

# Caledonia Community Schools



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END OF SECTION

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END OF SECTION

SECTION 00 11 16  
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: DISTRICT TECHNOLOGY RENOVATIONS

- A. Caledonia Community Schools (Owner) is seeking bids for Low Voltage Cabling, Fiber, Network Electronics, Wireless Network Equipment, UPS, Public Address and programming, associated equipment, and installation. Proposed systems shall be configured and installed to service Owner's classrooms across multiple instructional facilities, and as described herein.
- B. Project: DISTRICT TECHNOLOGY RENOVATIONS
- C. Owner: Caledonia Community Schools  
9753 Duncan Lake Ave SE  
Caledonia, Michigan 48316
- D. Designer: Communications by Design, Inc.
- E. Sites of Work:
  - 1. Caledonia Community Schools Administration Office  
8948 Kraft Ave. SE  
Caledonia, Michigan 49316
  - 2. Caledonia Community Schools Transportation and Maintenance  
8944 Kraft Ave. SE  
Caledonia, Michigan 49316
  - 3. Caledonia Elementary School  
9770 Duncan Lake Avenue  
Caledonia, Michigan 49316
  - 4. Caledonia High School (North and South Campus)  
9050 Kraft Avenue  
Caledonia, Michigan 49316
  - 5. Duncan Lake Middle School, Early Childhood Center and Athletic Fields  
9751 Duncan Lake Avenue  
Caledonia, Michigan 49316
  - 6. Dutton Elementary School  
3820 68<sup>th</sup> Street  
Caledonia, Michigan 49316

7. Emmons Lake Elementary School  
8950 Kraft Avenue  
Caledonia, Michigan 49316
8. Kettle Lake Elementary  
8451 Garbow Drive  
Alto, Michigan 49302
9. Kraft Meadows Intermediate School  
9230 Kraft Avenue  
Caledonia, Michigan 49316
10. Paris Ridge Elementary  
4690 Paris Ridge Drive  
Caledonia, Michigan 49316
11. Ralph E. Meyers Memorial Stadium  
316 W. Main St. SE  
Caledonia, Michigan 49316

#### 1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

- A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.
- B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.
- C. Schedule:
  1. Request for Bid Distributed: October 15, 2021
  2. Pre-Bid Meeting: November 1, 2021 at 10:00am
  3. Intent to Bids Due: November 3, 2021
  4. Question and Clarification Deadline: November 5, 2021 by 5:00pm
  5. Public Bids Due: November 15, 2021 at 10:00am

#### 1.03 TYPES OF BIDS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Bids shall be made on unaltered bid forms as included herein. Bidder shall fill in all blank spaces and the bid

shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

#### 1.04 PRE-BID CONFERENCE

- A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.
- B. Time: November 1, 2021 at 10:00am
  - 1. Location:

Caledonia Community Schools Administration Office  
Board Room  
8948 Kraft Ave. SE  
Caledonia, Michigan 49316
- C. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.
- D. Physical building inspections of sites of work will be provided for at this time.

#### 1.05 TIME AND PLACE OF BID RECEPTION

- A. Physically sealed bids for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.
- B. Bid Receipt Deadline: November 15, 2021 at 10:00am
  - 1. Bid Opening Location:

Caledonia Community Schools Administration Office  
Board Room  
8948 Kraft Ave. SE  
Caledonia, Michigan 49316
- C. Faxed or electronically delivered bids will not be accepted.

#### 1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

- A. Specifications and any relevant Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Rebecca Szilagy. Requests may be made by:

1. Writing – 4101 Sparks Drive, Grand Rapids, Michigan 49546
2. Email – [rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

#### 1.07 BID SECURITY

- A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

#### 1.08 PERFORMANCE BOND COVERAGE

- A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

#### 1.09 UNIVERSAL SERVICE FUND (USF) CONDITIONS

- A. IDENTIFICATION NUMBER – the service provider's USF Service Provider Identification Number (SPIN) must be included in the Bid. Direct all questions regarding the USF requirements in this document to the Universal Service Administrative Company (USAC), Schools and Libraries Division (SLD) at (888) 203-8100.
- B. FUNDING REQUESTS (FY22 E-rate) - The specified products and/or services are to be provided for FY22 (April 1, 2022-June 30, 2023) and qualify for universal service discounts under the FY22 universal service support mechanism, E-rate. No invoices will be dated or paid before July 1, 2022.
- C. UNIVERSAL SERVICE DISCOUNTS – The service provider contract may be conditional upon the Owner receiving universal service discounts under the FY22 universal service support mechanism, E-rate. The Owner reserves the unrestricted right to change the contract amount by adding to, and/or reducing the amount of services and/or products in order to meet budget requirements in the event the level of universal service discounts is changed. Any such adjustments to the contract amount will be taken prior to the start of the specific work being adjusted or eliminated on a given building and/or project.

- D. UNIVERSAL SERVICE DISCOUNT IMPLEMENTATION – The Owner reserves the unrestricted right to specify the filing option for the universal service discount for each product and/or service offered within the Bid: Billed Entity Applicant Reimbursement (BEAR) or Service Provider Invoice (SPI).
- E. ELIGIBLE PRODUCTS AND SERVICES – The USF eligible products and/or services identified on the USAC FY22 (2022-2023) Eligible Services List, which is incorporated herein by reference, must be identified separately from any and all “ineligible” products and/or services in the Bid. Bidder shall note eligibility of items on required Schedule of Values form(s).
- F. FUNDING AVAILABILITY – Owner may or may not elect to proceed with project in whole or, or in part based on multiple possible sources of funding. Approval of E-rate funding will not be the sole criteria for Owner approval to proceed with any/all/some implementation activity on or after April 1, 2022.

#### 1.10 OWNER’S RIGHT TO REJECT BIDS

- A. The Owner reserves the right to reject any and/or all bids. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.
- B. Withdrawal of any Bids after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

#### 1.11 DEFINITIONS

- A. “Owner” is intended to mean Caledonia Community Schools, a general powers school district.
- B. For purposes of this project, the terms “Architect”, “Engineer” and “Designer” are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.
- C. The term “Bidder” refers to any organization properly and accurately submitting a complete “Intent to Bid Form” prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.
- D. The term “Contractor” herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.
- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner’s Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.



- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION