



## INVITATION TO BID DANSVILLE SCHOOLS NETWORK REFRESH PROJECT

Dansville Schools is requesting sealed bids for a Network Refresh project based on the information included in this document.

Sealed bids are to be returned no later than **January 24, 2025 at 10:00 am EST** to Ingham Intermediate School District, Thorburn Education Center, Purchasing Department, 2630 West Howell Road, Mason, Michigan, 48854, at which time they will be publicly opened. Bids received after the specified date and time will not be accepted. Email, facsimiles, verbal or any other responses are not acceptable.

Please include the following information on the outside of your sealed envelope:

**Name of submitting firm**  
**SEALED BID: Dansville Network Refresh Project**  
**ITB DUE: 1/24/2025 at 10:00 am EST**

No responsibility shall attach to either District or their representatives for improper delivery or premature opening of any bid which is not properly addressed, delivered, and identified.

**Please submit one (1) original and one (1) copies of the completed bid.** Incomplete bids may not be accepted. Please see below timeline.

|                            |                                       |
|----------------------------|---------------------------------------|
| ITB distributed to vendors | December 20, 2024                     |
| Mandatory Walkthrough*     | January 7, 2025 at 3:00 – 4:00 pm EST |
| Questions due from vendors | January 13, 2025 at 5:00 pm EST       |
| Answers due to vendors     | January 16, 2025 at 5:00 pm EST       |
| Bids due from vendors**    | January 24, 2025 at 10:00 am EST      |
| Public Bid Opening**       | January 24, 2025 at 10:00 am EST      |
| Estimated Award Date       | February 26, 2025 Board Meeting       |

*\*Mandatory Walkthrough located at Dansville Elementary, 1264 Adams St, Dansville, MI 48819*

*\*\*Bid opening at Ingham ISD, Thorburn Education Center, 2630 West Howell Road, Mason, MI 48854*

If there are any questions regarding the bid process, specifications or services required, please send them in writing via email to [purchasing@inghamisd.org](mailto:purchasing@inghamisd.org) by January 13, 2025 by 5:00 pm EST. Answers will be submitted to vendors no later than January 16, 2025 at 5:00 pm EST. Only written questions and corresponding answers shall be binding.

Sincerely,

Sarah Ritter  
Dansville Schools c/o Ingham ISD



## SPECIFICATIONS

---

### Category 2-Services

#### Network Switches

- (13) Switches must be Aruba 6300M series 48 Port PoE+ with 4 SFP+ Ports Supporting 10Gb each
- (4) Switches must be Aruba 6300M series 24 Port PoE+ with SFP+ Ports Supporting 10Gb each
- (4) Switches must be Aruba 2930F series 12 Port PoE+ with SFP+ Ports Supporting 10Gb each
- All switches must deliver full PoE+ across all ports simultaneously

#### Cabling

- Must test, label, and document network cabling runs
- (22) One-meter optics and Fiber cable connections between switches
  - Connections between the closets will be determined with vendors during walkthrough
- (20) One-foot Single-mode SC-SC Fiber patch cables
- (543) One-foot (1') Cat6 Network Patch Cables as needed conforming to network standards

#### Network Standards:

- Accepted cable colors for this project are as follows:
  - Blue for Network connections (PC/Phone)
  - Yellow for Access Points, Green for Cameras
  - Orange for IoT devices
  - Black for PA Speakers/Clocks
- It is crucial that the contractor follows these specified color codes and meticulously labels both the patch panel and the classroom end of each Ethernet cable accordingly
- Additionally, thorough testing of each Ethernet cable connection is required to ensure optimal performance and reliability throughout the network infrastructure
- This comprehensive approach to labeling and testing guarantees efficient identification, maintenance, and troubleshooting, ultimately contributing to the smooth operation of the system

#### Uninterruptable Power Supplies

- As well as the switch refresh, we would like the UPS units considered for replacement as well during the mandatory walkthrough
- (9) Vertiv Liebert PS15 Lithium-Ion 300VA with SNMP card 3U Short Depth Rack-mounted Uninterruptable Power Supplies or equivalent
- Proposed alternate bids shall include technical specifications, sizes, and manufacturer or vendor warranty included

#### Installation and Maintenance of Components

- All equipment and/or services must be itemized in the proposed bid packet
- Cost for complete installation and configuration for above equipment
- Cost for moving patch panels, switches, labelling, and organization within the networking closets



- Vendor should clearly state the manufacturer's warranty and support for each item.

**NOTE:** Any equipment and/or services not covered by USF eligibility must be itemized and quoted separately.

The execution of any contract, agreement, acceptance, etc. for any services in whole or in part resulting from an award of this ITB may be contingent on approval for e-Rate funding for said services.



## GENERAL TERMS AND CONDITIONS

---

1. It is the desire of Dansville Schools to select a vendor that can provide the best overall value rather than simply choosing the low bidder. All considered bids must meet or exceed all specifications herein.
2. Dansville Schools reserves the right to accept or reject any or all bids, or portions thereof, if it deems such action to be in its best interest. Dansville Schools reserves the right to award a contract to other than the lowest bidder and has sole discretion to determine the lowest responsible bidder. Furthermore, Dansville Schools reserves the right to split any ensuing award among multiple vendors or to award the bid in whole to one vendor.
3. Dansville Schools reserves the right to split any ensuing award among multiple vendors, or to award the bid in whole to one vendor.
4. Dansville Schools reserves the right to retain all bids submitted and to use any ideas in the bid regardless of whether the bid is accepted or not.
5. All bids shall remain firm for at least ninety (90) days from the date the bids are due. Once a Vendor has been chosen, they must work with Dansville Schools staff to establish an acceptable timeline for installation.
6. Dansville Schools reserves the right to conduct discussions, request additional information (including pricing clarifications), and negotiate with selected vendors prior to awarding the contract.
7. Dansville Schools reserves the right to waive any informalities or irregularities in any bid and to reject any or all bids.
8. Dansville Schools is not responsible for any cost or expense the Vendor incurs implementing the requirements of this ITB. All pertinent expenses necessary for proper execution of the contract are the responsibility of the Vendor and are to be included and considered part of the submitted proposal price, including any necessary night time/weekend work. After a bid has been awarded, the Vendor shall not be allowed any sum above the price specified in the bid submitted, unless agreed to in writing by Dansville Schools.
9. This contract and/or any part of this contract are not to be subcontracted without expressed written consent of Dansville Schools.
10. Vendor must know that Dansville Schools is a governmental unit and is exempt from the payment of all State and Federal taxes. The prices quoted by the Vendor must therefore not include taxes.
11. Dansville Schools shall issue the vendor a purchase order in connection with this bid. Invoice(s) for the items shall note the purchase order number and be sent by U.S. Mail to Dansville Schools c/o Ingham ISD, 2630 W Howell Rd, Mason, MI 48854, emailed to [purchasing@inghamisd.org](mailto:purchasing@inghamisd.org) or faxed to 517.676.8007. All payment terms will be a minimum of Net 30.



12. Vendor warrants and agrees that its performance under this agreement will always comply with all laws, codes, rules and regulations, be they local, state or federal.
13. Dansville Schools reserves the right to terminate the contract at any time due to the Vendor's failure to comply with the terms of the contract. Dansville Schools reserves the right to a review of compliance with specifications and overall Vendor performance. A finding of noncompliance may result in the termination of the contract. Dansville Schools will notify the Vendor of the termination thirty (30) days prior to any action being instituted. The Vendor will be permitted a rebuttal during this period and time to fix the problem. Dansville Schools will determine if the problem has been properly resolved. Items must be completed to the satisfaction of Dansville Schools or could result in termination of the contract.
14. Submission of a bid indicates acceptance by the Vendor of the terms and conditions contained in this ITB, unless an exception is clearly and specifically noted by the Vendor in the applicable section of the Vendor Signature Page, Attachment B, of the ITB submitted. Any vendor exceptions will need to be confirmed in writing by Dansville Schools before they are accepted.
15. This bid submitted by the successful Vendor, attachments and mutually negotiated addenda constitute the entire contract between the Vendor and the District. Additional documents and/or agreements, including non-negotiated provisions developed by the Vendor, are not part of the executed contract.
16. The Vendor will protect, defend and indemnify Dansville Schools, its officers, agents, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any person, including the Vendor's own employees, and for any loss or damage to any property, including property owned or in the care, custody or control of Dansville Schools in connection with or in any way incident or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Vendor, any subcontractor, or any employee, agent or representative of the Vendor or any subcontractor.
17. Vendor shall maintain in effect at all times during the term of this agreement, with insurers licensed to do business in the State of Michigan, and shall furnish satisfactory evidence to Dansville Schools of the following insurance coverage:
  - a. Commercial General Liability Insurance on an "occurrence" basis with limits of liability not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate limits for personal injury, bodily injury and property damage liability.
  - b. Workers' Compensation Insurance including Employers Liability coverage, in accordance with all applicable statutes of the State of Michigan.
  - c. Commercial Umbrella Liability coverage—in an amount not less than Two Million Dollars (\$2,000,000).
  - d. Cancellation Notice: All of the insurance described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to CUSTOMER."
  - e. Certifications of insurance shall name Dansville Schools as an additional insured party for all coverage listed.
  - f. Vendor will supply an insurance certificate of auto liability and excess liability coverage upon request by



Dansville Schools. Cargo liability will be no more than \$1,000.00 per shipment.

18. Vendor shall be a reputable, recognized organization with at least three years successful experience of work of this type. Please see Attachment B to insert reference information.
19. The installation shall be done by trained and qualified personnel. Any damage done to the Vendor's equipment is the responsibility of the Vendor. Furthermore, Vendor shall assume responsibility for the repair of any damage done to Dansville School buildings, equipment and facilities occurring as a result of installation.
20. This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Ingham County, Michigan.



## E-RATE CONTINGENCY:

---

The project's continuation is dependent on funding approval from the E-rate program. Even after contract award or funding approval, the District may choose not to proceed, wholly or partially.

### Key Requirements for Service Providers:

1. Compliance: Must adhere to all current and future E-rate requirements throughout the contract.
2. SPIN: Provide a valid Service Provider Identification Number.
3. FCC Status: Submit evidence of FCC Green Light Status with the bid. Those in Red Light Status must explain their resolution steps and timeline. Sustained Red Light Status may lead to contract termination.
4. Delivery and Billing: Products and services must be delivered before billing can commence, starting no earlier than July 1, 2025.
5. Pricing: Prices must remain firm for the entire E-rate Funding Year or until project completion.
6. E-rate Eligibility: Clearly designate E-rate eligible and non-eligible goods/services. Non-eligible items must be identified or cost-allocated as per SLD guidelines.

### Acknowledgements from Service Providers:

- No product/service changes without prior written approval from the District and USAC.
- All pricing information in bids is public and non-confidential.
- Offers must comply with the Lowest Corresponding Price (LCP) requirement.
- Compliance with FCC rules regarding national security threats.
- No free services offered that artificially discount costs; substantiating documentation must be provided if requested.

### Category 2 Services:

- Non-recurring services may be eligible if purchased on or after April 1, prior to the funding year starting July 1. Invoicing cannot begin before July 1, 2025.

### Invoicing Process:

The District will pay the entire vendor invoice and then submit a USAC BEAR form for reimbursement.



## BID SUBMISSION

---

Bids must include the following to be considered complete:

- **Vendor Signature Page – Attachment A**
  - Complete Attachment A-Vendor Signature Page. A corporate official legally authorized to bind the company must sign the Vendor Signature Page in black or blue ink.
  
- **Additional Vendor Information – Attachment B**
  - Please complete Attachment B with additional vendor information.
  
- **Iran Affidavit – Attachment C**
  - Public Act 517 of 2012 defines an Iran Linked Business as: 1) a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or 2) a financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran. Please sign certifying that your company is not an Iran linked business.
  
- **Familial Disclosure – Attachment D**
  - Complete and submit with ITB
  
- **Cost Analysis – Attachment E**
  - Complete and submit with ITB





**Attachment A - Vendor Signature Page**  
Network Refresh Project

Bids will be Returned To      Dansville Schools c/o Ingham ISD  
   SEALED BID: Network Refresh Project  
   2630 West Howell Road  
   Mason, MI 48854

Bid Due Date                              January 24, 2025 at 10:00 am EST or before

By signing below, the undersigned certifies that he/she has read and understands the instructions and conditions to Vendors, the information provided is accurate and that a duly authorized agent of your firm has signed this bid. The bidder certifies offers to furnish products and/or services in strict accordance with the requirements of the bid including terms and conditions; bidder certifies that they understand the services to be provided; that prices quoted are correct; and that this bid is valid ninety (90) days from the date submitted. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the services requested. The undersigned also certifies that the company has not been debarred or suspended from doing business with the federal government and does not appear on SAM (System for Award Management) as an Excluded Party.

Company Information

Company Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Licensure and Number \_\_\_\_\_  
Name of Person Completing Bid \_\_\_\_\_  
Email of Person Completing Bid \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Fax Number \_\_\_\_\_

*Please list out any exceptions to the terms, conditions, or specifications to the Network Refresh Project. Any exceptions need to be confirmed in writing before being accepted by Dansville Schools.*

Authorized Signature \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Title of Signatory \_\_\_\_\_



**Attachment B – Additional Vendor Information**  
Network Refresh Project

---

Standard payment terms are a minimum net 30 days. Please note any early payment term discount and/or deferred payment programs.

---

---

Reference Information

---

Please provide a minimum of three references (K-12 institutions preferred) where a similar program has been utilized within the past five years or is being completed. This list must include the names, addresses and phone numbers of the individuals at the place of business to be contacted. If you are providing a Medicaid bid alternate, indicate if these references utilize your Medicaid billing services if not, please provide two additional Medicaid references.

1. School District/Company Name

Address

Contact Name

Phone Number

2. School District/Company Name

Address

Contact Name

Phone Number

3. School District/Company Name

Address

Contact Name

Phone Number

---

---

Additional Information

---

Please provide any additional information that you believe to be relevant to this ITB and your capabilities to provide the services required.

---

---

Vendor Information

- |  |            |           |
|--|------------|-----------|
| • W-9 Form Attached  | <b>Yes</b> | <b>No</b> |
| • Does your company accept EFT Payments?   | <b>Yes</b> | <b>No</b> |
| • Can your company invoice electronically?   | <b>Yes</b> | <b>No</b> |
| • Has your firm been debarred or suspended from doing business with any agency of the Federal Government in the past five years? | <b>Yes</b> | <b>No</b> |
| • Has your firm been debarred or suspended from doing business with any State Government in the past five years.                 | <b>Yes</b> | <b>No</b> |



AFFIDAVIT OF COMPLAINT - IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of (the "Bidder"), pursuant to the compliance certification requirement provided in the Dansville Schools ("Dansville Schools") **Network Refresh Project.**

Invitation to Bid, hereby certifies, represents and warrants that the Bidder (including its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Bidder is awarded a Contract as a result of the aforementioned ITB, the Bidder will not become an "Iran Linked Business" at any time during the course of performing under the Contract.

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

Vendor Information

Name of Bidder

By

Date

State of ) SS.

County of )

Notarized Signature

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
date month year

by  
Bidder Signature Name

**Notary Signature**  
**Notary Name**  
**County, My Commission Expires**  
**Acting in the County of**



**Attachment D – Familial Disclosure  
Network Refresh Project**

**All bidders must complete the following disclosure form in compliance with MCL 380.1267 and attach this information to their bid.**

By the attached sworn and notarized statement, we are disclosing the following familial relationship(s) that exists between the owner or any employee of the Vendor and any member of the Districts' Board, employees, or the superintendent.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE).

| Owner/ Employee Name | Related To: | Relationship |
|----------------------|-------------|--------------|
| 1.                   |             |              |
| 2.                   |             |              |
| 3.                   |             |              |

Vendor Information

**Signature(s):**

**Title:**

**Name of Firm:**

State of )  
) SS  
County of )

Notarized Signature

On this day of, before me a Notary Public in and for said county, personally appeared agent of the said firm and who acknowledged the same to be his free act and deed as such agent.

***Notary Signature***  
***Notary Name***  
***County, My Commission Expires***  
***Acting in the County of***



**Attachment E – Cost Analysis**  
Network Refresh Project

**COST ANALYSIS**

|   | <b>USF COST</b> |
|---|-----------------|
|   |                 |
| Vendor SPIN #   |                 |
|   |                 |
| Switches 48 Port PoE+                                   |                 |
| Switches 24 Port PoE+                                   |                 |
| Switches 12 Port PoE+                                   |                 |
| UPS   |                 |
| Network Patch Cabling                                   |                 |
| Miscellaneous Costs                                     |                 |
| Additional Costs  |                 |
|   |                 |
|   |                 |
| Total Cost of Dansville Schools Network Refresh Project |                 |