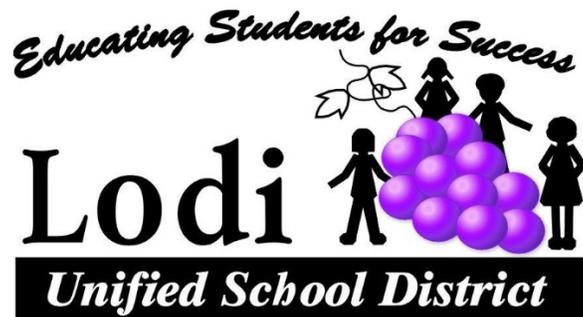


**REQUEST FOR PROPOSAL  
RESOLUTION #2018-57**

**Bear Creek High School  
Jive Wiring Infrastructure Project**



**Proposals must be received in Technology Services  
by 4:30 p.m. on October 4, 2018**

**Submit Response To:** Lodi Unified School District  
Technology Services Department  
1305 E. Vine Street  
Lodi, CA 95240

**Attention: Edith A. Holbert**

**Questions or  
Clarifications:**

All questions must be submitted in writing via  
email to: [rfpquestion@lodiUSD.net](mailto:rfpquestion@lodiUSD.net)

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# REQUEST FOR PROPOSAL

## Part 1 – Summary

### 1.1. Purpose

Lodi Unified School District, herein referred to as “Client” or “District” is requesting proposals from qualified Jive Wiring Infrastructure installing contractors, herein referred to as “Contractor” to provide Jive Wiring Infrastructure installation services for a District-wide VOIP project.

### 1.2. RFP Schedule

The District has set the following RFP Schedule that all Contractors must adhere to. The District reserves the right to modify this Schedule as needed and will issue an addendum if it modifies the Schedule.

| Event / Occurrence  | Deadline               | Time           |
|---|------------------------|----------------|
| District Issues RFP   | September 12, 2018     |                |
| Site Visit (see section 2.2 for schedule)                           | September 18, 2018     | 9:00 AM        |
| Deadline for Contractor to submit questions regarding this RFP      | September 21, 2018     | 4:30 PM        |
| <b>Deadline for Contractors to submit Proposal</b>                  | <b>October 4, 2018</b> | <b>4:30 PM</b> |
| District to interview Contractor(s) – (Optional)                    | October 11, 2018       |                |
| District to finalize recommendation for District Board of Education | November 12, 2018      |                |
| District Board of Education approves successful Contractor          | November 20, 2018      |                |

### 1.3. Qualified Contractor

The purpose of this RFP is to obtain information that will enable the District to select a contractor that is extremely familiar with all applicable regulations and industry guidelines especially as they apply to the District facilities projects, and be capable of providing work products that will enable the District to strictly comply with said requirements. Each Contractor responding to this RFP should be prepared and equipped to provide full service to the District in an expeditious and timely manner and on relatively short notice so as to enable the District to meet critical time deadlines and schedules.

To submit a proposal, Contractors must be properly licensed by the California Contractors State License Board and registered with the Department of Industrial Relations (“DIR”) as required by law. The selected Contractor will be required to pre-qualify in compliance with Public Contract Code section 20111.6 for this project. The District’s Pre-qualification Application is done on-line, and is available at <https://pqbids.com/lodi/>. Pursuant to California Public Contract Code section 20111.6, all General, Mechanical, Electrical and Plumbing contractors/subcontractors on this project shall be pre-qualified utilizing the same pre-qualification application. The District must receive applications at least ten (10) business days prior to the scheduled proposal submission deadline on this advertised project. The selected Contractor shall be required to work cooperatively with District staff, the Board of Education, and all other technical Contractors, the project inspector, and any program and/or construction manager to facility timely and professional completion of the Project.

#### 1.4. Submission

If your firm is interested in performing services for the project, on behalf of the District, please submit to the District a proposal in accordance with this RFP. Proposals must be received no later than the date and time indicated in the RFP Schedule, Section 1.2. Proposals will be date stamped to record receipt thereof. The proposals may be mailed or delivered in person during normal business hours, which are 8:00 a.m. to 4:30 p.m., Monday through Friday. Delivery of proposals is the sole responsibility of the Contractor. All proposals must be signed and become the property of the District. The address for submission of the proposals is:

Lodi Unified School District  
Technology Services  
**ATTN: Edith Holbert**  
1305 E. Vine Street  
Lodi, CA 95240

#### 1.5. Response Format

Each Contractor is required to submit a response they deem appropriate to the following requests. Submittals should be brief and concise, but provide sufficient clarity to meet the criteria to be used in the evaluation process. Contractor's response shall not exceed twenty (20) pages, excluding Exhibits. Each hardcopy of the Proposal must be bound individually, single-sided, tabbed, and organized in order and include all sections and information as stated in Part 3, Submittals. Each Contractor shall submit four (4) bound hard copies and one (1) electronic copy, in PDF format with bookmarks, of their responses. The District will evaluate the responses based on the responsiveness to District requirements listed.

**NOTE for Exhibits:** All Exhibits should be tabbed, labeled and included as part of the appendix. It is at the Firm's discretion to determine how to reference, in the body of the Proposal, the location of the Exhibits in the appendix. All Exhibits may be recreated in another program as long as the formatting and information requested mirrors the PDF forms attached to this RFP. The intent of the PDF forms is to keep all the requested information in a uniform format.

**NOTE for Firms Teaming with Sub-Contractors:** Each responding firm shall select their proposed sub-contractors based on their own criteria. However the District reserves the right to approve sub-contractors proposed for any projects that may be awarded. Sub-contractors do not need to complete all the Exhibits in this RFP. Carefully read each section to determine which forms the sub-contractors need to submit.

#### 1.6. Questions

The selected contractors must carefully read the entire RFP prior to submitting questions as most questions will be answered in this RFP. If, however, you should have questions regarding this RFP, please email [rfpquestion@lodiUSD.net](mailto:rfpquestion@lodiUSD.net). All questions must be submitted in writing. The question deadline is indicated in the RFP Schedule, Section 1.2. After this deadline, the District will not answer, address, and/or review any questions interested Contractor might submit. Responses to all questions received prior to the deadline will be provided to all Contractor.

#### 1.7. Form of Agreement

Selected contractor must be able to execute the District's standard Agreement for Construction

Services, (“Agreement”) as attached to this RFP as EXHIBIT A.

**1.8. Indemnity**

Contractors responding to this RFP must acknowledge that they have reviewed the District’s indemnity provision set forth in EXHIBIT A and must agree to the indemnity provision and confirm in writing that, if given the opportunity to contract with the District, the Contractor has no substantive objections to the use of the District’s standard indemnity provision.

**1.9. Insurance**

The District requires at least the following insurance coverage:

| <b>Type of Coverage</b>   | <b>Minimum Requirement</b> |
|---|----------------------------|
| <b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments |                            |
| Each Occurrence   | \$ 2,000,000               |
| General Aggregate   | \$ 4,000,000               |
| <b>Automobile Liability Insurance - Any Auto</b>  |                            |
| Each Occurrence   | \$ 1,000,000               |
| General Aggregate   | \$ 3,000,000               |
| <b>Workers’ Compensation</b>  | Statutory Limits           |
| <b>Employer’s Liability</b>   | \$ 4,000,000               |

Selected contractor shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. Insurance policy(ies) shall not be amended or modified and coverage amounts shall not be reduced without thirty (30) days’ written notice to District prior to modification and/or cancellation. For Commercial General Liability and Automobile Liability, District shall be named as an additional insured on all policies. Contractor’s policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Selected Contractor shall not allow any employee or subcontractor to commence work on any contract or any subcontract until the proof of insurance required of the Contractor or subcontractor has been provided to and accepted by the District.

**1.10. Full Opportunity**

The District hereby affirmatively ensures that Disadvantaged Business Enterprises (“DBE”), Small Local Business Enterprise (“SLBE”), Small Emerging Local Business Enterprise (“SELBE”) and Disabled Veterans Business Enterprise (“DVBE”) firms shall be afforded full opportunity to submit qualifications in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation, or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

**Part 2 – Project Description**

**2.1. Project Description**

The District expects a recommendation for a Jive Wiring Infrastructure installer to provide industry standard network infrastructure. Any recommended system components should provide the District with maximum flexibility for expansion now and in the future. The components should be upgradable and swappable

## 2.2. Project Schedules

Target completion date is April 5, 2019, with the understanding that all classroom work will be done when class is not in session, other areas of campus can be done during normal school hours, as long as it's approved in advance with Technology and the site administrator.

## 2.3. Project Location

Bear Creek High  
10555 Thornton Road  
Stockton, CA 95209

## 2.4. Project Site Visit

A site visit is mandatory during the RFP process. A site visit is scheduled for September 18, 2018. The site visit will begin at the Bear Creek High School (see above for address). We will meet at the flagpole at 9:00 AM. At that time, maps of the site will be distributed to all attendees. We will begin the walk of the campus promptly at 9:15 AM. It shall be the responsibility of the vendor to thoroughly read and understand the information, instructions, and scope of services contained in this RFP. Interested participants are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Contractor's own risk. No plea of error or ignorance by the participant of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the service provider to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the District. The District will assume that submission of a response means that the Contractor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

# Part 3 - Scope of Services

## 3.1. Scope of Services Summary

- A. The Contractor shall provide all materials, hardware, fabrication, installation, and testing in conformity with manufacturer's documentation, specifications contained herein, and applicable codes and authorities having jurisdiction for the implementation of a complete Jive Wiring Infrastructure system within the scope of the project.
- B. Provide, Install and Test 165 Phone Jacks Panduit Part#CJ588BUY (VOIP).
- C. Provide, Install and Test Data jacks for 115 inside speakers using Panduit Junction Box part Number- #JBX3510EI-A Panduit Faceplate part Number- CFPSE4EIY Panduit Jack part number-CJ588GRY (speakers) and Panduit Mini-comm Blanks.
- D. Provide, Install and Test 28 Exterior boxes for Bullhorns (Various Locations Outside, Gym, etc. etc.) and add Cat 6a wiring with a double gang deep bell box using either Panduit Raceway and or pipe as needed use Panduit parts Numbers- - FP6X88MTG (Horn location) Wire part Number General Cable General Cable Part#7133825.
- E. Provide, install and Test 10 Interior Boxes for Bullhorns (in the gyms, Kitchen, Café, Locker rooms) add a 6a wire with a double gang deep bell box using either Panduit Raceway and or pipe as needed use Panduit parts Numbers- CJ588GRY (speakers) Wire part Number- General Cable General Cable Part#7133825.
- F. Provide an Updated as-Built in Visio Format.
- G. 2 year Warranty on all part and labor.
- H. The Contractor shall have at least five (5) years of experience in designing, selling, installing and maintaining the proposed network wiring Infrastructure.
- I. The Contractor shall possess all applicable contractor licenses.

- J. The Contractor shall provide written documentation and specific instructions for system as installed.
- K. The Contractor shall be responsible for fully implementing the functions described in this document and shown on the design drawings, per the Lodi USD Technology Services Telecommunications Specifications and Standards.

### **3.2. References**

- A. Published specifications, standards, tests, codes, or recommended standards of trade, industry, or governmental organizations apply to the services to be provided per this RFP in these Sections, including, but not limited to:
  - 1. ADA - Americans with Disabilities Act
  - 2. ASCII - American Standard Code for Information Interchange
  - 3. ASTM - American Society for Testing and Materials
  - 4. EIA - Electronic Industry Association
  - 5. NEMA - National Electrical Manufacturers' Association
  - 6. NFPA - National Fire Protection Association
  - 7. CEO - California Electrical Code
  - 8. UL - Underwriters Laboratories, Inc.
  - 9. ASIS - American Society for Industrial Security
  - 10. LodiUSD Telecommunications Specifications and Standards
- B. Electronic devices radiating "RE" energy shall comply with Federal Communication Commission regulations, particularly Part 15, and shall meet minimum Class "B" requirements. Contractor shall provide FCC certificate numbers indicating that the FCC has approved the products.

### **3.3. Quality Assurance**

- A. A nationally recognized test laboratory shall list all equipment supplied where applicable.
- B. All equipment and accessories to be the product of a manufacturer regularly engaged in the manufacture of ACS components.
- C. All items of a given type shall be the products of the same manufacturer.
- D. All items shall be of the latest technology; no discontinued models or products are acceptable.
- E. No Beta products will be accepted.
- F. The manufacturer, or their authorized representative, shall confirm that within 100 miles of the project site there is an established agency which:
  - 1. Will supply parts and service without delay and at reasonable cost.
  - 2. Offers service during normal working hours as well as emergency service on all equipment to be furnished.
  - 3. Contractor shall be capable of performing service or maintenance work on these specified or accepted systems.

### **3.4. Submittals**

- A. Submit in accordance with Lodi USD Submittals Procedures
- B. Submit the following to Lodi USD:
  - 1. Manufacturers name, brand name, catalog references for all equipment supplied, indicating UL Listings, for all system components
  - 2. Complete written sequence of operations for all functions of the system.
  - 3. Complete wiring diagrams for all components and floor plans indicating device locations, etc. Provide dimensioned elevation, mounting, and wiring details for all consoles, racks, control panels, and fabricated equipment being supplied under this section.
  - 4. Provide complete point-to-point and termination drawings. Partial or "Typical" drawings will not be accepted. All drawings shall be done in Visio.
  - 5. Bill of Materials.

6. Service information, including address of nearest representative. Provide written approval from each manufacturer affirming that Contractor is certified and approved for systems installation and service for all referenced systems in this Section.

### **3.5. Product Delivery, Storage and Handling**

- A. All equipment provided shall be new, not used, and shall be shipped in original packages to prevent damage or entry of foreign matter. All handling shall be in accordance with manufacturers' recommendations. Protective covering shall be provided by Contractor during construction.
- B. Products delivered to the job site in racks and consoles shall be protected from dust, dirt and foreign matter. All racks and consoles shall be protected from dents, bumps and scratching.

### **3.6. Warranty**

- A. The Contractor and manufacturer(s) shall warranty all equipment. Materials and installation labor for two (2) years from the filing of the notice of completion (NOC).
- B. During the warranty period, upon notification of a problem by the District, the Contractor shall ensure that a competent and qualified field service technician arrives on site to correct the problem, within 48 hours. If a problem can be corrected remotely to the Lodi USD's reasonable satisfaction, the onsite arrival time commitment shall be waived.
- C. At least sixty (60) calendar days prior to expiration of warranty, Contractor shall provide the District with post-warranty maintenance contract proposals. The terms and condition of any such post-warranty program shall be consistent with those offered to the provider's most favored customer(s).

## **Part 5 - Execution**

### **5.1. Requirements**

- A. Systems shall be complete and operational in all respects.
- B. The Contractor shall furnish and install all equipment for all necessary building ACS as referenced herein.
- C. All wall, floor, and ceiling penetrations, regardless of fire rating, must be properly sleeved with conduit and properly sealed using approved fire stopping materials and sealants, according to Lodi USD standards.
- D. All security equipment, junction boxes, terminal cans, etc. installed in public accessible areas shall be installed utilizing tamper proof mounting hardware. Contractor shall provide a minimum of 2 driver bits or hand tools for each type and size of security fastener provided.
- E. The Contractor shall provide seismic restraint for all equipment, including equipment racks, consoles, etc.

### **5.2. As-Built Drawings**

- A. The Contractor shall maintain a complete set of prints of design drawings on-site as the work on the ACS is being completed. As work is installed, Contractor shall carefully draw on prints, in colored pencil, correct location of work including all critical dimensions.
- B. Upon completion of the project, Contractor shall transfer hand-drawn information to Visio drawings in native Microsoft Visio format (no imported non-Visio drawings), updated Visio disks, and submit to the Lodi USD for review. No hand-drawn As-Built Drawings shall be

accepted.

- C. The Contractor shall provide four (4) sets of As-Built Drawings, plus one (1) set of Visio disks, to the Lodi USD. One (1) additional complete set shall remain on the job site in folders secured on the wall adjacent to the control panels.

### **5.3. Test and Reports**

- A. Upon completion of the installation of the Wiring Infrastructure, the Contractor shall submit written reports including, but not limited to, the following information:
  - 1. Test reports of all devices, and equipment in accordance with industry standard and Lodi USD Telecommunication Specifications and Standards.
  - 2. Test technician's name, company and date of test.

### **5.4. Lodi USD Technology Services Requirements**

- A. The Contractor shall coordinate with the LODI USD's Technology Services department for all network and telecom connections.