

Lake Orion Community Schools

Wireless Refresh

Request for Proposals (RFP)

December 2025

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GENERAL TERMS AND CONDITIONS

1 GENERAL REQUIREMENTS

1.1 INTENT

It is the intent of Lake Orion Community Schools (hereafter referred to as the “District”) to solicit proposals from qualified vendors for a district-wide wireless refresh. This solution will consist of the following components:

- A. Wireless access point refresh, including removal of existing access points
- B. The system shall include:
 - Warranty services
 - Installation services
 - Integration services

The District reserves the right to proceed with the provider(s) deemed most suitable.

1.2 PROJECT DESCRIPTION

This project will consist of replacing the existing wireless access points districtwide. The work will occur at the buildings identified in **Appendix A**.

This RFP outlines the performance, operational, and administrative requirements the District is seeking. Detailed specifications for this project are included in **Section 2** of the RFP.

1.3 SCHEDULE OF EVENTS

EVENT	DATE
Vendors' conference	January 6, 2026 @ 11:30am EST Microsoft Teams (link) Meeting ID: 230 165 409 292 21 Passcode: Aq9fw6F4 Dial-in by phone 989-272-9774 Phone conference ID: 764 971 227#
Deadline for submittals of questions related to this RFP	January 6, 2026, EOD
Deadline for proposals (Due Date) and public proposal opening	January 21, 2026 @ 1pm EST
Anticipated award date	Q1 2026
Implementation schedule	Summer 2026

1.4 VENDORS' CONFERENCE

A non-mandatory pre-proposal vendors' conference will be held for this project. Refer to **Section 1.3** for details of this conference.

1.5 INTENT TO PROPOSE

Each vendor that intends to submit a proposal in response to this RFP should communicate its intent via email to Gina.Mancinelli@plantemoran.com with the subject line "**Vendor name-LOCS Wireless Refresh RFP - Intent to Propose.**" Please refer to **Section 1.6, RFP clarifications and addenda**, for the contact information to address specific questions related to this RFP.

The response shall include the name of the vendor, the name of the contact person, and that person's email address.

1.6 RFP CLARIFICATIONS AND ADDENDA

Please note that any addenda will be posted by the District to the bid site that housed the original RFP. Vendors are responsible for checking the site regularly to make themselves aware of any new addenda. When making requests for clarification, please identify the relevant section number (e.g., Section 2.3.1).

Requests for clarification shall be submitted by email only to:

Dan Queck, Plante Moran PLLC
Dan.Queck@plantemoran.com

1.7 PROPOSAL SUBMISSION

Each prospective vendor is responsible for the submission of its proposal. Proposals or proposal revisions received after the Due Date and time will not be accepted or considered. The District is not liable for any delivery or postal delays. All proposals received after the Due Date and time will remain unopened and made available to the respective vendor for pickup, at its sole cost and expense, for a period of two weeks.

Proposals shall be submitted as follows by the deadline indicated in **Section 1.3, Schedule of events**:

- One printed bound signed original
- One printed bound signed copy
- One thumb drive consisting of **only two** files:
 - a. One **single scanned PDF** file of the submitted printed signed complete proposal
 - b. **Appendix A** in Excel format

Mark with company name and deliver to:

Lake Orion Community Schools
CERC/Technology
455 East Scripps Road
Lake Orion, MI 48360
Attention: Craig Schoon

All proposals must be in a sealed package and contain the wording “**Lake Orion Community Schools Wireless Refresh RFP**” on the package. The wording “**ORIGINAL**” is to appear on the outside of the binder containing the original signed proposal. If a bid bond or cashier’s check is used, an **original copy** of the bid bond must be submitted in the binder marked Original. Proposals **may not** be delivered via facsimile or email.

All proposals **MUST** include the Vendor Response Forms provided in **Appendix A**.

Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the vendor or any employee of the vendor and any member of the Board of Education or superintendent. The District shall not accept a proposal that does not include this sworn and notarized disclosure statement. The Non-Familial Form must accompany your bid proposal (see **Appendix A**).

In accordance with the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012, all vendors must execute the Iran Linked Business Affidavit and include it in their proposals (see **Appendix A**). Said forms are included in the Vendor Response Forms. The District will not accept a proposal that does not include this sworn and notarized disclosure statement.

1.8 PROPOSAL FORMAT

To facilitate the comparison of vendor proposals, it is required that each proposal be organized into the following sections:

1.8.1 Executive summary

The executive summary should, at a minimum, include the following:

- Executive letter highlighting how the proposed solution achieves the objectives of the District. This letter is to be signed by an officer of the organization submitting the proposal.
- Organizational overview: A brief overview of the organization.
- Experience: Describe your company’s experience with similar projects.
- Address the following as it relates to your proposed solution:
 - How the solution aligns with the requested functional requirements
 - How the solution aligns with the requested technical requirements
 - Any functional or technical requirements that the proposed solution cannot achieve
 - Any assumptions and/or District resources required to complete the solution

1.8.2 Vendor Response Forms

Vendor Response Forms are supplied in this RFP (see **Appendix A**). In addition to requesting information on your company and the proposed solution, along with other required forms, you must clearly indicate whether you either comply or take exception to any of the sections in this RFP. All vendors **MUST** submit the **Comply/Exception Form** from **Appendix A**. Where applicable, an explanation to the exception must be provided.

1.8.3 Diagram of design

A diagram of design is not required for this project.

1.8.4 Project plan

The vendor shall provide a full installation schedule showing the workflow using a graphical representation (e.g., Gantt chart or similar tool). The vendor's installation schedule should indicate the quantity of crews, size of each crew working in the building on a daily basis, along with timelines for building project completion.

1.8.5 Project team

Indicate the level of qualification of the staff who will be assigned to this project. Qualification will be based on certifications and years of experience with the materials proposal in similar configurations. Also, describe the implementation team and their roles in ensuring a successful cutover. Names of staff need not be provided; however, the response in this section will indicate the minimum level of experience that will be provided. If necessary, please include additional categories to address additional levels of staff or staff with different certifications and years of experience.

1.8.6 Product information

The vendor must include copies of the technical specifications and/or data sheets for each product being proposed. If any proposed product is announced as End-of-Support (EOS) or End-of-Life (EOL) prior to or during the project, the vendor must immediately notify the District and propose an equivalent replacement. Failure to do so may result in disqualification prior to award or additional costs on the vendor.

1.8.7 Electronic copy

An electronic format of the forms in **Appendix A** in a Microsoft Excel format ***MUST*** be included with your response. A PDF version of all other materials must also be included.

1.8.8 Equipment listing (BOM)

A bill of material must be included with the bid response identifying all component manufacturer and model names and quantities.

1.8.9 Unit pricing: Time and materials labor rate

The vendor will provide a time and materials labor rate that may be used by the District for any work not covered directly by the contract in the corresponding section of **Appendix A**.

1.8.10 Additional information

Additional information may be provided at the vendor's discretion.

1.8.11 Mandatory and nonmandatory requirements

Unless specifically stated otherwise, using terms such as "optional", "desired", or "nonmandatory", the requirements in this RFP are to be considered mandatory requirements.

1.8.12 Additional components for completeness of solution

If the proposed solution requires any additional components from the District to meet the functional requirements of the solution not included in the proposal, the vendor must:

- Identify optimal requirements and their purpose
- Identify the estimated cost to the District for these components
- Specify exceptions to any of the requirements using the form in **Appendix A: Comply/Exception Form**

1.8.13 Comply/Exception Form

Failure to disclose additional components and estimated costs that are required to deliver the described functionality but not included as a part of your proposal will be grounds for disqualification of your proposal, or the vendor will be responsible for providing the missing components at no additional cost to the District.

1.9 BID BONDS

Every bid shall be accompanied by either a cashier's check on a solvent bank or by a bond executed by a surety company authorized to do business in the state of Michigan. A 5% bid bond or cashier's check shall be required. Such check or bond shall name the District as the recipient. The amount of such bid bond or cashier's check shall be forfeited as liquidated damages, costs, and expenses incurred by the District if the vendor, after given an award as a successful vendor, shall fail within 30 days after the notice of such award to enter into an appropriate contract with the District.

1.10 PERFORMANCE AND PAYMENT BONDS

The District **MAY** require the selected vendor(s) to provide a performance bond upon award of the contract. The associated cost of the performance bond is to be shown as a separate line item — do **NOT** include this cost in your base bid. This bond shall be equal in amount to the total price to the District of purchased cabling, components, and services. The surety of the bond shall remain in effect for one year after all acceptance of the entire project has been executed by the District. In the event that the vendor(s) fails to perform its obligations under any contract between the vendor(s) and the District, the bond shall be paid to the District. The vendor(s) further agree to save and hold harmless the District and agents from all liability and damages of every description in connection with any subsequent contracts. Payment bonds shall be required under the following conditions: project award exceeds \$50,000 **and** project involves construction, alteration, or repair to the buildings. Vendors must include a letter from their bonding company within the proposal that states that they are bondable.

1.11 INSPECTION OF WORKSITE

If necessary, vendors can request access for site visits from District by contacting the individual identified in **Section 1.6, RFP clarifications and addenda**. We do not believe on-site access and review will be required prior to the project, and, therefore, requests may be denied.

1.12 MODIFICATION OF RFP

Vendors may not modify the RFP text to affect the terms, conditions, or specifications found in this document; this is forbidden and will subject the bid response to rejection. In the event any text is modified, the original text, as issued, will apply. This clause does not apply to the vendor response areas of the RFP where it is expected that vendors will enter their text.

1.13 CONFIDENTIAL INFORMATION

As a public entity, the District is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

1.14 RIGHT TO REQUEST ADDITIONAL INFORMATION

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

1.15 RIGHT OF REFUSAL

The District reserves the right to reject any or all proposals, in whole or in part, at its sole discretion. This includes the ability to evaluate and consider vendor suggestions or exceptions, waive any irregularities, and select specific equipment or components from different proposals if deemed in the best interests of the District. The District reserves the right to award specific buildings or sections to one or more vendors.

1.16 PROPOSAL PREPARATION COSTS

The vendor is responsible for any and all costs incurred by the vendor or its subcontractors in responding to this RFP.

1.17 SYSTEM DESIGN COSTS

The awarded vendor shall be responsible for all design, information gathering, and required programming to achieve successful implementation. This cost must be included in the base bid.

1.18 PERMITS

The successful vendor shall be responsible for complying with all local, state, and federal codes applicable to this installation. This includes the electrical permit required by the state of Michigan for low voltage installations. Include all costs associated with permitting in your base bid.

1.19 PRICING ELIGIBILITY PERIOD

All vendor proposal bids are required to be offered for a term not less than **120** calendar days in duration from the submission date. A claim of mistake in the computation of a proposal shall not void the proposals after they are opened and accepted.

The District reserves the right to purchase technology equipment, components and services at the base price as proposed by the vendor, with a potential annual price adjustment not to exceed a specified

percentage for the unit pricing. The annual price increase shall not commence until 6 months after the base bid work is complete. Vendors must provide the annual price increase as a percentage on the pricing sheet in Appendix A. This pricing structure shall remain valid for the duration of the contract term, which may be extended from the base contract term by up to three years. Vendors must include fixed pricing for the base contract term. They must then clearly identify the base unit pricing and the maximum percentage increase applicable to each year, ensuring transparency. The vendor must provide documentation justifying product price increases prior to increasing the unit prices. Note: the base bid price and any previously executed change orders shall not be subject to a percent increase.

1.20 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification and coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, and training.

1.21 TURNKEY SOLUTION

All prices quoted must include all the cables, connectors, etc., that will be necessary to make the system as specified **fully operational** for the intent, function, and purposes stated herein.

1.22 FEDERAL OR STATE SALES, EXCISE, OR USE TAXES

The District is a tax-exempt entity for all purposes, except if the project makes enhancements and/or additions to real property.

1.23 TARIFFS

In the event that United States government-imposed tariffs result in an increase to unit costs during the contract term, the awarded vendor must promptly notify the District and provide detailed documentation demonstrating the direct financial impact of such tariffs on the affected unit pricing. This documentation must include itemized cost breakdowns and supporting import records to substantiate the adjustment. The District reserves the right to review and validate these claims prior to accepting any price changes.

Additionally, the vendor must notify the District of possible impending tariffs and the potential effect on pricing as soon as they become aware of them. The vendor must provide the District the option to pre-purchase items to secure pricing in advance of anticipated tariff changes.

1.24 PURCHASE QUANTITIES

The District reserves the right to adjust upward or downward, by 25%, the quantities of items purchased without altering the unit purchase price upon award and throughout the contract period.

1.25 CONTRACT REQUIREMENTS

The District intends to use the contract contained in **Appendix B** for this project. Please review this attached contract and indicate whether the terms of the contract are acceptable. Include all contract exceptions in your proposal, if any.

The District considers this RFP legally binding and will require that this RFP and the resulting vendor proposal be included as addenda to any subsequent contracts between the vendor(s) and the District. It should be understood by the vendor(s) that this means the District expects the vendor(s) to satisfy all requirements and reports listed herein. Exceptions should be explicitly noted in the vendor proposals. **Lack of listing all exceptions will be considered acceptance of all the specifications as presented in this RFP.**

1.26 SURVIVAL CLAUSE

All duties and responsibilities of any party that, either expressly or by their nature, extend into the future, shall extend beyond and survive the end of the contract term or cancellation of the contract.

1.27 FORCE MAJEURE CLAUSE

See proposed contract in **Appendix B**.

1.28 INCORPORATION BY REFERENCE

The vendor shall supply equipment, wiring, technology, training, and other related services adequate to accomplish the requirements as set forth in the RFP and the vendor response to the RFP. Parties agree that where there is a conflict between the terms of the contract and the information presented in the referenced documents, the following order of precedence is followed: (i) Contract including any and all Exhibits, (ii) the District's Request for Proposal (RFP) & addenda and (iii) the Contractor's Response and clarifications to the RFP.

1.29 RISK DURING EQUIPMENT STORAGE AND INSTALLATION

Delivery shall be made in accordance with the implementation schedule referenced as part of the contract. It will be possible to allow for minor variances from this implementation schedule as mutually agreed upon by both parties and confirmed by prior written notice. The equipment shall be installed and placed in good working order by representatives of the vendor. During the time period when the equipment is in transit and until the equipment is fully installed in good working order, the vendor and its insurer shall be responsible for the equipment and relieve the District of responsibility for all risk of loss or damage to the equipment. In addition, the vendor shall hold the District and agents harmless from any risk of loss or damage arising out of occurrences during the installation of the equipment.

1.30 STORED MATERIALS

Vendors are not to bill for stored materials unless specifically requested by the District and approved prior to billing. If the District chooses to allow for billing of stored materials, vendors must provide the following:

- Photos of the equipment properly stored

- Packing/inventory lists
- Affidavit indicating that the equipment belongs to the District
- Proof of insurance, naming the District as an additional insured, in the limits indicated in this RFP

1.31 SHIPPING OF EQUIPMENT

All shipping and insurance costs to and from the site shall be included in the vendor's proposal. All payments to shipping agents and for insurance fees shall be made directly by the vendor. The District shall make no payments to any firm concerning the shipment, installation, and delivery of equipment that is not a part of the contract and for which exact payments are not described. The vendor shall be responsible for all arrangements for the shipment and receipt of equipment to the District's prepared site. The vendor shall provide all properly trained representatives responsible for unpacking all items of equipment and placing this equipment in the proper locations. Vendor must provide proof of delivery and receipt to the district upon receipt of equipment. The vendor shall also be responsible for the removal of all debris and packing materials from the site resulting from the installation of the equipment.

1.32 NON-WAIVER OF CONTRACT RIGHTS

It is the option of any party to the contract to grant extensions or provide flexibilities to the other party in meeting scheduled tasks or responsibilities defined in the contract. Under no circumstances, however, shall any parties to the contract forfeit or cancel any right presented in the contract by delaying or failing to exercise the right or by not immediately and promptly notifying the other party in the event of a default. In the event that a party to the contract waives a right, this does not indicate a waiver of the ability of the party to, at a subsequent time, enforce the right. The payment of funds to the vendor by the District should in no way be interpreted as acceptance of the system or the waiver of performance requirements.

1.33 GENERAL INDEMNIFICATION

See proposed contract in **Appendix B**.

1.34 PATENTS, COPYRIGHTS, AND PROPRIETARY RIGHTS

See proposed contract in **Appendix B**.

1.35 NONDISCRIMINATION BY VENDOR OR AGENTS OF THE VENDOR

See proposed contract in **Appendix B**.

1.36 SUBCONTRACTORS

See proposed contract in **Appendix B**.

1.37 EFFECT OF REGULATION

See proposed contract in **Appendix B**.

1.38 PROJECT MANAGEMENT STAFF DESIGNATION

The vendor understands that the successful installation, testing, and operation of the system that is the subject of this document shall be accomplished by a cooperative effort. To most effectively manage this process, the vendor shall designate a single representative to act as project manager, who shall have the authority to act on behalf of the vendor on all matters pertaining to the contract. The project manager will be responsible for meeting regularly with the District in order to coordinate the activities associated with bringing the project to successful completion.

In the event that an employee of the vendor is, in the opinion of the District, uncooperative, inept, incompetent, or otherwise unacceptable, the vendor agrees to remove such person from responsibility in the project. In the event of such a removal, the vendor shall, within 15 days, fill this representative vacancy as described above. Regardless of whom the vendor has designated as the representative, the vendor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in the contract.

1.39 ASSIGNMENTS

The District and the vendor each bind themselves, their partners, successors, and other legal representatives to all covenants, contracts, and obligations contained in the contract.

1.40 VENDOR AS INDEPENDENT CONTRACTOR

It is expressly agreed that the vendor is not an agent of the District but an independent contractor. The vendor shall not pledge or attempt to pledge the credit of the District or in any other way attempt to bind the District.

1.41 INSURANCE

1.41.1 Workers' compensation coverage

The vendor shall procure and maintain, during the life of the contract, workers' compensation insurance, including employer's liability coverage, in accordance with all applicable statutes of the state of Michigan.

1.41.2 Commercial general liability insurance

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the contract, commercial general liability insurance on an "occurrence basis" with limits of liability not less than \$1 million per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include the following features: (A) contractual liability; (B) products and completed operations; (C) independent contractors coverage; (D) broad form general liability extensions or equivalent; (E) deletion of all explosion, collapse, and underground (XCU) exclusions, if applicable; and (F) per contract aggregate.

1.41.3 Motor vehicle liability

The vendor, at the vendor's sole cost and expense, shall procure and maintain, during the life of the contract, motor vehicle liability insurance, including applicable no-fault coverages, with limits of liability of

not less than \$1 million per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles and all hired vehicles.

1.41.4 Additional insured

The following shall be named additional insureds: Lake Orion Community Schools, including all elected and appointed officials; all employees and volunteers; and all boards, commissions, and/or authorities and their board members, employees, and volunteers.

This coverage shall be primary to the additional insureds and not contributing toward any other insurance or similar protection available to the additional insureds, whether other available coverage is primary, contributing, or excess.

1.41.5 Notice of cancellation or change

Workers' compensation insurance, commercial general liability insurance, and motor vehicle liability insurance, as described above, shall include an endorsement stating the following: "Sixty (60) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: Lake Orion Community Schools, 455 East Scripps Road, Lake Orion, MI 48360."

1.41.6 Proof of insurance coverage

The vendor shall provide the District, at the time the contract is returned for execution, certificates of insurance, and/or policies, acceptable to the District, as listed below:

- A. Two copies of the certificate of insurance for worker's compensation insurance
- B. Two copies of the certificate of insurance for commercial general liability insurance
- C. Two copies of the certificate of insurance for vehicle liability insurance
- D. Original policy, or binder pending issuance of policy, for owners and contractors protective liability insurance
- E. If so requested, certified copies of all policies shall be furnished

1.41.7 Continuation of coverage

If any of the above coverages expire during the term of the contract, the vendor shall deliver renewal certificates and/or policies to Lake Orion Community Schools at least 10 days prior to the expiration date.

1.41.8 Failure to comply

Failure to comply with the insurance requirements contained in the contract shall constitute a material violation and breach of contract and may result in termination of the contract.

1.42 WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE

The District has presented detailed technical specifications of the particular purpose for which the solution is intended. The District has provided detailed descriptions and criteria of how the system can be defined to accomplish this particular purpose. The District has also defined the exact procedures and techniques to be

employed in testing whether the system has achieved the defined performance of this particular purpose. Given this advanced preparation concerning, and documentation about, the District's particular purpose, the vendor, at the time the contract is in force, has reason and opportunity to know (1) the particular purpose for which products are required, and (2) that the District is relying on the vendor's experience and knowledge of these products to provide those that are most suitable and appropriate. Therefore, the vendor warrants that the system is fit for the purposes for which it is intended as described in this document.

1.43 STANDARD FORMS AND CONTRACTS

Any forms and contracts the vendor(s) proposes to include as part of any contract resulting from this bid between the vendor(s) and the District *must* be submitted as part of the proposal. Any forms and contracts not submitted as part of the bid and subsequently presented for inclusion may be rejected. This requirement includes, but is not limited to, the following types of forms: subcontractor, franchise, warranty agreements, maintenance contracts, and support agreements.

1.44 NONCOLLUSION COVENANT

The vendor hereby represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of the contract. The vendor certifies that its proposal is made without any previous understanding, contract, or connection with any person, firm, or corporation making a proposal for the same services and is, in all respects, fair, without outside control, collusion, fraud, or otherwise illegal action.

1.45 ADVERTISEMENT

The laws of the state of Michigan, the District purchasing policies, and the legal advertisement for vendors and purchases are made as part of any contract entered in the same respect as if specifically set forth in that contract.

1.46 SELECTION CRITERION

The District intends to enter into a contract with a well-established vendor whose products, features, design philosophy, and support policies come closest to meeting the District's needs. The selected vendor must be a well-established, financially stable firm committed to technology in K-12, have a commitment to attracting and retaining an excellent staff of technical and product support personnel, and have a proven track record of support from installation planning through implementation and ongoing use. Finally, there must be a good fit between the vendor's staff and the District's staff to assure a good working relationship.

The vendors will be evaluated based on the following selection criteria:

1.46.1 Compliance with specifications

- A. Technical requirements
 - 1. Compliance with mandatory specifications
 - 2. Ability to achieve nonmandatory requirements
 - 3. Vendor interview as required

- B. Proposal requirements
- C. Experience
- D. Implementation support
 - 1. Implementation time frame
 - 2. Implementation support
 - 3. Ongoing support
- E. Cost

1.47 FINALITY OF DECISION

Any decision made by the District, including the vendor selection, shall be final.

1.48 RELEASE OF CLAIMS

Each vendor, by submitting its proposal, releases the District from any and all claims arising out of, and related to, this RFP process and selection of a vendor(s).

1.49 VENDOR BEARS BID COSTS

A recipient of this RFP is responsible for any and all costs and liabilities incurred by it or others acting on its behalf in preparing or submitting a proposal or otherwise responding to this RFP, or any negotiations incidental to its proposal or this RFP.

1.50 IRREVOCABILITY OF PROPOSALS

All proposals submitted shall not be withdrawn and shall be irrevocable for a minimum period of 120 calendar days following the due date for receipt of proposals set forth above. Additionally, all proposals are irrevocable once an award is made by the District.

1.51 SPECIAL NOTES

Failure to include in the proposal all information outlined above may be cause for rejection of the proposal.

The District reserves the right to accept the vendor's replacement of any component if it is considered equal or superior to the specifications. Such acceptance will be in writing.

1.52 PAYMENT TERMS

See proposed contract in **Appendix B**.

1.53 CRIMINAL BACKGROUND SCREENING

The District is committed to assuring a safe environment for students, employees, and District visitors. Accordingly, the District requires criminal background certification compliance from vendors and subcontractors who perform work at any District facility. Each vendor or subcontractor shall certify that all legally required criminal history and criminal record checks, electronic fingerprint scans (Michigan and

FBI), and/or any other background check requirements are conducted in accordance with applicable provisions within Sections 380.1230, 380.1230a-h, 380.1236a of the Michigan Revised School Code, and all other applicable federal and state laws concerning background checks. These results must be sent directly to the District. Additionally, the vendor must certify that no owner, employee, agent, representative, vendor, and/or other personnel of the vendor will be on any District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of a "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722. The vendor shall also require employees, if and as applicable, to comply with the reporting requirements of Section 1230d of the Revised School Code and shall promptly forward any information so obtained to the District.

1.54 APPROVED PRODUCTS AND MANUFACTURERS

The District is seeking products from reputable, established manufacturers whose solutions meet the requirements of this RFP and all applicable codes and standards. Comparable equivalents are acceptable, and the use of any patent, proprietary name, or manufacturer's name in this RFP is illustrative only. Whenever any supplies, materials, devices, or products requested in this RFP are specified by patent, proprietary name, or manufacturer name, unless expressly stated as sole source, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The district, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent devices/brands submitted by the vendor meet the specifications contained in this RFP and possess equivalent and/or better qualities. It is the vendor's responsibility to notify the District, in writing, if any specifications or suggested comparable equivalent devices/brands require clarification by the District on or before the deadline for written requests for clarifications.

All equipment/materials included in the vendor's proposal shall be new, current-production, and free of defects. Refurbished, used, or discontinued/EOL products are not permitted unless expressly approved in writing by the District prior to submittal. Vendors shall clearly identify any proposed equivalents or substitutions in their responses (see **Appendix A: Comply/Exception Form**) and include supporting technical data sheets and certifications.

1.55 IMPLEMENTATION CONSIDERATIONS

1.55.1 Construction coordination and meetings

Periodic construction meetings will be held for buildings undergoing construction or renovations. The vendor is required to attend weekly or biweekly progress meetings held by the construction team, as well as any additional relevant construction-related meetings. Additionally, the vendor is required to communicate directly with construction superintendents as it relates to issues that impact low voltage trades and the timeline of this project. The vendor is expected to regularly check in with the construction superintendents to determine what stage construction is at and when they need to be on site.

If necessary for the successful implementation and integration of the proposed solutions, the vendor will directly coordinate with the other vendors or trades (e.g., electrician, etc.) that will be performing services at the District in conjunction with construction.

1.55.2 Work hours

Any work scheduled inside buildings or on the building premises must be coordinated with the District. Arrangements must be made through the District for additional work hours if needed. Work done while school is not in session (summertime, breaks, etc.) can be carried out during standard working hours. Work performed while the school is in session outside of the construction areas must start after the end of the last period of classes, Monday through Friday. Evening or weekend work will be coordinated with the District as needed.

The installation schedule for summer working hours is 7 a.m. to 11 p.m. The installation schedule for school year working hours is 4 p.m. to 11 p.m., Monday through Friday. Installation hours will also need to work around building events (selected vendor to work with District to review schedules). Weekend work hours may be permitted. The vendor must notify the District one week in advance if hours outside the original plan are required to allow for proper coordination. The District will work with the vendor and the District facilities teams to provide appropriate access for each building. Please note that schedules are subject to change with short notice or no notice.

1.55.3 Lift equipment

In the event a lift is required, the vendor shall be responsible for providing a scissor lift that can be driven for the project. The vendor must coordinate with each building to validate requirements for floor coverings or proper lift delivery.

1.55.4 Site cleanliness

The vendor will ensure all work areas are free from debris caused by work performed under this project scope. At the end of each day, the site must be left in a clean and neat condition prior to completing work for that day, with debris properly disposed of in an efficient manner. Materials must be consolidated into an agreed upon space that is not obstructing any pathways within the respective buildings. The vendor may be asked to wear protective foot coverings or supply drop cloths to minimize impact on newly finished surfaces. Failure to properly clean may result in another contractor performing the cleanup work and back charging it to the vendor.

1.55.5 Safety considerations

The awarded vendor is solely responsible for the installation method and integrity of all installations. The vendor shall be responsible for ensuring the safety of the proposed installation in all cases. A minimum fifteen-year warranty is required.

1.55.6 Pre-installation walkthrough and site readiness

Prior to mobilization and installation at each building or phase, the selected vendor shall be responsible for conducting building walkthroughs with a representative from the District and, where applicable, the construction manager. The objectives of this walkthrough include:

- Verifying final device locations and pathways
- Validating quantities

- Identifying any unique installation requirements and/or challenges
- Confirming site readiness (access, power, environmental constraints, etc.)
- Identifying any items outside the contract scope or to be handled as unit price or potential change orders.

Within three business days, the vendor shall provide the following to the District and the District's representative:

- A walkthrough report with marked floor plans identifying any proposed changes as applicable
- A list of exceptions/clarifications and readiness gaps with proposed remediations
- Updated schedule impacts/coordination items (if any)

Items not identified during the walkthrough but necessary to provide a complete turnkey solution that meets the requirements of this RFP are deemed included in base scope, unless the vendor can demonstrate material changes by the District after bid.

1.56 SYSTEM CLOSEOUT AND FINAL ACCEPTANCE

1.56.1 Completion timeline and milestones

Installation for each building or phase must be completed by the date indicated in **Section 1.3, Schedule of Events**. "Completion" is defined as all physical work and vendor testing being finished and ready for District review. Initial acceptance is the District's acknowledgement that the system is installed and ready for operational testing and punch list review. Final acceptance is granted after all punch list items are resolved, all required documentation is submitted and approved, all training is completed (where applicable), and the system has operated without defect for 45 school days. Final acceptance may occur in phases at the discretion of the District.

1.56.2 Testing and acceptance procedures

The vendor shall conduct all required testing as specified in **Section 2** and submit results to the District or District's representative. The vendor shall alert the District or District's representative, in writing, when a building/phase is complete and ready for initial acceptance. The District or District's representative will perform acceptance testing and may issue a punch list of deficiencies. All testing shall be performed in accordance with applicable industry standards and best practices.

The District reserves the right to inspect and test the work performed and to require replacement or correction of any material or equipment not in compliance with the contract at no additional cost. The District will be the sole judge as to whether the work has been completed properly.

1.56.3 Punch list and remediation

Upon notification of readiness, the District or District's representative will review the installation and provide a punch list. The vendor shall review and remedy all items within 10 business days. Additional site visits required due to unresolved items may result in additional charges to the vendor.

1.56.4 Documentation and turnover

All required documentation (see **Section 2**) must be submitted within 14 calendar days of initial acceptance for each phase/building electronically, unless otherwise agreed upon, **in writing**, by the District. The vendor shall provide an inventory of all documentation and obtain acknowledgement of receipt from the District's designated recipient. The District or the District's representative will review and approve documentation. Incomplete or non-compliant documentation must be corrected within 10 business days. Failure to meet these deadlines will result in penalties as described later in this section.

Documentation shall include vendor contact information, including names of the account representative, design engineer, supervisor, and project manager; vendor mailing address; phone numbers; and email addresses. All documentation must be clear, complete, and organized to facilitate review and future reference by the District. Refer to **Section 2** for technology specific requirements. Possible documentation required includes the following:

- As-built drawings and system diagrams
- Equipment records and inventory lists
- Warranty documentation for all products and services
- Permit documentation and proof of successful inspections
- System manuals and specification sheets
- Test results and certifications for installed systems
- Any additional documentation required by applicable laws, codes, or District policy.

Acceptance does not relieve the vendor of the responsibility for accuracy or completeness. The District reserves the right to request additional documentation as deemed necessary for project oversight or compliance.

1.56.5 Final acceptance criteria

Final acceptance will be granted by the District and/or the District's representative only after all of the following criteria are met:

- All punch list items are resolved
- The system is free from physical and operational defects
- All required documentation is approved
- All training is completed (where applicable)
- The system has operated for 45 school days without defect

In accordance with the payment terms, the vendor will submit a final AIA document G702 Application and Certificate for Payment. The District will present signoff/closeout documents to the vendor for signatures and provide a copy of the final documents to the vendor.

1.56.6 Delinquency and deficiency penalties

Failure to meet deadlines for installation, punch list completion, or documentation turnover will result in penalties of \$200 per business day. If completion is not done prior to the start of the school year, the vendor

shall be charged \$400 per calendar day. Additional site visits by the District's representative required due to unresolved punch list items may result in the vendor being charged \$500 for each subsequent site visit by the District's representative to review punch list items until the punch list is cleared. Charges incurred by the vendor shall be either deducted from payments due or invoiced to the vendor, payable within 30 calendar days. The penalty amounts owed to the District's representative shall be invoiced to the vendor and are due within 30 days of receipt of the invoice.

1.56.7 Warranty

Warranty periods for all products, services, and workmanship commence upon final acceptance of the project or phase/building. The vendor is responsible for providing warranty documentation that clearly identifies what is covered, the party responsible, contact information for different scenarios (if different), and when the warranty expires. The vendor is responsible for securing and providing all manufacturer and workmanship warranties as specified in **Section 2** and **Appendix B**.

1.57 UNIVERSAL SERVICE FUND (USF) CONDITIONS

This project is entirely conditional upon receiving written notification in the form of a Funding Commitment Decision Letter from the USAC/SLD that the District has been approved for E-Rate Funding. This project will be submitted for E-Rate discounts through the Universal Service Fund (USF). Vendors shall meet all requirements, complete all forms as required of vendors by the USF, and make all accommodations necessary for USF eligibility and funding. All services proposed as part of this specification will be contingent upon the District securing the USF discounts. All vendors must be USF aware and clearly identify eligible versus ineligible components of each service proposed, as defined per documentation available at the official USF website.

1.57.1 Identification Number

The vendor's USF vendor Identification Number (SPIN) must be included in the proposal. Direct all questions regarding the USF requirements in this RFP to the Universal Service Administrative Company (USAC), Schools and Library Division (SLD) at (888) 203-8100.

1.57.2 FY26 funding requests

The specified products and/or services are to be provided for FY2026 (July 1, 2026-June 30, 2027) and must qualify for universal service discounts under the FY2026 universal service support mechanism, E-Rate. The E-Rate Modernization Order permits applicants to seek support for Category 2-eligible nonrecurring services purchased on or after April 1, three months prior to the start of the funding year on July 1. **No invoices to the District will be dated or paid before April 1, 2026.**

1.57.3 Universal service discounts

The vendor contract is conditional upon the District receiving universal service discounts under the FY2026 universal service support mechanism, E-Rate. The District reserves the unrestricted right to reduce the contract amount by reducing the amount of services and/or products in order to meet budget requirements in the event the level of the universal service discounts is reduced. Any such reductions to the contract

amount will be taken prior to the start of the specific work being reduced or eliminated on a given building and/or project.

1.57.4 Universal service discount implementation

The District reserves the unrestricted right to specify the filing option for the universal service discounts for each product and/or service offered within a proposal: Billed Entity Applicant Reimbursement (BEAR) or Service Provider Invoice (SPI).

1.57.5 Eligible products and services

The USF-eligible products and/or services identified on the USAC FY2026 Eligible Services List, which is incorporated herein by reference, must be identified separately from any and all *ineligible* products and/or services in the proposal.

1.57.6 Project funding requirements

This project is entirely conditional upon receiving written notification in the form of a Funding Commitment Decision Letter from the USAC/SLD that the District has been approved for E-Rate Funding.

If the District receives less than the full E-Rate Funding for which it applies, the District has the unrestricted right to reduce the number of units and services in the accepted proposal. In the event that E-Rate Funding is not available for the accepted proposal, the District, in its discretion, may cancel and/or modify the scope of work and subsequent purchases requested in this RFP.

1.57.7 Lowest corresponding price

Lowest corresponding price (LCP) is defined as the lowest price that a vendor charges to nonresidential customers who are similarly situated to a particular E-Rate applicant for similar services. Vendors cannot charge E-Rate applicants a price above the LCP and must charge the rate that is the LCP, not just offer the LCP in the proposal. In addition, promotional rates offered by a vendor for a period of more than 90 days must be included among the comparable rates upon which the LCP is determined.

PROJECT REQUIREMENTS AND SPECIFICATIONS

2 WIRELESS SPECIFICATIONS

The District is looking to replace the existing Cisco Meraki wireless access points across 15 district buildings, including the high school, 3 middle schools, 6 elementary schools, 3 other educational facilities, and 2 district administrative buildings. The District has a preference that the equipment be Cisco Catalyst 9174I (interior) and 9163E (exterior) access points, but a comparable equivalent is also acceptable. The proposed access points must work with the District's existing Meraki cloud-management system. Cabling is to be reused where possible. Any cables that need to be run for new access points shall be provided by the District.

Wireless access points are required as indicated in **Appendix A** and on the prints in **Appendix C**. All device counts and proposed locations are approximate and subject to change; however, vendors should use the inventory figures provided for bidding purposes.

2.1 CURRENT ENVIRONMENT

The District uses a Cisco Meraki cloud-managed wireless LAN (WLAN) solution across all buildings. Access points are deployed throughout all District facilities. The District operates two SSIDs, one for student and staff devices and another for visitors.

The wired network consists of Cisco switches at all locations (implemented in 2025). All ports provide PoE+ (IEEE 802.3at, up to 30W). The typical per-switch budget is approximately 1,400W. UPOE (IEEE 802.3bt) is not available, and multigigabit is not required currently, as there are no plans to support 8x8 Wi-Fi 7 deployments.

2.2 WIRELESS ACCESS POINTS SPECIFICATIONS

The wireless access points shall support current and future Wi-Fi 6/6E (802.11ax) applications without substantial changes to the as-built system and shall interoperate with the District's existing Cisco Meraki cloud-management environment. The solution shall meet (or exceed) the following specific criteria:

- i. Access points shall implement IEEE 802.11ax (Wi-Fi 6/6E) on 2.4 GHz, 5 GHz, and 6 GHz bands and shall support OFDMA, uplink and downlink MU-MIMO, BSS Coloring, and Target Wake Time (TWT). Devices shall operate in a DFS-compliant manner on 5 GHz.
- ii. Access points shall provide concurrent client-serving radios comprising 2.4 GHz 2x2, 5 GHz 4x4:4, and 6 GHz 4x4:4, together with a dedicated tri-band scanning/security radio for continuous RF analytics and WIDS/WIPS.
- iii. Access points shall operate fully from IEEE 802.3at (PoE+) with a maximum draw of 30 W per device. Graceful feature reduction under PoE+ (e.g., disabling non-essential USB) is permissible. Client-serving radios shall remain active. Vendors shall disclose per-mode power behavior.
- iv. Access points shall support WPA-Enterprise, 802.1X/RADIUS, and AES encryption and shall provide secure boot and image signing (or equivalent platform integrity).
- v. Access points shall continuously monitor the RF environment and support automatic channel and transmit-power optimization. Access points shall interoperate with platform-driven balancing and auto RF policies.

- vi. Access points shall come equipped with a built-in multicolor LED light to indicate the status of the device.
- vii. The solution shall provide 24x7 wireless intrusion detection (WIDS), including detection/classification of potential security events and alerting using the dedicated scanning radio.
- viii. Access points shall comply with FCC RF emissions, applicable UL/IEC safety certifications, and be certified in Wi-Fi 6E, WPA3-Suite B, and Enhanced Open Security.

The wireless access points shall also meet (or exceed) the specifications for operation as identified in **Appendix A**.

2.2.1 Indoor access point specifications

Indoor wireless access points shall meet all requirements in Section 2.2 and, in addition, shall satisfy the following criteria:

- i. In higher-density areas (gyms, auditoriums, cafeterias), the design shall achieve RSSI -55 to -60 dBm with SNR \geq 30 dB and each access point shall support at least 150 concurrent client devices while maintaining minimum throughput suitable for video and voice applications.
- ii. The access points will be capable of supporting RSSI (receive signal strength indicator) levels in all identified areas to support high-speed video, data, and voice. The estimate is based on RSSI strength of -60 to -65 dBm or better with SNR \geq 30 in the 2.4 GHz, 5 GHz, and 6 GHz frequencies for learning spaces. For areas where higher user density is expected (gyms, cafeterias, etc.), RSSI strength should aim for -55 to -60 dBm with SNR \geq 30.

2.2.2 Outdoor access point specifications

Outdoor wireless access points shall meet all requirements in Section 2.2 and, in addition, shall satisfy the following criteria:

- i. Access points shall be housed in weatherproof enclosures rated at IP67 or higher for dust and water ingress protection.
- ii. Access points shall support an operating temperature range of -40°C to +55°C (-40°F to +131°F) and shall be UV- and corrosion-resistant.
- iii. Access points shall include surge protection for Ethernet and radio interfaces and utilize weatherproof connectors for all cabling.
- iv. Access points shall provide flexible mounting options, including pole, wall, and under-eave brackets, and shall meet wind load ratings suitable for exposed outdoor environments.
- v. Outdoor access points shall support integrated or external antenna options for directional or omnidirectional coverage as required by site conditions.
- vi. RF design for outdoor areas shall achieve RSSI -65 dBm or better at the coverage edge with SNR $>$ 25 dB to support reliable video, voice, and data connectivity in open spaces.

2.3 LICENSES

The vendor shall provide all required licensing for the proposed solution, including any voluntary alternates, to ensure devices remain fully operational for the duration of the warranty period. The following requirements apply:

- i. All existing access points will be replaced under this procurement. The vendor shall include licensing for all new access points in the base bid to leverage volume pricing and ensure continuity of service.
- ii. All licenses shall be co-termed under Cisco Meraki's standard co-term policy to align with the District's existing license pool which expires on July 9, 2026. The vendor shall confirm the resulting co-term expiration date with the District.
- iii. The vendor shall reclaim and reallocate licenses associated with access points removed from service (e.g., Pine Tree facility) as appropriate. Estimated counts are provided in **Appendix A**; adjustments may be required based on AP removals and prior reallocations.
- iv. The vendor shall confirm the total licensing count with the District prior to placing any orders. The estimated count is provided in **Appendix A**; however, adjustments may be required based on AP removals and relocations to the new facility.
- v. The vendor shall disclose the impact of adding licenses under this procurement on the overall co-term expiration date and any changes to the organization's license pool under Cisco Meraki licensing policies.

2.4 WIRELESS ACCESS POINT REMOVAL AND RECYCLING

The vendor is responsible for the physical removal of all existing access points. All current access points are mounted to acoustic ceiling tile grids or secured to walls. Removal of access points must occur at a time approved by District IT staff so as not to cause significant disruption to building staff.

All removed access points are to be recycled **except for MR46 and MR76 models** which shall be returned to the District in a location identified by the District. The vendor shall provide certificates/statements confirming that the equipment was recycled or disposed of in accordance with federal/state/local requirements (e.g., EPA, EGLE). Equipment shall not be placed in District-owned dumpsters or left outside to wait for recycling. Equipment shall be removed from premises the same day it is taken down or stored in a location specified by the District until pick up.

2.5 IMPLEMENTATION

The vendor is responsible for the installation of all access points. All access points shall be mounted to acoustic ceiling tile grids or secured to walls in cases where it is not feasible to secure them to the ceiling tiles. Exterior access points are to be wall-mounted in tamper-proof enclosures that are rated for the environment. Access points will be installed in the same locations as existing units unless changes are agreed upon during the pre-installation walkthrough, at which time exact locations will be confirmed and any coverage concerns addressed.

Access points shall be connected to the District's existing network cabling. No additional configuration is required beyond assigning the proper device name. Once connected, the District's Meraki cloud-management system will automatically detect and configure the new devices.

The vendor shall confirm with the District that each installed access point is visible in the Meraki dashboard and is functioning as expected.

The existing naming convention is to be maintained. This contains identification of the District (LKO), building (two letter abbreviation), device (AP), and location (room number or short name). A few examples of this could be:

- LKO-WM-AP-103 for an access point in room 103 at Waldon Middle School
- LKO-WE-AP-CAFE-E for an access point on the east side of the cafeteria at Webber Elementary School

The District will provide the exact naming convention details at the time of installation. Examples above are for reference only and shall not be assumed to represent the final naming format.

2.5.1 Pre-implementation requirements

Prior to implementation for each building/phase, the vendor will be responsible for the following, working with the District where applicable:

- Conduct pre-installation walkthroughs as required in **Section 1**.
- Confirm final mounting location and methods.
- Confirm all selected components and installation methods are compatible with manufacturer warranty requirements and comply with all referenced standards.

All pre-installation decisions, approvals, and walkthrough findings shall be documented and submitted to the District and/or the District's representative for review prior to work commencing.

2.5.2 Installation assurances

The vendor will describe the following:

- Describe the implementation team and their roles in ensuring a successful cutover
- Describe the resources that will be available at cutover to address unforeseen problems
- Describe any anticipated disruptions in service during the cutover period
- Responsibilities required of the District to help ensure a successful cutover

2.6 ACCEPTANCE/TESTING CRITERIA

General acceptance and testing procedures, including operational periods, punch list processes, and final acceptance, are defined in **Section 1**. The following requirements are specific to wireless network installations.

2.6.1 Wireless network testing

All installed access points shall be tested after installation for compliance with their basic functional specifications. The testing shall occur at each building after all equipment is installed and configured. Unit testing shall be comprised of, but not limited to, the following test procedures:

- i. Basic power-on/initialization tests: Determine whether there is sufficient conformance to the relevant functional requirement for the component to operate on the network. This test may involve powering on the device. This test should detect severe component failures (e.g., an access point that will not power up).
- ii. Basic interconnection/connectivity tests: Determine whether there is basic communication between two components. For example, a laptop connecting to the wireless network. These tests are intended to verify that communications can be established between devices.
- iii. Capability tests: Verify that each component supports required features (e.g., PoE+ compliance, WPA3 security, dedicated scanning radio for WIDS/WIPS, and automatic RF optimization) as specified in Sections 2.2, 2.2.1, and 2.2.2.
- iv. Failover/redundancy: Verify that the wireless design supports seamless client roaming and connectivity in the event an access point becomes unavailable (e.g., clients automatically reconnect to adjacent APs without manual intervention).
- v. Demonstrate detection of rogue access points and monitor the environment for RF interference.
- vi. The vendor is to provide a final heat map indicating the wireless coverage throughout the building. Prior to submission of the final heat map, the vendor is expected to optimize wireless coverage through configuration adjustments. Physical relocation of APs after installation is not anticipated and should only occur if agreed upon with the District based on validation results. The District or its designated representative will review and approve the final heat map before closeout.

The District and/or the District's representative will observe the testing and will conduct quality assurance spot checks of the vendor's work.

2.7 BASE SYSTEM WARRANTY

2.7.1 Wireless network

The wireless access points must be eligible for a minimum, **five-year manufacturer device warranty** covering all hardware components required for the proposed base bid solution. The vendor shall provide documentation confirming warranty registration and with the District as the registered warranty holder. The District requires **8x5 four-hour response and next business day remediation** on all hardware. Additionally, the vendor shall provide a 1-year on-site workmanship warranty on all labor related to the project installation. All warranty start dates shall begin after final acceptance of the solution.

In addition, the vendor shall provide an annualized cost, for years six and seven, for warranty on all hardware components of the proposed base bid solution.

2.8 DOCUMENTATION

General documentation procedures, including timing, turnover procedures, and final acceptance, are defined in **Section 1**. The following requirements are specific to wireless installations.

2.8.1 As-built drawings

The vendor will prepare complete field installation drawings. The drawings will show the location of all installed access points. As-built drawings should be documented on the District-provided building floor plans. The vendor will work with the District to develop a symbol set to be used on the drawings. The vendor shall document the following:

- The final location of all wireless access points.
- Wireless network coverage heat maps.
- Manufacturer system manuals.

The vendor shall provide all as-built information on District-provided electronic files (PDF format) in electronic copies.

2.8.2 Equipment records

The vendor shall provide an inventory of all installed access points in Microsoft Excel format. The inventory shall include the following:

- Device name
- Device make and model
- Device location
- Current firmware
- Warranty start/expiration date

2.8.3 Warranty documentation

The vendor shall provide warranty documentation for all equipment installed and labor, including:

- Manufacturer performance certification and warranty documentation for the installed access points.
- Confirmation letter(s) that the installation meets the manufacturer's program requirements and that the District is the registered warranty holder.
- Workmanship warranty documentation certifying on-site warranty.
- Contact information and procedures for warranty claims.

2.8.4 Permit documentation

This section is not required for this project.

2.8.5 Testing documentation

The vendor shall provide final, validated coverage heatmaps and documented testing results.

2.8.6 Documentation turnover

For each building, the vendor shall submit a single, consolidated turnover package containing:

- All as-built drawings (PDF/Excel)
- All equipment records (Excel)
- All system manuals/specification sheets (PDF)
- All warranty documentation
- All testing results (including heatmaps)

Delivery cadence shall follow the timing and acknowledgement requirements in **Section 1**.

2.9 OTHER COSTS

Each vendor shall respond on the Bidder Response Form that is included in **Appendix A** and provide all costs associated with the equipment and services specified. Each vendor will provide the following information:

- A complete, itemized component list (including manufacturer part numbers)
- The base bid cost for the complete project, if any miscellaneous costs need to be included, be sure to identify and explain them
- Warranty period and terms
- Performance bond (not included in base bid)

The base bid is to include the following:

- Wireless access point hardware (including mounting and miscellaneous hardware)
- Wireless access point licensing
- Wireless access point installation
- Wireless access point demolition
- All required labor and miscellaneous materials

If any costs are associated with your proposed service that have not been identified in prior sections, they must be detailed in the other costs section under each price form. Any such items will be clearly identified, and all costs shall be provided. These other costs, if any, must be shown for each category requested.

APPENDICES (PROVIDED SEPARATELY)

Appendix A: Vendor Response Forms

Appendix B: Sample Contract

Appendix C: Prints