

GLPS TECHNOLOGY RENOVATIONS - purchase and installation of associated equipment and installation related to multifunction printers

Grand Ledge Public Schools is accepting bids for a GLPS TECHNOLOGY RENOVATIONS project. Bids must be received by 10:00 AM on May 21, 2025, at the Sawdon Administration Building, 220 Lamson Street, Grand Ledge, MI. The District will not consider or accept any bids received after the submission deadline.

Bids will be opened publicly at 10:00 AM on May 21, 2025, at the Sawdon Administration Building, 220 Lamson Street, Grand Ledge, MI.

Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or employee of the Bidder and any member of the Board of Education of the School District, or the Superintendent of the School District. The Board of Education of the School District will not consider a Bid that does not include this sworn and notarized statement.

Information for bidders can be found at [GLcomets.net/Bids](https://glcomets.net/Bids)

Detailed project specifications and bid instructions may be found at <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>

Information for Bidders is on the following pages.

Grand Ledge Public Schools



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END OF SECTION

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Not Used	

END OF SECTION

SECTION 00 11 16
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: TECHNOLOGY RENOVATIONS

- A. Grand Ledge Public Schools (Owner) is seeking bids for purchase and installation of associated equipment and installation related to multifunction printers. Proposed systems shall be configured and installed to service Owner's classrooms, public spaces and common areas across multiple facilities, and as described herein.
- B. Project: TECHNOLOGY RENOVATIONS
- C. Owner: Grand Ledge Public Schools
220 Lamson St.
Grand Ledge, Michigan 48837
- D. Designer: Communications by Design, Inc.
- E. Sites of Work:
 - 1. Sawdon Administration Building
220 Lamson St.
Grand Ledge, Michigan 488437
 - 2. Grand Ledge High School
820 Spring St.
Grand Ledge, Michigan 48837
 - 3. Hayes Intermediate School
12620 Nixon Rd.
Grand Ledge, Michigan 48837
 - 4. Beagle Middle School
600 South Street
Grand Ledge, Michigan 48837
 - 5. Delta Center Elementary School
305 South Canal Road
Lansing, Michigan 48917
 - 6. Wacousta Elementary School
9325 Herbison Road
Eagle, MI 48822

7. Willow Ridge Elementary School
12840 Nixon Rd.
Grand Ledge, Michigan 48837
8. Neff Early Childhood Center
950 Jenne St.
Grand Ledge, Michigan 48837
9. Holbrook Elementary School
615 Jones St.
Grand Ledge, Michigan 48837
10. Delta Mills Early Childhood Ctr.
6816 Delta River Dr.
Lansing, Michigan 48906
11. Transportation/ Operations Ctr.
12730 Nixon Rd.
Grand Ledge, Michigan 48837

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

- A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.
- B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.
- C. Schedule:
 1. Request for Bid Distributed: April 23, 2025
 2. Pre-Bid Meeting: May 5, 2025 2:00PM ([Virtual](#))
 3. Intent to Bids Due: May 9, 2025 5:00PM
 4. Question and Clarification Deadline: May 9, 2025 5:00PM
 5. Public Bids Due: May 21, 2025 10:00AM

1.03 TYPES OF BIDS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein, and include all portions of the work identified for the individual bid package as specified herein. Bids shall be made on unaltered bid forms as included herein. Bidder shall fill in all blank spaces and the bid

shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

1.04 PRE-BID CONFERENCE

A. A pre-bid conference will be held. A discussion of the project and review of bid documents will be followed by a site review and an opportunity to ask questions. Attendance is highly encouraged for all contractors interested in bidding on any components or portions of this project. Attendance at the pre-bid conference will be a factor considered during evaluation of bids.

B. Time: May 5, 2025 2:00PM

1. Location: [Google Meet](#)

Google Meet joining info:

Video call link: <https://meet.google.com/vxc-cpkn-size>

Or dial: (US) +1 414-909-4813 PIN: 305 628 047#

C. Any drawings identified in the table of contents herein will be distributed and reviewed at this conference.

D. Physical building inspections of sites of work will be provided for at this time.

1.05 TIME AND PLACE OF BID RECEPTION

A. Physically sealed bids for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.

B. Bid Receipt Deadline: May 21, 2025 10:00AM

C. Bid Opening Location: Sawdon Administration Building
220 Lamson St.
Grand Ledge, Michigan 48843

D. Faxed or electronically delivered bids will not be accepted.

1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

A. Specifications and any relevant Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request

to Communications by Design, Attn: Rebecca Szilagy. Requests may be made by:

1. Writing – 4101 Sparks Drive, Grand Rapids, Michigan 49456
2. Email – rszilagy@cbdconsulting.com

1.07 BID SECURITY

- A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.
- B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

1.08 PERFORMANCE BOND COVERAGE

- A. Selected Contractor(s) will be required to provide a performance bond and payment bond in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion. Such bonds shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.

1.09 OWNER'S RIGHT TO REJECT BIDS

- A. The Owner reserves the right to reject any and/or all bids. The Owner reserves the right to accept a bid, or portion thereof by issuance of a valid purchase order within ninety (90) calendar days following the bid opening. No bids may be withdrawn during this time without the specific approval of the Owner.
- B. Withdrawal of any Bids after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

1.10 DEFINITIONS

- A. "Owner" is intended to mean Grand Ledge Public Schools, a general powers school district.
- B. For purposes of this project, the terms "Architect", "Engineer" and "Designer" are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.
- C. The term "Bidder" refers to any organization properly and accurately submitting a complete "Intent to Bid Form" prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.

- D. The term “Contractor” herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.
- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner’s Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.
- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION

SECTION 00 40 00
BID FORMS

Intent to Bid Form

Complete and submit the following form if you have interest or intend to submit a Bid for this project. Unaltered and completed forms must be received on or before 5:00 PM on May 9, 2025. Only bidders returning a completed “Intent to Bid Form” will be notified of required addenda.

Company Information

Name: _____

Address Line1: _____

Address Line2: _____

City, State and Zip Code _____

Primary Contact Information

Name: _____

Phone No.: _____

Fax. No.: _____

E-Mail Address: _____

Portions of the bid for which you will be responding:

- ☐ Section 26 33 53 – Uninterruptable Power Supplies
- ☐ Section 27 43 13 – Multifunction Printers

Submit unaltered and completed form to:

Rebecca Szilagy

Communications by Design, Inc.

rszilagy@cbdconsulting.com

SEALED BID LABEL

Separate, or fold over, the label on the line below, and affix to the exterior of sealed container so information is clearly visible for Bid Submission. ensure label is attached in a manner to prevent accidental removal or defacement. Label shall serve as sole identification for sealed bid at submission.

BID TO: Grand Ledge Public Schools
Attention: Mr. Mark Deschaine
220 Lamson St.
Grand Ledge, Michigan 48837

BID FROM: _____

PROJECT: TECHNOLOGY RENOVATIONS
TECHNOLOGY BID #3070

INCLUDING Addendum No. _____ Dated _____
ADDENDA: Addendum No. _____ Dated _____

DUE: May 21, 2025 10:00AM

BID FORM

BID TO: Grand Ledge Public Schools
Attention: Mr. Mark Deschaine
220 Lamson St.
Grand Ledge, Michigan 48837

BID FROM: _____

PROJECT: TECHNOLOGY RENOVATIONS
TECHNOLOGY BID #3070

The undersigned, having familiarized themselves with all local conditions affecting the cost of work, and having examined the site and all applicable Bidding Documents herein, and herein referenced, including, but not limited to, all addenda issued thereto, hereby propose to furnish all labor, material, equipment, applicable taxes and services required for proper completion of each of the following categories of this project for the sum of:

Bid Category _____ Title _____
_____ Dollars (\$) _____).

Said amount written above constituting the Base Bid

Bid Category _____ Title _____
_____ Dollars (\$) _____).

Said amount written above constituting the Base Bid

TAXES:

Bid sum includes all applicable taxes.

ALLOWANCES:

Base bid includes all applicable allowance cost(s) as set forth herein.

COST OF BONDS:

Bid sum includes cost of furnishing a Performance Bond and Labor and Material Payment Bond, each in the amount of one hundred percent (100%) of the bid.

ACKNOWLEDGEMENT OF ADDENDA:

The following addenda have been received, are hereby acknowledged, and their execution is included in both base bid and alternate bids herein.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

ALTERNATES:

Based bid amount may be increased or decreased in accordance with each of the following alternate bids as may be selected, following procedures stated herein. Voluntary Alternates shown below are identified and described in detail on appropriate attachment(s) as referenced herein.

Voluntary Alternate A _____

Voluntary Alternate B _____

Voluntary Alternate C _____

PRINCIPAL SUBCONTRACTORS

As required herein, the following Subcontractors are proposed to be used for this project:

Legal Name: _____ Work Proposed _____

Legal Name: _____ Work Proposed _____

BID SECURITY:

Accompanying this Bid, as required herein, is a bid security in the form of Certified Check/Cashier's Check/Bidder's Bond in the amount of:

_____ Dollars (\$ _____), payable to the Owner, which it is agreed, shall be retained as liquidated damages, not as a penalty, by the Owner, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated and referenced herein and fails to furnish specified bonds within ten (10) days after date of issuance of a Letter of Intent to the undersigned.

If awarded the Contract, the undersigned agrees to commence work within ten (10) calendar days after date of issuance of a Purchase Order, which shall be considered as the notice to proceed, and agrees to complete the work in accordance with the schedule herein.

FAMILIAL DISCLOSURE:

Accompanying this Bid, as required herein, is a legally executed and notarized Michigan Familial Disclosure Statement.

EXCEPTIONS:

Bidder takes no exception to terms, conditions, specifications and/or any other requirements herein unless expressly noted, and specifically identified as provided for herein on unaltered Contract Exception form accompanying this Bid.

SIGNATORY AUTHORITY:

The undersigned certifies they are an authorized agent of the bidding entity, and legally able to bind the bidding entity to the terms, conditions and responsibilities of this, and all referenced bid documents. Furthermore, the undersigned acknowledges an understanding that non-compliance of this authority or any other bidding requirements may result in forfeiture of bid security, dismissal of consideration of bid submitted, and/or personal liability against the signatory.

AGREEMENT:

The undersigned agree(s) to provide the post-bid information required within ten (10) days after notification of a Letter of Intent and to execute an agreement for work covered by this Bid on the

Owner's standard Purchase Order for which terms and conditions are expanded to include all Bidding Documents and subsequent addenda issued thereto.

In submitting this bid, it is understood that the Owner reserves the right to reject any or all bids. It is further agreed that this bid is binding for a period of Ninety (90) days from the opening thereof.

Respectfully submitted,

Date: _____

Firm Name: _____

By: _____

Signed: _____

Title: _____

Official Address: _____

Telephone Number: _____

Primary Contact Email Address: _____

(If Corporation, affix Seal)

Michigan Familial Relationship Disclosure Statement

In accordance with Section 1267 of Michigan Revised School Code this sworn and notarized statement of an authorized representative, discloses any familial relationship between the owner and/or any employee of the Bidder, and any member of the project Owner's governing Board(s) or Superintendent(s).

If any conflict of interest is discovered subsequent to submission of bid, written disclosure shall be submitted to the project Owner within seven (7) days of discovery. The project Owner reserves the right to immediately terminate any contract with Bidder upon notification of a conflict of interest. Upon such termination, the project Owner shall compensate Bidder only for the value of any goods or services provided to the Owner prior to such termination as determined by Designer.

(Check only one Box Below)

☐ It is hereby acknowledged and certified by Bidder that no familial relationship exists between the owner or any employee of the Bidder and any member of the project Owner's governing Board(s) or Superintendent(s).

☐ A familial relationship exists between the owner or an employee of the Bidder and a member of the project Owner's governing Board(s) or Superintendent(s). The person(s) and the relationship(s) are as follows:

Bidder

Board or Superintendent

_____	_____
_____	_____
_____	_____
_____	_____

Bidder Authorized Representative:

Bidder: _____

Representative's Signature: _____

Print or Type Name: _____

Representative's Title: _____

Subscribed and sworn this _____ day of _____, 2025.

In the County of _____ State of _____

By _____
Notary Public Signature

Seal or Stamp:

My commission expires on: _____

REFERENCES

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____

Date of completion: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____

Date of completion: _____

Customer name: _____
Address: _____
City/State/Zip: _____
Contact name: _____
Contact title: _____
Phone: _____
E-mail: _____
Scope of project: _____

Date of completion: _____

IRAN LINKED BUSINESS AFFIDAVIT

All Bids shall be accompanied by a sworn statement disclosing any Iran Linked Business relationship that exists within the owners, including its officers, directors and employees.

The undersigned, owner or authorized officer of _____ (the bidder), pursuant to Michigan Public Act No. 517 of 2012, the "Iran Linked Business" requirement provided in the Grand Ledge Public Schools Proposals hereby represents and warrants that the bidder, including its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the applicable Public Act, and that in the event bidder is awarded a contract as a result of this RFB, 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 the District investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on future Requests for Bids for three (3) years from the date that it is determined that the person has submitted the false certification.

There is not an "Iran Linked Business" that exists within the bidder and/or owner, officers, directors and employees.

Bidder

[Company Name]

[Signature]

[Title]

This instrument was acknowledged before me, a Notary Public,

in and for _____ County,

_____ on this ____ day of _____,
20__,

[Notary Public Signature]

My Commission expires: _____

Acting in the County of: _____

CONTRACT EXCEPTIONS

Check one Box

☐ Bidder takes no exception to, and agrees to comply with all sections, terms, conditions and/or requirements of the Contract Documents.

☐ Bidder proposes the following exceptions to the Contract Documents:

<i>Paragraph Number</i>	<i>Explanation</i>
<hr/>	<hr/>
<hr/>	<hr/>
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NOTE:

Exception(s) to any bid sections, terms, conditions and/or requirements deemed excessive for any reason by the Owner and/or Designer may result in disqualification of Bid.

SCHEDULE OF VALUES/BID FORM

(Bidder may submit version of only this form with slight variation. All information in this form is required. Form submitted must materially match below both in content and format. Electronic version of this form is required with bid package as Microsoft Excel compatible spreadsheet on USB Drive for each project section being bid. Failure to provide appropriate and complete SCHEDULE OF VALUES, as determined by the Owner and/or Designer, may result in disqualification of Bid.)

Bidder: _____ Bid Division: 26 33 53

[illegible]

SCHEDULE OF VALUES/BID FORM

(Bidder may submit version of only this form with slight variation. All information in this form is required for each division/category of work being bid. Submit a completed separate form for each division/category of work clearly delineating on the form the division/category of work for that form. Form submitted must materially match below both in content and format. Electronic version of this form for each project section/division/category being bid is required with bid package as Microsoft Excel compatible spreadsheet on a USB drive. Failure to provide appropriate and complete SCHEDULE OF VALUES for each division/category of work, as determined by the Owner and/or Designer, may result in disqualification of Bid.)

Bidder: _____ Bid Division: 27 43 13

[illegible]

SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.01 OWNERSHIP

- A. Bidders prepare and provide bids without any cost to the Owner and/or Designer. Once opened, bids become the sole property of the Owner. Bidders have no claim to, or ownership of bids opened. Bids become subject to all legal statutes including, if applicable, United States and Michigan Freedom of Information Acts and related laws.

1.02 COMPLIANCE

- A. This document establishes the primary system(s) design configuration. The Bidder's bid response shall include all services, supplies, components and equipment required to provide a complete turnkey system(s) which meets or exceeds all specifications for each given bid item being proposed.
- B. By their response, Bidders agree to comply with all sections, terms, conditions and/or requirements of the contract documents except as expressly noted, and specifically identified by paragraph number on the unaltered Contract Exceptions Bid Form. Exceptions to any bid sections, terms, conditions and/or requirements deemed excessive by the Owner and/or Bid Coordinator may disqualify Bid.
- C. In compliance with the Freedom of Information Act (FOIA), the Owner shall make bid documents available for public review after issuance of purchase order to the successful bidder/s.
- D. In connection with the execution of this Contract, Contractor and any Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.
- E. Negligence in preparation, improper preparation, errors in, or omissions from Bids shall not relieve Bidder from fulfillment of any and all obligations and requirements of the Contract Documents.
- F. All Bid documents and worksheets must be completed in detail and submitted together on time.
- G. All documents constituting the entire present agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- H. Designer shall have authority for interpretation of Contract Documents. In the event terms, provisions or any other portion of the Contract Documents is/are

in dispute, Designer shall have full and final authority to interpret the Contract Documents, and such interpretation shall be final and binding.

- I. In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this document shall take precedence.

1.03 NOTICE AND RESPONSE

- A. Upon notification of Bidder being considered as a finalist, the Bidder shall provide to the Owner and Designer, within 48 hours, a current “Dunn and Bradstreet Supplier Evaluation Report” and other documentation as may be required of finalists herein and as requested by Owner and/or Bid Coordinator.
- B. Bidder shall provide timely response to all requests from Designer and/or Owner regarding clarification and/or elaboration concerning, but not limited to its Bid as may be deemed relevant by the Owner and/or Designer.

1.04 PROTECTION AND SAFETY

- A. Contractor shall continuously maintain adequate protection of all Work from damage and shall protect the Owner’s property from injury or loss arising in connection with the execution of the Contract. Contractor shall make good any such damage, injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall adequately protect adjacent property as required by law, by the Contract Documents, or as otherwise required, to cause no damage to them during the execution of the Contract. This requirement shall also apply to structures above and below ground as conditions of the site require.
- B. Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. Contractor shall take all necessary precautions for the safety of employees and visitors on the site of the Project and shall comply with applicable provisions of federal, state, and municipal safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed. Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, all necessary safeguards for the protection of workers and the community.
- C. Contractor shall vigorously defend any and all suits that may be brought against the Owner by any person and/or entity, whether in the employ of the Contractor or not, for damage to property, and/or injury or death to persons alleged or claimed to have been caused by or through the performance of work.

1.05 DRAWINGS DIAGRAMS AND ILLUSTRATIONS

- A. Drawings, Diagrams and Illustrations are diagrammatic in nature and indicate general arrangement and nature of systems and work included.
- B. Floor plan drawings are provided to assist the contractor in preparing documentation and reports as required herein.

PART 2 - MATERIALS

2.01 VOLUNTARY ALTERNATES AND SUBSTITUTION OF SPECIFIED PRODUCTS

- A. This Request for Bid describes a particular implementation. All Bids must provide pricing on the “base bid” as described herein. Voluntary alternatives providing comparable functionality with significant cost reduction and/or performance enhancement may be proposed. Voluntary alternatives are encouraged, but must be identified as “Voluntary Alternates” and detailed on unaltered Bid Forms contained herein. Voluntary Alternates may be further detailed and/or explained in attachments to the unaltered Bid Forms contained herein. Exceptions to the Request for Bid specifications must be clearly noted and explained for each Voluntary Alternate proposed.
- B. No substitutions of specified products may be made without specific prior authorization by Designer and Owner. Individual bid divisions herein contain particular information related to acceptable manufacturer and product requirements.
- C. Trade-in, equipment/license exchanges or other return allowances may be provided as a voluntary alternate. Trade-in, exchange or other return equipment allowances shall not be included in base bid amount.

PART 3 - EXECUTION

3.01 EXAMINATION OF DOCUMENTS AND SITE

- A. Bidders shall carefully examine the Contract Documents and the construction site to obtain first-hand knowledge of existing conditions and requirements. No plea of ignorance of conditions that exist, or any other relevant matter concerning work to be performed in the execution of work will be accepted as justification for failure to fulfill every detail of all requirements as described herein.

3.02 QUESTIONS, INTERPRETATIONS AND ADDENDA

- A. Any bidder finding discrepancies between Drawings, Specifications and/or Bid Documents, or be in doubt as to the exact meaning of any provision or detail shall notify the Designer at once, and before the deadline for Questions

and Clarifications. The Designer may then, at their option, issue Addenda clarifying same. The Designer is not responsible for oral instructions, or Bidder's/Contractor's misinterpretations of Drawings, Specifications and/or Bid Documents.

1. Questions shall be submitted by email – rszilagy@cbdconsulting.com
- B. The Designer reserves the right to issue Addenda at any time up to thirty-six (36) hours prior to the scheduled bid opening. All such addenda shall become, upon issuance, an inseparable part of the Specification/Contract Documents. Each bidder shall incorporate within their bid all costs for items listed in any/all Addenda, and shall acknowledge receipt and identifying number of each Addendum on the Bid Form and on the outside of the sealed bid container.
- C. Addenda will be forwarded to each bidder who has received a copy of the Bidding Documents and has submitted "Intent to Bid Form" in addition to being posted publicly.

3.03 BID SECURITY, BONDS AND INSURANCE

- A. Bid Security, Performance and Payment Bonds are required on this project.
 1. Bid security equal to five percent (5%) of the bid amount must accompany each bid in accordance with the Instruction to Bidders.
 - a. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.
- B. The selected Contractor will be required to provide a performance bond and a payment bond each in an amount equal to one hundred percent (100%) of the bid amount including any accepted alternates at the Owner's discretion.
 1. The surety of the performance bond shall remain in effect until all acceptances and final contract close-out requirements herein have been executed by the Owner.
- C. Contractor shall provide, prior to beginning any work at the sites, certificate of insurance for delivery to Owner indicating all required insurance coverage is in force.
 1. Workers' Compensation and Employer's Liability Insurance
 - a. Coverage A – Statutory

- b. Coverage B - \$1,000,000 Per Accident
- 2. Broad Form Comprehensive General Liability Insurance (including – Premises, Elevators, Contractor’s Protective Liability, Contractual, Products & Completed Operations – including Broad Form Extensions).
 - a. Each Occurrence - \$1,000,000
 - b. General Aggregate - \$2,000,000
 - c. Products & Completed Operation Aggregate - \$2,000,000
 - d. Personal Injury & Advertising Injury - \$1,000,000
 - e. Fire Legal - \$100,000
- 3. Sub-contractors Operations, Products – Completed Operations and Contractual Liabilities, plus such excess coverage as may be appropriate for the limits listed.
- 4. Comprehensive Automobile Liability Insurance (owned, hired, and non-owned automobiles).
 - a. Bodily - \$1,000,000 each Person and \$1,000,000 each Occurrence
 - b. Property Damage - \$1,000,000
- 5. Furnish Owner with Contingent Liability Insurance Policy with coverage and liability limits the same as for Public Liability Insurance specified herein. Designate on policy as assured, only the Owner.
- 6. Furnish Owner with Contingent Property Damage Insurance Policy with coverage and liability limits the same as for Property Damage specified herein. Designate on policy as assured, only the Owner.
- 7. Policies shall include notification clause requiring ninety (90) days written notice to Owner in the event of policy cancellation, expiration, non-renewal, coverage reduction or other material change.
- 8. Contractor shall not commence work under the Contract until after all insurance required herein as been obtained and certificates for such are approved by Owner.
- D. All such bonds and/or insurance shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.
 - 1. Insurance certificate(s) shall be signed by insurance agent licensed in the state of Michigan or a representative of the insurance company.

- E. Contractor agrees to indemnify and hold harmless the Owner and Designer, including their agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees arising out of, or resulting from the performance of the work to the fullest extent allowed by law on a comparison basis of fault.

3.04 MODIFICATION AND WITHDRAWAL

- A. Bids may be withdrawn and/or changed any time prior to the deadline for submission of bids. Bids may not be withdrawn or changed thereafter and shall be deemed a firm offer continuing for ninety (90) calendar days. Bids received after the deadline for submission will be returned unopened at the Owner's discretion.
- B. Withdrawal of any Bid after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

3.05 CODES, ORDINANCES, REGULATIONS AND RELATED

- A. All labor and materials shall be furnished and installed in strict accordance with the latest applicable codes, ordinances and regulations of any governing body having jurisdiction over this project.
- B. In the event the quality of labor and materials required by the Drawings and Specifications herein exceeds requirements of current applicable codes, ordinances and regulations, the Drawings and Specifications shall take precedence.
- C. In the event the quality of labor and materials required by current applicable codes, ordinances and regulations having jurisdiction over this project exceeds that of the Drawings and Specifications herein, the applicable codes, ordinances and regulations shall take precedence.
- D. The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any authority having jurisdiction, which bears on the performance of its work. This compliance includes, but is not limited to, the Michigan School Safety Initiative (PA129, PA130, PA131 and PA138) if applicable to work being performed.
- E. The Contractor shall pay for all licenses, permits, taxes, and fees required for this project; and shall comply with all federal, state, local and Owner's codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the Owner. Contractor shall submit copies of all approved certificates and approvals to the Owner upon receipt.

3.06 SUB-CONTRACTOR AND MATERIAL SUPPLIER

- A. The successful Bidder shall submit to the Owner and Designer a complete list of all sub-contractors and all material suppliers proposed to engage on the work. Sub-contracts shall not be awarded until after they have been approved by the Designer and Owner.
- B. Finalist bidders may be required to submit additional details related to sub-contractors and suppliers within forty-eight (48) hours after the bid opening.
- C. Names of any principal sub-contractors must be listed on the Bid Form.
- D. All contracts made by the successful Bidder with Subcontractors shall be covered by the terms and conditions herein. The successful Bidder shall see to it that Subcontractors are fully informed in regard to these terms and conditions, and shall bind all subcontractors to the same terms and conditions. Failure to do so will absolve the Owner from any liability for additional cost due to subcontractor claims for additional cost, time or any claim(s) for additional cost by subcontractor(s).

3.07 BID RESPONSE FORMAT

- A. Bidder shall provide complete Bid copies in two formats as described herein.
 - 1. One (1) Hard copy format responses shall be in a bound tabulated format. Each response shall have tab indicators for each section.
 - 2. One (1) Electronic copy format responses shall be submitted on a USB Drive, readable by a standard Microsoft Windows 11 workstation. Electronic media shall contain separate folders to organize response documentation as described herein. Files submitted electronically shall be *Adobe Acrobat* "PDF" format (SCHEDULE OF VALUES is additionally required to be on the USB drive in the appropriate folder as a spreadsheet and as described herein).
- B. All Bid Response formats shall be clearly externally marked to include, but not be limited to:
 - 1. Bidder identification.
 - 2. Project Owner identification.
 - 3. Project name.
 - 4. Bid submission date.
- C. Bid Responses shall include an index containing copies/PDF of a complete index of documents comprising Bid Response. Responses shall include, but not be limited to the following tabbed/folder sections:

1. Section 1 – Forms, which shall contain copies/PDF files of all required and completed bid forms.
 - a. BID FORM
 - b. Michigan Familial Relationship Disclosure Statement
 - c. Iranian Linked Business Affidavit
 - d. REFERENCES
 - e. CONTRACT EXCEPTIONS
 - f. SCHEDULE(s) OF VALUES
 - g. BID BOND
2. Section 2 – Overview, which shall contain copies/PDF files of cover letter and/or executive overview.
3. Section 3 – Submittals, which shall contain copies/PDF files of all required and voluntary submittals.
4. Section 4 – Appendices, which shall contain copies/PDF files of other reference materials Bidder wishes to, or is required to submit.

3.08 AWARD OF CONTRACT

- A. The material proposed to be used for the completion of work, and the competency, solvency and responsibility of bidders will receive due consideration before award of contract. In the reception of bids for this work, the Owner incurs no obligation to accept the lowest, or any bid submitted. The right to accept or reject any and all bids or portion thereof is reserved by the Owner. The Owner reserves the right to require testimonial, accounting or legal documents pertaining to the solvency of a Contractor, or any other decision factor the Owner deems appropriate, prior to award of contract.
- B. Owner reserves the right to select individual components from schedule of values independent of installation as may be determined in Owners best interest. Selected bidder may be required to install selected components provided by others.
- C. Issuance of a Purchase Order by Owner in response to a valid bid shall be a Notice to Proceed, and shall become part of, but not limited to, all terms, conditions and requirements herein. Notice to Proceed shall have the full effect of contract award, and shall make all terms, conditions, requirements and responsibilities of Bidder binding upon issuance. Notice to Proceed, once

issued, shall become an inseparable part of the contract documents herein, and constitute both Bidder and Owner's acceptance of contract.

3.09 TIME, SCHEDULES, PROJECT MANAGEMENT, MEETINGS AND PLANS

- A. Time is of the essence on this project. Award of contracts for this project will be contingent on the bidder's agreement to complete the work on or before the contract completion date stated herein.
- B. All Contractors will commence work in such a manner and at such a time as to expeditiously interface with the work of other Contractors, and will pursue the project diligently to completion. All Contractors will work in a cooperative manner with Owner and other Contractors.
- C. Contractor shall appoint an overall Project Manager acceptable to Owner, with skills and experience deemed appropriate by the Owner for the scope and size of the project. Project Manager shall be responsible for the scheduling of all Contractor resources and attending all project meetings. Upon notification of Bidder being considered a finalist, the Bidder shall submit professional resume of proposed Project Manager within forty-eight (48) hours.
 - 1. Project meetings shall be conducted at Owner's selected and identified location weekly and at Owner's and/or Designer's discretion.
 - 2. Within five (5) days of Notice to Proceed (issuance of a Purchase Order by the Owner), Contractor's Project Manager shall provide to the Owner a critical flow path in the form of a "Gantt Chart" (or equivalent) indicating the proposed sequence of events and approximate beginning and completion dates in accordance with, compliance to, and coordinated with requirements herein.
 - 3. Changes of the Project Manager during the project shall not be acceptable without prior written approval from the Owner.
 - 4. It is the responsibility of the Contractor's Project Manager to schedule work, work out issues, ensure that all required products and services are delivered according to schedule and attend to any other matters required by the Owner in the interest of professional and timely completion of the project.
 - 5. The appointed Project Manager, or a designee acceptable to the Owner, shall be in attendance of all project meetings throughout the term of the project. Failure to do so may be considered a material breach of contract.
 - 6. After a ten (10) business day notice, the Owner reserves the right to request a new Project Manager, when it appears that, in the Owner's sole discretion, the Project Manager is not fulfilling the full responsibilities of

the position. Failure by Contractor to provide adequate Project Manager meeting requirements of the Owner, may result in Contract termination.

3.10 CHANGES IN THE WORK

- A. No changes in work with the effect of either increasing or decreasing in the project value shall be made without specific and prior authorization by the Owner and Designer.
- B. Owner, without invalidating the contract and without notice to any surety, may at any time order extra work or make changes by altering, adding to or deducting from the work, the Contract Sum being adjusted accordingly. All such work shall be authorized by a written Change Order approved by Owner and Contract Designer. Upon receipt of such an order Contractor shall promptly proceed with the work involved. All such work shall be executed under the conditions of the original Contract. Owner authorized change order(s) may be issued at any time prior to Contract close out.
- C. When so directed, Contractor shall promptly submit an itemized estimate and a unit price for performing or deleting such extra or changed work as may be contemplated. Any extensions or reductions of the contract time associated with extra or changed work shall be identified at the time Contractor submits such documentation.
- D. At the Owner's discretion, adjustments in the Contract Sum shall be determined by one or more of the following methods:
 - 1. By mutual acceptance of a lump sum cost, including overhead and profit, itemized and supported by sufficient substantiating data to permit evaluation.
 - 2. By unit prices stated in the Contract Documents including, but not limited to, Schedule of Values.
 - 3. By unit prices mutually agreed upon.

3.11 PAYMENT REQUESTS AND PAYMENTS

- A. Contractor's invoices shall be submitted monthly in correlation with the Project Schedule indicating percentage of work completed.
- B. All contract and change order invoices shall be sent directly to Contract Designer.
- C. A 10% retainage shall be held back on all payment requests, including, but not limited to hardware, software, change orders and services, until final completion and close out of the project or project phase as determined by Owner and Designer.

- D. Contractors are required to submit all invoices on approved AIA Payment Request Forms or other billing format pre-approved by Contract Designer. Each AIA Payment Request Form shall be accompanied by a properly completed, executed and notarized Waiver of Lien which shall be in a format and contain verbiage approved by Owner.
- E. The Contract Designer and Owner shall process payment requests on a monthly schedule and in accordance with their respective established processes and procedures. Payments will be made by the Owner based only on AIA Request Forms having been previously certified, audited and approved by Contract Designer and accompanied by acceptable Waiver of Lien.

END OF SECTION

SECTION 00 65 00
CONTRACT CLOSE OUT

PART 1 - GENERAL

1.01 WORK INCLUDED

- A. Provide an orderly and efficient transfer of the completed work to Owner.
- B. Details affecting work of this Section includes, but is not limited to all other Sections herein and all related Contract Documents.
- C. Activities relative to Contract close-out are described in, but not limited to, this and other Sections of this document.

1.02 SUBSTANTIAL COMPLETION

- A. "Substantial Completion" shall be defined as:
 - 1. All responsibilities of Contractor for all provisions and requirements of all divisions and sections of complete Contract herein, and as amended, are properly and fully completed or properly, accurately and acceptably provisioned for.
 - 2. All systems, equipment, facilities, services, programming and/or components required by all divisions and sections of complete Contract are fully operational, acceptable and useful to the Owner for their intended purposes.
- B. Prior to requesting inspection by Designer to certify Substantial Completion, Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements and is ready for such inspection.

PART 2 - MATERIALS

2.01 NOT USED FOR THIS SECTION

PART 3 - EXECUTION

3.01 PROCEDURES

- A. Contractor shall submit a written request to Designer indicating they have achieved Substantial Completion of Work.
- B. Within a reasonable time after receipt of the request, Designer will inspect Work to determine status of completion.
- C. Should Designer determine the Work is not substantially complete:

1. Designer promptly will so notify Contractor, in writing giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.
 2. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-inspection.
 3. Designer will re-inspect the Work.
 4. Excessive re-inspections of Work may result in fees being assessed Contractor.
- D. Should Designer concur the Work is substantially complete:
1. Designer will prepare a letter of Substantial Completion.
 2. Designer will submit the letter to Owner and Contractor.
 3. Contract shall be deemed "Closed Out" for retainage purposes.
 4. Final Acceptance of the system shall be deemed complete.

END OF SECTION

SECTION 26 33 53
UNINTERRUPTABLE POWER SUPPLIES

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to supply and installation of new uninterruptable power supply (UPS) units for Grand Ledge Public Schools.
- B. Contractor shall advise, coordinate, and work cooperatively with Owner representatives and/or owner's designee related to any installation or special security provisions.
- C. Contractor shall configure, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant system; complete and with full functionality as specified herein.
- D. Contractor shall coordinate installation with other contractors, Architect and the Owner as is appropriate.
- E. Contractor shall provide service rates for additional services not specified herein for Owner consideration. Rates shall be provided for the duration of the warranty period. Owner will consider rate structures for additional services outside of the base contract as a factor in determining contract award.

1.02 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of five (5) years. Any replacement, upgrade or fix, including labor for any non-conforming, unsupportable or non-operational part of the system shall be fixed and/or replaced at no cost to the Owner.
- B. Manufacturer's warranty shall be provided for all components of the system.
 - 1. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.
 - 2. Contractor shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
- C. On site services provided under the warranty shall be performed by personnel or representatives of Contractor as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.

- D. System Warranty shall commence on date of substantial completion as certified by Architect and provided for herein. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, or any event or documentation, not specifically provided for herein, shall have no effect on Warranty or System Acceptance by Owner and/or Architect.

1.03 STORAGE OF MATERIALS

- A. All materials shall be secured when not in use by the Contractor.
- B. It shall be the Contractor's responsibility to secure all equipment including material to be installed as part of the contract. No changes shall be made to the contract due to loss or theft of equipment and/or materials not officially accepted by the Owner.
- C. Formal receipt of the materials shall not be completed by the Owner until completion of project closeout. The Contractor shall be responsible for all equipment until time of closeout as provided for herein.

1.04 SUBMITTALS

- A. Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with Bid Proposals.
- B. Shop drawings and diagrams shall be submitted by Bidder for approval by Architect with Bid Proposals.
 - 1. Shop drawings and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Architect.
 - 2. No work constituting final installation shall be commenced until after approval of shop drawings by Architect.
- C. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with Bid Proposals.
- D. Equipment or material installed for this project that does not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Architect. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.

1. The Owner and/or Architect may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.
2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.

1.05 REFERENCE SPECIFICATIONS

- A. All work, products, and materials shall conform with the following standards as applicable for the intended use:
 1. EIA/TIA Commercial and Administration Standards
 2. FCC – All Applicable Rules and Regulations
 3. IEEE
 4. MOSHA Safety Standards
 5. NEC
 6. UL

1.06 CONTRACTOR

- A. The Contractor shall accept complete responsibility for the installation, certification and support of the system. Contractor shall be an authorized vendor of all major components.
- B. All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to install system and perform related tests as recommended by the manufacturer and in accordance with the manufacturer's best practices and methods.
- C. Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the installation and testing of the equipment and systems to be installed.
- D. The Contractor shall have a proven track record in relevant similar system configuration and installation. This must be shown by the inclusion of references of at least three (3) projects involving the installation of similar systems completed by the Contractor in the prior two (2) years on unaltered forms with the sealed Bid Proposal as provided herein. Bid Proposal Form(s) may be duplicated as required in order to provide adequate space to list required number of reference installations for each division Bidder is responding to.

PART 2 - PRODUCTS

- 2.01 Supply most current version of all products provided.
- A. Manufacturer shall have five (5) years of experience and history manufacturing similar products to those specified.
 - B. Proposed components shall have been field tested and proven in actual use.
 - C. Prior and/or old versions of products, unless specifically approved and documented by Architect and/or Owner shall not be acceptable.
 - D. In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Architect on which version is to be used.
- 2.02 Acceptable Manufactures (in alphabetical order)
- A. APC
 - B. CYBER POWER
 - C. EATON
 - D. VERTIV/LIEBERT
 - E. Or Equal
- 2.03 Furnish only new, first-class quality materials and equipment.
- 2.04 Administration access shall be protected by unique and secure log on.
- 2.05 In the event of a power failure, complete system shall automatically re-initialize and “become active” to the last configuration in use with no human intervention.
- 2.06 UNINTERRUPTABLE POWER SUPPLIES (UPS) UNITS
- A. **Type A-** Eighteen (18) Uninterruptable Power Supplies shall be provided; meeting or exceeding the following required feature sets, specifications and/or standards:
 - 1. 3000KVA
 - 2. Each unit shall include the appropriate equipment to provide a constant working wattage of at least One Thousand (1000) watts for a period of at least One Hundred Eighty (180) minutes in the event of a power failure.
 - 3. Each unit shall include specific wall mount kit.

- a. Contractors shall not expect to rack mount these units in any locations.
- 4. Each unit shall include any required cabling or accessories to connect to owners existing power infrastructure.
- 5. Units shall protect all active components from power surges, sags and/or spikes in the power system.
- 6. Units shall be capable of providing a safe working load of +/- 2100 Watts.
- B. **Type B-** Six (6) Uninterruptable Power Supplies shall be provided; meeting or exceeding the following required feature sets, specifications and/or standards:
 - 1. 3000KVA
 - 2. Each unit shall include the appropriate equipment to provide a constant working wattage of at least Five Hundred (500) watts for a period of at least One Hundred Eighty (180) minutes in the event of a power failure.
 - 3. Each unit shall include specific wall mount kit.
 - a. Contractors shall not expect to rack mount these units in any locations.
 - 4. Each unit shall include any required cabling or accessories to connect to owners existing power infrastructure.
 - 5. Units shall protect all active components from power surges, sags and/or spikes in the power system.
 - 6. Units shall be capable of providing a safe working load of +/- 2100 Watts.
- C. UPS units shall be supplied with the appropriate input plug to connect to Owner's 30 amp (L5- 30R) circuitry.
- D. UPS units shall supply specified output power via standard NEMA outlet configuration.
- E. Each unit shall attach to Owner's existing Ethernet network using standard 10/100/1000 port and provide alerting and management tools.
- F. UPS units shall be securely and permanently mounted on walls wherever possible, in communication closets by Contractor. Contractor shall supply all materials and labor for a safe, secure and permanent wall mounting of UPS unit adjacent to wall mounted communication cabinet or rack.
- G. UPS equipment shall be SNMP manageable, and be connected to a dedicated Ethernet port in each wire center (IDF/MDF).

- H. UPS equipment shall be installed and mounted as space, location details, and Owner standards dictate.
- I. Full UPS monitoring and management software shall be included providing, but not limited to, the following features:
 - 1. Battery Condition
 - 2. Power Quality
 - 3. All other features currently a part of the manufacturer's latest commercial release.
- J. UPS units shall be installed at locations noted on appendices included within.

2.07 ALLOWANCES

- A. Contractor shall include allowances for contract service reimbursements as required in base bid lump sum amount(s).
 - 1. Allowance shall be made in the amount of \$10,000 for system additions at the Owner's discretion.
- B. Contract services shall be provided and sourced at Owner's discretion, direction and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein.
- C. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.
- D. No material or labor charges and/or mark-ups or margins will be permitted on allowance expenditures approved by Owner and Designer.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Contractor shall conduct detailed system overview and examination with Architect verifying equipment and material locations as well as mounting and placement requirements prior to commencement of other installation activities.
- B. Contractor shall insure all submittals and shop drawings have been provided to, and approval has been obtained from Architect prior to commencement of any final installation activities.

3.02 INSTALLATION

- A. Installation work shall take place after school hours. Work areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site.
- B. Contractor shall conduct an initial programming meeting with the Owner and designer to review content available and planned, as well as establish schedule for project completion.
- C. Contractor shall assure that all designated equipment is powered by installed UPS units upon project completion. Designated equipment shall be determined by Owner.
 - 1. *Contractor shall coordinate "cutover" from existing power accommodations to new UPS units with Owner to avoid any unexpected network outages during sensitive times.*
- D. Contractor shall document and communicate all device MAC addresses in a timely manner to Owner for the purpose of DHCP reservation.
- E. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- F. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. Such materials shall include all items necessary for full and final operation of the system. The installation process includes, but is not limited to the following:
 - 1. Inventory receipt of all components and equipment.
 - 2. Storage of all equipment and components until such time those items are installed according to the specifications.
 - 3. Transport equipment to the Owner's installation location(s).
 - 4. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
 - 5. Collect all information necessary to accurately program all system devices to the Owner's intended use and need.
 - 6. Contractor shall strictly follow both industry best practices and Manufacturer requirements and recommendations for proper installation.
- G. All work, installation, and configuration shall comply with industry standards and best practices.

- H. All work, installation, and configuration shall comply with manufacturer's recommendations and recommended best practices.
- I. Contractor shall not expect to use Owner's trash receptacles for the purpose of this project.
- J. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.
- K. Worksites include the following:
 - 1. Grand Ledge High School
820 Spring St.
Grand Ledge, Michigan 48837
 - 2. Hayes Intermediate School
12620 Nixon Rd.
Grand Ledge, Michigan 48837
 - 3. Beagle Middle School
600 South Street
Grand Ledge, Michigan 48837
 - 4. Delta Center Elementary School
305 South Canal Road
Lansing, Michigan 48917
 - 2. Wacousta Elementary School
9325 Herbison Road
Eagle, MI 48822
 - 5. Willow Ridge Elementary School
12840 Nixon Rd.
Grand Ledge, Michigan 48837
 - 6. Neff Early Childhood Center
950 Jenne St.
Grand Ledge, Michigan 48837
 - 7. Holbrook Elementary School
615 Jones St.
Grand Ledge, Michigan 48837

8. Delta Mills Early Childhood Ctr.
6816 Delta River Dr.
Lansing, Michigan 48906
9. Transportation/ Operations Ctr.
12730 Nixon Rd.
Grand Ledge, Michigan 48837

3.03 DEMOLITION

- A. Contractor shall carefully remove any existing decommissioned UPS equipment and dispose of in a proper manner.
- B. Contractor shall expect to remove and dispose of all existing UPS mounting brackets, cables and accessories that will no longer be required.
- C. Contractor shall not use Owner refuse receptacles for disposal of equipment associated with this project.

3.04 TESTING

- A. In an effort to ensure a smooth “turn-up” of the new system Contractor shall submit to a thorough testing process as defined herein prior to cut-over.
- B. Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the work is completed in accordance with the specified requirements, meets the owner’s specific application requirements and is ready for functionality and integrity testing.
- C. Testing Procedures
 1. Prior to system “turn-up”, Contractor shall submit a written request to Architect indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested.
 2. Within reasonable time after receipt of request, Architect will provide a test schedule and coordinate testing date(s) with Owner and Contractor.
 3. Should Architect determine the Work is not acceptably configured or not of adequate integrity:
 - a. Architect promptly will so notify Contractor, giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.
 - b. Contractor shall then expeditiously remedy the deficiencies and notify Architect in writing when ready for re-testing.

- c. Architect will schedule re-test of the Work.
 - d. Excessive re-testing of Work may result in fees being assessed Contractor.
4. Should Architect and Owner concur the Work is configured properly, and system integrity is as required:
- a. Architect will review Contractors detailed “turn-up” plan, and upon finding it acceptable issue a memorandum of Testing Completion to Owner and Contractor after which system “turn-up” can proceed.

3.05 DOCUMENTATION

- A. Contractor shall provide Owner as-built drawings and manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Architect and/or Owner deem necessary. Documentation shall also be provided in a digital format in file formats and on media as specified by Owner and/or Architect.
- B. Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:
 - 1. Equipment description.
 - 2. Equipment make.
 - 3. Model number.
 - 4. Serial number.
 - 5. Software release.
 - 6. Date installed.
 - 7. Manufacturer's warranty.
 - 8. Maintenance contract terms.
 - 9. Verification of maintenance contract engagement.
 - 10. Telephone numbers for service and support.
 - 11. Detailed technical support and service procedure instructions.
 - 12. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be

reasonably considered excessive, Contractor shall request direction from Owner and Architect.

13. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.
14. System Configuration Report.
15. Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, model numbers, serial number, physical installation location and software/firmware options.
16. Complete record of all system and administrative passwords for full operation and administration of all system components and operations.

3.06 TRAINING

- A. Contractor shall provide physical on-site training for the Owner designated system administrator(s). Owner shall designate up to three (3) system administrators to be trained. Training shall be a minimum of one (1), one (1) hour session(s) in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:
 1. Basic configuration and system administration of the installed system
 2. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
 3. System back-up and restore functions and procedures for all system parameters and configurations.
 4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status.
 5. System database updates and maintenance.
 6. Review standard system reports

3.07 SCHEDULE, MEETINGS AND PLANS

- A. The planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- B. Schedule

1. Post bid Interviews: Week of May 26, 2025
 2. Contractor Chosen: June 9, 2025
 3. Work Commences: June 2025
 4. Substantial Completion of Project: August 15, 2025
 5. Project Close-out: October 1, 2025
- C. All work shall be coordinated with Owner's construction manager on site.
- D. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION

SECTION 27 43 13
MULTI-FUNCTION PRINTERS

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to new equipment and replacements to existing printers, scanners, facsimile and copier equipment and operational management controls intended to be used for instructional and administrative applications by Owner.
 - 1. Owner intends to purchase new units to replace existing building copiers and multi-function printers across the district.
 - 2. Owner intends to deploy an output control and management application, which includes Contractor provided credential readers to provide for output security and tracking.
 - a. Credential readers shall be capable of reading iClass credentials, and shall be allocated at the rate of 1 (One) per Multi- Function Printer unit.
- B. Contractors shall propose methods, services and systems and/or components to be deployed using standard procedures and technology components and as specified herein. The system components are intended to be installed and connected to the owner's existing physical Ethernet infrastructure and as specified herein.
 - 1. Owner will provide adequate standard connections and cable routing for the number and locations of devices specified herein except as expressly noted otherwise.
 - 2. System operation, support and control components shall be physically installed on Contractor provided cabinets, if appropriate, that orient the equipment at a proper operating height for its intended application. Contractor shall provide and attach power connectors and network cables to outlets. Connection cable lengths shall not exceed eight (8) feet for power.
- C. Contractor shall provide per click cost for both black and white, and color pages within their proposal.
- D. Contractor shall advise, coordinate and work cooperatively with Owner representatives or owner's designee related to any configuration changes required and/or proposed for Owner's existing physical infrastructure.

- E. The Contractor shall configure, connect, test, document and warrant a fully compliant system and/or component connection to the system complete and with full functionality as specified herein. Work described in this section requires the full installation, implementation and warranty service for new equipment.
- F. Contractor shall coordinate their work and testing with other contractors, Designer and the Owner as is appropriate.
- G. The Contractor shall configure, supply, test, document, train Owner representatives and warrant a fully operational and compliant system and/or component connection to the system complete and with full functionality as specified herein.
- H. Contractor shall coordinate their testing and delivery with other contractors, Designer and the Owner as is appropriate.
 - 1. Contractor shall deliver components as specified to individual building staging location/room inside as identified and coordinated by Owner. Delivery to the individual building locations for Owner unloading will not be accepted.
 - a. Loading dock facilities, pallet lift equipment, or related material handling equipment/facilities are not available at any site of work.
 - 2. Delivery shall be coordinated with Owner, Designer and others based on specific release schedule of materials on a building basis and as directed, required and published by Designer and Owner.
 - a. Complete shipment of all materials at one time will not be accepted.
- I. Contractors shall provide a consistent discount from current published US List prices for all products from the same product family or replacement product family, as may be introduced by Manufacturer during the implementation and through the release schedule of this project.
- J. Owner reserves the right, with input from Designer and Contractor, to select other model(s) of equipment at their sole discretion, at any point in the release schedule for implementation. Any such model change, being from the same or replacement product family, shall be accommodated by Contractor and provided at the same discount from current published US List prices as similar and/or prior models as proposed under this contract.
- K. Contract Close out shall not be fully completed until final and complete release of last equipment from the schedule as modified and provisioned for herein. Payment of retainage under the terms of this contract shall be made on a release basis. Completion of and close out of an individual release under this

contract shall be the basis for payment of retainage by Owner for that release only.

- L. Initiation of warranty shall be based on acceptance of a particular release as determined by payment of retainage, rather than final acceptance and final contract close out at the end of the project.

1.02 WARRANTY

- A. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no additional cost to the Owner for the period of the warranty.
- B. A complete warranty shall be provided for all new components of the system for the following term.
 - 1. Based on overall total units:
 - a. Thirty-three million (33,000,000) Monochrome Copies
 - b. Six hundred thousand (600,000) Color Copies
- C. Additional warranty terms:
 - 1. Warranty fees shall be limited to a fixed cost for volume of output for each type of unit based on the number of units installed and accepted by Owner at any time.
 - 2. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable warranty programs shall be provided and submitted for approval by the Contractor.
 - 3. Contractor shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
 - 4. All parts, labor and supplies, excepting only staples, paper and electricity, shall be provided by the vendor to maintain the new equipment in full and proper working order. No additional charges, fees, or any other costs will be incurred by Owner during the warranty period.
 - 5. A full-service warranty compliant with these terms shall be included for each new component with bid. Rates associated with warranty shall be provided on provided schedule of values bid for provided herein.
- D. On site services provided under the contract shall be performed by personnel or representatives of manufacturer of individual components and/or

appropriately trained and certified Contractor representatives as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.

- E. Contractor shall provide the following response times for all malfunctioning equipment:
 - 1. Four (4) business hours or less for matters that are deemed of a critical nature by Owner and render any unit unable to maintain reasonable functionality.
 - a. Business hours are defined as 8:00am to 5:00pm, Monday through Friday excepting customary legal holidays.
 - 2. Two (2) business days for matters not deemed by the Owner to be of a critical nature.
 - 3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
 - 4. Owner shall be provided direct escalation instruction for service contract matters deemed to be of a chronically reoccurring matter.
- F. System contract shall commence on date of substantial completion as certified by Designer and provided for herein. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, printing of test documents, or any event or documentation, not specifically provided for herein, shall have no effect on Service Contract Date or System Acceptance by Owner and/or Designer.

1.03 SUBMITTALS

- A. Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed and configuration/installation procedures intended. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with Bid Proposals.
- B. Bidder shall provide standard sample contract proposed for Post Warranty Device Maintenance Contract as submittal with bid documents.
- C. Contractor shall provide current published US List Price schedule(s) for complete line of materials of manufacturer(s) proposed for this contract including all items in product families of equipment proposed.

- D. Shop drawings, data sheets, procedure guidelines, checklists, outlines and diagrams shall be submitted by Bidder for approval by Designer with Bid Proposals.
 - 1. Shop drawings, data sheets and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Designer.
 - 2. No work constituting final configuration, shipment or installation shall be commenced until after approval of shop drawings, data sheets and diagrams by Owner and Designer.
- E. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with Bid Proposals.
- F. Equipment or material installed for this project that do not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Designer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.
 - 1. The Owner and/or Designer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.
 - 2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.
- G. The Contractor shall submit within ten (10) calendar days after the Notice to Proceed, a schedule that reflects the sequence of activities of the contractor's approach to the execution of and completion of the work. The schedule shall be broken into work areas to provide for a clear identification of the planned progress of the work. Included in the schedule will be a list of tasks with list of deliverables and the percentage of work completed. This schedule shall coincide with progress payments applications dates and projected amounts. All durations shown will be in working days. Applications that generate Microsoft Project compatible files shall be management tools of choice. The timeframe described in the Contractor's Schedule shall represent the Contractor's plan for organizing, directing, managing, controlling, staffing and executing the work required by the Contract Documents. The district will rely on such schedules to coordinate and otherwise plan the work of the District, other separate contractors, or the District's routine daily work.

1.04 REFERENCE SPECIFICATIONS

A. All work, products, and materials shall conform with the following standards as applicable for the intended use:

1. EIA/TIA Commercial and Administration Standards
2. NEC
3. IEEE 802
4. IETF RFCs
5. FCC – All Applicable Rules and Regulations
6. UL
7. MIOSHA Safety Standards

1.05 CONTRACTOR

- A. The Contractor shall accept complete responsibility for the, certification and support of the system and/or components as required herein. Contractor shall be an authorized vendor of all major components.
- B. All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to configure or install specified equipment and perform related tests as recommended by the manufacturer and in accordance with the manufacturer's best practices and methods and as required herein.
- C. Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the configuration and testing of the equipment and systems to be provided.
- D. The Contractor shall have a proven track record in comparable system supply, service and configuration. This must be shown by the inclusion of references of at least three (3) projects involving the supply, service and/or installation of similar systems completed by the Contractor in the prior two (2) years with the sealed Bid Proposal as provided herein.

PART 2 - PRODUCTS

2.01 Acceptable Manufacturers

- A. Lists of acceptable manufacturers have been provided to establish a standard of quality for individual components associated with the specified system. Indicated components include particular models and makes currently preferred by Owner.
 1. CANON

2. KYOCERA

3. RICOH

4. SHARP

5. TOSHIBA

6. XEROX

- B. Any system bid shall be based on either acceptable manufacturer's components or components deemed equal in quality and function for the intended applications.
- C. Judgment and determination associated with equivalency of components, compatibility with identified acceptable items and/or fitness for the intended use and application shall be solely by Owner and Designer.

2.02 Supply the most current version of all products provided.

- A. Manufacturer shall have five (5) years of experience and history manufacturing similar products to those specified.
- B. Proposed components shall have been field tested and proven in actual use.
- C. Prior and/or old versions of products, unless specifically approved and documented by Designer and/or Owner shall not be acceptable.
- D. In cases where a newer version of hardware or software is available at the time of installation, Contractor shall request clarification from Owner and Designer on which version is to be used.

2.03 Furnish only new, first-class quality materials and equipment.

2.04 MULTI-FUNCTION PRINTER DEVICES

- A. Contractor shall provide complete printing units and accessories for each location listed in Appendix B – Multi-Function Printer/ Copier Schedule.
 - 1. Devices shall meet or exceed the performance specifications of existing equipment, as noted herein.
 - 2. Devices shall meet or exceed the hardware/ device specifications of existing equipment, including paper size, as noted herein.
- B. Contractor shall supply all necessary materials, accessories, labor and licensing to enable all supplied devices to integrate with existing card access system.

2.05 OUTPUT CONTROL SOFTWARE

- A. Output Management / Document Control Software suitable to support seven thousand (7000) users will be provided.
- B. Output Management / Document Control Software shall be valid for five (5) years.
- C. Acceptable Manufacturers:
 - 1. PaperCut
 - 2. Printer Logic
- D. Output Management Software shall meet or exceed the following:
 - 1. Full integration with LDAP Directory.
 - 2. Full integration with user code based authentication.
 - 3. Ability for use with Contractor provided iClass card readers to authorize printing use
 - a. Ability for full integration with Contractor provided iClass card reader for user authentication.
 - 4. Usage tracking
 - 5. Remote web administration
- E. Contractor shall integrate and make fully functional all provided multi-function printer devices with provided Papercut software.

2.06 OWNER ALLOWANCE

- A. Contractor shall include allowances for equipment and/or other contract service reimbursements as required below in base bid lump sum amount(s). Equipment and/or contract services shall be provided and sourced at Owner's discretion and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.
 - 1. Allowance shall be made in the amount of \$15,000.00 for contract services related to electrical upgrades, reconfiguration, testing and/or documentation.

PART 3 - EXECUTION

3.01 PREPARATION

- A. Contractor shall conduct detailed walk-through examination with Designer, Construction Manager and Owner verifying equipment and material locations as well as mounting and placement requirements prior to commencement of other project activities.
- B. Contractor shall ensure all submittals have been provided and/or updated, and current approval has been obtained from Designer and Owner prior to commencement of any final installation activities specific to each release schedule or phase. Submittals shall include, but not be limited to:
 - 1. Shop drawings, data sheets and system diagrams including specific cable connectors and types proposed to be installed.
 - 2. Approved device image/configuration template to be used for each component provided.
 - 3. Written configuration, coordination and test procedure to be followed by technicians and engineers.
 - 4. Final documentation template.

3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- B. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.
- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- D. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.
 - 1. Repairs shall include, but not be limited to patching and painting.

2. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
 3. The building and work area shall be returned to its original condition prior to final sign off of the project.
- E. The Contractor shall furnish all equipment necessary for a fully compliant and operational system as specified herein including, but not limited to the following:
1. Work shall include careful coordination and cooperation with others to ensure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.
 2. Contractor shall document and communicate all device MAC addresses in a timely manner to Owner for the purpose of DHCP reservation.
 3. Storage of all equipment and components until such time those items are released for delivery to a specific staging location in a specific building according to the specifications.
 4. Coordination for delivery of materials to Owner specified sites with Owner personnel to accommodate reasonable, efficient, safe and secure arrival at intended locations.
 5. Transport equipment to the Owner's installation location(s).
 6. The Contractor shall transport from the Owner designated staging area in each building, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein.
 7. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.
 8. Remove existing decommissioned equipment and components maintaining accurate inventory records and status documents and breaking down and appropriately discarding packaging as directed.
 - a. Remove all existing equipment, as noted in Appendix B, that will not be a part of the new output management system. As part of the base bid, Contractor shall be responsible for the disposition of all existing multi-function printer equipment.

9. Contractor shall not expect to use Owner's trash receptacles for the purpose of this project.
10. Collect all information necessary to accurately document all system devices to the Owner's intended use and need.
11. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment. Work shall conform to "best practices" observed by industry professional installers and as required by Owner and Designer.
12. Inventory receipt of all components and equipment shipped to individual Owner locations to comply with latest release schedule.
13. All work, installation, and configuration shall comply with industry standards and best practices.
14. All work, installation, and configuration shall comply with manufacturer's recommendations and recommended best practices.
15. Work shall include careful coordination and cooperation with others to ensure a timely, cost effective and proper installation for Owner's intended application. Such efforts shall include, but not be limited to, coordinating and cooperating with other contractors, Owner, Designer and Engineer.

F. Worksites include the following:

1. Sawdon Administration Building
220 Lamson St.
Grand Ledge, Michigan 488437
2. Grand Ledge High School
820 Spring St.
Grand Ledge, Michigan 48837
3. Hayes Intermediate School
12620 Nixon Rd.
Grand Ledge, Michigan 48837
4. Beagle Middle School
600 South Street
Grand Ledge, Michigan 48837
5. Delta Center Elementary School
305 South Canal Road
Lansing, Michigan 48917

3. Wacousta Elementary School
9325 Herbison Road
Eagle, MI 48822
 6. Willow Ridge Elementary School
12840 Nixon Rd.
Grand Ledge, Michigan 48837
 7. Neff Early Childhood Center
950 Jenne St.
Grand Ledge, Michigan 48837
 8. Holbrook Elementary School
615 Jones St.
Grand Ledge, Michigan 48837
 9. Delta Mills Early Childhood Ctr.
6816 Delta River Dr.
Lansing, Michigan 48906
 10. Transportation/ Operations Ctr.
12730 Nixon Rd.
Grand Ledge, Michigan 48837
- G. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or otherwise defaces any surfaces, the Contractor shall repair and/or replace the surface to the original condition.
1. Repairs shall include, but not be limited to patching and painting.
 2. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
 3. The building and work area shall be returned to its original condition prior to final sign off of the project.

3.03 TESTING

- A. In an effort to ensure a smooth “configuration” of the new system Contractor shall submit to a thorough testing process as defined herein prior to final configuration.
- B. Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements, meets the owner’s specific application requirements and is ready for functionality and integrity testing.

C. Testing Procedures

1. Prior to system configuration and/or installation, Contractor shall submit a written request to Owner and Designer indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested.
2. Within reasonable time after receipt of request, Designer will provide a test schedule and coordinate testing date(s) with Owner and Contractor.
3. Should Designer determine the Work is not acceptably configured or not of adequate integrity:
 - a. Designer promptly will so notify Contractor, giving reasons therefore and providing sufficient details to allow Contractor to make corrective actions.
 - b. Contractor shall then expeditiously remedy the deficiencies and notify Designer in writing when ready for re-testing.
 - c. Designer will schedule re-test of the Work.
 - d. Excessive re-testing of Work may result in fees being assessed Contractor.
4. Should Designer and Owner concur the Work is configured properly and system integrity is as required:
 - a. Owner and Designer will review Contractors detailed “configuration” plan, and upon finding it acceptable, Designer will issue a memorandum of Testing Completion to Owner and Contractor after which system “configurations” can proceed.

3.04 DOCUMENTATION

- A. Contractor shall, throughout the completion of the project, provide Owner a file storage system that shall include all necessary equipment, including if reasonably required, file drawers, folders, dividers, etcetera, to contain all as-built drawings/diagrams, owners manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Designer and/or Owner deem necessary. Documentation shall also be provided in a digital format in file formats and on media as specified by Owner and/or Designer.
- B. Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:
 1. Equipment description.

2. Equipment make.
3. Model number.
4. Serial number.
4. Software release.
5. Date installed.
6. Location installed.
7. Manufacturer's and Vendor's warranty.
8. Telephone numbers for service and support.
9. Detailed technical support and service procedure instructions.
10. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction from Owner and Designer.
11. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s).
12. System Configuration Report.
13. Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, model numbers, Ethernet MAC address, serial numbers, physical installation location as well as hardware and software options.

3.05 TRAINING

- A. Contractor shall provide training for the Owner designated system administrator(s). Owner shall designate up to three (3) administrators to be trained. Training shall be a minimum of one (1), four (4) hour session in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:
 1. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.

2. System back-up and restore functions and procedures for all system parameters and configurations.
 3. Device additions, moves, repairs and changes as well as reconfiguration.
 4. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to and system configuration changes.
- B. Contractor shall provide training for Owner designated system operators. Owner shall designate up to three (3) operators per new unit to be trained. Training shall be a minimum of one thirty (30) minute session in length (each), at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system operating functions.
1. Operator training shall be conducted in each building for each type of unit installed in that facility.

3.06 SCHEDULE, MEETINGS AND PLANS

- A. Work is contemplated in two phases to facilitate an orderly transition from existing equipment, operations and contracts. The anticipated schedule is:
1. Post bid Interviews: Week of May 26, 2025
 2. Contractor Chosen: June 9, 2025
 3. Work Commences: June 2025
 4. Substantial Completion of Project: August 15, 2025
 5. Project Close-out: October 1, 2025
- B. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- C. All work shall be coordinated with Owner's construction manager on site.
- D. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION

Appendix A- UPS Schedule					
Building	Address		Type A	Type B	Location within building
Grand Ledge High School	820 Spring St.	Grand Ledge, Michigan 48837	X		118
			X		236- A
			X		236- B
			X		415- A
			X		415- B
			X		503- A
			X		503- B
				X	617
				X	637a
Hayes Intermediate School	12620 Nixon Rd.	Grand Ledge, Michigan 48837	X		Media Ctr.
			X		407
Beagle Middle School	600 South Street	Grand Ledge, Michigan 48837	X		Media Ctr.- A
			X		Media Ctr.- B
			X		400B
				X	502A
Delta Center Elementary School	305 South Canal Road	Lansing, Michigan 48917	X		Media Ctr.
				X	IDF
Wacousta Elementary School	9135 Herbison Rd.	Eagle, Michigan 48822	X		202a
Willow Ridge Elementary School	12840 Nixon Rd.	Grand Ledge, Michigan 48837	X		505
Neff Early Childhood Center	950 Jenne St.	Grand Ledge, Michigan 48837	X		Media Ctr.

Appendix A- UPS Schedule					
Building	Address		Type A	Type B	Location within building
Holbrook Elementary School	615 Jones St.	Grand Ledge, Michigan 48837	X		301- A
			X		301- B
Delta Mills Early Childhood Ctr.	6816 Delta River Dr.	Lansing, Michigan 48906		X	Gymnasium (MDF)
Transportation/ Operations Ctr.	12730 Nixon Rd.	Grand Ledge, Michigan 48837		X	Mezzanine (MDF)

Appendix B- Multifunction Printer/ Copier Schedule

Location	Manufacturer	Model	Page End of Life	Black Page End of Life	Color Page End of Life	PPM	Configuration	Mono Average Monthly Volume	Color Average Monthly Volume
GLPS - Beagle - 100 - Main Office - Work Room	KYOCERA	TASKalfa 7002i	2,200,296	2,200,296		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	43,840	
GLPS - Beagle - 100 - Main Office	KYOCERA	TASKalfa 3552ci	515,507	372,104	143,403	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, fax, 270 DSDP	2,282	2,790
GLPS - Beagle - 101 - Counseling Office	KYOCERA	TASKalfa 4053ci	98,145	47,644	50,501	40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	743	1,231
GLPS - Beagle - 120 - Science 1st Floor	KYOCERA	TASKalfa 4002i	712,819	712,819		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	14,342	
GLPS - Beagle - 222 - Science - 2nd Floor	KYOCERA	TASKalfa 4002i	735,771	735,771		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	11,939	
GLPS - Beagle - 226 - Work Room - 2nd Floor	KYOCERA	TASKalfa 7002i	3,251,641	3,251,641		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	53,893	
GLPS - Beagle - 700 - STEM	KYOCERA	TASKalfa 3553ci	64,947	14,677	50,270	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	278	1,558
GLPS - Beagle - 701A - Music	KYOCERA	TASKalfa 4003i	253,876	253,876		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	7,200	
GLPS - Beagle - Media Center	KYOCERA	TASKalfa 3552ci	824,456	549,387	275,069	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	2,233	2,641
GLPS - Delta Center - 300	KYOCERA	TASKalfa 4002i	363,497	363,497		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	3,983	
GLPS - Delta Center - Main Office	KYOCERA	TASKalfa 3552ci	353,063	185,362	167,701	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, fax, 270 DSDP	1,677	1,930
GLPS - Delta Center - Media Center	KYOCERA	TASKalfa 3552ci	401,262	181,814	219,448	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	4,079	5,463
GLPS - Delta Center - Work Room	KYOCERA	TASKalfa 7002i	1,744,727	1,744,727		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	22,959	
GLPS - Delta Center - Work Room	KYOCERA	TASKalfa 7002i	2,168,189	2,168,189		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	34,918	
GLPS - Delta Mills - Main Office	KYOCERA	TASKalfa 3552ci	747,985	272,721	475,264	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, fax, 270 DSDP	2,565	5,003
GLPS - Hayes - 115	KYOCERA	TASKalfa 7002i	2,681,647	2,681,647		70	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	32,266	
GLPS - Hayes - 200 - Counseling	KYOCERA	TASKalfa 3552ci	339,351	150,036	189,315	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	2,887	4,715
GLPS - Hayes - 204	KYOCERA	TASKalfa 7002i	2,246,990	2,246,990		70	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	24,264	
GLPS - Hayes - 204	KYOCERA	TASKalfa 7002i	1,964,033	1,964,033		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	17,778	
GLPS - Hayes - 407 - Switch Room	KYOCERA	TASKalfa 4002i	584,556	584,556		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	7,751	
GLPS - Hayes - Food Service	KYOCERA	TASKalfa 4002i	499,487	499,487		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, fax, 270 DSDP	4,550	
GLPS - Hayes - Main Office	KYOCERA	TASKalfa 3552ci	430,006	201,107	228,899	35	2 x 500 sheet paper trays, 1500 sheet paper tray, inner finisher, 270 DSDP	3,634	4,090
GLPS - Hayes - Media Center	KYOCERA	TASKalfa 4002i	98,812	98,812		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	1,066	
GLPS - Hayes - Media Center - Printer	KYOCERA	ECOSYS P3045dn	12,958	12,958		47	1 x 500 sheet paper tray	151	
GLPS - High School - 111	KYOCERA	TASKalfa 3552ci	72,366	59,988	12,378	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	15,139	135
GLPS - High School - 113	KYOCERA	TASKalfa 3552ci	287,523	174,485	113,038	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	18,804	2,701
GLPS - High School - 116	KYOCERA	TASKalfa 3552ci	192,519	158,435	34,084	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	16,128	687
GLPS - High School - 122	KYOCERA	TASKalfa 7002i	1,404,257	1,404,257		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	36,075	

Appendix B- Multifunction Printer/ Copier Schedule

Location	Manufacturer	Model	Page End of Life	Black Page End of Life	Color Page End of Life	PPM	Configuration	Mono Average Monthly Volume	Color Average Monthly Volume
GLPS - High School - 122	KYOCERA	TASKalfa 7002i	1,681,101	1,681,101		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	35,826	
GLPS - High School - 217	KYOCERA	TASKalfa 7002i	1,922,093	1,922,093		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	49,121	
GLPS - High School - 235	KYOCERA	TASKalfa 7002i	2,468,863	2,468,863		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	54,357	
GLPS - High School - 235	KYOCERA	TASKalfa 7002i	1,879,016	1,879,016		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	42,801	
GLPS - High School - 307	KYOCERA	TASKalfa 7002i	2,683,954	2,683,954		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	49,333	
GLPS - High School - 307	KYOCERA	TASKalfa 7002i	3,180,881	3,180,881		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	59,653	
GLPS - High School - 319	KYOCERA	TASKalfa 4002i	848,048	848,048		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	30,913	
GLPS - High School - 408	KYOCERA	TASKalfa 4002i	653,694	653,694		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	23,988	
GLPS - High School - 411	KYOCERA	TASKalfa 4002i	387,373	387,373		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	18,425	
GLPS - High School - 416	KYOCERA	TASKalfa 4002i	720,235	720,235		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	30,208	
GLPS - High School - 511 - Athletics	KYOCERA	TASKalfa 3552ci	319,085	76,667	242,418	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	17,479	2,997
GLPS - High School - 602	KYOCERA	TASKalfa 3552ci	162,171	130,173	31,998	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	16,017	285
GLPS - High School - 620	KYOCERA	TASKalfa 7002i	755,706	755,706		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	27,353	
GLPS - High School - Main Office	KYOCERA	TASKalfa 3552ci	432,991	231,145	201,846	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	17,749	2,392
GLPS - High School - Media Center	KYOCERA	TASKalfa 3552ci	510,149	213,789	296,360	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	20,761	6,263
GLPS - High School - Media Center	KYOCERA	TASKalfa 7002i	1,639,897	1,639,897		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	39,682	
GLPS - High School - Rm 004	KYOCERA	TASKalfa 3552ci	170,065	77,563	92,502	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	15488	381
GLPS - High School - Store	KYOCERA	ECOSYS P3045dn	18,780	18,780		47	1 x 500 sheet paper tray	15085	
GLPS - High School - Student Services	KYOCERA	TASKalfa 7002i	829,706	829,706		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	24,701	
GLPS - High School - Student Services	KYOCERA	TASKalfa 3552ci	334,292	172,146	162,146	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	17,096	3,537
GLPS - Holbrook - 100	KYOCERA	TASKalfa 7003i	102,728	102,728		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	2,131	
GLPS - Holbrook - 209	KYOCERA	TASKalfa 7002i	1,488,546	1,488,546		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	18,459	
GLPS - Holbrook - 304	KYOCERA	TASKalfa 7002i	1,981,266	1,981,266		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, fax, DSDP	28,346	
GLPS - Holbrook - 304	KYOCERA	TASKalfa 3553ci	726,654	313,148	413,506	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	7,871	11,091
GLPS - Holbrook - 304	KYOCERA	TASKalfa 3552ci	585,224	252,365	332,859	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	2,204	2,154

Appendix B- Multifunction Printer/ Copier Schedule

Location	Manufacturer	Model	Page End of Life	Black Page End of Life	Color Page End of Life	PPM	Configuration	Mono Average Monthly Volume	Color Average Monthly Volume
GLPS - Neff - 319	KYOCERA	TASKalfa 4003i	73,341	73,341		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	1,376	
GLPS - Neff - Main Office	KYOCERA	TASKalfa 3552ci	742,096	254,554	487,542	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	3,667	5,837
GLPS - Operations - Transportation	KYOCERA	TASKalfa 3552ci	242,304	189,124	53,180	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	2,181	871
GLPS - Sawdon - 104	KYOCERA	TASKalfa 7002i	373,954	373,954		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, fax, DSDP	5,969	
GLPS - Sawdon - 104 - Printer	KYOCERA	ECOSYS P3045dn	62,724	62,724		47	1 x 500 sheet paper tray	634	
GLPS - Sawdon - 105	KYOCERA	TASKalfa 3552ci	284,176	156,449	127,727	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	4,197	1,127
GLPS - Sawdon - 106	KYOCERA	TASKalfa 3552ci	112,443	35,235	77,208	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	3569	1,610
GLPS - Sawdon - 110	KYOCERA	TASKalfa 3552ci	148,820	98,039	50,781	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	3,809	925
GLPS - Sawdon - 111	KYOCERA	TASKalfa 3552ci	124,476	66,644	57,832	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	3663	948
GLPS - Sawdon - 132	KYOCERA	TASKalfa 3552ci	238,143	144,427	93,716	35	2 x 500 sheet paper trays, 1500 sheet paper tray, inner finisher, 270 DSDP	8,925	3,078
GLPS - Sawdon - 206	KYOCERA	TASKalfa 3552ci	215,791	127,028	88,763	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 140 RADP, fax	3343	569
GLPS - Sawdon - 207	KYOCERA	TASKalfa 3553ci	22,309	11,945	10,364	35	2 x 500 sheet paper trays, 1500 sheet paper tray, inner finisher, 270 DSDP	2845	458
GLPS - Wacousta - 102C	KYOCERA	TASKalfa 7002i	111,261	111,261		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	263	
GLPS - Wacousta - 200	KYOCERA	TASKalfa 4002i	2,726,767	2,726,767		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	21,960	
GLPS - Wacousta - 207H	KYOCERA	TASKalfa 4002i	542,744	542,744		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	10,266	
GLPS - Wacousta - 306H	KYOCERA	TASKalfa 4002i	591,343	591,343		40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	13,275	
GLPS - Wacousta - Main Office	KYOCERA	TASKalfa 3552ci	986,998	986,998		35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	14,483	
GLPS - Wacousta - Media Center	KYOCERA	TASKalfa 3552ci	329,462	164,336	165,126	35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	2,676	3,753
GLPS - Willow Ridge - 208 - Work Room	KYOCERA	TASKalfa 4002i	873,684	508,540	365,144	40	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP	6,033	5,293
GLPS - Willow Ridge - 208 - Work Room	KYOCERA	TASKalfa 7002i	1,129,853	1,129,853		70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	18,757	
GLPS - Willow Ridge - Main Office	KYOCERA	TASKalfa 3552ci	3,284,121	3,284,121		35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	47,101	
GLPS - Willow Ridge - Media Center	KYOCERA	TASKalfa 7002i	285,910	219,714	66,196	70	2 x 500 sheet paper trays, 2 x 1500 sheet paper trays, papercut, 4k finisher, punch, DSDP	3,179	974
GLPS - Willow Ridge - Media Center	KYOCERA	TASKalfa 3552ci	1,329,954	1,329,954		35	2 x 500 sheet paper trays, 1500 sheet paper tray, papercut, inner finisher, 270 DSDP, fax	23,099	