

**UNITED TOWNSHIP HIGH
SCHOOL DISTRICT #30**

- Core Switch Replacement Project -

REQUEST FOR BIDS

October 16, 2017

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A. INTRODUCTION AND INSTRUCTIONS TO VENDORS

INTRODUCTION

United Township High School District No. 30 has developed a project to replace the existing combination of media converters and switches with new core switches as detailed in the bill of materials schedule. The District is seeking a vendor who will also install the core switches and prepare and submit complete documentation related to the project.

United Township High School District No. 30's objective is to replace an obsolete media converter system with up-to-date, quality materials designed to improve the overall performance and integrity of the district's main technology server room closet.

United Township High School District No. 30 invites vendors to submit bids for the Core Switch Replacement Project in accordance with the requirements, terms, and conditions of this Request for Bids.

BACKGROUND INFORMATION

United Township High School District #30 is a 9-12 public high school district located in East Moline, Illinois. District #30 serves students from Barstow, Carbon Cliff, Colona, East Moline, Hampton, Silvis, portions of Moline and upper Rock Island County. Five elementary school districts (Carbon Cliff/Barstow, Colona, East Moline, Hampton and Silvis) and two private schools (Our Lady of Grace Catholic Academy and East Moline Christian School) send students to further their education at UTHS.

United Township High School District #30 has one main building (approximately 250,000 sq ft) which houses their High School, Area Career Center and Administrative Center. There are additional outlying buildings that house the Transportation Department and bus fleet (8,800 sq ft) and an Automotive Body Shop (4,800 sq ft) which operates in conjunction with the Area Career Center. The district opened a new Alternative Education Center (6,320 sq ft) in August 2010 in a leased building located across from the main campus.

United Township High School District #30 employs more than 220 teachers, administrators and non-instructional staff and serves approximately 1,700 students. Forty-nine (49) percent of students come from economically disadvantaged households, 18 percent are Hispanic, 8 percent are Black/African American, 63 percent are White and 11 percent are Multicultural/Other.

GENERAL CONDITIONS

This Request for Bid is not an offer to contract. Form of agreement shall be a signed United Township High School District No. 30 purchase order including specifications and accepted proposal. Board of Education approval is required prior to issuing the purchase order.

Failure to answer any question in this Request for Bid may subject the bid to disqualification. Failure to meet a qualification or requirement will not necessarily subject a bid to disqualification.

Valid Period of Offer

The pricing, terms, and conditions stated in your response must remain valid for 90 days from the date of delivery of the proposal to our district.

Right of Rejection

We reserve the right to accept or reject any or all responses to this Request for Bid and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of the district.

Cost of Proposals

Expenses incurred in the preparation of bids in response to this Request for Bid are the vendor's sole responsibility.

All Inclusive

The bid is to include the furnishing of all labor and materials required, including transportation and handling, in accordance with specifications herein.

Taxes

United Township High School District No. 30 is exempt from Illinois Sales Tax. Necessary tax exemption certificates as applicable to public schools will be furnished upon request.

Insurance

All insurances and any other necessary costs shall be included in the bid. The successful bidder shall furnish a current Certificate of Insurance with United Township High School District No. 30 as additional insured.

Performance Bond and Payment Bond

The successful bidder shall be required, prior to the award of contract, to furnish a bond covering the faithful performance of the contract and the payment of all obligations arising thereunder in the amount of 100% of the bidder's contract and with such sureties secured through the bidder's usual sources as may be agreeable to the District. The cost shall be included in the bidder's base bid.

The bonds shall be written in the form of AIA Document A312, Performance Bond and Payment Bond, latest edition and shall be issued by a surety satisfactory to the district and shall name the district as a primary co-obligee.

Installation Requirements

The successful bidder is responsible for all cutting, fitting or patching of any existing surfaces as required for this installation. All patching is to match the existing surface. The contractor shall exercise every precaution to protect District property and structures.

All rubbish, debris, and dirt resulting from the contractor's work shall be cleaned up as required and removed from the building. The premise shall at all times be kept in a clean, safe and professional manner. If drilling is required, contractor is required to cover existing electronic equipment, servers, computers, etc. with dust covers and ensure that it remains dust-free.

Existing Conditions

In all cases the contractor is responsible for verifying the existing conditions at the job site and the successful bidder's submission of a bid is evidence that the successful bidder has made the necessary field verifications and additional claims or costs will not be considered unless items are found to be clearly in addition to the contract or are determined to be an unforeseen condition. Attendance at a pre-bid meeting is required.

Indemnification

The successful bidder shall hold the Board of Education harmless from damage or accident to the building or occupants, to workers or persons engaged in or about the building or passing the same, resulting either from contract work or extra work under this charge.

Illinois Human Rights Act

All vendors and contractors must comply with the public contract provisions under the Illinois Human Rights Act, including the sexual harassment provisions. This bill amends the Illinois Human Rights Act to require every party to a public contract and every proposer to a public contract to have a written sexual harassment policy, post a notice of the policy, and provide training on sexual harassment prevention as a part of a new employee training program. The policy must, at a minimum, include the illegality of sexual harassment, the definition of sexual harassment under State law, a description of sexual harassment utilizing examples, the contractor's internal complaint process, including penalties, the legal recourse, investigative and complaint process available through the Department of Human Rights, directions on how to contact the Department, and protection against retaliation.

Prevailing Wages

The bidder (contractor) shall comply in all respects to Chapter 820 Act 130 Prevailing Wage Act of the Illinois Compiled Statutes. The current prevailing rate of wages has been established by United Township High School District No. 30. These rates are available at: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx> or by contacting United Township High School District No. 30 at (309) 752-1614. The bidder (contractor), and any subcontractor working under such bidder (contractor), shall pay not less than the specified rates to all laborers, workers and mechanics employed in the execution of the work. Additionally, the bidder (contractor), and any subcontractor working under such bidder (contractor), shall pay not less than the specified rates for legal holiday and overtime work. This requirement applies to the bidder (contractor) and all subcontractors. It is the bidder's (contractor's) responsibility to notify all subcontractors of this requirement. Failure to do so will make the bidder (contractor) liable for any interest, penalties or fines that would have been owed by the subcontractor had notice been provided. In case it shall become necessary for the bidder

(contractor), or any subcontractor working under such bidder (contractor), to employ any laborer, worker or mechanic to execute the work and there is no prevailing rate of wages provided by United Township High School District No. 30, then the bidder (contractor) shall so notify the District and request a determination of the prevailing rate of wages.

The prevailing rate of wages shall be such rate in effect at the time the work is performed.

Compliance with Regulations

Fair, equitable and ethical practices are expected to be followed. All bidders have responsibility for reviewing the scope of work to determine their compliance with all appropriate codes, laws, and other regulations having jurisdiction over this type of installation including, but not limited to, the following:

- 1) National Electric Code (NEC)
- 2) Illinois Administrative Code
- 3) Local Electric Code
- 4) National Fire Protection Association (NFPA)
- 5) National Fire Protection Agency (NFPA-70), National Electric Code (NEC)
- 6) National Electrical Manufacturers Association (NEMA)
- 7) Uniform Building Code (UBC)
- 8) Occupational Safety & Health Act (OSHA)
- 9) Standards of the Institute of Electrical & Electronic Engineers (IEEE)
- 10) ANSI/TIA-1179 Healthcare Facility Telecommunications Infrastructure Standard July 2010
- 11) ANSI/TIA-568.0-D Generic Telecommunications Cabling for Customer Premises
- 12) ANSI/TIA-568.1-D Commercial Building Telecommunications Cabling Standard
- 13) ANSI/TIA-568-C.2 Balanced Twisted Pair Cabling Components and Components Standard
- 14) ANSI/TIA-568.3-D Optical Fiber Cabling and Components Standard
- 15) TIA-942-B Telecommunications Infrastructure Standard for Data Centers- July 12, 2017
- 16) ANSI/TIA-569-D, Telecommunication Pathways and Spaces
- 17) ANSI/TIA-606-C, Administration Standard for Telecommunications Infrastructure
- 18) ANSI/TIA-607-C Generic Telecommunications Bonding and Grounding (Earthing) for Customer Premises
- 19) ANSI/TIA-758-B Customer-Owned Outside Plant Telecommunications Infrastructure Standard
- 20) ANSI/TIA-862-B, Structured Cabling Infrastructure Standard For Intelligent Building Systems

- 21) ANSI/TIA-1152-A, Requirements for Field Test instruments and Measurements for Balanced Twisted-Paircabling
- 22) BICSI – Telecommunications Distribution Methods Manual (TDMM) – 13th Edition
- 23) ANSI/BICSI-001 2009 Information Transport Systems Design Standard for K-12 Educational Institutions
- 24) ANSI/BICSI-002 2014 Data Center Design and Implementation Best Practices

If a discrepancy is found, bidder shall notify the District immediately who can then respond by issuing written addendum providing clarification. Once bids have been received, it is expected that bidders have bid on a complete functional system meeting all rules and regulations that would govern this type of installation and that their bid would include all costs for same. Any changes required to meet codes, rules and regulations after bids have been submitted will be expected to be the full responsibility of the bidder.

Materials and Equipment

All materials and equipment shall be a standard product of a reputable manufacturer regularly engaged in the manufacture of the specified item unless approved in writing by the Director of Facilities of United Township High School District #30.

All materials and equipment shall be a product of the United States unless approved in writing by the Director of Facilities of United Township High School District #30.

Anixter is the technology advisor to UTHS and has arranged special pricing. They can be contacted to answer specific technical questions regarding this project or products listed in this specification.

Contractors will provide Anixter 48 hours for the completion of quotes. Anixter will insure pricing is set in 90 day increments to minimize price changes to UTHS projects.

Contractors may contact the following Anixter representatives for pricing requests:

- 1) Mike Knickrehm mike.knickrehm@anixter.com cell phone 563-320-3039
- 2) Ron Fulton ron.fulton@anixter.com phone 515-334-8703
- 3) Mike Birmingham mike.birmingham@anixter.com phone 515-278-1722
- 4) Mike Albert mike.albert@anixter.com phone 515-334-8725

Products provided under this bid shall meet all federal, state and local statutes, rules, regulations, codes, ordinances and requirements which are applicable to United Township High School District No. 30, a public Illinois school district. The District will accept only new originally manufactured contract equipment, materials and/or goods. The District will not accept any equipment, materials or contract goods that have been refurbished, rebuilt, restored, or renovated in any manner. In addition, the District will not accept experimental materials. Experimental materials shall be defined as contract

equipment, materials or goods not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the offering of the proposal. Bidder acknowledges and agrees to the terms explained above.

Quality of Work

The successful bidder shall furnish all labor, materials and equipment necessary to perform and complete the work called for in the specifications, plans or other instructions attached to or referred to in the resultant contract. All work shall be done in a professional manner by technicians and others skilled in their respective trades. All materials furnished shall be new and the best of their respective kinds, unless otherwise specified. The work shall be completed within the time stated in the contract, but the successful bidder shall not be liable for delays due to causes beyond its reasonable control. The successful bidder will comply with the District's performance schedule unless the District formally declares and approves an extended time interval for work completion and system acceptance.

Safety

The successful bidder shall be responsible for initiating, maintaining, and supervising all safety precautions in connection with the performance of the contract.

Warranty

The successful bidder shall provide a one-year warranty for all fixtures, equipment materials, programming and workmanship, except as noted herein. The warranty period will begin on the date of written final acceptance of the work. The successful bidder must repair or replace, at its expense, any equipment, material or programming found to be defective within one (1) year from the date of system acceptance. The prospective suppliers must guarantee that the switch products proposed will be registered with the equipment manufacturer on behalf of United Township High School District #30 and will receive a limited lifetime warranty and advanced hardware replacement by the equipment manufacturer.

Nondiscrimination Practices

United Township High School District No. 30 does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, gender, disability, age, marital status, citizenship status, military status, unfavorable discharge from the military services, national origin or ancestry in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in the need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application or interview process, should contact the Superintendent at the District administrative offices. Any individual who wishes to file a complaint of unlawful discrimination should contact the Superintendent at the District administrative offices, 1275 Avenue of the Cities, East Moline, Illinois 61244.

BID INSTRUCTIONS AND TIME FRAMES

This section contains instructions governing the bid to be submitted.

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting will be held at 10:00 a.m. on Monday, October 23, 2017, in the Administration Center Conference Room in which any questions will be addressed at that time.

Bid Delivery

Bids must be submitted in a sealed envelope clearly marked "Core Switch Replacement Project" in the lower left-hand corner. Oral, telephone, faxed or electronically submitted documents will not be accepted. Late proposals will be returned unopened. Deliver 3 copies of your bid to the address below not later than 10:00 a.m. (local time) on Tuesday, November 7, 2017 at which time they will be opened.

**Tracy DeClerck
Comptroller
United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244**

Questions and Review

The United Township High School District #30 contact for this project is:

**Curt Pratt
Director of Facilities
United Township High School District No. 30
1275 Avenue of the Cities
East Moline, IL 61244
(309) 752-1620**

Oral Presentation

As part of the evaluation process, we may require an oral presentation by the vendor.

Vendor Selection

The Board of Education will approve the successful contractor at its meeting on November 13, 2017. Notification will be made on Tuesday, November 14, 2017, and a purchase order authorizing commencement of project will be issued.

Schedule of Work

Work may be done between 6:00 a.m. to 3:30 p.m. Monday through Friday. Work beyond 3:30 p.m. must be approved in advance by the Director of Facilities. Any costs associated with overtime work needed to complete the work as scheduled shall be included in the contractor's base bid.

Schedule of Events

Dates	Activity
October 16, 2017	Request for Bid distribution
October 23, 2017	Pre-Bid Meeting 10:00 a.m.
November 7, 2017	Bids due
November 13, 2017	Board of Education Meeting
November 14, 2017	Bids Awarded
December 1, 2017	Contract Award
December 15, 2017	Cutover Plan Presentation 10:00 a.m.
December 21-29, 2017	Core Switch Replacement
January 11, 2018	Project Summary Presentation 10:00 a.m.
January 26, 2018	All Documentation Submitted

BID PREPARATION

This section provides specific instructions on preparing your proposal.

General Preparation

- Complete bid form with bid cost and required certifications and signatures.
- Prepare responses as outlined below. Provide succinct responses. Extraneous/superfluous information will be detrimental to the proposal.
- Provide three (3) copies to United Township High School District No. 30.

Required Proposal Outline

The following chart details the required bid outline and specifies the content of the bid sections.

Required Proposal Outline		
Section Number	Section Title	Section Content
1	Corporate Profile	Responses to Section 1 of RFP
2	Implementation and Support	Responses to Section 2 of RFP
3	Pricing Information	Responses to Section 3 of RFP

Sections A and B of this Request for Bids do not require responses.

Evaluation Criteria

Factors used to evaluate proposals and their weighting is listed below in descending order of importance:

Cost	30%
Vendor has direct local support	30%
Experience and prior work performance with district	30%
Comprehensive implementation designed to minimize disruption of business activities	10%
	100%

B. TECHNOLOGY SPECIFICATIONS SCOPE OF WORK

TECHNOLOGY SPECIFICATION

Bidder acknowledges and agrees that they have all the components necessary to complete this project, including, but not limited to, technology, systems, equipment, materials, licenses, specifications, as well as engineering, design, support and training resources.

Integrator Responsibilities

- A. Replace existing core network switches with the Brocade Ruckus Bill of Material (BOM) provided by Anixter. The contact is Mike Knickrehm at Mike.knickrehm@anixter.com, (563) 320-3039.
- B. After the award of contract, provide up to two (2) days for two (2) personnel to thoroughly review the cabling, equipment and programming of the existing network.
- C. Program the core switches, ensuring proper operation of all network appliances, switches, attached equipment and devices.
- D. Install the third and fourth PDUs (located in the server room uninstalled), connect it to the UPS and place into operation. Ensure it can be monitored by United Township High School IT staff in PRTG.
- E. Ensure all equipment is plugged into PDUs.
- F. Remove the old UPSs (in rack C and floor mounted in the rear of the server room) and give to the Director of Facilities.
- G. Decommission media converters and HP switches located in rack D.
- H. Groom all power and data cabling so that all cables are run at 90 degree angles in wire managers.
- I. Furnish and install wire management so that all cables are properly supported.
- J. Thoroughly document the new network including all physical “server room” connections, VLAN programming, IP address assignments and all network connected equipment (excluding edge devices). This will include:
 - A “plain language” network diagram and matrix in Visio and/or pdf formats which will show all physical connections with port assignments and connected media.
 - A list and description of all VLANS.
 - A list and description of all IP/MAC addresses.
 - A switch port matrix (spreadsheet) that maps each switch port connection.
- K. Attend the mandatory walk through on October 23, 2017 at 10:00 a.m. at the district’s Administrative Office at 1275 Avenue of the Cities, East Moline, IL
- L. Develop a plan for the completion of the core switch replacement and present the plan to the United Township High School District #30 Technology Committee at 10:00 a.m. on December 15, 2017.
- M. Conduct a summary of the project and present hard copy of project documentation to the UTHS Technology Committee at 10:00 a.m. on January 11, 2018.
- N. Present hard copy of project completion (operations manual) to Director of Facilities on January 26, 2018.

Material approvals and substitutions

- A. Contractor shall submit, in writing, specification sheets of all installed material to the Director of Facilities of United Township High School District #30 for approval prior to installation.
- B. The Director of Facilities of UTHS will approve the submittals prior to installation.
- C. Under no circumstances will material be substituted without the prior written consent of the Director of Facilities of UTHS.
- D. Where substitutions are approved, contractor assumes all responsibility for physical dimensions and all resulting changes. This responsibility extends to cover all extra work required as a result of these changes, even those required by other trades.

Integrator Qualifications and Certifications

- A. Integrator shall be a company specializing in the installation of switching systems and will have operated a minimum of five (5) consecutive years.

Testing and Measurement

- A. All systems will be tested and placed in full operation by integrator.
- B. Integrator will sign and date a substantial completion statement and will submit this to the Director of Facilities at the completion of each project.

Owner Responsibilities

- A. Provide a workspace for Integrator personnel while working at United Township High School. Primary contact: Curt Pratt, Director of Facilities, (309) 752-1620.
- B. Provide network sketches, IP addresses and VLAN information upon award of contract.
- C. Provide local and remote access to the UTHS network during the project.
- D. Be available for questions and problem resolution during the course of the project.

**UNITED TOWNSHIP HIGH SCHOOL
TECHNOLOGY SPECIFICATION**

**Appendix A-Approved Product Specification Sheets and Supporting
Documentation**

TO BE PROVIDED AT PRE-BID MEETING ON OCTOBER 23, 2017

CORPORATE PROFILE

COMPANY BACKGROUND

Provide a brief overview and history of your company. Describe the organization of your company and include an organizational chart.

FINANCIAL INFORMATION

Provide financial information on your company (e.g., annual report, 10-K).

REFERENCE ACCOUNTS

Provide a minimum of three references from core switch replacement/upgrade projects of similar scope and magnitude. Bidder must include name, title, address and telephone number of the contact person.

SUPPORT

IMPLEMENTATION

Implementation Plan

Provide a sample implementation plan that details the smooth transition from our current system to the new core switch system. Include the following information.

- A brief description of the major steps in the implementation process.
- Any major activity that involves our employees or premises (e.g., end-user surveys, delivery dates for equipment, data base loading, etc.)
- Time frames for critical activities and other tasks required of our district.

Implementation Support

Identify the individual in your organization who will act as a focal point for implementation. Include an organizational chart depicting your proposed implementation team, including titles and functional roles, and any subcontractors.

Describe your escalation procedure for addressing problems during implementation.

CUSTOMER SUPPORT & PROBLEM RESOLUTION

Account Team Support

Provide an overview of your account team support structure. Indicate the support level offered and identify the account team members and responsibilities.

Customer Support

What customer support services do you offer?

Trouble Reporting and Problem Resolution

What are your procedures for trouble reporting, escalation and problem resolution 24 hours a day, seven days a week?

Mean Time to Repair

How will you insure United Township High School District No. 30 a minimal Mean Time to Repair (MTTR)?

PRICING INFORMATION

BID RESPONSES SHOULD INCLUDE THE FOLLOWING DETAILED INFORMATION:

- Cost of equipment
- Installation or setup fees including all equipment and supplies necessary for implementation
- Training hours and fees
- The final bid must include any and all expenses associated with the project. It is expected that the service be fully configured, installed, and functional at the start of the contract with no expenses not addressed in the contract.