

**REQUEST FOR PROPOSAL
RESOLUTION #2018-61**

District UPS and Cabinet Installation



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

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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 UPS and cabinet installing contractors, herein referred to as “Contractor” to provide UPS and cabinet installation services for a District network infrastructure.

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 21, 2018	
Site Visit (see section 2.2 for schedule)	October 4, 2018	9:00 am
Deadline for Contractor to submit questions regarding this RFP	October 12, 2018	4:30 pm
Deadline for Contractors to submit	October 30, 2018	4:30 pm
District to interview Contractor(s)	Week of November 5, 2018	
District to finalize recommendation for District Board of Education	Week of 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 facilitate 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) USB or CDROM 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. 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:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000
Automobile Liability Insurance - Any Auto	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 3,000,000
Workers’ Compensation	Statutory Limits
Employer’s Liability	\$ 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 by 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 UPS and cabinet installation to provide protection for the District’s network equipment. 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

UPS and Cabinet	2018-19				2019-20	2020-21	2021-22	2022-23
	Sept. 18	Oct 18	Nov. 18	Ju1. 19	Jul. 19 – Jun. 20 Phase I	Jul. 20 – Jun.21 Phase II	Jul. 21 - Jun. 22 Phase III	Jul. 21 - Jun. 22 Phase IV
RFP Release								
RFP Due								
RFP Review								
RFP Interviews								
RFP Award Recommendation								
Start of Work								
Completion of Work/Final Report								

2.3. Project Locations

James Arieda Education Support Center 1305 E. Vine Street Lodi, CA 95240	Adams (Ansel) Elementary 9275 Glacier Point Drive Stockton, CA 95212	Bear Creek High 10555 Thornton Road Stockton, CA 95209
Beckman Elementary 2201 Scarborough Drive Lodi, CA 95240	Borchardt Elementary 375 Culbertson Drive Lodi, CA 95240	Clairmont Elementary 8282 Le Mans Avenue Stockton, CA 95210
Creekside Elementary 2515 Estate Drive Stockton, CA 95209	Davis Elementary 5224 E. Morada Lane Stockton, CA 95212	Delta Sierra Middle 2255 Wagner Heights Road Stockton, CA 95209
Elkhorn Elementary 10505 N. Davis Road Stockton, CA 95209	Henderson 13451 N. Extension Road Lodi, CA 95242	Heritage Elementary 509 E. Eden Street Lodi, CA 95240
Houston 4600 Acampo Road Acampo, CA 95220	Lakewood Elementary 1100 N. Ham Lane Lodi, CA 95242	Larson Elementary 2375 Giannoni Way Lodi, CA 95242
Lawrence Elementary 721 Calaveras Street Lodi, CA 95240	Liberty High 660 W. Walnut Street Lodi, CA 95240	Lincoln Tech 542 E. Pine Street Lodi, CA 95240
Live Oak Elementary 5099 E. Bear Creek Road Lodi, CA 95240	Lockeford Elementary 19456 N. Tully Road Lockeford, CA 95237	Lodi High School 3 S. Pacific Avenue Lodi, CA 95242
Mahin 5080 Armstrong Road Lodi, CA 95240	Maintenance & Operations 31 N. Pacific Avenue Lodi, CA 95242	McAuliffe Middle 3880 Iron Canyon Circle Stockton, CA 95209
McNair High 9550 Ronald E. McNair Way Stockton, CA 95210	Middle College High 5151 Pacific Avenue Stockton, CA 95207	Millswood Middle 233 N. Mills Avenue Lodi, CA 95242
Morada Middle 5001 E. Eastview Drive Stockton, CA 95212	Morgan Elementary 3777 A. G. Spanos Boulevard Stockton, CA 95209	Mosher Elementary 3220 Buddy Holly Drive Stockton, CA 95212
Muir Elementary 2303 Whistler Way Stockton, CA 95209	Needham Elementary 420 S. Pleasant Avenue Lodi, CA 95240	Needham West 421 S. Pleasant Avenue Lodi, CA 95240
Nichols Elementary 1301 S. Crescent Avenue Lodi, CA 95240	Nutrition System 840 S. Cluff Avenue Lodi, CA 95240	Oakwood Elementary 1315 Woodcreek Way Stockton, CA 95209
Parklane Elementary 8405 Tam O'Shanter Drive Stockton, CA 95210	Plaza Robles High 9434 Thornton Road Stockton, CA 95209	Podesta Ranch Elementary 9950 Windmill Park Drive Stockton, CA 95209
Reese Elementary 1800 W. Elm Street Lodi, CA 95242	School Readiness & Preschool 701 Calaveras Street Lodi, CA 95240	Serna Jr. Charter 19 S. Central Avenue Lodi, CA 95240
Silva Elementary 6250 Scott Creek Drive Stockton, CA 95219	Sutherland Elementary 550 Spring River Circle Stockton, CA 95210	Tokay High 1111 Century Boulevard Lodi, CA 95240
Turner Academy at Tokay 13520 E. Live Oak Road Lodi, CA 95240	Transportation Department 820 S. Cluff Avenue Lodi, CA 95240	Victor Elementary 17670 N. Bruella Road Lodi, CA 95253
Vinewood Elementary 1600 W. Tokay Street Lodi, CA 95242	Wagner-Holt Elementary 8778 Brattle Place Stockton, CA 95209	Washington Elementary 831 W. Lockeford Street Lodi, CA 95240
Warehouse 851 S. Guild Avenue Lodi, CA 95240	Westwood Elementary 9444 Caywood Drive Stockton, CA 95210	Woodbridge Elementary 1290 Lilac Street Lodi, CA 95242
Lodi Middle School 945 S. Ham Lane Lodi, Ca 95242		

2.4. Project Site Visit

A site visit is strongly encouraged during the RFP process. A site visit is scheduled for October 4, 2018. The site visit will begin at the James Areida Education Support Center (see above for address). We will meet at the lobby at 9:00 AM. At that time, maps and meeting locations for the balance of the site visits will be distributed to all attendees. We will begin the James Areida Education Support Center visit promptly at 9:15 AM. The site visits will consist of visiting at least 5 of the sites listed above. Allow 4-6 hours for driving time and on-site evaluation. 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 & Products

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 UPS and cabinet system for the project.
- B. The Contractor shall have at least five (5) years of experience in designing, selling, installing and maintaining the proposed UPS and cabinets.
- C. The Contractor shall possess all applicable contractor licenses.
- D. The Contractor shall provide all hardware and system programming for connection of the new equipment to the District technology network(s).
- E. The Contractor shall provide installation, testing, adjustment and initial programming necessary for all equipment.
- F. The Contractor shall provide written documentation and specific instructions for system as installed.
- G. 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.
- H. The Contractor shall provide training to District personnel in the operation, adjustment, servicing and repair of equipment. In addition, provide for manufacture certifications for District staff.
- I. Contractor shall be responsible for communicating and field coordinating conduit and power requirements for security devices directly with electrical contractor when necessary to complete installation.

3.2. UPS and Cabinet Products

A. System Specifications

1. UPS and UPS cabinets shall be the following or equivalent: All new UPS cabinets may require a 2 inch conduit stub that's approximately 6 – 10 inches long to run UPS cords to the existing wall-mount data cabinet, or through a wall to a data closet (approximately three instances with through the wall stubs). The new cabinet will typically be mounted directly under an existing wall-mount cabinet.
2. The following equipment will be required (in addition to any mounting hardware, plywood, or 2 inch conduit with sleeves/bushings that's to be supplied by the contractor):
 - a. UPS and Battery Packs
 - i. 176 each APC UPS Part# SMX1500RM2UNC (with netcard) or equivalent - (3 to be wall mounted on plywood in MDF).
 - ii. 47 each APC Battery Pack Part# SMX48RMBP2U or equivalent - (3 to be wall mounted on plywood in MDF).
 - iii. 130 each APC UPS Part# SMT1000RM2UC (with smartconnect) or equivalent.
 - b. General Wall-mount Cabinets
 - i. 234each Mid Atlantic Part# EWR-8-22SD or equivalent.
 - ii. 234 each Mid Atlantic Rear Rails Part# DWR-RR8 or equivalent.
 - c. Short Wall Cabinets - Short Wall-mount Cabinets below to service MDF's at John Muir, Julia Morgan, and Beckman Elementary
 - i. 3 each "Kendall Howard Linier" Cabinet Part# 3131-3-001-06 or equivalent.
 - ii. 3 each "Kendall Howard Linier" rear rails Part# 3150-3-001-06 (rear rails for above) or equivalent.

3.3. 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.

3.4. 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 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.

3.5. 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.
 - 7. Proposed training program, including name and qualifications of trainer(s), schedule of training, curricula and written training materials.

3.6. 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.

3.7. 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 4 - Execution

4.1. Requirements

- A. Systems shall be complete and operational in all respects.
- B. The Contractor shall furnish and install all equipment 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.

4.2. As-Built Drawings

- A. The Contractor shall maintain a complete set of prints of design drawings on-site. 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.

4.3. Test and Reports

- A. Upon completion of the installation of the UPS and cabinets, 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.

4.4. Lodi USD Technology Services Requirements

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