

SKOKIE/MORTON GROVE SCHOOL DISTRICT 69

INVITATION TO BID

Skokie/Morton Grove District 69 will accept sealed bids for:

Electronic Security Hardware and Installation

Submit your bids to the attention of:

**Mr. Justin Attaway,
Business Manager/CSBO
Skokie/Morton Grove District 69
5050 Madison Street
Skokie, Illinois 60077
(847) 675-7666**

Bids must be received at the above address no later than 2:00pm, Thursday,
February 25, 2016.

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

“Electronic Security - Bid No. 1601”



SCHOOL DISTRICT 69 • SKOKIE / MORTON GROVE

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666

FAX (847)-675-7675

February 5, 2016

INVITATION TO BID ELECTRONIC SECURITY HARDWARE AND INSTALLATION
BID NUMBER: 1601

Bidders are invited to submit bids in conformance with the requirements established by the specifications herewith.

BID OPENING DATE: Bids must be received by 2:00pm, Thursday, February 25, 2016, addressed to Justin Attaway, Business Manager, Skokie District 69, 5050 Madison Street, Skokie, IL 60077.

BID SUBMITTAL: One copy of each pertinent Bid Form must be filled in, executed by the Bidder, and submitted in a sealed envelope which must be clearly marked "Electronic Security – Bid No. 1601".

RETAILER'S OCCUPATION TAX: Sales of any kind to Skokie/Morton Grove District 69 are exempt from the Retailer's Occupation Tax (both State and Local), federal excise tax, federal transportation tax and the Service Use Tax.

BID: In conformance with the terms and conditions of these specifications including the Invitation to Bid and other documentary forms therewith, the Bidder hereby proposes, offers and agrees if this bid be accepted within ninety (90) calendar days from the date of bid opening to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

REJECTION OF BIDS: The Board of Education reserves the right to reject any and all bids and to waive informalities and any and all irregularities in bidding procedures and to accept that bid which is considered to be in the best interest of the District. Any such decision shall be considered final.

PROJECT TIMELINE: The project must be completed in its entirety prior to June 30, 2016.

EQUAL OPPORTUNITY: All bids to be considered by the District shall include a signed statement of compliance with federal and state regulations regarding equal employment opportunity.

Thank you for your participation in this bid process.

Sincerely,

Justin Attaway
Business Manager/CSBO

SKOKIE/MORTON GROVE SCHOOL DISTRICT 69

Electronic Security Hardware and Installation

Bid Number 1601

INSTRUCTIONS TO BIDDERS

1. GENERAL

A. Bid shall be submitted in an envelope properly marked with the title of the bid, date, and time of opening.

B. Seal and deliver to the Business Office on or before the time scheduled for the opening. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been "received" by the School District before the specified deadline. **Bids received after the time specified in the Invitation to Bid will not be considered.**

C. **All bids shall be made only on the bid form provided (or an exact facsimile thereof).** Failure to do so shall cause rejection of bid. All price quotations are to include the units specified, as well as the total price. These price quotations must be made in the spaces provided.

D. Unsigned bids will not be considered.

E. Skokie/Morton Grove District 69 is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax.

F. Prices quoted shall include all charges for packing, transportation, and delivery to the School Building or District Office as designated on the bid. **All prices must be quoted F.O.B. Destination.** The successful Bidder shall assume full responsibility for all deliveries, shall hold the owner harmless for any and all shortages, and shall take full responsibility of all freight claims. Shipment shall become property of Consignee after delivery and acceptance.

G. Correspondence shall be addressed to the Business Manager.

H. Bids are available for inspection in the Business Office by appointment after the award of orders. No phone, fax, e-mail or letter results will be given.

I. Oral, telephonic, telegraphic, or facsimile transmitted bids will not be accepted. The use of District transmission equipment by Bidders is prohibited.

J. The Board of Education reserves the right to waive any formality or to accept any informality and to reject any or all bids.

K. It shall be mandatory that the Seller will not discriminate against any employee or application for employment because of race, color, religion, sex, national origin or ancestry; and further that he will comply with all provisions of the Illinois Fair Employment Practices Commission as required by the Rules and Regulations for Public Contract.

2. ERRORS AND OMISSIONS

All proposals shall be submitted with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and Bidders will be held strictly to the proposals as submitted. Should a Bidder find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Business Manager who will issue the necessary clarifications to all prospective Bidders by means of addenda.

3. MODIFICATION, WITHDRAWAL, OR CANCELLATION OF BID: A bidder may withdraw or modify a bid if written notice of the withdrawal or modification is received by the Board before the date and time specified in the Bid Documents for submission of bids. However, after the closing time for the receipt of bids, no bidder shall modify, withdraw, or cancel a bid for a period of ninety (90) calendar days after said closing time, nor shall the successful bidder modify, withdraw, or cancel a bid after having been notified by the Superintendent or designee that said bid has been accepted by the Board. Any bidder that modify, withdraw, or cancel a bid within said ninety (90) day period shall forfeit the Bid Deposit.

4. LATE BIDS

Bids received after the time specified in the Bid Documents will not be considered.

3. FIRM BID

All bids will be considered to be firm for a period of ninety (90) days from the date established for the opening of bids.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, fax, or in person prior to the time and date established for the opening of bids.

5. COMPLETE UNDERSTANDING

Each bidder warrants and represents that he or she has read and understands the Bid Documents in their entirety.

6. SPECIFICATIONS

Each bidder warrants and represents that the bid is based on the specifications and terms and conditions contained in the Bid Documents.

7. AUTHORIZED REPRESENTATIVE

Each bidder warrants and represents that he or she is the authorized representative of the bidder and has the authority to bind the bidder under the terms and conditions contained in the Bid Form.

8. INVESTIGATION OF BIDDERS

A. The Business Office will make such investigation as is necessary to determine the ability of the Bidder to fulfill bid requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this bid.

B. The Board of Education reserves the right to reject any bid if it is determined that the Bidder is not properly qualified to carry out the obligations of the Contract.

9. AWARD OF BIDS

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District. The contract shall be awarded to the lowest responsible bidder, as determined by the Board. The Board of Education will authorize the release of purchase orders upon acceptance of bids. In the event of pricing errors, the unit cost(s) listed will prevail and be considered accurate.

10. COMPLIANCE WITH LEGISLATION

A. It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor. Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

While participating on public works projects, the contractor and each sub-contractor must submit (monthly) a certified payroll to the District in accordance with the Prevailing Wage Act.

B. It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment upon any grounds prohibited by the Human Rights Act (775ILCS 5/1-101) and further that the Contractor will comply with all provisions of the Human Rights Act including, but not limited to, rules and regulations of the Illinois Human Rights Commission.

C. The bidder shall at all times observe and comply with all laws, ordinances, regulations, and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the preparation of proposals or the performance of the Contract including, but

not limited to, the Illinois Prevailing Wage Act, the Illinois Human Rights Act, the Equal Employment Opportunity Act, the Illinois Criminal Code.

11. SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these bid forms shall be construed as acceptance of all provisions contained herein.

12. CONTRACTS

The successful Bidder will be required to enter into a contract incorporating the terms and conditions of this bid.

13. COMPLETION AND DELIVERY TIME

All prices must be quoted F.O.B. DESTINATION. Shipments shall become property of consignee after delivery and acceptance. Regardless of statements to the contrary, payment terms will begin no sooner than the date of delivery of goods.

This project must be completed in its entirety by June 30, 2016.

14. EXAMINATION OF DOCUMENTS AND SITE

Before submitting a proposal for work on any project, each Bidder shall carefully examine the project site and the Contract documents, fully inform itself of existing conditions and limitations of the project sites, rely entirely upon its own judgment in making its proposal, and include in its proposal all sums sufficient for it to provide all work required by the Contract documents. After opening of bids, no additional allowance will be made for changes in project scope and/or price due to work which would have been apparent by examination of the documents and sites. By submitting its proposal, each Bidder shall be held to represent that it has made the examination in complete detail and has determined beyond doubt that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work. **A MANDATORY pre-bid meeting and building walkthrough will be held at 9:00 a.m. on Wednesday, February 17, 2016, at the Maier Administration Center, 5050 Madison Street, Skokie, Illinois 60077. Tours of the buildings will not be available to bidders at any other date or time.**

15. DELIVERY POINTS

Deliveries shall typically be made to the Maier Administration Building, 5050 Madison Street, Skokie, Illinois 60077. Deliveries may also be made directly to the school buildings with notice to the District 69 Network Administrator.

16. SHIPPING INSTRUCTIONS:

Unless otherwise specified, packages must bear the Board's order number and bulk containers must also show gross and net weights and/or quantity. No packaging charge shall be made to the Board unless specified herein. All goods shall be suitably packed and classified to assure the lowest transportation rates consistent with full protection against loss or damage in transit and to meet the carrier's requirement.

17. REJECTION AND CANCELLATION:

The Board reserves the right to reject any goods and to cancel all or any part of this sale if the Seller fails to deliver all or any part of the goods described in the invitation to bid in accordance with the terms, conditions, and the Project Bid Specifications contained herein. Acceptance of any part of the goods covered by the invitation to bid shall not obligate the Board to accept future shipments nor deprive it of its right to revoke any acceptance theretofore given. If the Seller ceases to conduct its operations in the ordinary course of business (including inability to meet its obligations as they mature), or if any proceeding under bankruptcy or insolvency laws is brought by or against the Seller, or if a receiver for the Seller is appointed or applied for, or if an assignment of or for the benefit of creditors is made by the Seller, the Board may cancel this order without liability except for deliveries previously made or for goods covered by the Bid Documents then completed and subsequently delivered in accordance with the terms, conditions, and specifications contained herein.

18. MISCELLANEOUS

A. Total Price For All Items Bid

A total bid dollar amount, regardless of whether or not you are bidding all items, **MUST** be entered in the appropriate section of the Bid Form before signing and submitting your bid.

B. Late Bids

Bids received after the time specified on the Invitation to Bid will not be considered. The method of transmittal of the bid proposal is at the Bidder's risk of untimely receipt by the School District. The use of District equipment for transmission of bids is prohibited.

C. Payment

Payment by the Board for goods supplied hereunder shall not constitute acceptance thereof if subsequent inspection discloses defects in material or workmanship or a failure to meet the specifications contained herein. The Board will attempt to make payments for items ordered within thirty (30) days of delivery. Notwithstanding anything herein to the contrary, however, all payments made to the Contractor shall be governed by the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

D. Interpretation of Bid Documents

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Bid Documents, he or she may submit to the Superintendent or designee a written request for an interpretation. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Bid Documents will be made only by addendum duly issued by the Superintendent or designee. A copy of such addendum will be mailed or delivered to each person receiving a set of such Bid Documents and to such other prospective bidders as shall have requested that they be furnished with a copy of each addendum. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of his or her proposal. Oral explanations or representations will not be binding.

E. Title and Risk of Loss:

Title to the goods herein described shall not pass until said goods have actually been received by the Board or its consignee, notwithstanding any agreement to the contrary, including, but not limited to, any agreement to pay freight, express, or other transportation or insurance charges. Risk of loss prior to such actual receipt by the Board or its consignee shall be borne by the Seller. Nothing herein contained, however, shall be construed to deprive the Board of its interest, or limiting such interest, in the goods herein described prior to such actual receipt.

F. Inspection:

All material and workmanship shall be subject to inspection and test by the Board. The Board reserves the right to reject any goods which contain defects in material or workmanship or which fail to meet the Project Bid Specifications contained herein or the Seller's warranties (express or implied). Rejected goods shall be removed at the expense of the Seller, including transportation both ways, promptly after notification of such rejection. As to rejected goods, the Seller shall bear all costs of inspection and all risk of loss. Upon rejection, the Seller shall immediately return full purchase price to the Board.

G. Warranties:

The Seller makes the following warranties to the Board and users of the goods herein described: (a) it will, at the date of delivery, have good title to any and all goods supplied hereunder, and said goods will be free and clear of any and all liens and encumbrances; (b) any and all goods supplied hereunder will be of merchantable quality; (c) any and all goods supplied hereunder will be fit for the particular use intended, will be free from defects, whether patent or latent, in material or workmanship, and will be in full conformity with the specifications contained herein. The Seller agrees that the foregoing warranties shall survive acceptance of the goods, and that said warranties shall be in addition to any warranties of additional scope give to the Board by the Seller. The Seller shall, at its sole cost and expense, promptly repair or replace to the Board's complete satisfaction all goods/services received for a period of one (1) year from date of delivery, unless the Project Bid Specifications require a greater warranty period.

CERTIFICATIONS

A. Drug-Free Workplace

Applicable only to companies with 25 or more employees. The Vendor shall hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that the Bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that the Bidder is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

The Board of Education states that it is in compliance with said law.

B. Bid-Rigging

The Bidder hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

C. Prevailing Wages

It shall be mandatory upon the Contractor(s) to whom a contract for public works is awarded and upon any subcontractor thereof to pay all laborers, workmen, and mechanics employed by them not less than the general prevailing rate of wages in the locality for each craft or type of workmen or mechanic needed to perform such work, and the general prevailing rate for legal holiday and overtime work as ascertained by the Department of Labor (copy attached). Bidders are required to increase wages as necessary during the term of this contract so as to keep current with prevailing wage rates. No changes will be allowed in the amount of this contract as additional compensation for such changes.

D. Background Checks

All contractors or individual vendor representative(s) who have contact with students or perform work in student areas when students are likely to be present need to have a sex offender background check performed before they may work in any District 34 building. By submitting a bid, the vendor agrees that its employees may be checked by the District prior to working on District property.

E. Sexual Harassment Clause

Each Bidder must certify that it has complied with the requirements of Section 2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

F. Non-Discrimination Clause

The Contractor will not discriminate against any employee or applicant for employment because of age, race, creed, color, sex, national origin, or disability. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices to be provided setting forth the provisions of the non-discrimination clause.

The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, sex, or national origin.

The Contractor will furnish all information and reports required by Executive Order No. 11246

of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.

In the event of the Contractor's non-compliance with the non-discrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts or federally-assisted construction contracts, in accordance with the procedures authorized in Executive Order of September 24, 1965, and such other sanctions may be imposed and remedies revoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The Contractor shall include the provisions of Paragraph A through D in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a sub-contractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the best interest of the United States.

The Bidder is directed that all applicable state laws, municipal ordinances, district policies, and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the Contract throughout, and will be deemed to be included in the Contract the same as though herein written in full; provided that municipal ordinances, policies, practices, and other municipal regulations that create a conflict with the bidding requirements of the Illinois School Code are not applicable.

G. MBE/WBE/DBE Status

Please check one. This firm is a:

- Minority Business Enterprise (MBE) – a firm that is at least 51% owned, managed, and controlled by a minority.
- Women’s Business Enterprise (WBE) – a firm that is at least 51% owned, managed, and controlled by a woman.
- Disadvantaged Enterprise (DBE) – a firm that is at least 51% owned, managed, and controlled by a person with a disability.
- This firm is not a MBE, WBE, or DBE.

Please attach copies of any and all MBE, WBE, and DBE certifications.

H. Non-Collusion Affidavit

The undersigned Bidder or Agent, being duly sworn, on oath, says that he has not, or has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the bid price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without agreement, understanding, or combination with any other person in reference to such bidding.

He further says that no persons, firms, or corporation has, have, or will receive directly, any rebate, fee, gift, commission, or thing of value on account of such sale.

NOTE: The Board of Education states that it is in compliance with all applicable laws.

I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 90 days of the bid due date, to provide the specified items and/or services or work as described in the specifications and the instructions for the sum shown in accordance with the terms stated herein. All deviations from specifications and terms are in writing and attached hereto.

By: _____
Bidder or Agent

FOR: _____
Firm or Corporation

DATE: _____

BID NUMBER: _____

**APPENDIX A
BID FORM – PAGE 1 OF 2**

SKOKIE-MORTON GROVE SCHOOL DISTRICT 69

Bid Description: ELECTRONIC SECURITY **Bid Number:** 1601

Bid Submission Date: FEBRUARY 25, 2016 **Bid Opening:** 2:00 PM FEBRUARY 25, 2016

The Board reserves the right to reject any and all bids, to accept bids in whole or in part, to waive any irregularities or defects in any bid, and to waive technicalities in the bidding should it deem such action be in the best interest of the District.

Delivery or Project Completion Date: The project must be completed in its entirety no later than June 30, 2016. All deliveries must be made with at least three-day notice.

Description	Total Cost
Installation of security cameras and access control systems, including all necessary labor and cabling, as specified in Appendices B-F	\$
Removal of thirty (30) existing interior security cameras	\$
Removal of nine (9) existing exterior and interior keypads, including repair to walls following removal	\$
TOTAL	\$

Please check the District 69 website 72 hours prior to the bid due date to confirm no addenda have been issued. It is the responsibility of the bidder to ensure that all addenda have been acknowledged.

**APPENDIX A
BID FORM – PAGE 2 OF 2**

SKOKIE-MORTON GROVE SCHOOL DISTRICT 69

Bid Description: ELECTRONIC SECURITY **Bid Number:** 1601

Bid Submission Date: FEBRUARY 25, 2016 **Bid Opening:** 2:00 PM FEBRUARY 25, 2016

The undersigned, being duly sworn, deposes and certifies under oath that the company or other entity named below, its officers, employees, and agents, are not barred from bidding on this contract as a result of a violation of the Bid Rigging or Bid Rotating provisions of the Public Contracts Section of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 33E-4). The undersigned further certifies that he or she has read and understands the Bid Documents and that his or her bid is in compliance therewith.

COMPANY NAME

SIGNED

ADDRESS

TITLE

CITY, STATE & ZIP CODE

DATE

TELEPHONE NUMBER

REMINDER: YOUR BID MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER AND BID NAME CLEARLY MARKED ON THE OUTSIDE.

*** If NO BID is your response, see the attached no bid response form.**

APPENDIX B
STRUCTURED CABLING SPECIFICATIONS

1. Codes and standards

- a. All work shall be completed in accordance with the appropriate portion of the following codes and standards:
 - i. National Electric Code (NEC)
 - ii. Illinois Administrative Code
 - iii. Local Electric Code
 - iv. National Fire Protection Association (NFPA)
 - v. National Fire Protection Agency (NFPA-70), National Electric Code (NEC)
 - vi. National Electrical Manufacturers Association (NEMA)
 - vii. Uniform Building Code (UBC)
 - viii. Occupational Safety & Health Act (OSHA)
 - ix. Standards of the Institute of Electrical & Electronic Engineers (IEEE)
 - x. TIA-1179 Healthcare Facility Telecommunications Infrastructure Standard July 2010
 - xi. TIA-568-C.0 Generic Telecommunications Cabling for Customer Premises
 - xii. TIA-568-C.1 Commercial Building Telecommunications Cabling Standard Part 1: General Requirements
 - xiii. TIA-568-C.2 Commercial Building Telecommunications Cabling Standard Part 2: Balanced Twisted Pair Cabling Components
 - xiv. TIA-568-C.3 Optical Fiber Cabling Components Standard
 - xv. TIA-942-A Telecommunications Infrastructure Standard for Data Centers- August 2012
 - xvi. TIA-569-C Commercial Building Standard for Telecommunication Pathways and Spaces May 2012
 - xvii. TIA-606-B The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings June 2012
 - xviii. TIA-607-B Commercial Building Bonding and Grounding (Earthing) for Customer Premises August 2011
 - xix. TIA-758-B Customer Owned Outside Plant Telecommunications Cabling Standard March 2012
 - xx. BICSI – Telecommunications Distribution Methods Manual (TDMM) – 12th Edition
 - xxi. ANSI/BICSI-001 2009 Information Transport Systems Design Standard for K-12 Educational Institutions

2. ANSI/BICSI-002 2011 Data Center Design and Implementation Best Practices
 - a. All contractors will be familiar with the above referenced codes and standards applicable to their work. Extra compensation will not be paid to those in non-compliance with applicable codes and standards. If two or more codes or standards conflict, the code or standard having the highest degree of workmanship will take precedence.
 - b. Contractor, contractor practices and quality of work will comply with all industry standards referenced above.

3. Materials and Equipment
 - a. 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 Network Administrator of Skokie-Morton Grove School District 69.
 - b. All materials and equipment shall be a product of the United States unless approved in writing by the Network Administrator of Skokie-Morton Grove School District 69.

4. Cabling requirements
 - a. The wiring scheme will be TIA-568B.
 - b. The District prefers the use of Category 6 cable for most applications. The District also prefers the use of Category 6A cable in place of fiber optic cable unless necessary.
 - c. Each registered jack will have a single dedicated cable.
 - d. Faceplates will be single gang, four port, white, with ID windows.
 - e. Blanks will be installed in all unpopulated faceplate ports.
 - f. Contractor will use hook and loop type Velcro fasteners on all UTP. The use of plastic tie wraps is prohibited.
 - g. Contractor will label each cable within 6" of the end of the cable, at both ends using a self-adhesive cable marker. The label shall conform to the Labeling Specification in Appendix C and shall have the same content as the label on the faceplate.
 - h. Contractor will leave a pull string in each conduit after pulling a cable. The pull string will have a minimum rated tensile strength of 500 pounds.
 - i. Contractor will comply with the labeling scheme of the facility, unless directed otherwise by the Network Administrator of Skokie-Morton Grove School District 69.

- j. Each horizontal cable run will have a 10' service loop coiled at each end. The service loop will be secured to a J-hook with Velcro at the outlet end of the cable and will not rest on the ceiling tiles or ceiling tile support system.
5. Testing and Measurement
- a. All Systems will be tested and placed in operation by contractor.
 - b. 100% of the copper and fiber permanent links installed by the contractor will be tested to the most recent test methodologies as defined in the applicable standard(s) in Section 1A above.
 - c. Test results will be provided in written and electronic form by contractor as a condition of final payment. Contractor will sign and date test results.
 - d. Fiber optic cable will be tested to Tier 1, method B (passive optical loss test) and TSB-140 Tier 2 OTDR loss/trace test with a mated connector pair return loss less than .3dB.
6. Permits and fees
- a. Contractor will secure and pay for all permits required for the work.
 - b. Contractor will post all bonds and obtain licenses required by city, state and federal agencies.
7. Bidding practices
- a. Skokie-Morton Grove School District 69 expects fair, equitable and ethical bidding practices will be followed for technology projects.
8. Material approvals and substitutions
- a. Contractor shall submit, in writing, specification sheets of all installed material to the Network Administrator of Skokie-Morton Grove School District 69 for approval prior to installation.
 - b. The Network Administrator of Skokie-Morton Grove School District 69 will approve the submittals prior to installation.
 - c. Under no circumstances will material be substituted without the prior written consent of the Network Administrator of Skokie-Morton Grove School District 69.
 - 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.

9. Contractor Qualifications & Certifications

- a. The Contractor shall be a company specializing in the installation of structured cabling systems.
- b. The Contractor will have operated a minimum of five consecutive years.
- c. The Contractor will be manufacturer certified installer of the proposed cabling system. A copy of the manufacturer's certification will accompany the material submittals.
- d. The Contractor will have either BICSI registered or IBEW/NECA Technicians and Installers assigned to the job site.
- e. The Contractor will have a BICSI Registered Communications Distribution Designer (RCDD) on staff.

10. Firestopping

- a. The Contractor is responsible for firestopping all internal conduit sleeves and cable tray where required to maintain the integrity of fire/smoke walls.

11. Grounding and bonding

- a. The Contractor is responsible for the proper grounding and bonding of the structured cabling system in accordance with all codes and standards, local, state and federal.
- b. Contractor will install a surge protection for each outdoor mounted camera. If practical, the surge protection device will be mounted near the camera. (See Appendix E, Approved Structured Cabling Product List)

12. Acceptable structured cabling products (See Appendix E, Approved Structured Cabling Product List)

- a. Fiber optic cable and connectivity
 - A. Only singlemode fiber optic cable and connectivity will be installed.
 - B. Contractor will provide and/or install via fusion splice only Corning LC fiber optic pigtails.
 - C. Contractor provided fiber optic patch cords will be manufactured by CompuLink. All CompuLink fiber patch cords will be manufactured with Corning components and will match or exceed the grade of the installed fiber optic cable.
- b. UTP cable and connectivity
 - i. Belden yellow, plenum rated Category 6 cable will be installed for all voice applications.

- ii. Belden green, plenum rated Category 6 cable will be installed for all wireless access point applications.
 - iii. Belden blue, plenum rated Category 6 cable will be installed for all data/layer 1 access applications.
 - iv. Belden orange, plenum rated Category 6 cable will be installed for all layer 2 & 3 trunking applications.
 - v. Belden red, plenum rated Category 6 cable will be installed for all camera/security applications.
 - vi. Belden purple, plenum rated Category 6 cable will be installed for all access control applications.
 - vii. Belden Category 6 registered jacks will match the color of the cable.
 - viii. Belden Category 6 patch cords will be provided by contractor in the color & length specified by the Network Administrator of Skokie-Morton Grove School District 69. Patch cord colors will match the color of the cable.
 - ix. Patch panels must match color scheme described above. Under no circumstances will patch panels serve more than one designated function.
 - x. Only Belden UTP and connectivity products are authorized for installation in Skokie-Morton Grove School District 69 facilities. There will be no substitutions.
 - xi. Only plenum rated cable will be installed in Skokie-Morton Grove School District 69 facilities.
- c. Cable Television (CATV) cable and connectivity
- i. Radio Grade (RG) 6, plenum rated, copper clad steel (CCS) conductor, 75 Ohm, swept to 3 GHZ.
 - ii. Compression style F connector to match the outside diameter of the cable listed above.

13. Communication pathways

- a. All cables shall be installed using conduit, cable tray, or "J" hooks. Where cables cannot be installed in conduit or cable tray, the cable shall not be pulled or installed directly across suspended ceiling tiles or fluorescent lights without proper suspension and consideration of possible electrical interference. If "J" hooks are used, avoid placing any pressure or creating stress points on the cable. Maximum spacing between "J" hooks shall not exceed five feet. Only metal, high performance, wide base, smooth & beveled J hooks will be used for cabling applications. Suspended ceiling support wires shall not be used to support

cables or cable support system(s). Conduit fill will not exceed 40% in any pathway.

- b. At no time shall pulling tension exceed 25 lbs. on horizontal cables. Exceeding the maximum recommended pulling tension during installation of cables will compromise wire integrity. If wire integrity is compromised, the wire may not pass testing and certification standards required for a 1000BaseTX or 10GBase-T infrastructure. The installing contractor will be responsible for replacement of any cable system that does not pass required certification standards. The Network Administrator of Skokie-Morton Grove School District 69 may randomly test cable installations.

14. Network Ethernet switches & accessories

- a. Skokie-Morton Grove School District 69 exclusively uses Cisco 2960-X managed Power over Ethernet (PoE) switches capable of Ethernet speeds up to and including 10 Gigabit per second uplink over SFP+.

APPENDIX C LABELING SCHEME

Each information outlet will be identified using the standard Labeling Scheme for Skokie-Morton Grove School District 69 as described below.

Each port will have a three segment code organized in three fields separated by hyphens. The first three numeric characters refer to the room number of the telecom closet in which the cable terminates. The fourth alpha character indicates the patch panel on which the cable terminates. The fifth and sixth numeric characters indicate the port number on the patch panel where the cable terminates.

The jack colors shall match the specified cable colors as follows:

Yellow = Voice
Green = Wireless Access Point
Blue = Data/Layer 1 Access
Orange = Layer 2 & 3 Trunking
Red = Cameras/Security
Purple = Access Control

The sequence of numbering the jacks on multiple faceplates in the same room shall start with the location immediately to the left of the primary entrance to that room and increase in number in a clockwise manner around the room.

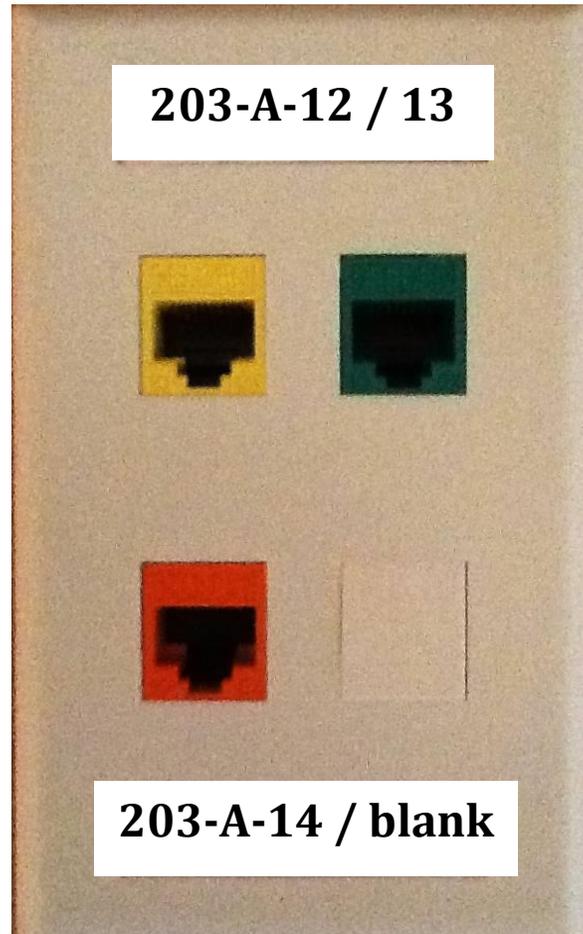
The lowest number designator of the jack in each faceplate shall be in the upper left position on the faceplate and the numbers shall increase in a left to right and sequential row pattern from top to bottom on each faceplate, as indicated in the illustration below.

The jack colors in the patch panels shall conform to the same color code scheme listed above for the faceplates.

The contractor shall label each cable within 6" of the end of the cable, at both ends using a self-adhesive cable marker. The label shall conform to the Labeling Specification above and shall have the same content as the label on the faceplate.

In each telecom closet there shall be a floor plan of that floor laminated and mounted on the wall. That floor plan diagram shall show all of the room numbers served by that telecom closet and the locations of each faceplate in each room served by that telecom closet. The jack numbers of each faceplate location shall be indicated on the floor plan.

Below is an example of a cable label terminated in the closet room number 203, patch panel A, terminated on port 12 (203-A-12):



APPENDIX D
ELECTRONIC SECURITY SPECIFICATIONS

1. Codes and standards
 - a. Cabling codes and standards are not addressed in this Electronic Security Specification.
 - b. All security work shall be completed in accordance with the appropriate portion of the following standards and specifications:
 - i. SMPTE 274M (HDTV 720P)
 - ii. SMPTE 296M (HDTV 1080P)
 - c. Integrators will be familiar with the above referenced codes and standards applicable to their work. Extra compensation will not be paid to those in non-compliance with applicable codes and standards. If two or more codes or standards conflict, the code or standard having the highest degree of workmanship will take precedence.

2. Materials and Equipment
 - a. 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 Network Administrator of Skokie-Morton Grove School District 69.
 - b. All manufacturers supplying IP video products to Skokie-Morton Grove School District 69 will be a member of ONVIF.

3. 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 Network Administrator at the completion of each project.

4. Permits and fees
 - a. Integrator will secure and pay for all permits required for the work.
 - b. Integrator will post all bonds and obtain licenses required by city, state and federal agencies.

5. Bidding practices
 - a. Skokie-Morton Grove School District 69 expects fair, equitable and ethical bidding practices will be followed for technology projects.

6. Material approvals and substitutions
 - a. Integrator shall submit, in writing, specification sheets of all installed material to the Network Administrator of Skokie-Morton Grove School District 69 for approval prior to installation.
 - b. The Network Administrator of Skokie-Morton Grove School District 69 will approve the submittals prior to installation.
 - c. Under no circumstances will material be substituted without the prior written consent of the Network Administrator of Skokie-Morton Grove School District 69.
 - d. Where substitutions are approved, integrator 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.

7. Integrator Qualifications and Certifications
 - a. Integrator shall be a company specializing in the installation of security systems and will have operated a minimum of five consecutive years.
 - b. Integrator will be manufacturer certified dealer of the proposed security system. A copy of the manufacturer's certification will accompany the material submittals.
 - c. At least two technicians must be certified installers of proposed security system.

8. Firestopping
 - a. Contractor is responsible for firestopping all internal conduit sleeves and cable tray where required to maintain the integrity of fire/smoke walls.

9. Grounding and bonding
 - a. The Integrator/Contractor is responsible for the proper grounding and bonding the security system in accordance with all codes and standards, local, state and federal.
 - b. Contractor will install a surge protection for each outdoor mounted camera. If practical, the surge protection device will be mounted near the camera.

10. Training
 - a. Integrator will provide six total hours of training to Skokie-Morton Grove School District 69 representatives following installation. Training will occur on three separate dates in two-hour increments.

11. Acceptable security products (See Appendix F, Approved Security Product List)
 - a. Video Management System (VMS)
 - i. Skokie-Morton Grove School District 69 selected XProtect video management software manufactured by Milestone Systems as its standard product.
 - ii. There will be no substitutions.
 - b. Access Control System
 - i. Skokie-Morton Grove School District 69 has selected Symmetry Professional as its standard software product.
 - ii. Skokie-Morton Grove School District 69 prefers HID readers.
 - iii. There will be no substitutions.
 - c. IP network cameras & accessories
 - i. Skokie-Morton Grove School District 69 prefers Samsung and Acti IP network cameras & accessories.
 - ii. There will be no substitutions to this specification.
 - d. IP video servers
 - i. Skokie-Morton Grove School District 69 exclusively uses Husky M50 video servers manufactured by Milestone.
 - ii. There will be no substitutions to this specification.

APPENDIX E
APPROVED STRUCTURED CABLING PRODUCT LIST

A. Unshielded Twisted Pair (UTP)

Belden Cat 6 yellow plenum rated
Belden Cat 6 green plenum rated
Belden Cat 6 blue plenum rated
Belden Cat 6 orange plenum rated
Belden Cat 6 red plenum rated
Belden Cat 6 purple plenum rated

B. Copper connectivity

Belden single gang, four port, white with ID windows
Belden Cat 6 yellow jack
Belden Cat 6 green jack
Belden Cat 6 blue jack
Belden Cat 6 orange jack
Belden Cat 6 red jack
Belden Cat 6 purple jack
Belden 24 port angled unloaded patch panel
Belden 48 port angled unloaded patch panel
Belden Cat 6 non-plenum patch cord

C. Fiber optic cable

Corning riser rated 12 strand OS2 interlocked armor
Corning plenum rated 12 strand OS2 interlocked armor

D. Fiber connectivity

Corning 1U sliding fiber patch panel holds two panels or cassettes
Corning 2U sliding fiber patch panel holds four panels or cassettes
Corning OS2 pigtail splice cassette 12F LC duplex

**APPENDIX F
APPROVED ELECTRONIC SECURITY PRODUCT LIST**

MILESTONE SYSTEMS VIDEO MANAGEMENT			
Quantity	Brand	Model	Item Description
6	Milestone	HM507286R10010	Husky M50 Milestone NVR
SYMMETRY ACCESS CONTROL			
Quantity	Brand	Model	Item Description
1	Symmetry	PRO-32-V8.0.2	Symmetry Professional 32 Reader Software
1	Symmetry	DATA-CONNECT-V8	Threat Level Manager
1	Symmetry	THREAT-LEVEL-V8	Data Connect
2	Symmetry	PRO-CLIENT-V8.0.2	Symmetry Professional Client Software
1	Symmetry	PRO-LIC-032-V8	Professional 32-Reader License Add-on
IP VIDEO NETWORK CAMERAS			
Quantity	Brand	Model	Item Description
5	Samsung	SNB-9000	12 Megapixel Network Box Camera
41	ACTi	E816 Exterior	10 Megapixel Camera with Adaptive IR
CAMERA ACCESSORIES			
Quantity	Brand	Model	Item Description
5	Samsung	SLA-E-M1240DN	Vari-focal Lens
5	Samsung	SHB-4200H	Indoor/Outdoor Housing with Mounting Bracket
5	Samsung	PWR-24AC-50VA-UL	Transformer
41	ACTi	PMAX-0314	Wall Mount
DOOR CONTROLLERS AND HARDWARE			
Quantity	Brand	Model	Item Description
6	Symmetry	M2150-8RDR-IPW-PACK	8-Reader IP Pack
42	HID	IC-RP10-K-SE-SEOS	HID multiCLASS RP10 SE Reader
42	HES	5200	5200 Series Electric Strike
42		DC1	Recessed Door Contact
42		REX1	Request to Exit Motion Detector
3		HUB	Hold Up Button
PROXIMITY CARDS			
Quantity	Brand	Model	Item Description
500	HID	510x iCLASS Seos + Prox	Seos + Prox Cards

Courtesy “No Bid” Response Questionnaire

If you are not submitting a price on this bid, Skokie School District 69 would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

Justin Attaway, Business Manager
Skokie School District 69
5050 Madison Street
Skokie, Illinois 60077
(847) 675-7666

- Previous commitments, too busy
- Too small a job
- Too large a job
- Our firm is not suited for this type of work
- Do not like to bid jobs
- Could not schedule site examination
- Cannot get bonding for this job
- Other _____

Company Name _____

Address _____

City, State & Zip Code _____

Telephone Number _____

By _____

Title _____

Date _____

Check List For Bidders

- 1. Have you carefully reviewed the specification including “Instructions to Bidders?”
- 2. Have you properly completed all portions of the bid?
- 3. Have you signed the bid?
- 4. Have you furnished business references (if required)?
- 5. Have you verified your prices to be sure you have not made an error?
- 6. Have you indicated your total price for items bid on the Bid Form?
- 7. Is the envelope clearly marked as required?
- 8. Have you made arrangements to submit samples if required?