

October 24,2023

**Request for Proposal  
WAN Fiber Maintenance  
TSD Bid #2324-05**

For

**Troy School District  
4400 Livernois Road  
Troy, MI 48098**

**Prepared by**

**Convergent Technology Partners, LLC**  
6197 Miller Road, Suite 4  
Swartz Creek, MI 48473  
810.720.3820  
[www.ctpartners.net](http://www.ctpartners.net)

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SECTION 00 30 00 – BIDDING REQUIREMENTS – INSTRUCTION TO BIDDERS

PART 1 - GENERAL

1.1 REQUEST FOR PROPOSALS

- A. Troy School District is seeking proposals in conjunction with the Federal Universal E-Rate Program for new Category 1 services including:

1. Self-Provisioned Wide Area Network Fiber Maintenance

- B. A complete list of the buildings (“Sites”) are provided in **Section 33 82 00** and on project drawings and are incorporated herein by reference. **Bid documents may be obtained from the purchasing page (under Departments, Purchasing, Bids and Invitations) of the District’s web site at [www.troy.k12.mi.us](http://www.troy.k12.mi.us) as well as at the State of Michigan Sigma site.**

- 1.2 **Due on or before the Due Date as specified in Section 00 30 10 – Schedule of Events**, at which time the bids will be publicly opened and read. The Owner will not consider or accept a bid proposal received after the due date for bid proposal submission. All bid proposals received after the due date will be returned by making them available to the respective Bidder, unopened, for said Bidder to pick-up at their sole cost and expense. Bid proposals shall be submitted to:

Troy School District  
Troy Resource Center  
Attn: Beth Soggs  
4420 Livernois  
Troy, Michigan 48098

1.3 PROPOSALS/QUOTES

- A. Two (2) “hard” copies and two (2) “soft” (electronic) copy on a USB “flash” drive of the proposals are to be submitted in sealed packaging, clearly marked: **“Fiber Maintenance Sealed Bid”** for Troy School District and shall be identified with the Bidder’s name and address and the date and time of the bid proposal opening. The Owner is not responsible for any postal or delivery delays. No email, facsimile or other electronic bid proposals will be accepted.

1.4 PROPOSAL AND PRICING FORMAT

- A. All pricing shall be based on estimated amounts that will be used to charge against as work is required.
1. Pricing shall be included for an annual ride out of the network with a written summary of the findings and recommendations.

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2. Pricing shall be provided for any single unit items such as Emergency Call Out and Trip Charges. An annual estimate of the number of these items shall be included in the pricing total.
  3. Labor estimate to be used is 100 hours annually. The bidder shall provide the hourly rates for each labor type and an estimated number of hours with each type totaling 100 hours.
  4. Material shall be estimated based on the size of the network and any anticipated or historical figures. This would include any cable, strand, mounting hardware and consumables required for maintenance of the network.
  5. A final estimate based on all of the above items is required and will be listed in the Bid Proposal Form. This amount will be used to file as the maximum amount allowed under the e-rate filing. Actual charges will be invoiced based on the events as they occur.
  6. Pricing is for a five (5) year contract term. Contract term is from July 1, 2024 through June 30, 2029.
- B. The Bid pricing shall be submitted on the Bid Proposal Form and the pricing sheet Supplemental A
- C. Bids shall follow the following format:
1. Description of the Firm and all contact information
  2. Bid Proposal Form and all Supplementals
  3. References
- D. The "hard copy" Bids shall be submitted on 8 1/2" by 11" paper, single sided, single spaced using 10 to 12-point print, in 3 ring binders, clearly labeled to show the Bidder's name.
- E. The "soft copy" Bid shall be in the same structure as the "hard copy" Bids, bound in a .pdf file, submitted on an USB "flash", "Thumb" or similar drive with the hard copies.
- 1.5 SECURITY
- A. No bid security is required for this RFP.
- 1.6 FAMILIAL DISCLOSURE AFFIDAVIT
- A. Each bid proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Bidder and any member of the Board of Education or the Superintendent of Troy School District. The Board of Education will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

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1.7 AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS

- A. Each bid proposal must be accompanied by the Iran Economic Sanctions Affidavit of Compliance in compliance with Michigan Public Act No. 517 of 2012. The Board of Education will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

1.8 RESERVATION OF RIGHTS

- A. The Owner reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all bid proposal with or without cause, to waive any irregularities or informalities in this RFP process or any bid proposal, and to award the contract to other than the low bidder, when in the opinion of the Owner, such action will best serve the Owner's interests.

1.9 WITHDRAWAL OF BID PROPOSALS/QUOTES

- A. All bid proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of ninety (90) calendar days following the due date for receipt of bid proposals set forth above.

1.10 REQUESTS FOR CLARIFICATION

- 1.11 Bidders may request that the School District clarify information contained in this RFP. All such requests must be made in writing via email to John Foster, Convergent Technology Partners, at [jfoster@ctpartners.net](mailto:jfoster@ctpartners.net). Requests for Clarifications and inquiries may only be made via email. The deadline for all Requests for Clarification is per the schedule of events. The aggregated answers to all Requests for Clarification will be provided in an addendum to the RFP which will be issued and posted on the Purchasing page of the District website at [www.troy.k12.mi.us](http://www.troy.k12.mi.us) for all potential proposers to view.

1.12 RESTRICTION ON COMMUNICATION

- A. From the issue date of this RFP until a Contractor is selected and the contract is awarded a prospective Contractor shall not communicate about the subject of this RFP or a Contractor's bid proposal with the Owner, its Board of Education, or any individual member, administrators, faculty, staff, students, or employees, except for additional requests for clarification in accordance with the paragraph above.

1.13 RELEASE OF CLAIMS

- A. Each Bidder by submitting its Proposal releases the Owner from any and all claims arising out of, and related to, this RFP process and selection of a Contractor.

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1.14 PROPOSAL COST

- A. Respondents of this RFP are responsible for any and all costs incurred by them or others acting on their behalf in preparing or submitting a bid proposal, or otherwise responding to this RFP, or any negotiations incidental to its bid proposal or this RFP.

1.15 COLLUSIVE BIDDING

- A. All Bidders certify that its bid proposal is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid proposal for the same project and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

1.16 DEFINITIONS

- A. Bid Documents are defined as the Instructions to Bidders, Schedule of Events, this RFP, including all Supplemental forms, Attachments, Appendices, Specifications, Drawings and Addenda and the Contract.
- B. Addenda are written or graphic instruments issued prior to the due date of bid proposals which modify or interpret the Bid Documents by additions, deletions, clarifications or corrections. All Addenda issued to Bidders prior to the due date of bid proposals shall become part of the Bid Documents and all bid proposals are to include the Project/Work therein described. Each Bid Proposal submitted shall list all Addenda that have been received prior to the due date of bid proposals.
- C. As used in these Instructions to Bidders, the term "Bid Proposal" means a bid proposal prepared and submitted in response to this RFP.
- D. As used in these Instructions to Bidders, the term "PSC" refers to the Professional Service Contractor and means Convergent Technology Partners and its assigned representative.
- E. Throughout this RFP and Contract, the "Owner" or "District" will be used to refer to District and bidders submitting bid proposals will be referred to as "Bidders" or "Vendors" and a successful Bidder or Vendor will be referred to as a "Contractor".

1.17 BIDDER'S REPRESENTATION

- A. Each Bidder, by submitting a Bid Proposal, represents that the Bidder has read and understands the Bid Documents and is familiar with the local conditions under which the project is to be performed. Bidders will be held to have compared the Sites with Bid Documents and have satisfied themselves to all conditions affecting the execution of the Work/Project.

1.18 EXAMINATION OF BID DOCUMENTS

- A. Before submitting a Bid Proposal, each Bidder shall examine the RFP documents carefully and shall read the Specifications and the Bid Documents. Each Bidder shall gather complete information prior to bidding as to existing conditions and limitations under which the

BIDDING REQUIREMENTS - INSTRUCTIONS TO BIDDERS

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Work/Project is to be performed, and shall include in its Bid Proposal a sum to cover the cost of items necessary to perform the Work/Project as set forth in the Bid Documents.

- B. No allowance or additional fees will be made to a Bidder because of lack of such examination or knowledge. The submission of a Bid Proposal will be considered as conclusive evidence that the Bidder has made such examination. An on-site-inspection of the Sites during the Bidder's Conference will be for all Bidders and their subcontractors, if any. Vendors may use subcontractors in connection with the Work/Project performed under this RFP provided the Owner has approved the subcontractors. In using subcontractors, the Vendor agrees to be responsible for all their acts and omissions to the same extent as if the subcontractors were employees of the Vendor.

1.19 SUBSTITUTIONS

- A. Each Bid Proposal shall be based upon the labor, materials and equipment described in the Bid Documents.
- B. In addition to the Base Bid, the submission of voluntary alternates for a fixed annual fee for maintenance of the Fiber WAN is acceptable. The Owner reserves the right to unilaterally accept or reject, in whole or in part, any voluntary alternates.

1.20 BIDDING PROCEDURES

- A. All Bids Proposal must be submitted on the Bid Proposal Forms provided as part of the Bid Documents and in accordance with the Advertisement to Bid and Instructions to Bidders. Bidders must provide a complete list of proposed subcontractors (one per discipline) as indicated on the Bid Forms. Listing two or more subcontractors per discipline will be grounds for disqualification.
- B. All Bidders must provide a proposal for the Base Bid that meets or exceeds the specifications set forth in this RFP. However, all Bidders may suggest Alternates if it is felt that the alternate proposal better suits the intent of this RFP. Any Alternate must be listed as such with separate pricing sheets. Any variance of the feature/functionality of the Base Bid must be identified in any Alternates proposed.
- C. Prior to the due date for bid proposals, any Addenda will be available for inspection wherever the Bid Documents are kept available for that purpose. It is each Bidders responsibility to ascertain prior to submitting a Bid Proposal that he/she has received all Addenda issued and shall acknowledge their receipt in their Bid Proposal Form.
- D. All Bids must be signed as follows:
  - 1. Corporations: Signature of an officer of the firm who is authorized to bind the corporation.

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2. Partnerships: Signature of one partner who is authorized to bind the firm and all of its Partners.
  3. Bids submitted by Joint Ventures shall be signed by one of the Joint Ventures and shall be accompanied by a certified copy of the Power of Attorney authorizing the individual signing to bind all the Joint Ventures. If a certified copy of the Joint Venture's certificate submitted with the Bid Proposal indicates that all Joint Ventures have signed, no authorization is required.
  4. Individuals signing on own behalf: No authorization is required.
  5. Individual signing on behalf of another: Power of Attorney or comparable evidence of authority shall accompany Bid.
- E. Bid proposals shall be prepared on unaltered Bid Forms, which are a part of this RFP. Bidders shall make no additional stipulations on the Bid Form nor qualify the Bid Proposal in any other manner. Unauthorized conditions, limitations, or provisions attached to the Bid Proposal will be cause for rejection of the Bid Proposal. If alterations by erasure or interlineations are made for any reason, explain over such erasure or interlineations with a signed statement from the Bidder. No additional charges, other than those listed on the Bid Proposal Form and Bid Supplemental Forms, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all Sites, insurance, payment and performance bonds, unpacking, setup, installation, operation, testing, cleanup, training and all other requirements contained in the bid documents.
- F. Bids shall be submitted in a sealed envelope. Identified on the face of the envelope:
1. Project name
  2. Name and address of Bidder
  3. Notation "**Fiber Maintenance – Sealed Bid**"
- G. No responsibility shall attach to the PSC, the Owner, or the authorized representatives of either one, for the premature opening of any Bid Proposal which is not properly addressed, delivered and/or identified. In such event, that Bid Proposal will not be considered and the Bidder will be automatically disqualified from consideration.
- H. Negligence in preparation, improper preparation, errors in and/or omissions in the Bid Proposal shall not relieve the Bidder from fulfillment of any and all applicable obligations and requirements of contained in the Bid Documents.
- I. The Owner or PSC in making copies available of the Bid Documents to Bidders do so only for the purpose of obtaining bid proposals on the project and do not confer a license or grant of use to a Bidder for any other purpose.

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- J. All Bidders must complete, sign and return the attached "FAMILIAL DISCLOSURE" and "IRAN ECONOMIC SANCTIONS AFFIDAVITS" with their Bid Proposal.
- K. The Owner considers this RFP legally binding and will require that this Request for Proposal and the Bid Proposal be incorporated by reference into any subsequent Contract between the Contractor and the Owner. It should be understood by the Bidder that this means that the Owner expects the Bidder to satisfy all of the requirements and specifications contained in the RFP. Any exceptions to the RFP must be explicitly noted in the Bid Proposal. Lack of listing all exceptions will be considered acceptance of all of the specifications as presented in this RFP

1.21 CONSIDERATION OF BIDS

- A. The Bidder acknowledges the right of the Owner to accept or reject any or all Bid proposals, in whole or in part, with or without cause, to waive any irregularities or informalities in this RFP process or any Bid Proposal, and to award the contract to other than the low bidder. In addition, the Bidder recognizes the right of the Owner to reject a Bid Proposal:
  - 1. If the Bidder fails to furnish any data required by the Bid Documents; or
  - 2. If the Bid Proposal is in any way incomplete or irregular; or
  - 3. If the Bidder's performance was unsatisfactory under a prior contract for the construction, repair, modification, or demolition of a facility with the Owner, or a contractor in privacy of contract with the Owner, which was funded, directly or indirectly, by the Owner;
  - 4. If the Bidder was an employer of construction mechanics working on the construction of facilities funded, directly or indirectly, by the Owner through contracts under 1984 PA 431, MCL 18.1101 et seq; MSA 3.516 (101) et seq, and was determined by the Michigan Department of Labor to have failed to comply with a contractual provision requiring the payment of Department of Labor's prevailing wage or the maintenance of Department of Labor's prevailing wage or the maintenance of Department of Labor's apprentice-journeyman ratio determinations for construction mechanics for that facility.
- B. The Owner shall have the right to accept alternates in any order or combination and to determine the lowest responsible Bidder on the basis of the sum of the base bid and the alternates accepted.
- C. Once the contract is awarded to the Contractor, the contract is contingent upon Troy School District Board of Education approval and the Contractor providing the Owner with any and all documents required by the RFP prior to commencement of the Work/Project (i.e. Insurance Certificates, Labor and Material Payment Bond and Performance Bond, etc.). Further, the Owner reserves the unrestricted right to reduce the contract amount by reducing the scope of Work/project and/or components. Any such action will be taken before specific work on a building or on a project component has commenced. Contract amount shall be reduced or increased based on the unit pricing values.

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1.22 Bid Proposal Evaluation

A. Bids will be evaluated on the following criteria:

1. Unit pricing of the various components
2. Previous work experience in the District
3. Previous work experience with OSP networks of this size and type
4. References

1.23 BID SECURITY

A. No bid security is required for this RFP.

1.24 PERFORMANCE AND LABOR AND MATERIAL PAYMENT BONDS

A. No Performance, Labor or Material Payment bonds are required for this project.

1.25 TAXES

A. Installation services for the tangible personal property purchased by the Owner is not subject to sales taxation. Moreover, the Owner is exempt from taxation on all tangible personal property purchased by the Owner for its use and consumption; however, this exemption would not apply to any materials required under the Bid Documents that are deemed to be a component of a construction/improvement project to the Owner's Sites/Facilities. All prices submitted on the Bid Proposal Form shall be inclusive of any and all applicable taxes.

1.26 PERMITS AND FEES

A. All prices submitted on the Bid Proposal Form shall be inclusive of any and all applicable/required permits and fees.

1.27 MICHIGAN RIGHT-TO-KNOW LAW

A. All Contractors must conform to the provisions of the Michigan Right-To-Know Law, 1986 PA 80, which requires employers to:

1. Develop a communication program designed to safeguard the handling of hazardous chemicals through labeling of chemical containers, and development and availability of Material Safety Data Sheets.
2. Provide training for employees who work with these chemicals; and
3. Develop a written hazard communications program.

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- B. The law also provides for specific employee rights. These include:
  - 1. The right to be notified (by employer or Contractor posting) of the location of Material Safety Data Sheet (MSDS);
  - 2. The right to be notified (by employer or Contractor posting) of new or revised MSDS no later than five working days after receipt; and
  - 3. The right to request copies of MSDS from their employers or Contractors.
- C. Provisions of Michigan's Right-to-Know Law may be found in those sections of the Michigan Occupational Safety and Health Act (MIOSHA), which contain Right-to-Know provisions, and the Federal Hazard Community Standard, which is part of the MIOSHA Right-to-Know Law through adoption.

1.28 WITHDRAWAL OF BIDS

- A. A Bidder may withdraw its Bid Proposal by written request from an authorized Bidder representative, at any time prior to the due date of bid proposals.
- B. No Bidder may withdraw a Bid Proposal for a period of ninety (90) calendar days, following the due date for receipt of bid proposals, and all bid proposals shall be subject to acceptance by the Owner during this ninety (90) day period.

1.29 EXECUTION OF CONTRACT

- A. The Contractor to whom the contract is awarded shall, within ten (10) calendar days after Notice of Award and receipt of the contract from the Owner, execute and deliver required copies to the Owner.
- B. At or prior to delivery of the executed Contract, the Contractor to whom the contract is awarded shall deliver to the Owner those Certificates of Insurance required by the Bid Documents and such Labor and Materials Payment Bonds and Performance Bond as are required by Owner and any other documents required by this RFP.
- C. The Owner shall approve the provided Certificates of Insurance before the Contractor may proceed with the Work/Project. Failure or refusal to provide Certificates of Insurance or any other documents required by this RFP in a form(s) satisfactory to the Owner shall subject the Contractor to loss of time from the allowable construction period equal to the time of delay in furnishing the required material.

1.30 POST BID INFORMATION

- A. Bid Form(s) shall be submitted as indicated in the Bid Documents. The Bid Form(s) requires all proposed subcontractors for the project to be named; no more than one per discipline.

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1.31 EQUAL OPPORTUNITY

- A. The Contractor and all of its subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.

PART 2 - EXECUTION

2.1 SITE REQUIREMENTS

- A. The Owner Sites are both instructional and administrative facilities that provide year-round services to their students, staff and the community. As such, activities in all buildings are critical to the provisioning of services to the students, staff and the community and shall not be interrupted by the Contractor's Work activities.
- B. The computer and telephone systems associated with this Work will not be taken off-line or removed from service during normal working hours without coordination of the Owner's IT department and the staff of affected buildings. Arrangements must be made by the Contractor to coordinate any such activities.
- C. The Contractor will be required to work around all of the conditions listed above, as well as working with the Owner's staff to minimize disruptions to normal Owner activities.
- D. Installation Guidelines
  - 1. All Work performed on this Project will be installed in accordance with the current edition of the National Electrical Code®, the current edition of the National Electrical Safety Code®, the current edition of the BICSI Telecommunications Distribution Methods Manual, the current edition of the BICSI Cabling Installation Manual, the latest issue of the ANSI/TIA/EIA Standards as published by Global Engineering Documents as TIA/EIA Commercial Building Telecommunications Standard, and all local codes and ordinances.

2.2 QUALITY ASSURANCE

- A. Compliance with Laws and Regulations
  - 1. The Contractor performance of the Work shall comply with all applicable federal, state, and local laws, rules, and regulations and Owner policies, procedure, rules and regulations. The Contractor shall give required notices, shall procure necessary governmental licenses and inspections, and shall pay without burden to the Owner, all fees and charges in connection therewith unless specifically provided otherwise. In the event of violation, the Contractor shall pay all fines and penalties; including attorney's fees and other defense costs and expenses in connection therewith.
- B. Federal Communications Commission
  - 1. Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified.

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C. Codes, Standards, and Ordinances

1. All Work shall conform to the latest edition of the National Electrical Code®, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI Telecommunications Distribution Methods Manual shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation. The Contractor is wholly responsible to meet or exceed all codes, standards, regulation, manufacturer installation standards and industry best practices.

2.3 SAFETY

- A. The Contractor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the Work. The Contractor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations, and standards. The Contractor shall indemnify and hold harmless the Owner from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on the Owner because of the Contractor, or its subcontractor, or supplier's failure to comply with the regulations stated herein.

2.4 INSPECTION, ACCEPTANCE, AND TITLE

- A. Inspection and Acceptance will be upon successful installation unless otherwise provided. Title to/or risk of loss or damage to all items shall be the responsibility of the Contractor until acceptance by the Owner, unless loss or damage results from negligence by the Owner. If the materials or services supplied to the Owner are found to be defective or do not conform to the specifications, the Owner reserves the right to cancel the Contract upon written notice to and return products at the Contractor's expense, based upon the terms of the Contract.
  1. When the Owner is referred to in this section of the RFP relative to inspections, the Owner has designated the PSC as the party to perform such inspections on behalf of the Owner. Notwithstanding the above, the Owner may also perform such inspections along with the PSC.
- B. The Owner shall at all times have access to the Work wherever it is in preparation or progress, and shall provide proper facilities for such access and for inspection.
- C. The Contractor shall not close up any Work until the Owner has inspected the Work. Should the Contractor close up the work prior to inspection by The Owner, the Contractor shall uncover the Work for inspection by the Owner at no cost to the Owner, and then recover the Work according to the specifications contained herein. The Contractor shall notify the Owner in writing when the Work is ready for inspection. The Owner will inspect the Work as expeditiously as possible after receipt of notification from the Contractor.

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END OF SECTION

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SECTION 00 30 10 - SCHEDULE OF EVENTS

The following is a projected schedule of events for this project. The schedule may change depending upon the results of the responses.

<b>EVENT</b>	<b>DATE</b>
Bid Release	October 24, 2023
Final Date and time for Questions – 5:00 PM	November 7, 2023
Final Addendum – 12:00 PM	November 9, 2023
Bid Due Date/Time – 2:30 PM	November 30, 2023
Contract Award	January 16, 2024
Earliest Project Start Date	July 1, 2024

End of Section

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SECTION 00 40 10 - BID PROPOSAL FORM

**OWNER:** Troy School District  
4400 Livernois Road  
Troy, Michigan 48098

**PROJECT:** Self-Provisioned Fiber Maintenance – Bid #9912

**NAME OF BIDDER:** \_\_\_\_\_

**BASE BID:**

Lump sum bid for all work specified and shown on the drawings as indicated for base bid in the amount of:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

The Bid Proposal amount shall be shown in both words and figures. In the case of discrepancy, the amount shown in words shall govern.

**BASE BID:** The undersigned, having examined the Bid Documents and examined the conditions affecting the Work/Project, hereby proposes and agrees to furnish all of the labor, materials, and equipment and perform all work necessary to complete the Work/Project as required by the Bid Documents for the stipulated sum identified above and detailed in Supplemental A (Cost Analysis Worksheet). The Bid Documents set forth the terms and conditions upon which the Bidder will provide a "turnkey" solution for the installation and operation of the project for use by the Owner and represents and warrants that the design, operation and functionality of the project are in accordance with the Bid Documents. All prices provided by the Bidder on this Bid Proposal Form must include all cables, connectors, equipment etc. that are necessary to make the project fully operational for the intent and purpose stated in the Bid Documents

**BID SECURITY**

Enclosed herewith find (Certified Check)/ (Bid Bond) in the amount of \$  N/A  being five percent (5%) of the maximum Bid Proposal herein, made payable to Troy School District or naming Troy School District as obligee. The proceeds of which are to remain the property of Troy School District, if the Bidder does not, within ten (10) days after notice of the acceptance of Bid Proposal, enter into the Contract.

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**TAXES**

Please identify the amount, if any, of this Bid Proposal that has been attributed to sales or use tax. If an amount has been attributed to such tax, please identify which components of the Bid to which the tax has been attributed.

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**SUBCONTRACTORS**

Bidders must provide a complete list of proposed subcontractors (one per discipline), if any are proposed to be utilized on the project.

**EXCEPTIONS**

Any Exceptions to the terms and conditions contained in the RFP or contract are identified below:

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**ADDENDA**

This RFP incorporates the following Addenda:

Addendum No. \_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_ Dated \_\_\_\_\_

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**BID PROPOSAL FORM SUPPLEMENTS:**

The following Bid Form Proposal Supplements are attached hereto and are considered an integral part of this Bid Proposal Form:

- SUPPLEMENTAL A – Cost Analysis Worksheet
- SUPPLEMENTAL B – Voluntary Alternates
- SUPPLEMENTAL C – Familial Disclosure Affidavit
- SUPPLEMENTAL D– Iran Economic Sanctions Act Compliance Affidavit

**USF E-Rate SPIN Number** \_\_\_\_\_

**BIDDER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

If award is made to our firm based upon our Bid Proposal, we agree to enter into the form of Contract with the School District in accordance with this Request for Proposal, the contract and our Bid Proposal.

My signature certifies that the Bid Proposal as submitted complies with all terms and conditions as set forth in this Request for Proposal, unless specifically enumerated as an exception as part of this Bid Proposal Form.

I hereby certify that I am authorized to sign as a Representative for the Firm:

\_\_\_\_\_  
(Authorized Signature) (Title)

\_\_\_\_\_  
(Print Name) (Date)

Troy School District  
Self-Provisioned Fiber Maintenance – Bid # 2324-05

SUPPLEMENTAL A - COST ANALYSIS WORKSHEET

**OWNER:** Troy School District  
4400 Livernois Road  
Troy, Michigan 48098

**BIDDER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Base Bid Breakdown**

Item	Unit Cost
Annual Network Maintenance Ride Out	
Emergency Response Calls /per callout	
Truck/Trip Charges /per trip	
Miss Dig "Remote Response"	
(Add others as necessary)	
Estimated Annual Charges	
Labor Type	Unit Labor Rate
Include night, weekend and holiday rates	
Total 100 Hours Estimated Annual Charges	



Troy School District  
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SUPPLEMENTAL B - VOLUNTARY ALTERNATES

VOLUNTARY ALTERNATE 1:

Add/Deduct/No Change

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

VOLUNTARY ALTERNATE 2:

Add/Deduct/No Change

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

VOLUNTARY ALTERNATE 3:

Add/Deduct/No Change

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Troy School District  
Self-Provisioned Fiber Maintenance - Bid # 2324-05

SUPPLEMENTAL C - FAMILIAL DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Troy School District (the "District") Request for Proposal(s), hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Bidder, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

\_\_\_\_\_

By:

\_\_\_\_\_

Title:

\_\_\_\_\_

STATE OF MICHIGAN  
COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2021, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

SUPPLEMENTAL C FAMILIAL DISCLOSURE AFFADAVIT

00 40 15 - 1 of 1

Troy School District  
Self-Provisioned Fiber Network – Bid # 2324-05

SUPPLEMENTAL D - AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of the below named applicant (the “Applicant”), pursuant to the compliance certification requirement provided in the Troy School District (the “District”) Request For Proposals for OSP WAN Fiber Maintenance (the “RFP”), hereby certifies, represents and warrants that the Applicant (including its officers, directors and employees) is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event Applicant is awarded a contract as a result of the aforementioned RFP, the Applicant will not become an “Iran linked business” at any time during the course of performing the Work or any services under the contract.

The Applicant further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date it is determined that the person has submitted the false certification.

APPLICANT:

Name of Applicant

By:

Title:

Date:

STATE OF Michigan

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_, Notary Public \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_

Troy School District  
Self-Provisioned Fiber Maintenance – Bid # 2324-05

SECTION 33 82 00 – PROJECT SUMMARY

PART 1 - GENERAL

1.1 CURRENT ENVIRONMENT

- A. The Owner has an existing self-provisioned fiber network that provides access to voice, data, video and Internet services to faculty, staff and students throughout the buildings/Sites
- B. The network connects to all Sites within the District. Following is a list of those Sites that are included as a part of this RFP
- C. The network is approximately 20 miles of fiber plant predominately aerial. The selected vendor will be provided with all existing as-builts. The included fiber map is a representation and not to be considered completely accurate.

Barnard Elementary 3601 Forge Drive, Troy, MI 48083	Boulan Park Middle School 3570 Northfield Pkwy, Troy, MI 48084
Bemis Elementary 3571 Northfield Pkwy, Troy, MI 48084	Larson Middle School 2222 E. Long Lake Rd. Troy, MI 48085
Costello Elementary 1333 Hamman, Troy, MI 48085	Smith Middle School 5835 Donaldson, Troy, MI 48085
Hamilton Elementary 5625 Northfield Pkwy, Troy, MI 48098	Athens High School 4333 John R, Troy, MI 48085
Hill Elementary 4600 Forsyth Drive, Troy, MI 48085	Troy High School 4777 Northfield Pkwy, Troy, MI 48098
Leonard Elementary 4401 Tallman Dr. Troy, MI 48085	International Academy: East 1291 Torpey Dr. Troy, MI 48083
Martell Elementary 5666 Livernois, Troy, MI 48098	Central Office 4400 Livernois Rd. Troy, MI 48098
Morse Elementary 475 Cherry St. Troy, MI 48083	Services Building 4420 Livernois Rd. Troy, MI 48098
Schroeder Elementary 3541 Jack Dr. Troy, MI 48084	Transportation Building 120 Hart St. Troy, MI 48098
Troy Union Elementary 1340 East Square Lake Rd. Troy, MI 48085	Facility Operations Building 1140 Rankin, Troy, Michigan 48083
Wass Elementary 2340 Willard Dr. Troy, MI 48085	Troy Preschool 205 W. Square Lake Road, Troy, MI 48098
Wattles Elementary 3555 Ellenboro, Troy, MI 48083	Troy Learning Center 1522 E. Big Beaver Rd, Troy, Michigan 48083

Troy School District  
Self-Provisioned Fiber Maintenance – Bid # 2324-05

1.2 SUMMARY OF WORK

- A. The District will require on-going maintenance for the fiber plant. The selected Contractor will be required to provide all labor, materials, supervision and consumables for the proper maintenance of the network

PART 2 - PRODUCTS

2.1 GENERAL

- A. Provide products as indicated in individual sections

PART 3 - EXECUTION

3.1 GENERAL

- A. As indicated in individual sections

Troy School District  
Self-Provisioned Fiber Maintenance – Bid #2324-05

SECTION 33 82 13 – OPTICAL FIBER COMMUNICATIONS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Sections:
  - 1. Division 33 Section “Project Summary”

1.2 REFERENCES

- A. The contractor shall comply with the latest edition or revision of all codes, standards and regulations.
- B. The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only. Regardless of the date shown for each reference below, the latest edition shall apply.
  - 1. Local Building and Fire Codes, Local Property Right-of-Way Codes and Utility Specifications
  - 2. Building Industry Consulting Services International (BICSI)
    - a. BICSI Outside Plant Design Reference Manual (OSPDRM)
    - b. BICSI Telecommunications Distribution Methods Manual (TDMM)
    - c. BICSI Information Technology Systems Installation Methods Manual (ITSIMM)
  - 3. National Fire Protection Association (NFPA)
    - a. NFPA 70 (2014; AMD 1 2013; Errata 1 2013; AMD 2 2013; Errata 2 2013; AMD 3 2014; Errata 3-4 2014; AMD 4-6 2014) National Electrical Code
  - 4. Telecommunications Industry Association (TIA)
    - a. ANSI/TIA/EIA 758 - Customer Owned Outside Plant Telecommunications Cabling Standard
    - b. ANSI/TIA/EIA-526, 7 & 14 Telecommunications Measurements of Optical Fiber Single and Multi-Mode Power Loss

Troy School District  
Self-Provisioned Fiber Maintenance – Bid #2324-05

1.3 DEFINITIONS

- A. Unless otherwise specified or indicated herein, electrical and electronics terms used in this specification shall be as defined in TIA-526, TIA-758, and IEEE 100 and herein.

1.4 PRODUCTS

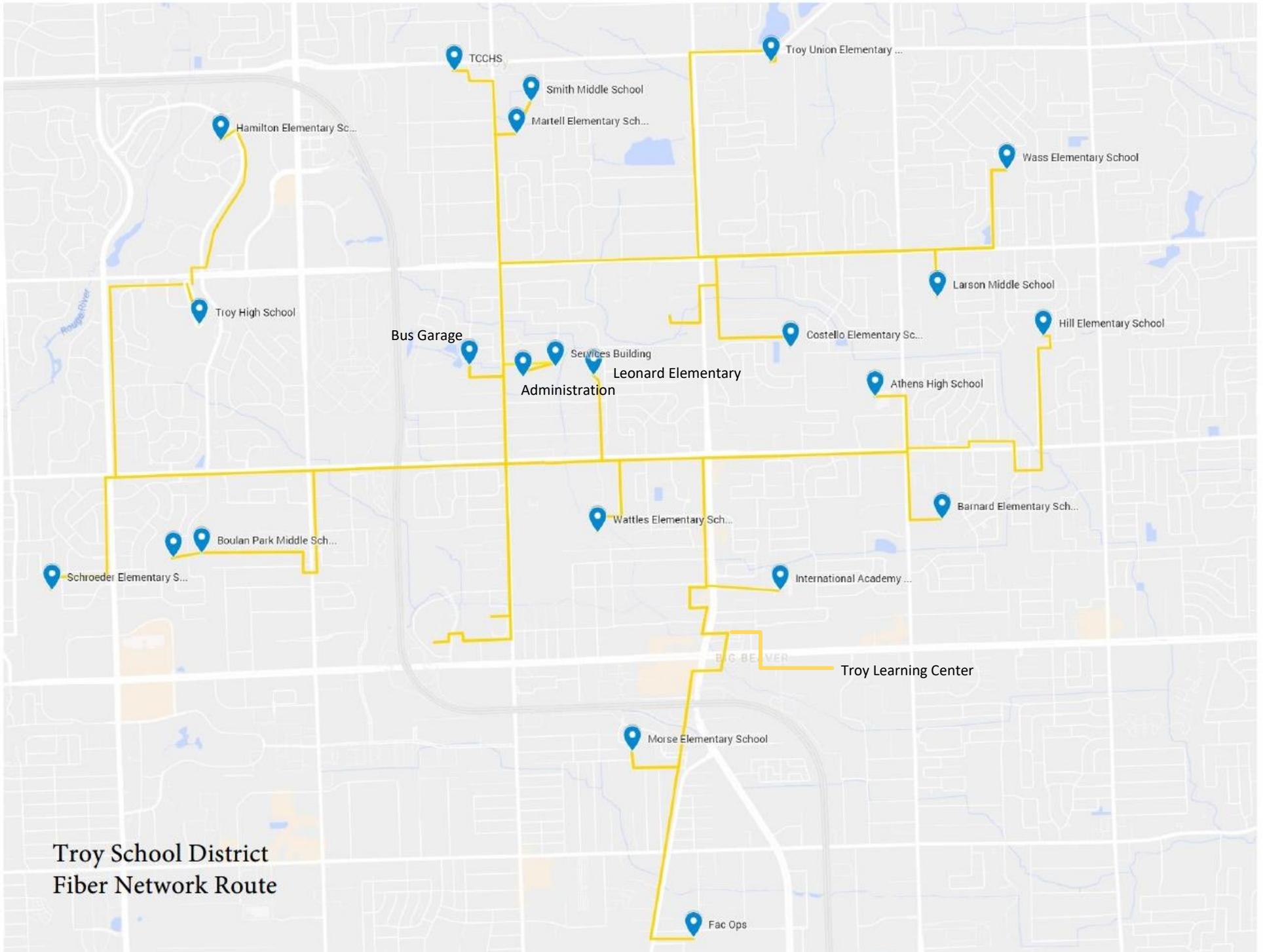
- A. All products used in the performance of this contract shall be the same or shall meet or exceed the product specifications of those components currently being used in the network.

1.5 EXECUTION

- A. The successful bidder is required to furnish all labor, materials, and supervision in support of this fiber maintenance contract.
- B. The maintenance services include but are not limited to the following:
  - 1. Schedule and perform routine maintenance and inspections including an annual maintenance ride out to identify any routes in the plant that are deficient or appear to require maintenance to avoid outages
  - 2. Schedule maintenance window for planned maintenance outages
  - 3. Respond to reports of damaged fiber facilities from unscheduled outages and customer reported loss in connectivity. Response must be within four (4) hours of notification and reasonable efforts must be made to complete the repairs within six (6) hours of being on-site.
  - 4. Coordinate activities with the District technical representative.
  - 5. Acting as the Miss Dig contact for all locating services and performing the on-site locating services for the District
  - 6. Repair and/or replace damaged plant or plant identified through inspections as being deficient
  - 7. Replace identification tags on fiber when replacing segments of the network
  - 8. Test fiber strands for all segments that are replaced for maintenance reasons and provide results to District technology representative
  - 9. Provide updated as-builts of all fiber changes necessitated by maintenance operations under this contract
  - 10. Other services as identified by the Contractor and/or District technical staff to ensure the reliable performance of the fiber Network

Troy School District  
Self-Provisioned Fiber Maintenance - Bid # 2324-05

PROJECT DRAWINGS



**Troy School District  
Fiber Network Route**