

Bloomfield Township Public

Library

**Bloomfield Township Public Library
Board of Trustees**

Library Board Meeting
October 18, 2016
7:00 p.m.
John Rumsey Board Room

Trustees:

libraryboard@btpl.org

Joan Luksik, President

Pamela Williams, Vice President

Judy Lindstrom, Secretary

Tom Deska

Grant Gerhart

Eli Greenbaum

Director:

muellerc@btpl.org

Carol Mueller

All meetings are open to the public.
We invite you to attend a meeting or watch it online at www.btpl.org

1099 Lone Pine Road, Bloomfield Township, MI 48302 248.642.5800

THE PLACE TO
DISCOVER

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEE MEETING**

LIBRARY BOARD INFORMATION PACKETS

List of Contents

Items included in pre-board delivery for the REGULAR BOARD MEETING SCHEDULED
For Tuesday, October 18, 2016
7:00 p.m.

#	<u>NUMBERED ITEMS</u>	<u>DATE DELIVERED</u>
1	Agenda	10/14/16
2a	Request to remove items from the Consent Agenda for Discussion	10/14/16
2b	Motion to approve the order of items for the regular and consent agendas	10/14/16
5	Motion to approve remaining consent agenda items 6-8d	10/14/16
6	Regular Board Meeting Minutes of 9-20-16	10/14/16
7a	Cash Disbursements	10/14/16
7b	Revenues/Expenditures Budget Report	10/14/16
7c	Energy Report	10/14/16
8a	President's Report	10/14/16
8b	Director's Report	10/14/16
8c	Bloomfield Township Liaison –no report	
8c	Cranbrook –no report	
8c	Policy Committee –no report	
8c	Development Committee – Meeting Minutes of 9-23-16	10/14/16
8c	Building, Grounds, Landscaping, Interiors Committee – no report	
8c	Art Committee –Meeting Minutes of 10-10-16	10/14/16
8c	Finance Committee – no report	
8c	Friends of the Library Liaison – no report	
8c	Investment Committee – no report	
8c	Personnel Committee – no report	
11a	Strategic Plan Update	10/14/16
13	Motion to approve any items removed from the consent agenda	10/14/16
	 <u>UNNUMBERED ITEMS</u>	 <u>DATE DELIVERED</u>
	Directors Report – FOL meeting 10-5-16	10/14/16
	Technology Bid Draft	10/14/16
	Technology Bid Milestones	10/14/16
	Administrative Calendar	10/14/16

AGENDA
BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES
Tuesday, October 18, 2016
Regular Board Meeting
7:00 P.M.

REGULAR AGENDA ITEMS #1-5

1. Call to order of regular meeting
- 2a. Request to remove items from the Consent Agenda for Discussion
- 2b. MOTION to approve the order of items for the Regular and Consent Agendas
3. President's Verbal Report
4. Director's Verbal Report
5. MOTION to approve the remaining Consent Agenda items 6-8d

CONSENT AGENDA ITEMS #6-8d
Items removed will be discussed under Item #12

6. Regular Board meeting minutes of September 20, 2016
7. Budget
 - a. Cash Disbursements
 - b. Monthly Revenues & Expenditures
 - c. Energy Report
8. Written Reports:
 - a. President: *Joan Luksik
 - b. Director: *Carol Mueller
 - c. Committee: *Art Committee *Ad Hoc*
*Bloomfield Township Liaison
*Building, Grounds, Landscaping, Interiors
*Cranbrook
*Development
*Finance
*Friends of the Library Liaison
*Investment
*Jeanette P. Myers Scholarship Selection
*Personnel
*Policy

REGULAR AGENDA ITEMS

9. Call to the public, communications
10. Unfinished Business
11. New Business
 - a. Strategic Plan Update and Discussion
12. Discussion of items removed from the Consent Agenda
13. MOTION to approve any items removed from the Consent Agenda
14. Other
15. Next scheduled meeting: Tuesday, November 15, 2016
16. Adjournment

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**REQUEST TO REMOVE ITEMS FROM THE CONSENT AGENDA
FOR DISCUSSION**

I REQUEST THAT ITEM (S):

**BE REMOVED FROM THE CONSENT AGENDA FOR DISCUSSION
DURING REGULAR AGENDA ITEM 12.**

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

**MOTION TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR
AND CONSENT AGENDAS**

OPTION - NO AMENDMENT NEEDED:

I move to approve the order of items as listed on the REGULAR and CONSENT AGENDAS as presented.

OPTION - AMENDMENT TO AGENDA:

I move to approve the order of items as listed on the AGENDAS, with the following items to be moved from

the **REGULAR AGENDA** as follows:

the **CONSENT AGENDA** as follows:

If amended, CONSENT AGENDA items will be moved to REGULAR AGENDA ITEM #12 for discussion and REGULAR AGENDA ITEM #13 for approval.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

CONSENT AGENDA ITEMS MOTION

I move to approve the remaining items on the consent agenda.

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
BOARD OF TRUSTEES**

Bloomfield Township Public Library
Oakland County, Michigan
Tuesday, September 20, 2016

At 6:40 p.m., Tom Deska was sworn in by Jan Roncelli to join the Library Board of Trustees. The swearing in concluded at 6:45 p.m.

At 7:00 p.m. the Regular Meeting of the Bloomfield Township Public Library Board of Trustees was called to order by President, Joan Luksik.

Present: Trustees: Tom Deska, Eli Greenbaum, Judy Lindstrom, Joan Luksik, and Pam Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Finance Coordinator, Sandra Bird; Director's Secretary, Linden Godlove

Guests: Emily Hudak, Youth Services Librarian; Matt Whitty and Walter Schwartz of Schwartz and Company.

Upon discussion, a motion was made by Pam Williams, seconded by Judy Lindstrom, **TO APPROVE THE ORDER OF ITEMS FOR THE REGULAR AND CONSENT AGENDAS.**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

President's Verbal Report:

Joan Luksik welcomed Tom Deska to the Board. She reported receiving a lovely thank you card from the Myers Scholarship recipient, Jamie Jasper.

Director's Verbal Report:

Carol Mueller welcomed Tom Deska to the Board of Trustees. She also welcomed the new Director's Secretary, Linden Godlove, to the library staff. She extended an invitation to the Board to the art unveiling reception this Thursday, September 22. Carol also invited the Board to take flyers to distribute for the fundraising program, "Fall for Dahl." The Library has received some additional sponsorship for this event. Summit Electric is a sponsor for \$250. Flagstar Bank is a sponsor for \$100. There are promises for contributions from Du All and Kim Bolan and Associates. 26 tickets have been purchased at this time.

On the Bloomfield Township Public Library's Facebook page, one person left the comment, "Hands down, best library I've ever been to."

REGULAR AGENDA:

Call to the Public: Joan welcomed Emily Hudak, Youth Services Librarian, and Matt Whitty and Walter Schwartz of Schwartz and Company.

UNFINISHED BUSINESS:

No items for discussion

NEW BUSINESS:

Investment Review by Schwartz and Co.

Matthew Whitty and Walter Schwartz, from Schwartz & Co. presented an overview of the Library's investments. Their review included the Asset Update and Performance Analysis.

Policy Review

Carol wishes to recognize the work of Policy Committee Trustees, Pam Williams and Eli Greenbaum, in the Policy Review. Upon discussion, it was agreed that the rules of conduct could be presented differently. The original Rules of Conduct begin with two lengthy paragraphs, which make it less likely to be read. These paragraphs will be listed at the end of the Rules of Conduct. The proposed revisions focus on people's behavior in the Library.

After discussion, a motion was made by Pam Williams, seconded by Eli Greenbaum, **TO APPROVE THE RULES OF CONDUCT AS PRESENTED.**

A vote was taken for approval of the motion.

Ayes: Deska, Greenbaum, Lindstrom, Williams

Nays: None

MOTION CARRIED

DISCUSSION OF ITEMS REMOVED FROM THE CONSENT AGENDA

No items removed.

OTHER:

Joan Luksik announced that there will be a swearing in of the newly elected Library Board Trustees on November 15 at 6:30pm.. The new Library Board Trustee positions will be effective on November 20, 2016 at 12noon. Joan Luksik will appoint a nominating committee for Board officers at the November Library Board meeting. The strategic plan update presentation will take place at our next meeting.

Judy Lindstrom said she had no update, but reminded the trustees that the Development Committee meeting would take place on Friday, September 23 at 1 p.m.

Meeting adjourned at 7:32 p.m.

The next meeting of the Bloomfield Township Public Library Board of Trustees is Tuesday, October 18, 2016 at 7:00 p.m. in the Board Room.

Submitted by:

Judy Lindstrom, Secretary

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

Cash Disbursements Comments

October 2016

New Vendors:

Dayna Davis is a new vendor as a library program performer.

IFIXIT is a new vendor for computer supplies.

Learning Resources is a new vendor for program supplies.

Multicultural Books & Videos is a new vendor for library materials in world languages.

Ronald Braun is a new vendor for a meeting room refund.

Roscommon Area District Library is a new vendor for Melcat reimbursement.

General Fund Advance

- Check #16461 payable to the Bloomfield Township in the amount of \$4,595.09 was payment for the 7/18 – 8/19/2016 water and sewer bill.

General Fund

- Check #16493 payable to Petty Cash in the amount of \$500.00 was payment for establishing additional cash tills for the Circulation Desk and Library Shop as approved by the Finance Committee.
- Check #16494 payable to Butzel Long in the amount of \$1,209.00 was payment for the legal matters and information on funding options for our other post-employment benefits.
- Check #16499 payable to Dayna Davis in the amount of \$1,500.00 was payment for a library performance.

- Check #16503 payable to Infobase Learning in the amount of \$2,420.86 is payment for an online database, Science Online.
- Check #16505 payable to Innovative Interfaces, Inc. in the amount of \$22,144.00 is payment for our annual renewal of our Encore catalog and fines payment module.
- Check #16510 payable to Library Design Associates, Inc. in the amount of \$1,350.00 was payment for refinishing the Local History Room table/original Library Board table.
- Check #16522 payable to Roscommon Area District Library in the amount of \$13.00 was payment for a book borrowed for a Bloomfield Township resident that was lost. Our patron has been billed for this item.
- Check #16525 payable to Service Heating & Plumbing in the amount of \$16,993.00 was payment for replacement of our lower level sewer pipe for which we will be reimbursed by insurance.
- Check #16528 payable to Summit Electric, Inc. in the amount of \$27,750.00 was payment for the addition of three new parking lot lights and the replacement of one damaged pole for which we will be reimbursed by insurance of \$2,700.00.
- Check #16530 payable to The Library Network (TLN) in the amount of \$5,680.00 was payment for internet service.
- Check #16538 payable to W.T. Cox Information Services in the amount of \$28,644.88 was payment for periodical subscriptions.
- Check #16540 payable to Bloomfield Township in the amount of \$270,719.57 was payment for two payrolls, including FICA, HRA contributions, pension, etc. as usual.
- Check #16542 payable to Bloomfield Township in the amount of \$52,064.61 was payment for semi-annual pension costs.

Gift Fund

- Check #4736 payable to the Community Foundation of Southeast Michigan in the amount of \$981.74 was payment for contributions to the Myers Scholarship in memory of Larry Sabbath, in honor of Beth Sulek-LaHousse's retirement and contributions to the Library Endowment Fund in memory of Peggy Cohen.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF SEPTEMBER 2016**

Check #	Date	Payee	Cash Account	Amount
General Fund				
ADVANCE CHECKS:				
16460	9/13/16	Sandra Bird	104.01	91.15
16461	9/13/16	BLOOMFIELD TOWNSHIP	104.01	4,595.09
16462	9/13/16	Martha McGee	104.01	84.65
16463	9/21/16	Elaine Asher	104.01	25.36
16464	9/21/16	RONALD BRAUN	104.01	50.00
16465	9/21/16	COMCAST	104.01	152.28
16466	9/21/16	FLAGSTAR BANK	104.01	3,123.34
16467V	9/21/16	VOID	104.01	
16468V	9/21/16	VOID	104.01	
16469	9/21/16	SECURE PLANNING STRATEGIES	104.01	120.00
16470	9/21/16	VERIZON WIRELESS	104.01	201.88
16471	9/21/16	VIGILANTE SECURITY	104.01	1,950.00
16472	9/21/16	Karrie Yukon	104.01	38.16
16473	9/27/16	AMAZON.COM	104.01	1,029.28
16474	9/27/16	AT&T LONG DISTANCE	104.01	67.22
16475	9/27/16	PETTY CASH - BTPL	104.01	133.93
16476	9/27/16	Martha McGee	104.01	39.96
16477	9/27/16	PRINCIPAL LIFE INS CO-SBD GRANDE ISLAND	104.01	764.04
16478	10/4/16	AT&T	104.01	264.00
16479	10/4/16	CONSUMERS ENERGY	104.01	4,874.40
16480	10/4/16	DTE ENERGY	104.01	24,303.34
16481	10/4/16	PACIFIC TELEMANAGEMENT SERVICES	104.01	78.00
16482	10/4/16	Marian Rafal	104.01	33.48
16483	10/4/16	Deborah Smith	104.01	25.27
Total				42,044.83
REGULAR CHECKS:				
16484	10/6/16	ACE LAWN CARE & SNOW REMOVAL	104.01	2,223.75
16485	10/6/16	APPLIED IMAGING	104.01	368.35
16486	10/6/16	ARROW OFFICE SUPPLY CO.	104.01	707.16
16487	10/6/16	BAKER & TAYLOR, INC.	104.01	12,948.38
16488	10/6/16	BERNAN ASSOCIATES	104.01	159.70
16489	10/6/16	BLACKSTONE AUDIO, INC.	104.01	307.49
16490	10/6/16	VOID	104.01	
16491	10/6/16	BOOKS GALORE INC.	104.01	75.30
16492	10/6/16	BRILLIANCE PUBLISHING, INC.	104.01	237.43
16493	10/6/16	PETTY CASH - BTPL	104.01	500.00
16494	10/6/16	BUTZEL LONG	104.01	1,209.00
16495	10/6/16	CAR TRUCKING, INC.	104.01	199.50
16496	10/6/16	CDW GOVERNMENT, INC.	104.01	584.00
16497	10/6/16	CENGAGE LEARNING/GALE	104.01	1,904.26
16498	10/6/16	CENTER POINT PUBLISHING	104.01	258.84
16499	10/6/16	DAYNA DAVIS	104.01	1,500.00
16500	10/6/16	DU ALL CLEANING, INC	104.01	4,730.00
16501	10/6/16	EBSCO INFORMATION SERVICES	104.01	3,934.00
16502	10/6/16	H. V. BURTON CO.	104.01	217.00
16503	10/6/16	INFOBASE LEARNING	104.01	2,420.86
16504	10/6/16	INGRAM LIBRARY SERVICES	104.01	744.59
16505	10/6/16	INNOVATIVE INTERFACE, INC	104.01	22,144.00
16506	10/6/16	INTEGRITY BUSINESS SOLUTIONS	104.01	960.60
16507	10/6/16	J. APPLESEED	104.01	21.95
16508	10/6/16	LJ ROLLS REFRIGERATION CO., INC	104.01	2,419.33
16509	10/6/16	LERNER PUBLISHING GROUP	104.01	26.99

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
CHECK REGISTERS
FOR THE MONTH OF SEPTEMBER 2016**

Check #	Date	Payee	Cash Account	Amount
16510	10/6/16	LIBRARY DESIGN ASSOCIATES INC.	104.01	1,350.00
16511	10/6/16	MICHIGAN MUNICIPAL LEAGUE	104.01	24.00
16512	10/6/16	MIDWEST TAPE	104.01	5,605.47
16513	10/6/16	MORNINGSTAR, INC.	104.01	199.00
16514	10/6/16	NATIONAL TIME & SIGNAL	104.01	470.00
16515	10/6/16	NICHOLS/NETWORK SERVICES CO	104.01	1,357.31
16516	10/6/16	OVERDRIVE	104.01	7,408.52
16517	10/6/16	OXFORD UNIVERSITY PRESS USA	104.01	548.38
16518	10/6/16	PENGUIN RANDOM HOUSE LLC	104.01	793.25
16519	10/6/16	PRESIDIO INFRASTRUCTURE SOLUTIONS LLC	104.01	1,248.75
16520	10/6/16	RECORDED BOOKS, LLC	104.01	1,240.99
16521	10/6/16	RICOH USA, INC	104.01	118.81
16522	10/6/16	ROSCOMMON AREA DISTRICT LIBRARY	104.01	13.00
16523	10/6/16	ROSEN PUBLISHING	104.01	39.40
16524	10/6/16	SAGE SOFTWARE	104.01	1,919.00
16525	10/6/16	SERVICE HEATING & PLUMBING	104.01	16,993.00
16526	10/6/16	SHOWCASES	104.01	186.84
16527	10/6/16	STAPLES ADVANTAGE	104.01	663.98
16528	10/6/16	SUMMIT ELECTRIC, INC.	104.01	27,750.00
16529	10/6/16	THE DOLL HOSPITAL	104.01	573.23
16530	10/6/16	THE LIBRARY NETWORK	104.01	5,680.00
16531	10/6/16	THOMSON REUTERS/THOMSON WEST	104.01	4,604.04
16532	10/6/16	VOID	104.01	
16533	10/6/16	UNIQUE MANAGEMENT SERVICES, INC.	104.01	116.35
16534	10/6/16	VOID	104.01	
16535	10/6/16	UNITED STATES POSTAL SERVICE	104.01	1,600.00
16536	10/6/16	WEST ACADEMIC	104.01	46.64
16537	10/6/16	WORLD BOOK, INC.	104.01	2,753.00
16538	10/6/16	WT COX INFORMATION SERVICES	104.01	28,644.88
16539	10/6/16	VOID	104.01	
16540	10/6/16	BLOOMFIELD TOWNSHIP	104.01	270,719.57
16541	10/6/16	ULINE	104.01	82.34
16542	10/6/16	BLOOMFIELD TOWNSHIP	104.01	52,064.61
Total				495,616.84

Gift Fund

ADVANCE CHECKS:				
4732	9/21/16	FLAGSTAR BANK	102.03	363.40
4733	9/21/16	Marcia Preston	102.03	62.66
4734	9/27/16	AMAZON.COM	102.03	1,694.43
4735	9/27/16	SCHOOL SPECIALTY	102.03	79.78
Total				2,200.27

REGULAR CHECKS:				
4736	10/6/16	COMMUNITY FOUNDATION - SE MICH.	102.03	981.74
4737	10/6/16	GAYLORD ARCHIVAL	102.03	148.11
4738	10/6/16	INGRAM LIBRARY SERVICES	102.03	195.56
4739	10/6/16	LEARNING RESOURCES-Ed Insights	102.03	141.94
4740	10/6/16	MULTICULTURAL BOOKS & VIDEOS	102.03	575.00
Total				2,042.35

**Bloomfield Township Public Library
2016-2017 General Fund Budget**

7b

PRESENTED: OCTOBER 18, 2016 FOR THE MONTH OF: SEPTEMBER 2016

Six Months 50%

ACCOUNT NAME	2016-2017	2016-2017	REVENUE/EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
	ADOPTED BUDGET AS OF MAR 15, 2016	AMENDED BUDGET AS OF AUGUST 16, 2016				
Revenues						
Taxes	\$6,846,279	\$6,805,797	\$0	\$0	0.00%	(\$6,805,797)
Penal Fines	\$55,845	\$86,868	(\$2,580)	(\$8,649)	-9.96%	(\$95,517)
State Aid	\$34,507	\$34,507	\$0	\$86,868	251.74%	\$52,361
Circulation Fines & Fees	\$100,000	\$100,000	\$0	\$26,856	26.86%	(\$73,144)
Charges for Services	\$11,987	\$11,987	\$7,443	\$51,055	425.92%	\$39,068
Investment earnings	\$81,546	\$81,546	\$18,260	\$117,889	144.57%	\$36,343
Miscellaneous	\$10,470	\$10,470	(\$4,591)	(\$28,039)	-267.80%	(\$38,509)
Total Revenues	\$7,140,634	\$7,131,175	\$18,532	\$245,981	3.45%	(\$6,885,194)
Expenditures						
Personnel	\$3,842,532	\$3,842,532	\$268,313	\$1,752,487	45.61%	(\$2,090,045)
Library Services	\$834,856	\$834,856	\$125,961	\$434,808	52.08%	(\$400,048)
Facilities & Equipment	\$1,289,805	\$1,287,605	\$72,794	\$398,115	30.92%	(\$889,490)
Other Operating Expenditures	\$905,593	\$906,593	\$67,543	\$323,993	35.74%	(\$582,600)
Total Expenditures	\$6,872,786	\$6,871,586	\$534,612	\$2,909,402	42.34%	(\$3,962,184)
Fund Balance - Beginning	\$10,269,038	\$10,595,205		\$10,595,205		
Net revenue (expenditure)	\$267,848	\$259,589		(\$2,663,421)		
Fund Balance - Ending	\$10,536,886	\$10,854,794		\$7,931,784		

Amendments to the budget:
None

Changes made to the line items:
None

Non-spendable Fund Balance (incl. all fixed assets)	\$25,123,307	\$24,221,713
Restricted Fund Balance	\$0	\$0
Committed Fund Balance (8-mos. of exp.s amt.)	\$4,469,191	\$4,469,191
Assigned Fund Balance (is \$477,493 (3/31/16 compensated absences accrual) plus \$5,257,680 7/1/15 OPEB obligation plus \$550,430 capital improvements)	\$5,967,695	\$6,285,603
Unassigned Fund Balance (unplanned emerg. amt.)	\$100,000	\$100,000

**Bloomfield Township Public Library
2016-2017 Gift Fund Budget**

PRESENTED: OCTOBER 18, 2016

FOR THE MONTH OF: SEPTEMBER 2016

Six Months 50%

ACCOUNT NAME	2016-2017 ADOPTED BUDGET AS OF MAR 15, 2016	2016-2017 AMENDED BUDGET AS OF SEPT, 2016	REVENUE/ EXPENSE CURRENT MONTH	REVENUE/ EXPENSE YTD	% OF BUDGET YTD	VARIANCE
<u>Revenues</u>						
Gift Income	\$500	\$45,748	\$19,701	\$45,748	100.00%	(\$0)
Investment Earnings	\$200	\$200	\$14	\$78	39.08%	(\$122)
Miscellaneous Revenue	\$0	\$0	\$0	\$0	0.00%	\$0
Total Revenues	\$700	\$45,948	\$19,715	\$45,826	99.73%	(\$122)
<u>Expenditures</u>						
Library Services	\$25,523	\$48,489	\$2,730	\$17,957	37.03%	(\$30,531)
Facilities & Equipment	\$30,594	\$41,575	\$142	\$3,835	9.22%	(\$37,740)
Other Operating Expenditures	\$96,533	\$108,591	\$1,371	\$11,485	10.58%	(\$97,106)
Total Expenditures	\$152,650	\$198,654	\$4,243	\$33,277	16.75%	(\$165,377)
Fund Balance - Beginning	\$78,311	\$78,839		\$78,839		
Reserved Fund Bal.	\$73,838	\$74,066		\$74,066		
Net revenue (expenditures)	(\$151,950)	(\$152,706)		\$12,549		
Fund Balance - Ending	\$200	\$200		\$165,454		

Amendments to the budget:

All changes due to gifts received

Changes made to the line items:

All changes due to gifts received

Bloomfield Township Public Library
Asset Allocation Summary
September 2016

Fund	Type	Annual Yield	Date	Amount on Hand
General Fund				
	5th 3rd Checking (Ecommerce)	0.00%	9/30/2016	\$173,718.77
	Flagstar Public Funds Savings	0.35%	9/30/2016	\$210,417.67
	Flagstar Premier Public Entities Checking	0.29%	9/30/2016	\$37,045.16
	RBC Capital Cash/Money Market	0.01%	9/30/2016	\$40.17
	RBC Capital - Investments	2.64%	9/30/2016	\$8,032,564.30
	Total General Fund			<u>\$8,280,067.30</u>
Please see General Fund budget for notes on how this amount is earmarked				
Gift Fund				
	Huntington Public Fund Business Interest Checking	0.15%	9/30/2016	\$113,952.57
	Huntington CD (Charnov gift) - matures 02/02/17	0.45%	9/30/2016	\$50,228.12
	Fifth Third Bank Business Standard Checking	0.00%	9/30/2016	\$3,315.42
	Total Gift Fund			<u>\$167,496.11</u>

CFSEM

The following endowment funds are administered by the Community Foundation for Southeast Michigan (CFSEM). CFSEM maintains unilateral variance power and legal ownership of the endowment funds, and therefore, principal is not available to BTPL. Earnings are available for distribution to the Library for its operations at the discretion of CFSEM.

Jeanette P. Myers Memorial Scholarship Fund	12/31/2015	\$12,775.00
Yvonne T. Atkinson Fund	12/31/2015	\$27,203.00
Lawrence Smith and Isabel Francis Smith Challenge Grant Fund	12/31/2015	\$30,356.00
BTPL Endowment Fund	12/31/2015	\$28,582.00
Fair Radom Garden Endowment Fund	12/31/2015	\$13,856.00
BTPL Director's Legacy Fund	12/31/2015	\$12,790.00
Total CFSEM holdings		<u>\$125,562.00</u>

Bloomfield Township Public Library
Investment Portfolio

Investment Vehicle	Portfolio %	Original Cost	9/30/2016 Market Value	Estimated Annual Inc	Current Yield
Money Market Funds	0.0%	\$40	\$40	\$0	0.01%
Wells Fargo Advantage Adjustable Rate Gov't	7.9%	629,115	637,860	6,018	0.94%
Eaton Vance Short Duration Government Income	13.9%	1,091,438	1,119,012	27,230	2.43%
Loomis Sayles Limited Term U.S. Gov't & Agency	15.1%	1,120,412	1,214,033	17,509	1.44%
BlackRock GNMA Portfolio	10.5%	828,000	844,311	21,767	2.58%
Victory INCORE Fund for Income	14.0%	1,112,160	1,125,426	56,619	5.03%
Ridgeworth SEIX U.S. Mortgage	10.5%	827,000	843,281	12,894	1.53%
VOYA GNMA Income	13.5%	1,060,000	1,080,519	30,209	2.80%
Eaton Vance Government Obligations	14.5%	1,117,212	1,168,123	39,781	3.41%
Total Portfolio	100.0%	\$7,785,376	\$8,032,604	\$212,027	2.64%

3rd Quarter Activity - June 30, 2016 - September 30, 2016

Cash Activity

Beginning Balance	\$39.15
Deposits & Sales Proceeds	\$1,110,000.00
Withdrawals	(\$1,110,000.00)
Dividends	\$53,042.23
Capital Gains	\$0.00
Net funds to purchase securities	(\$53,041.21)
Ending Balance	<u>\$40.17</u>

Change in Security Value

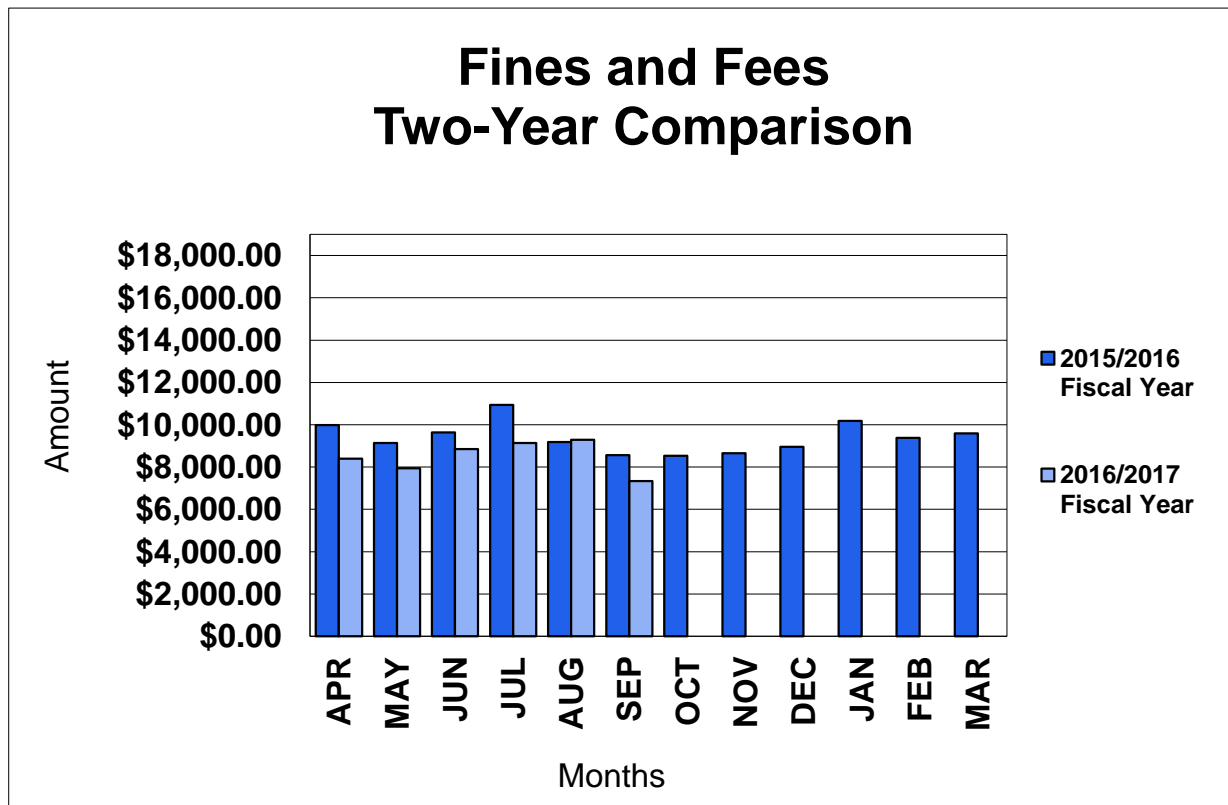
Beginning value of securities	\$9,126,842.86
Securities purchased	\$53,041.21
Securities sold	(\$1,110,000.00)
Change in value of priced securities	(\$37,319.77)
Ending Value of priced securities	<u>\$8,032,564.30</u>

Total account value as of September 30, 2016

\$ 8,032,604.47

FINES AND FEES - TWO-YEAR COMPARISON

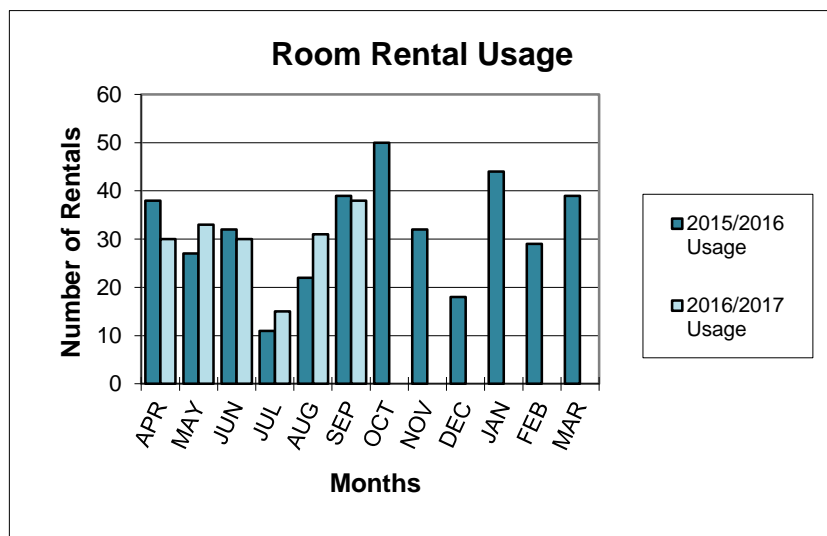
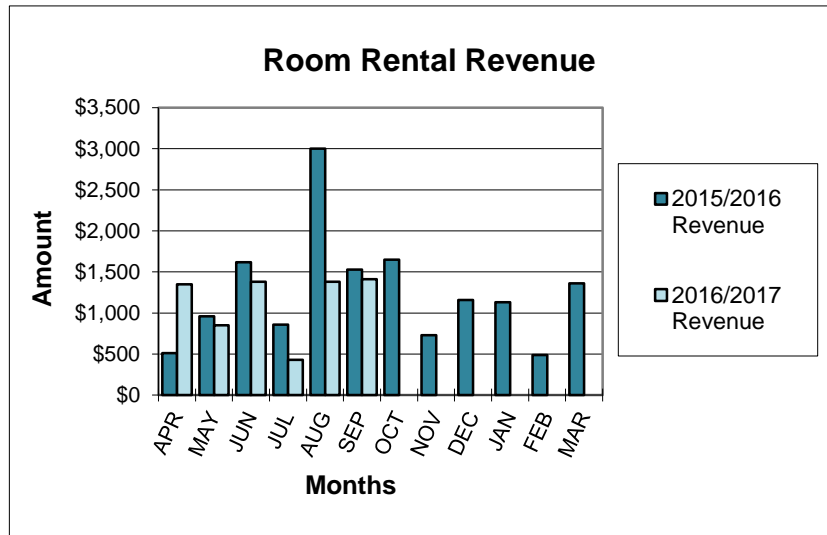
Month	2015/2016 Fiscal Year	2016/2017 Fiscal Year	Difference
APR	\$9,986.61	\$8,389.09	(\$1,597.52)
MAY	\$9,134.31	\$7,946.70	(\$1,187.61)
JUN	\$9,636.30	\$8,843.80	(\$792.50)
JUL	\$10,931.35	\$9,136.96	(\$1,794.39)
AUG	\$9,178.79	\$9,285.82	\$107.03
SEP	\$8,567.73	\$7,334.64	(\$1,233.09)
OCT	\$8,525.53		(\$8,525.53)
NOV	\$8,653.54		(\$8,653.54)
DEC	\$8,955.43		(\$8,955.43)
JAN	\$10,177.91		(\$10,177.91)
FEB	\$9,376.66		(\$9,376.66)
MAR	\$9,597.22		(\$9,597.22)
TOTAL	\$112,721.38	\$50,937.01	YTD Difference (\$61,784.37)



ROOM RENTAL - TWO-YEAR COMPARISON

7b

<u>Month</u>	2015/2016 <u>Revenue</u>	2016/2017 <u>Revenue</u>	<u>Difference</u>	2015/2016 <u>Usage</u>	2016/2017 <u>Usage</u>	<u>Month</u>
APR	\$510.00	\$1,350.00	\$840.00	38	30	APR
MAY	\$960.00	\$850.00	(\$110.00)	27	33	MAY
JUN	\$1,620.00	\$1,380.00	(\$240.00)	32	30	JUN
JUL	\$860.00	\$430.00	(\$430.00)	11	15	JUL
AUG	\$3,000.00	\$1,380.00	(\$1,620.00)	22	31	AUG
SEP	\$1,530.00	\$1,410.00	(\$120.00)	39	38	SEP
OCT	\$1,650.00		(\$1,650.00)	50		OCT
NOV	\$730.00		(\$730.00)	32		NOV
DEC	\$1,160.00		(\$1,160.00)	18		DEC
JAN	\$1,130.00		(\$1,130.00)	44		JAN
FEB	\$490.00		(\$490.00)	29		FEB
MAR	\$1,360.00		(\$1,360.00)	39		MAR
TOTAL	\$15,000.00	\$6,800.00	YTD Difference (\$8,200.00)	381	177	

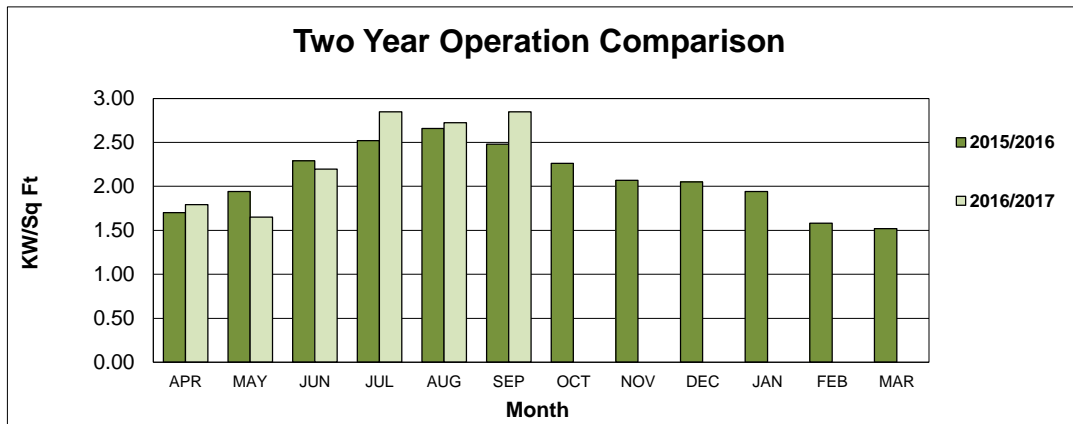
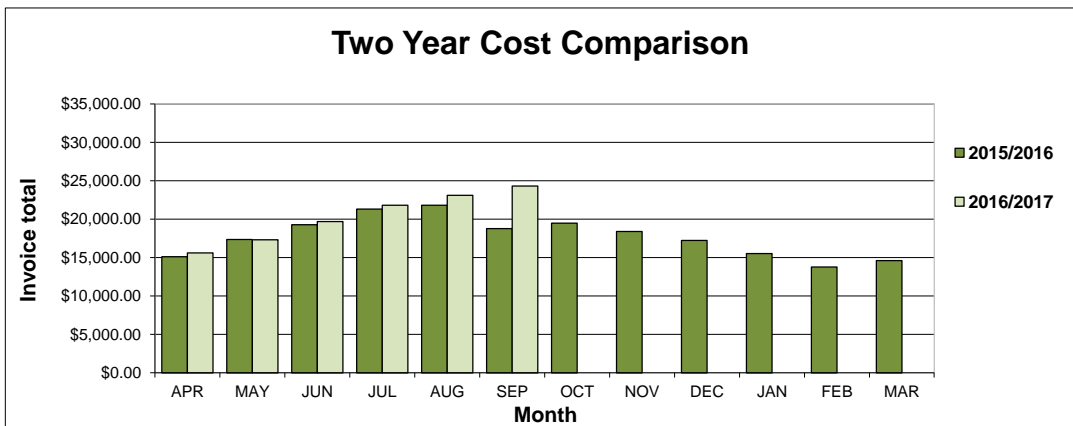


Bloomfield Township Public Library Electricity Analysis

Building Area = 101,023 Sq ft.

TWO YEAR COST COMPARISON				CURRENT YEAR OPERATION					
Month	2015/2016	2016/2017	Difference	TOTAL	COST/KWH	KWH/HR	KWH/SQ FT	COST/HR	COST/SQ FT.
		(3)		(1)	(3)/(1)	(1) / (24 x no.days per month)	(1)/101,023	(3) / (24 x no. days per month)	(3)/101,023
APR	\$15,097.13	\$15,619.14	\$522.01	180,880	\$0.09	251.22	1.79	\$21.69	\$0.15
MAY	\$17,360.67	\$17,290.02	(\$70.65)	166,670	\$0.10	224.02	1.65	\$23.24	\$0.17
JUN	\$19,257.21	\$19,698.58	\$441.37	221,760	\$0.09	308.00	2.20	\$27.36	\$0.19
JUL	\$21,323.77	\$21,811.53	\$487.76	287,630	\$0.08	386.60	2.85	\$29.32	\$0.22
AUG	\$21,814.32	\$23,088.13	\$1,273.81	275,100	\$0.08	369.76	2.72	\$31.03	\$0.23
SEP	\$18,760.03	\$24,303.34	\$5,543.31	287,840	\$0.08	399.78	2.85	\$33.75	\$0.24
OCT	\$19,458.96		(\$19,458.96)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
NOV	\$18,411.95		(\$18,411.95)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
DEC	\$17,217.24		(\$17,217.24)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
JAN	\$15,518.62		(\$15,518.62)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
FEB	\$13,761.89		(\$13,761.89)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
MAR	\$14,594.92		(\$14,594.92)		#DIV/0!	0.00	0.00	\$0.00	\$0.00
YTD Difference									
TOTAL	\$212,576.71	\$212,810.74	(\$233.03)						

NOTES:
Mar 2013 - found that electric meter was malfunctioning. \$25,000 is estimated credit DTE to issue in April

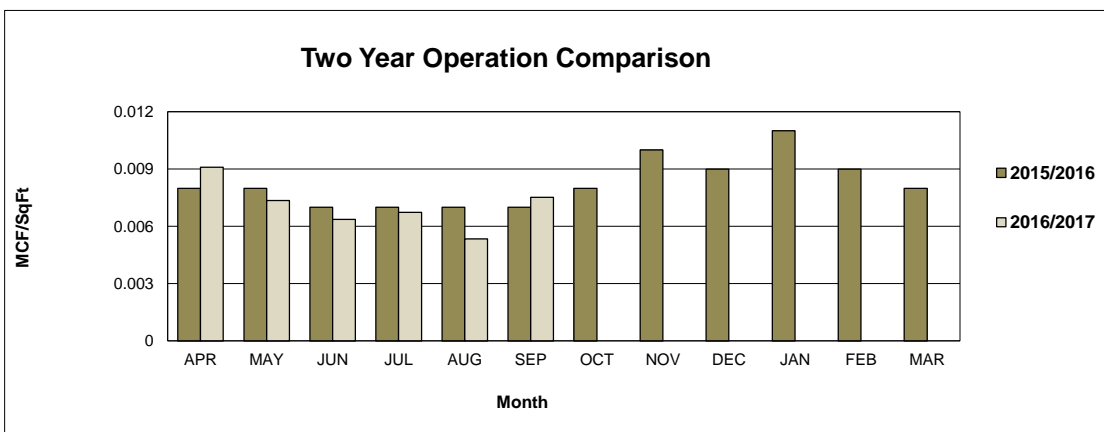
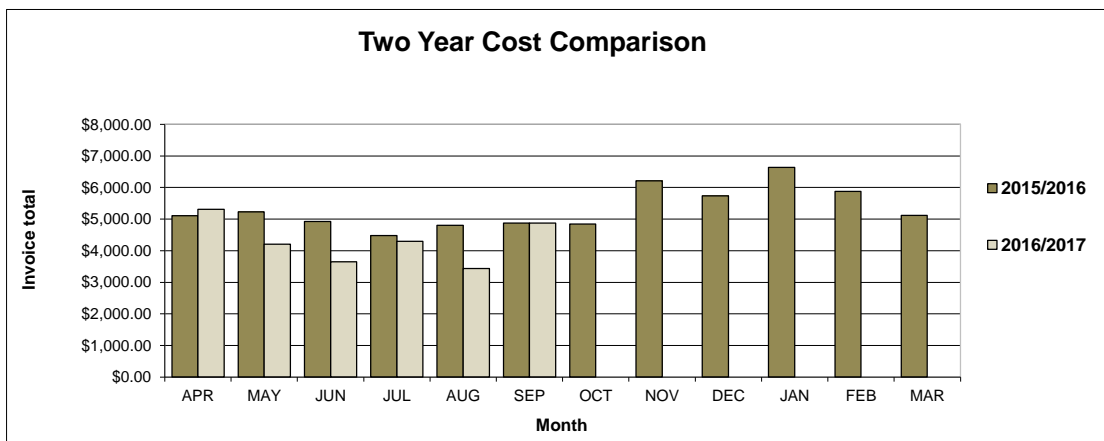


Bloomfield Township Public Library Natural Gas Analysis

Building Area = 101,023

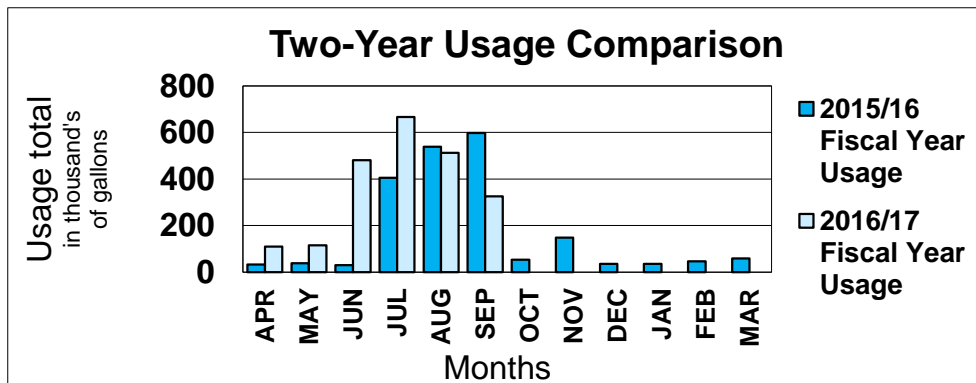
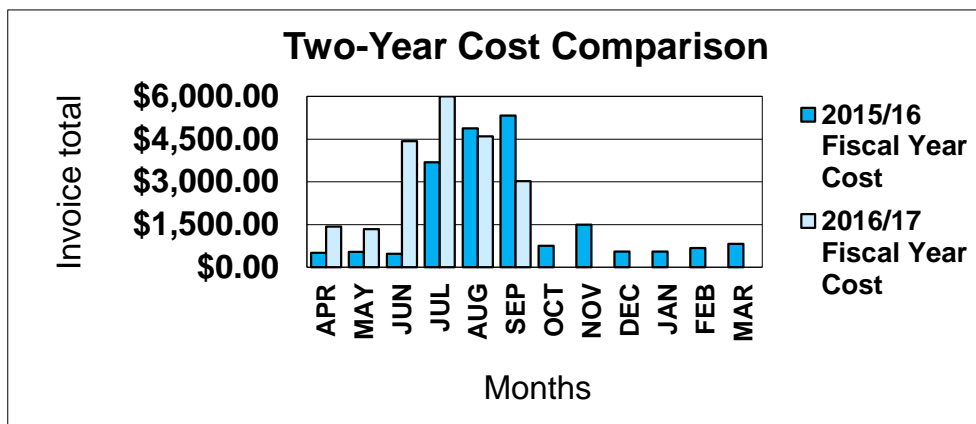
1 Cu. Ft. = 1000 BTU

TWO YEAR COST COMPARISON				OPERATION						
Month	2015/2016	2016/2017 (3)	Difference	MCF	COST/MCF	HOURS (24 x no.days per month)	MCF/HR	MCF/SqFt	\$/HR	\$/SqFt
APR	\$5,104.45	\$5,307.83	\$203.38	919.2	\$5.77	720	1.28	0.009	7.37	0.052
MAY	\$5,233.14	\$4,208.72	(\$1,024.42)	742.2	\$5.67	744	1.00	0.007	5.66	0.041
JUN	\$4,920.53	\$3,652.86	(\$1,267.67)	643.1	\$5.68	720	0.89	0.006	5.07	0.036
JUL	\$4,475.51	\$4,294.67	(\$180.84)	680.7	\$6.31	744	0.91	0.007	5.77	0.042
AUG	\$4,805.28	\$3,437.53	(\$1,367.75)	539.1	\$6.38	744	0.72	0.005	4.62	0.034
SEP	\$4,874.11	\$4,874.40	\$0.29	760.3	\$6.41	720	1.06	0.008	6.77	0.048
OCT	\$4,847.90		(\$4,847.90)		#DIV/0!	744	0.00	0.000	0.00	0.000
NOV	\$6,215.09		(\$6,215.09)		#DIV/0!	720	0.00	0.000	0.00	0.000
DEC	\$5,732.42		(\$5,732.42)		#DIV/0!	744	0.00	0.000	0.00	0.000
JAN	\$6,640.09		(\$6,640.09)		#DIV/0!	744	0.00	0.000	0.00	0.000
FEB	\$5,880.08		(\$5,880.08)		#DIV/0!	696	0.00	0.000	0.00	0.000
MAR	\$5,115.86		(\$5,115.86)		#DIV/0!	744	0.00	0.000	0.00	0.000
YTD Difference										
TOTAL	\$63,844.46	\$25,776.01	(\$38,068.45)							



Bloomfield Township Public Library Water Analysis

Month	2015/16 Fiscal Year Cost	2016/17 Fiscal Year Cost	Difference	2015/16 Fiscal Year Usage	2016/17 Fiscal Year Usage	Difference
APR	\$510.99	\$1,432.45	\$921.46	33	109	76
MAY	\$543.83	\$1,333.69	\$789.86	38	115	77
JUN	\$474.87	\$4,428.69	\$3,953.82	30	480	450
JUL	\$3,690.27	\$5,997.81	\$2,307.54	405	666	261
AUG	\$4,879.55	\$4,595.09	(\$284.46)	539	512	(27)
SEP	\$5,329.99	\$3,025.97	(\$2,304.02)	598	326	(272)
OCT	\$751.79		(\$751.79)	53		(53)
NOV	\$1,498.87		(\$1,498.87)	148		(148)
DEC	\$547.11		(\$547.11)	36		(36)
JAN	\$547.11		(\$547.11)	36		(36)
FEB	\$679.55		(\$679.55)	47		(47)
MAR	\$824.03		(\$824.03)	59		(59)
			YTD Difference			YTD Difference
TOTAL	\$20,277.96	\$20,813.70	\$535.74	2,022	2,208	186



BLOOMFIELD TOWNSHIP PUBLIC LIBRARY**LIBRARY BOARD OF TRUSTEES
MONTHLY DIRECTOR'S REPORT****October, 2016**

The Library's Staff Organization Committee (SOC) raised funds from July and August Friday casual days contributions in memory of Friends Treasurer Larry Sabbath. A gift of \$287.00 has been sent to the Myers Scholarship Fund at the Community Foundation of Southeast Michigan in his memory to honor his great interest in education and learning. In addition, in honor of Beth Sulek-LaHousse's retirement, Library staff contributed \$500.00 to the Myers Scholarship fund to recognize her great interest in and support of this scholarship, as was her wish. Happily, \$787.00 has been added by staff to the corpus of this endowment fund in September.

Our wonderful and generous Friends of the Library approved over \$15,000 in funding of Library Wish List items in September! Funding for items not included in the Library's current budget include funding for concerts, movies and author visits, relocation of the Library's flag pole, a differently "Able" technology workstation for use by families of special needs, special bags for our Special Needs and Vitality Kit collections and a new machine for cleaning our DVDs, CDs and other media when returned. Thank you Friends!

As we have discussed, our current network of the Library's Cisco switches, firewall, and wireless access points has reached the end of their life cycle and an upgrade is needed of this important infrastructure. On Tuesday, October 25, a request for proposals (RFP) for our network upgrade will be released by Secant Technologies on behalf of the library. A link to the RFP will be available on the Library's website and sent to several technology companies. A pre-bid meeting will take place on Tuesday, November 1 at 1:00pm at the Library. Bids are due on Tuesday, November 29 at 2:00pm. The award of this bid is scheduled for the December 20, 2016 regular meeting of the Library Board of Trustees. For your information, draft versions of the RFP and project milestones are attached for your information.

Our November 15, 2016 Library Board meeting will be our first meeting after the November 8 election. Bloomfield Township Clerk will be at the Library at 6:30pm for the swearing in of all six elected Trustees. Everyone is invited to attend. In addition, we would like to take this opportunity to update our Library Board photo after the meeting.

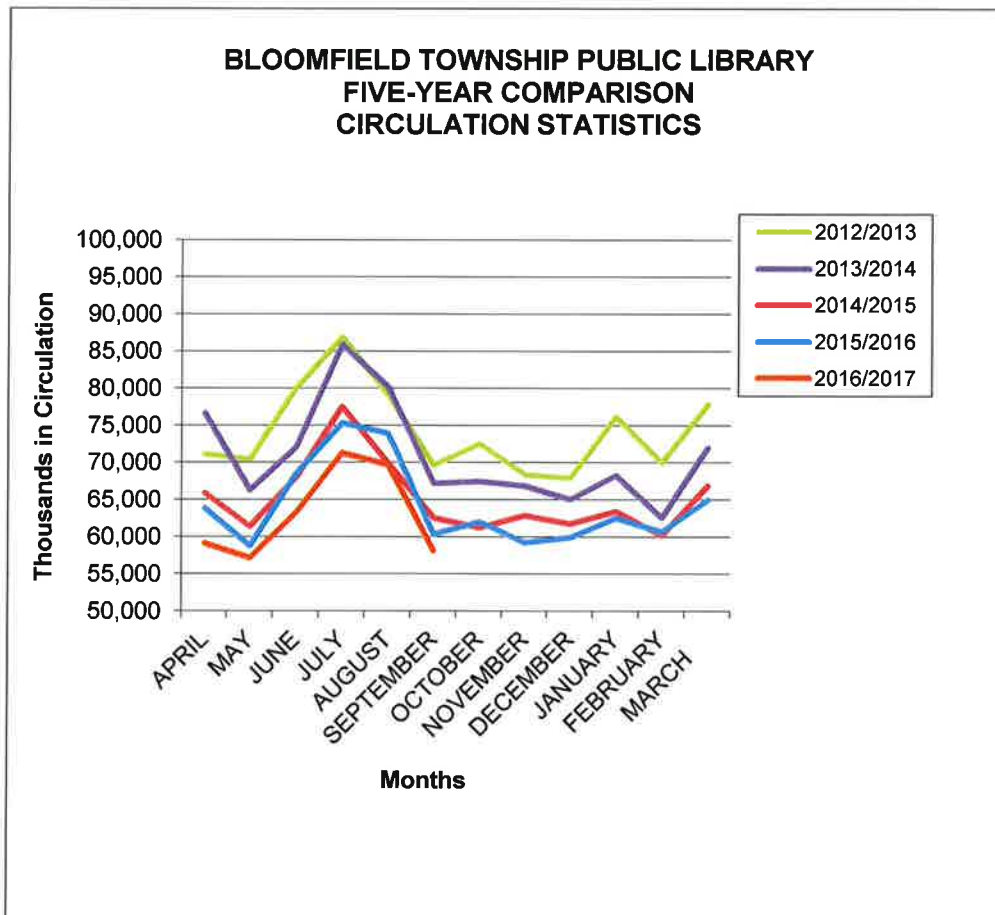
Respectfully Submitted,

*Carol Mueller
Director*

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
FIVE YEAR CIRCULATION**

10/11/2016

	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>	<u>2015/2016</u>	<u>2016/2017</u>
APRIL	71,094	76,629	65,851	63,783	59,090
MAY	70,411	66,250	61,347	58,740	57,125
JUNE	80,069	72,030	67,987	68,518	63,243
JULY	86,867	85,844	77,485	75,304	71,265
AUGUST	79,094	80,163	69,931	73,868	69,676
SEPTEMBER	69,592	67,145	62,536	60,292	58,100
OCTOBER	72,467	67,436	61,177	61,960	
NOVEMBER	68,318	66,813	62,815	59,157	
DECEMBER	67,864	65,007	61,726	59,871	
JANUARY	76,156	68,232	63,404	62,491	
FEBRUARY	69,992	62,534	60,140	60,612	
MARCH	77,819	71,961	66,845	64,896	
TOTAL	889,743	850,044	781,244	769,492	378,499



	2015		2016	
COLLECTION				
Book Collection:	279,783		276,476	
Media Collection:	61,999		62,828	
Total e-books:	28,520		31,250	
Overdrive	6,987		8,842	
EBSCOhost	19,223		19,197	
Total downloadable audiobooks:	5,003		4,942	
Materials Total:	375,305		375,496	
CIRCULATION				
Circulation Total:	60,292		58,100	
Bloomfield Township Circulation:	55,628		53,756	
Virtual Circulation Total	5,638		6,238	
Circulation of Youth materials:	21,405		22,156	
Circulation of Media:	22,026		18,886	
Circulation of Cranbrook passes:	218		170	
Self-checkout machine use:	23,892	39.6%	22,814	39.3%
Library by Mail:	101	25 patrons	83	30 patrons
BUILDING & EQUIPMENT USAGE				
Door Count:	24,133		18,178	*
Gate Count:	24,159		24,777	
Meeting rooms by public:	39		38	
Meeting rooms by staff:	64		80	
VIRTUAL USE				
Home page hits/Database services:	36,290		32,470	
e-book access:	2,425		2,263	
Overdrive	2,392		2,237	
EBSCOhost	33		26	
Audiobook access: (Overdrive)	1,023		1,117	
Music download access:	1,212		1,224	
Magazine download access:	563		635	
Tutor.com sessions:	100		90	
Hoopla access:	415		999	
Library Computer Use				
Resident Use	1,806		1,579	
Guest Use	719		752	
*Library closed September 4 & 5 for Labor Day holiday				

	2015		2016	
OUTREACH & PROGRAMS				
<i>New Patrons and Accounts</i>				
Township:	195		157	
Cranbrook:	7		2	
Total new patrons:	288		236	
<i>Adult Program Attendance</i>				
Staff-led:	5 events	14 attended	5 events	52 attended
Speaker-led:	6 events	80 attended	11 events	127 attended
Book clubs:	5 events	56 attended	6 events	69 attended
Tours/visits on-site:	0	0	0	0
Tours/visits off-site:	0	0	0	0
Sally Pullar Memorial Concert	1 event	113 attended	0	0
<i>Systems Program Attendance</i>				
Staff-led:	3 events	19 attended	10 events	77 attended
<i>Teen Program Attendance</i>				
Staff-led:	2 events	6 attended	3 events	9 attended
<i>Youth Program Attendance</i>				
Staff-led:	20 events	380 attended	28 events	645 attended
Speaker-led:	3 events	94 attended	0	0
Tours/visits on-site:	1 event	8 attended	1 event	5 attended
Tours/visits off-site:	0	0	1 event	22 attended
TOTAL:	46 attended	770 attended	65 events	1,006 attended
<i>Volunteers:</i>				
	28 people	255 hours	23 people	232.50 hours
	Shop: 9	103	Shop: 10	136.5
	Court: 1	9	Court: 0	0
	Students: 5	31.75	Students: 1	1
	Dept. Vol: 13	111.25	Dept. Vol: 12	95
<i>Patron Remarks</i>				
Patron Comments:	3		9	
Ask BTPL:	2		9	
Ask Us:	50		33	
DISPLAYS				
Lobby	Bloomfield's Antique Show			
Media	Adult: Back to School; Banned Books; Antiques			
	Youth: Intern Favorites; Banned Books; Antiques			
Local History	Football			

MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

DEVELOPMENT COMMITTEE

The meeting of the Bloomfield Township Public Library Board of Trustees Development Committee was held in the Library on **Friday, September 23, 2016 at 1:00 p.m.**

Present: Trustees: Eli Greenbaum, Judy Lindstrom, Joan Luksik, Tom Deska, and Pamela Williams

Administration: Library Director, Carol Mueller; Assistant Director, Tera Moon; Youth Services Librarian, Emily Hudak; Volunteer, Nancy Kulish

Old Business:

Read-A-Thon

Tera has a schedule worked out and will contact the readers via email with instructions. One person from waiting list was able to be added. A poster of the reader schedule will be printed. Judy Lindstrom is the MC and the other Trustees were scheduled shifts to be listeners/promoters. Other needs include water for the readers, (which does not need to be purchased—some unused bottles left from the art unveiling), as well as a certificate of participation that includes a Polaroid-like photo of the reader. Furnishing needs were discussed and finalized. We have sold 33 tickets and have \$4,400 in sponsorship

An Evening of Pure Imagination

We are hoping for a hundred attendees. Judy suggested taking advantage of our connection with Cranbrook, because there's a send-home package for the children. Judy also suggested dropping them off at family friendly locations in Birmingham and Bloomfield.

EVENING DECORATIONS, ENTERTAINMENT AND ACTIVITIES:

Emily reviewed scheduled entertainment and decorations. It was decided that staff will dress in bright colors. Balloons will be used to bring attention to event and food areas in the Library. Golden Ticket prototypes were reviewed. Tera volunteered to make a raffle basket and Carol exhibited one made with BTPL swag.

REFRESHMENTS:

Committee reviewed refreshments and confirmed promised donations, as well as those who declined or did not respond. Pickups of items were determined. Eli Greenbaum and the Coffee sponsor will review the space to determine needs. Judy Lindstrom will pick up additional coffee cups, and tablecloths, as needed, in addition to the other paper goods. Any other food donations will not be listed on the program. As we get a better estimate on attendance, additional refreshments may need to be purchased.

TIMELINE AND FLOOR PLAN

All of the committee should plan to arrive 45 minutes before the event. Food should all be delivered by 5:30 p.m. on October 8. The Community Room will be a staging area. Areas not open to the public will be sectioned off with gold ribbon.

PR UPDATE:

There will be an article in *The Eagle*, and other publications are interested in the story. Tera working on *Metro Parent*, and *OC 115*. There has been some challenge to sharing the event on Facebook. The Library is sending out an email blast to our subscribers.

Next meeting: Sub-Committee meeting on October 3 at 11 a.m. for Director, Assistant Director, and MC, as well as anyone interested in attending

**MINUTES OF THE BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
ART COMMITTEE**

Bloomfield Township Public Library
Oakland County, Michigan
**Monday, October 10
12:00 p.m.**

Present: Trustee: Judy Lindstrom; Pam Williams

Library Staff: Carol Mueller, Director; Tera Moon, Assistant Director; Susan Barr, Youth Service Librarian; Connie Silver, Volunteer; Nancy Kulish, Volunteer

Old Business:

Community Room Historic Photo Project

The Committee discussed the project over lunch. Judy Lindstrom shared images of mounted Lucite frames from a local hospital, for the Committee to consider as a framing option. The Committee generally agreed these looked nice and would be in keeping with the library's décor.

The Committee reviewed the photos and each member marked photos that they considered to be the strongest choices for the project. The photographs that received votes were gathered and will be further voted on in a future meeting.

It was agreed that some photographs might need restoration/retouching, in order to look most suitable for public display. This will be made into a request as a gift from the Friends'.

In the next meeting, the Committee will review the selected photos and narrow down the selection.

No New Business.

The next meeting will be on Thursday, November 10, 2016 at 10am.

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
MEMORANDUM**

TO: Library Board of Trustees

FROM: Carol Mueller, Library Director

DATE: October 14, 2016

SUBJECT: Strategic Plan Update

Our Library's strategic plan implementation phase has been proceeding according to our timeline. I am very pleased with the level of staff interest and involvement in this part of our process and the thoughtful recommendations from our teams.

Assistant Director Tera Moon has been working closely with our strategic planning teams and has done an amazing job coordinating this phase. She will provide an update on the team's work to date and discuss our next steps.

Each fall, we conduct mid-year meetings with all staff using a questionnaire as the starting point of discussions. One of the questions we asked this year is, "What is your one dream for Bloomfield Township Public Library?". We are very interested in your thoughts on this question also. Please bring any ideas you care to share to the Library Board meeting on October 18 and we'll discuss these then. We look forward to hearing your ideas!

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

MOTION TO APPROVE ANY ITEMS REMOVED FROM THE CONSENT AGENDA

I move to approve the items previously removed from the consent agenda for discussion.

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

FRIENDS OF THE LIBRARY

MONTHLY DIRECTOR'S REPORT

October, 2016

- How wonderful for the Library to have Friends like you! Thank you so very much for funding ALL of the items on the Library's Wish List and a month early too! We are happy to be able to continue offering our popular concerts and movie nights and provide new services and collections too. Thank you!
- Have you seen our new art piece? When you enter the Youth area, look to the right of the entrance. A beautiful and amazing mosaic art piece was unveiled there on Thursday, September 22. How thrilling it was to have so many people come to the unveiling of this spectacular new gift of art, made by the 2015/2016 art students from Conant Elementary School art teacher Pennie Ellis's class. This is a legacy art piece funded by the Bloomfield Hills Schools Foundation with the designation that it be placed in a public building. How lucky for us that the Bloomfield Township Public Library was the first place Pennie Ellis thought of.
- Bloomfield Township Reads: Fall for Dahl takes place on Saturday, October 8 and is the Library's first ever read-a-thon! What is it? It is a community-wide, all ages event and fundraiser where an entire book will be read aloud by Bloomfield Township residents who have volunteered to read two or three chapters aloud to an audience. They will be reading *Charlie and the Chocolate Factory*, by Roald Dahl. Readings start at 1:00pm in the Media area.

That evening, a ticketed fundraiser will take place in the Library. Called "An Evening of Pure Imagination", it begins at 7:00pm. Tickets are available to purchase online through the Library website – www.btpl.org – or at the Library's Circulation Desk - \$5 for ages 12 and younger and \$10 for 13 and older. Funds raised will go toward a new Youth Services puppet theater. Enjoy jugglers, balloon artistry, face painting, games and more! Of course there will be gobs and gobs of chocolate donated by such restaurants as Beau's, Andiamo's, Crispelli's, Sweet Tree Restaurant, Moose Preserve and several others. You won't want to miss it! I hope you can join us.

- The Library's Staff Organization Committee (SOC) raised funds from Friday casual days contributions in July and August in memory of Larry Sabbath. A gift of \$287.00 has been sent to the Myers Scholarship Fund at the Community Foundation of Southeast Michigan in his memory to honor his great interest in education and learning.
- The monthly gifts expended report is attached to this report for your information.
- Thank you for your consideration of the many items on our Wish List.

THANK YOU for all that you do for Bloomfield Township Public Library!

**Friends Gifts Expended 2016-2017
For the 6 Months Ended September 30, 2016**

<u>Gift Accession ID</u>	<u>Year Rec'd</u>	<u>Donor</u>	<u>Purpose</u>	<u>Gift Amount</u>	<u>Amount Left in Gift Fund</u>	
1401080101	2014	FOL	S.T.E.M. collection	\$677.93	\$677.93	
1500070101	2015	FOL	Large Print books	\$612.92	\$135.51	
1500650101	2016	FOL	World Language Books	\$1,425.00	\$850.00	
1500730101	2016	FOL	Book Club books	\$3,800.00	\$558.76	
1600280101	2016	FOL	Teen Book Club kits	\$400.00	\$400.00	
1500720101	2016	FOL	One World, Many Countries Book set	\$500.00	\$21.20	To be redesignated
1600250101	2016	FOL	Replacement of worn out books	\$4,000.00	\$2,148.58	
1500650101A	2016	FOL	Processing of AS World Language Books	\$75.00	\$75.00	
1500730101A	2016	FOL	Processing of AS Book Club books	\$200.00	\$200.00	
1600810101	2016	FOL	AS Bags/Kits Special Needs	\$400.00	\$400.00	
1400390101	2014	FOL	TS DVD's of guest speakers	\$160.00	\$150.00	
1500700101	2016	FOL	Replacement DVD's	\$2,850.00	\$2,850.00	
1500300101	2015	FOL	Health/Safety Program & Vitality Kits	\$64.51	\$64.51	
1600260101	2016	FOL	Vitality program and 3 vitality kits	\$600.00	\$125.30	
1400280101	2014	FOL	Additional materials for collection and All-in-one Skill Kits	\$1,180.22	\$462.57	
1600780101	2016	FOL	YS Able Tech. Station	\$3,500.00	\$3,500.00	
1401010101	2014	FOL	Maker Space programs	\$600.00	\$200.00	
1500250101	2015	FOL	2016/2017 Concerts	\$1,500.00	\$500.00	
1600770101	2016	FOL	AS 2016-2017 Concert Series	\$3,000.00	\$3,000.00	
1600830101	2016	FOL	YS Movie License	\$1,200.00	\$1,200.00	
1500080101	2015	FOL	Wee Play program updates	\$114.90	\$101.94	
1600210101	2016	FOL	March 2017 First Grade Readers Rally	\$2,000.00	\$2,000.00	
1600240101	2016	FOL	3 Ozobot 2.0 duel packs	\$375.00	\$6.01	
1500700101A	2016	FOL	Processing of AS Replacement DVD's	\$150.00	\$150.00	
1600790101	2016	FOL	YS Eric Litwin Program	\$2,000.00	\$2,000.00	
1300540101	2013	FOL	Admin 2014/2015 Program Budget	\$268.94	\$156.66	
1500630101	2016	FOL	2016 Summer Fundraiser seed money	\$5,000.00	\$4,412.34	
1500690101	2016	FOL	Oct 2016 Bloomfield Township Open House costs	\$1,000.00	\$250.00	
1600200101	2016	FOL	Admin Chamber Concert Series	\$1,500.00	\$1,500.00	
1600230101	2016	FOL	Admin Detroit Historical Society Exhibit	\$2,000.00	\$1,500.00	
1500110101	2015	FOL	Adm Seasonal Arrangement at Entrance	\$1,165.08	\$624.66	
1500740101	2016	FOL	Drive-up Lane Landscaping	\$3,000.00	\$451.03	To be redesignated
1600270101	2016	FOL	Entrance arrangements	\$2,034.96	\$2,034.96	
1600800101	2016	FOL	FS Flagpole Relocation	\$1,000.00	\$1,000.00	
0800220101	2008	FOL	YS Velcro Design Wall	\$356.50	\$8.73	
1500670101	2016	FOL	Admi Community Room Historic Photo Display	\$9,000.00	\$9,000.00	
1500680101	2016	FOL	Facilities Community Room Divider Panels	\$550.00	\$550.00	
1500750101	2016	FOL	AS Task Lighting at Public Service Desk	\$1,200.00	\$1,200.00	
1500760101	2016	FOL	YS Terrace Shading	\$10,000.00	\$10,000.00	
1600820101	2016	FOL	Circ RTI Auto Smart Machine	\$3,950.00	\$3,950.00	
1300440101	2013	FOL	Systems Technology upgrade (to bring total to \$25,000 with 4 redirected gifts)	\$5,182.41	\$5,182.41	
1600220101	2016	FOL	AS Overdrive Media Station	\$3,200.00	\$3,200.00	
1500660101	2016	FOL	Mobile Work Bench & Tool Chest	\$300.00	\$2.00	To be redesignated
1500710101	2016	FOL	Steel Scaffolding	\$100.00	\$0.04	To be redesignated
0700010101	2007	FOL	Printing	\$6,290.00	\$6,290.00	
1500100101	2015	FOL	Retractable and Portable Banner	\$380.00	\$380.00	
1500240101	2015	FOL	Recycled plastic book bags	\$3,215.00	\$215.00	
Totals					\$73,685.14	



Bidding Milestones

Owner: **Bloomfield Township Public Library**

Project: Project BTPL 2563 – Network Upgrade

Location: Bloomfield Hills, MI

Prevailing Wage: No

Bid Packages: Network Upgrade

Action	Date	Time	Responsible
Finalize plans / specs	10/10/16		Secant
BTPL spec/drawing review	10/14/16		BTPL Team
Secant review changes	10/18/16		Secant
Write Bid Advertisement	10/21/16		Melissa Miller
Advertise Bid	10/24/16		Joan Wu
Newspaper: Detroit Free Press			
Post to BTPL.org website			
Release Bid	10/25/16	5:00 pm	BTPL/Melissa M.
Pre-bid Meeting/Library Tour	11/1/16	1:00 pm	Secant
Location: BTPL Lobby			
Issue Addendum	11/8/16	5:00 pm	BTPL/Melissa M.
Bid Opening	11/29/16	02:00 pm	BTPL/Secant
Location: BTPL Conference Room			
Submit Vendor Recommendation	12/13/16		Secant
Board Approval	12/20/16		Joan Wu
Issue AIA Contract	12/22/16		Melissa Miller
Work Begins	12/26/16		Vendor
Substantial Completion	3/17/17		Vendor
Final Inspection	3/31/17		Secant

Note:

Joan Wu OOTO
 10/6 – 10/10
 10/17 – 10/18
 11/4
 11/12 – 11/20

SPECIFICATIONS

Bloomfield Township Public Library

Network Upgrade

PROJECT NUMBER

BTPL 2563

REQUEST FOR PROPOSAL

October 25, 2016



SECANT
TECHNOLOGIES

Computers, networking and whatever else comes next.

6395 Technology Avenue, Kalamazoo, MI 49009
Phone: 269-375-8996 Fax: 269-375-4222 www.secantcorp.com

Table of Contents

1. Schedule of Events	3
2. Terms and Conditions	5
3. Project Overview	16
4. Network Electronics	21
5. Structured Cabling	29
6. Intent to Bid	37
7. Vendor Profile	38
8. Technology Vendor References	39
9. Proposal Forms	41
10. Mandatory Line Item Bid Forms	43
11. Mandatory Contract Change Order Pricing	44

DRAFT

1. Schedule of Events

Specifications Released

10/25/2016 @ 5:00 PM EST

Project Specifications are available from:

Melissa Miller

Fax: 269-375-4222

Email: mmiller@secantcorp.com

Pre-bid Meeting

11/01/2016 @ 1:00 PM EST

Location: Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Hills, MI 48302

A brief overview meeting will be held followed by a tour of the library. The tour is intended to give contractors an opportunity to take pictures of the building. We will adhere to a tight time schedule.

Deadline for Intent-to-Bid Notification

11/02/2016 @ 5:00 p.m. EST

All prospective bidders should provide notification of their intent to bid by fax or e-mail to:

Melissa Miller

Fax: 269-375-4222

Email: mmiller@secantcorp.com

Deadline for questions

11/04/2016 @ 5:00 p.m. EST

Melissa Miller

Fax: 269-375-4222

Email: mmiller@secantcorp.com

Clarifications for Bidders

All questions/requests for clarification shall be addressed to mmiller@secantcorp.com. Questions will be compiled and answered through Addenda that will be accessible through the Secant bid document download portal at:

<http://bids.secantcorp.com/Bloomfield%20Twp%20PL>

Questions/requests for clarification **must** be submitted by the **Deadline for Questions** date/time listed in this section. Questions received after this date/time will not be answered.

Bidders are not to contact the Owner directly for information or clarification regarding this project.

Bid Due Date**11/29/2016 @ 2:00 p.m. EST**

Late bids will not be accepted.

It is solely the responsibility of the bidder to ensure that their bid is received and signed-in, at stated location, prior to the due date and time. For bids that are not hand-delivered by a representative of the bidder, it is recommended that the bidder verify with Library Administration office staff that their bid has been received and signed-in prior to the stated due date and time.

Deliver bids to:

Bloomfield Township Public Library
Attn: Joan Wu, Systems Department Head
1099 Lone Pine Road
Bloomfield Hills, MI 48302

Provide three (3) sealed, printed copies of your response. Also include (1) electronic copy of the complete bid response on USB media.

Bids must be clearly marked:

PROJECT BTPL 2563 – NETWORK UPGRADE – BID RESPONSE – DO NOT OPEN

Bid Bond: 5% bid bond is required – Cashier's Check or Bond

Performance Bond is required

No bids may be withdrawn for at least ninety (90) consecutive calendar days following the bid opening.

The Owner reserves the right to accept or reject any and all bids, alternatives, or proposals that, in his/her judgment, serve his/her best interests.

The Owner reserves the right to award individual sections to different contractors.

The Base Bid shall be a lump sum amount, for the work as set forth in the Bidding Documents.

Bid Opening Meeting**11/29/2016 @ 2:01 p.m. EST**

Location:
Bloomfield Township Public Library
John L. Rumsey Board Room
1099 Lone Pine Road
Bloomfield Hills, MI 48302

2. Terms and Conditions

2.1. SALES TAX

The Contractor shall be responsible for the payment of any tax obligation it may incur in connection with the work of this project, including but not limited to State sales and use taxes. The cost of these shall be included in the bid price.

2.2. PERFORMANCE AND PAYMENT BOND

- A. If the total bid amount exceeds \$50,000.00, acceptable bidders shall be required, as a condition precedent to award of contract, to furnish satisfactory Performance Bond and Labor and Material Payment Bond in the amount of 100% of the contract price.
- B. The bidder shall deliver the required bonds to the Owner within 15 days after award of the contract. If the work is to be commenced prior thereto in response to a letter of intent, the bidder shall submit evidence to the Owner that such bonds will be furnished prior to commencement of the work.
- C. The proposed bonding company of the bidder shall be acceptable to the Owner. The Owner shall be listed as obligee on the bond.
- D. Contractor will not be allowed onto the project work site to begin work until after submittal of required bonds to the Owner.
- E. All costs for the Performance Bond and Labor and Materials bond must be included with base bid response.

2.3. BID SECURITY

- A. Each Proposal shall be accompanied by Bid Security pledging that the bidder will enter into a contract with the Owner on the terms stated in the Proposal, and will furnish Bonds as described herein. Should the bidder refuse to enter into such contract or fail to furnish satisfactory Bonds and insurances as required after Notice to Proceed, the amount of the Bid Security shall be forfeited to the Owner as liquidated damages, not as a penalty.
- B. Bid Security shall be in the amount of five percent (5%) of the Base Bid(s).
- C. Bid Security may take the form of a Bid Bond, Certified Check, Cashier's Check, or a Money Order. When submitting a Certified Check, Cashier's Check or Money Order for multiple Bids, it is recommended that a separate check or money order accompany each bid. **AN UNCERTIFIED PERSONAL OR COMPANY CHECK DOES NOT CONSTITUTE A BID SECURITY.**
- D. The Owner will have the right to retain the Bid Security of bidders to whom an award is being considered until either (a) the Contract has been executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn or (c) all bids have been rejected.

2.4. INSURANCE

- A. Limitation of Liability – By signing the bid, the bidder acknowledges that he/she is skilled and experienced in the use and interpretation of the Specifications. He/she has reviewed the Specifications for this project and has found them to be free of ambiguities and sufficient for Bid purposes. He/she has based his/her Bid solely on these documents and observations and has not relied in any way on any explanation or interpretation, oral or written, from any other source.
- B. Insurance Required – Prior to commencement of the work, the Contractor shall provide to the Owner satisfactory proof of insurance and maintain during the term of the project

such insurance as will protect him and the Owner from claims arising out of the Work described in this contract and performed by the Contractor or Subcontractors consisting of:

1. Worker's Compensation Insurance including Employer's liability to cover employee injuries or disease compensable under the Worker's Compensation Statutes of the State of Michigan, disability benefit laws, if any or Federal compensation acts such as U.S. Longshoremen or Harbor Workers', Maritime employment, or Railroad Compensation Acts, if applicable. Self-insurance plans approved by the regulatory authorities in the State of Michigan are acceptable.
 2. A Comprehensive General Liability policy to cover bodily injury to persons other than employees and for damage to tangible property, including loss of use thereof, including the following exposures:
 - a. All premises and operations.
 - b. Explosion, collapse, and building damage.
 - c. Contractor's Protective coverage for independent contractors or subcontractors employed by him.
 - d. Contractual Liability for the obligation assumed in the Indemnification or Hold Harmless agreement found in the Supplemental Conditions section of this Contract.
 - e. The usual Personal Injury Liability endorsement with no exclusions pertaining to employment.
 - f. Products and Completed Operations coverage. This coverage shall extend through the Contract guarantee period.
 3. A Comprehensive Automobile Liability policy to cover bodily injury and property damage arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles. In light of standard policy provisions concerning (1) loading and unloading and (2) definitions pertaining to motor vehicles licensed for road use vs. unlicensed or self-propelled equipment, it is strongly recommended that the Comprehensive General Liability and the Comprehensive Auto Liability be written by the same insurance carrier, though not necessarily in one policy.
 4. Umbrella or Excess Liability: The Owner, for this project may waive the umbrella or excess liability coverage under the "Limits of Liability" below. This coverage may be considered when awarding this contract, however, it is not a requirement of this contract. The Contractor is granted the option of arranging coverage under a single policy for the full limit required or by a combination of underlying policies with the balance provided by an Excess or Umbrella Liability policy equal to the total limit(s) requested. Umbrella or Excess policy wording shall be at least as broad as the primary or underlying policy(ies) and shall apply both to the Contractor's general liability and to his automobile liability insurance. The Owner shall be listed as Additional insured.
 5. Property Insurance: The Contractor shall be solely and exclusively responsible for all of its equipment and materials used or located at the Project. The Owner is hereby released and shall not have any liability of any kind whatsoever for any damage, destruction, vandalism, theft or any other loss of any kind to Contractor's equipment and materials used or located at the Project.
 - a. The Contractor shall effect and maintain similar property insurance on portions of the work stored off site or in transit when such portions of the work are included in an application for payment.
- C. Limits of Liability – The required limits of liability for insurance coverage required under "Insurance Required" above shall be not less than the following:
1. Workers Compensation

	Coverage A – Compensation	Statutory
	Coverage B – Employer’s Liability	\$1,000,000.00
2.	Comprehensive General Liability	
	Bodily Injury – Each Occurrence	\$1,000,000.00
	Bodily Injury – Aggregate	
	(Completed Operation)	
		\$1,000,000.00
	Property Damage – Each Occurrence	\$1,000,000.00
	Property Damage – Aggregate	\$1,000,000.00
	or combined single limit	\$1,000,000.00
3.	Comprehensive Automobile Liability	
	Bodily Injury – Each Person	\$1,000,000.00
	Bodily Injury – Each Occurrence	\$1,000,000.00
	Property Damage – Each Occurrence	\$1,000,000.00
	or combined single limit	\$1,000,000.00
4.	Umbrella or Excess Liability	\$2,000,000.00
D.	Insurance – Other Requirements	
1.	Notice of Cancellation or Intent Not to Renew – Policies will be endorsed to provide that written notice shall be given to the Owner of cancellation or of intent not to renew.	
2.	Evidence of Coverage – Prior to commencement of the Work, the Contractor shall furnish to the Owner, Certificates of Insurance in force. The Owner reserves the right to request complete copies of policies if deemed necessary to ascertain detail of coverage not provided by the certificates. Such policy copies shall be “Originally Signed Copies,” and so designated.	
3.	Qualification on Insurers – In order to determine financial strength and reputation of insurance carriers, all companies providing the coverage required shall have a financial rating not lower than XII and a policyholder’s service rating no lower than A+ as listed in A.M. Best’s Key Rating Guide, current edition. Companies with ratings lower than A+: XII will be acceptable only upon written consent of the Owner.	
4.	Subrogation Clause – The following subrogation clause shall appear in all policies of insurance, “Subrogation Clause – It is hereby stipulated that this insurance shall not be invalidated should the insured waive in writing prior to a loss any or all right of recovery against any part for loss occurring to the property described herein.”	
5.	Additional Insured Provision on Policy(ies) is to read as follows: “The Bloomfield Township Public Library, its elected or appointed officers, officials, employees and volunteers are included as insured with regard to damages and defense of claims arising from:	
	a.	activities performed by or on behalf of the Named Insured,
	b.	products and completed operations of the Named Insured,
	c.	premises owned, leased or used by the Named Insured, or

- d. the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Named Insured.”
6. Secant Technologies shall also be listed as Additional insured.
7. The insurance afforded to the additional insured is primary insurance. If the additional insured entities have other insurance which is applicable to the loss on an excess or contingent basis, the amount of the insurance company’s liability under this policy shall not be reduced by the existence of such other insurance.

2.5. ENVIRONMENTAL STATEMENT AND RESPONSIBILITY OF CONTRACTORS AND SUBCONTRACTORS

- A. It shall be the responsibility of the Contractor to pay any and all costs incurred from the cleanup related to any environmental hazard created by means of release, spill, leak or any other means of contamination caused by accident or negligence.
- B. It shall be the responsibility of the Contractor to dispose of any product(s) and/or material following EPA, DNR, and local applicable laws and regulations.
- C. It shall be the responsibility of the contractor, if required, to purchase the proper permits and notify the proper authorities prior to commencing said project or, should a “release” take place, to notify proper authorities of any such release.
- D. It shall be the responsibility of the Contractor to maintain on site a blood borne pathogen plan and all necessary safety supplies associated with any spill or clean up that may occur. Contractor shall, prior to commencement of any site activities, supply to the Construction Manager, a written description of its site specific safety plan and accident prevention program. This shall serve as proof of compliance with the foregoing provisions and for coordination with the safety programs of other trade contractors.
- E. The Contractor shall not use the Owner’s dumpsters for any materials of any kind.
- F. Please be aware that the Owner buildings contain various types of asbestos containing material (ACBM). Each building has been previously inspected with locations of ACBM being identified within the Asbestos Management Plan book located in each building’s administration office. This binder will identify known locations of asbestos materials within that particular building.

Asbestos containing materials include, but are not limited to: floor tile, linoleum, plaster, pipe insulation, spray on material to walls and ceilings/support structures, wallboard, and gaskets. If any building materials that are known or suspected of containing asbestos are encountered, stop work in that area immediately. It is Bloomfield Township Public Library policy that no outside contractor may touch ACBM without explicit permission from Facilities Management. Owner’s representative will take samples and analyze and provide further instruction. Contractor is responsible for any fiber release that results in fiber concentration above the Permissible Exposure Limit (P.E.L.).

- G. The Contractor shall submit verification and confirmation of the above.

2.6. QUALITY ASSURANCE

A. Materials

Furnish only new, first-class quality materials and equipment to be delivered, erected, connected and finished in every detail, selected and arranged to fit properly into spaces. Where no specific kind or quality of material is specified, furnish first-class quality standard article, approved by Owner.

B. Current Versions

Supply most current version of all products being provided. Prior and/or old versions of products, unless specifically identified as an exception to this requirement, in this document or its subsequent addenda and/or bulletins, shall not be acceptable. In cases where a newer version of a product is available at the time of installation, request a clarification from the Owner, in writing, via fax, electronic mail, or letter, on which product is to be used.

C. Standards Compliance

Comply with latest edition or revision of each standard of code mentioned in these specifications for use in the intended environment as follows:

- American Insurance Association (AIA)
- American Insurance Service Group (AISG)
- American National Standard Institute (ANSI)
- American Society for Testing and Materials (ASTM)
- Alliance for Telecommunications Industry Solutions (ATIS) Bellcore
- Building Officials and Code Administrators International, Inc. (BOCA)
- Ceilings and Interior Systems Construction Association (CISCA)
- Electronics Industries Association (EIA)
- Federal Communications Commission (FCC)
- Federal Information Processing Standards (FIPS)
- General Services Administration (GSA)
- International Conference of Building Officials (ICBO)
- Institute of Electrical and Electronics Engineers, Inc. (IEEE)
- International Organization for Standardization (ISO)
- International Telecommunication Union (ITU) (Formerly CCITT)
- National Electrical Manufacturers Association (NEMA)
- National Fire Protection Association (NFPA)
- National Electrical Code (NEC) – NFPA 70-1993
- Telecommunications Industries Association (TIA)
- Underwriters' Laboratories (UL)
- National Institute of Standards and Technology (NIST)
- National Technical Information Service (NTIS)
- Occupational Safety and Health Administration (OSHA)
- Rural Utilities Services USDA/RUS (RUS Formerly REA)
- State and Local Municipality Codes and Ordinances
- Building Industry Consulting Service International (BICSI)

Where conflicts occur between codes and standards, or between codes and standards and Specifications and Plans, the one establishing the more stringent requirements shall be followed.

2.7. CONTRACT DOCUMENTS

This document along with the completed Bid Form and Proposal Documents shall constitute the Contract Documents by which performance of work shall be judged. The Owner's consultant shall be the judge of performance regarding all work. Standard AIA contracts between Owner and Contractor will be executed.

2.8. CONFORMANCE

The Contractor warrants that all workmanship, materials, and equipment incorporated in this work will be of good quality and in conformance with the Contract Documents.

2.9. QUALITY STANDARD

The Contract Documents establish a standard of quality that the Owner has determined to be necessary for the project. It is mandatory that items of material and equipment conform to the Contract Documents and meet the quality standards in every respect.

2.10. CONFORMITY OF WORK

Execute all work in conformity with best practice to accommodate work to environment and surroundings. Perform all work in accordance with drawings, manufacturer's instructions, shop drawings, this specification, and other Contractors and Vendors.

2.11. COORDINATE LOCATIONS

Coordinate locations and arrangements of equipment with requirements of all other Contractors, Vendors and Owner. In cases of technical configuration or implementation difficulties, or if simplified installation is made possible by slight variance, bring such conditions to attention of Owner, in writing, via fax, electronic mail, or letter. Changes in arrangements may be made only if authorized by Owner.

Drawings are diagrammatic and indicate the general arrangement of systems and work included in these documents. Final placement and arrangement are the responsibility of the Installing Contractor.

2.12. WORK DEFINITION

Below is an outline of specific work the Contractor shall be responsible for performing:

- Project Management
- Systems Engineering
- Construction Scheduling
- Installation
- Configuration
- Testing
- Documentation
- Owner Orientation or Training

2.13. GENERAL DUTIES

A. Supervision

The Contractor shall plan, direct, supervise, coordinate, and perform the work.

B. Owner Policies and Procedures

1. A no smoking policy is in effect at all times for all areas on Owner's property.
2. The consumption of drugs or alcoholic beverages by the Contractor's employees, or any subcontractor's employees, shall be prohibited on the Owner's property. The Contractor shall remove from the site, any employee or employee of a subcontractor, who is vulgar, offensive, or who is under the influence of drugs or alcohol.
3. Firearms, knives, and any other weapons are not allowed on Owner's property. This includes weapons stored in vehicles parked on Owner's property.

C. Qualified Personnel

Only certified, skilled, dependable persons who meet with the Owner's approval at all times in every capacity shall be utilized. All personnel shall be permanent, full-time employees of the Prime Contractor.

D. Product Delivery and Liability

The Contractor shall take responsibility for the delivery and installation of all equipment specified in the Bid Proposal. This shall include loss or damage during shipment or installation. The Contractor warrants that all materials and equipment incorporated in the work shall be new, unless otherwise specified in the Bidding Documents. The Contractor warrants that all materials and equipment incorporated in the work shall be free from faults and defects. The Contractor shall inspect all product shipments for damages and promptly replace damaged product. No damaged product shall be stored on site.

E. Structural Damage

The Contractor shall replace or repair any damage to structure, finishes, or resulting from work performed by the Contractor. The Contractor shall REPLACE any damaged ceiling tiles.

F. Incidentals

The Contractor shall provide any incidental material, labor, or detail omitted from the Bid Proposal, yet required by governing codes and standards, local regulations, trade practices, operational functions, or good workmanship, as part of the contract work without extra charge.

G. Deviations

Deviations from Plans or Specifications shall not be permitted except upon written permission from Owner.

2.14. PROJECT MANAGEMENT

The Contractor shall provide complete project management for all aspects and phases of the project, including the following:

A. Project Manager

The Project Manager shall be experienced. He/She shall have managed at least three similar projects of similar scope. The project manager shall be authorized to make decisions on behalf of the company. The project manager shall inspect work and direct the crew on an on-going basis.

B. Planning and Management

Building work shall be coordinated with the construction manager, Owner's technology consultant and/or the Owner's representative.

2.15. TIME AND SCHEDULING

A. Owner Possession

It is the intention of the Owner to take possession of the Work by the established completion date or earlier, within the shortest time possible consistent with good construction practices.

B. Schedule of Work

Upon award of the contract, the Contractor shall meet with the Owner to prepare an agreed upon schedule of work. This schedule shall provide the Owner with dates upon which stages of the work may be reviewed or inspected. The Contractor shall keep the Owner informed at all times of any modifications to the agreed upon schedule.

C. Delay of Work

If the work is delayed through the fault of the Owner (or of any separate contractor employed by the Owner or of any condition by the Owner beyond the Contractor's control) the schedule may be extended within a period agreed upon by the Owner and the Contractor. The Contractor shall notify the Owner, in writing, of any condition or situation that in the Contractor's opinion warrants an extension of Contract Time.

D. Time Extension

The Contractor shall not be entitled to additional compensation or damages due to delays, interference's or interruptions to the Work or the Project, but shall be entitled only to an appropriate extension of time in accord with the General Conditions of the Contract for Construction.

2.16. CONTRACTOR INSPECTION OF WORK

The Contractor shall promptly facilitate inspection and testing of the Work regardless of expense as necessary or as requested by the Owner, regardless of whether or not the Work in question is his own or that of a subcontractor. The costs for such tests or inspections shall be born as follows:

A. Contractor Deficiencies

If such tests or inspections reveal deficiencies as measured by Construction documents or an independent consultant/testing agency, the Contractor shall bear all costs incurred to correct such deficiencies, including the cost of testing and inspection, and the cost to reconstruct any work by testing or inspection or by the correction of any deficiency.

B. Other Deficiencies

If such test and inspections do not reveal deficiencies attributable to the Contractor, the Owner shall bear all costs incurred including the cost of testing and inspection, and the cost of reconstruction. Contracts shall be modified by Change Order to reimburse the Contractor for costs.

2.17. INSPECTION OF WORK

The Owner's Consultant will inspect and "punch" the project. The Contractor is responsible to correct any issues brought forth at no additional expense to the Owner.

Retainage, as presented in this document, will be dependent on complying with the final "punch out" list.

A. Deficiencies

The Contractor shall replace, repair or otherwise correct all deficiencies in the Work during the construction of the Project, within two years after the date of substantial completion,

within the time period prescribed in any special warranties and guarantees, and any longer period prescribed by law.

B. Owner Option

The Contractor shall expediently correct all deficiencies brought to his attention in writing by the Owner or Owner's Consultant. If, in the opinion of the Owner, the Contractor fails to correct deficiencies, or fails to act expeditiously to correct deficiencies, the Owner may:

Accept Deficiencies

Accept the deficiencies in the Work, and reduce the Contract Sum of the Contractor at fault by a unilateral Change Order issued and signed by the Owner in an amount to be determined by the Owner.

Deficiencies Removed

Have the deficiencies removed in any reasonable manner available to the Owner, and charge the Contractor at fault for the costs incurred, or reduce that Contractor's Contract Sum by a unilateral Change Order issued by the Owner for the costs incurred.

2.18. COST OF WORK

The Contractor shall pay all costs of the Work including, but not limited to, labor, materials, equipment, tools, transportation, freight, taxes, royalties, patent fees, support facilities, construction equipment, water, heat, utilities, supervision, overhead, and all other items necessary for the proper execution and completion of the Work.

2.19. LEGAL COMPLIANCE

The Contractor shall comply fully with all laws, statutes, ordinances, rules, regulations, codes, and lawful orders applicable to their work, including employment regulations, unless specifically exempted from compliance by the Contract Documents. Where local codes differ from codes of broader jurisdictions, the more stringent code shall apply. The Contractor shall promptly notify the Owner in writing, of items in the plans or specifications for this project that violate any applicable codes.

2.20. CONTRACTOR DELAY OF WORK

The Contractor shall not be reimbursed, or compensated in any way, for delays in work caused by related work delays performed by other trades. It is the sole responsibility of the Contractor to attend all construction progress meetings to coordinate phasing and work schedules with other trades that affect work performed by the Contractor.

2.21. PERMITS

Unless otherwise specifically stated in the Contract Documents, the Contractor shall apply for, secure, and pay for all permits, licenses, and fees. The Contractor shall schedule, conduct or perform all tests, and give all notices required by governmental

2.22. SITE HOUSEKEEPING units for the Work of his Contract.

The Contractor shall be responsible for his own site housekeeping and clean-up of any waste generated in the execution of his Work. Unless otherwise specified, the Contractor is responsible for suitable off-site disposal of their waste and debris.

2.23. CLEANUP

Clean all equipment at time of substantial completion including the interiors and exteriors of all cabinets, furniture, and equipment enclosures. Clean out all debris and rubbish related to the installation of all components for all work locations within the building. All equipment shall appear in first class new condition.

2.24. CUTTING AND PATCHING

Do all cutting and patching necessary for installation of work with approval of the Owner. Do not impair strength or function of work being cut or patched, e.g., do not weaken structural members; maintain watertight integrity where necessary. Use rotary type drilling tools and concrete cutting saws to cut concrete and masonry walls. Use rotary type drilling tools to cut cabinets where knockouts are not available and cable access is required. Do not use torches for cutting metal.

2.25. FIRE-STOPPING

Provide firestop as required at all penetrations through fire rated or smoke rated walls, floors, or other surfaces. Replace or reinstall firestop material on all existing penetrations where others have installed firestop.

2.26. COORDINATE SCHEDULE

The Contractor shall conduct all work in coordination with the schedule of construction published by the Construction Manager. The Contractor shall adhere to any and all conduct requirements of the Owner, Owner's Representative, or Construction Manager. It is the contractor's responsibility to familiarize staff with any conduct requirements and adhere to the requirements.

2.27. ATTENDANCE AT MEETINGS

The Contractor shall be responsible for attending all meetings as required by the Owner, Technology Consultant and Construction Manager.

2.28. INSTALLATION

The Contractor shall adhere to manufacturer's specifications during installation of all hardware.

2.29. REVIEW OF DOCUMENTATION

Upon completion of work, the Contractor shall meet with the Owner to deliver and review system documentation, including test results. The work shall not be considered complete until the Review of Documentation has been completed.

2.30. ACCEPTANCE

All construction and installation work shall be done in a thorough and workman-like manner in accordance with the Plans, Specifications, and Construction Drawings and shall be subject to acceptance by the Owner.

2.31. PAYMENT

2.31.1. Submission of Invoice

Requests for payment must be received by Secant Technologies before the 8th day of the month. AIA form G702/G703 must be used. Provide three notarized copies of each pay application for approval. The contractor's request for payment will be processed the following month after it is received.

Contractor will not be paid if Certificate of Insurance has not been provided prior to submission of G702/G703 forms. Additionally, if Contractor wishes to request payment for Stored Materials, Certificate of Insurance must state that Stored Materials are insured.

2.31.2. Payment of Invoice

Invoices in question shall be communicated to the Contractor within eight (8) business days of reception.

2.31.3. Retainer

Ten percent (10%) of all invoices will be retained. Retained amount will be paid within 60 days of final acceptance.

2.32. CONTRACT CHANGE ORDERS

The process for contract change-orders shall be as follows:

- Technology Consultant request for change order quote from Contractor
- Contractor shall use add/delete unit cost pricing from bid forms
- Technology Consultant shall review quote. If no further changes are deemed necessary, Technology Consultant shall forward to the Owner for written approval to proceed.
- Upon Owner approval, Technology Consultant shall create an AIA change order and distribute to Contractor and Owner for approval signature.
- Upon final signature execution, Contractor shall proceed
- For miscellaneous work that does not have a stated add/delete cost on bid forms, the stated hourly labor rate and markup %, listed on the bid forms, shall apply.

The Contractor shall not perform any additional work without following this process. Direct requests from Owner personnel does not constitute a notice to proceed, and any such work performed by the Contractor, without following the procedures listed in this section, will not be reimbursed by the Owner.

3. Project Overview

3.1. Introduction

Bloomfield Township Public Library is soliciting bids from qualified bidders for the following:

Network Electronics including:

Switch Upgrade

Wireless Expansion

Next Generation Firewall (NGF)

Structured Cabling

The owner will award bids to a single or multiple vendors (contractors) to obtain a final outcome that is in the best interest of the Library.

3.2. Work Site

Bloomfield Township Public Library

1099 Lone Pine Road

Bloomfield Hills, MI 48302

3.3. Project Schedule

Work will be performed between **December 26, 2016 and March 31, 2017.**

Contractor shall provide the sufficient skilled manpower to complete all work on schedule and according to project phasing requirements, including working additional shifts, weekends and holidays as required. All labor costs, including second shift, weekend and holiday shall be included in the base proposal. Owner will not approve additional labor charges.

3.4. Prevailing Wage

Prevailing wages are NOT REQUIRED for this project.

3.5. Employee Background Checks

All employees of contractors or sub-contractors that will be working on site at any Bloomfield Township Public Library building must have a criminal background check on file. The background check shall include a Misdemeanor, Felony and Federal Criminal check, as well as a Sexual Offender check. These checks can be administered by a government agency or by a private company and will be acquired at the contractor's expense. The background check results shall be maintained by the contractor, and names of the candidates who have passed the background checks, submitted to the Construction Manager, Owner, or Technology Consultant if requested. All costs for background checks are the sole responsibility of the Contractor.

3.6. Contractor Daily Site Log

The Contractor's site Project Manager shall maintain a daily log of all Contractor personnel that is on-site. This log shall contain the personnel name, building locations and time in/out for each day. Copies of this log shall be provided to the Owner and/or Technology Consultant monthly or upon request.

3.7. Cable Fire Rating

All cabling for this project, at all work sites, shall be plenum rated.

3.8. Contact

All inquiries for this RFP should be in writing and can be faxed or e-mailed to:

Melissa Miller
Secant Technologies
Fax: 269-375-4222
E-Mail: mmiller@secantcorp.com

The Owner IS NOT to be contacted with inquiries related to this RFP

3.9. Owner's Technology Consultant

Bloomfield Township Public Library has contracted with Secant Technologies to provide design and project management services for the technology included in this RFP. Contractor will be responsible to coordinate all design and installation details with Owner's Consultant, Secant Technologies.

3.10. Pay Application Process

All applications for payment must be submitted by Contractor using AIA Forms G702 and G703. Pay applications must be completed having the exact amount detailed in the Purchase Order Forms and MUST be sent directly to:

Secant Consulting
Project: BTPL 2563
Attn: Melissa Miller
6395 Technology Ave.
Kalamazoo, MI 49009

Or e-mail to: payapplications@secantcorp.com

Failure to follow these instructions will result in delay of payment.

3.11. Construction Management Firm

Owner has contracted with Secant technologies as the Construction Manager for the construction work at Bloomfield Township Public Library. Technology contractors will be responsible for coordination of all work with Secant Technologies and the Construction Manager during planning and installation process. This coordination effort shall include attendance of ALL regularly scheduled construction meetings conducted by the Construction Manager. Contractors will only be excused from attendance if the Contractor has no work required in the construction phase. Meeting attendance coordination will be included in the pre-project kickoff meeting with Secant.

3.12. Site Safety

Contractor shall abide by any/all site safety requirements of the Construction Managers. This may include site safety orientations. All site safety rules, as set forth by Construction Managers, the Owner or State/Federal code requirements shall be adhered to by the Contractor at all times. This includes, but may not be limited to, use of hardhats, safety glasses, safety visibility vest/shirt and steel-toe shoes/boots. Any work to be performed in the proximity of students shall not be completed without prior approval.

3.13. Final Payment - Required Documentation

Final Payment to the Contractor will not be paid until all closeout documentation is turned over to the Owner. Closeout documentation shall be provided on flash-based USB. Closeout documentation shall include:

- Product inventory and detail spreadsheet
- Product owner/user manuals
- Detailed product warranty terms/conditions
- Proof of product/warranty registrations with manufacturers
- Support contact information for installing Contractor and Manufacturer(s)
- Detailed configuration documentation
- Floorplan “as-built” indicating product locations, IP addresses, MAC addresses, Cable ID identifier for AP’s
- Any applicable product license information (product, license active date, projected license expire date, etc.)
- Training/orientation handouts
- Three (3) closeout binders in hard-copy and digital files on USB media (3 USB drives)
- Any other documents defined in other sections of this specification as a requirement of the Contractor.

3.14. Warranty

All hardware, equipment, jumpers, patch cords, as well as all workmanship and labor, will be warranted for a period of not less than one (1) year. If manufacturer hardware warranties are greater than one (1) year, then the manufacturer warranty shall apply. During the one year project warranty, any/all deficiencies will be addressed under warranty by the Contractor. This includes travel (to/from site), on-site labor, off-site labor, and product hardware warranty.

3.15. General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to the following:

- Receive all equipment on behalf of the Owner
- Provide inventory receipt of all equipment to Owner
- Store all equipment until the equipment is installed according to specifications
- Transport devices and all components to designated locations
- Cable and configure all components as needed
- Complete configuration as specified
- Demonstrate successful installation
- Discard all trash packaging at locations designated by the Owner.
- Asset tagging of any/all equipment as required by Owner.
- Provide documentation as specified
- Provide, as part of closeout documentation, a Microsoft Excel-based spreadsheet detailed product information for all products being installed. Information shall include: building, product manufacturer, product model number, product serial number, product MAC address, product IP address and product network name
- Owner Orientation and Training

3.16. Asset Tagging

Owner will provide asset tags for major equipment components. Vendor shall affix tags to equipment as instructed by owner and shall maintain an asset tag worksheet that records the type of equipment, serial number and installation location for all items tagged. Asset tagging shall be coordinated with the Technology Department.

3.17. Workmanship

All work shall have a finished appearance. The contractor shall supply and repair / install all trim, covers, fixtures, carpet, ceiling tile, paint, hardware, brackets, etc., as needed.

3.18. Floor Plans and Diagrams

The floor plans and diagrams provided with this document are considered part of this specification document.

3.19. Proposal Format

3.19.1. Bid Forms

All bidders submitting a response to this RFP must complete all bid forms provided. At least three references must be provided on the Technology Reference form. Bid forms are available in Microsoft Word format upon request. References shall be for projects of similar size and functional scope.

3.19.2. Executive Summary

Bidders should include an executive summary that gives an overview of their response. Please include any pertinent information not specifically asked for on the bid forms.

3.19.3. Material List

Include a detailed Materials List for each section of your response. It is important that all items are listed. It will not be assumed that items are included, unless they are specifically listed. Material Lists shall include line item pricing and model numbers for all major components, cables and labor. Line item pricing shall include unit pricing and extended pricing. Labor line items shall be separated. The material list are used during bid evaluation for responsiveness as well as for contract change-orders in conjunction with the line item adds/deletes pricing in the bid forms.

3.19.4. Diagrams

Some specific sections may require diagrams. Please review each specific section for stated diagram requirements. If noted, failure to provide diagram may disqualify your bid. In addition, signal flow diagrams are required for proposed solutions that do not exactly match the systems specified in the included system riser diagrams.

3.19.5. Cut Sheets

Include manufacturer cut sheets for key components used in your design. Cut sheets are not required for items that exactly match the specified models in this RFP.

3.19.6. Voluntary Alternates

Voluntary alternates are welcomed. For each alternate, provide a detailed materials list (including line item pricing), cut sheets, and executive summary explaining your alternate design and its benefits.

3.20. Bid Evaluation

It is the intent of the Owner to select the bid response that provides the greatest long-term value to the Owner. This may not be the response with the lowest initial purchase price. The following factors will be used to evaluate and award this project:

- Completeness of response, including detailed line item parts list with itemized pricing

- Provides lower long-term cost of ownership
- Vendor's experience with similar projects
- Physical proximity of vendor's principal business office including trained service technicians
- Physical proximity of vendor's nearest commercial-address service/support office including full-time/trained service technicians for the systems being provided
- Expertise and certification of vendor's staff
- Vendor's references
- Flexibility of solution to expand and change over time
- Initial purchase price
- Preference may be given to Michigan-based businesses.

3.21. Bid Award

Owner will, at its sole discretion, award the project(s) to a vendor or vendors of its choice. Owner may elect to not award any or all sections of the RFP. Owner reserves the right to decrease all quantities by 25 percent or increase quantities by any amount in the final award. Owner reserves the right to award individual sections of work to different vendors. Bidder, by submitting bid, agrees to honor line item individual component pricing submitted on bid forms for the final quantity determined by Owner. Owner may elect to eliminate any individual line item or combination of line items contained on bid forms prior to contract award. Bid prices must be honored for 90 days from the bid due date.

4. Network Electronics

4.1. Work Summary

Work covered by this section includes:

- Network Switch installation and configuration
- Next Generation Firewall (NGF) installation and configuration
- Wireless Network installation and licensing
- Documentation

4.2. General Specifications

4.2.1. Approved Manufacturers

The following manufacturers are approved for network equipment:

Cisco

4.2.2. New Equipment

All equipment provided shall be new and of the latest model available.

4.2.3. Genuine Equipment

All equipment provided shall be genuine products sourced only from approved distributors. Third-party and clone products will not be accepted. Vendor will be required to show proof of purchase for all products from an authorized distributor or manufacturer direct sales.

4.2.4. Authorizations Required

Network Electronics Contractor shall have, at a minimum, a Premier Partner authorization. All engineers working on this project must have Manufacturer certifications equivalent to Cisco CCNP or greater and must have three (3) or more years of field experience.

4.2.5. Experience

Network Electronics Contractor shall have a minimum of five (5) years of experience installing networks of similar size and complexity.

4.2.6. General Installation

The Vendor will be responsible to furnish, set in place, and install all equipment, unless otherwise noted. The installation process includes, but is not limited to the following:

- Receive all equipment on behalf of the District.
- Provide inventory receipt of all equipment to Owner.
- Store all equipment until the equipment is installed according to specifications.
- Transport devices and all components to designated locations.
- Cable and configure all components as needed.
- Demonstrate successful installation.
- Maintain inventory and status documents and discard all trash packaging at locations designated by the district.

4.2.7. Network Downtime

If this project involves the reconfiguring of the Owner's existing production network, all work schedules must be coordinated with and approved by Owner. Care must be taken to restrict downtime to time periods acceptable to the Owner.

4.3. Drawings

Drawings provided with this RFP contain details of the network design and installation details and are considered part of this specification document.

4.4. Network Switches

4.4.1. Core Layer-3 Switch

The network core shall use two high-performance 10-gigabit switches operating as a fully redundant Virtual Switch Cluster. The cluster shall meet the following minimum specifications:

- 48 SFP+ ports supporting 1 and 10 GB transceivers with autodetect
- Support HSRP or VSS for redundancy
- Redundant power supplies (per chassis)
- Redundant fans (per chassis)
- Modular expansion slot for future uplinks
- Switching capacity for cluster: 1.5 Tbps
- IPv4 routing: 225 Mpps
- IPv6 routing: 125 Mpps
- Layer 2 Bridging: 225 Mpps
- ARP Entries: 45,000
- Port Buffers: 32 MB shared or 3 MB per port
- QoS: 6 queues per port
- Security: VLAN router and port ACLs
- Traffic storm control – broadcast and multicast
- SNMP
- 802.1x
- Layer2 Features: Flexlink, STP, BPDU Guard, IGMP/ MLD Snooping
- Routing: Static, NSF/SSO, ISSU OSPF for Routed Access, EIGRP Stub, RIPv1/v2 PIM
- Limited lifetime warranty

4.4.1.1. Core Switch Service Contract

Provide pricing for three-year service contract for the core switch providing next business day hardware replacement and software bug fixes and patches.

4.4.2. Access Layer Switches

Access layer switches shall each provide 24 or 48 10/100/1000 ports with full PoE+ support. The preferred switch model shall provide 48 ports to support one-to-one patching with 48-port patch panels. Switches shall provide four SFP or two SFP+ uplink ports.

Switches shall be stacked to form a single logical unit of up to 384 ports, manageable using a single IP address. The stacking bus shall have a ring topology.

Switches shall support power stacking in groups of up to four switches.

Switch stacks shall support link aggregation of ports across stack members.

The access layer switches shall meet the following minimum specifications:

- 24 or 48 10/100/1000 ports
- 802.3at PoE+ on all ports
- SFP or SFP+ ports
- Maximum stacking: 384 ports
- 480 Gbps stacking backplane
- Switching capacity: 176 Gbps
- Active VLANs: 4000
- Limited lifetime warranty

4.4.3.Configuration Details

Contractor shall work with owner to define the following items to be used during switch installation:

- Template Switch Configuration
- Switch Host Name
- Management IP address
- VLAN Plan
- DHCP Plan per VLAN
- Switch LINE and ENABLE passwords
- SNMP Community Strings

4.4.4.Fiber Patch Cords

Vendor is responsible for providing all fiber optic patch cords required to connect installed equipment to existing fiber backbones.

Field verify fiber connector type required for patch cable prior to ordering cables.

All fiber patch cords shall be 1 or 2 meters in length as required by field conditions.

All fiber patch cords shall be duplex.

4.4.5.SFP modules

Provide all required SFP and SFP+ modules required to complete installation of network per provided diagrams. Field verify the type of SFP required based on fiber type and length prior to ordering equipment.

4.4.6.UTP Backbone Patch Cords

Provide all UTP crossover cables required to complete any switch-to-switch backbone connections. Patch cords shall be 3 to 5 foot long factory built Category 5e cables. Patch cords shall be orange.

Crossover cables shall meet category 6 specifications and shall have all four pairs present to support Gigabit Ethernet. Crossover cables shall be marked at each end as crossovers.

Crossover cable shall be red in color and shall be sized to allow routing in cable managers.

Typical length shall be 3 to 5 feet in length.

4.4.7.Access Port Patch Cords

Provide one patch cable for each installed Access Switch port installed. Patch cords shall be one-foot long factory built Category 5e cables. Patch cords shall be white.

4.4.8.Switch Installation Tasks

Vendor shall perform the following work for each switch installed:

4.4.8.1. Coordination

Network Contractor shall coordinate installation activities with the Structured Cabling Contractor. Switch installs must take place after the Structured Cabling contract has completed the installation of new cable drops and has reorganized the existing racks to support on-to-one patching.

4.4.8.2. Rack Mount

Rack mount switch using four rack screws. Rack screws shall be Philips head and shall be sized to match the racks threaded rails. Take care that screws are not over tightened or stripped. Screws are to be hand tightened without the use of power tools. Vendor will be responsible for removing and replacing any screws that are stripped or over tightened.

4.4.8.3. Upgrade Firmware

Upgrade switch to current firmware version.

4.4.8.4. Management IP Address

Set switch management IP address using owner provided IP addressing plan.

4.4.8.5. Switch Hostname

Set switch host name using owner coordinated name.

4.4.8.6. VLAN Assignments

Assign all access ports to VLANs as specified in owner coordinated VLAN plan.

4.4.8.7. Management Credentials

Set LINE and ENABLE passwords as specified by Owner.

4.4.8.8. Trunks

Configure all switch-to-switch connections at 802.1q VLAN trunks.

4.4.8.9. Aggregated Links

Configure all switch-to-switch connections using more than one link as 802.3ad aggregated links.

4.4.8.10. Spanning tree

Enable PORTFAST on all non-backbone ports.

4.4.8.11. Set Port Names

Name all switch ports connected to other switches. Set port name to the hostname of the connected switch.

4.4.8.12. Save Configuration

Ensure the final configuration is written to NVRAM.

4.4.8.13. Label Switch

Label switch with its HOSTNAME and management IP Address using a machine printed label on the upper right of the front. Take care to not cover link and status LEDs. Provide labeling for any ports with special VLAN assignments.

4.4.8.14. Fiber Patching

Vendor shall connect all fiber backbone connections to switches.

4.4.8.15. Switch to Switch Patching

Vendor shall connect all switch-to-switch connections using orange cables.

4.4.8.16. Premise Drop Patching

Vendor shall make all premise drops in wiring closet active by patching to switch ports. Patching shall utilize 12-inch patch cords.

4.4.8.17. Patching Methods

Neatly dress patch cords using wire managers. Route patch cables to closest wire manager and avoid crossing over the front of other equipment with patch cords. Store excess cable length in the vertical wire managers between racks. Velcro wraps may be

utilized to dress cables. Take care to maintain minimum cable bend radius for category 5e/6 performance.

Patch cords of the proper length shall be utilized to minimize excess cable. Excess cable length shall be no more than 18 inches for any patch cord.

4.4.8.18. Backbone Patch Cord Labeling

Backbone Fiber and UTP patch cords are to be labeled at each end to assist in reconnection should they be unplugged. Labels shall be Brady self-laminating cable wrap labels or equivalent. Machine printed labels are required.

4.4.8.19. Switch Port ID

The SWITCH PORT ID is a shorthand method of identifying which port a patch cable must be plugged into. The SWITCH PORT ID takes the form of (SWITCH NUMBER)-(PORT TYPE)(MODULE NUMBER)/(PORT NUMBER)

Each switch is assigned a unique host name and this name is provided on a label on the front of the switch. The last part of the host name is a unique one or two digit switch number assigned to that switch in that wiring closet.

The PORT NUMBER is the standard Cisco IOS shorthand name for the port in the format MODULE/PORT. The first gigabit port in a Catalyst 2650 switch is G1/1; the third 10/100 port is F0/3.

For example SWITCH PORT ID for the second gigabit port on the first switch installed in a closet would be 1-G0/2.

4.4.8.20. Switch-to-Switch Cable

These cables connect one switch to another switch and are crossover cables. Label each end with the SWITCH PORT ID of the port it is to be plugged into.

4.4.8.21. Switch-to-Backbone Cable

These cables connect one switch to another remote closet. Label the cable end connected to a switch port with the SWITCH PORT ID of the port it is to be plugged into. Label the end connected to the backbone cable with the CABLE ID of the cable it is patched to.

4.4.8.22. Switch Demonstration

Upon completion of installation and prior to final acceptance, the Contractor will be required to demonstrate operation of the network to Owner's representative.

Any equipment found to be non-functional is to be repaired or replaced at the Contractor's expense.

4.4.8.23. Switch Documentation

Provide two documentation binders with the following information for all network electronics:

Copy of all vendor supplied manuals and CD-ROMs.

Provide the following information for each installed switch:

Model number

IP address

Switch name

Serial number

Installation location

Installation date

Copy of all extended service contracts.

4.5. Firewall Device

The firewall device is to be a Next Generation Firewall (NGF) that provides an integrated solution for Virtual Private Network (VPN) and threat management.

4.5.1.Planning Details

Contractor shall work with owner to define the following items to be used during installation and configuration:

- Virtual Private Network (VPN) Configuration
- Access Control List (ACL) configuration for public/private user requirements
- Security Policy definitions
- Web Filter rules
- Active Directory integration

4.5.2.Installation Detail

Rack mount switch using four rack screws. Rack screws shall be Philips head and shall be sized to match the racks threaded rails. Take care that screws are not over tightened or stripped. Screws are to be hand tightened without the use of power tools. Vendor will be responsible for removing and replacing any screws that are stripped or over tightened.

4.5.3.Firewall Demonstration

Upon completion of installation and prior to final acceptance, the Contractor will be required to demonstrate operation of the firewall to Owner's representative to include:

- Knowledge transfer training of the deployed solution design and architecture
- Basic troubleshooting for IT staff
- NGF platform administration and ongoing management tasks

4.5.4.Firewall Documentation

Reference the Switch Documentation section found in this document.

4.6. Wireless Equipment

The wireless network shall be designed to support dense wireless usage with one-to-one and greater patron to device ratios. The system shall be controller based with all access points managed from a single central controller located in the owner data center.

4.6.1.Planning Details

Contractor shall work with owner to define the following items to be used during wireless installation:

- Device Host Name
- Management IP address
- VLAN Plan
- Switch LINE and ENABLE passwords
- SNMP Community Strings
- SSID and Security Settings

4.6.2.Access Points

Access Points shall operate with a central controller for management and shall meet or exceed the following minimum specifications:

- Wired port: 10/100/1000baseT
- 2.4 GHz support: 802.11b/g/n
- 2.4 GHz 20 MHz channels supported: 3
- 5.0 GHz support: 802.11a/g/b
- 5.0 GHz 20 MHz channels supported: 21

- 40 MHz wide channel support
- Active RF interference monitoring
- MIMO: 3 x 4
- Spatial Streams: 3
- Beam forming
- Integral 4 dBi antennas
- Switching capacity: 170 Gbps
- SSID supported: 16
- PoE Power Draw: < 14 watts
- Limited lifetime warranty

4.6.2.1. Access Point Locations

Refer to the provided drawings for quantity and locations of access points.

4.6.2.2. Access Point Labeling

Label each access point with the ID of the cable drop it is connected to. Labels shall be machine printed.

4.6.2.3. Mounting Location

Wireless Network Contractor shall coordinate with Structured Cabling Contractor on the final placement of access points to optimize coverage and future maintenance of the equipment. Access Points will typically be installed with ceiling grid clips. In areas with high ceilings wall mounting is preferred.

4.6.2.4. Patching

Connect all access point drops to PoE switch ports using yellow patch cords. Connect all access points to data drops using white patch cords.

4.6.2.5. Verification

Verify that each access point has power and is visible to the network using CDP.

4.6.2.6. Clean Up

Contractor shall clean up all packaging and installation debris.

4.6.2.7. Installation Records

Maintain records for each access point installed providing the following information:

- Building Name
- Cable Drop ID AP is connected to
- Access Point Model
- Access Point Serial Number
- Access Point MAC address
- Switch name AP is patched to
- Switch port AP is patched to

Provide records to owner in Microsoft Excel format.

4.6.3.WLAN Controller

An existing Cisco 2504 WLAN controller manages the wireless network. This controller is installed in the owner data center.

WLAN Controller shall meet or exceed the following minimum specifications:

- Initial AP licensing: refer to network diagram
- Maximum AP licensing: refer to network diagram

- Maximum network connection: 8 Gbps
- Multiple SSID support
- Layer 3 roaming
- Support for Local WLAN traffic egress at access point
- Support for tunneled WLAN traffic to controller
- Guest network support
- QoS for VoIP phones
- Dynamic channel selection
- Rouge AP detection
- Apple Bonjour Services Directory

4.6.3.1. Controller Programming

Configure controller and all access points to support three initial SSIDs:

GUEST – Unencrypted guest network

HIGHSEC – High security – 802.1x authentication

LOWSEC – WPA encryption

Configure system to prefer 5.0 GHz connections from clients

Configure minimum supported speeds to encourage client roaming to nearest access points.

Implement multiple mobility zones in larger buildings to limit broadcast domains to 200 users.

Configure layer-3 roaming.

4.6.4.As-Built Survey

Conduct an as-built wireless survey of each building using Fluke AirMagnet to document the final coverage and transmission speed provided by the wireless network.

4.6.5.Documentation

Provide a documentation binder with the following information for all WLAN equipment. Provide this information in printed form and on a CD-ROM in Microsoft Excel format.

Provide reports from AirMagnet as-built survey.

Provide a list of all installed Access Points sorted by building and Cable ID. Provide the following information for each access point:

Building Name

Cable Drop ID AP connected to

Access Point Model

Access Point Serial Number

Access Point MAC address

Switch name AP is patched to

Switch port AP is patched to

5. Structured Cabling

5.1. Work Summary

Work covered by this section includes:

- Cable pathways, conduit, boxes and support
- Category 6 structured cabling
- Rerouting/termination of existing Cat5/5e structured cabling (relocated AP cabling)
- Category 6 backbones
- Fiber optic backbones

5.2. Contractor Qualifications

Contractor shall meet or exceed the following requirements:

- Company must be a Panduit Certified Installer
- BICSI Certified Install Technicians (assigned to this project)
- BICSI Levell II Certified Site Foreman (must be PM permanently assigned to this project)
- BICSI RCDD Project Manager (primary contact for all project related issues/inquiries)
- Provide current Panduit Certification sheet and personnel certs with bid response.

5.3. General Specifications

The proposed Structured Wiring System is intended to support voice and Ethernet data communication at rates up to 1000 Mbps. It will consist of a star topology with category 6 UTP cable from distribution frames to workstation outlets.

5.3.1. Category Ratings

All new cables and termination hardware shall be Category 6 rated and meet the specifications of TIA/ EIA-568-B.2-1, Transmission Performance Specifications for 4- Pair 100- Ohm Category 6 Cabling.

5.3.2. Warranty

A certified installation, with a 20-year joint warranty from the termination hardware manufacturer and the cable manufacturer, is required. Include in your bid response a letter showing Panduit authorization.

All hardware that is not covered by the above manufacturer warranty: connectors, jumpers, patch cords, equipment racks, and cabinets, as well as all workmanship and labor, will be warranted for a period of not less than one (1) year.

All warranties will begin immediately following the network acceptance, as determined by the Owner.

5.3.3. Applicable Standards

This installation will be in accordance with but not limited to the latest fully ratified and accepted version of the following industry standards:

- National Electric Code
- TIA/EIA-568-B.1 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements
- TIA/EIA-568-B.1-1 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements - Addendum 1 - Minimum 4-Pair UTP and 4-Pair ScTP Patch Cable Bend Radius
- TIA/EIA-568-B.1-2 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements - Addendum 2 - Grounding and Bonding Requirements for Screened Balanced Twisted-Pair Horizontal Cabling

TIA/EIA-568-B.1-3 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements - Addendum 3 - Supportable Distances and Channel Attenuation for Optical Fiber Applications by Fiber Type
TIA/EIA-568-B.1-4 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements - Addendum 4 - Recognition of Category 6 and 850 nm Laser-Optimized 50/125 μm Multimode Optical Fiber Cabling
TIA/EIA-568-B.1-5 Commercial Building Telecommunications Cabling Standard - Part 1: General Requirements - Addendum 5 - Telecommunications Cabling for Telecommunications Enclosures
TIA/EIA-568-B.2 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted Pair Cabling Components
TIA/EIA-568-B.2-1 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted Pair Components - Addendum 1 - Transmission Performance Specifications for 4-Pair 100 Ohm Category 6 Cabling
TIA/EIA-568-B.2-2 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted-Pair Cabling Components - Addendum
TIA/EIA-568-B.2-3 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted-Pair Cabling - Addendum 3 - Additional Considerations for Insertion Loss and Return Loss Pass/Fail Determination
TIA/EIA-568-B.2-4 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted Pair Components - Addendum 4 - Solderless Connection Reliability Requirements for Copper Connecting Hardware
TIA/EIA-568-B.2-5 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted-Pair Cabling Components - Addendum 5 - Corrections to TIA/EIA-568-B.2
TIA/EIA-568-B.2-6 Commercial Building Telecommunications Cabling Standard - Part 2: Balanced Twisted Pair Cabling Components - Addendum 6 - Category 6 Related Component Test Procedures
TIA/EIA-568-B.3 Optical Fiber Cabling Components Standard
TIA/EIA-568-B.3-1 Optical Fiber Cabling Components Standard - Addendum 1 - Additional Transmission Performance Specifications for 50/125 μm Optical Fiber Cables BICSI Structured Cabling Standards and Practices

If any discrepancies exist between these standards and the technical specifications of this document, the technical specifications of this document will apply.

5.4. Project Smoke Rating

All cable and related parts installed in plenum air spaces shall be plenum rated. Cable and related parts installed in non-plenum areas may be riser rated.

5.5. Cable Pathways and Support

Where existing pathway and cable support systems do not exist or are currently filled to capacity the contractor shall provide new pathways and cable support systems.

5.5.1. By Structured Cabling Contractor

Structured Cabling Contractor shall provide cable support for data cabling/trunks in any areas that the electrical contractor has not provided cable tray.

5.5.2. Back Board

Provide backboard in Technology Closets as needed for equipment mounting and for dressing in maintenance loops. Backboards shall be A/C rated 5/8-inch plywood. Backboards shall be painted light gray using a fire retardant paint on all surfaces.

5.5.3. Equipment Racks

Equipment racks are provided by others unless otherwise designated on the bid forms. The structured cabling contractor shall install the racks, mount to floor or wall and provide proper rack grounding to the closet grounding BUS bar.

5.5.3.1. Grounding

Each installed rack is to be grounded to the closets telecommunications grounding bus bar. Ground connections shall use #6 THHN copper cable connected directly to rack metal. All grounding lugs shall be Panduit and must be installed using Panduit crimp tools of the size and type intended for the lug.

5.5.4. Cable Routing

All cable is to be concealed, either installed above drop ceilings, in access tunnels, in surface raceway or fished through walls. No exposed cable is allowed.

However, the cabling contractor will supply all J-hooks, cable tray, conduit, raceway, surface boxes, communications poles and mud rings required for cable pathways.

Installation methods must follow TIA/EIA-568A standards including cable support, pulling force, minimum bend radius and minimum distance from sources of electrical interference.

5.5.5. Surface Raceway

Use of surface raceway is to be avoided. Consult with consultant and construction manager for approval prior to installing any surface raceway.

Panduit LD5 or LD10 raceway is preferred in areas where no existing raceway must be matched. Coordinate color choice with owner. Raceway should be sized to maintain a fill ratio of 50% or less.

All raceway fittings for inside and outside corners and drop ceiling fittings must be designed to maintain a minimum 1-inch cable bend radius.

All raceway and surface boxes shall be installed using anchors or screws. Adhesive mounting is not acceptable.

5.5.6. Cable Tray

Contractor shall use pre-existing if available. If not available, Contractor shall use J-hook support.

5.5.7. Penetrations

Wall and floor penetrations or corings must be provided with EMT sleeves and protective bushings to prevent damage to cable as it is pulled through sleeves.

Any Penetrations through fire rated walls and floors shall utilize Hilti CP-653 fire rated pathways installed in accordance with manufacturer's guidelines and instructions.

The maximum fill for all sleeves shall not exceed 60% of capacity.

5.5.8. Fire-stopping

Any penetrations of fire rated walls that do not utilize the Hilti CP-653 shall be fire-stopped using a UL approved putty to restore the wall to its original fire rating. Proper fire stopping is not possible if penetrations exceed a 60% fill ratio. Fire-stopping material must be removable to allow future cable system upgrades.

5.5.9. Cable Support

Cables must be supported at least every five (5) feet. Tie-wraps are not acceptable for cable support. Cable trays and Caddy "J" hooks are the preferred method of cable support.

For bundles of six or less cables, building metal truss structure may be used to provide support.

Velcro wraps with a minimum width of 3/8" are acceptable for cable support. Tie-wraps may be used to organize cable as long as they do not deform the cable jacket and are not supporting the weight of the cable.

5.6. Premise Cable Termination

5.6.1. Acceptable Manufacturers

The following manufacturers of jacks and patch panels are acceptable for this project:
Panduit (or equivalent)

Refer to drawings for specified model numbers of parts.

5.6.2. Faceplates, Jacks and Patch Panels

All termination equipment must be from a single manufacturer. Faceplates must be modular and capable of holding a variety of modular jacks including blanks, 8-pin data, 6-pin voice, RCA audio, S-video, VGA, etc. A single gang faceplate must be available to hold from two to six jacks. Faceplates must provide a labeling area covered by a clear protective cover.

Where required a 106-style mounting frame must be available to hold two or four jacks.

Where required a Decora-style mounting frame must be available to hold two or four jacks.

Any unused faceplate positions must be filled with blank inserts that match the color of the faceplate.

Rack-mounted patch panels must be modular, utilizing the same jacks installed in workstation outlet locations. This should allow for the replacement of a single defective jack in a patch panel.

Contractor shall fill any open Panduit minicom insert openings in existing patch panels prior to provision of new patch panels (ie.-fill existing patch panels first prior to installation of new)

5.6.3. Wiring Pattern

All jacks and patch panels shall be wired using the T568B wiring pattern.

5.6.4. Faceplate Color

Data faceplate color shall match electrical faceplates. Coordinate final color selection with owner.

5.6.5. Jack Color

Data and other jack shall match faceplate color unless noted otherwise on technology prints.

5.7. Category 6 Cable

5.7.1. Acceptable Cable Manufacturers

All cable manufacturers that participate in a joint warranty with Panduit at the time of the bid are considered acceptable.

5.7.2. UTP Maintenance Loops

At the rack location provide a minimum maintenance loop of 8 feet of cable neatly dressed into the rack, cable tray or attached to a backboard. At the outlet location provide 1 foot of cable in accessible ceiling above the outlet box.

For drops supporting wireless access points or security cameras, provide 20 feet of cable neatly coiled in a large loop and secured above lay-in ceiling.

For drops installed in modular furniture, provide 20 feet of cable neatly coiled in a large loop and secured above lay-in ceiling above conduit feeding furniture.

5.7.3. Labeling

Each patch panel jack and workstation jack must be clearly marked with a computer printed label showing the Cable ID. Hand printed labels are not acceptable.

For faceplate jack labels, the preferred method of labeling is using a protective label holder built into the faceplate. Adhesive labels on faceplates or raceway are undesirable. If they are used they must conform to defacement and adhesion specifications of UL969.

Each UTP cable shall be marked with its Cable ID using a Brady, Panduit or Brother self-laminating label. Each end of the cable must be labeled within one foot of the termination point.

5.8. Cable Identification Plan

Refer to provided drawings for cable ID plan for site.

5.9. UTP Testing

All category 6 cables are to be certified for Category 6 operation using a cable tester that provides TIA/EIA TSB-67 level III accuracy. The tester must maintain an electronic log of test results. Each cable must be identified on the test equipment using its correct Cable ID.

Prior notification for all phases of testing will be given to the owner, or its designated representative, allowing them to be present during testing procedures. The owner may elect to have some or all cables tested by a third party prior to final acceptance of the completed job.

Any cable that does not pass the testing requirements must be repaired or replaced at the contractor's expense. Any cables that are damaged during installation must be replaced.

Splicing of cables is not acceptable.

Test results shall be presented to the client in both printed format and on USB media in PC Excel format and in the raw format exported from the test equipment. The model and software version of the test equipment must be shown in a README file on the USB media. This is a condition for final acceptance of the completed job.

5.10. Category 6 Patch Cords

Contractor shall provide two patch cables for each installed data cable, one for patch panel and one for workstation end of drop. Coordinate color and length with owner.

5.11. Category 6 Backbones

Refer to diagrams for the size and location of category 6 backbone cables.

Category 6 backbones shall be terminated using patch panels and red category 6 jacks.

5.12. Voice Backbones

Refer to diagrams for the size and location of voice backbone cables.

5.12.1. Category 3 Cable

Backbones will use 24 AWG UTP cable verified to Category 3. Cable shall be riser-rated or plenum-rated as required to meet the smoke requirements of installation environment.

5.12.2. Acceptable Manufacturers

The following manufacturers of cable are acceptable:

General

Belden

Berk-Tek

Superior/Essex

Mohawk
Or equivalent

5.12.3. Terminations

Backbones shall be terminated using 100-pair 110-style punch down blocks using four pair connector blocks. Cable shall be labeled using computer printed labels indicating the destination of the cable and the pair numbers.

5.12.4. Underground Cable

All backbone cables installed underground between buildings shall be rated for direct burial. This is true even if the cable is enclosed in sub duct or PVC conduit. Underground rated cables shall be limited to 50 feet inside building structure, unless routed inside of EMT conduit.

5.12.5. Lightning Suppression

All backbone cables running outside of a building's zone of protection shall be provided with solid-state lightning suppression for each end of each pair. Lightning suppression equipment must be properly grounded. Suppressors shall use 110 style terminations. Underground cable shields must be properly grounded. Lightning suppression shall be Porta brand.

5.12.6. Voice Patch Panels

To allow the patching of phone connections, each indicated wiring closet will be provided with a phone patch panel. All phone patch panels shall use 8-pin modular jacks wired using the USOC pattern. Each voice patch panel jack will be cross-connected to a 110 block located on the backer board in the wiring closet. Refer to diagrams for the number of Voice Patch Panels jacks to provide in each wiring closet.

5.12.7. Voice Backbone Testing

All backbone cables shall be tested for continuity and wire-map using a cable tester. The tester must maintain an electronic log of test results. Each cable must be identified on the test equipment using its correct Cable ID. Any cable that does not pass the testing requirements must be repaired or replaced at the contractor's expense. Any cables that are damaged during installation must be replaced. Splicing of cables is not acceptable. Test results shall be presented to the client in both printed format and on CD-ROM in PC Excel format and in the raw format exported from the test equipment. The model and software version of the test equipment must be shown in a README file on the CD-ROM. This is a condition for final acceptance of the completed job.

5.13. Fiber Backbones

Refer to diagrams for the size and location of fiber backbone cables.

5.13.1. Acceptable Manufacturers

The following manufacturers of cable are acceptable:
Panduit
General
Superior/Essex
Belden
Berk-Tek
Corning

General
Or equivalent

5.13.2. Multi-mode Fiber

Shall be 50/125-micron dual window fiber rated for transmission at 850 nm and 1300 nm and meeting the OM3 classification.

5.13.2.1. Maximum Attenuation

At 850 nm maximum attenuation 3.5 dB/km, modal bandwidth 500 MHz-km

At 1300 nm maximum attenuation 1.5 dB/km, modal bandwidth 500 MHz-km

5.13.2.2. Multimode Connectors

Multimode fiber connectors shall be SC. Fiber termination trays shall utilize duplex SC couplers. Multimode fibers shall use beige couplers. Fiber connectors shall be Panduit OptiCam Pre-Polished cam-lock type.

5.13.3. Single mode Fiber

Shall be 10/125-micron dual window fiber rated for transmission at 1310 nm and 1550 nm.

5.13.3.1. Maximum Attenuation

At 1310 nm maximum attenuation 1.0 dB/km

At 1550 nm maximum attenuation 1.0 dB/km

5.13.3.2. Single Mode Connectors

Unless stated otherwise, all single mode fiber backbone connectors shall be SC. Fiber termination trays shall utilize duplex SC couplers. Single mode fibers shall use blue couplers. Fiber connectors shall be Panduit OptiCam Pre-Polished cam-lock type.

5.13.4. Underground Cable

All backbone cables installed underground between buildings shall be rated for direct burial. This is true even if the cable is enclosed in subduct or conduit.

5.13.5. Innerduct

All fiber backbone runs shall be installed in 1" innerduct to provide protection and insure proper bend radius. This includes when entering racks, termination cabinets, and multimedia outlets. Innerduct shall be riser-rated or plenum-rated as required to meet the smoke requirements of installation environment.

5.13.6. Armored Cable

Armor cable may be installed without innerduct.

5.13.7. Termination Cabinets

Fiber termination cabinets shall be rack mount style and must provide storage space for fiber management. Cabinets should be sized to handle the required number of fibers and should be loaded with the required number of couplers. Fiber termination cabinets shall be Panduit FRME series.

5.13.8. Labeling

Each fiber backbone shall be labeled using computer printed labels indicating the destination of the backbone and the strand numbers. Each backbone end will clearly state where the opposite end is terminated.

5.13.9. Maintenance Loops

Provide neatly coiled and secured to a rack or backer board, a minimum 20-foot fiber maintenance loop at each end of fiber backbones. For exterior runs over 1000 feet in length, provide a 20-foot maintenance loop inside of a pull box, every 500 feet.

5.13.10. Fiber Testing

All fiber cables shall be tested using a laser source and power meter to record optical power loss. Tests must be performed at 850 and 1300 nm for multimode fiber and at 1310 and 1550 nm for single mode fiber and must be performed in each direction. The tester must maintain an electronic log of test results. Each cable must be identified on the test equipment using its correct Cable ID.

Prior notification for all phases of testing will be given to the Owner, or its designated representative, allowing them to be present during testing procedures. The Owner may elect to have some or all cables tested by a third party prior to final acceptance of the completed job.

Any fiber strand with a measured loss value more than 2.5 dB over the predicted loss value for the link shall be considered as failed.

Any cable that does not pass the testing requirements must be repaired or replaced at the contractor's expense. Any cables that are damaged during installation must be replaced.

Test results shall be presented to the client in both printed format and on CD-ROM in PC Excel format and in the raw format exported from the test equipment. The model and software version of the test equipment must be shown in a README file on the CD-ROM. This is a condition for final acceptance of the completed job.

5.14. Close Out

5.14.1. As-Built Floor Plan

The contractor will prepare a final as-built floor plan that shows the location of each wiring closet and all workstation outlets in the building. Each workstation outlet will be labeled with the cable IDs of all cables at that location. The routing of all fiber and other backbone cables will be shown along with their cable ID numbers.

This floor plan will be provided to the customer in printed form (a minimum of 3 copies) and on CD-ROM in Acrobat PDF format and DXF format.

A laminated copy of the as-built floor plan shall be mounted in each wiring closet to assist in equipment patching.

Provide a copy of the completed Panduit 20-year installation warranty.

5.14.2. Documentation

Provide an as-built floor plan of all buildings, which show the location of where each cable drop is installed. Indicate the Cable ID of the cable drop on the as-built floor plan.

Test results shall be presented to the client in both printed format and on USB media in PC Excel format and in the raw format exported from the test equipment. The model and software version of the test equipment must be shown in a README file on the USB media. This is a condition for final acceptance of the completed job.

6. Intent to Bid

Intent to bid form must be returned via fax or e-mail by to:

Melissa Miller

Secant Technologies

Fax: 269-375-4222

Email: mmiller@secantcorp.com

Company Name: _____

Address: _____

Contact Name: _____

E-Mail Address: _____

Phone: _____

Fax: _____

7. Vendor Profile

All subcontractors must also complete a Vendor Profile form.

Company Name: _____

Address: _____

Contact Name: _____

E-Mail Address: _____

Phone: _____

Fax: _____

Date Founded: _____

Number of Employees: _____

Total revenue last fiscal year: _____

Type of Organization (Corporation, Partnership, LLC, etc.): _____

Has organization ever had a contract terminated prior to completion: _____

Has organization ever failed to complete a project: _____

Has organization ever filed for bankruptcy, reorganization or receivership: _____

Number of full-time technicians qualified to perform work on this project: _____

Has organization ever been involved in a lawsuit with Owners, Engineers or other contractors within the last five years: _____

Name of Project Manager: _____

List relevant certifications: _____

The undersigned certifies to the accuracy of the information provided on this form and attachments.

Signature: _____ Date: _____

Title: _____

8. Technology Vendor References

Include at least three (3) references for similar projects in Michigan.

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

Customer Name: _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone: _____

E-Mail Address: _____

Date Started & Completed: _____

Dollar Amount of Project: _____

Comments: _____

References Continued

Customer Name: _____
Address: _____
Contact Name: _____
Contact Title: _____
Phone: _____
E-Mail Address: _____
Date Started & Completed: _____
Dollar Amount of Project: _____
Comments: _____

Customer Name: _____
Address: _____
Contact Name: _____
Contact Title: _____
Phone: _____
E-Mail Address: _____
Date Started & Completed: _____
Dollar Amount of Project: _____
Comments: _____

9. Proposal Forms

FOR: Bloomfield Township Public Library
Project BTPL 2563 – Network Upgrade

TO: Bloomfield Township Public Library
Attn: Joan Wu, Systems Department Head
1099 Lone Pine Road
Bloomfield Hills, MI 48302

PROPOSAL BY: _____

Name: _____

Address: _____

BASE BID: We, the undersigned, having familiarized ourselves with local conditions affecting the cost of work and with the bidding documents on file at the office of the Owner, hereby propose to perform the work required by said bidding documents in a workman-like manner for the Bid Categories as shown on this bid form for the above-named project in accordance with contract documents as prepared by the Owner for the amounts hereinafter stated, such amounts constituting the base bid, including **Addendum No.(s):**

Acknowledge Addendums in box above.

Exceptions

State any exceptions taken to project specifications. If additional space is required, attach additional sheets:

9.1. Base Bid Pricing

Network Electronics \$ _____
Structured Cabling \$ _____
Performance Bond \$ _____
TOTAL BASE BID AMOUNT \$ _____

9.2. Discount for multi-category award (voluntary)

Provide dollar amount of discount if bidder is awarded all bid categories (Network Electronics and Structured Cabling).

Discount for multi-category award \$ _____

DRAFT

10. Mandatory Line Item Bid Forms

- 10.1. Bidders must complete the provided **Line Item Bid Form** with quantities and unit prices for all projects they are responding to. This form is provided as Appendix B as a Microsoft Excel document. The **Line Item Bid Form** unit prices provided by bidders will serve as committed pricing for any additions or deletions for the contract.

Special Bundles: If a manufacturer offers a product bundle that offers a price advantage to the Owner and includes the specified part numbers, attach a separate form detailing part number(s) of the bundled package and line item detail of the part numbers included within that bundle.

Print and attach the completed **Line Item Bid Form** here:

DRAFT

11. Mandatory Contract Change Order Pricing

11.1. Mandatory Contract Change Order Detail

Pricing entered below will be used for adding/deleting scope in initial contract creating contract change-orders throughout the entirety of the project. For add/delete detail, include all associated parts, labor, licensing and all other charges associated with adding or deleting a unit as described below:

Hardware markup for out-of-scope hardware not listed as a base-bid product

Markup percentage (% over dealer cost) for out-of-scope product purchase....% _____

Hourly rate for out-of-scope labor and travel

Hourly rate for travel associated with out-of-scope work.....\$ _____

Hourly labor rate for out of scope work.....\$ _____

Performance and Materials Bond

Bidders bond cost per \$1000 of project cost (to calculate for changes).....\$ _____

11.2. Recurring Fees Detail

List any/all recurring fees, licensing, etc. for any products being bid. These are not fees included in base-bid, but are any/all fees required (or recommended) for on-going support/maintenance of systems. This is an informational item for Owner for considering long-term total cost of ownership. If space is needed for additional information, please attach separate sheet with bid response. It is understood that stated fees are using current 2016 pricing and may change based on future price fluctuation.

Network Upgrade

Fee description _____ \$ _____ /yr.

Fee description _____ \$ _____ /yr.

Fee description _____ \$ _____ /yr.

Informational notes: _____

11.3. Voluntary Alternates

VOLUNTARY ALTERNATES: Attach a separate sheet if proposing Voluntary Alternates. Prices shall include all applicable costs for taxes, insurance, bonds and fees

11.4. Cut Sheets

Include manufacturer cut sheets for key components used in your design. Cut sheets are not required for items that exactly match the specified models in this RFP.

11.5. Signature

In submitting this bid, we understand the right is reserved by the Owner to reject any or all bids. It is further agreed that this bid is binding for the period of ninety (90) days.

DATE _____ 2016

FIRM NAME: _____

BY: _____

(Authorized Signature)

(Typed or Printed Signature)

TITLE: _____

OFFICIAL ADDRESS: _____

PHONE NO: _____ FAX NO: _____

November 2016

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1 9:30 AM -Teen VIRTUAL Book Club 10 AM Knit 'n Stitch Circle 6 PM Introduction To Scanning & Photo Editing	2 10 AM Wee Play 12:30 PM – Friends' Meeting 4:30 PM Google CS First	3 6 PM Teen Quidditch Club	4	5 2 PM Crazy Art Day	6
7 10 AM Mother Goose Club 4:30 PM Google CS First	8 10 AM Shake, Rhythm & Rhyme! 1 PM Memoir Writers' Group 4PM Teen Advisory Board	9 10 AM Wee Play 4:30 PM Google CS First – Computer Coding for Kids 6:30 PM Little Foodies	10 10 AM – Art Committee Meeting 10 AM Tinker Tales 10 AM Grandparents Raising Grandchildren	11 10 AM Movers & Shakers 11 AM Movers & Shakers 2 PM English Language Conversation Hour	12 9:30 AM FOL Second Saturday Sale 11 AM Sesame Street Day 2 PM Internet Security	13
14 10 AM Mother Goose Club 11 AM Adult & Teen Sensory Storytime	15 10 AM Tuesday Book Club 2 PM Tablet Tales 2 PM Your Library Online 7:00 PM – Library Board Meeting	16 10 AM Wee Play 1 PM Mystery Book Club 6:30 PM Full STEAM Ahead	17 10 AM Tinker Tales 10 AM Eleanor's Book Club	18 10AM Movers & Shakers 10AM Coffee & Conversation 11AM Movers & Shakers	19 2:30 PM SENSEational Story Time	20
21 10 AM Mother Goose Club 1 PM 30 Minute Lunchtime Book Club	22 1 PM Memoir Writers' Group 6:30 PM Kitchen Lab	23 Closing at 5:30 p.m. Thanksgiving Eve 10 AM Wee Play	24 Thanksgiving Day - Library CLOSED	25 10 AM Movers & Shakers 11 AM Movers & Shakers 2 PM LEGO Club	26 2 PM Introduction To Scanning & Photo Editing	27
28 10 AM Mother Goose Club 6 PM Books in Bars at Mex Book Club	29 6 PM Introduction to Powerpoint	30 10 AM Wee Play 6:30 PM Pizza & Pages				

