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Request for Proposals

Elgin School District U-46
Active Wireless Survey RFP

1. Background
1.1. Covering 90 square miles, School District U-46 serves portions of 11 communities in the northwest suburbs of Chicago in Cook, DuPage and Kane Counties. The District is approximately 45 minutes west of downtown Chicago, and the majority of our communities are easily accessible from major interstates and commuter rail lines. School District U-46 serves over 40,000 children in grades preK-12. The District ranks as the second largest in Illinois with 42 elementary schools, 8 middle schools and 6 high schools. The District is headquartered at the U-46 Educational Services Center at 355 E. Chicago Street in Elgin, IL 60120.

1.2. The District is comprised of six (6) high schools, eight (8) middle schools, forty-two (42) pre-k/elementary schools and four (4) specialty facilities.

1.3. The District is in year three of implement a five year IT plan to upgrade and enhance all aspects of Information Technology from the implementation of structured cabling in all locations, to classroom applications such as IP audio/visual equipment, LAN equipment, wireless technology and security applications.

1.4. The current core network is comprised of a Nexus 7000 Series switch.

1.5. The District will utilize budgeted funds to survey these sites.

1.6. The District is in the process of deploying an improved Wireless Network that will provide 5-Ghz coverage through each building. This network is expected to be installed by December, 2014.

1.7. Response Requirements
1.7.1. Proposals must be submitted to the District by 2:00 pm CST, Wednesday, October 9, 2013.

1.7.2. Proposals must be submitted to:

Mr. Rickey Sparks
1.7.3. Responders must supply one (1) original, four (4) printed copies and one electronic of the response.

1.7.4. All prices should be F.O.B., Elgin, Illinois.

1.7.5. All envelopes MUST be sealed and marked: “Wireless Survey RFP”.

1.7.6. Pricing, Section 11, must be provided in a separate, sealed envelope, clearly labeled “Wireless Survey RFP”.

1.7.7. RFPS MAY NOT BE FAXED.

1.7.8. Proposals are to be formatted such that any requested information is provided direct beneath the numbered section in which the information is requested, or in the specific forms provided within the this document.

1.8. Questions on this procurement should be directed, in writing, via e-mail to:

   Mr. Tom Jakobsen
   ClientFirst Consulting Group, LLC
   tjakobsen@clientfirstcg.com

1.9. The schedule for this procurement is as follows in Table 1.

Table 1

<table>
<thead>
<tr>
<th>Selection Process Step</th>
<th>Estimated Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP/Bid Issued</td>
<td>September 18, 2013</td>
</tr>
<tr>
<td>Final Date for Questions</td>
<td>September 26, 2013</td>
</tr>
<tr>
<td>Publish Addendum</td>
<td>September 30, 2013</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>October 9, 2013</td>
</tr>
<tr>
<td>Decision on Vendor Finalists (short-list)</td>
<td>October 11, 2013</td>
</tr>
<tr>
<td>Vendor Finalist Presentations</td>
<td>Week of October 14, 2013</td>
</tr>
<tr>
<td>Final Vendor Selection Recommendation to Board</td>
<td>October 23, 2013</td>
</tr>
<tr>
<td>Presentation of Recommendation to Board</td>
<td>November 4, 2013</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Contract Negotiations Complete</td>
<td>November 15, 2013</td>
</tr>
<tr>
<td>Board Approval of Contract</td>
<td>November 18, 2013</td>
</tr>
<tr>
<td>Project Kick-off</td>
<td>November 20, 2013</td>
</tr>
<tr>
<td>Project Completion Date</td>
<td>December 31, 2013</td>
</tr>
</tbody>
</table>
2. **Procurement Information**

2.1. This document will deal with the active wireless surveys for the Elgin School District.

2.2. **General**

2.2.1. Related Documents - The General Provisions of the Contract apply to the work in this Specification.

2.2.2. This RFP is for the procurement of active Wireless Survey services.

2.3. **Definitions**

2.3.1. Throughout this document the terms “Specifications”, “Request for Proposal (RFP)” are used interchangeably and are intended to be inclusive of the written and illustrated portions of this Request for Proposal, unless noted otherwise.

2.3.2. Throughout this document the terms “Owner” and “District U-46” are used interchangeably and indicate the owner of the wireless system, Elgin School District U-46.

2.3.3. The term “Vendor”, “Proposer” and “Contractor” are used interchangeably and indicate the contractor responsible for installation of the wireless LAN data/telecommunications system.

2.3.4. The term Consultant, Designer or Engineer is intended to mean the firm and its employees that designed the structured wireless system, its drawings, and these specifications.

2.3.5. The terms “Proposal” and “Quotation” are used interchangeably and are intended to mean the pricing quotation submitted in response to this Request for Proposal.

2.4. **General Requirements**

2.4.1. The Contractor shall furnish and install all necessary labor, material and/or equipment required to complete the work as shown on the drawings, RFP documents and as specified herein for the OWNER.

2.4.2. The Contractor shall carefully investigate the site and conditions, verify dimensions by actual measurement if necessary, and coordinate their work accordingly. The Contractor shall be responsible for the accuracy of all such measurements and the precise fitting and assembly of the finished installation.

2.4.3. The Contractor or subcontractor warrants that he is familiar with and he shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the contract including without limitation Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.

2.4.4. Whenever required, the contractor or subcontractor shall furnish the Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.
2.5. Qualifications of Responder

2.5.1. The Contractor shall be licensed to do business in the State of Illinois.

2.5.2. The Responder may be requested, prior to award of contract, to submit written evidence of financial position, and current commitments. Refer to the Terms and Conditions for additional requirements.

2.5.3. The Owner may make such further investigations of contractors as he deems necessary to determine the ability of the contractor to perform the work and the contractor shall furnish to the Owner all such data for this purpose as the Owner may request. The Owner reserves the right to reject any RFP if the evidence submitted, or investigation of such contractor, fails to satisfy the Owner that such contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated.

2.5.4. Contractor must have on payroll a minimum of one (1) fully certified (WNSA), (CCNP) Wireless, (CCIE) Wireless and/or product specific equivalent.

2.5.4.1. Contractor to provide resume and certification(s) as a part of response.

2.5.5. The contractor shall have worked satisfactorily for a minimum of three (3) years on performing active wireless surveys of this type and size.

2.5.6. Upon request by the engineer/designer, furnish a list of references with specific information regarding type of project and involvement in providing of equipment and systems.

2.5.7. The owner discourages the use of subcontractors. However if the use of subcontractors is approved they shall assume all rights and obligations toward the contractor that the contractor assumes toward the owner and engineer.

2.6. Submission of Pricing Proposal - By submitting a response, the Contractor affirms that it has had ample time and opportunity to review the design documents and understands the requirements for furnishing and installing the specified Structured Connectivity System and has included the labor and materials required for the complete system in its RFP response.

2.7. Coordination

2.7.1. The Contractor is to coordinate its activities with the Owner’s Project Manager on the project and attend project management meetings as directed.

2.7.2. Prior to the project kick-off meeting, the successful Contractor is to prepare and furnish to the OWNER’s Project Manager (PM) a detailed installation schedule of events for the wireless survey work. The schedule is to indicate daily work of the project. This schedule will be utilized to track the progress and status of the installation. Once agreed to and submitted, any deviation to this schedule must be approved by the OWNER’s PM. The schedule must comply fully with the completion dates included in the Contract Documents, unless modified by issuance of an Addendum.

2.7.3. The preparation and agreement to an installation schedule is to be coordinated between the Contractor and the OWNER’s PM.
3. Evaluation Criteria

3.1.1. All proposals will be evaluated using the following general evaluation Criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>40%</td>
</tr>
<tr>
<td>Completeness and Accuracy of Proposal</td>
<td>10%</td>
</tr>
<tr>
<td>References &amp; Experience</td>
<td>20%</td>
</tr>
<tr>
<td>Ability to Complete Work by Due Date</td>
<td>30%</td>
</tr>
</tbody>
</table>

3.1.2. The evaluation process will consist of review and evaluation of proposals received by a team consisting of District personnel and consultants.

4. Purpose and Scope
The purpose of the Request for Proposal (RFP) is to solicit proposals from vendors to provide an active wireless surveys for remaining 38 district locations. These locations are comprised of pre-k/elementary, middle, and high schools site that will each have designated coverage models. The General information about the District can be found on the District’s website at [http://www.u-46.org/rfp](http://www.u-46.org/rfp). The District is seeking to implement a fully active wireless surveys solution as specified in the RFP.

Coverage Models:

The District is seeking the following coverage model for the following schools types:

**Pre-K/Elementary:** 5-Ghz coverage (1 access point for every two rooms)

**Middle School:** 5-Ghz coverage (1 access point for each room)

**High School:** 5-Ghz coverage (1 access point for each room)

The District plans to have 100% implemented coverage for each site that will include common areas such as: gym, cafeteria, learning resources centers, multipurpose rooms, and offices. Vendor will utilize these coverage models for classroom areas and provide additional coverage for other areas as needed. Building extensions such as stadiums, mobile classrooms, satellite offices, and other recreational service areas will also be under scope as directed by the District.

Equipment & Software Tools:

Vendor is to perform site survey analysis utilizing the criteria listed in the following sections below:

**Note:** Light-weight devices listed below contain radio antennas that do not consistently function at full power. These fluctuations in power cause signal strength to weaken drastically.
The following end-user equipment or equivalent should be used to conduct the wireless site surveys:

Smart phones/devices - Motorola Handheld MC70, Apple IPod 4th Gen, Samsung S4

Tablets – Ipad Tablet, Windows 8 Tablet, Samsung Galaxy Note 10.0

Laptops/Netbooks – Windows laptop, Google Chromebooks, HP Mini 110

Please specify the end-user equipment you are proposing to utilize.

**Note:** Access Points utilizing the latest technology will be used for site coverage testing by survey. See requirements below.

AP Equipment:

AP Hardware Specification;

3x3 MIMO, dual band, 802.11a/b/g/n/ac, POE Powered, 2.4-Ghz to 5-Ghz,

Please specify the AP you are proposing to utilize.

Survey Software:

Industry recognized software similar to Ekahau and AirMagnet are expected in with respect to performing site surveys.

Please specify the survey software you are proposing to utilize.

Signal Requirements:

All sites will adhere to the minimum of -65dB signal to ensure that best signal strength is available for all areas under scope for each school.

Signals measurement shall be tested with both heavy & **light-weight devices** such as smart devices, tablets, phones, and other smaller devices to ensure “real world” coverage scenarios.

Wireless Survey Data:

Vendor will provide the following items for survey data which will include and is not limited to the follow:

- Heat Maps (5-Ghz Only)
- AP placement recommendation – picture of each location
- Network data jack recommendation for AP placement
- Network closet port availability for AP activations
Estimated equipment and services to be procured as a part of this RFP are included in Table 11.1.

Sites Groupings:

Sites are broken into groups A through D. Each grouping is comprised of a various site locations that are high school, middle, pre-k/elementary. Vendors may propose on any or all of the groups referenced below. Vendors must complete all work for each group within the timeframe allotted.

Group Timeframe(s):

The district will provide the vendor with a time frame for each group. Below are the timeframes for each group and dates:

- **Group A & B:** 20 days  
  Start Date: 11/20/2013  
  End Date: 12/13/2013

- **Group C & D:** 40 days  
  Start Date: 11/20/2013  
  End Date: 12/30/2013

The start date for all groups will **commence in parallel** of one another. In other words, in order to propose on all four groups, the vendor must be willing and able to commit four teams to this project.

Sites Inventory:

Tables 4.1.0, 4.1.1, 4.1.2, and 4.1.3 list the District sites by group that require surveys. In addition to that these tables also include site information, classroom and common area count.

### Table 4.1.0 – Group A

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Location</th>
<th>Classroom Quantity</th>
<th>Common Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coleman Elementary</td>
<td>1220 Dundee Ave. Elgin, IL</td>
<td>23</td>
<td>10</td>
</tr>
<tr>
<td>Parkwood Elementary</td>
<td>2150 Laurel Ave. Hanover Park, IL</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td>Harriet Gifford Elem</td>
<td>240 Clifton Ave. Elgin, IL</td>
<td>22</td>
<td>13</td>
</tr>
<tr>
<td>Channing Memorial Elementary</td>
<td>63 S Channing St. Elgin, IL</td>
<td>28</td>
<td>16</td>
</tr>
<tr>
<td>Hillcrest Elementary</td>
<td>80 Airlite St. Elgin, IL</td>
<td>26</td>
<td>14</td>
</tr>
<tr>
<td>Ellis Middle School</td>
<td>225 S. Liberty St. Elgin, IL</td>
<td>38</td>
<td>25</td>
</tr>
<tr>
<td>Elgin High School</td>
<td>1200 Maroon Dr. Elgin, IL</td>
<td>115</td>
<td>61</td>
</tr>
<tr>
<td>Gifford Street High School</td>
<td>46 S Gifford St. Elgin, IL</td>
<td>14</td>
<td>10</td>
</tr>
</tbody>
</table>

### Table 4.1.1 – Group B

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Location</th>
<th>Classroom Quantity</th>
<th>Common Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridge Circle Elementary</td>
<td>420 Ridge Cir Streamwood, IL</td>
<td>34</td>
<td>19</td>
</tr>
<tr>
<td>Larkin High School</td>
<td>1475 Larkin Ave. Elgin, IL</td>
<td>95</td>
<td>38</td>
</tr>
<tr>
<td>Century Oaks Elementary</td>
<td>1235 Braeburn Dr. Elgin, IL</td>
<td>23</td>
<td>18</td>
</tr>
<tr>
<td>Kimball Middle School</td>
<td>451 N McLean Blvd. Elgin, IL</td>
<td>42</td>
<td>17</td>
</tr>
<tr>
<td>Oakhill Elementary</td>
<td>502 S Oltendorf Rd. Streamwood, IL</td>
<td>27</td>
<td>17</td>
</tr>
<tr>
<td>Larsen Middle School</td>
<td>665 Dundee Ave. Elgin, IL</td>
<td>38</td>
<td>19</td>
</tr>
<tr>
<td>Heritage Elementary</td>
<td>507 Arnold Ave. Streamwood, IL</td>
<td>26</td>
<td>17</td>
</tr>
</tbody>
</table>
Table 4.1.2 – Group C

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Location</th>
<th>Classroom Quantity</th>
<th>Common Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Elementary</td>
<td>234 E Stearns Rd. Bartlett,IL</td>
<td>37</td>
<td>19</td>
</tr>
<tr>
<td>Prairieview Elementary</td>
<td>285 Mayflower Ln. Bartlett,IL</td>
<td>33</td>
<td>25</td>
</tr>
<tr>
<td>Sycamore Trails Elementary</td>
<td>1025 Sycamore Ln. Bartlett,IL</td>
<td>32</td>
<td>7</td>
</tr>
<tr>
<td>Fox Meadow Elementary</td>
<td>1275 Jenna Dr. South Elgin,IL</td>
<td>31</td>
<td>6</td>
</tr>
<tr>
<td>Bartlett Elementary</td>
<td>111 E North Ave. Bartlett, IL</td>
<td>30</td>
<td>2</td>
</tr>
<tr>
<td>Eastview Middle School</td>
<td>321 N Oak Ave. Bartlett, IL</td>
<td>52</td>
<td>15</td>
</tr>
<tr>
<td>Liberty Elementary</td>
<td>1375 W Bartlett Rd. Bartlett,IL</td>
<td>31</td>
<td>8</td>
</tr>
<tr>
<td>Bartlett High School</td>
<td>701 W Schick St. Bartlett, IL</td>
<td>125</td>
<td>34</td>
</tr>
<tr>
<td>South Elgin High School</td>
<td>760 E Main St. South Elgin,IL</td>
<td>72</td>
<td>94</td>
</tr>
<tr>
<td>Kenyon Woods Middle School</td>
<td>1515 Raymond St. South Elgin,IL</td>
<td>44</td>
<td>24</td>
</tr>
<tr>
<td>Clinton Elementary</td>
<td>770 Mill St. South Elgin,IL</td>
<td>26</td>
<td>11</td>
</tr>
</tbody>
</table>

Table 4.1.3 – Group D

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Location</th>
<th>Classroom Quantity</th>
<th>Common Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanover Countryside Elementary</td>
<td>6 S Bartlett Rd Streamwood,IL</td>
<td>26</td>
<td>12</td>
</tr>
<tr>
<td>Timber Trails Elementary</td>
<td>1675 McDonough Rd Hoffman Estates,IL</td>
<td>25</td>
<td>15</td>
</tr>
<tr>
<td>Independence Preschool</td>
<td>200 E Taylor Ave Bartlett, IL</td>
<td>14</td>
<td>11</td>
</tr>
<tr>
<td>Glenbrook Elementary</td>
<td>315 Garden Cir. Streamwood,IL</td>
<td>30</td>
<td>16</td>
</tr>
<tr>
<td>Lincoln Elementary</td>
<td>1650 Maureen Dr. Hoffman Estates,IL</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>Illinois Park Elementary</td>
<td>1350 Wing St. Elgin,IL</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Creekside Elementary</td>
<td>655 Airlite St. Elgin,IL</td>
<td>31</td>
<td>16</td>
</tr>
<tr>
<td>Streamwood High School</td>
<td>701 W Schaumburg Rd, Streamwood, IL</td>
<td>95</td>
<td>42</td>
</tr>
<tr>
<td>Canton Middle School</td>
<td>1100 Sunset Cir. Streamwood,IL</td>
<td>51</td>
<td>21</td>
</tr>
<tr>
<td>Tefft Middle School</td>
<td>1100 Shirely Ave. Streamwood,IL</td>
<td>48</td>
<td>21</td>
</tr>
<tr>
<td>Sunnydale Elementary</td>
<td>716 Sunnydale Blvd, Streamwood, IL</td>
<td>24</td>
<td>16</td>
</tr>
</tbody>
</table>

Project Scope Summary:

Elgin School District U-46 plans to implement a fully unified wireless system that will service the entire district. The wireless surveys will layout the foundation to satisfy the following items that will handle BYOD initiatives, mobility in the classroom, seamless integration and also provide expanded network capacity throughout the district.

These wireless surveys will be conducted to help plan and design the for a wireless network expansion at each school.

5. Scope of Work & Project Layout

Wireless Survey Methodology
The Vendor project manager and District project manager will develop an overall installation
schedule for the schools in question. The schedule shall be less the duration(s) outlined above.

Wireless surveys will be performed directly by vendor with aid from district staff. Completion of
site surveys may require after hours work. School hours by grade are listed below:

<table>
<thead>
<tr>
<th>School Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K/Elementary</td>
<td>8:00am to 3:00pm</td>
</tr>
<tr>
<td>Middle School</td>
<td>9:00am to 3:30pm</td>
</tr>
<tr>
<td>High School</td>
<td>7:00am to 3:00pm</td>
</tr>
</tbody>
</table>

The vendor will provide a project manager and project plan outlining the scope of work to be
performed. A Client requirements meeting will take place post kick off of the project to
formulate the sequence of events, staff scheduling, and location availability.

The methodology to be used for active wireless surveys is outlined below:

5.1. Vendor to meet with District to verify site survey requirements and review project
     plan.

5.2. Vendor acquires electronic building maps, diagrams, and other pertinent
documentation needed for survey.

5.3. Vendor will test for signals strength and coverage based on District directive on a
     per site basis.

5.4. Vendor will perform an active wireless site survey for each school and will document
     results in various maps and reports.
     5.4.1. A heat map showing overlapping 5-Ghz coverage for each school
     5.4.2. A building map outline specified areas to where an AP need to be installed
     5.4.3. A building map outlining where extra drops are needed
     5.4.4. A report that includes port availability counts on switches in wiring closets.

5.5. Vendor will utilize heat map software and hardware to acquire thermal data and
     results.

5.6. Vendor will visit IDF and MDF closets to determine port availability counts and
     connection points. A separate report will be included with each survey.
     5.6.1. Vendor will document room number and existing teacher cable drop location for
             inclusion in their report.
     5.6.2. District will provide onsite personnel to assist with IDF & MDF closet reviews.

5.7. Vendor will document all findings and present data in a report format.

5.8. Vendor will provide sign-offs for each site completed and also a working schedule of
     sites under scope.
6. District Technical Requirements
This Request for Proposal is open to all Wireless network equipment suppliers, provided that each supplier and the proposed equipment meet the qualifications outlined in this proposal. The proposed survey must meet the following general requirements:

6.1.1. The District will provide the Vendor will electronic copies all building maps to conduct survey.

6.1.1.1. The successful Vendor should plan on a two (2) hour meeting to review and valid survey requirements.

6.1.1.2. The District will work directly with the vendor to provide access to site locations.

6.1.1.3. The District will provide access to data closets for so that Vendor can complete counts for availability.

6.1.1.4. The District will provide floor plans as an attachment to proposal.

7. Additional Capabilities / Feature Descriptions
Please describe any features or capabilities not delineated above that would be useful for understanding and evaluation. Note any items that have extra costs associated with them.

8. Vendor Responsibilities and Requirements
The Vendor shall be responsible for on-site configuration and training of the District IT staff for the daily operation aspects, monitoring, management, and maintenance aspects of the system.

The Vendor shall name a project coordinator who shall work with the District’s Project Manager to provide and approve a project schedule. The schedule shall take into account all aspects of the project, including site survey, data summary and report generation.

The Vendor shall be responsible for preparing a report for each building, based on the site survey results. This proposal shall include the following:

8.1. Documentation of the wireless survey performed at each location. Port availability diagrams as required.

8.2. Documentation labeling placement of each access point.

8.3. Documentation of the access point associated with each port to be utilized in the environment.

8.4. Development of any lessons learned based on survey results.

8.5. Documentation of any problems or other considerations the Vendor feels are important for the security and availability of the wireless network.

8.6. Review any issues or conditions that may affect the surveyor schedule.
Materials and Workmanship

8.7. The Vendor shall perform all work required for the completion of the installation in a skillful and craftsman-like manner.

Vendor Completion Criteria

Vendors work at each location shall be considered complete after the following has been accomplished:

8.8. All items listed in the vendors approved proposal have been completed.
8.9. All construction debris and Materials have been removed.
8.10. The District’s Project Manager has inspected all installations and reviewed proof of performance tests and accepted the installation.
8.11. The Vendor has provided the District with a formal knowledge exchange, consisting at a minimum of:
   8.11.1. Complete documentation of all device configurations (may be in electronic form).
   8.11.2. Documentation of the location of all network switches; including device inventory, model number, serial number, etc.
   8.11.3. A diagrammatic overview of all device interconnections, in Visio.
8.12. Safety - The Contractor is responsible for the safe passage of pedestrian traffic for the duration of the job. Any precautionary measures, necessary warning signs, etc., required to assist the Contractor in the performance of the work shall be at the Contractor’s expense and provided for his/her quoted price.

8.13. Use of Site
   8.13.1. Use of the site shall be at the owner's direction in matters in which the owner deems it necessary to place restriction.
   8.13.2. Access to building wherein the work is performed shall be as directed by the owner.
   8.13.3. Schedule necessary shutdowns of plant services with the owner, and obtain written permission from the owner.
   8.13.4. Proceed with the work without interfering with ordinary use of streets, aisles, passages, exits, and operations of the owner.

8.14. Continuity of Services
   8.14.1. Take no action that will interfere with or interrupt, existing building services unless previous arrangements have been made with the owner's representative. Arrange the work to minimize shutdown time.
   8.14.2. Should services be inadvertently interrupted, immediately furnish labor, including overtime, material, and equipment necessary for prompt restoration of interrupted service.
9. General Requirements

9.1. Where trade names, models, or catalog numbers are specified, it shall be understood as indicating the minimum of design and quality desired. The description herein is given for the sole purpose of providing a suitable basis for comparison and not limiting competition. However, if items other than those specified are substituted, the Responder shall so state in his RFP, giving the name of the manufacturer, model, or catalog number, etc., and submit literature thereon to aid the owner in evaluating the submitted item(s). It will be assumed that if no changes are indicated, items will be furnished as specified.

9.2. Successful Responder must submit separate invoice for each purchase order. Information on that invoice shall cover only that one purchase order.

9.3. The Owner reserves the right to return any merchandise that does not comply with the specifications and conditions at the supplier’s expense.

9.4. The quantities of items stated in the RFP specifications, including the quantities stated in any alternates, are intended as a reasonable estimate of the district’s anticipated needs for the purposes of this RFP only. Such quantities may not be construed as a promise or Owner reserves the right to increase or decrease quantities requested on the RFP and all alternates in the event that the district’s actual needs differ from the estimates stated herein.

9.5. The Owner, in determining the responsibility of any Responder, may take into account other factors in addition to financial responsibility, such as past records of transactions with the Responder, experience, adequacy of equipment, ability to complete performance within necessary time limits, and other pertinent considerations such as, but not limited to, reliability, reputation, competence, skills, efficiency, facilities, resources and location of the Responder as related to prompt reply to service needs, parts pickup, and ease of communications. The Responder shall, if and upon the district’s request, supply such information as current auditor’s financial statement, insurance certification and any other necessary information to allow U-46 to determine the Responders’ qualifications and responsibility.

9.6. The Owner reserves the right to reject any or all RFPs.

9.7. If you choose not to submit a RFP at this time, please return this information stating reason(s) you are not responding. Failure to respond to this request may result in removal of your companies name from the Responders list.

9.8. Reminder - Double Check for enclosures and signatures.

9.9. All pricing will be honored through December, 2013. If the vendor will not hold pricing, the proposal will be rejected. The vendor must indicate if pricing will be maintained through December 2013.

9.10. PREVAILING WAGE LAW - This project is subject to Illinois Prevailing Wage Law and all Contractors and Sub-Contractors are required to pay Prevailing Wage Rates for the appropriate tasks being performed by construction personnel. All Contractors and Sub-Contractors shall be required to submit Certified Payroll Documentation in accordance with the Prevailing Wage Law.
9.11. INSURANCE

9.11.1. GENERAL

9.11.1.1. The Contractor and Subcontractors will not commence work under the Contract until all required insurance bonds have been obtained and approved by the Owner.

9.11.1.2. All such insurance and bonds will be secured only from insurance companies licensed and duly authorized by the Department of Insurance of the State of Illinois to do business in Illinois. Insurance companies will require an A.M. Best Policyholder’s rating of “A” or better and an A.M. Best Financial Size Category of “IX” or better.

9.11.1.3. All policies of insurance will be endorsed to require a sixty (60) days prior written Notice of Cancellation be given to Owner.

9.11.1.4. Certificates of Insurance acceptable to the Owner will be filed with the Owner prior to the commencement of the Contract. The certificates must show evidence of the coverage required herein; include a description and location of the project sites; and reflect the sixty (60) day notice of cancellation provision.

9.11.2. LIABILITY INSURANCE

9.11.2.1. OWNER’S LIABILITY INSURANCE - The Owner may purchase and maintain General Liability and Automobile Liability; similarly, the Owner may retain the risk exposures related to these coverage’s. The Contractor and Subcontractors shall not be responsible for purchasing and maintaining Owner’s liability insurance unless specifically required by this Contract.

9.11.2.2. CONTRACTOR’S LIABILITY INSURANCE - The Contractor and Subcontractors will purchase and maintain insurance for the coverage’s and in the amounts specified in the following provisions for a minimum of three (3) years after final completion of the Contract.

9.11.2.3. Commercial General Liability Insurance

9.11.2.3.1. Commercial General Liability Insurance will provide coverage for Bodily Injury and Property Damage liability for the premises, operations, products and completed operations hazards; contractual liability assumed in this contract including.

9.11.2.3.2. Indemnification of the Contractor or Subcontractor, independent contractors, broad form property damage liability (including products and completed operation), personal injury with employee and contractual exclusions deleted and coverage for explosion, collapse and underground hazards.

9.11.2.3.3. The limits of liability will be written on an occurrence basis and will provide limits not less than the following:

9.11.2.3.3.1. $2,000,000 - Bodily Injury and Property Damage Combined Single Limit Each Occurrence

9.11.2.3.3.2. $2,000,000 - Personal Injury and Advertising Injury
9.11.2.3.3. $2,000,000 - Products and Completed Operations Aggregate

9.11.2.3.4. $2,000,000 - General Annual Aggregate per Project

9.11.2.4. Automobile Liability Insurance - Automobile Liability Insurance will list the ANY AUTO symbol and cover all owned, non-owned and hired automobiles, trucks, and trailers. Such insurance will include contractual liability and provide limits not less than the following:

9.11.2.4.1. $2,000,000 - Bodily Injury and Property Damage Each Accident

9.11.2.5. Worker’s Compensation Insurance - Workers Compensation Insurance (Coverage A), including Occupational Disease coverage in statutory limits for the State of Illinois, with Coverage B-Employer’s Liability limits not less than the following:

9.11.2.5.1. $2,000,000 - Each Accident Bodily Injury by Accident

9.11.2.5.2. $2,000,000 - Each Employee Bodily Injury by Disease

9.11.2.5.3. $2,000,000 - Policy Limit Bodily Injury by Disease

9.11.2.6. Umbrella Liability Insurance - Umbrella Liability Insurance will be in excess of the underlying coverage set forth in 9.15.2.5.1, 9.15.2.1.5.2 and 9.15.2.5.3 above, and will provide coverage at least as broad as the respective policies. The Owner, School District U-46, shall be listed as additional insured. The limits of liability required are the full limits and are not to be less than the following:

9.11.2.6.1. Contractor - $5,000,000 Each Occurrence, $5,000,000 Aggregate

9.11.2.6.2. Subcontractor - $3,000,000 Each Occurrence, $3,000,000 Aggregate

9.11.2.6.3. Coverage that is not provided by the underlying insurance, but is provided under the Umbrella Liability Insurance will be subject to a self-insured retention no greater than $10,000 per occurrence. The Contractor and Subcontractor may use any combination of the underlying and umbrella insurance limits of liability provided the combined total limits of liability are equivalent to the total limits of liability required herein.

9.11.2.7. Additional Insured/Waiver of Subrogation Requirements - The Commercial General Liability, Automobile Liability, and Umbrella Liability policies will include the Owner, its directors, officers, and employees. The policies will be endorsed as primary and noncontributory to any insurance of the Additional Insureds. If the Additional Insureds have other insurance, which is applicable to a loss, such other insurance shall be on an excess basis over valid and collectable insurance. The Commercial General Liability, Automobile Liability, Worker’s Compensation and Umbrella Liability policies will include a Waiver of Subrogation, evidenced by endorsement, in favor of the Additional Insureds.

9.11.2.8. Owner’s-Contractor’s Protective Liability Policy - If the Contractor or any Subcontractor is unable to provide a per project aggregate or primary/non-contributory coverage to the Additional Insureds, the
Contractor or Subcontractor will provide an Owner’s-Contractor’s Protective Liability Policy as follows:

9.11.2.8.1. With the Additional Insureds (i.e., the Owner) as Named Insureds;

9.11.2.8.2. At limits of Liability equivalent to the combined Commercial General Liability and Umbrella occurrence and aggregate limits;

9.11.2.8.3. As primary and non-contributory to any insurance of the Additional Insureds;

9.11.2.8.4. With a 60 day written Notice of Cancellation

9.11.2.8.5. The original of such policy will be filed with the Owner.
10. Specifications & Pricing

10.1. Tables 11.1.0, 11.1.1, 11.1.2, and 11.1.3 summarize services required by this RFP. Each table corresponds to each batch group that is outlined above. Vendor to perform site work based on the following criteria:

10.1.1. Adequate access is provided to sites for survey work to be performed.
10.1.2. Equipment that is needed is already included for site survey.
10.1.3. Minimal to no disruption at each site.
10.1.4. Include all power cables, redundant power supplies are required
10.1.5. Any third party equipment, add-ons, and software that is needed is present upon arrival.

10.2. PROPOSAL RESPONSE PRICING

10.2.1. Attach a detailed Bill of Material for all services & equipment proposed prices.

10.2.2. Vendor is expected to fix all prices at the proposed amounts for the duration of the contract.

10.2.2.1. The District reserves the right to increase or decrease the quantity of services/equipment to be purchased under this RFP. Any additional equipment purchased shall be priced at the proposed price in the detailed bill of material provided by the vendor as a part of their proposal.

<table>
<thead>
<tr>
<th>Group A</th>
<th>Quantity/Hours</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Wireless Survey Services</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Equipment &amp; Misc. Items</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total (do not include sales tax when calculating project total cost)</strong></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Vendor understands and agrees that completion of Group A is required twenty (20) days after contract award.
Table 10.1.1

<table>
<thead>
<tr>
<th>Batch Site Group B</th>
<th>Quantity/Hours</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Wireless Survey Services</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Equipment &amp; Misc. Items</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total (do not include sales tax when calculating project total cost)</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Vendor understands and agrees that completion of Group B is required twenty (20) days after contract award.

Table 10.1.2

<table>
<thead>
<tr>
<th>Batch Site Group C</th>
<th>Quantity/Hours</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Wireless Survey Services</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Equipment &amp; Misc. Items</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total (do not include sales tax when calculating project total cost)</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Vendor understands and agrees that completion of Group C is required forty (40) days after contract award.
Table 10.1.3

<table>
<thead>
<tr>
<th>Batch Site Group D</th>
<th>Quantity/ Hours</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Wireless Survey Services</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Equipment &amp; Misc. Items</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total (do not include sales tax when calculating project total cost)</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Vendor understands and agrees that completion of Group D is required forty (40) days after contract award.

Signature:_____________________________  Date:___________

ADDITIONAL ITEMS

10.2.3. Following are item(s) that the Proposer:
10.2.3.1. Considers missing from the design documents and should be furnished and installed for a complete installation; and/or,

10.2.3.2. Would like to propose as an alternate to the design. The associated cost or credit is shown. An explanation of the addition and/or alternate is required for consideration of either.

10.2.4. Missing items. Attach an explanation for evaluation.

10.2.4.1. "ADD" $ ________________

10.2.4.2. "CREDIT" $ ________________

10.2.5. Contractor Suggested Alternate to the Design. Attach an explanation for evaluation.

10.2.5.1. "ADD" $ ________________

10.2.5.2. "CREDIT" $ ________________

11. Reference and Experience

11.1. The District seeks Proponents who have been shipping and currently have an installed base of customers with wireless network systems addressing similar requirements and of similar size as stated herein.

11.1.1. The District requires that the winning proposer has a minimum of one (1) fully certified (WNSA), (CCNP) Wireless, (CCIE) Wireless and/or product specific equivalent. Please include resumes in your response.

11.2. Provide at least three (3) references of similar installed systems in the using the table provided below – expanding them as necessary to include all relevant information. The references must be for similar size K-12 or higher education customers with similar environments and end users.

11.3. The District may wish to conduct site visits with one or more of the references provided below. Be advised, references are a major element of the customer’s selection criteria.

11.3.1.

<table>
<thead>
<tr>
<th>Reference (use same format for all references)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
</tr>
<tr>
<td>Contact Name</td>
</tr>
</tbody>
</table>
### 11.3.2.

**Reference (use same format for all references)**

<table>
<thead>
<tr>
<th>Customer Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Address</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Contact E-mail</td>
<td></td>
</tr>
<tr>
<td>Installation Date of Comparative System</td>
<td></td>
</tr>
<tr>
<td>Description of Comparative System – please be specific and detailed</td>
<td></td>
</tr>
</tbody>
</table>

### 11.3.3.

**Reference (use same format for all references)**

<table>
<thead>
<tr>
<th>Customer Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Contact Address</td>
<td></td>
</tr>
<tr>
<td>Contact Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Contact E-mail</td>
<td></td>
</tr>
<tr>
<td>Installation Date of Comparative System</td>
<td>Description of Comparative System – please be specific and detailed</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
</tbody>
</table>

12. Proposal

12.1. Acknowledgements

12.1.1. To be considered, the Proposer must complete the certifications forms attached below:

12.1.1.1. CONTRACTOR’S CERTIFICATION OF COMPLIANCE WITH SCHOOL DISTRICT POLICY RE: CONTRACTOR EMPLOYEES CONVICTED OF CERTAIN OFFENSES

12.1.1.2. SEXUAL HARASSMENT POLICY CERTIFICATION

12.1.2. By submission of this Proposal, the Proposer certifies that:

12.1.2.1. The supplier has verified prices and the conditions of this Proposal. That this Proposal has been reviewed and accepted by all appropriate parties constituting this offer.

12.1.2.2. The individual signing this Proposal certifies that he/she is a legal agent of the Proposer and is further authorized to represent the offering and is legally responsible for the decision as to the prices and supporting documentation provided.

12.1.2.3. The Proposer will pay, and require each subcontractor to pay, not less than the general prevailing rate of hourly wages for work of a similar character in the locality in which the work is performed, and not less than general prevailing rate of hourly wages for legal holidays and overtime work.

12.1.3. COMPLETION TIME

12.1.3.1. The Owner will not be responsible to the Contractor for additional costs incurred by the Contractor in meeting guaranteed completion dates for performing the work of the Specifications including work performed on evenings, weekends, or holidays.

12.1.3.2. The Contractor is expected to start immediately after receipt of letter of intent from the Owner and will be required to enter into an Agreement with The Owner and/or its agents.

12.1.3.3. The Contractor may request, by written notice to the Owner PM, access to the project areas before the normal work day begins and on weekends. The Owner will make a reasonable attempt to grant such access.

12.1.4. FINAL COMPLETION DATE - The undersigned agrees to complete all work described in the Specifications and correct any defective or incorrect items identified by the Owner PM Punch List, in less than three months following the agreement on final design as outlined in Section 8. Punch List will be delivered to the Contractor after substantial completion is reached. Refer to attached construction schedules for specific milestone dates for each facility.

12.2. SUBCONTRACTORS

12.2.1. List all subcontractors required to complete this project along with the portion of the project they will be responsible for:

12.2.1.1. Subcontractor #1

12.2.1.1.1. Company Name: ________________________________
12.2.1.1.2. Company Address: ________________________________
12.2.1.1.3. Portion of work to be performed by this subcontractor: ____

12.2.1.2. Subcontractor #2
12.2.1.2.1. Company Name: ________________________________
12.2.1.2.2. Company Address: ________________________________
12.2.1.2.3. Portion of work to be performed by this subcontractor: ____

12.2.1.3. Subcontractor #3
12.2.1.3.1. Company Name: ________________________________
12.2.1.3.2. Company Address: ________________________________
12.2.1.3.3. Portion of work to be performed by this subcontractor: ____

12.3. AUTHORIZATION
12.3.1. Signature of Authorized Company Representative:
12.3.1.1. Name of Authorized Rep. - (Typed): __________________________
12.3.1.2. Signature: ________________________________
12.3.1.3. Date: ________________________________
12.3.1.4. Employer Identification Number: __________________________
12.3.1.5. Company Name: ________________________________
12.3.1.6. Street Address: ________________________________
12.3.1.7. City, State, Zip: ________________________________

12.3.2. Notarization:
12.3.2.1. My being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.
12.3.2.2. Subscribed and sworn before me this ____day of ________, 20__

12.3.2.3. Notary Public:
12.3.2.3.1. (Signature) ________________________________
12.3.2.3.2. (Printed Name) ________________________________
12.3.2.3.3. My Commission expires: __________________________
(Notary Seal)
CONTRACTOR'S CERTIFICATION OF COMPLIANCE WITH SCHOOL DISTRICT POLICY RE: CONTRACTOR EMPLOYEES CONVICTED OF CERTAIN OFFENSES

Pursuant to Section 5/10-21.9 of the Illinois School Code and Policy Number 4:170 of the Valley View Community Unit School District No. 365U, the undersigned hereby certifies as follows:

1. The contractor shall not send to any school building or school property any employee or agent who is a child sex offender as defined in the Child Sex Offender and Murderer Community Notification Law and who may have any direct or indirect contact with any student.

2. The contractor shall not send to any school building or school property any employee or agent who has been convicted of any offence identified in Section 5/10-21.9(c) of the Illinois School Code and who may have any direct or indirect contact with any student.

At least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses. The contractor shall also provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history background investigation.

PREVAILING WAGE

It is hereby stipulated that all laborers, workers and mechanics performing work under the Contract shall not be paid less than the prevailing wage as found by the Illinois Department of Labor or the Board of Education, and that Contractor and all Subcontractors and Sub-subcontractors shall in all other respects comply with the Prevailing Wage Law, Ill. Rev. Stat. 1985, Ch. 48, Section 395-1 et. seq. in carrying out the work under the Contract.

By:

Authorized Agent of

Contractor

SUBSCRIBED AND SWORN TO
Before Me This , Day
Of , 20 .

______________________________
Notary Public
SCHOOL DISTRICT U-46
Elgin, Illinois

NON-DISCRIMINATION

No Contractor who is the recipient of the District's funds, or proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee or applicant or any member of the public because of religion, race, sex, color, or national origin, nor otherwise commit an unfair employment practice. Contractor further agrees that this article will be incorporated by the Contractor in all contracts entered into with suppliers of materials or services, contractors and subcontractors and all labor organizations, furnishing skilled, unskilled, and craft union skilled labor, or who may perform any such labor or services in connection with this contract. The Contractor and all subcontractors employed under the contract shall comply with all applicable provisions of the Illinois Human Rights Act (775 ILCS 5/1-10).

SEXUAL HARASSMENT POLICY CERTIFICATION

Contractor does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has a written sexual harassment policy that includes, at a minimum, the following information:

(i) the illegality of sexual harassment;
(ii) the definition of sexual harassment under State law;
(iii) a description of sexual harassment, utilizing examples;
(iv) an internal complaint process including penalties;
(v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission;
(vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and
(vii) protection against retaliation.

By:
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO
Before Me This , Day
Of , 20__.

______________________________
Notary Public