



# Chippewa Valley Schools

**2018 Bond Issue**

**Student Laptops & Classroom Charging Carts**



**Request for Proposals**

**Bid Package 19-T12**



**February 23, 2023**

**Project Manual**



**Metro Technology Services IT, Inc.**



## Table of Contents

<b>Table of Contents</b>	<b>No. of Pages</b>
Cover Page	1
Table of Contents	1
<b>Division 0      Bidding and Contract Requirements</b>	
00020      Invitation for Bids	2
00100      Instructions to Bidders	4
00311      Bid Proposal Form	7
00401      Familial Disclosure Form	1
00402      Asbestos Notification Form	1
00403      Iran Sanctions Notification Form	1
00404      Affidavit of Compliance – Criminal Background Checks	1
00700      Form of Agreement (including AIA Document A151)	26
00710      General Conditions (including AIA Document A251)	46
00810      Modifications of the General Conditions	1
<b>Division 1      General Requirements</b>	
01010      Summary of Work & Schedule	1
01050      Coordination	1
01090      Reference Standards	6
01100      Alternates	1
01340      Shop Drawings, Product Data and Samples	2
01400      Quality Control	1
01700      Project Closeout	1
01800      Guarantee/Warranty	1
<b>Divisions 2-16   Not Applicable</b>	
<b>Division 17      Technical Specifications</b>	
17000      General Technology Requirements	5
17230 (A)      Student Laptops	3
17230 (B)      Classroom Charging Carts	3

End of Table of Contents

---

## Section 00020 Invitation for Bid Proposals

**Project**

Chippewa Valley Schools – Student Laptops & Classroom Charging Carts  
Bid Package – 19-T12

**Owner**

Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038  
(586) 723-2000

**Technology Designer**

Metro Technology Services IT, Inc.  
59 North Walnut Street  
Suite 202  
Mount Clemens, Michigan 48043  
(586) 203-8423

**Project Description**

The awarded vendor(s) will be responsible for procuring and delivering 3,500 student laptops and 85 classroom charging carts to Chippewa Valley Schools Administration Building and 12 elementary schools. The awarded laptop vendor's responsibility will be to provide imaged laptops (District will provide image) and place devices into new classroom charging carts. Specified existing charging carts and laptops are to be removed, data wiped and recycled.

**Type of Proposal**

A single lump sum Bid Proposal is being solicited for **each section** of the work described in this Request for Proposal (the "RFP").

**Date of Submission**

**The Owner will receive sealed Bid Proposals for the work herein set forth until 2:00 P.M. EST, on Thursday, March 23, 2023 (the "Due Date") at the Chippewa Valley Schools' Administration Building, 19120 Cass Ave, Clinton Township, Michigan 48038. Bid Proposals will be publicly opened and read aloud shortly thereafter. Late Bids Proposals will not be opened, accepted, or considered.**

Each Bid Proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Bidder or any employee of the Bidder and any member of the Owner's School Board or the Superintendent of Schools. The Owner will not accept a Bid Proposal that does not include this sworn and notarized disclosure statement.

Each Bid Proposal must be accompanied by the Iran Sanctions Affidavit. The Owner will not accept a Bid Proposal that does not include this sworn and notarized Iran Sanctions Affidavit.

Each Bid Proposal must be accompanied by the Affidavit for Criminal Background Checks. The Owner will not accept a Bid Proposal that does not include this sworn and notarized statement.

In the event of a weather-related district closure, the bid opening shall automatically occur the very next business day the district is open.

**Bid Proposal Security**

Each Bid Proposal must be accompanied by a certified check, cashier's check, or a satisfactory surety bid

bond in an amount not less than five percent (5%) of the total Bid Proposal price as guaranty. No Bid Proposal shall be considered unless it is accompanied by the required guaranty.

Each check shall be made payable to **Chippewa Valley Schools**.

Bid security will be returned to all bidders for each Bid Proposal Package within thirty (30) days after the award of Contract by the Chippewa Valley Schools Board of Education and the accepted bidders have executed the Contract, or if no award has been made, within ninety (90) days after the date of the opening of Bid Proposals, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of its Bid Proposal.

**Bidding Documents**

Copies of the Bid Proposal Documents will be on file for reference at the office of:

1. The Owner (<http://vendors.chippewavalleyschools.org/vendors/index.asp>)
2. The Technology Designer

**Copies of Documents**

Bidding Documents will be available by emailing Angela Fucich at Metro Technology Services IT, Inc. at [angela@mts4it.com](mailto:angela@mts4it.com).

**Proposal Acceptance**

The Owner expressly reserves the right to accept or reject any or all Bid Proposals in whole or in part, to waive any irregularities or informalities therein, and to award the Contract(s) to other than the low bidder.

**Proposal Withdrawal**

Proposals for base Bid Proposals may not be withdrawn for a period of ninety (90) days after the Due Date. Bidders may withdraw at any time prior to the Due Date, however.

End of Section 00020

---

## Section 00100 Instructions to Bidders

Chippewa Valley Schools will receive sealed Bid Proposals only as set forth in this RFP and complying with all requirements as contained in Instructions to Bidders.

### Documents

Bidding documents can be obtained by contacting Angela Fucich of Metro Technology Services IT, Inc. at [angela@mts4it.com](mailto:angela@mts4it.com).

### Bidding Documents

The Bidding Documents must consist of the following:

- All documents contained in the Request for Proposal (the "RFP").
- All other documents as provided for in Article 1, Paragraph 1, Section 1 of the General Conditions, as modified.

### Examination

Each bidder shall examine the Bidding Documents and satisfy itself about the extent of the proposed work by personal examinations of the site and surroundings and make its own estimate there from of the facilities and difficulties attending the performance and completion of the work.

No additional compensation will be allowed on account of conditions which could be determined by examining the Bidding Documents or the sites.

### Interpretation

If any person contemplating submitting a Bid Proposal is in doubt as to the true meaning of any part of the Bidding Documents, he/she must submit to the Technology Designer a written request for an interpretation thereof. If such an interpretation is not requested, the Bid Proposals will be presumed to be based upon the interpretation and directions given by the Technology Designer in accordance with provisions of this RFP.

Neither the Owner nor the Technology Designer will be responsible for any verbal explanations or interpretations of the Bidding Documents.

Every request for such interpretation should be in writing, via email, addressed to the Technology Designer at [angela@mts4it.com](mailto:angela@mts4it.com), and to be given consideration, must be received prior to the end of business day (5:00 p.m. EST) on **March 17, 2023**. All such interpretations, and any supplemental instructions will be in the form of written addenda to the Bidding Documents which, if issued, will be submitted to and announced to all known prospective bidders (at the respective email addresses furnished for such purposes) prior to the Due Date. All addenda so issued shall become part of the Bidding Documents.

### Substitutions

To obtain approval to use unspecified products, bidders shall submit written requests at least fourteen (14) days before the Due Date to the Technology Designer at [angela@mts4it.com](mailto:angela@mts4it.com). Requests received after this time will not be considered. Requests shall clearly describe the product for which approval is asked, including all data necessary to demonstrate acceptability. If the product is acceptable, the Technology Designer will approve it in an Addendum issued to all prospective bidders on record.

### Basis of Bid

A single lump sum bid is being solicited for **each section** of the work described in this RFP.

Partial or segregated Bid Proposals or assignments will not be considered or accepted. Include Bid Proposals for all alternates and unit prices; failure to do so may result in rejection of the Bid Proposal.

**Preparation**

Proposal shall be submitted on the form bound in this RFP, Form of Proposal, in original form without erasures, interlineations or alterations.

Submit one (1) original and three (3) copies of proposal; retain one for your records. Oral, telegraphic, electronic or telephone bids will not be accepted.

Bid Proposals must be filled out in ink or typewritten in duplicate. Blank spaces in the Bid Proposals must be filled in and no changes shall be made to the phraseology of the Bid Proposal Form. Quotes shall be entered in written and numeric forms. In case of a discrepancy between the written and the numeric form, the written form shall govern.

All Bid Proposals shall be signed and dated in longhand.

Bid Proposals which are not signed by the individual making them should have attached thereto a power of attorney, evidencing authority to act as agent for the person whom it is signed.

Bid Proposals which are signed for a partnership should be signed by one of the partners or by an attorney-in-fact. If signed by an attorney-in-fact, evidence of authority to sign the Bid Proposal shall be attached.

Bid Proposals which are signed for a corporation should have the correct corporate name thereon and the signature of the president or other officer legally able to contract in the name of the corporations. In addition, a signed Secretary's Certificate evidencing the authority of the Officer to contract in the name of the corporation shall be included. Any Bid Proposal submitted by a corporation shall bear its seal.

Bidders shall provide a detailed project schedule within their Bid Proposal including all major work components that materially affect any other work within the project and projected building completion dates.

Any exceptions to the terms and conditions contained in this RFP or the form of Contract attached to this RFP, or any other special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Bidder and be submitted as part of its Bid Proposal, together with an explanation as to the reason such terms and conditions of the RFP or form of Contract cannot be met by, or, in the Bidder's opinion, are not applicable to, the Bidder. The Bidder shall be required and expected to meet the specifications and requirements as set forth in this RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Bid Proposal and those exceptions or special considerations or conditions are expressly accepted by the Owner. All Pricing factors must be clearly indicated in the Bid Proposal Forms provided as part of the Bidder's Bid Proposal.

**Bid Security**

Each Bid Proposal must be accompanied by a certified check, cashier's check, or a satisfactory surety bid bond in an amount not less than five percent (5%) of the total Bid Proposal as guaranty. No Bid Proposal shall be considered unless it is accompanied by the required guaranty.

Each check shall be made payable to **Chippewa Valley Schools**.

Bid security will be returned to all bidders for each Bid Package within thirty (30) days after the award of Contract by the Chippewa Valley Schools Board of Education and the accepted bidders have executed the Contract, or if no award has been made, within ninety (90) days after the date of the opening of Bid Proposals, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of its Bid Proposal.

**Subcontractors**

The Owner and Technology Designer reserve the right to require of bidders tentatively selected for consideration in the awarding of the Contract, a list of the subcontractors whom the Contractor intends to employ.

The Owner reserves the right to disapprove the use of any proposed subcontractor, and in such event, the bidder submitting such subcontractor shall submit another such subcontractor in like manner within the time specified by the Owner. The Owner reserves the right to reject any Bid Proposal if such information required by the Owner is not submitted as above indicated.

**Bid Proposals**

Submit (1) original and (3) copies of the Bid Proposal in a sealed opaque envelope having listed thereon the following:

**Sealed Bid: Student Laptops & Classroom Charging Carts**

Bid Package: 19-T12

Bidder Name

Address

City, State and Zip Code

Phone Number

**Withdrawal**

Bid Proposals may not be withdrawn for a period of ninety (90) days after the Due Date. Bidders may withdraw at any time prior to the Due Date, however.

**Irregularities**

The Owner reserves the right to disqualify Bid Proposals before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices upon the part of the bidder.

The Owner also reserves the right to accept or reject any or all Bid Proposals in whole or in part, to waive any informality therein, and to award the Contract(s) to other than the low bidder.

Any error and/or omission in the Bid Proposal Form or any other irregularity as a result of negligent preparation shall not furnish cause for relief for any damages resulting therefrom, nor in any way relieve the Bidder from fulfillment of all contractual obligations as provided for in the Bidding Documents.

**Taxes and Contributions**

Bid, unit prices, alternate prices stated shall include all taxes or contributions required by bidder's business.

Michigan State sales tax may be applicable to the work of this Bid Package/RFP. The Bid Proposal Form requires that the bidder show a deduct amount for sales tax subtracted from the base bid amount.

**Bid Preparation Costs**

The Bidder is responsible for all costs incurred by the bidder or his/her subcontractors in responding to this RFP.

**Shipping of Equipment**

All shipping and insurance costs to and from the Site(s) shall be included in the Bid Proposal. All payments to shipping agents and for insurance fees shall be made directly by the Bidder. Bidder shall be responsible for all arrangements for the shipment and receipt of equipment to Owner prepared Site(s). Bidder shall provide all properly trained representatives to unpack all items of equipment and place this equipment in the proper locations. Bidder shall also be responsible for removal of all debris and packing materials from the Site(s) resulting from the installation of the equipment on a daily basis.

**Opening**

The Owner will receive sealed Bid Proposals for the work herein set forth until 2:00 P.M. EST, on Thursday, March 23, 2023 (the "Due Date") at the Chippewa Valley Schools' Administration Building, 19120 Cass Ave, Clinton Township, Michigan 48038. Bid Proposals will be publicly opened and read aloud shortly thereafter. Late Bid Proposals will not be opened, accepted, or considered.

Each Bid Proposal must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder and any member of the Owner's School Board or the Superintendent of Schools. The Owner will not accept a bid that does not include this sworn and notarized disclosure statement.

Each Bid Proposal must be accompanied by the Iran Sanctions Affidavit. The Owner will not accept a Bid Proposal that does not include this sworn and notarized Iran Sanctions Affidavit.

Each Bid Proposal must be accompanied by the Affidavit for Criminal Background Checks. The Owner will not accept a Bid Proposal that does not include this sworn and notarized statement.

In the event of a weather-related district closure, the bid opening shall automatically occur the very next business day the district is open.

**Bid Breakdown Information**

Upon request from the Technology Designer, the low bidders shall submit a detailed cost breakdown of all work covered by the Bidding Documents. The breakdown shall show quantity of material and labor, units of material and labor, material cost, labor cost and total cost.

**Award of Contract**

The Contract will be awarded to the lowest responsible bidder who complies with the terms of the Bidding Documents, with full consideration of alternates.

**List of Specific Products**

The Owner expects that all supplies, materials, or equipment offered by a Bidder shall meet or exceed the specifications set forth in this RFP. Further, it is the Owner's intent that this RFP permit competition. Accordingly, the use of any patent, proprietary name or manufacturer's name is for demonstrative purposes only and is not intended to curtail competition. Whenever any supplies, material or equipment requested in this RFP are specified by patent, proprietary name or by the name of the manufacturer, unless stated differently, such specification shall be considered as if followed by the words "or comparable equivalent," whether or not such words appear. The Owner, in its sole and absolute discretion, shall have the right to determine if the proposed equivalent products/brands submitted by Bidder shall meet the specifications contained in this RFP and possess equivalent and/or better qualities. It shall be the Bidder's responsibility to notify the Owner in writing if any specifications or suggested comparable equivalent products/brands require clarification by the Owner prior to the date and time established above.

**Execution of Contract**

The contents of this Request for Proposal ("RFP") and the bidder's Bid Proposal shall become contractual obligations if a contract ensues. Award of a contract by the Owner is subject to the bidder executing the form of Contract attached hereto (found in Section 00700) which shall incorporate the contents of this RFP and the bidder's Bid Proposal. It should be understood by the Bidder that this means the Owner expects the Bidder to satisfy substantially all the requirements/specifications contained herein. Exceptions to any terms and conditions contained in the RFP **MUST** be explicitly noted in the bidder's Bid Proposal. Lack of listing all exceptions will be considered acceptance of all the requirements/specifications presented in this RFP.

End of Section 00100



---

**Section 00311  
Bid Proposal Form**

**Student Laptops & Classroom Charging Carts  
Due Date: Thursday, March 23, 2023 @ 2:00PM**

Bidder Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

**Owner**

Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038

**Technology Designer**

Metro Technology Services IT, Inc.  
59 North Walnut Street  
Suite 202  
Mount Clemens, Michigan 48043

Bidders are to submit one (1) original and three (3) copies of their Bid Proposal in a sealed opaque envelope having listed thereon the following:

- Sealed Bid: **Student Laptops & Classroom Charging Carts**
- Bid Package: **19-T12**
- Contractor Name
- Address
- City, State and Zip Code

**Base Proposal for Section 17230 (A) – Student Laptops**

Pursuant to and in compliance with the Request for Proposal and the Instructions to Bidders, and having carefully examined the Bidding Documents and all Addenda, the undersigned agrees to enter into the Contract with the Owner to complete the work in accordance with the said Bidding Documents for the sum of:

\_\_\_\_\_ Dollars  
 (Sum to be written out)

Dollars \$ \_\_\_\_\_

Deduct for Taxes \$ \_\_\_\_\_

Deduct for Allowance \$ \_\_\_\_\_ 25,000.00

**Bid Category 17230 (A) – Allowance**

The undersigned acknowledges that he/she has included the sum of **Twenty-five Thousand Dollars (\$25,000.00)** in the base bid to be used for Owner directed changes. This amount, when unused, will be returned to the Owner. This allowance will be used after written authorization from the Owner and Technology Designer.

**Base Proposal for Section 17230 (B) – Classroom Charging Carts**

Pursuant to and in compliance with the Request for Proposal and the Instructions to Bidders, and having carefully examined the Bidding Documents and all Addenda, the undersigned agrees to enter into the Contract with the Owner to complete the work in accordance with the said Bidding Documents for the sum of:

\_\_\_\_\_ Dollars  
 (Sum to be written out)

Dollars \$ \_\_\_\_\_

Deduct for Taxes \$ \_\_\_\_\_

Deduct for Allowance \$ \_\_\_\_\_ 20,000.00

**Bid Category 17230 (B) – Allowance**

The undersigned acknowledges that he/she has included the sum of **Twenty Thousand Dollars (\$20,000.00)** in the base bid to be used for Owner directed changes. This amount, when unused, will be returned to the Owner. This allowance will be used after written authorization from the Owner and Technology Designer.

**Unit Prices**

Unit prices to Bid categories are required to be offered by bidders. Unit prices will be utilized in determination of any authorized changes to the scope of work. All unit prices shall include the following items: procurement, delivery, installation, configuration, licenses, overhead and applicable warranties.

Unit Price, Part Numbers & Description	Add	(Deduct)
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	
• _____	\$ _____	

**Voluntary Alternates**

---

The following voluntary alternates are offered by the bidder. The undersigned agrees that the amounts indicated below shall be added to or deducted from the "Base Bid," as the case may be for each alternate which is accepted.

Voluntary Alternate                      Written Description of the Proposed Voluntary Alternate(s)

1. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

2. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

3. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

4. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

5. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

6. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

7. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

8. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

9. \_\_\_\_\_

Dollars \$                      Written Amount: \_\_\_\_\_

**Price Guarantee**

The undersigned proposes that the price stated in this Bid Proposal is guaranteed for ninety (90) consecutive days from Due Date.

**Taxes and Contributions**

Bid, unit prices, alternate prices stated shall include all taxes or contributions required by bidder’s business.

Michigan State sales tax may be applicable to the work of this Bid Proposal/RFP. The Bid Proposal Form requires that the bidder show a deduct amount for sales tax subtracted from the base Bid Proposal amount.

Chippewa Valley Schools is exempt from taxes. However, when state and local taxes are required on construction materials installed by the bidder, such taxes must be included in the bidder’s Bid Proposal price.

**Time of Completion**

The undersigned agrees to commence work operations immediately upon award of Contract, with completion of the work as specified, and that the Bidder’s Bid Proposal is in full consideration of this. Date of completion is extremely important to the Owner and will be a very important consideration in award of the Contract.

**Addenda**

If any addenda or bulletins covering changes to the Bidding Documents have been received during the bidding period, the bidder shall fill in their numbers and dates which acknowledges having received same, and having included in this bid the work involved:

_____	Dated: _____
_____	Dated: _____
_____	Dated: _____
_____	Dated: _____

**Bid Security**

Each Bid Proposal must be accompanied by a certified check, cashier’s check, or a satisfactory surety bid bond in an amount not less than five percent (5%) of the total Bid Proposal price as guaranty. No bid shall be considered unless it is accompanied by the required guaranty.

Each check shall be made payable to **Chippewa Valley Schools**.

Bid security will be returned to all bidders for each Bid Package within five (5) days after the award of Contract by the Chippewa Valley Schools Board of Education and the accepted bidders have executed the Contract, or if no award has been made, within ninety (90) days after the date of the opening of Bid Proposals, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of its Bid Proposal.

**Performance and Payment Bond**

Successful bidders whose Bid Proposals are \$50,000 or more will be required to furnish a Performance Bond and Payment Bond, each in the amount of 100% of their Bid Proposal. The cost of the Bond shall be included in each bid. Bonds shall be furnished through a U.S. Treasury Listed Company.

The Board of Education reserves the right to accept or reject any and/or all Bid Proposals in whole or in part, to waive any irregularities therein and to award the Contract(s) to other than the low bidder. The Board of Education reserves the right to accept that Bid Proposal which in its opinion, is in the best interest of the Owner.

**Familial Disclosure**

Bidder has included Section 00401 Familial Disclosure Form (Bid Proposals will not be considered without this form).

**Asbestos Notification Form**

Bidder has included Section 00402 Asbestos Notification Form (Bid Proposals will not be considered without this form).

**Iran Sanctions Affidavit**

Bidder has included Section 00403 Iran Sanction Act Affidavit (Bid Proposals will not be considered without this form).

**Affidavit of Compliance – Criminal Background Checks**

Bidder has included Section 00404 Affidavit of Compliance – Criminal Background Checks (Bid Proposals will not be considered without this form).

**Negotiation**

The undersigned agrees that, should the overall cost exceed the funds available, he/she will be willing to negotiate with the Owner and Technology Designer for the purpose of making further reductions in the Contract work, and shall agree to give full credit for all such reductions in the work requested by the Owner, including full value of labor, materials, and subcontract work and reasonable proportionate reductions in overhead and profit, thereby arriving at an agreed upon Contract price.

**Contract Execution**

The undersigned agrees to execute a Contract for work covered by this RFP, provided that he/she be notified of its acceptance within ninety (90) after the opening of Bid Proposals.

The undersigned hereby declares that he/she has the legal status checked below:

(    ) Individual

(    ) Partnership having the following partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(    ) Corporation incorporated under the State laws of:

\_\_\_\_\_

This Bid Proposal is submitted in the name of, and notice of acceptance should be mailed, telegraphed, or delivered to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Bidder's Name: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

In the presence of: \_\_\_\_\_ Title: \_\_\_\_\_

End of Section 00311

**Section 00401**  
**FAMILIAL DISCLOSURE AFFIDAVIT**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the “Contractor”), pursuant to the familial disclosure requirement provided in the Chippewa Valley Schools’ (the “School District”) Request For Proposals hereby represents and warrants that, except as provided below, no familial relationships exist between the owner or any employee of the Contractor, and any member of the Board of Education of the School District or the Superintendent of the School District. A list of the School District’s Board of Education Members and its Superintendent may be found at [www.chippewavalleyschools.org](http://www.chippewavalleyschools.org).

List any Familial Relationships:

**CONTRACTOR:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_

, Notary Public

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

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

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



**Section 00402**  
**Asbestos Notification Form**  
**Chippewa Valley Schools**

29 CFR 1926.1101(k). requires that persons performing Construction Work, as defined in 29 CFR 1910.12, working in a building that contains Potentially Asbestos Containing Materials (“PACMs”) or Asbestos-Containing Materials (ACM) be notified.

Chippewa Valley Schools is committed to providing a safe working environment for all people working in Chippewa Valley Schools’ facilities. Therefore, do not disturb any PACMs or ACMs that you encounter, which may include, but is not limited to, the following:

1. Flooring materials
2. Flooring mastics
3. Ceiling tiles and ceiling tile glue pods
4. Thermal system insulation
5. Piping insulation
6. Electrical insulation
7. Sprayed or troweled on surfaces: walls, ceilings, structural members, acoustical, decorative, and fireproofing
8. Patching and joint compound
9. Roofing material and transite shingles
10. Other suspect asbestos containing materials

Please contact Chippewa Valley Schools for typical descriptions of asbestos materials, their known locations and quantities that are present through-out the District. In addition, other suspect ACM that may become exposed or accessible during construction work; when in doubt, please contact Chippewa Valley Schools for sampling and analysis to verify the absence or presence of asbestos prior to disturbance.

Thank you for your cooperation.

Acknowledgment of Notification

\_\_\_\_\_  
 Signature Print

\_\_\_\_\_  
 Company Date

5665838.1 21973/099939

**Section 00403**  
**IRAN ECONOMIC SANCTIONS ACT AFFIDAVIT OF COMPLIANCE**  
**Michigan Public Act No. 517 of 2012**

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

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

**CONTRACTOR:**

\_\_\_\_\_  
 Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
 COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
 \_\_\_\_\_.

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

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

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

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

**Section 00404**

**AFFIDAVIT OF COMPLIANCE – CRIMINAL BACKGROUND CHECKS**

The undersigned, the owner or authorized officer of the below-named contractor (the “Contractor”), pursuant to the criminal background compliance certification requirements of Chippewa Valley Schools’ (the “School District”) hereby represents and warrants that the Contractor has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool (“ICHAT”) check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Contractor further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Contractor will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of “Listed Offense” as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Contractor further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

**CONTRACTOR:**

\_\_\_\_\_  
Name of Contractor

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
, Notary Public  
\_\_\_\_\_ County, \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_  
Acting in the County of: \_\_\_\_\_

**Section 00700**  
**Form of Agreement**

DOCUMENTS:

"The Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment" AIA Document A-151, 2019 Edition forms, as modified, are part of this RFP and is bound herein.

This AIA Document A-151 is modified as described in "Additions and Deletions Report for AIA Document A-151, 2019 Edition" of the General Conditions and may be obtained by contacting the Technology Designer.

Bidders shall be held responsible for having familiarized themselves with this Document and all other Contract Documents affecting their contracts in this RFP.

Note: The term "vendor" and "bidder" are used interchangeably in this RFP and the AIA documents contained in this RFP.

End of Section 00700

**Section 00710**  
**General Conditions**

DOCUMENTS:

"The General Conditions of the Contract for the Construction" AIA Documents A-251, 2007 Edition forms, as modified, are part of this RFP and is bound herein.

This AIA Document A-251 is modified as described in "Additions and Deletions Report for AIA Document A-251, 2007 Edition" of the General Conditions and may be obtained by contacting the Technology Designer.

Bidders shall be held responsible for having familiarized themselves with this Document and all other Contract Documents affecting their contracts in this RFP.

Note: The term "vendor" and "bidder" are used interchangeably in this RFP and the AIA documents contained in this RFP.

End of Section 00710

## **Section 00810 Modifications of the General Conditions**

The following modify, change, delete from, or add to the "General Conditions of the Contract for Construction" AIA Document A251, 2007 Edition. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph or Clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause shall remain in effect.

### **ARTICLE 1, GENERAL PROVISIONS**

Add the following Subparagraph to Paragraph 1:

1.2.4 Where reference is made to specifications of manufacturers, trade associations or the like, such is understood to be made a part of this Specification to have the same effect as if fully reproduced herein. Approval or equal, acceptable, and words of similar definition are understood to mean in the judgment of Technology Designer.

Add the following Subparagraph to Paragraph 1:

1.2.5 Computed dimensions take precedence over scaled dimensions, large scale details over smaller; should disagreements occur in the drawings, or the Specifications describe a higher quality of work or material, the better quality shall be estimated, unless otherwise directed by the Technology Designer. The Technology Designer shall be notified at once, in writing, of any and all discrepancies.

### **ARTICLE 3, CONTRACTOR**

Add the following Subparagraph to paragraph 3:

3.4.4 After the Contract has been executed, the Owner and the Technology Designer will consider a formal written request for the substitution of products in place of those specified only under the conditions set forth herein.

3.4.5 By making requests for substitutions based on Clause 3.1.3. above, the Contractor:

- (a) represents that he/she has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
- (b) represents that he/she will provide the same warranty for the substitution that he/she would for that specified;
- (c) certifies that the cost data presented is complete and includes all related costs under the Contract, but excludes cost under separate contract, and excludes the Technology Designer's redesign costs, and waives all claims for additional costs related to the substitution which subsequently becomes apparent; and
- (d) will coordinate the installation of the accepted substitute, making such changes as may be required for the work to be complete in all respects.

End of Section 00810

---

## Section 01010 Summary of Work and Schedule

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS:

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to Division 1, General Requirements, which are hereby made a part of this Section.

#### 1.02 PROJECT:

- A. The awarded vendor(s) will be responsible for procuring and delivering 3,500 student laptops and 85 classroom charging carts to Chippewa Valley Schools Administration Building and 12 elementary schools. The awarded laptop vendor's responsibility will be to provide imaged laptops (District will provide image) and place devices into new classroom charging carts. Specified existing charging carts and laptops are to be removed, data wiped and recycled.
- B. The Project is considered a "Turnkey Solution" as described in the Agreement between the Owner and the Contractor, AIA Document A151, 2019 Edition, as modified.

#### 1.03 CONTRACT:

- A. A single lump sum bid, **per Section**, is being solicited for the work described in this RFP.

#### 1.04 SCHEDULE:

- A. The work will begin with a kick-off meeting in April 2023 with project completion requested by September 1, 2023. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.

### PARTS 2 & 3 - PRODUCT AND EXECUTION

Refer to Sections 17000 and 17230

End of Section 01010

## Section 01050 Coordination

### PART 1 - GENERAL

#### 1.01 PRE-JOB MEETING AND COMMENCEMENT OF WORK

- A. A Project "Kick-Off" Meeting will be held after the Project has been awarded, prior to the start of work. This meeting shall include the successful Bidder as Contractor, Owner, and Technology Designer. An agenda will be furnished prior to the meeting.
- B. The Contractor shall begin the work of this Project as early as possible.

#### 1.02 PROGRESS MEETINGS

- A. At regular weekly or other suitable intervals at the request of the Owner's Technology Designer, a meeting will be held at the Project site to determine the progress of the work as it relates to the schedule initially agreed upon between the Owner and the Contractor.
- B. The Contractor and Subcontractors for the major trades shall be represented at these meetings by persons having full authority to act for them in regard to all portions of the work.

#### 1.03 JOB COORDINATION AND EXPEDITING

- A. It shall be the full responsibility of the Contractor to coordinate and expedite all phases of the work, regardless of whether the Owner awards separate contracts for any trades, branches or items of work and equipment. All separate Contractors and Subcontractors for all trades shall cooperate fully with this Contractor.
- B. The organization of the Specifications into Divisions, Sections and Parts and the arrangement of the Drawings shall not control the Contractor in dividing the work among Subcontractors or in establishing the extent of work to be performed by any trade.
- C. The Contractor's work day shall avoid conflict with Owner's activities and cause minimal interruptions.
  - 1. These criteria apply to all school building sites under this Contract and are in addition to schedule coordination with work of any separate Contracts that may be performed concurrently with work of this Contract on any of the buildings concerned.
- D. For information purposes during the time of processing the work, the buildings concerned may be reached by contacting the Technology Designer.

#### 1.04 BUILDING CODES AND LAWS

The Contractor has the responsibility of complying with all applicable building codes and laws pertaining to this Project.

#### 1.05 WORKMANSHIP

All workmen shall be thoroughly experienced in the particular class of work in which they are employed. The Owner reserves the right to demand removal from this Project any member of the Contractor's staff that, in the Owner's opinion, impedes the progress of the Project.

#### 1.06 ASBESTOS IN CONSTRUCTION MATERIALS

Materials and products containing asbestos particles may not be employed in the work of this Contract.

End of Section 01050



---

## Section 01090 Reference Standards

### PART 1 - GENERAL

#### 1.01 SECTION INCLUDES:

- A. Quality assurance
- B. Schedule of references

#### 1.02 QUALITY ASSURANCE:

- A. For products or workmanship specified by association, trades, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard by date of issue current on date for receiving bids.
- C. Obtain copies of standards when required by Contract Documents.
- D. Maintain copy at job site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Technology Designer before proceeding.
- F. The contractual relationship of the parties to the Contract shall not be altered from the Contract Documents by mention or inference otherwise in any reference document.

#### 1.03 SCHEDULE OF REFERENCE:

AA	Aluminum Association 1400 Crystal Dr., #430 Arlington, VA 22202
AABC	Associated Air Balance Council 2401 Pennsylvania Avenue NW, Suite 330 Washington, DC 20037
AASHTO	American Association of State Highway and Transportation Officials 555 12 <sup>th</sup> Street NW, Suite 1000 Washington, DC 20004
ACI	American Concrete Institute 38800 Country Club Dr. Farmington Hills, MI 48331
ADC	Air Duct Council 1901 N. Roselle Rd., Suite 800 Schaumburg, IL 60195
AF&PA	American Forest & Paper Association 1101 K Street NW Washington, DC 20005
AGC	Associated General Contractors of America 2300 Wilson Blvd., Suite 300 Arlington, VA 22201

---

AI	Asphalt Institute 2696 Research Park Drive Lexington, KY 40511
AIA	American Institute of Architects 1735 New York Avenue NW Washington, DC 20006-5292
AISC	American Institute of Steel Construction 130 E. Randolph St., #2000 Chicago, IL 60601
AISI	American Iron and Steel Institute 25 Massachusetts Avenue NW Washington, DC 20001
AITC	American Institute of Timber Construction 7012 S. Revere Parkway, Suite 140 Englewood, CO 80112
AMCA	Air Movement and Control Association 30 West University Drive Arlington Heights, IL 60004
ANSI	American National Standards Institute 1899 L Street NW, 11 <sup>th</sup> Floor Washington, DC 20036
APA	American Plywood Association 7011 S. 19 <sup>th</sup> Street Tacoma, WA 98466-5333
ARI	Air Conditioning and Refrigeration Institute 4100 North Fairfax Drive, Suite 200 Arlington, VA 22203
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers 180 Technology Parkway Peachtree Corners, GA 30092
ASME	American Society of Mechanical Engineers Two Park Avenue New York, NY 10016-5990
ASTM	American Society for Testing and Materials 100 Barr Harbor Drive, P.O. Box C700 West Conshohocken, PA 19428-2959
AWI	Architectural Woodwork Institute 46179 Westlake Drive, Suite 120 Potomac Falls, VA 20165
AWPA	American Wood Protection Association P.O. Box 361784 Birmingham, AL 35236-1784

---

AWS	American Welding Society 8669 NW 36 Street, #130 Miami, FL 33166-6672
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235
BIA	Brick Institute of America 12007 Sunrise Valley Dr., #430 Reston, VA 20191
BICSI	Building Industry Consulting Service International 8610 Hidden River Parkway Tampa, FL 33637
CDA	Copper Development Association 1649 Villa Rd. Birmingham, MI 48009
CLFMI	Chain Link Fence Manufacturers Institute 10015 Old Columbia Road, Suite B-215 Columbia, MD 21046
CRSI	Concrete Reinforcing Steel Institute 933 Plum Grove Road Schaumburg, IL 60173
CSSB	Cedar Shake and Shingle Bureau P.O. Box 1178 Sumas, WA 98295-1178
DHI	Door and Hardware Institute 2001 K Street NW, 3 <sup>rd</sup> Floor North Washington, DC 20006
FGIA	Fenestration and Glazing Industry Alliance 1900 E. Golf Rd., Suite 1250 Schaumburg, IL 60173
EJCDC	Engineers' Joint Contract Documents Committee American Council of Engineering Companies 1015 15th Street NW., 8th Floor Washington, DC 20005
EJMA	Expansion Joint Manufacturers Association 25 North Broadway Tarrytown, NY 10591
FM	Factory Mutual System Standards Laboratories Department 1175 Boston-Providence Turnpike P.O. Box 9102 Norwood, MA 02062

---

FS	Federal Specification General Services Administration Specifications and Consumer Information Distribution Section (WFSIS) 1800 F Street, NW Washington, DC 20405
GA	Gypsum Association 962 Wayne Ave., Suite 620 Silver Spring, MD 20910
ICC	International Code Council 500 New Jersey Avenue NW, 6 <sup>th</sup> Floor Washington, DC 20001
IEEE	Institute of Electrical and Electronics Engineers 3 Park Avenue, 17 <sup>th</sup> Floor New York, NY 10016-5997
IMI	International Masonry Institute 17101 Science Drive Bowie, MD 20715
MBMA	Metal Building Manufacturer's Association 1300 Sumner Avenue Cleveland, OH 44115
MFMA	Maple Flooring Manufacturers Association 1425 Tri State Pkwy, Suite 110 Gurnee, IL 60031
MIL	Military Specification Navy Specifications and Standards 700 Robbins Avenue, Building 4, Section D Philadelphia, PA 19111-5094
NAAMM	National Association of Architectural Metal Manufacturers 800 Roosevelt Road, Building C, Suite 312 Glen Ellyn, IL 60137
NCMA	National Concrete Masonry Association 21740 Beaumeade Circle, Suite 125 Ashburn, VA 20147
NEBB	National Environmental Balancing Bureau 8575 Grovemont Circle Gaithersburg, MD 20877
NEMA	National Electrical Manufacturers' Association 1300 17 <sup>th</sup> Street N, #900 Arlington, VA 22209
NFPA	National Fire Protection Association 1 Batterymarch Park Quincy, MA 02169-7471

---

NGA	National Glass Association 1945 Old Gallows Road, Suite 750 Vienna, VA 22182
NTMA	National Terrazzo and Mosaic Association 209 N. Crockett St., Suite 2 P.O. Box 2605 Fredericksburg, TX 78624
NWRA	National Waste & Recycling Association 1550 Crystal Drive, Suite 804 Arlington, VA 22202
PCA	Portland Cement Association 5420 Old Orchard Road Skokie, IL 60077
PCI	Precast Prestressed Concrete Institute 8770 W. Bryn Mawr Ave., Suite 1150 Chicago, IL 60631
PS	Product Standard U.S. Department of Commerce 1401 Constitution Avenue NW Washington, DC 20230
RIS	Redwood Inspection Service (Division of California Redwood Association) 818 Grayson Rd., #201 Pleasant Hill, CA 94523
SDI	Steel Deck Institute 2661 Clearview Rd., #3 Allison Park, PA 15101
SDI	Steel Door Institute c/o Wherry Associates 30200 Detroit Road, Suite B Cleveland, OH 44145
SJI	Steel Joist Institute 140 W. Evans St., Suite 203 Florence, SC 29501
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association 4201 Lafayette Center Drive Chantilly, VA 20151-1219
SSPC	Society for Protective Coatings 800 Trumbull Dr. Pittsburgh, PA 15205
TCNA	Tile Council of North America, Inc. 100 Clemson Research Blvd. Anderson, SC 29625

TPI Turfgrass Producers International  
444 E. Roosevelt Rd., #346  
Lombard, IL 60148

UL Underwriters' Laboratories, Inc.  
333 Pfingsten Road  
Northbrook, IL 60062

WCLIB West Coast Lumber Inspection Bureau  
6980 SW Varns St.  
Tigard, OR 97223

WDMA Window & Door Manufacturers Associations  
330 N. Wabash Ave., Suite 2000  
Chicago, IL 60611

WWPA Western Wood Products Association  
1500 SW First Ave., Suite 870  
Portland, OR 97201

PART 2 - PRODUCTS

Not Used

PART 3 - EXECUTION

Not Used

End of Section 01090

---

## Section 01100 Alternates

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS:

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to Division 1, General Requirements, which are hereby made a part of this Section.

#### 1.02 DESCRIPTION OF WORK:

- A. This section identifies each Alternate by number and describes the basic changes to be incorporated into the work, only when the Alternate is made a part of the work by specific provisions in the Owner-Contractor Agreement.
- B. Alternate schedule below is part of the Bidding Documents and will be considered in selection of the Contractor(s) and awarding contracts.
- C. Unless otherwise provided, Owner will accept or reject alternates within sixty (60) days of date of Contract. Owner reserves the right to reject any or all alternates.

#### 1.03 ALTERNATES:

- A. General:
  - 1. The descriptions for each alternate listed in the schedule are primarily scope definitions, and do not necessarily detail the full range of materials and processes needed to complete the work as required.
  - 2. Refer to applicable specification sections (Division 2 through 17), and to applicable drawings, for specific requirements of the work, regardless of whether references are so noted in description of each alternative.
  - 3. Coordinate pertinent related work and modify surrounding work as required to properly integrate the work under each Alternate, and to provide the complete construction required by Contract Documents.
  - 4. Referenced sections of specifications stipulate pertinent requirements for products and methods to achieve the work stipulated under each Alternate.

### PART 2 – PRODUCTS

Refer to Section 00311 – Bid Proposal Form for the required Alternates.

End of Section 01100

---

## Section 01340 Shop Drawings, Product Data and Samples

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS:

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to other Sections of Division 1, General Requirements, which are hereby made a part of this Section.

#### 1.02 DESCRIPTION:

- A. Submit shop drawings, product data and samples as required by the RFP. Individual submittal requirements are specified in applicable sections for each unit of work. Receive, check and coordinate all submittals of contractors as provided herein.
- B. Definitions:
  - 1. Shop Drawings are drawings, diagrams, schedules and other data specifically prepared for the Work by the Contractor or any subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
  - 2. Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Contractor to illustrate a material, product or system for some portion of the Work.
  - 3. Samples are physical examples which illustrate materials, equipment or workmanship and establish standards by which the work will be judged.

#### 1.03 SUBMITTAL REQUIREMENTS:

- A. Coordinate preparation and processing of submittals with performance of the work so that work will not be delayed by submittals. Coordinate and sequence different categories of submittals for the same work, and for interfacing units of work, so that one will not be delayed for coordination with another. No extension of time will be allowed because of failure to properly coordinate and sequence submittals.
- B. Submit one reproduction transparency and the two (2) prints of each shop drawing, including fabrication, erection, layout and setting drawings and such other drawings as required under various sections of the Specifications, until final acceptance is obtained. Prepare drawings legible, drawing plans, elevations, sections and details in scales required and on drawing sheets not larger than 30" x 42" or smaller than 24" x 30". Submit copies of manufacturer's descriptive data including catalog sheets for materials, equipment and fixtures, showing dimensions, performance characteristics and capacities, wiring diagrams and controls, schedules, and other pertinent information as required. Where printed materials describe more than one product or model, clearly identify which is to be furnished.
- C. Shop drawings, product data and samples shall be dated including Contractor and Subcontractor dates of submittal and approval, and marked to show the names of the Project, Technology Designer, Contractor, origination Subcontractor, manufacturer or supplier, and separate detailer if pertinent. Shop drawings shall completely identify Specification sections and locations at which materials or equipment are to be installed. Reproductions of Contract Drawings are acceptable as Shop Drawings only when specifically authorized in writing by the Technology Designer.
- D. Submission of shop drawings, product data and samples shall be accompanied by a copy of a transmittal letter containing Project name, Contractor's name, number of drawings, and samples, titles and other pertinent data. Transmittal shall bear signature of the Contractor as evidence he checked same and found them in conformance with the RFP.
- E. The Contractor shall review, approve and submit, with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of the Owner or any separate contractor, all Shop Drawings, Product Data and Samples required by the RFP.



- 
- F. By approving and submitting Shop Drawings, Product Data and Samples, the Contractor represents that he/she has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the RFP.
  - G. The Contractor shall not be relieved of responsibility for the deviation from the requirements of the RFP by the Technology Designer acceptance of Shop Drawings, Product Data or Samples under Paragraph 3.12 of the General Conditions, unless the Contractor has specifically informed the Technology Designer in writing of such deviation at the time of sub deviation. The Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Technology Designer's acceptance thereof.
  - H. The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Technology Designer on previous submittals.
  - I. No portion of the Work requiring submission of a Shop Drawing, Product Data or Sample shall be commenced until the submittal has been accepted by the Technology Designer as provided in Paragraph 3.12 of the General Conditions. All such portions of the Work shall be in accordance with approved submittals.
  - J. Technology Designer will review Shop Drawings, Product Data and Samples as provided in Paragraph 3.12 of the General Conditions. The Technology Designer will mark each such submittal as follows:
    - 1. Accepted - Where no comment made.
    - 2. Accepted as Noted - Where comments indicated on submittal qualifying, modifying, or otherwise changing it; however, submittal can be used for ordering, fabrication and erection at Contractor's own risk until revised submittals have been made, reviewed and stamped acceptable.
    - 3. Not Accepted - Submittal not in conformance; revise and resubmit. Acceptance does not authorize any changes in the RFP unless specifically stated in a separate letter or change order.
  - K. Contractor is responsible for obtaining and distributing required prints of shop drawings to its subcontractors and material suppliers; after as well as before final approval. Prints of reviewed shop drawings shall be made from transparencies which carry the Technology Designers appropriate approval.
  - L. Obtain copies of all shop drawings, product data and samples submitted to date and accepted from other contractors.

End of Section 01340

---

## Section 01400 Quality Control

### PART 1 - GENERAL

#### 1.01 Testing

The Owner will pay for services of independent testing laboratories recommended by the Technology Designer to be engaged in accordance with the Specifications for any specific item that the Owner deems required.

#### 1.02 Authorized Material Manufacturer's Field Representative

The Owner shall have the option of authorizing a Material Manufacturer's Field Representative to periodically examine the work in progress, as well as upon completion, in order to assist in ascertaining the extent to which materials and procedures conform to the requirements of these Specifications and to the published instructions of that Material Manufacturer. Such Authorized Material Manufacturer's Representative will be responsible for duties which may include the following:

- A. Rendering any inspection services to the Technology Designer;
- B. Keeping the Technology Designer informed after periodic inspections as to the progress and quality of the work observed;
- C. Calling the attention of the Contractor to those observed matters which he/she considers to be in violation of the Contract requirements;
- D. Reporting to the Technology Designer any failure or refusal of the Contractor to correct unacceptable practices called to his/her attention; and
- E. Certifying, after completion of the work and based on his/her tests and/or observations, his/her opinion as to the extent to which the Contractor has complied with these Specifications and the published instructions of the Material Manufacturer. Release of Final Payment may be subject to the Owner's receipt of his/her certification.

End of Section 01400

---

## **Section 01700 Project Closeout**

### **PART 1 - GENERAL**

#### **1.01 CLEANING**

- A. Prior to Final Acceptance of the entire work, and at such times as directed by the Technology Designer, the Contractor shall thoroughly clean all surfaces of the building relating to the Work of the Contract. Cleaning of all surfaces in areas worked is to be performed daily as the buildings will be in use during the installation period.
- B. The Contractor shall be held responsible for all damaged materials, which shall be replaced at completion at no cost to the Owner. Glass, tile and aluminum scratched through carelessness or improper cleaning shall be considered damaged and shall be replaced.

#### **1.02 INSTALLATION AND MAINTENANCE INSTRUCTIONS**

- A. The Contractor shall present to the Technology Designer two (2) duplicate sets of the manufacturer's installation and maintenance instructions for each and every item furnished or erected.
- B. In each of these, the correct model number and the data for the model number shall be checked off in ink where the literature covers more than one model number.
- C. Additional requirements will be required and specified in the specifications section of this document.

#### **1.03 ADJUSTMENTS**

- A. The complete installation consisting of the several parts and systems and all equipment installed according to the requirements of the Specifications and as shown on the Drawings shall be adjusted as required and ready in all respects for use by the Owner at the time of Final Acceptance of the Work.

End of Section 01700

## **Section 01800 Guarantee/Warranty**

### PART 1 - GENERAL

#### 1.01 GUARANTEE PERIOD

The Contractor shall and hereby does guarantee and warrant that all work for Student Laptops & Classroom Charging Carts under this Contract, shall be free from defects or faulty labor and/or materials for a period of **five (5) years** from the date of Final Acceptance of same, **except when longer periods are herein specified**, which develop within any guarantee periods. The Warranty shall include all labor and materials to correct any malfunction for the entire warranty period. Equipment shall be considered limited lifetime warranty as defined by the manufacturer.

#### 1.02 FINAL PAYMENT

Final payment is contingent upon the Technology Designer's receipt of such guarantees and/or warranties from the Vendor.

End of Section 01800

---

## Section 17000 General Technology Requirements

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to other Sections of Division 1, General Requirements, which are hereby made a part of this Section.
- B. Related Specification Sections:
  - 1. 17230 (A) – Student Laptops
  - 2. 17230 (B) – Classroom Charging Carts

#### 1.02 DEFINITIONS

- A. ADA: Americans With Disabilities Act
- B. AIA: American Institute of Architects
- C. B/W: Black and White
- D. DAS: Direct-Attached Storage
- E. FBO: Furnished by Other
- F. FCC: Federal Communication Commission
- G. FF: Fixed Focus
- H. IR: Infrared
- I. LAN: Local Area Network
- J. MPEG: Moving Picture Experts Group
- K. NAS: Network-Attached Storage
- L. NTSC: National Television System Committee
- M. PoE: Power over Ethernet
- N. PTZ: Pan/Tilt/Zoom
- O. RF: Radio Frequency
- P. SAN: Storage Area Network
- Q. TR: Telecommunications Room
- R. UTP: Unshielded Twisted Pair
- S. VMS: Video Management System
- T. WAN: Wide Area Network

#### 1.03 SUMMARY

- A. The awarded vendor(s) will be responsible for procuring and delivering 3,500 student laptops and 85 classroom charging carts to Chippewa Valley Schools Administration Building and 12 elementary schools. The awarded laptop vendor's responsibility will be to provide imaged laptops (District will provide image) and place devices into new classroom charging carts. Specified existing charging carts and laptops are to be removed, data wiped and recycled.
- B. The following buildings are part of this project:
  - 1. **Cherokee Elementary** - 42900 Rivergate Dr., Clinton Twp., MI 48038
  - 2. **Cheyenne Elementary** - 47600 Heydenreich, Macomb, MI 48044
  - 3. **Clinton Valley Elementary** - 1260 Mulberry, Mt. Clemens, MI 48043
  - 4. **Erie Elementary** - 42276 Romeo Plank Road, Clinton Twp., MI 48038
  - 5. **Fox Elementary** - 17500 Millstone Drive, Macomb, MI 48044
  - 6. **Huron Elementary** - 15800 Terra Bella, Clinton Twp., MI 48038
  - 7. **Miami Elementary** - 41290 Kentvale, Clinton Twp., MI 48038
  - 8. **Mohawk Elementary** - 48101 Romeo Plank Road, Macomb, MI 48044
  - 9. **Ojibwa Elementary** - 46950 Heydenreich, Macomb, MI 48044
  - 10. **Ottawa Elementary** - 18601 Millar, Clinton Twp., MI 48036

11. **Sequoyah Elementary** - 18500 24 Mile Road, Macomb, MI 48042
12. **Shawnee Elementary** - 21555 Vesper, Macomb, MI 48044
13. **Chippewa Valley Schools Administration Building** - 19120 Cass Ave., Clinton Twp., MI 48038

C. Work Hours

1. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.
2. Any additional work hours desired and/or needed must be coordinated with the Technology Consultant.

1.04 GENERAL REQUIREMENTS

- A. Contractors are encouraged to visit the job site(s), examine and field verify the conditions at each site where the installation(s) will take place prior to submitting a Bid Proposal.
- B. The Contractor is required to provide all services necessary to design, engineer, procure, construct, and verify the Project as specified within the bid package. These services shall conform to manufacturer specifications and applicable industry standards.
- C. All material(s) and equipment shall be furnished with all accessories necessary for a complete system.
- D. All material(s) and equipment shall be new and standard manufactured products.
- E. Any proposed material(s) and equipment with a known end of manufacture date shall be called-out within the Contractor's Bid Proposal.
- F. Contractor(s) is/are to provide all applicable permits, licenses, inspections, approvals, and fees required for a complete solution as part of their bid proposal.
- G. Contractor(s) shall utilize plenum rated cable and ties throughout this Project.

PART 2 – PRODUCTS

2.01 MANUFACTURERS

- A. The Contractor's base Bid Proposal shall utilize products and materials from the manufacturers listed in the applicable specification sections. In addition, the Contractor may include equipment and design variations to the base Bid Proposal as a voluntary alternate. Voluntary alternates are to be submitted to the Technology Designer at least two weeks prior to the Bid Proposal Due Date.

PART 3 – EXECUTION

3.01 PROJECT MANAGER/ENGINEER

- A. The awarded Contractor will provide a Project manager/engineer who will act as a single point of contact for all activities regarding this Project.
- B. The Project manager/engineer will be required to make on-site decisions regarding the scope of the work and any changes required by the work.
- C. The Project manager/engineer must be on the job at any time work is being performed or workers are present.
- D. The Project manager/engineer will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work.

### 3.02 EXAMINATION

- A. The Contractor(s) shall choose the appropriate mounting method(s), products, and materials for each location based on manufacturer's specifications and requirements based on building structure, type of wall, etc.

### 3.03 INSTALLATION

- A. Perform all work in a neat and workmanlike manner in accordance with the latest edition of the National Electrical Code, the ANSI/NECA/BICSI-568-2005 Standard for Installing Commercial Building Telecommunications Cabling and Equipment and all ANSI/TIA/EIA standards documents relevant to this Project.
- B. Federal, state, and local codes, rules, regulations, and ordinances governing the work, are as fully part of the specifications as if herein repeated or hereto attached. If the Contractor should note items in the Drawings or the Specifications, construction of which would be code violations, promptly call them to the attention of the Technology Designer in writing. Where the requirements of other sections of the Specifications are more stringent than applicable codes, rules, regulations, and ordinances, the Specifications shall apply.
- C. Protect equipment during transit, storage, and handling to prevent damage, theft, soiling, and misalignment.
- D. Coordinate with the Technology Designer for secure storage of equipment and materials. The Owner is not required to provide a secure storage area.
- E. Do not store equipment where conditions fall outside manufacturer's recommendations for environmental conditions.
- F. Do not install damaged equipment; remove from site and replace damaged equipment with new equipment.

### 3.04 RETROFIT/CUTOVER/DEMOLITION/EQUIPMENT REMOVAL

- A. Furnish equipment, materials, labor and services, and perform operations required to retrofit/cutover existing systems. Removals shown are general indications and may not indicate full extent of removals which may be required to complete the scope of work.
- B. Furnish equipment, materials, labor and services, and performing operations required to enable continued functioning of existing system until cutover to new system.
- C. Remove wiring, punch blocks, cabinets, outlets, raceways, and equipment not required for new system.
- D. Provide removals, relocations, and alterations to existing systems, equipment, and materials. Perform the scope of work in neat and workmanlike manner in accordance with the latest edition of the National Electrical Code, the ANSI/NECA/BICSI-568-2005 Standard for Installing Commercial Building Telecommunications Cabling, the BICSI Information Transport Systems Installation Manual, and all ANSI/TIA/EIA standards documents relevant to this Project.
- E. Existing equipment or material shall not be reused without specific approval of the Owner except as noted.
- F. Equipment and materials to be removed and not desired by the Owner shall be removed from District promptly.
- G. All equipment to be removed must be disposed of according to EPA and DOD standards. All owner tags are to be removed and the Contractor shall provide certification of disposal per EPA/DOD standards.
- H. All equipment removed shall be recorded by Type, Manufacturer, Model, Asset Tag Number and Serial Number.
- I. Equipment and material to be removed and that is desired by the Owner shall be moved to an on-site storage location as directed by the Owner.

### 3.05 REMOVAL AND REPLACEMENT OF EXISTING CEILING TILES

- A. Carefully remove existing ceilings as required to perform the work. Store removed tiles in an

area designated by the Owner. Modify and augment existing suspension systems as necessary. Restore ceiling systems to their original finish daily.

- B. Repair any damage to ceilings due to modifications, removal, and replacement of same. Replace damaged ceiling tiles, including tiles with holes or openings left as a result of demolition, with materials of like kind.

### 3.06 CUTTING AND PATCHING

- A. Provide openings, cutting, coring, and patching of openings in existing building construction as required. Patching includes openings and voids left in existing construction as a result of demolition.
- B. The Work shall include necessary assemblies and materials to maintain required fire ratings.
- C. Perform cutting as to not impair structural stability of building construction and systems. Do not drill holes or weld attachments to beams and other structural members without prior written approval from the Owner.
- D. The Work shall be done by craftspersons skilled in the particular trades affected.
- E. Patching materials shall match existing materials in type and quality. Patching shall be done in a manner to match appearance of adjacent surfaces.

### 3.07 CLEANING

- A. Cleaning shall occur daily in order to maintain a clean, orderly job site.
- B. Cleaning shall be performed to the satisfaction of the Owner.
- C. Unless otherwise indicated, clean shall mean free of dust, dirt, mud, debris, oil, grease, residues, and contamination. Acceptability shall be determined by sight, touch, and wiping with a clean, soft cloth and suitable cleaning agent.

### 3.08 SLEEVES

- A. If not provided by the electrical Contractor, the Contractor is required to provide their own sleeves (including nylon bushings) for new conduit and cable penetrations of building construction.
- B. Use electrical metallic tubing sleeves for penetrations through exterior masonry/concrete walls and foundations, concrete floor slabs on grade and above grade, and concrete-filled decks
- C. Use only fire-rated listed assemblies for the type of sleeve being installed through CMU walls or gypsum walls for communications penetrations. Sleeve type shall be electrical metallic tubing.
- D. Secure sleeves firmly in place using filling and patching materials that match with surrounding construction.
- E. In floor penetrations, extend sleeve 4" above finished floor unless noted otherwise. In wall penetrations, cut sleeves flush with wall surface and use metal escutcheon plates in finished interior areas.
- F. Seal voids between sleeves and building construction with joint sealants. Make allowances for and coordinate the Work with installation of firestopping, conduit insulation, and waterproofing, as applicable.

### 3.09 PENETRATIONS OF BUILDING SURFACES

- A. If not provided by the electrical Contractor, the Contractor is required to provide their own building penetrations.
- B. Provide through-penetration firestop systems for penetrations through fire-rated walls, floors, and other partitions of building construction.
- C. Above Grade Level or Non-Waterproof Areas
  - 1. Seal each annular space between conduits or cable and building surfaces. Pack space with Oakum, other rope packing, or backer rod materials and cover with fire-resistant sealant or other protection materials.
  - 2. Provide sleeves as specified in "Sleeves" section above for conduit and cable penetrations.



Seal each space between conduit or cable and sleeve.

- D. Waterproof Areas (Above and Below Grade)
  - 1. In new and existing construction for penetrations through concrete below grade, ground water level or in other waterproof areas, provide through-wall and floor seals having galvanized fittings, sealing assemblies, and sleeves as specified.
  - 2. In existing construction when core bore drilled openings are used for conduit penetrations below grade, ground water level, or in other waterproof areas, provide sealing.

### 3.10 CONTINUITY OF SERVICES

- A. Take no action that will interfere with, or interrupt, existing building services unless previous arrangements have been made with the Technology Designer. Arrange the work to minimize shutdown time.
- B. Owner's personnel will perform shutdown of operating systems. The Contractor shall give five (5) days' advance notice for systems shutdown.

### 3.11 PAINTING

- A. Touch up marred and bared surfaces of primed, galvanized, and finish painted equipment, materials, and accessories installed.
- B. Restore patched surfaces as close to the original condition and finish as reasonably possible. Where patching occurs in smooth painted surface, extend final paint coat over entire unbroken surface containing patch, after patched area has received two coats of primer and two coats of finished paint.

### 3.12 COMPLIANCE WITH LAWS AND REGULATIONS

- A. The awarded Contractor's performance shall comply with all applicable federal, state, and local laws, rules and regulations.
- B. The awarded Contractor shall give required notices, shall procure necessary governmental licenses and inspection, and shall pay all fees and charges in connection to the required notices, licenses, and inspections.
- C. Federal Communications Commission
  - 1. Any equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified.
- D. Codes, Standards, and Ordinances
  - 1. All work performed on this Project will be installed in accordance, but not limited to, with the following guidelines:
    - a. The current edition of the National Electrical Code® 568-2005 Edition.
    - b. The ANSI/NECA/BICSI 568-2005 Standard for Installing Commercial Building Telecommunications Cabling.
    - c. The current edition of the BICSI Telecommunications Distribution Methods Manual.
    - d. The current edition of the BICSI Cabling Installation Manual.
    - e. The latest issue of the ANSI/TIA/EIA Standards as published by Global Engineering Documents as ANSI/TIA/EIA Telecommunications Building Wiring Standards.
    - f. Infocomm/BICSI – AV Design Reference Manual.
    - g. All local codes and ordinances.

### 3.13 SAFETY:

- A. All Contractors shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work.
- B. The Contractor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations, and standards.

End of Section 17000

## Section 17230 (A) Student Laptops

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to other Sections of Division 1, General Requirements, which are hereby made a part of this Section.
- B. Related Specification Sections:
  - 1. 17000 – General Technology Requirements
  - 2. 17230 (B) – Classroom Charging Carts

#### 1.02 PROJECT SUMMARY

- A. The awarded vendor will be responsible for procuring and delivering 3,500 student laptops to Chippewa Valley Schools Administration Building and 12 elementary schools. The awarded vendor's responsibility will be to provide imaged laptops (District will provide image) and place devices into new classroom charging carts. Specified existing charging carts and laptops are to be removed, data wiped and recycled.
- B. The following buildings are part of this project:
  - 1. **Cherokee Elementary** - 42900 Rivergate Dr., Clinton Twp., MI 48038
  - 2. **Cheyenne Elementary** - 47600 Heydenreich, Macomb, MI 48044
  - 3. **Clinton Valley Elementary** - 1260 Mulberry, Mt. Clemens, MI 48043
  - 4. **Erie Elementary** - 42276 Romeo Plank Road, Clinton Twp., MI 48038
  - 5. **Fox Elementary** - 17500 Millstone Drive, Macomb, MI 48044
  - 6. **Huron Elementary** - 15800 Terra Bella, Clinton Twp., MI 48038
  - 7. **Miami Elementary** - 41290 Kentvale, Clinton Twp., MI 48038
  - 8. **Mohawk Elementary** - 48101 Romeo Plank Road, Macomb, MI 48044
  - 9. **Ojibwa Elementary** - 46950 Heydenreich, Macomb, MI 48044
  - 10. **Ottawa Elementary** - 18601 Millar, Clinton Twp., MI 48036
  - 11. **Sequoyah Elementary** - 18500 24 Mile Road, Macomb, MI 48042
  - 12. **Shawnee Elementary** - 21555 Vesper, Macomb, MI 48044
  - 13. **Chippewa Valley Schools Administration Building** - 19120 Cass Ave., Clinton Twp., MI 48038
- C. Work Hours
  - 1. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.
  - 2. Any additional work hours desired and/or needed must be coordinated with the Technology Consultant.

#### 1.03 SUBMITTALS

- A. Manufacturer's technical data, specification sheets, maintenance manuals, and material safety data sheets (as outlined in Section 01340) must be provided within the Contractor's Bid Proposal for the products listed below:
- B. Bill of materials, noting long lead time items.
- C. Project schedule
  - 1. Contractors shall provide a detailed project schedule within their Bid Proposal, including all major work components that materially affect any other work within the project and projected building completion timeframes.

## PART 2 – PRODUCTS

### 2.01 COMPUTER EQUIPMENT

#### A. Student Laptops – Quantity of 3,500

1. The following specifications are minimum requirements for the laptops:
  - Manufacturer: Dell, Lenovo, HP, or Approved Equivalent
  - Durable device for student use
  - Intel Core i5-8250U Processor
  - 8.0 GB, DDR4 Non-ECC
  - Integrated Intel HD Graphics Card
  - M.2 256 GB PCIe Class 35 Solid State Drive
  - NO Internal Fingerprint Reader
  - Minimum 13.3” HD (1366x768) Anti-Glare, Camera & Microphone, WLAN Capable
  - LCD HD Cover
  - Windows 10 Professional 64 Bit English, French, Spanish
  - USB-C AC Adapter
  - Integrated 720p Webcam
  - Integrated Digital Microphone
  - Intel Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth 4.2
  - 4-cell 56WHr Battery
  - Extended Battery Warranty to cover years two and three (three year total)
  - Energy Star 7.0 Enabled/E-PEAT/Bronze
  - Minimum of the following ports: two (2) USB 3.1 Gen 1, one (1) USB Type-C, one (1) HDMI
  - Integrated 10/100/1000 Ethernet adapter
  - Integrated sound and stereo speakers, headphones/speaker jack, and mic jacks
  - Provide five (5) years system hardware warranty and replacement including accidental damage.
  - Setup and configuration as specified. Laptops must be imaged prior to deployment. District will provide image. Imaging may be done at vendor facility or onsite at District.

### 2.02 ASSET TAGGING

- A. The awarded vendor will be required to procure and install asset tags for each laptop. The asset tags may be purchased from Alliance Asset Tags. Their website is <http://www.alliancetag.com/>. The asset tags must be black and white, .004” Polyester and 2.00” x 0.75” in dimension. The beginning number shall be determined upon Project Award. Below is a sample asset tag. The asset tag should read the following:  
Line 1: “Property of”  
Line 2: “Chippewa Valley Schools”



## PART 3 – EXECUTION

### 3.01 Installation

#### A. Student Laptops

1. The awarded contractor is responsible for imaging laptops, delivery, and set-up of the student laptops (placing into laptop carts and charging) at the Administration Building and 12 elementary schools.
2. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.

### 3.02 PROJECT DOCUMENTATION

- A. Submit three (3) copies of the following required items within one (1) month of the conclusion of the project:
- B. Inventory spreadsheet that includes the following information on the pieces of equipment that cost \$500 or more:
  1. Manufacturer
  2. Model Number
  3. Description
  4. Serial Number
  5. Location
  6. Asset Tag Number
- C. Documentation (including contact information) on the equipment warranties, technical support, and applicable software assurance.
- D. Manufacturer specification/cut sheets for the systems and equipment installed.
- E. Installation and programming manuals for all hardware and software components

### 3.03 WARRANTY

- A. Please refer to Section 01800 for the applicable “Guarantee/Warranty” periods.

End of Section 17230 (A)

---

## Section 17230 (B) Classroom Charging Carts

### PART 1 - GENERAL

#### 1.01 RELATED DOCUMENTS

- A. Attention is directed to Division 0, Bidding and Contract Requirements, and to other Sections of Division 1, General Requirements, which are hereby made a part of this Section.
- B. Related Specification Sections:
  - 1. 17000 – General Technology Requirements
  - 2. 17230 (A) – Student Laptops

#### 1.02 PROJECT SUMMARY

- A. The awarded vendor will be responsible for procuring and delivering 85 pre-wired classroom charging carts to Chippewa Valley Schools Administration Building and 12 elementary schools. Specified existing charging carts and laptops are to be removed, data wiped and recycled.
- B. The following buildings are part of this project:
  - 1. **Cherokee Elementary** - 42900 Rivergate Dr., Clinton Twp., MI 48038
  - 2. **Cheyenne Elementary** - 47600 Heydenreich, Macomb, MI 48044
  - 3. **Clinton Valley Elementary** - 1260 Mulberry, Mt. Clemens, MI 48043
  - 4. **Erie Elementary** - 42276 Romeo Plank Road, Clinton Twp., MI 48038
  - 5. **Fox Elementary** - 17500 Millstone Drive, Macomb, MI 48044
  - 6. **Huron Elementary** - 15800 Terra Bella, Clinton Twp., MI 48038
  - 7. **Miami Elementary** - 41290 Kentvale, Clinton Twp., MI 48038
  - 8. **Mohawk Elementary** - 48101 Romeo Plank Road, Macomb, MI 48044
  - 9. **Ojibwa Elementary** - 46950 Heydenreich, Macomb, MI 48044
  - 10. **Ottawa Elementary** - 18601 Millar, Clinton Twp., MI 48036
  - 11. **Sequoyah Elementary** - 18500 24 Mile Road, Macomb, MI 48042
  - 12. **Shawnee Elementary** - 21555 Vesper, Macomb, MI 48044
  - 13. **Chippewa Valley Schools Administration Building** - 19120 Cass Ave., Clinton Twp., MI 48038
- C. Work Hours
  - 1. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.
  - 2. Any additional work hours desired and/or needed must be coordinated with the Technology Consultant.

#### 1.03 SUBMITTALS

- A. Manufacturer's technical data, specification sheets, maintenance manuals, and material safety data sheets (as outlined in Section 01340) must be provided within the Contractor's Bid Proposal for the products listed below:
- B. Bill of materials, noting long lead time items.
- C. Project schedule
  - 1. Contractors shall provide a detailed project schedule within their Bid Proposal, including all major work components that materially affect any other work within the project and projected building completion timeframes.

## PART 2 – PRODUCTS

### 2.01 COMPUTER EQUIPMENT

- A. Classroom Charging Carts – Quantity of 85
1. The awarded contractor is to provide the quantity specified to complete the charging station setup. These devices are to be purchased, delivered, and installed at the Administration Building and 12 elementary schools.
  2. The following specifications are minimum requirements for the charging cart:
    - Secure storage for a minimum of 36 laptops (to fit 13.3" laptop)
    - Built-in USB-C recharging capability
    - Pre-wired chargers

### 2.02 ASSET TAGGING

- A. District will provide asset tags for classroom charging carts.
- ~~B. The awarded vendor will be required to procure and install asset tags for each charging unit. The asset tags may be purchased from Alliance Asset Tags. Their website is <http://www.alliancetag.com/>. The asset tags must be black and white, .004" Polyester and 2.00" x 0.75" in dimension. The beginning number shall be determined upon Project Award. Below is a sample asset tag. The asset tag should read the following:  
Line 1: "Property of"  
Line 2: "Chippewa Valley Schools"~~



## PART 3 – EXECUTION

### 3.01 Installation

- A. Classroom Charging Carts
1. The awarded contractor is responsible for the delivery and set-up of the classroom charging carts to the Administration Building and 12 elementary schools. Specified existing charging carts and laptops are to be removed, data wiped and recycled.
  2. Work hours will need to be coordinated with the district but are expected to be 1<sup>st</sup> shift work during the summer, hours are Monday – Thursday 7 a.m. to 4 p.m. During the school year hours are 4 p.m. to 10:30 p.m. Monday – Friday.

### 3.02 PROJECT DOCUMENTATION

- A. Submit three (3) copies of the following required items within one (1) month of the conclusion of the project:
- B. Inventory spreadsheet that includes the following information on the pieces of equipment that cost \$500 or more:
1. Manufacturer
  2. Model Number
  3. Description
  4. Serial Number
  5. Location
  6. Asset Tag Number

- C. Documentation (including contact information) on the equipment warranties, technical support, and applicable software assurance.
- D. Manufacturer specification/cut sheets for the systems and equipment installed.
- E. Installation and programming manuals for all hardware and software components

### 3.03 WARRANTY

- A. Please refer to Section 01800 for the applicable "Guarantee/Warranty" periods.

End of Section 17230 (A)