

BEECHER COMMUNITY SCHOOL DISTRICT
Overhead Paging System –

**Dailey Elementary, Beecher High School,
and Coates Building**

REQUEST FOR PROPOSALS ("RFP")

March 1, 2022

I. SUBMISSION DEADLINE AND PROPOSAL REQUIREMENTS

The date and time for receipt of Proposals is: **March 17, 12:00 pm**

1.1 Proposal Envelope. An opaque, sealed envelope containing your Proposal, and any other supporting data to be submitted therewith, must be marked in the lower right hand corner with the following description:

BEECHER COMMUNITY SCHOOL DISTRICT
OVERHEAD PAGING SYSTEM
[PROPOSER'S NAME]
[PROPOSER'S ADDRESS]
[PROPOSER'S TELEPHONE NUMBER]

The envelope must be addressed and delivered to:

Beecher Community School District
Attention: Dr. Richard Klee
Superintendent of Schools
1386 W. Coldwater Road
Flint, Michigan 48505

1.2 Late Proposals. Each Proposer is responsible for submission of its Proposal. Proposals or revisions to Proposals received after the date and time specified above may be rejected for consideration by the School District. Any rejected proposals will be returned to the Proposer unopened. The School District is not liable for any delivery or postal delays.

1.3 Original Proposal and Copies. Each Proposal must be an original and hard copy, and signed by an authorized member of the Proposer's firm. Oral, telephonic, telegraphic, facsimile, or email Proposals will **NOT** be accepted. Along with the original, signed Proposal, the Proposer shall also submit two (2) copies of the Proposal. A copy of the Familial Relationship Disclosure form must accompany all bids. Bids received submitted without this form will be determined to be a non-bid.

1.4 Opening of Proposals. The Proposals will be opened at the date and time stated below, by the superintendent and/or such other administrator authorized by the Board of Education. No immediate decision will be rendered. Proposals will not be open to the public, nor disclosed to unauthorized persons prior to award of Contract. However, after award of Contract, all Proposals shall be open to public inspection, subject to any continuing disclosure prohibition under Michigan law.

1.5 **RFP Clarifications and Addenda.**

1.5.1 *Intent to Respond.* Each Proposer who intends to submit a Proposal in response to this RFP may submit, via email, an "Intent to Respond" to Dr. Richard Klee, rkleee@beecherschools.org. An Intent to Respond shall include the name of the Proposer, the name of the contact person, and that person's email address. The School District intends to communicate with Proposers via email, including with respect to RFP clarifications and addenda. Those Proposers who fail to properly provide an Intent to Respond shall be responsible for obtaining any such information in an alternative manner.

1.5.2 *Requests for Clarification.* Proposers may request clarification of information within the RFP. All such requests should be made in writing to Dr. Richard E. Klee at the property address and/or email address given above. A written response to all written requests for clarification will be made within five (5) business days after the receipt of such requests. No requests for clarification will be accepted after the close of business on March 9, 2022 at 3:00 pm. The responses to any requests for clarification will be provided to all Proposers who filed an Intent to Respond or are otherwise on record with the School District as having received an RFP.

1.5.3 *Addenda.* If it becomes necessary to revise any part of the RFP, by addition, deletion, clarification, or correction, notice of the revision will be emailed to those providing an Intent to Respond and otherwise available to all Proposers upon an appropriate request. The School District may, but shall not be required to, deliver addenda by regular mail or other method. All addenda shall become a part of the RFP. No Addenda shall be issued after the close of business on March 17, 2022. Each Proposer bears responsibility for confirming prior to submitting a Proposal that s/he has received all issued Addenda. To avoid miscommunication, each Proposer should acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof.

1.5.4 *Availability.* Copies of this RFP and any associated addenda may be received from the Beecher Community School District State and Federal Office between the hours of 8:30 a.m. and 4:00 p.m., Monday through Thursday, prior to the time and date specified above for the submission of Proposals.

1.6 **RFP/Proposal Information Controlling.** Each Proposer shall prepare its Proposal based only on the information contained in this RFP, notwithstanding any information that may have been previously provided to, or alternately obtained by, a Proposer. A Proposer noting any inconsistency between the information contained in this

RFP and any information previously or alternately obtained should submit a request for clarification. No information communicated verbally or in writing to or from a Proposer shall be effective unless confirmed in writing in this RFP, an addendum to this RFP, a request for clarification response, or other another written response.

1.7 Bonding and Security. Each Proposal must be accompanied by a bid bond, certified check, or irrevocable letter of credit in an amount of five percent (5%) of the first year's proposed contract sum as a guarantee of the Proposer's good faith. If a bid bond is posted by a Proposer, it shall be from a surety licensed to do business in the State of Michigan and the attorney-in-fact who executes the bid bond on behalf of the Proposer shall attach a certified, current copy of its power of attorney. In the event a certified check is submitted, it shall be made payable to "Beecher Community School District," and the School District shall not be liable for any interest earned thereon. The security, in whatever form, shall be forfeited in its entirety as liquidated damages, and not as a penalty, if the Proposer withdraws its Proposal after the due date for submission of Proposals or, upon acceptance of its Proposal by the School District, Proposer fails to execute the form of Contract, including the provision of insurance and bonds acceptable to the School District, within fifteen (15) days of an award of the Contract to Proposer. Good faith deposits shall be returned to all Proposers within a reasonable time after the award and execution of a Contract by the successful Proposer.

1.8 Reservation of Rights. It is the intent of the School District to award any Contract in due course after a reasonable period of time to evaluate Proposals in light of the RFP requirements. The School District reserves the right to waive any irregularity in the RFP process or any Proposal, and the right to award the Contract to other than the Proposer(s) submitting the lowest bid. The School District reserves the right to request additional information from any or all Proposers, including an oral interview to discuss, clarify, and answer any questions regarding the Proposal. The School District reserves the right, in its sole discretion (for this provision and for all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all Proposals with or without cause. Grounds for rejection of Proposals may include, but are not limited to:

- Failure of Proposal to conform to RFP requirements
- Submitting a Proposal imposing conditions which would modify the terms and conditions of the RFP or limit the Proposer's liability to the School District on any awarded contract
- Submitting a Proposal determined by the School District to be unreasonable in price
- A Proposal is received by a Proposer determined by the School District not to be a responsible Proposer
- Failure to furnish a bond or security as required by the RFP
- Any other reason deemed relevant by the School District and which is consistently applied

1.9 Release of Claims. Each Proposer submitting its Proposal releases the School District from any and all claims arising out of, and related to, the RFP process and the selection of a contractor.

1.10 Proposer Bears Costs of Proposal. A Proposer is responsible for any and all costs it incurs (or that are incurred by others on its behalf) in preparing or submitting a Proposal, in otherwise responding to this RFP, or in any negotiation's incidental to its Proposal or this RFP.

1.11 Modification or Withdrawal of Proposals.

1.11.1 Proposals submitted early may be modified or withdrawn prior to the submission deadline. Any modified or resubmitted Proposal shall be submitted in the same fashion as required by this RFP and shall be worded so as not to reveal the amount of the original proposal sum.

1.11.2 Proposals submitted and not timely modified or withdrawn shall be irrevocable for a minimum period of ninety (90) calendar days following the submission deadline.

1.12 Collusive Bidding and Relationship Disclosure.

1.12.1 The Proposer certifies that their Proposal is made without any previous understanding, agreement or connection with any person, firm, or company making a Proposal for the same project and is in all respects fair and without outside control, collusion, fraud, or other illegal action.

1.12.2 The Proposer shall submit a Familial Relationship Disclosure in substantially the form attached to this RFP.

1.12.3 The Proposer shall submit a certification under the Iran Economic Sanctions Act in substantially the form attached to this RFP.

1.13 Pre-Bid Walk of Facilities.

1.13.1 The School District will conduct a pre-bid walk of the facilities as referenced in the chart of dates below. The Proposer is strongly encouraged to attend any such walk-through because, if provided, *no other walks will be guaranteed.* The Proposer may ask questions about the facilities and the RFP during such walk, answers to which may be given immediately or at a later date in accordance with the process described above. The walkthrough will begin at Beecher High School, 6255 Neff Road, Mt. Morris, MI 48458 move to Dailey

Elementary, 6236 Neff Road, Mt. Morris, MI 48458, and conclude at Coates Building, 1020 W. Coldwater Road, Flint, MI 48505.

1.13.2 The School District reserves the right to reject the proposal of any Proposer failing to attend any such pre-bid walk and failing otherwise to explain in writing why the Proposer has at least equivalent knowledge of the School District's facilities as other Proposers who attended the walk-through.

II. SELECTION TIME LINE, CRITERIA, AND EVALUATION

2.1 The RFP shall be released and considered on the following schedule:

Release of RFP	March 1, 2022
Mandatory Pre-Submission Conference and Walk-Through at Beecher High School, 6255 Neff Road, Mt. Morris, MI 48458	March 7, 2022 at 3:00 pm beginning in Beecher High School
Deadline for Requests for Clarification and Addenda	March 9, 2022 at 3:00 pm
Proposals Due	March 17, 2022 at 12:00 pm (noon)
Opening of RFP's	March 17, 2022 at 12:15 pm
Award of Contract DEPENDENT upon Receipt of Grant Funding	April 6, 2022 at 6:00 pm
Commencement of Services	Upon Receipt of Funds

With the exception of the deadline for Proposal submission, the School District reserves the right, in its sole discretion, to change or eliminate any or all portions of the above-identified selection timeline as it determines to be in its best interest, with or without notice to Proposers.

2.2 Proposal Information. Proposals must demonstrate an understanding of the scope of work and the ability to accomplish the tasks set forth herein and must include information what will enable the School District to determine the Proposer's overall qualifications. Each Proposal shall include the information identified below and any other information required by this RFP, but may also include any other information that the Proposer feels is significant with respect to the School District making an informed decision relative to the Proposal.

2.2.1 Bid security as required by Section 1.7.

2.2.2 Original bid document and copies as required by Section 1.3.

2.2.3 The Proposal shall include a cover letter, including a brief executive summary, the legal name of the Proposer, and a statement of whether the Proposer is a sole proprietor, a partnership, corporation, or other legal entity. The cover letter shall be on company letterhead and signed by a person authorized to bind the Proposer in contract.

2.2.4 The Proposed Contract Sum shall be identified on, and in compliance with, the Proposal Form attached hereto as Attachment B1- Bid Form.

2.2.4.1 The Proposed Contract Sum shall be identified as a total dollar amount, but the Proposer shall provide an adequate explanation how its costs have been computed.

2.2.4.2 Alternative pricing can be provided for on Attachment B1.

2.2.5 The Proposer's representative shall attest to the following: (a) Proposer has read and understands the RFP and project requirements and the Proposal is made in accordance therewith, (b) Proposer warrants that it is familiar with the buildings, grounds, and scope of work to be performed, and (c) Proposer's price is based upon all required work, personnel, supplies, materials and equipment described in the RFP and in accordance with all terms and conditions without exception.

2.2.6 If applicable, the Proposer shall acknowledge in writing all Addenda received and reviewed prior to submission of its Proposal.

2.2.7 The Proposer shall acknowledge the at-will status of management and staff as further described herein.

2.2.14 The Proposer shall acknowledge and agree to comply with all applicable federal, state, and local laws, rules, regulations, licenses, codes, ordinances and policies that apply to Michigan public schools.

2.2.15 All labor, equipment, and materials provided through these specifications shall be exempt from Michigan Sales and Use Tax.

2.2.16 Bid prices must be valid until December 31, 2022.

2.3 Terms and Conditions

2.3.1 All vendors are required to adhere to all job site rules and regulations as governed by Beecher Community School District Board Policies.

2.3.2 Beecher is an Equal Opportunity Employer. Pursuant to the Executive Order 11246, as amended, the vendor is advised that under the provisions of this order, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, creed, color, national origin, age, or sex.

2.4 Bidding Requirements

2.4.1 A certified check or bid bond for 5% of the total bid or one month's estimated service cost, whichever is greater, must accompany all proposals and be made payable to the Beecher Community School District Bids received without a bid bond will be rejected. The total bid bond shall be fully severable to apply to any and all section(s) of the bid totals and to all unit prices provided. Bid bonds and checks will be returned upon successful award and signature of a contract.

2.4.2 The State of Michigan has passed a law that any and all persons who will work directly or indirectly for the Bidder, including, but not limited to, Bidder's employees, agents, vendors, subcontractors or consultant, and who will work at or on any School District property, have been fingerprinted, have provided criminal background checks from the State Police and FBI and have not been convicted of any "listed offense".

2.4.3 By submission of the bid, the bidder declares and certifies that the said bidder is of lawful age and the only one interested in this bid and that no one other than said bidder has any interest herein. That this bid is made without any previous understanding, agreement, or connection with any other person, firm, or corporation making a bid for the same purpose and is in all respects fair and without collusion or fraud.

2.4.4 That no member of the Governing Body (Board of Education, Company Board, etc.) or the Owner(s), nor any officer or employee or person whose salary is payable in whole or in part from the treasury of said Owner(s), is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, or services to which it relates or in any portion of the profits therein

2.4.5 All bid prices shall remain firm through December 31, 2022. After the award of the contract, all contract prices shall remain in effect for the duration of the project as stipulated in the project. The Owner(s) may add elements to or delete elements from the contract using unit prices provided in the selected vendor's proposal.

2.4.6 As part of the base bid, the selected vendor shall provide service in complete compliance with the specifications that have been prepared for this project.

2.4.7 The base bid price shall include, but is not limited to, all services, materials, supplies, shipping, applicable taxes, insurance, labor, etc. for the turnkey service.

2.4.8 All questions relative to service requirements shall be written and submitted by email to Diana Castle at dcastle@beecherschools.org. All questions will be answered in addendum form; no questions will be answered verbally. Questions may be submitted up to 72 hours prior to bid due date and time.

2.4.9 The following submittals are required. Absence of any submittals required for the bid proposal may disqualify the bid:

With Bid Proposal

1. Check or bid bond
2. Performance and Payment Bond
3. Bid Cost Form – Attached (hard copies and electronic files in Excel format – NO EXTERNAL LINKS IN SPREADSHEET OR OTHER FILE FORMATS ARE ACCEPTABLE) – may use multiple sheets in a workbook. A bid cost form will be provided for each Owner (if more than one).
4. Complete bid response Upon Award
5. Detailed Timeline Resources
6. Signed Contract

2.5 Upon Completion

2.5.1 A post-bid meeting and/or questions requiring a written response may be held/directed to the lowest cost compliant bidder(s) for project clarification, bid clarification, technical solutions, etc.

2.5.2 Beecher Community School District reserves the right to accept or reject any part of a bid, the whole bid, or all bids. Any bid not prepared and submitted in accordance with the provisions stated herein, and/or not deemed to be in the best interest of the Owner(s) will be rejected. Proposal information will

not be shared with any other vendor until it is deemed "selected" for recommendation to the Owner(s).

2.5.3 Parties submitting bids will be notified of action taken as a result of this invitation to bid. Vendors may be asked to make one or more presentation(s).

2.5.4 The bidders may be required to fill out affidavits of non-collusion supplied by the Owner(s). The vendor, its employees and representatives, must not make available or discuss any cost information contained in the sealed copy of the proposal to, or with, any employee of all RFP participants from the date of issuance of this RFP until the responses have been publicly opened and announced. Any contact with anyone within Beecher may result in the disqualification of the bidder.

2.5.5 The bid proposal, the RFP, and any written clarifications accepted by the Owner(s) shall be binding upon the bidder for performance, as a part of contract documents, should that bidder's proposal be accepted.

2.5.6 It is the Owner's intent to select a service vendor following submission of bid proposals. However, nature of the proposals, the bid price, and other Owner(s) requirements may alter the timeline for installation and/or requirements in this request.

2.5.7 The Owner(s) reserves the right to cancel the RFP and rescind any awards, prior to the start of work, if the work will be delayed more than six (6) months due to circumstances beyond its control. The Owner(s) or its representatives will not be liable for any vendor costs prior to the Owner(s) authorizing the start of work.

2.5.8 In accordance with Michigan Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311, et seq., effective date April 1, 2013, all vendors must certify that they are not an "Iran Linked Business" in order to submit a proposal. The Act prohibits individuals who have economic relations with Iran from submitting bids on request for proposals with the state or any other public entities. The Act also includes penalty provisions for submittal of false certifications. See Attachment.

2.6 Contract, Delivery and Payment

2.6.1 Beecher Community School District is exempt from Michigan Sales and Use Taxes. Tax exemption information will be provided in the contract signed with the awarded vendor. The vendor shall independently determine if it will be subject

to sales and use taxes on components purchased to complete the project. The Owner will not pay any sales or use taxes on the complete project and / or any sales or use taxes required of the vendor for components used to complete the work.

2.6.2 The vendor agrees (to the fullest extent permitted by law) to release, discharge, defend, indemnify, and hold harmless the Owner(s) from past, pending, or future litigation associated with this project.

2.6.3 The vendor and manufacturer confirm that they either hold patents, copyrights, or have permission to sell, distribute, and install the product (equipment, software, etc.) as configured for this project. Furthermore, the vendor has secured authorization and grants a limited license to the Owner(s) for normal use and configuration of all system software for a duration of not shorter than the product's life. The Owner(s) agrees not to sell or allow third parties to duplicate proprietary software for the purpose of distribution or resale.

2.6.4 The respondent to this RFP shall be totally responsible for any and all costs of patents, copyrights, and other intellectual property necessary for the use of the equipment and software offered to the Owner. Any cost included in the respondent's proposal specifically payable to a third party(ies) for any patent, copyright, or intellectual property shall be itemized and "unit" priced. Should any patent, copyright, or intellectual property become subject to future payments to a third party for the continued use of the equipment and software, the respondent shall hold the Owner harmless from payment for any infringement of any disclosed or undisclosed patent, copyright, or intellectual property fee for the useful life of the equipment and software. Such useful life shall be clearly stated in the respondent's proposal. If, at any time in the future, the respondent or related third party(ies) does offer indemnification to any customer, the Owner too would be eligible for a new contract (without price or service changes) that offers them the same protection.

2.6.5 The manufacturer and installing vendor agree to hold harmless and protect the Owner from all existing or pending lawsuits arising from copyright infringements or patent violations per local, state, or national laws. In the event a manufacturer or installer violation occurs, the manufacturer and installing vendor will refund one hundred percent (100%) of the monies paid. Absence of doing so will warrant termination of the contract and cause issuance of a claim against the Performance, Labor and Materials Bond.

2.7 Protection of persons and property

2.7.1 Provider-supplied materials used or brought on site shall be asbestos-free and lead-free. Asbestos-free and lead-free are defined as materials

that contain zero percent (0%) asbestos or lead. All contractors are to submit to the Owner(s) proof that their materials are free of asbestos and lead.

2.7.2 All work performed by the vendor shall meet and / or exceed all federal, state, and local regulations.

2.7.3 The provider shall comply with all applicable provisions of the Occupational Safety and Health Act (OSHA) throughout the duration of the specified work. Any work performed or materials brought on site that do not comply with OSHA shall be corrected by the vendor with no cost or responsibility incurred by the Owner(s).

2.8.4 Under no circumstance is any representative of the vendor to disturb any asbestos-containing material. All vendors are advised, as may be required by the federal Asbestos Hazard Emergency Response Act (AHERA) or otherwise, that Owner(s) buildings may have asbestos-containing materials present. All areas testing positive for asbestos are documented in booklets located on site.

2.8.5 All thermal insulation such as pipe wrap, especially joints, does or should be assumed to contain asbestos. Contractors are cautioned not to attempt removal of these materials for any reason without first notifying, in writing, the Owner(s).

Attachments to RFP:

Familial Disclosure Form

Iran Economic Sanctions Act Certification

Additional information:

A1: Project Description and Services

A2: Beecher Classroom Specifications

A3 – High School Map

A4 – Dailey Map

A5 – Coates Map

B1 – Bid form in Excel for filling in

3. I have authority to bind the aforementioned contractor with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the custodial/maintenance/repair services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

(signature of affiant)

Dated: _____

Subscribed and sworn before me in _____ County,
Michigan, on the ___ day of _____, 2022

(signature)

(printed)

Notary public, State of Michigan, County of _____

My Commission expires on _____

Acting in the County of _____

Iran Economic Sanctions Act Certification

I am the _____ (title) _____ of _____ (bidder) _____, or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of custodial/maintenance services to Beecher Community School District. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

(signature)

(printed)

(date)

A1 – Project Description and Specifications

Beecher Community School District is located at the Franklin Center Administration Building, 1386 W. Coldwater Road, Flint, Michigan, 48505. The district is accepting bids to replace their existing Overhead Paging (PA) system. Project award will be contingent on grant funding. In the event that grant funding is not approved, the district may choose not to move forward with the project. Any pricing provided must be good through December 31, 2022.

A **mandatory** pre-bid meeting will be held on March 7, 2022 at Beecher High School located at 6255 Neff Road, Mt. Morris, MI, 48458 at 3:00 p.m.

Project Timeline

Release of Proposal	March 1, 2022
Mandatory Pre-Bid Meeting	March 7, 2022 at 3:00 p.m.
Proposal Due Date	March 17 2022 at 12:00 p.m.
Bid Opening Date	March 17, 2022 at 12:15 p.m.
Proposal award is pending Grant Approval for the Project.	

Project Requirements

I. System Requirements

- Overhead Paging will be installed in the following two buildings:
 - Beecher High School - 6255 Neff Road, Mt. Morris, MI, 48458
 - Beecher Dailey Elementary - 6236 Neff Road, Mt. Morris, MI, 48458
 - Coates Building – 1020 W. Coldwater Road, Flint, MI 48505
- The paging system must allow each building to page all rooms, specific zones, or individual rooms.
 - Each classroom should be considered a single paging location/zone.
 - Hallway speakers should be considered a single paging location/zone.
 - The office areas should be considered a single paging location/zone.
 - For Dailey Elementary, the following zones need to be setup:
 - Entire building
 - Head Start Classrooms Only (8 classrooms)
 - Entire building without Head Start Rooms
- Any speakers installed in an individual's office will also require a wall-mounted volume control for the speaker.
- The system should be capable of interfacing with the existing telephone system.
 - District currently has a Toshiba digital phone system.
 - End users must be able to dial a specific number that would interface into the paging system and allow them to page from any phone in the buildings.
- Attachment A2 lists the needs for the classrooms and offices.

- Vendor is responsible for hallway speaker counts and any external speakers for each building. Please include this quantity as a line item in the bid.
 - Vendors may recommend additional speaker or horn locations.
 - Vendor will be responsible for disposal of any existing equipment.
6. The system must be able to provide bell schedule or alerts to notify students of class hour changes.
 7. Prefer system that allows for pre-recorded alerts to be configured.
 8. System must have a web-based administration for programming, scheduling event changes, and emergency notifications.
 9. If system is an IP based/PoE System, please provide estimated number of network drops needed for each network closet (see Attachments A3 and A4 for network closet locations).
 10. Please provide optional cost to allow for music to be hooked up to the system and scheduled music to play between classes.
 11. Please provide an optional cost for adding one digital signage that shows the time, but also allows for a text message to be displayed for emergencies. The district will review potential locations based on this line item cost.
 12. Please provide an optional line item cost for automated emergency response to connect with fire, police, or security in the event of a panic button press or launch of an emergency notification.
 13. Please use Attachment B1 for all project pricing.
 - Please provide line item costs for all equipment.
 14. Alternative bids will be considered if a compliant base bid is submitted.

II. Installation

1. Work must be completed within three months of grant approval, unless otherwise approved by the District.
 - a. The awarded vendor will schedule work through the district Superintendent or designated contact.
2. Once the bid has been awarded, the vendor will provide a PLM bond for the amount equal to the awarded contract amount.
3. Network connected paging equipment location must be approved with district Superintendent or designated contact prior to installation. If there is room to place equipment in Network Closets, that would be preferred.
 - a. If the unit is rack mountable, please provide the approximate size of the unit (in rack U's).
 - b. If equipment is placed in another location, the vendor is responsible for running low voltage network cabling to the network closet.
4. The vendor will be responsible for running any low voltage cabling for the system, including but not limited to, speakers, horns, and call buttons.
 - a. Cabling should be in J-Hooks or otherwise tied up so that it is not laying on any ceiling grid.
 - b. The vendor will be responsible for any wall penetrations and sleeves. Fire stop must be used for all penetrations.

5. Vendor is responsible for mounting/installing speakers.
 - a. All necessary mounting hardware and materials should be included in installation cost.
6. The vendor needs to install a paging microphone or telephone in the main office. This will be used for paging and a backup if the main district phone system goes down.
 - a. Dailey Elementary will have a second paging microphone/telephone in the Head Start office.
 - b. If the system supports panic buttons, please include optional cost to add a location. It's anticipated that there would be 4 locations.

III. **Programming**

1. Once awarded, the vendor will schedule a meeting with the District to discuss programming options. Include any time to program/configure the system with the base bid.
2. The vendor will include any programming changes requested within 90 days of the system being handed over for acceptance by District.
3. Please provide an hourly cost for any future changes. Include drive time if necessary.

IV. **Individual Unit Costs**

Vendor must provide unit pricing for the following on Bid Form, Attachment B1.

1. Analog Ceiling Speaker
2. IP Ceiling Speaker (if applicable)
3. Internal Horn Speaker
4. External Horn Speaker
5. Call Button
6. Volume Control
7. Estimates on Cabling, Installation, and Programming for adding a single unit
8. Estimate on any annual maintenance/support
9. Time and Materials cost for repairs.

V. **Training**

1. The vendor shall provide two (2) separate training sessions for staff. Training will include how to page individual classrooms, building zones, and initiating a building all call. Please also provide training on event management and how to make any basic programming changes to the daily, yearly, and hourly schedules and messages.

**Beecher Community School District
Overhead Paging System Request for Proposal
Project Due Date: March 17, 2022 @ 12:00 pm**

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Project Requirements

I. System Requirements

1. Overhead Paging will be installed in the following two buildings:
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 - Entire building without Head Start Rooms
3. Any speakers installed in an individual's office will also require a wall-mounted volume control for the speaker.
4. The system should be capable of interfacing with the existing telephone system.
 - District currently has a Toshiba digital phone system.
 - End users must be able to dial a specific number that would interface into the paging system and allow them to page from any phone in the buildings.
5. Attachment A2 lists the needs for the classrooms and offices.
 - Vendor is responsible for hallway speaker counts and any external speakers for each building. Please include this quantity as a line item in the bid.

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- Vendors may recommend additional speaker or horn locations.
 - Vendor will be responsible for disposal of any existing equipment.
6. The system must be able to provide bell schedule or alerts to notify students of class hour changes.
 7. Prefer system that allows for pre-recorded alerts to be configured.
 8. System must have a web-based administration for programming, scheduling event changes, and emergency notifications.
 9. If system is an IP based/PoE System, please provide estimated number of network drops needed for each network closet (see Attachments A3 and A4 for network closet locations).
 10. Please provide optional cost to allow for music to be hooked up to the system and scheduled music to play between classes.
 11. Please provide an optional cost for adding one digital signage that shows the time, but also allows for a text message to be displayed for emergencies. The district will review potential locations based on this line item cost.
 12. Please provide an optional line item cost for automated emergency response to connect with fire, police, or security in the event of a panic button press or launch of an emergency notification.
 13. Please use Attachment B1 for all project pricing.
 - Please provide line item costs for all equipment.
 14. Alternative bids will be considered if a compliant base bid is submitted.

II. Installation

1. Work must be completed within three months of grant approval, unless otherwise approved by the District.
 - a. The awarded vendor will schedule work through the district Superintendent or designated contact.
2. Once the bid has been awarded, the vendor will provide a PLM bond for the amount equal to the awarded contract amount.
3. Network connected paging equipment location must be approved with district Superintendent or designated contact prior to installation. If there is room to place equipment in Network Closets, that would be preferred.
 - a. If the unit is rack mountable, please provide the approximate size of the unit (in rack U's).
 - b. If equipment is placed in another location, the vendor is responsible for running low voltage network cabling to the network closet.
4. The vendor will be responsible for running any low voltage cabling for the system, including but not limited to, speakers, horns, and call buttons.
 - a. Cabling should be in J-Hooks or otherwise tied up so that it is not laying on any ceiling grid.

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- b. The vendor will be responsible for any wall penetrations and sleeves. Fire stop must be used for all penetrations.
- 5. Vendor is responsible for mounting/installing speakers.
 - a. All necessary mounting hardware and materials should be included in installation cost.
- 6. The vendor needs to install a paging microphone or telephone in the main office. This will be used for paging and a backup if the main district phone system goes down.
 - a. Dailey Elementary will have a second paging microphone/telephone in the Head Start office.
 - b. If the system supports panic buttons, please include optional cost to add a location. It's anticipated that there would be 4 locations.

III. Programming

- 1. Once awarded, the vendor will schedule a meeting with the District to discuss programming options. Include any time to program/configure the system with the base bid.
- 2. The vendor will include any programming changes requested within 90 days of the system being handed over for acceptance by District.
- 3. Please provide an hourly cost for any future changes. Include drive time if necessary.

IV. Individual Unit Costs

Vendor must provide unit pricing for the following on Bid Form, Attachment B1.

- 1. Analog Ceiling Speaker
- 2. IP Ceiling Speaker (if applicable)
- 3. Internal Horn Speaker
- 4. External Horn Speaker
- 5. Call Button
- 6. Volume Control
- 7. Estimates on Cabling, Installation, and Programming for adding a single unit
- 8. Estimate on any annual maintenance/support
- 9. Time and Materials cost for repairs.

V. Training

- 1. The vendor shall provide two (2) separate training sessions for staff. Training will include how to page individual classrooms, building zones, and initiating a building all call. Please also provide training on event management and how to make any basic programming changes to the daily, yearly, and hourly schedules and messages.

Attachment A2

		Proposed Beecher High School				
Totals		54	68	14	9	
Room		Call Button	Speakers	Horn	Volume Control	Notes
Main Office	0		2	0	2	Existing Paging System is located here.
Ancillary Office Area	0		5	0	5	
Cafeteria	1		0	2	0	* Needs a horn
Kitchen	1		0	1	1	* Needs a horn
	1	1	1			
	2	1	1			
	3	1	1			
	4	1	1			
	5	1	1			
	6	1	1			
	7	1	1			
	8	1	1			
	31	1	1			
	32	1	1			
	333	1	1		1	
Teachers Lounge	1		1			
Parent Room	1		1			
Book Room	0		0			
Library	1		2			
	9	1	1			
	10	1	1			
	11	1	1			
	12	1	1			
	13	1	1			
	14	1	1			
	15	1	1			
	33	1	1			
	34	1	1			
	35	1	1			
	36	1	1			
Loading Dock	1		1			
Boiler Room	1			1		
	16	1	1			
	17	1	1			
	18	1	1			
	19	1	1			
	20	1	1			
	21	1	1			
	22	1	1			
	23	1	1			
	24	1	1			
	37	1	1			
	25	1	1			
	26	1	1			
	27	1	1			
	28	1	1			
	29	1	1			
	30	1	1			
Gym	1			2		
Locker Room 1	0		1			

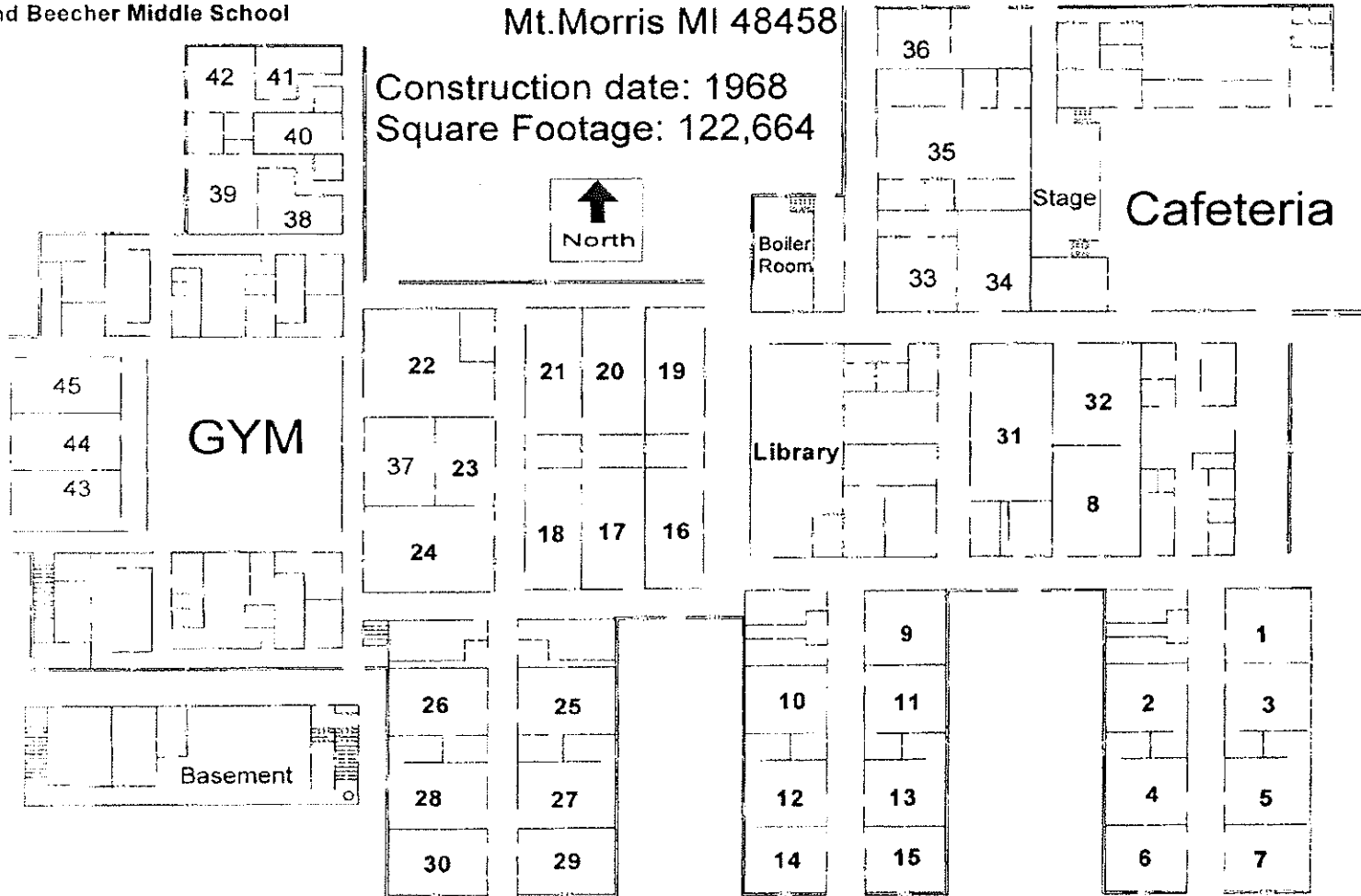
		Proposed Beecher High School				
Totals		54	68	14	9	
Room	Call Button	Speakers		Horn	Volume Control	Notes
Locker Room 2	0	1				
Locker Room 3	0	1				
Locker Room 4	0	1				
Basement	0	2				
43	1	1				
44	1	1				
45	1	1				
38	1	1				
39	1	1				
40	1	1				
41	1	1				
42	1	1				
Tunnels	0	4				
Outside				8		
Hallway Cafe		Vendor to Determine				
Hallway 1		Vendor to Determine				
Hallway Bathrooms		Vendor to Determine				
Hallway 9		Vendor to Determine				
Hallway 333		Vendor to Determine				
Hallway 19		Vendor to Determine				
Hallway 16		Vendor to Determine				
Hallway 25		Vendor to Determine				
Hallway 21		Vendor to Determine				
Hallway 24		Vendor to Determine				
Hallway 22		Vendor to Determine				
Hallway 35		Vendor to Determine				
Hallway 40		Vendor to Determine				
Hallway 43		Vendor to Determine				
Hallway 44		Vendor to Determine				
Hallway 45		Vendor to Determine				
Hallway Library		Vendor to Determine				

ATTACHMENT A3

FORMERLY DOLAN
and Beecher Middle School

Address: 6255 Neff RD
Mt. Morris MI 48458

Construction date: 1968
Square Footage: 122,664

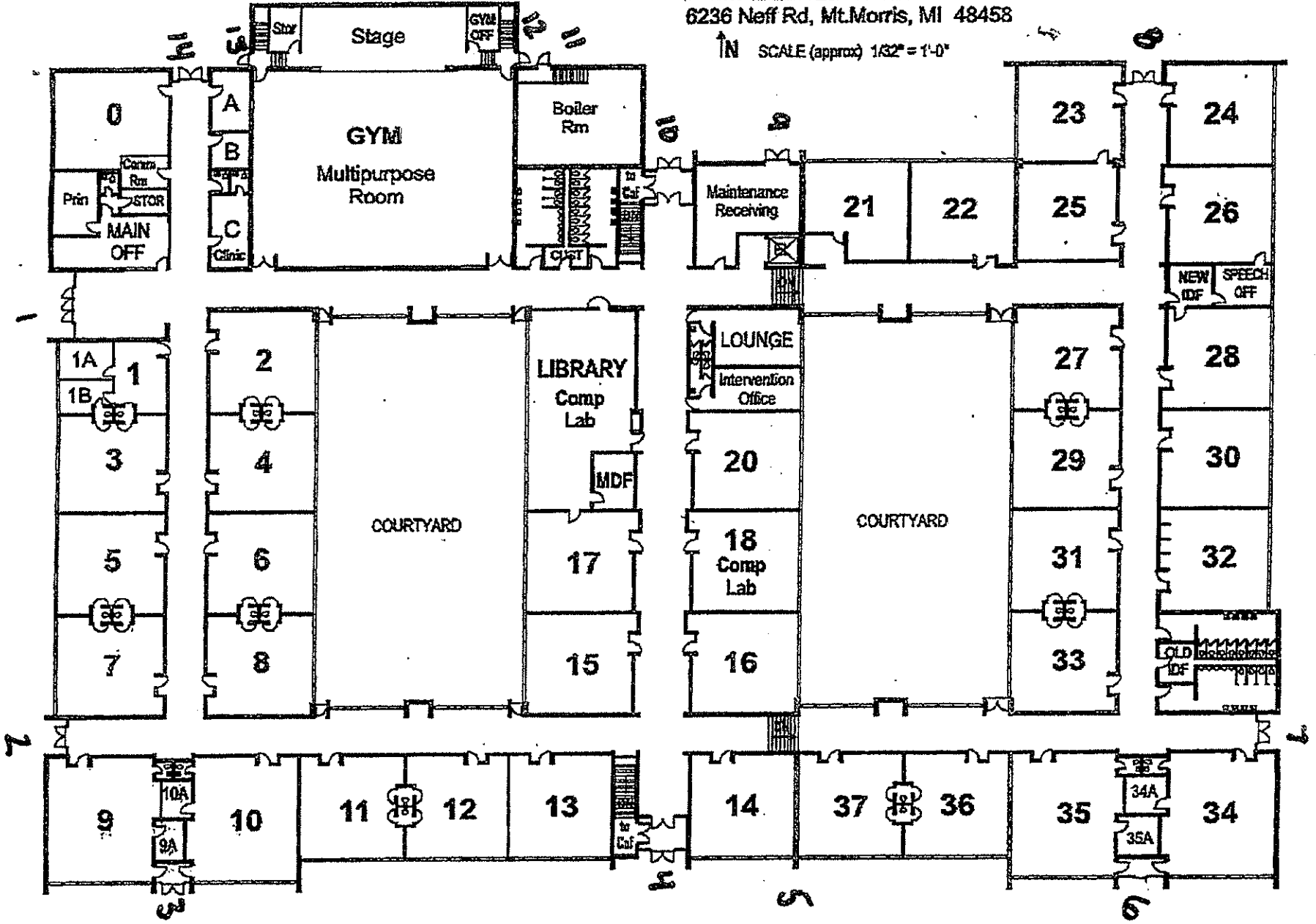


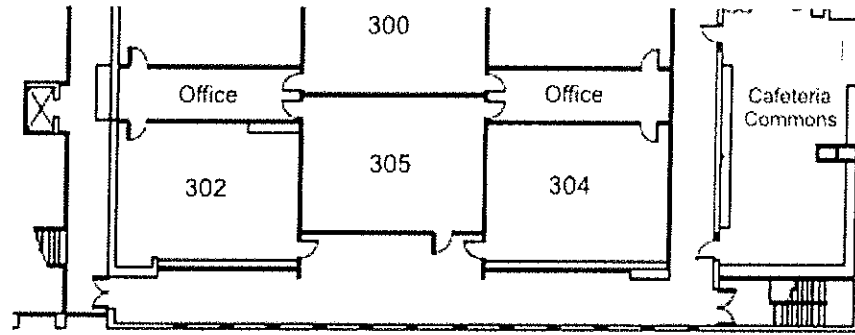
Beecher High School / Middle School

DAILEY ELEMENTARY

6236 Neff Rd, Mt. Morris, MI 48458

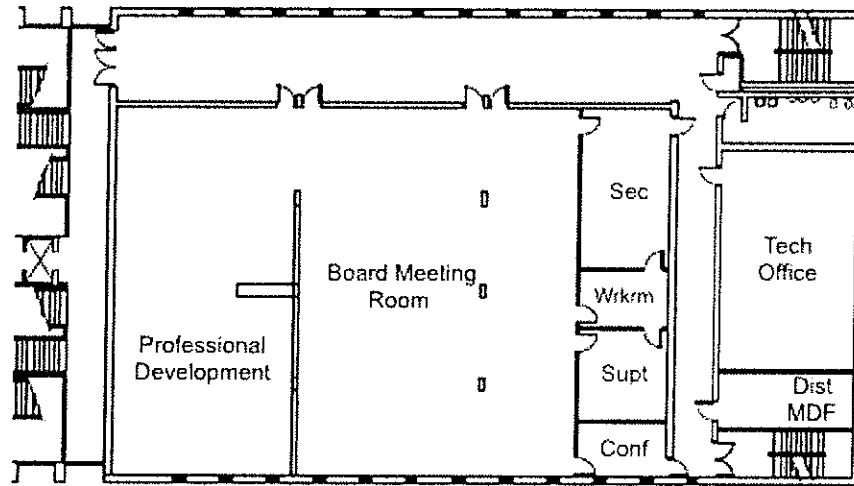
↑ N SCALE (approx) 1/32" = 1'-0"





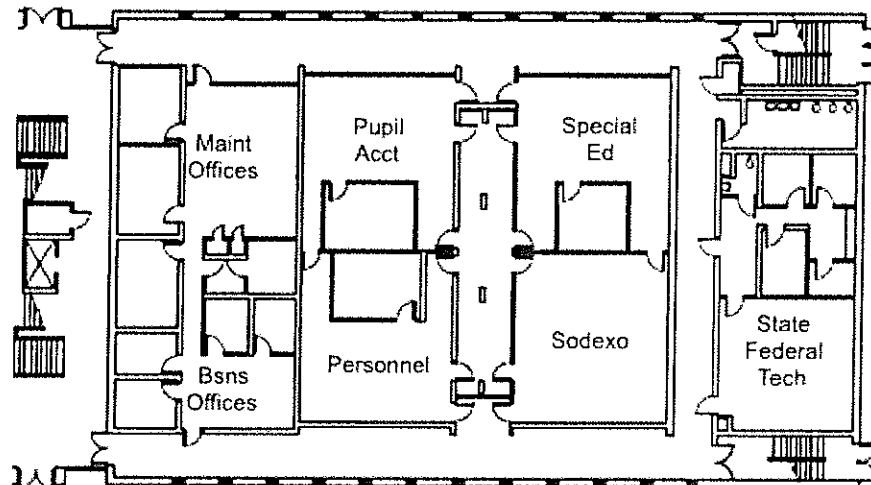
3rd Floor

Classrooms
Lunch Rm/ Commons



2nd Floor

Former Supt Offices
Board Room
PD Area



1st Floor

Central Admin Offices