of Technology System(s)
2. Affidavit of Compliance – Iran Economic Sanctions Act
3. Affidavit of Compliance – Criminal Background Checks
4. Familial Disclosure Affidavit

PART III – DRAWINGS AND SPECIFICATIONS

This Request for Proposal includes the following drawings and specifications. Specifications are intended to define the level of quality and performance of the requested equipment/service and not to be restrictive. All variations from the specified items shall be fully explained and included with the bid proposal. Manufacturer names and manufacturer product numbers are to be used in all cases. All prices quoted shall be on a unit basis. The determination of the Bid Evaluation Committee as to what alternates are equal shall be final and conclusive.

A. Specifications

27 0000	General Technology Requirements
27 1000	General Cabling Requirements
27 4000	General AV Requirements
27 4118	Multi-purpose Room AV Systems
27 5116	Public Address Systems (and Clocks)
28 1300	Access Control
28 2300	Video Surveillance

B. Drawings

ISBISTER ELEMENTARY SCHOOL

T1.1 1st FLOOR COMPOSITE - NEW FLOOR PLAN
 T4.1D 1st FLOOR ZONE D - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 T5.1D 1st FLOOR ZONE D - AUDIOVISUAL SYSTEMS
 T6.1D 1st FLOOR ZONE D - ACCESS CONTROL SYSTEM
 T7.1D 1st FLOOR ZONE D - VIDEO SURVEILLANCE SYSTEM

PIONEER MIDDLE SCHOOL

TD1.1 1st FLOOR COMPOSITE - DEMOLITION FLOOR PLAN
 TD4.1E 1st FLOOR ZONE E - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 TD5.1E 1st FLOOR ZONE E - AUDIOVISUAL SYSTEMS
 TD6.1E 1st FLOOR ZONE E - ACCESS CONTROL SYSTEM
 TD7.1E 1st FLOOR ZONE E - VIDEO SURVEILLANCE SYSTEM
 T1.1 1st FLOOR COMPOSITE - NEW FLOOR PLAN
 T4.1E 1st FLOOR ZONE E - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 T5.1E 1st FLOOR ZONE E - AUDIOVISUAL SYSTEMS
 T6.1E 1st FLOOR ZONE E - ACCESS CONTROL SYSTEM
 T7.1A 1st FLOOR ZONE A - VIDEO SURVEILLANCE SYSTEM
 T7.1B 1st FLOOR ZONE B - VIDEO SURVEILLANCE SYSTEM
 T7.1C 1st FLOOR ZONE C - VIDEO SURVEILLANCE SYSTEM
 T7.1D 1st FLOOR ZONE D - VIDEO SURVEILLANCE SYSTEM
 T7.1E 1st FLOOR ZONE E - VIDEO SURVEILLANCE SYSTEM
 T7.1F 1st FLOOR ZONE F - VIDEO SURVEILLANCE SYSTEM

STARKWEATHER ACADEMY

TD1.1 1st FLOOR COMPOSITE - DEMOLITION FLOOR PLAN
 TD4.1A 1st FLOOR ZONE A - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 TD6.1A 1st FLOOR ZONE A - ACCESS CONTROL SYSTEM
 TD6.1B 1st FLOOR ZONE B - ACCESS CONTROL SYSTEM
 TD7.1A 1st FLOOR ZONE A - VIDEO SURVEILLANCE SYSTEM
 T1.1 1st FLOOR COMPOSITE - NEW FLOOR PLAN
 T4.1A 1st FLOOR ZONE A - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 T4.1C 1st FLOOR ZONE C - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
 T5.1C 1st FLOOR ZONE C - AUDIOVISUAL SYSTEMS
 T6.1A 1st FLOOR ZONE A - ACCESS CONTROL SYSTEM
 T6.1B 1st FLOOR ZONE B - ACCESS CONTROL SYSTEM
 T6.1C 1st FLOOR ZONE C - ACCESS CONTROL SYSTEM

T7.1A 1st FLOOR ZONE A - VIDEO SURVEILLANCE SYSTEM
T7.1B 1st FLOOR ZONE B - VIDEO SURVEILLANCE SYSTEM
T7.1C 1st FLOOR ZONE C - VIDEO SURVEILLANCE SYSTEM

PLYMOUTH HIGH SCHOOL

T1.1 1st FLOOR COMPOSITE - NEW FLOOR PLAN
T1.2 2nd FLOOR COMPOSITE - NEW FLOOR PLAN
T4.1A 1st FLOOR ZONE A - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
T4.1B 1st FLOOR ZONE B - CLOCK SYSTEM & PUBLIC ADDRESS SYSTEM
T5.1A 1st FLOOR ZONE A - AUDIOVISUAL SYSTEMS
T5.1B 1st FLOOR ZONE B - AUDIOVISUAL SYSTEMS
T6.1A 1st FLOOR ZONE A - ACCESS CONTROL SYSTEM
T6.1B 1st FLOOR ZONE B - ACCESS CONTROL SYSTEM
T7.1A 1st FLOOR ZONE A - VIDEO SURVEILLANCE SYSTEM
T7.1B 1st FLOOR ZONE B - VIDEO SURVEILLANCE SYSTEM
T7.2A 2nd FLOOR ZONE A - VIDEO SURVEILLANCE SYSTEM
T7.2B 2nd FLOOR ZONE B - VIDEO SURVEILLANCE SYSTEM

DETAILS

T9.1 PROJECTION SCREEN MOUNTING