



# East Lansing Board of Education

509 Burcham Drive, East Lansing, MI 48823

---

Items of Information  
April 14, 2025 - 7:00 PM  
Board Room  
509 Burcham Drive  
East Lansing, Michigan 48823

## Agenda

### I. Future Action

A. Policy 4113 Michigan Earned Sick Time Act (ESTA)



## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4113 Michigan Earned Sick Time Act (ESTA) ~~[Required for Districts with More Than 10 Employees]~~ ~~[Note: If the District has 10 or fewer employees, please contact the Thrun Board Policy Administrator to receive a different version of this ESTA policy.]~~

##### A. General

Eligible employees will accrue paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook remain in place and may provide additional paid leave time that is not provided by the ESTA.

Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement in effect on February 21, 2025, until the collective bargaining agreement expires.

The ESTA does not apply to an employee subject to a conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- the District and the employee signed the contract on or before December 31, 2024;
- the contract is effective for not longer than 3 years; and
- the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

##### B. Definitions

1. "ESTA benefit year" means the 12-month period from July 1 to June 30. ~~[Optional: may adjust 12-month period]~~
2. "Eligible employee" means an employee engaged in service to the District. The following, however, are not eligible employees:
  - a. an unpaid trainee or unpaid intern;
  - b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, *et seq*; or
  - c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. "Family member" is defined as:
  - a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
  - b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
  - c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
  - d. grandparent, grandchild, and biological, foster, or adopted sibling;
  - e. an individual related by blood; or
  - f. an individual whose close association with the eligible employee is the equivalent of a family relationship.
4. "Earned sick time" means paid leave as allowed by the ESTA.
5. All other ESTA-defined terms apply to this Policy.

#### C. Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until 120 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or the ESTA.

Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

Accrued earned sick time that is not used before an employee's separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

## D. ESTA Leave Accrual and Frontloading

### 1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year.

### 2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time consistent with this policy, a collective bargaining agreement, or individual employment contract.

If frontloading, the District will grant a full-time eligible employee 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA benefit year at the time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and
- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

### 3. Compliance Presumption

The District is in compliance with this Section D if it:

- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be used for ESTA purposes or any other approved purpose, with

the time used for an ESTA purpose being subject to the ESTA;  
or

- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under the Employee Retirement Income Security Act, subject to certain conditions.

#### E. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

#### F. Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

#### G. Use of Earned Sick Time

If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District – within 15 days after the request – reasonable documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, reasonable documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in ~~hourly~~ ~~increments~~ ~~[Note: Insert "hourly" or the smallest increment that the District uses to account for absences of use of other time]~~ increments; and
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time.

#### H. Notice and Recordkeeping

The District will:

1. provide an ESTA notice created by LEO to each eligible employee at hire or by March 23, 2025, whichever is later (see 4113-F);

2. display in a conspicuous location in each of its buildings the ESTA poster created by LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 2024 Mich LEXIS 1454 (July 31, 2024)

Date adopted:

Date revised:

B. Renewal of the Food Service Management Contract with  
Chartwells School Dining for FY 2025-26

9



East Lansing  
Public Schools

## MEMORANDUM

---

**TO:** ELPS Board of Education, Dori Leyko, Superintendent

**FROM:** Lisa Allen, Director of Finance

**SUBJECT:** Informational Item – Renewal of the Food Service Management Contract with Chartwells School Dining for FY 2025-26

**DATE:** April 14, 2025

Background:

In May 2023, the Board awarded a competitive bid to Chartwells School Dining to manage the district's food service operations for FY 2023-24. That contract includes four optional one-year renewals. The current contract with Chartwells expires on June 30, 2025. To renew the FY 2025-26 contract, the District must follow the Michigan Department of Education's (MDE) renewal process. Attached are documents related to the renewal, which were submitted to MDE, and the approval letter/email from MDE. At the Board meeting on April 28, 2025, it will be recommended that the Board approve renewing the contract with Chartwells for FY 2025-26.





509 Burcham Drive, East Lansing, MI 48823  
Technology & Media Services Department  
(517) 333-7418 Phone (517) 333-7404 Fax

**East Lansing**  
Public Schools

April 9, 2025

To: Board of Education  
From: Christian Palasty, Director of Technology & Media Services

**SUBJ: INFORMATION ITEM – SECURITY CAMERA AND DOOR ACCESS UPGRADES**

The District has contracted with Communications By Design (CBD) to assist with the technology aspects of the security bond. One project includes replacing the security cameras and door access in the high school, middle school, and providing for the new central administration building. CBD drafted the bid document (Attachment A) and it was released on February 25, 2025. The bid document requested pricing for a unified security system that could manage cameras and door access, security camera upgrades, door reader upgrades, and structured cabling. We received four (4) bids (Attachment B).

Please see Attachment C for documentation regarding the bid review process.

The recommendation will be for ELPS to contract with MOSS for all three bid categories for the combined total of \$414,220.50 plus a project contingency of \$49,706.46, bringing the overall total to \$463,926.96.

Please see Attachment D for a copy of the bid from MOSS.

This bid includes pricing for the cameras and door access at Red Cedar, whose components were not upgraded during the elementary rebuilds. This portion of the project will be paid for using Sinking Fund dollars and has been budgeted for.

This bid is under budget for what was estimated for this project. See Attachment E for bond project estimates.

Attachments:

- A. ELPS Request for Proposals
- B. Bid Tabulation
- C. Bid Review Report
- D. MOSS Bid
- E. Safety and Security Upgrades Estimate

## **Attachment A**

# East Lansing Public Schools

SECTION 00 01 10  
TABLE OF CONTENTS

**DIVISION 00 - BIDDING AND CONTRACT REQUIREMENTS**

<u>Section</u>	<u>Description</u>
00 01 01	Cover Page
00 01 10	Table of Contents
00 11 16	Invitation to Bid
00 40 00	Bid Forms
00 21 13	Instructions to Bidders
00 65 00	Contract Close-out

**DIVISION 27- TECHNOLOGY SYSTEMS**

<u>Section</u>	<u>Description</u>
27 21 00	Low Voltage Cabling

**DIVISION 28 – ELECTRONIC SAFETY & SECURITY**

<u>Section</u>	<u>Description</u>
28 20 00	Video Monitoring Equipment
28 13 00	Building Access Controls

**APPENDICES**

<u>Section</u>	<u>Description</u>
A	Building Diagrams - Cameras
B	Door Controller Inventory
C	S2 Blade Report
D	Building Diagrams – Access Control

END OF SECTION

SECTION 00 11 16  
INVITATION TO BID

PART 1 - GENERAL

1.01 WORK INCLUDED: DISTRICT SECURITY UPGRADES

- A. East Lansing Public Schools (Owner) is seeking bids for new low voltage cabling, video monitoring and building access equipment and installation services. Proposed systems shall be configured and installed to service Owner's needs across multiple instructional facilities, and as described herein.
- B. Project: DISTRICT SECURITY UPGRADES
- C. Owner: East Lansing Public Schools  
501 Burcham Drive  
East Lansing, Michigan 48823
- D. Designer: Communications by Design, Inc.
- E. Sites of Work:
  - 1. New Administration Building  
6160 Towar Avenue  
East Lansing, Michigan 48823
  - 2. Red Cedar Elementary School  
1110 Narcisus Drive  
East Lansing, Michigan 48823
  - 3. MacDonald Middle School  
1601 Burcham Drive  
East Lansing, Michigan 48823
  - 4. East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

1.02 GENERAL DESCRIPTION OF PROJECT SEQUENCE

- A. Sequences and dates specified herein are for information only and indicate the plan and intent of the Owner. Actual dates shall be established based on final award of project.
- B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner as required to meet schedules.

C. Schedule:

1. Request for Bid Distributed: February 25, 2025
2. Pre-Bid Meeting: March 6, 2025 at 3:00pm
3. Intent to Bids Due: March 7, 2025 by 5:00pm
4. Question and Clarification Deadline: March 7, 2025 by 5:00pm
5. Public Bids Due: March 24, 2025 at 9:00am

1.03 TYPES OF BIDS

- A. Bids shall be submitted in total and with required detail for each item bid and as is required herein and include all portions of the work identified for the individual bid package as specified herein. Bids shall be made on unaltered bid forms as included herein. Bidder shall fill in all blank spaces and the bid shall be signed by a legal officer or agent authorized to bind the bidder to a contract.

1.04 PRE-BID CONFERENCE

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

A. Date: 3:00pm on March 6, 2025

B. Location: East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

- C. Certain drawings and/or appendices identified in the table of contents herein will be distributed and reviewed at this conference after bidders have signed non-disclosure agreements with the Owner. No building diagrams, drawings, record documents will be made available until bidder has signed an Owner provided non-disclosure agreement. Lack of an executed non-disclosure agreement with Owner will disqualify bidder from consideration.

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

1.05 TIME AND PLACE OF BID RECEPTION

- A. Physically sealed bids for the base bid work will be received at the district office and read aloud at a public opening. Bids arriving after the appointed

time as determined by the Owner's representative conducting the public opening, shall be returned unopened. Bids will be accepted beginning forty-eight (48) hours prior to the appointed opening time provided they are in sealed packages and addressed as specified herein.

B. Bid Receipt Deadline: 9:00am on March 24, 2025

C. Bid Opening Location: East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

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

#### 1.06 EXAMINATION AND PROCUREMENT OF DOCUMENTS

A. Specifications and any relevant Drawings may be obtained from the Technology Designer. Contractors may obtain copies by documented request to Communications by Design, Attn: Rebecca Szilagy. Requests may be made by:

1. Writing – 4101 Sparks Drive SE Grand Rapids, MI 49546

2. Email – [rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

#### 1.07 BID SECURITY

A. Bid security equal to five percent (5%) of the total bid amount, must accompany each base bid in accordance with the Instruction to Bidders.

B. Bid security shall be either a Bid Bond issued by a company licensed in the State of Michigan to furnish bid security or Certified Check made payable to the Owner.

#### 1.08 PERFORMANCE BOND COVERAGE

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

#### 1.09 OWNER'S RIGHT TO REJECT BIDS

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

- B. Withdrawal of any Bids after the opening time without specific approval by Owner may result in forfeiture of required bid security by Bidder.

#### 1.10 DEFINITIONS

- A. “Owner” is intended to mean East Lansing Public Schools a general powers school district.
- B. For purposes of this project, the terms “Architect”, “Engineer” and “Designer” are used synonymously to refer to Communications by Design, Inc., a Michigan Corporation.
- C. The term “Bidder” refers to any organization properly and accurately submitting a complete “Intent to Bid Form” prior to the required time specified herein and subsequently properly submitting completed set of bid documents as specified herein.
- D. The term “Contractor” herein is a reference to the firm(s) eventually selected by the Owner to provide the intended system(s), or any portion thereof, and fulfill the terms of the contract.
- E. The term Contract is a reference to the collective set of documents, drawings, diagrams, Owner’s Purchase Order, Addenda and all other materials as provided for herein defining arrangement between Owner and Contractor.
- F. The term Addenda (or Addendum) are that portion of the Contract consisting of modifications, amendments, deletions or substitutions to the contract documents issued prior to the execution of the Contract.

END OF SECTION

SECTION 00300  
BID FORMS

## Intent to Bid Form

Complete and submit the following form if you have interest or intend to submit a Bid for this project. Unaltered and completed forms must be received on or before 5:00 PM on March 7, 2025. Only bidders returning a completed "Intent to Bid Form" will be directly notified of the required addenda.

### Company Information

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

Address Line1: \_\_\_\_\_

Address Line2: \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

### Primary Contact Information

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

Phone No.: \_\_\_\_\_

Fax. No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Portions of the bid for which you will be responding:

- Section 27 21 00 -- Low Voltage Cabling
- Section 28 20 00 -- Video Monitoring Equipment
- Section 28 13 00 -- Building Access Control Equipment

Submit unaltered and completed form to:

Rebecca Szilagy

Communications by Design, Inc.

[rszilagy@cbdconsulting.com](mailto:rszilagy@cbdconsulting.com)

SEALED BID LABEL

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

---

BID TO: East Lansing Public Schools  
Attention: Christian Palasty  
501 Burcham Drive  
East Lansing, Michigan 48823

BID FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: DISTRICT SECURITY UPGRADES  
TECHNOLOGY BID ID #3064

INCLUDING Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_  
ADDENDA: Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

DUE: March 24, 2025 at 9:00am

BID FORM

BID TO: East Lansing Public Schools  
Attention: Christian Palasty  
501 Burcham Drive  
East Lansing, Michigan 48823

BID FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: DISTRICT SECURITY UPGRADES  
TECHNOLOGY BID #3064

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

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

Said amount written above constituting the Base Bid

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

Said amount written above constituting the Base Bid

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

Said amount written above constituting the Base Bid

**TAXES:**

Bid sum includes all applicable taxes.

**ALLOWANCES:**

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

**COST OF BONDS:**

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

**ACKNOWLEDGEMENT OF ADDENDA:**

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

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**ALTERNATES:**

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

Voluntary Alternate – Cameras Manufacturer \_\_\_\_\_

Mandatory Alternate – Card Readers \_\_\_\_\_

Voluntary Alternate A \_\_\_\_\_

Voluntary Alternate B \_\_\_\_\_

Voluntary Alternate C \_\_\_\_\_

**PRINCIPAL SUBCONTRACTORS**

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

Legal Name: \_\_\_\_\_ Work Proposed \_\_\_\_\_

Legal Name: \_\_\_\_\_ Work Proposed \_\_\_\_\_

**BID SECURITY:**

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

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_),

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

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

**FAMILIAL DISCLOSURE:**

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

**EXCEPTIONS:**

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

**SIGNATORY AUTHORITY:**

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

**AGREEMENT:**

The undersigned agree(s) to provide the post-bid information required within ten (10) days after notification of a Letter of Intent and to execute an agreement for work covered by this Bid on the Owner's standard Purchase Order for which terms and conditions are expanded to include all Bidding Documents and subsequent addenda issued thereto.

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

Respectfully submitted,

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

Firm Name: \_\_\_\_\_

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Primary Contact Email Address: \_\_\_\_\_

*(If Corporation, affix Seal*

**Michigan Familial Relationship Disclosure Statement**

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

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

*(Check only one Box Below)*

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

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

***Bidder***

***Board or Superintendent***


**Bidder Authorized Representative:**

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

Representative’s Signature: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Representative’s Title: \_\_\_\_\_

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

In the County of \_\_\_\_\_ State of \_\_\_\_\_

By \_\_\_\_\_  
Notary Public Signature

Seal or Stamp:

My commission expires on: \_\_\_\_\_

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

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

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

**CONTRACTOR:**

BIDDER’S FIRM NAME \_\_\_\_\_

BY (SIGNATURE) \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

STATE OF MICHIGAN        )  
  )  
COUNTY OF                    )

Subscribe and sworn before me on this \_\_\_\_\_ Seal:

day of \_\_\_\_\_, 20\_\_\_\_, a Notary Public

in and for \_\_\_\_\_ County,

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

My Commission expires \_\_\_\_\_

**REFERENCES**

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

Date of completion: \_\_\_\_\_

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

Date of completion: \_\_\_\_\_

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

Date of completion: \_\_\_\_\_

**CONTRACT EXCEPTIONS**

*Check one Box*

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

Bidder proposes the following exceptions to the Contract Documents:

<i>Paragraph Number</i>	<i>Explanation</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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







END OF SECTION

SECTION 00 21 13  
INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.01 OWNERSHIP

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

1.02 COMPLIANCE

- A. This document establishes the primary system(s) design configuration. The Bidder's bid response shall include all services, supplies, components and equipment required to provide a complete turnkey system(s) which meets or exceeds all specifications for each given bid item being proposed.
- B. Owner prefers to enter into a contract with a single bidder for all materials for completion of this project, but shall consider combinations of portions of bids from various bidders. If portions of separate bids are deemed compatible and compliant with the intent of the project, and a combination of partial bids is deemed to be in the Owner's best interest, and the Owner reasonably expects willing and compliant bidders will cooperate with others for the benefit of the Owner during implementation of the system, the Owner reserves the right to award portions of the project to multiple bidders which will cooperate to complete the work.
- C. By their response, Bidders agree to comply with all sections, terms, conditions and/or requirements of the contract documents except as expressly noted, and specifically identified by paragraph number on the unaltered Contract Exceptions Bid Form. Exceptions to any bid sections, terms, conditions and/or requirements deemed excessive by the Owner and/or Bid Coordinator may disqualify Bid.
- D. In compliance with the Freedom of Information Act (FOIA), the Owner shall make bid documents available for public review after issuance of purchase order to the successful bidder/s.
- E. In connection with the execution of this Contract, Contractor and any Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

- F. Negligence in preparation, improper preparation, errors in, or omissions from Bids shall not relieve Bidder from fulfillment of any and all obligations and requirements of the Contract Documents.
- G. All Bid documents and worksheets must be completed in detail and submitted together on time.
- H. All documents constituting the entire present agreement shall be construed in accordance with and governed by the laws of the State of Michigan.
- I. Designer shall have authority for interpretation of Contract Documents. In the event terms, provisions or any other portion of the Contract Documents is/are in dispute, Designer shall have full and final authority to interpret the Contract Documents, and such interpretation shall be final and binding.
- J. In the event of a conflict between any terms or conditions in any of the documents comprising the entire present Agreement, the terms and conditions set forth in this document shall take precedence.

#### 1.03 NOTICE AND RESPONSE

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

#### 1.04 PROTECTION AND SAFETY

- A. Contractor shall continuously maintain adequate protection of all Work from damage and shall protect the Owner’s property from injury or loss arising in connection with the execution of the Contract. Contractor shall make good any such damage, injury or loss, except such as may be directly caused by agents or employees of the Owner. The Contractor shall adequately protect adjacent property as required by law, by the Contract Documents, or as otherwise required, to cause no damage to them during the execution of the Contract. This requirement shall also apply to structures above and below ground as conditions of the site require.
- B. Contractor shall be solely responsible for, and have control over means, methods, techniques, sequences and procedures for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the contract. Contractor shall take all necessary precautions for the safety of employees and visitors on the site of the Project and shall comply with applicable provisions of federal, state, and municipal safety laws

and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where the Work is being performed. Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the Work, all necessary safeguards for the protection of workers and the community.

- C. Contractor shall vigorously defend any and all suits that may be brought against the Owner by any person and/or entity, whether in the employ of the Contractor or not, for damage to property, and/or injury or death to persons alleged or claimed to have been caused by or through the performance of work.

#### 1.05 DRAWINGS DIAGRAMS AND ILLUSTRATIONS

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

### PART 2 - MATERIALS

#### 2.01 VOLUNTARY ALTERNATES AND SUBSTITUTION OF SPECIFIED PRODUCTS

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

### PART 3 - EXECUTION

#### 3.01 EXAMINATION OF DOCUMENTS AND SITE

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

### 3.02 QUESTIONS, INTERPRETATIONS AND ADDENDA

- A. Any bidder finding discrepancies between Drawings, Specifications and/or Bid Documents, or be in doubt as to the exact meaning of any provision or detail shall notify the Designer at once, and before the deadline for Questions and Clarifications. The Designer may then, at their option, issue Addenda clarifying same. The Designer is not responsible for oral instructions, or Bidder's/Contractor's misinterpretations of Drawings, Specifications and/or Bid Documents.
- B. The Designer reserves the right to issue Addenda at any time up to thirty-six (36) hours prior to the scheduled bid opening. All such addenda shall become, upon issuance, an inseparable part of the Specification/Contract Documents. Each bidder shall incorporate within their bid all costs for items listed in any/all Addenda, and shall acknowledge receipt and identifying number of each Addendum on the Bid Form and on the outside of the sealed bid container.
- C. Addenda will be forwarded to each bidder who has received a copy of the Bidding Documents and has submitted "Intent to Bid Form".

### 3.03 BID SECURITY, BONDS AND INSURANCE

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

- C. Contractor shall provide, prior to beginning any work at the sites, certificate of insurance for delivery to Owner indicating all required insurance coverage is in force.
1. Workers' Compensation and Employer's Liability Insurance
    - a. Coverage A – Statutory
    - b. Coverage B - \$1,000,000 Per Accident
  2. Broad Form Comprehensive General Liability Insurance (including – Premises, Elevators, Contractor's Protective Liability, Contractual, Products & Completed Operations – including Broad Form Extensions).
    - a. Each Occurrence - \$1,000,000
    - b. General Aggregate - \$2,000,000
    - c. Products & Completed Operation Aggregate - \$2,000,000
    - d. Personal Injury & Advertising Injury - \$1,000,000
    - e. Fire Legal - \$100,000
  3. Sub-contractors Operations, Products – Completed Operations and Contractual Liabilities, plus such excess coverage as may be appropriate for the limits listed.
  4. Comprehensive Automobile Liability Insurance (owned, hired, and non-owned automobiles).
    - a. Bodily - \$1,000,000 each Person and \$1,000,000 each Occurrence
    - b. Property Damage - \$1,000,000
  5. Furnish Owner with Contingent Liability Insurance Policy with coverage and liability limits the same as for Public Liability Insurance specified herein. Designate on policy as assured, only the Owner.
  6. Furnish Owner with Contingent Property Damage Insurance Policy with coverage and liability limits the same as for Property Damage specified herein. Designate on policy as assured, only the Owner.
  7. Policies shall include notification clause requiring ninety (90) days written notice to Owner in the event of policy cancellation, expiration, non-renewal, coverage reduction or other material change.

8. Contractor shall not commence work under the Contract until after all insurance required herein has been obtained and certificates for such are approved by Owner.
- D. All such bonds and/or insurance shall be issued by surety licensed by the State of Michigan and acceptable to the Owner.
  1. Insurance certificate(s) shall be signed by insurance agent licensed in the state of Michigan or a representative of the insurance company.
- E. Contractor agrees to indemnify and hold harmless the Owner and Designer, including their agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees arising out of, or resulting from the performance of the work.

#### 3.04 MODIFICATION AND WITHDRAWAL

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

#### 3.05 CODES, ORDINANCES, REGULATIONS AND RELATED

- A. All labor and materials shall be furnished and installed in strict accordance with the latest applicable codes, ordinances and regulations of any governing body having jurisdiction over this project.
- B. In the event the quality of labor and materials required by the Drawings and Specifications herein exceeds requirements of current applicable codes, ordinances and regulations, the Drawings and Specifications shall take precedence.
- C. In the event the quality of labor and materials required by current applicable codes, ordinances and regulations having jurisdiction over this project exceeds that of the Drawings and Specifications herein, the applicable codes, ordinances and regulations shall take precedence.
- D. The Contractor shall give all notices and comply with all codes, laws, ordinances, rules and regulations of any authority having jurisdiction, which bears on the performance of its work. This compliance includes, but is not limited to, the Michigan School Safety Initiative (PA129, PA130, PA131 and PA138) if applicable to work being performed.

- E. The Contractor shall pay for all licenses, permits, taxes, and fees required for this project; and shall comply with all federal, state, local and Owner's codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the Owner. Contractor shall submit copies of all approved certificates and approvals to the Owner upon receipt.

### 3.06 SUB-CONTRACTOR AND MATERIAL SUPPLIER

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

### 3.07 BID RESPONSE FORMAT

- A. Bidder shall provide complete Bid copies in two formats as described herein.
  - 1. One (1) Hard copy format responses shall be in a bound tabulated format. Each response shall have tab indicators for each section.
  - 2. One (1) Electronic copy format responses shall be submitted on a USB Drive, readable by a standard Microsoft Windows 10 workstation. Electronic media shall contain separate folders to organize response documentation as described herein. Files submitted on USB Drive shall be *Adobe Acrobat* "PDF" format (SCHEDULE OF VALUES is additionally required to be on the disk in the appropriate folder as a spreadsheet and as described herein).
- B. All Bid Response formats shall be clearly externally marked to include, but not be limited to:
  - 1. Bidder identification.
  - 2. Project Owner identification.

3. Project name.
  4. Bid submission date.
- C. Bid Responses shall include an index containing copies/PDF of a complete index of documents comprising Bid Response. Responses shall include, but not be limited to the following tabbed/folder sections:
1. Section 1 – Forms, which shall contain copies/PDF files of all required and completed bid forms.
    - a. BID FORM
    - b. Michigan Familial Relationship Disclosure Statement
    - c. Iranian Economic Sanctions Form
    - d. REFERENCES
    - e. CONTRACT EXCEPTIONS
    - f. SCHEDULE(s) OF VALUES
    - g. BID BOND
  2. Section 2 – Overview, which shall contain copies/PDF files of cover letter and/or executive overview.
  3. Section 3 – Submittals, which shall contain copies/PDF files of all required and voluntary submittals.
  4. Section 4 – Appendices, which shall contain copies/PDF files of other reference materials Bidder wishes to, or is required to submit.

### 3.08 AWARD OF CONTRACT

- A. The material proposed to be used for the completion of work, and the competency, solvency and responsibility of bidders will receive due consideration before award of contract. In the reception of bids for this work, the Owner incurs no obligation to accept the lowest, or any bid submitted. The right to accept or reject any and all bids or portion thereof is reserved by the Owner. The Owner reserves the right to require testimonial, accounting or legal documents pertaining to the solvency of a Contractor, or any other decision factor the Owner deems appropriate, prior to award of contract.
- B. Owner reserves the right to select individual components from schedule of values independent of installation as may be determined in Owners best interest. Selected bidder may be required to install selected components provided by others.

- C. Issuance of a Purchase Order by Owner in response to a valid bid shall be a Notice to Proceed, and shall become part of, but not limited to, all terms, conditions and requirements herein. Notice to Proceed shall have the full effect of contract award, and shall make all terms, conditions, requirements and responsibilities of Bidder binding upon issuance. Notice to Proceed, once issued, shall become an inseparable part of the contract documents herein, and constitute both Bidder and Owner's acceptance of contract.

### 3.09 TIME, SCHEDULES, PROJECT MANAGEMENT, MEETINGS AND PLANS

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

5. The appointed Project Manager, or a designee acceptable to the Owner, shall be in attendance of all project meetings throughout the term of the project. Failure to do so may be considered a material breach of contract.
6. After a ten (10) business day notice, the Owner reserves the right to request a new Project Manager, when it appears that, in the Owner's sole discretion, the Project Manager is not fulfilling the full responsibilities of the position. Failure by Contractor to provide adequate Project Manager meeting requirements of the Owner, may result in Contract termination.

### 3.10 CHANGES IN THE WORK

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

### 3.11 PAYMENT REQUESTS AND PAYMENTS

- A. Contractor's invoices shall be submitted monthly in correlation with the Project Schedule indicating percentage of work completed.

- B. All contract and change order invoices shall be sent directly to Contract Designer.
- C. A 10% retainage shall be held back on all payment requests, including, but not limited to hardware, software, change orders and services, until final completion and close out of the project or project phase as determined by Owner and Designer.
- D. Contractors are required to submit all invoices on approved AIA Payment Request Forms or other billing format pre-approved by Contract Designer. Each AIA Payment Request Form shall be accompanied by a properly completed, executed and notarized Waiver of Lien which shall be in a format and contain verbiage approved by Owner.
- E. The Contract Designer and Owner shall process payment requests on a monthly schedule and in accordance with their respective established processes and procedures. Payments will be made by the Owner based only on AIA Request Forms having been previously certified, audited and approved by Contract Designer and accompanied by acceptable Waiver of Lien.

END OF SECTION

SECTION 00 65 00  
CONTRACT CLOSE OUT

PART 1 - GENERAL

1.01 WORK INCLUDED

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

1.02 SUBSTANTIAL COMPLETION

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

PART 2 - MATERIALS

2.01 NOT USED FOR THIS SECTION

PART 3 - EXECUTION

3.01 PROCEDURES

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

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

END OF SECTION

SECTION 27 10 00  
LOW VOLTAGE CABLING

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to structured cabling to support various types and styles of communications systems. Owner expects structured cable system shall be used to provide connectivity for new video monitoring equipment as indicated and as specified herein.
- B. Structured cable system shall be compliant with EIA/TIA 568B.
- C. The Contractor shall configure, supply, install, connect, test, document and train Owner representatives and warrant a fully operational and compliant communications transport system, complete and with full functionality as specified herein including, but not limited to:
  - 1. Cables
  - 2. Jacks
  - 3. Cable support hardware
  - 4. Communication distribution racks
  - 5. Cross connect blocks and devices
- D. Contractor shall coordinate their installation with other contractors, Architect, Construction Manager, Architect/Engineer and the Owner as is appropriate.

1.02 DRAWINGS

- A. Drawings show the location and general arrangement of equipment, systems and related items. They shall be followed as closely as elements of construction permit.
- B. Examine drawings of other trades and verify conditions of work sites. Arrange work accordingly.
- C. Deviations from drawings, with the exception of minor changes in routing and other such incidental changes not affecting functionality or serviceability of systems, shall not be made without written approval of Architect/Engineer.

1.03 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of fifteen (15) years. Any replacement, upgrade or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no cost to the Owner.
- B. The manufacturer's warranty shall be provided for all components of the system.
  - 1. Any paperwork and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.
  - 2. Contractor shall submit all paperwork, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
- C. On site services provided under the warranty shall be performed by personnel or representatives of Contractor as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.
  - 1. Contractor shall provide response times for all malfunctioning equipment of two (2) business days or less.
  - 2. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.

#### 1.04 SUBMITTALS

- A. Submittals shall consist of technical cut sheets and information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval.
- B. Equipment or material installed for this project that does not have an approved submittal associated with it, shall be removed and replaced with acceptable equipment or material as defined by the Architect/Engineer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.
  - 1. The Owner and/or Architect/Engineer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.
  - 2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.

- C. Shop drawings and diagrams shall be submitted by Bidder for approval by Architect/Engineer with Bids.
  - 1. Shop drawings and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Architect/Engineer.
  - 2. No work constituting final installation shall be commenced until after approval of shop drawings by Architect/Engineer.

#### 1.05 REFERENCE STANDARDS

- A. All work, products, and materials shall conform with the following standards as applicable for the intended use:
  - 1. ANSI/NFPA
  - 2. EIA/TIA Commercial and Administration Standards
  - 3. NECA
  - 4. BICSI
  - 5. UL
  - 6. MOSHA Safety Standards

#### 1.06 CONTRACTOR

- A. The Contractor shall accept complete responsibility for the installation, certification and support of the system. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project. Contractor shall be an authorized vendor of all major components.
- B. All work shall be performed and supervised by Project Managers, Engineers and/or Technicians who are qualified to install system and perform related tests as recommended by the manufacturer and in accordance with the manufacturer's best practices and methods.
- C. Project Managers, Engineers and Technicians employed on this project shall be properly and fully trained and qualified by the manufacturer on the installation and testing of the equipment and systems to be installed. Certification of such training shall promptly be provided if requested by Architect/Engineer.
- D. The Contractor shall have a proven track record in structured cable configuration and installation. This must be shown by the inclusion of references of at least three (3)

projects involving the installation of similar systems completed by the Contractor in the prior two (2) years on unaltered forms with the sealed Bid as provided herein.

## PART 2 - PRODUCTS

### 2.01 MANUFACTURERS

- A. Manufacturer(s) of major components of the structured cable system shall be a known and leading entities in the communications field, and shall have been designing, manufacturing and installing similar systems for a period of no less than four (4) years.
- B. Acceptable Manufacturers (In alphabetical order):
  - 1. BELDEN
  - 2. COMMSCOPE
  - 3. HUBBELL
  - 4. PANDUIT
  - 5. Or equal
- C. System shall be built upon an open and standard platform, supporting industry standards. Systems that are deemed Proprietary in nature shall not be considered.

### 2.02 COPPER CABLE

- A. Station Cable shall meet or exceed:
  - 1. Four (4) pair Category 6a Unshielded Twisted Pair (UTP) cable for installation in the High School Addition, High School locker commons (including adjoining areas), and the New Administration Office Building.
  - 2. Four (4) pair Category 5e Unshielded Twisted Pair (UTP) cable for installation in all other locations of work.
  - 3. Rated and certified for installation in plenum air return spaces as may be required.
  - 4. Twenty-three (23) AWG for Category 6a cable
  - 5. Twenty-four (24) AWG for Category 5e cable
  - 6. Compliant as per EIA/TIA-36 specifications
  - 7. Certified under UL's LAN Cable Certification Program

- B. All cables shall be terminated for T568B compliant connection.
- C. Coordinate cable color(s) with Owner requirements prior to installation.

### 2.03 CROSS CONNECT EQUIPMENT

- A. Cross Connect Equipment shall meet or exceed:
  - 1. Patch Panel for UTP Category 6a Cable Termination where Category 6a cable is specified, and Category 5e in all other locations.
    - a. Rack mounted Category 6a or 5e compliant printed circuit board technology, patch panel with T568B compliant terminations on front of panel and 110 type terminations on rear of panel as required herein.
    - b. Rack mounted patch panels shall be no larger than Forty-eight (48) ports each.
  - 2. Furnish and install smear resistant, mechanically imprinted polyester or similar material labels to identify each port of all patch panels (fiber optic and copper) in compliance with EIA/TIA 606 standards or Owner required scheme. Labels shall be permanently affixed to patch panels.

### 2.04 WIRING DEVICES

- A. All station cable shall terminate on modular jacks that meet or exceed:
  - 1. Category 6a and 5e compliant as indicated herein.
  - 2. 8 position T568B compliant modular female jack.
  - 3. Snap-in, high impact housing
  - 4. Field verify, and coordinate insert color to match Owner requirements.
  - 5. Field verify and coordinate plates and/or outlet frame colors and materials to coordinate with electrical devices and Owner requirements.
  - 6. Where station cable is to terminate above finished ceiling or behind a finished wall for cameras, speakers, or other special station devices, modular jack may be surface mounted in appropriate high strength, impact resistant plastic enclosure.
  - 7. Furnish and install matching coordinating blank cover plates for all unused communications outlets indicated on drawings.
  - 8. Mount flush plates so all four edges are in continuous contact with finished surfaces.

9. Furnish and install smear resistant, mechanically imprinted polyester or similar material labels to identify each port of all patch panels (fiber optic and copper) in compliance with EIA/TIA 606 standards or Owner required scheme. Labels shall be permanently affixed to patch panels.

## 2.05 OWNER STANDARDS

- A. Contractor shall provide connectors in a color to match the Owner's existing standards.
- B. Contractor shall provide cover plates and any associated keystone inserts as may be required matching Owner's existing standards.
  1. Stainless Steel cover plates.
  2. Existing Owner Standard Colors
    - a. Data and door access: Gray keystone inserts
    - b. Cameras: Purple keystone inserts
    - c. Wireless APs: Yellow keystone inserts
    - d. Environmental (HVAC): Green keystone inserts
- C. Contractor shall provide connector identification and labels on all terminations matching Owner's existing standard. Field verify all label conditions per site prior to final installation.

## 2.06 PROJECT CABLE CONFIGURATIONS

- A. Special Communication (SC)
  1. Contractor shall provide Special Communication outlets for security camera connectivity as indicated on drawings and schedules including, but not limited to:
    - a. UTP station cables to be installed in all camera locations identified in Appendices and Building Diagrams/Drawings identified herein.
    - b. UTP station cables shall be installed and terminated on compliant patch panel in nearest IDF and wire device with a single surface mounted biscuit jack.
    - c. Device location shall be as indicated on drawings and above finished ceiling/surface, but accessible for station connection.

- d. Surface mount device box shall be bright in color and/or contain a permanently attached brightly colored reflective identification label to facilitate visual location of connection point behind finished surfaces.
- e. Contractor shall conduct pre installation walkthrough with security Contractor to verify correct cable location.
- f. Contractor shall coordinate with selected camera device installer to identify final location, final penetration on exterior wall to be provided by security contractor.
- g. Final penetrations for exterior cameras to be provided by security Contractor. All other penetrations shall be the responsibility of the low voltage cabling Contractor as specified.

## 2.07 ALLOWANCES

- A. Contractor shall include allowances for contract service reimbursements as required below in base bid lump sum amount(s).
  - 1. Allowance shall be made in the amount of \$15,000.00 for contract services for Owner directed infrastructure upgrades.
- B. Contract services shall be provided and sourced at Owner's discretion, direction and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein.
- C. Any allowance amount proving to be excessive for the intended equipment and/or contract services

## PART 3 - EXECUTION

### 3.01 PREPARATION

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

### 3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work shall be done as specified herein.

- B. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.
- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- D. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:
1. Cables installed in a professional manner to prevent tangling and congestion and to facilitate installation or removal of cables in the future.
  2. Cables installed without kinks (any bend with a radius less than manufacturer defined minimum).
  3. All cable free of abrading or penetrating of cable jacketing.
  4. In suspended ceiling where cable trays or conduit are not available, Contractor shall support wiring with “D – rings”, beam clamps or other approved cable support devices at appropriate distances (6 ft. minimum).
  5. All information outlets shall be labeled according to the Owner’s cable identification scheme. Labels shall be completed using pre-printed labels. Handwritten labels are not acceptable.
  6. The Contractor shall label all cables, jacks, patch panel positions, faceplates and cross connects.
  7. In-line cable splicing shall not be permitted.
  8. Contractor shall provide 10’ minimum service loop above accessible ceiling for each terminated cable in pole access for modular furniture to accommodate future changes.
  9. Length of each individual run of horizontal cable from the MDF/IDF to the information outlet shall not exceed 90 meters (295 ft.).
  10. IDF(s) and MDF locations have been identified in the drawings. Contractor shall calculate distances to ensure the adherence to the EIA/TIA 568 distance limitations. Contractor shall notify Architect/Engineer of cable length exceptions prior to installation in writing and request direction.

11. All copper data cabling shall terminate on Category 6 compliant connectors. Approximately 10 ft. of Category 6 and/or fiber cabling shall be coiled and stored at each cable distribution center in order to accommodate future change.
12. Wiring not installed in conduit shall not be routed within 18 inches of light fixture ballasts or within 36 inches of motors or transformers.
13. Coordinate cable colors with Owner requirements prior to installation.
14. Contractor shall include any sleeves where wall penetrations are needed. Sleeves shall be a minimum of 2" diameter and sized for cable being installed with a maximum fill rate of 25%. All installed sleeves shall be fully fire stopped with compliant fire stop material following cable installation.
15. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
16. Work shall be performed to meet local codes and industry standards, including, but not limited to:
  - a. Grounding and Bonding.
  - b. Cable support
  - c. Cable bundling
  - d. Cable routing

E. Sites of Work:

1. New Administration Building  
6160 Towar Avenue  
East Lansing, Michigan 48823
2. Red Cedar Elementary School  
1110 Narcisus Drive  
East Lansing, Michigan 48823
3. MacDonald Middle School  
1601 Burcham Drive  
East Lansing, Michigan 48823
4. East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

- F. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
- G. The building and work area shall be returned to its original condition prior to final sign off of the project.
- H. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.

### 3.03 DOCUMENTATION

- A. Contractor shall be responsible for providing thorough, timely documentation. Documentation shall include, but not be limited to both printed and electronic copies of:
  - 1. Clean mechanically produced As-built drawings of each building.
  - 2. Copper station cable test results.

### 3.04 TESTING

- A. End to end testing of UTP copper Category 6 cables shall be conducted at 350 Mhz to meet or exceed reference standards. 100% of all pairs shall be tested. Documentation of test results shall be provided including, but not limited to the following parameters:
  - 1. Attenuation.
  - 2. Near End Cross Talk (NEXT).
  - 3. Signal to noise ratio.
  - 4. continuity
  - 5. Pair integrity
  - 6. EMI interference.
  - 7. Any cable that does not meet EIA/TIA 568 specifications shall be repaired or replaced at the Contractor's expense.
  - 8. Cable length.

### 3.05 TRAINING

A. Not Used.

### 3.06 SCHEDULE, MEETINGS AND PLANS

#### A. Schedule

1. Post bid Interviews: Week of March 24, 2025
2. Contractor Chosen: April 2025
3. Work Commences: May 2025
4. Substantial Completion of Project: July 2025
5. Project Close-out: August 2025

B. Sequence of operations shall be established by the Contractor within the guidelines established by the Owner, documented herein, required by Architect/Engineer, Architect and/or Construction Manager and as required to meet schedule.

C. Contractor shall attend all construction progress meetings as may be required by Construction Manager and Owner. Such meetings shall aid in coordination and scheduling for field work and be held at the convenience of the Construction Manager.

END OF SECTION

SECTION 28 20 00  
VIDEO MONITORING SYSTEM

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to a district wide Video Monitoring System upgrade for East Lansing Public Schools.
- B. Owner intends to install a new district wide Video Monitoring System (VMS) at the sites referred herein. Owner intends cameras installed to provide for monitoring both within the building and outside the site indicated. Over time, the Owner intends to migrate other buildings within it's existing VMS to this new platform, but that is not part of this initial project phase.
- C. Contractor shall propose a System to be deployed using IEEE Ethernet technology. The system components shall be installed and connected to the owner's Ethernet infrastructure and as specified herein. System shall be of a "network" architecture using Ethernet cameras and centrally located Ethernet server(s).
  - 1. Owner will provide adequate IEEE 802.3at 10/100/1000 Ethernet switch ports for the number of devices specified herein on existing Cisco switch infrastructure.
- D. The centralized server recording software shall be installed in the Owner's existing data center on an Owner provided virtual machine (VM) server to be sized by Contractor and Owner, provisioned by Owner, and loaded and configured by Contractor.
- E. Contractor shall advise, coordinate and work cooperatively with Owner representatives or owner's designee related to any configuration changes required and/or proposed for Owner's existing Ethernet infrastructure (VLAN configuration, QoS mapping, routing, Firewall security provisions etc.).
- F. The Contractor shall design, engineer, configure, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant network video monitoring system, complete and with full functionality as specified herein.
- G. Contractor shall coordinate their installation with other contractors, Designer and the Owner as is appropriate.

1.02 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of one (1) year. Any replacement, upgrade or fix, including labor for any non-conforming or

non-operational part of the system shall be fixed and/or replaced at no cost to the Owner.

- B. Manufacturer's warranty shall be provided for all components of the system.
  - 1. System integrator or local vendor warranty, without underlying manufacturer's warranty/extended warranty will not be considered an acceptable base bid.
  - 2. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.
  - 3. Contractor shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
- C. On site services provided under the warranty shall be performed by personnel or representatives of Contractor as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner and without additional charge for any offending components.
- D. Contractor shall provide the following response times for all malfunctioning equipment:
  - 1. Twenty-four (24) hours or less for matters that render twenty percent (20%) or more of the system unable to maintain normal functionality.
  - 2. Two (2) business days for matters not meeting the above criteria.
  - 3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
- E. System Warranty shall commence on date of acceptance by Owner. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, or any event or documentation, not specifically provided for herein, shall have no effect on Warranty or System Acceptance by Owner and/or Designer.

### 1.03 STORAGE OF MATERIALS

- A. All materials shall be secured when not in use by the Contractor.
- B. It shall be the Contractor's responsibility to secure all equipment including material to be installed as part of the contract. No changes shall be made to the contract due to loss or theft of equipment and/or materials not officially accepted by the Owner.

- C. Formal receipt of the materials shall not be completed by the Owner until completion of project closeout. The Contractor shall be responsible for all equipment until time of closeout as provided for herein.

#### 1.04 SUBMITTALS

- A. Submittals shall consist of, but not be limited to, technical cut sheets and detailed information pamphlets on all components of the system to be installed. All cut sheets and submittals shall be distinctly marked to highlight the actual part number of the item being submitted for approval with Bid.
- B. Shop drawings and diagrams shall be submitted by Bidder for approval by Designer with Bid.
  - 1. Shop drawings and diagrams shall show all data relating to structural, electrical, wiring, cross connect, interconnect, equipment arrangement/layout, and any other information deemed significant by the Designer.
  - 2. No work constituting final installation shall be commenced until after approval of shop drawings by Designer.
- C. Contractor shall provide proof of manufacturer support by photocopy of certification and letter of support from major component manufacturers for this specific project with Bid.
- D. Equipment or material installed for this project that does not have an approved submittal associated with it, will be removed and replaced with acceptable equipment or material as defined by the Designer. All replacement costs including, but not limited to material and labor, shall be the sole responsibility of the Contractor.
  - 1. The Owner and/or Designer may notify Contractor of any offending situations under this provision allowing Contractor up to forty-eight (48) hours to correct the situation prior to taking other corrective action.
  - 2. The Owner reserves the right to replace unapproved materials and deduct the costs of doing so as defined herein from any amounts that may be due, or become due Contractor.
- E. The Contractor shall submit within ten (10) calendar days after the Notice to Proceed, a schedule that reflects the sequence of activities of the contractor's approach to the execution of and completion of the work. The schedule shall be broken into work areas to provide for a clear identification of the planned progress of the work. Included in the schedule will be a list of tasks with list of deliverables and the percentage of work completed. This schedule shall coincide with progress payments applications dates and projected amounts. All durations shown will be in working days. Microsoft Project is the software of choice for this schedule. The timeframe described in the Contractor's Schedule shall represent the Contractor's plan for

organizing, directing, managing, controlling, staffing and executing the work required by the Contract Documents. Owner will rely on such schedules to coordinate and otherwise plan related work of Owner personnel, other separate contractors, or the Owner's routine daily work.

#### 1.05 REFERENCE SPECIFICATIONS

- A. All work, products, and materials shall conform with the following standards as applicable for the intended use:
  - 1. EIA/TIA Commercial and Administration Standards
  - 2. NEC
  - 3. IEEE 802
  - 4. IETF RFCs
  - 5. FCC – All Applicable Rules and Regulations
  - 6. UL
  - 7. MOSHA Safety Standards

#### 1.06 CONTRACTOR

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

#### PART 2 - PRODUCTS

##### VIDEO MONITORING SYSTEM

## 2.01 MANUFACTURERS

### A. Acceptable Manufacturers (In alphabetical order):

1. AXIS COMMUNICATIONS
2. HANWHA VISION
3. GENETEC
4. Or equal.

### B. Mandatory Alternate

1. Bidders shall provide alternative pricing for secondary manufacture of camera equipment. Where bidder has provided a base bid of Axis product, they shall provide an alternate cost for Hanwha product. Where bidder has provided a base bid of Hanwha product, they shall provide an alternate cost for Axis product.

## 2.02 Supply most current version of all products provided.

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

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

## 2.04 System shall be comprised of fully interoperable components including, but not limited to, camera licenses, Ethernet attached cameras, camera mounting brackets and housings, patch cords and all other necessary components integrated into a common working system.

## 2.05 CENTRAL VIDEO MONITORING CONTROL SOFTWARE

### A. Acceptable Manufacturer(s)

1. GENETEC
  - a. OMNICAST

- b. Or equal.
- B. Contractor shall supply licensing for all new camera devices as identified on Appendices, drawings, and/or schedules herein.
- C. System shall be capable of and licensed to support the specified configuration and an additional ten percent (10%) more cameras without additional software investment required (actual camera and mounting hardware cost excluded).
- D. Central control software shall be installed on Owner supplied server environment.
- E. Contractor shall fully configure VMS building map feature to reflect actual installed camera devices, including location and camera direction.
- F. System shall be capable of being fully administered from any web browser attached to the network.
- G. System shall provide full functionality of the following feature sets and/or standards either in the Central Control software and in conjunction with proposed camera equipment, and shall provide for all management, configuration and control of features and/or standards from Central Control software administrative interface:
  - 1. Administration access shall be protected by unique and secure log on (User ID and Password).
  - 2. System administrator shall be capable of complete system back-up and full system restoration from a previously saved configuration.
  - 3. System reporting shall include, but not be limited to:
    - a. Real time camera status.
    - b. Historical camera utilization for administrator defined period.
    - c. Status of all system components.
    - d. Digital Zoom of streaming and stored images.
    - e. Ad hoc access to streaming and stored video from any properly authenticated device with network access.
    - f. H.264 Decoding.
    - g. Active Directory integration
    - h. Motion detection and alarm-based recording.
    - i. Video client support for the following:

1. Web Browser (Internet Explorer/Firefox/Safari/Chrome)
2. Apple Macintosh (OSX)
3. iOS
4. Android OS
5. Windows 10

H. System shall be configured to provide standard acceptable Ethernet Quality of Service (QoS) identification at both layer two (2) and layer three (3) to Owner's network infrastructure so as to ensure end-to-end priority delivery of video traffic across the network.

1. IPSec
2. IEEE 802.3p

I. In the event of a power failure, system shall automatically re-initialize and "become active" to the last configuration in use with no human intervention.

J. All other features currently a part of the manufacturer's latest commercial release.

## 2.06 CENTRAL VIDEO MONITORING CONTROL SERVER HARDWARE

A. Contractor shall recommend manufacturer supported server configuration for Owner to provision on their existing VM based system.

B. Central Video Monitoring server configuration shall meet or exceed the following requirements.

1. Thirty (30) days of video storage
2. Up to fifteen (15) simultaneous users viewing stored and/or live video
3. Sub-second system response to user interaction

## 2.07 CAMERAS

A. Ethernet cameras shall be provided. See Schedule(s) provided herein for information on quantity and locations. Cameras shall meet or exceed the following specified capabilities:

1. Camera Type A – Quantity 18
  - a. Axis M4318-PLR or equal

1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
2. Camera Type B – Quantity 23
  - a. Axis P3265-LV or equal
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
3. Camera Type C – Quantity 15
  - a. Axis P3267-LV
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
4. Camera Type D – Quantity 10
  - a. Axis P3268-LV or equal
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
5. Camera Type E – Quantity 20
  - a. P3268-LVE or equal
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
6. Camera Type F – Quantity 18
  - a. Axis P3737-PLE or equal
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
7. Camera Type G – Quantity 23
  - a. Axis P3738-PLE or equal
    1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.
8. Camera Type H – Quantity 37
  - a. Axis P3818-PVE

1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.

9. Camera Type I – Quantity 36

a. Axis P4707-PLVE

1. Camera shall include all necessary mounting hardware and accessories for a fully supported installation.

10. NETWORK VIDEO DOOR STATIONS – Quantity 2

- a. Network Video Door Stations shall be provided at entrances of the facility as identified on provided drawings and as provided for herein. See locations as identified on drawings/diagrams, schedules and/or appendices.

b. AXIS I8016-LVE or equal

1. Contractor shall be responsible to integrate new door stations with the Owner's SIP based telephone system for common office operations. No dedicated door station console will be used.
2. Contractor shall integrate provided network video door station with provided door access equipment where applicable.
3. Contractor shall be responsible for the supply and installation of any cabling and accessories necessary to connect door station(s) to new door hardware.
4. Contractor shall work collaboratively with Owner to configure door station for integration with Owner provided VOIP system to remotely unlock doors.

B. Ethernet cameras shall properly and acceptably communicate over, and attach to, Owner's standard Ethernet communications network provided by others and be powered by use of IEEE 802.3at compliance.

C. Cameras shall conform to and/or support the following certifications, features, standards and/or protocols:

1. Secure network access incorporating user ID and password protection
2. NTP
3. SNMP
4. FCC Part 15 Subpart B Class B

## 5. Underwriters Laboratories Listed

- D. IEEE 802.3 (Ethernet) UTP eight (8) pin modular connector.
- E. Each camera shall be provided with an appropriate license for operation with the Central Video Monitoring and Control Software system and include the warranty provisions for continual operation and support for the period described herein.
- F. All cameras and/or camera enclosures shall be firmly and securely mounted to finished ceiling, wall, or other surfaces as required and/or specified herein to maximize coverage and minimize tampering potential. Bidder shall provide, in base bid, all mounting materials and labor to comply with mounting conditions documented herein.

### 2.08 ALLOWANCES

- A. Contractor shall include allowances for equipment and/or other contract service reimbursements as required below in base bid lump sum amount(s). Equipment and/or contract services shall be provided and sourced at Owner's discretion and convenience with full cooperation by Contractor, and paid for from successful bidder's contract in the amount(s) provided for herein. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.
  - 1. Allowance shall be made in the amount of \$10,000.00 for contract services related to renovation and configuration of necessary infrastructure upgrades at the Owner's sole discretion.
  - 2. Allowance shall be made in the amount of \$10,000.00 for contract services related to renovation and configuration of necessary network infrastructure upgrades at the Owner's sole discretion.

## PART 3 - EXECUTION

### 3.01 PREPARATION

- A. Contractor shall conduct detailed walk-through examination with Designer, Construction Manager and Owner verifying equipment and material locations as well as mounting, view and placement requirements prior to commencement of other installation activities.
- B. Owner and Designer shall approve a written final installation plan provided by Contractor prior to commencement of installation activity.
- C. Contractor shall ensure all submittals and shop drawings have been provided to, and approval has been obtained from Designer prior to commencement of any final installation activities.

### 3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- B. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.
- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project. Industry standard best practices and manufacturer recommended installation procedures shall be strictly adhered to.
- D. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:
  - 1. Inventory receipt of all components and equipment.
  - 2. Storage of all equipment and components until such time those items are installed according to the specifications.
  - 3. Transport equipment to the Owner's installation location(s).
  - 4. Assemble, install, configure and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
  - 5. Carefully aim and focus each system camera to meet Owner's required views and focal points.
  - 6. Collect all information necessary to accurately program all system devices to the Owner's intended use and need.
  - 7. Label all system devices as may be appropriate and required by Owner and Designer.
    - a. Owner will provide appropriate asset tags for all cameras in the project. Contractor shall ensure the tags are permanently affixed to the cameras in/on locations coordinated with the Owner. Tag numbers along with other inventory records for the installation shall be documented as specified herein.

8. Complete end user and system administrator training programs as specified herein.
9. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment.
10. Work includes extending Ethernet from installed equipment, as required, to Owner identified connection outlets at all locations.
  - a. Work includes supply and connection of Category 6a or 5e Ethernet patch cables. Cables for some cameras may be in air plenum spaces, above finished ceilings, or in other ways require special care and suitable tools to complete.
  - b. Patch cables at camera location shall not exceed fifteen (15) feet in length.
  - c. Patch cables at wire closets for cross connection to Owner's existing Ethernet switching infrastructure shall not be excessive in length, but be installed and routed to efficiently reach each connection point with reasonable and adequate slack for efficient "clean" access and ongoing maintenance and shall be supplied and installed by Contractor with Owner coordination.
  - d. Contractor shall cross connect and report back switch port locations back to Owner for programming as necessary.
  - e. Coordinate with Owner for patch cable colors.
11. Camera mounting and penetrations:
  - a. Where cameras will be mounted on interior or exterior walls, Video Monitoring Contractor shall be responsible for making final penetration to extend existing data cabling or data cabling provided by Others.
  - b. In locations where new data cabling will be provided, low voltage cabling contractor shall be responsible for installing cabling to adjacent area for connection to camera device.
  - c. Where penetrations are made through fire rated walls, Contractor shall be responsible for supplying appropriate fire stop material.

E. Additional and Specific Requirements for New Camera in New Location

1. Contractor shall install all new cameras in locations indicated on appendices and detailed in related installation sections herein, and/or as directed by Owner

and Designer. New equipment shall be installed and mounted to facilitate desired views and focal points.

2. Contractor shall use care and employ best industry practices to ensure mounting of new equipment is professional and appropriate.

#### F. Additional and Specific Requirements for New Camera in Existing Location

1. Contractor shall remove existing camera equipment associated with units as indicated on appendices and described herein. Work to remove existing cameras shall include, but not be limited to, bracket removal, cable removal where cable is non-compliant with new camera install and actual camera equipment.
  - a. Contractor shall carefully remove and provide to Owner existing cameras that will not be used.
2. Contractor shall install all new cameras in locations indicated on appendices and detailed in related installation sections herein, and/or as directed by Owner and Designer. New equipment shall be installed and mounted at existing locations to the degree mounting in those locations will facilitate desired views and focal points.
3. Contractor shall use care and employ best industry practices to ensure mounting of new equipment professionally and appropriately restores the surface and location vacated by prior equipment to the best possible condition.
4. All equipment removed from existing locations shall be turned over to the Owner at the Owner's discretion.

#### G. Demolition

1. Contractor shall deinstall all existing cameras at all sites of work shown on Owner documentation. Work to remove existing cameras shall include, but not be limited to, bracket removal, patch cable removal where applicable, and cable removal where cable is non-category 5 compliant or better.
2. Contractor shall carefully remove and provide to Owner existing cameras that will not be used.

#### H. Sites of Work:

1. New Administration Building  
6160 Towar Avenue  
East Lansing, Michigan 48823

2. Red Cedar Elementary School  
1110 Narcisus Drive  
East Lansing, Michigan 48823

3. MacDonald Middle School  
1601 Burcham Drive  
East Lansing, Michigan 48823

4. East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

I. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.

1. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.

2. The building and work area shall be returned to its original condition prior to final sign off of the project.

J. Following installation and system “turn-up”, but prior to final acceptance of the system, Contractor shall conduct follow-up interviews with Owner identified administrators and staff to review system functionality, suitability and confirm feature and program fitness for Owner applications.

1. Follow-up interviews shall be fully documented by Contractor and submitted to Owner for approval.

### 3.03 TESTING

A. In an effort to ensure a smooth “turn-up” of the new system Contractor shall submit to a thorough testing process as defined herein prior to cut-over.

B. Prior to requesting testing by Designer, the Contractor shall use adequate means to assure the Work is completed in accordance with the specified requirements, meets the owner’s specific application requirements and is ready for functionality and integrity testing.

C. Testing Procedures

1. Prior to system “turn-up”, Contractor shall submit a written request to Designer indicating they have completed full and final configuration of the system, and are ready to have system integrity and functionality tested.

#### VIDEO MONITORING SYSTEM

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

#### 3.04 DOCUMENTATION

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

6. Asset Tag Number
7. Software release.
8. Date installed.
9. Manufacturer's warranty.
10. Maintenance contract terms.
11. Verification of maintenance contract engagement.
12. Telephone numbers for service and support.
13. Detailed technical support and service procedure instructions.
14. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction from Owner and Designer.
15. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.
16. CAD as built drawings for each building.
17. System Configuration Report.
18. Complete inventory of installed hardware and system software.

### 3.05 TRAINING

- A. Training shall be conducted at the Owner's discretion and at times and places convenient to Owner personnel. Prior to any training being conducted, Contractor shall provide Owner and Designer with detailed training syllabus and schedule for proposed training event. Compliant syllabus and schedule shall be provided at least ninety-six (96) hours in advance. Owner reserves the right to postpone training if syllabus and/or schedule submitted are deemed inadequate. Training shall not be conducted until such time a syllabus and schedule submitted by Contractor are found to be acceptable to Owner.
- B. Contractor shall provide User/Operator Level Training for the Owner designated system operator(s). Owner shall designate up to ten (10) operators to be trained. Training shall be a minimum of one (1), two (2) hour sessions in length, at the

convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

1. View live video from camera(s) identified to be of interest.
2. View stored video from camera(s) identified to be of interest, from a range of time in history.
3. Zoom stored video to better identify or better review visual details of portions of video of interest.
4. Review historical video to watch a historical event such as damage to property after normal hours of operation.

C. Contractor shall provide physical on-site training for the Owner designated system administrator(s). Owner shall designate up to Four (4) system administrators to be trained. Training shall be a minimum of one (1), four (4) hour session(s) in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:

1. Add, remove and reconfigure cameras on system.
2. Basic configuration and system administration of the installed system
3. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
4. System back-up and restore functions and procedures for all system parameters and configurations.
5. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status.
6. System database updates and maintenance.
7. Review standard system reports

D. Contractor shall provide manufacturer certification training for Genetec Omnicast for two (2) system administrators designated by Owner. Online/virtual training shall be for the following courses:

1. SC-OTC-001 – Security Center 5.x Omnicast technical certification

### 3.06 SCHEDULE, MEETINGS AND PLANS

#### A. Schedule

1. Post bid Interviews: Week of March 24, 2025

2. Contractor Chosen: April 2025
  3. Work Commences: May 2025
  4. Substantial Completion of Project: July 2025
  5. Project Close-out: August 2025
- B. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- C. All work shall be coordinated with Owner's construction manager on site.
- D. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION

SECTION 28 13 00  
BUILDING ACCESS CONTROLS

PART 1 - GENERAL

1.01 DESCRIPTION OF PROJECT

- A. Work described in this specification section pertains to a new access control system for the East Lansing Public Schools.
- B. Owner intends to install a new district wide Access Control System at the sites referred herein. Owner intends doors/entries installed/connected/converted to provide for operational management, scheduling, and monitoring at the sites indicated. Over time, the Owner intends to migrate other buildings within its existing Access Control system to this new platform, but that is not part of this initial project phase.
- C. Contractor shall advise, coordinate, and work cooperatively with Owner representatives and/or owner's designee related to any installation or special security provisions.
- D. The Contractor shall design, engineer, configure, supply, connect, test, document, train Owner representatives and warrant a fully operational and compliant system, complete and with full functionality as specified herein.
- E. Contractor shall coordinate their installation with other contractors, Designer and the Owner as is appropriate.
- F. Contractor shall propose a System to be deployed using IEEE Ethernet technology. The system components shall be installed and connected to the owner's Ethernet infrastructure and as specified herein. System shall be of a "network" architecture using Ethernet controllers and a centrally located Ethernet server(s).
  - 1. Owner will provide adequate IEEE 802.3at 10/100/1000 Ethernet switch ports for the number of devices specified herein on existing Cisco switch infrastructure.
- G. The centralized server software shall be installed in the Owner's existing data center on an Owner provided virtual machine (VM) server to be sized by Contractor and Owner, provisioned by Owner, and loaded and configured by Contractor.

1.02 WARRANTY

- A. Complete installation shall be free from defect and/or failure for a period of one (1) years. Any replacement, upgrade, or fix, including labor for any non-conforming or non-operational part of the system shall be fixed and/or replaced at no cost to the Owner.
- B. Manufacturer's warranty shall be provided for all components of the system.

1. Any documents and/or submittals required by individual manufacturers for compliance with the standard and/or applicable extended warranty programs shall be provided and submitted for approval by the Contractor.
  2. Contractor shall submit all documents, apply for warranty or extended warranty certification, and provide a Certificate of Warranty or Extended Warranty as may be applicable from the manufacturer prior to project closeout.
- C. On site services provided under the warranty shall be performed by personnel or representatives of Contractor as herein defined and located within physical proximity to provide response levels deemed acceptable to Owner.
- D. Contractor shall provide the following response times for all malfunctioning equipment:
1. Eight (8) hours or less for matters that render twenty percent (20%) or more of the system unable to maintain normal functionality.
  2. Two (2) business days for matters not meeting the above criteria.
  3. Response time shall be measured from the time Contractor is notified by Owner to the time work is begun to resolve the matter.
- E. Bidder shall provide current annual maintenance contract pricing for recommended maintenance programs for all equipment following the specified and included one (1) year period. This information will be considered by Owner and Designer as part of the bid evaluation process.
- F. System Warranty shall commence on date of substantial completion as certified by Designer and provided for herein. Delivery to work site of materials, physical removal from packaging, issuance of Contractor documents including, but not limited to invoices and/or packing slips, or any event or documentation, not specifically provided for herein, shall have no effect on Warranty or System Acceptance by Owner and/or Designer.

#### 1.03 STORAGE OF MATERIALS

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

#### 1.04 SUBMITTALS

### BUILDING ACCESS CONTROLS

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

## 1.05 REFERENCE SPECIFICATIONS

### BUILDING ACCESS CONTROLS

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

#### 1.06 CONTRACTOR

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

#### PART 2 - PRODUCTS

##### 2.01 MANUFACTURERS

- A. Acceptable Manufacturers (In alphabetical order):
  - 1. AXIS
  - 2. GENETEC

3. MERCURY

4. Or equal.

2.02 Supply most current version of all products provided.

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

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

2.04 System shall be comprised of interoperable components including, but not limited to, controller, credential sensors and management software integrated into a common working system.

2.05 System administrator shall be capable of complete system back-up and full system restoration from a previously saved configuration.

2.06 System shall be of a distributed processing design with a fully distributed database including, but not limited to time, date, valid codes, access levels and related data so that each Controller makes access control decisions for that location. If communications with central station equipment is lost, all transactions shall be buffered until the restoration of a connection to the central station.

2.07 In the event of a power failure, complete system shall automatically re-initialize and “become active” to the last configuration in use with no human intervention.

2.08 Contractor shall be responsible for final and working system. Use of existing components and materials provided by others during new construction shall be integral to system configuration and cost-effective installation. Bidders are encouraged to use all compatible and working components in system solution. See drawings/diagrams, appendices, schedule(s) and reference files for additional detail. Where existing equipment is not currently installed yet (such as in new construction areas like the ELHS addition and New Administration Building), and/or is incompatible with new configuration, Contractor shall be responsible for device replacement of any such components and/or devices.

2.09 CENTRAL MANAGEMENT SOFTWARE

- A. Central management software shall meet or exceed the following:

BUILDING ACCESS CONTROLS

## 1. GENETEC

- B. Owner shall provision VM Servers in existing data center as recommended by Contractor based on Manufacturer's published best practices. Contractor shall be responsible for full configuration after VM provisioning.
- C. Contractor shall provide and fully configure all necessary Genetec licensing to integrate any compatible and existing (Mercury) Lenel/S2 access control devices into provided Genetec environment that are not specifically listed herein for replacement. Licensing shall be valid for the term of the warranty.
- D. Contractor shall supply all necessary licensing and labor to migrate existing Lenel S2 settings to Genetec environment.
- E. Contractor shall supply all necessary licensing and labor to make fully functional all existing lockdown buttons and door release switch devices currently functioning on existing Lenel S2 system and identified herein.
- F. Contractor shall fully configure Genetec software to Owner requirements for a fully functional system and follow manufacturer best practices and recommendations.
- G. System shall provide for Owner definition of access groups, schedules and door groups that can be combined by Owner's system administrator into combinations of access policies for users.

## 2.10 CREDENTIAL READERS

- A. Contractor shall supply and install card readers at sites of work not currently containing existing devices/technology as part of base bid work.
- B. Card reader shall meet or exceed the following requirements:
  - 1. HID
    - a. SIGNO
  - 2. Or Equal.
- C. Compatible with industry standard 125 kHz proximity and 13.56 MHz contactless technology.
- D. DC powered from associated controller
- E. Response time for passage requests of 800ms
- F. Sealed weatherproof shell enclosure rated for outdoor operation
- G. Surface mounted on exterior or interior surface of structure as indicated herein

- H. LED or other type of visual indicator indicated request status
- I. Audible status indicator upon user prompt.
- J. IP65 rating
- K. Contractor shall fully walk all card reader location prior to ordering equipment to identify mullion or wall switch size.
- L. Contractor shall supply all necessary licensing and labor to integrate existing card readers and utilize existing credentials for a fully functional system.
- M. Contractor shall include in card reader pricing new secure credentials for provided card reader devices six hundred (600) shall be provided and provisioned as necessary.
  - 1. Credentials shall be HID Seos/MIFARE classic 5806 or equal.
- N. Contractor shall include badge printing capabilities in bid proposal to allow Owner to create customized photo identification credentials. System shall be compatible with both real-time video camera to capture images, or with images taken with a standard digital camera and saved in a standard picture format.
  - 1. System shall include all badge creation software, camera, card reader and one badge printer for Owner's central preparation and enrollment of valid credentials.
- O. Contractor shall supply mandatory alternate pricing to replace district card readers at all sites of work as identified herein to new HID SIGNO technology.

## 2.11 ALLOWANCES

- A. Contractor shall include allowances for equipment and/or other contract service reimbursements as required below in base bid lump sum amount(s). Equipment and/or contract services shall be provided and sourced at Owner's discretion and convenience with full cooperation by Contractor and paid for from successful bidder's contract in the amount(s) provided for herein. Any allowance amount proving to be excessive for the intended equipment and/or contract services shall be credited to the Owner against contract payment requests.
  - 1. Allowance shall be made in the amount of \$10,000.00 for contract services related to Owner directed infrastructure equipment and installation.

## PART 3 - EXECUTION

### 3.01 PREPARATION

- A. Contractor shall conduct detailed walk-through examination with Designer and Owner verifying equipment and material locations as well as mounting and placement requirements prior to commencement of other installation activities.

## BUILDING ACCESS CONTROLS

- B. Contractor shall ensure all submittals and shop drawings have been provided to, and approval has been obtained from Designer prior to commencement of any final installation activities.

### 3.02 INSTALLATION

- A. Contractor shall be familiar with the environment where work will be done as specified herein and make every reasonable effort to minimize interference with Owner's or other contractor's activities.
- B. Work Areas shall be cleaned at the end of each day. All debris shall be cleared, removed, and disposed of in an approved container for the site. All equipment and tools shall be removed from common areas and stored in approved, secure storage locations. Any work that may impede the general use of the space and/or other contractor's work and cannot be removed shall be flagged and cordoned off by the Contractor prior to their departure.
- C. All equipment and materials shall be installed in a neat and workmanlike manner. Best practices installation principles shall be used throughout the project.
- D. The Contractor shall furnish, set in place, and install all equipment necessary for a fully compliant and operational system as specified herein. The installation process includes, but is not limited to the following:
  - 1. Inventory receipt of all components and equipment.
  - 2. Storage of all equipment and components until such time those items are installed according to the specifications.
  - 3. Transport equipment to the Owner's installation location(s).
  - 4. Assemble, install, configure, and test all equipment and components, maintaining accurate inventory records and status documents and discarding packaging.
  - 5. Collect all information necessary to accurately program all system devices to the Owner's intended use and need.
  - 6. Label all system devices as may be appropriate and required by Owner and Designer.
  - 7. Complete end user and system administrator training programs as specified herein.
  - 8. Work shall be performed to meet local codes and industry standards including proper grounding and bonding of installed equipment.
- E. All work performed, including, but not limited to, installation and configuration activities shall conform to industry standards and best practices as well as

manufacturer instructions and recommendations for proper installation and deployment.

- F. Contractor's work shall include demolition and removal of all existing system components that are not to remain in use for the new system configuration. Such components shall include, but are not limited to, incompatible door controllers, power supplies, cables and adapters, card readers and associated mounting hardware. All equipment removed shall be turned over to the Owner, or removed from the Owner premises at the discretion of the Owner.

G. Sites of Work:

- 1. Administration Building  
6160 Towar Drive  
East Lansing, Michigan 48823
- 2. Red Cedar Elementary School  
1110 Narcisus Drive  
East Lansing, Michigan 48823
- 3. MacDonald Middle School  
1601 Burcham Drive  
East Lansing, Michigan 48823
- 4. East Lansing High School  
509 Burcham Drive  
East Lansing, Michigan 48823

- H. It shall be the responsibility of the Contractor to repair or replace any damage done to the structure of finishes in the building by the Contractor. If in the course of work, Contractor damages, marks, or misplaces any surfaces or access plates/panels the Contractor shall repair and/or replace the surface, plate or panel to the original condition.

- 1. Final determination as to the damage condition and/or repair/replacement fitness of any surface, plate or panel shall be the sole responsibility of the Designer.
- 2. The building and work area shall be returned to its original condition prior to final sign off of the project.

- I. Following installation and system "turn-up", but prior to final acceptance of the system, Contractor shall conduct follow-up interviews with Owner identified administrators and staff to review system functionality, suitability and confirm feature and program fitness for Owner applications.

- 1. Follow-up interviews shall be fully documented by Contractor and submitted to Owner for approval.

### 3.03 TESTING

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

### 3.04 DOCUMENTATION

- A. Contractor shall, throughout the completion of the project, provide Owner a file storage system that shall include all necessary equipment, including if reasonably required, file drawers, folders, dividers, etcetera, to contain all as-built drawings, owner’s manuals of all equipment installed, warranty and maintenance information and other information the Contractor, Designer and/or Owner deem necessary. Documentation shall also be provided in a digital format in file formats and on media as specified by Owner and/or Designer.

- B. Contractor shall be responsible for providing thorough, timely documentation on all hardware, software. Documentation shall include, but not be limited to:
1. Equipment description.
  2. Equipment make.
  3. Model number.
  4. Software release.
  5. Date installed.
  6. Manufacturer's warranty.
  7. Maintenance contract terms.
  8. Verification of maintenance contract engagement.
  9. Telephone numbers for service and support.
  10. Detailed technical support and service procedure instructions.
  11. All product (hardware and software) manuals and manufacturer supplied documentation, including, but not limited to owner manuals, system administrator manuals and configuration guides. Where number of duplicate copies for particular manual or documentation item could be reasonably considered excessive, Contractor shall request direction from Owner and Designer.
  12. Photocopy of original invoice listing make and model for all components and equipment from individual manufacturer(s), distribution source(s), or authorized agent(s) to establish manufacturer warranty start date for potential use after end of contract warranty provisions.
  13. CAD as built drawings for each building.
  14. System Configuration Report.
  15. Complete inventory of installed hardware and system software. Hardware inventory shall include, but not be limited to, model numbers, serial number, physical installation location and software/firmware options.

### 3.05 TRAINING

- A. Training shall be conducted at the Owner's discretion and at times and places convenient to Owner personnel. Prior to any training being conducted, Contractor shall provide Owner and Designer with detailed training syllabus and schedule for

- proposed training event. Compliant syllabus and schedule shall be provided at least ninety-six 96 hours in advance. Owner reserves the right to postpone training if syllabus and/or schedule submitted are deemed inadequate. Training shall not be conducted until such time a syllabus and schedule submitted by Contractor are found to be acceptable to Owner.
- B. Contractor shall provide User/Operator Level Training for the Owner designated system operator(s). Owner shall designate up to (10) operators to be trained. Training shall be a minimum of one (1), two (2) hour sessions in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all basic system administrator functions.
  - C. Contractor shall provide physical on-site training for the Owner designated system administrator(s). Owner shall designate up to Two (2) system administrators to be trained. Training shall be a minimum of one (1), six (6) hour session(s) in length, at the convenience of the Owner personnel, and of sufficient duration to satisfactorily complete training on all system administration functions including, but not limited to:
    - 1. Add, remove and reconfigure access.
    - 2. Basic configuration and system administration of the installed system
    - 3. Basic trouble shooting of the installed system and components including diagnostic and problem resolution actions.
    - 4. System back-up and restore functions and procedures for all system parameters and configurations.
    - 5. Review of system alerts, logs and monitoring of configuration parameters including, but not limited to, configuration changes and device status.
    - 6. System database updates and maintenance.
    - 7. Review standard system reports
  - D. Contractor shall provide manufacturer certification training for Genetec Synergis for two (2) system administrators designated by Owner. Online/virtual training shall be for the following courses:
    - 1. SC-STC-001 – Security Center 5.x Synergis technical certification

### 3.06 SCHEDULE, MEETINGS AND PLANS

- A. Contractor shall work collaboratively with Owner and Designer to develop a migration plan for existing Lenel devices. Migration plan will be organized to minimize disruption to the functionality and security of existing door access systems.

- B. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- C. All work shall be coordinated with Owner's construction manager on site.
- D. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.
- E. Schedule
  - 1. Post bid Interviews: Week of March 24, 2025
  - 2. Contractor Chosen: April 2025
  - 3. Work Commences: May 2025
  - 4. Substantial Completion of Project: July 2025
  - 5. Project Close-out: August 2025
- F. Planned sequence of operations shall be established by the Contractor within the guidelines established by the Owner, as required herein and as required to meet schedules.
- G. All work shall be coordinated with Owner's construction manager on site.
- H. Project progress meetings shall be held, but not limited to, weekly at a site and time identified as convenient for Owner and as required herein. Meetings will be attended as required herein.

END OF SECTION

## **Attachment B**



**East Lansing Public Schools**

Bid Tabulation

Name: District Security Upgrades  
Date: March 24, 2025 at 9:00am

#	Bidder Name	Contract Form (Y/N)	Addendum #1 (Y/N)	Security (Bond/Check)	Familial Statement (Y/N)	References (Y/N)	Contract Exceptions (Y/N)	Electronic Version (Y/N)	Section 27 21 00 Low Voltage Cabling	Section 28 20 00 Video Monitoring Equipment	Section 28 13 00 Building Access Controls	NOTES:
1	Datacom Group	Y	Y	B	Y	Y	Y	Y	\$73,365.00			
2	Moss	Y	Y	B	Y	Y	N	Y	\$40,730.48	\$272,569.05	\$92,017.57	Genetec Based Platform
3	Allcom, Inc.	Y	Y	B	Y	Y	Y	Y		\$347,998.04		
4	AOB Security / Security Designs	Y	Y	B	Y	Y	Y	Y	\$99,586.10	\$466,762.56	\$87,399.03	Avigilon Based Platform
5												
6												
7												
8												
9												
10												

**Attachment C**



# Bid Review Report

EAST LANSING PUBLIC SCHOOLS -  
 DISTRICT SECURITY UPGRADES  
 Issued: FEBRUARY 25, 2025  
 Opened: MARCH 24, 2025

Review Date	March 27, 2025
Selected Bidders	Moss
Contract	\$ 414,220.50 (\$40,730.48 Cable + \$272,569.05 Cameras + \$92,017.57 Doors + \$8,903.40 Card Reader Alternate)
Designer Approval	Carl VanderZee
Owner Approval	Christian Palasty

IN REVIEW OF BID(S), THE FOLLOWING DUE DILIGENCE WAS PERFORMED:	
A	Reviewed all bids received for compliance with specifications and contract provisions. Created comparative matrix of compliance with requirements for internal review team to use as a tool.
B	After initial internal reviews, conducted post-bid interview with low combined bidder on March 27, 2025. Requested and received bid clarifications from bidders on March 27, 2025.
C	Confirmed bid products and platforms of low combined bidder to be consistent with current standards of both MSU and the City of East Lansing creating unique collaboration and integration options for school safety.
D	The review team considered the minimal extra cost of the door access portion of the bid independently of the combined low total. Determined that the consistent platform with local public safety partners and lower total cost of ongoing software and service illustrated in the bids made the combined low bid particularly attractive.
E	Review team recommended acceptance of the Alternate (\$8,903.40) for existing card readers at the sites of work to all be upgraded to enhanced security standards from the existing devices.
F	Contacted bidder references.
G	Determined the appropriate project contingency to be twelve percent (12%) of award amount given the scope of work. Total project cost of \$463,926.96 (\$405,317.10 base bids + \$8,903.40 card reader upgrade + \$49,706.46 contingency) requested.

Recommendation	Board Motion
	To approve a combined contract with Moss of Grand Rapids, Michigan in the amount of \$414,220.50 plus project contingency of \$49,706.46 for District Security Upgrades to be paid with funds from bond proceeds.

## Attachment D

SEALED BID LABEL

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

---

BID TO: East Lansing Public Schools  
Attention: Christian Palasty  
501 Burcham Drive  
East Lansing, Michigan 48823

BID FROM: Moss Telecom  
\_\_\_\_\_  
561 Century Ave SW  
\_\_\_\_\_  
Grand Rapids, MI 49503  
\_\_\_\_\_

PROJECT: DISTRICT SECURITY UPGRADES  
TECHNOLOGY BID ID #3064

INCLUDING Addendum No. 1 Dated 02/25/2025  
ADDENDA: Addendum No. Q&A Dated 02/25/2025

DUE: March 24, 2025 at 9:00am

BID FORM

BID TO: East Lansing Public Schools  
Attention: Christian Palasty  
501 Burcham Drive  
East Lansing, Michigan 48823

BID FROM: Moss Telecom  
\_\_\_\_\_  
561 Century Ave SW  
\_\_\_\_\_  
Grand Rapids, MI 49503  
\_\_\_\_\_

PROJECT: DISTRICT SECURITY UPGRADES  
TECHNOLOGY BID #3064

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

Bid Category 27 21 00 Title Low Voltage Cabling  
Forty Thousand Seven Hundred Thirty Dollars and Forty-Eight Cents Dollars (\$ \$40,730.48 ).  
Said amount written above constituting the Base Bid

Bid Category 28 20 00 Title Video Monitoring Equipment  
Two Hundred Seventy-Two Thousand Five Hundred Sixty-Nine Dollars and Five Cents Dollars (\$ \$272,569.05 ).  
Said amount written above constituting the Base Bid

Bid Category 28 13 00 Title Building Access Controls  
Ninety-Two Thousand Seventeen Dollars and Fifty-Seven Cents Dollars (\$ \$92,017.57 ).  
Said amount written above constituting the Base Bid

**TAXES:**  
Bid sum includes all applicable taxes.

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

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

**ACKNOWLEDGEMENT OF ADDENDA:**

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

Addendum No. 1 Dated 02/25/2025 Addendum No. Q&A Dated 02/25/2025

**ALTERNATES:**

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

Voluntary Alternate – Cameras Manufacturer AXIS Cameras ADD - \$24,477.84

Mandatory Alternate – Card Readers ADD - \$8,903.40

Voluntary Alternate A \_\_\_\_\_

Voluntary Alternate B \_\_\_\_\_

Voluntary Alternate C \_\_\_\_\_

**PRINCIPAL SUBCONTRACTORS**

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

Legal Name: N/A Work Proposed \_\_\_\_\_

Legal Name: N/A Work Proposed \_\_\_\_\_

**BID SECURITY:**

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

5% Dollars (\$ \_\_\_\_\_),

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

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

**FAMILIAL DISCLOSURE:**

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

**EXCEPTIONS:**

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

**SIGNATORY AUTHORITY:**

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

**AGREEMENT:**

The undersigned agree(s) to provide the post-bid information required within ten (10) days after notification of a Letter of Intent and to execute an agreement for work covered by this Bid on the Owner's standard Purchase Order for which terms and conditions are expanded to include all Bidding Documents and subsequent addenda issued thereto.

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

Respectfully submitted,

Date: 03/23/2025

Firm Name: Moss Telecom

By: Alex Livieratos

Signed: \_\_\_\_\_

Title: Sales Engineer

Official Address: 561 Century Ave SW

Grand Rapids, MI 49503

Telephone Number: 269-200-6790

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

Primary Contact Email Address: alex.livieratos@mosstele.com

*(If Corporation, affix Seal*

**BID BOND - PUBLIC**

KNOW ALL MEN BY THESE PRESENTS: That we, Moss Audio Corporation, 561 Century Avenue SW, Grand Rapids, MI 49503, Principal, and Western Surety Company, Surety, are held and firmly bound unto Obligee,

**East Lansing Public Schools  
501 Bucham Drive  
East Lansing, MI 48823**

in the sum of **Five percent of accompanying bid**.....Dollars (**5% of Bid**) for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for

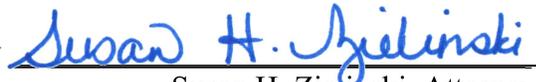
**District Security Upgrades**

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

Signed, sealed and dated **21<sup>st</sup>, March 2025**

Moss Audio Corporation dba Moss Telecommunication Services  
(Principal)

by  (Seal)  
Western Surety Company  
(Surety)

by  (Seal)  
Susan H. Zielinski, Attorney-in-Fact

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

**Know All Men By These Presents**, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Ann M Buist, Susan H Zielinski, James Ryskamp, Zachery VandenBerg, Mitch Reatini, Individually**

of Grandville, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

**In Witness Whereof**, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 13th day of March, 2024.



WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 13th day of March, 2024, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 21st day of March, 2025.



WESTERN SURETY COMPANY

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

#### ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27<sup>th</sup> day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

**Michigan Familial Relationship Disclosure Statement**

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

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

*(Check only one Box Below)*

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

99

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

***Bidder***

***Board or Superintendent***

None

**Bidder Authorized Representative:**

Bidder: Moss Audio Corporation

Representative's Signature:



Print or Type Name:

Robert Westdorp

Representative's Title:

Chief Financial Officer

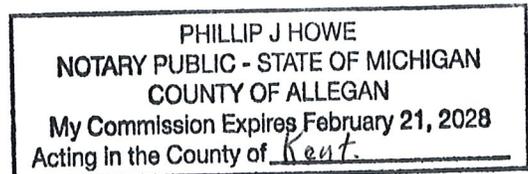
Subscribed and sworn this 26th day of February, 2025.

In the County of Kent State of Michigan

By Phillip J. Howe  
Notary Public Signature

Seal or Stamp:

My commission expires on: 21-FEB-2028  
*Commissioned in the County of Allegan.*



AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT  
Michigan Public Act No. 517 of 2012

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

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

100

**CONTRACTOR:**

BIDDER’S FIRM NAME Moss Audio Corporation

BY (SIGNATURE) 

PRINTED NAME AND TITLE Robert Westdorp, Chief Financial Officer

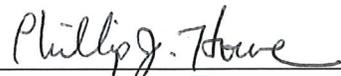
STATE OF MICHIGAN        )  
  ) SS.  
COUNTY OF Kent         )

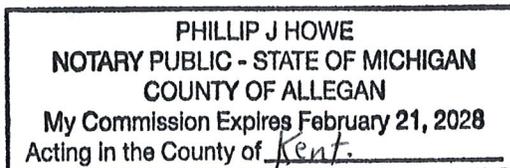
Subscribe and sworn before me on this 26th

Seal:

day of February, 2025, a Notary Public

*Commissioned*  
in and for Allegan County,

  
Notary Public



My Commission expires 21-FEB-2028

## **2025 Genetec RFP**

QUOTE #867019772 V1

### **PREPARED FOR**

East Lansing Public Schools

### **PREPARED BY**

Alex Livieratos

March 24, 2025



**Prepared For:**  
**East Lansing Public Schools**  
 Christian Palasty  
 501 Burcham Dr  
 East Lansing, MI 48823-2782  
  
**P:** (517) 333-7418  
**E:** Christian.Palasty@elps.us

**Prepared by:**  
**MOSS**  
 Alex Livieratos  
 561 Century Ave SW  
 Grand Rapids, MI 49503  
  
**P:** (616) 726-7129  
**E:** alex.livieratos@mosstele.com

**Date Issued:**  
**Mar 23, 2025**  
**Expires:**  
**Apr 14, 2025**  
**ERate SPIN #:**  
  
**Special Contract Ref. #:**

Summary		
Part #	Description	Qty
<b>Solution Summary for East Lansing Public Schools</b>		
<p>MOSS Communication, based out of Grand Rapids, is proud to submit this proposal to East Lansing Public Schools for the deployment of a unified security platform. As the 2024 North Central Partner of the Year for both Genetec and Hanwha, we bring industry-leading expertise and cutting-edge technology to enhance the security infrastructure for your district.</p> <p>In partnership with Genetec and Hanwha, we aim to implement a comprehensive and integrated security solution that will seamlessly unify video surveillance, access control, and other security operations, providing a reliable, scalable, and effective system for East Lansing Public Schools.</p> <p>We are particularly excited to bring East Lansing Public Schools into the MOSS family, especially as we already have successful deployments of Genetec at Michigan State University and throughout the City of East Lansing. This experience allows us to tailor our solutions to meet the specific needs of your district, ensuring a secure and future-proof system that can adapt to the growing demands of school safety.</p> <p>As part of our commitment to your success, we are eager to engage in conversations with you about how our current deployments can serve as a valuable reference point and provide insights as we work together to enhance the security of East Lansing Public Schools.</p>		

Section 28 20 00 -- Video Monitoring Equipment - Hanwha Cameras				
Part #	Description	Price	Qty	Ext. Price
	Genetec K-12 Licenses and 5 Years Included Advantage			
GSC-5.12	Genetec Security Center 5.12	\$0.00	1	\$0.00
GSC-EDU-BASE	Genetec Security Center (GSC) Base Enterprise Package, Education Edition for K12. Includes Synergis Enterprise Package, Omnicast Enterprise package, AutoVu Standard Package, Sipelia Package, and an Intrusion panel base package.	\$186.88	1	\$186.88
	102			

Section 28 20 00 -- Video Monitoring Equipment - Hanwha Cameras				
Part #	Description	Price	Qty	Ext. Price
GSC-EDU-OM-1C	1 Omnicast Education camera connection for K12. Must purchase Omnicast™ Education K12 Package (GSCEDU-OM-BASE). Includes Genetec™ Advantage for 1 Omnicast Education camera connection for K12 – 5 years.	\$187.50	202	\$37,875.00
GSC-EDU-SIPELIA- 1SIP	1 Sipelia connection for K12. Must purchase SecurityCenter Education K12 Edition (GSC-EDU-BASE).Includes Genetec™ Advantage for 1 Sipelia Educationreader connection for K12 – 5 years.	\$187.50	2	\$375.00
	Section Subtotal			<b>\$38,436.88</b>
	Camera and Intercom Hardware, Includes 5-Year Manufacturer Hardware Warranty			
XNF-9013RV	HANWHA - XNF-9013RV - 12MP AI IR Indoor/Outdoor 360° Fisheye	\$496.80	18	\$8,942.40
PND-A6081RV	HANWHA - PND-A6081RV - 2MP AI IR Indoor Vandal Dome	\$529.20	23	\$12,171.60
PND-A9081RV	HANWHA - PND-A9081RV - 4K AI IR Indoor Vandal Dome	\$702.00	25	\$17,550.00
PNV-A9081R	HANWHA - PNV-A9081R - 4K AI IR Indoor/Outdoor Vandal Dome	\$774.00	20	\$15,480.00
PNM-C16083RVQ	HANWHA - PNM-C16083RVQ - 4MP x 4 AI IR Indoor/Outdoor Multi-directional Dome	\$1,026.00	18	\$18,468.00
PNM-C32083RVQ	HANWHA - PNM-C32083RVQ - 4K x 4 AI IR Indoor/Outdoor Multi-directional Dome	\$1,152.00	23	\$26,496.00
PNM-9031RV	HANWHA - PNM-9031RV - 15MP IR Indoor/Outdoor Panoramic Vandal Dome	\$972.00	37	\$35,964.00
PNM-C12083RVD	HANWHA - PNM-C12083RVD - 6MP x 2 AI IR Indoor/Outdoor Multi-directional Dome	\$738.00	36	\$26,568.00
01302-001	Axis/2N - 01302-001 - IP Solo with Camera, Surface Mounted, Black	\$1,038.46	2	\$2,076.92
Misc Security Parts	Outdoor Camera Mounts, types and quantities - TBD - Budget Allowance Included	\$500.00	1	\$500.00
	Section Subtotal			<b>\$164,216.92</b>
	Genetec Omnicast Certification Training			
SC-OTC-001	Customer Security Center 5.x Omnicast technical certification Training	\$0.00	2	\$0.00
	Section Subtotal			<b>\$0.00</b>
	Camera Labor			
1_SecurityLabor	Security Labor - Interior Standard Camera Installation	\$85.00	156	\$13,260.00
1_SecurityLabor	Security Labor - Exterior Standard Camera Installation	\$170.00	30	\$5,100.00
1_SecurityLabor	Security Labor - Exterior Corner Mount Camera Installation	\$340.00	14	\$4,760.00
1_SecurityLabor	Security Labor - Door Station - Install (1) Video Door Station (CALL STATION ONLY)	\$170.00	2	\$340.00

Section 28 20 00 -- Video Monitoring Equipment - Hanwha Cameras				
Part #	Description	Price	Qty	Ext. Price
1_SecurityLabor	Security Labor - Server Software Installation and Configuration	\$150.00	40	\$6,000.00
1_SecurityLabor	Security Labor - Programming for Basic Camera Setup (Basic onboarding and motion setting)	\$42.50	202	\$8,585.00
1_SecurityLabor	Security Labor - Programming for Camera Mapping/Linking	\$22.50	202	\$4,545.00
1_SecurityLabor	Security Labor - Site Set-up and Orientation (Per building )	\$340.00	4	\$1,360.00
1_SecurityLabor	Security Labor - Video Management System Training	\$150.00	8	\$1,200.00
1_SecurityLabor	Security Labor - CAD As-Builts, Closing and Training Documents	\$750.00	1	\$750.00
	Section Subtotal			<b>\$45,900.00</b>
	Lift Rental			
CBL-equipment rental-misc	19' Scissor - 1-month	\$747.50	1	\$747.50
CBL-equipment rental-misc	30' Boom Indoor - 1-week	\$638.25	1	\$638.25
CBL-equipment rental-misc	Pickup & Delivery Charge (covers both) - Note: Pickup & Delivery Charge. Pricing will vary depending on location	\$333.50	2	\$667.00
	Section Subtotal			<b>\$2,052.75</b>
Subtotal:				<b>\$250,606.55</b>

Section 28 20 00 -- Video Monitoring Equipment Allowances per spec				
Part #	Description	Price	Qty	Ext. Price
SEC-Allowance	Allowance for Infrastructure Upgrades	\$10,000.00	1	\$10,000.00
SEC-Allowance	Allowance for Network Infrastructure Upgrades	\$10,000.00	1	\$10,000.00
Subtotal:				<b>\$20,000.00</b>

Section 28 20 00 -- AXIS Cameras - Mandatory Alternate				* Optional
Part #	Description	Price	Qty	Ext. Price
	AXIS Camera Models			
02834-001	AXIS M4318-PLR 12MP Fisheye Panoramic IP Camera	\$624.31	18	\$11,237.58
02327-001	AXIS P3265-LV P32 Series 2MP Indoor Fixed LED WDR IP Dome Camera, 3.4-8.9mm Varifocal Lens, White (Replaces P3375-LV)	\$443.75	23	\$10,206.25
02329-001	AXIS P3267-LV P32 Series 5MP Vandal Resistant Fixed Dome IR WDR IP Camera, 3-8mm Varifocal Lens, White, (Replaces P3247-LV)	\$554.86	15	\$8,322.90
02331-001	AXIS P3268-LV P32 Series 8MP Fixed Dome IR WDR IP Camera, 4.3-8.6mm Varifocal Lens, White (Replaces P3248-LV)	\$659.03	10	\$6,590.30

Section 28 20 00 -- AXIS Cameras - Mandatory Alternate				* Optional	
Part #	Description	Price	Qty	Ext. Price	
02332-001	AXIS P3268-LVE P32 Series 8MP Outdoor Fixed Dome IR WDR IP Camera, 4.3-8.6mm Varifocal Lens, White (Replaces P3228-LVE and P3248-LVE)	\$728.48	20	\$14,569.60	
02634-001	AXIS P3737-PLE x 5MP Multidirectional Panoramic Camera with Deep Learning, 3.2-8.1mm Varifocal Lens (Replaces P3719-PLE)	\$1,179.88	18	\$21,237.84	
02635-001	AXIS P3738-PLE Multidirectional Panoramic Camera	\$1,318.77	23	\$30,331.71	
02060-001	AXIS P3818-PVE P38 Series 13MP Outdoor Vandal Resistant 180° Panoramic Fixed Dome IP Camera, 3.2mm Fixed Lens, White	\$1,346.56	37	\$49,822.72	
02416-001	AXIS P4707-PLVE P47 Series Dual Sensor 360° IR Panoramic Camera with Deep Learning, 3.26-8.12mm Lens, Black and White	\$763.21	36	\$27,475.56	
01995-001	AXIS I8016-LVE 5MP IR Compact Network Video Intercom	\$832.65	2	\$1,665.30	
Section Subtotal				<b>\$0.00</b>	
Hanwha Base Bid - Cameras Subtracted					
XNF-9013RV	HANWHA - XNF-9013RV - 12MP AI IR Indoor/Outdoor 360° Fisheye	\$476.10	-18	(\$8,569.80)	
PND-A6081RV	HANWHA - PND-A6081RV - 2MP AI IR Indoor Vandal Dome	\$507.15	-23	(\$11,664.45)	
PND-A9081RV	HANWHA - PND-A9081RV - 4K AI IR Indoor Vandal Dome	\$672.75	-25	(\$16,818.75)	
PNV-A9081R	HANWHA - PNV-A9081R - 4K AI IR Indoor/Outdoor Vandal Dome	\$741.75	-20	(\$14,835.00)	
PNM-C16083RVQ	HANWHA - PNM-C16083RVQ - 4MP x 4 AI IR Indoor/Outdoor Multi-directional Dome	\$983.25	-18	(\$17,698.50)	
PNM-C32083RVQ	HANWHA - PNM-C32083RVQ - 4K x 4 AI IR Indoor/Outdoor Multi-directional Dome	\$1,104.00	-23	(\$25,392.00)	
PNM-9031RV	HANWHA - PNM-9031RV - 15MP IR Indoor/Outdoor Panoramic Vandal Dome	\$931.50	-37	(\$34,465.50)	
PNM-C12083RVD	HANWHA - PNM-C12083RVD - 6MP x 2 AI IR Indoor/Outdoor Multi-directional Dome	\$707.25	-36	(\$25,461.00)	
01302-001	Axis/2N - 01302-001 - IP Solo with Camera, Surface Mounted, Black	\$1,038.46	-2	(\$2,076.92)	
Section Subtotal				<b>\$0.00</b>	
				* Optional Subtotal:	
				<b>\$24,477.84</b>	

Section 28 13 00 -- Building Access Control Equipment				
Part #	Description	Price	Qty	Ext. Price
	New Enclosures, Controllers, Cards and Backup Batteries			
GSC-EDU-SY-1R	1 Synergis Education reader connectionfor K12. Must purchase Synergis™	\$195.00	45	\$8,775.00
SY-DV16RD-E8M2	Life Safety Power - Genetec Enclosure - 12VDC - 16 Reader - 8 Mercury	\$1,795.28	3	\$5,385.84

Section 28 13 00 -- Building Access Control Equipment				
Part #	Description	Price	Qty	Ext. Price
SY-DV8RD-E4M	LifeSafety Power - Genetec enclosure - 12V & 24VDC, 150W 110V, 60HZ, 8 Reader, 4 Mercury or 3 Mercury and Cloudlin, E4M Standard - Requires double stacking (2) Mercury boards with hinged standoffs to maintain full reader count with Cloudlink	\$747.50	3	\$2,242.50
SY-DV4RD-E2M	LifeSafety Power - Genetec enclosure - 12V & 24VDC, 75W 110V, 60HZ, 4 Reader, 2 Mercury or 2 Mercury and Cloudlink, E2M - Requires double stacking (2) Mercury boards with hinged standoffs to maintain full reader count with Cloudlink	\$538.20	1	\$538.20
SY-CLOUDLINK-G2	Synergis™ Cloud Link with 4GB of RAM, 16GB Flash, second generation, installed with Synergis™ accesscontrol firmware, four RS-485 ports, PoE.	\$994.18	4	\$3,976.72
SY-MP1502-SCS	MERCURY - SY-MP1502-SCS INTELLIGENT CONTROLLER (2DOORS ) - No reader connection licenses included	\$1,330.55	7	\$9,313.85
SY-MP1501-SCS	(For AD300 Locks in ADMIN Bid) MERCURY MP1501 INTELLIGENT CONTROLLERWITH POE+ (1 DOOR, UP TO 2 READERS WITHOSDP) - No reader connection licenses included - Canbe used for SC SaaS, Education package andreplacement	\$657.80	4	\$2,631.20
Enclosure Non-PWR	Enclosure for Mercury Security POE Controllers, 8.5" x 11" x 3"	\$93.14	4	\$372.56
SY-MR52-S3-SCS	Mercury MR52 2-reader interface module series 3, 8 inputs, 6 relays, PCB only	\$639.11	15	\$9,586.65
SY-MR16IN-S3	Mercury MR16IN 16-input Monitor ModuleSeries 3 (2 relays, PCB only, softwareconnections included)	\$777.40	4	\$3,109.60
SY-MR16OUT-S3	Mercury MR16OUT 16-relay OutputControl Module Series 3 (PCB only,software connections included)	\$690.00	2	\$1,380.00
N78CB/ST	Nascom N78CB/ST Recessed 3/4" Switch/Magnet Set for Steel/Wood Doors, Wire Leads, Brown	\$6.54	5	\$32.70
TS-18	TS-18 Door Release Button	\$33.34	1	\$33.34
IM-1272F2	UltraTech IM-1272F2 12V, 7Ah SLA Battery, F2 Terminal	\$32.19	21	\$675.99
Per Hardware Schedule - AD300 Hardware Provided by Others				
Included M1501, Reader License, Cabling, and Labor				
	Section Subtotal			<b>\$48,054.15</b>
	Badges, Badge Printer and Supplies			
5806PNGGANN4	HID 5806 Seos 8K + MIFARE Classic 4K, Programmed (SIO) Seos 8K, Matching external Seos #, Non-programmed MIFARE Classic 4K implementation, 4 byte UID	\$10.06	600	\$6,036.00
DTC4500e	HID FARGO - DTC4500E - ID Card Printer and Encoder, Base Model, Ethern/USB Printer without Locking Hoppers	\$3,048.10	1	\$3,048.10
045200	HID FARGO - 045200 - ECO YMCKO*: Full-color with resin black and clear overlay panel, 500 images	\$157.19	2	\$314.38
086177	HID FARGO - 086177 - DTC Cleaning Kit 106	\$62.20	1	\$62.20

Section 28 13 00 -- Building Access Control Equipment				
Part #	Description	Price	Qty	Ext. Price
5427CK Gen2	HID R54270111 OMNIKEY 5427 Dual Frequency 13.56 MHZ and 125 kHz Keyboard Emulation Smart Card Reader, Mobile Access Ready with Bluetooth, USB 2.0 with Removable Card Retainer, Black	\$222.62	1	\$222.62
ID USB CAM	USB ID Web Camera	\$172.50	1	\$172.50
	Section Subtotal			<b>\$9,855.80</b>
	Genetec Synergis Certification Training			
SC-STC-001	Customer Security Center 5.x Synergis technical certification training	\$0.00	2	\$0.00
	Section Subtotal			<b>\$0.00</b>
	Door Access Labor			
1_SecurityLabor	Security Labor - Install and Build (1) Sixteen Door Enclosure - MP1502 Panel and MR52 Boards Wiring	\$680.00	3	\$2,040.00
1_SecurityLabor	Security Labor - Install and Build (1) Eight Door Enclosure - MP1502 Panel and MR52 Boards Wiring	\$510.00	3	\$1,530.00
1_SecurityLabor	Security Labor - Install and Build (1) Four Door Enclosure - MP1502 Panel and MR52 Boards Wiring	\$350.00	1	\$350.00
1_SecurityLabor	Security Labor - Genetec Head End Programming & Initial Set Up	\$150.00	60	\$9,000.00
1_SecurityLabor	Security Labor - Install and Setup (1) Cloudlink Unit	\$300.00	4	\$1,200.00
1_SecurityLabor	Security Labor - Genetec Mapping of all Access doors and Linking	\$25.00	45	\$1,125.00
1_SecurityLabor	Security Labor - Install (1) New HID Reader (Addition and Admin Building)	\$127.50	12	\$1,530.00
1_SecurityLabor	Security Labor - Install (1) MP1501 for AD300 Locks (Admin Building)	\$255.00	4	\$1,020.00
1_SecurityLabor	Security Labor - (1) Door Release Button Integration (1 Per Building)	\$150.00	5	\$750.00
1_SecurityLabor	Security Labor - (1) Lock Down Button Integration and (1) Threat Level setup (1 Per Building)	\$150.00	4	\$600.00
1_SecurityLabor	Security Labor - (1) 2N Door Intercom Integration	\$350.00	2	\$700.00
1_SecurityLabor	Security Labor - Access Control Training	\$150.00	8	\$1,200.00
1_SecurityLabor	Security Labor - CAD As-Builts, Closing and Training Documents	\$1,500.00	1	\$1,500.00
1_SecurityLabor	Security Labor - Install (1) HID Fargo Printer	\$150.00	2	\$300.00
1_SecurityLabor	Security Labor - HID Fargo Printer Programming/Basic Setup	\$150.00	4	\$600.00
	Section Subtotal			<b>\$23,445.00</b>
Subtotal:				<b>\$81,354.95</b>

Section 28 13 00 -- Building Access Control Equipment Allowances per spec				
Part #	Description	Price	Qty	Ext. Price
SEC-Allowance	Allowance for Infrastructure Equipment and Installation	\$10,000.00	1	\$10,000.00
Subtotal:				<b>\$10,000.00</b>

Section 28 13 00 -- Building Access Control Equipment - Mandatory Card Reader Replacement Alternate				
				* Optional
Part #	Description	Price	Qty	Ext. Price
	Replace All Existing Readers with HID SEOS			
SY-40NKS-00-000000	HID Signo 40 reader, Wall mount, 13.56MHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE	\$184.80	33	\$6,098.40
1_SecurityLabor	Labor - Install/Replace 1 HID Reader	\$85.00	33	\$2,805.00
Section Subtotal				<b>\$0.00</b>
* Optional Subtotal:				<b>\$8,903.40</b>

PLM Bond - Network				
Part #	Description	Price	Qty	Ext. Price
NET-performance bond-misc	PLM Bond	\$2,918.27	1	\$2,918.27
Subtotal:				<b>\$2,918.27</b>

Quote Summary	Amount
Section 27 21 00 -- Low Voltage Cabling	\$25,437.22
Section 27 21 00 -- Low Voltage Cabling Allowance per spec	\$15,000.00
Section 28 20 00 -- Video Monitoring Equipment - Hanwha Cameras	\$250,606.55
Section 28 20 00 -- Video Monitoring Equipment Allowances per spec	\$20,000.00
Section 28 13 00 -- Building Access Control Equipment	\$81,354.95
Section 28 13 00 -- Building Access Control Equipment Allowances per spec	\$10,000.00
PLM Bond - Network	\$2,918.27
Total:	<b>\$405,316.99</b>

*Optional Expenses	One-Time
Section 28 20 00 -- AXIS Cameras - Mandatory Alternate	\$24,477.84
Section 28 13 00 -- Building Access Control Equipment - Mandatory Card Reader Replacement Alternate	\$8,903.40
Optional Subtotal:	<b>\$33,381.24</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

**E-Signature Confirmation**

**MOSS**

**East Lansing Public Schools**

Alex Livieratos  
 \_\_\_\_\_  
 Signature / Name  
 03/23/2025  
 \_\_\_\_\_  
 Date

Christian Palasty  
 \_\_\_\_\_  
 Signature / Name Initials  
 108/1/0001 12:00:00 AM  
 \_\_\_\_\_  
 Date

## Purchase Terms and Conditions

East Lansing Public Schools of 501 Burcham Dr, East Lansing, MI 48823-2782 (hereinafter, CLIENT) and MOSS of 561 Century Ave. SW, Grand Rapids, MI 49503 (hereinafter, MOSS) agree that the following terms and conditions will apply to any orders for the sale of equipment and services to the CLIENT by MOSS.

1. **PRICE.** The pricing in this proposal are firm and not subject to change unless CLIENT delays the acceptance for more than thirty (30) days past the date of this MOSS proposal, in which case this proposal may be modified unless there is written agreement of both parties to extend the initial pricing. Any changes to this proposal will require a change order with adjusted costs.
2. **ACCESS.** CLIENT shall provide timely access to the areas needed for installation and provide the proper operating environment for the equipment and services, as specified by the manufacturer, including proper electrical and telecommunications connections.
3. **TERMS OF PAYMENT.** Invoices will be rendered on the date of shipment of CLIENT'S Equipment to the work site. Ongoing charges will be invoiced monthly based upon job progress and completed work, and final billing shall be invoiced upon the successful completion of MOSS's standard installation tests and CLIENT acceptance. Payment of invoices shall be by cash, check or electronic transfer and shall be due within twenty (20) days of MOSS's invoice date or incur an additional late fee of one and a half percent (1.5 %) per month on the unpaid balance. Credit card payments will only be accepted with a 3% service charge added.
4. **LIMITED WARRANTY** MOSS represents and warrants to CLIENT that the equipment and workmanship will be free from defects which materially affect the performance of the equipment for a period of one year for equipment and ninety days for labor. This warranty does not include defects or failures caused by customer abuse, misuse or negligence, or failures caused by electrical power surges. Moss does not warrant any third-party software for fitness of purpose or vulnerability to intrusion or attack.
5. **LIMITATION OF LIABILITY.** Without limiting the foregoing warranty, MOSS shall not be liable for any damages resulting from the use or inability to use its products or services, interruptions of service, delays in operation or transmissions or any other failure of performance or business function. Further, except in the event of willful misconduct or gross negligence by MOSS, the maximum liability of MOSS and its directors, officers, employees, agents, or suppliers for loss or damage caused by or arising from its performance under this Agreement, regardless of the form of action, whether in contract, tort, strict liability or otherwise, shall be limited to the purchase price of the Equipment.
6. **FORCE MAJEURE.** Neither party shall be liable for delays, failure to perform or loss or damage due to force majeure conditions including, but not limited to, fire, explosion, power blackout, earthquake, volcanic action, flood, war, government requirement, acts of God or other similar causes beyond its reasonable control. Any party so delayed in its performance shall immediately notify the other and mutually agree to reschedule the remainder of the project.
7. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. MOSS shall have all rights and remedies specified herein in addition to those specified in the Uniform Commercial Code as adopted in the State of Michigan. All such rights and remedies are cumulative. MOSS shall be reimbursed by CLIENT for all costs and expenses paid or incurred in enforcing its rights hereunder, including, without limitation, reasonable attorneys' fees and costs.
8. **ASSIGNMENT.** MOSS may subcontract for the performance of any of its obligations under this Agreement and this Agreement is not assignable by either party except with the prior written consent of the other party
9. **ACKNOWLEDGEMENT.** CLIENT acknowledges that it has read this Agreement, understands it, that the person signing on its behalf is authorized to sign on its behalf, and agrees to be bound by its terms and conditions. CLIENT further agrees that this Agreement is the complete and exclusive statement of the agreement between the parties which supersedes all Agreements or prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement.

References:

**Kentwood Public Schools**

Todd Bell – Executive Director of Finance and Business Operations  
Administration Offices - 5820 Eastern Ave Kentwood, MI 49508

[Todd.Bell@kentwoodps.org](mailto:Todd.Bell@kentwoodps.org)

(616) 455-4400 (o)

Project:

We have successfully upgraded them to a Unified Genetec access and video platform, featuring Hanwha cameras and intercoms. This transition involves migrating from the Lenel access platform to the Genetec Unified platform. Additionally, Kentwood now benefits from the Genetec Transit solution, which monitors all their buses. A Medeco XT solution has also been deployed at the high school, with everything managed by Genetec.

**New Buffalo Public Schools**

Pano Arvanitis – Director of Finance

[parvanitis@nbas.org](mailto:parvanitis@nbas.org)

1112 East Clay Street

New Buffalo, MI 49117

Phone: 269-469-6000

Project:

Complete upgrade to a Unified Genetec access and video platform utilizing Hanwha cameras Intercoms and migrating from DSX access control and adding all IN100 and IN200 locks to all classroom doors.

**Ludington Area School**

Andy Klevorn – LAS technology Director

809 E Tinkham Ave

Ludington, MI 49431

**(231) 845-7303**

[aklevorn@lasd.net](mailto:aklevorn@lasd.net)

Project:

Moss provided a Unified Genetec access and video platform along with integrated Assa Abloy classroom locks. All AXIS cameras and access control hardware was provided and installed by MOSS. These systems are integrated with the districts Paging, Telephone, and Clocks bidirectionally.

**Dewitt Public Schools**

Adam Zarzyski – IT Department

DeWitt Board of Education Office, 2957 W. Herbison Road, (Door #16), DeWitt, MI 8820

[zarzyski@dewittschools.net](mailto:zarzyski@dewittschools.net)

Project:

Complete upgrade to a Unified Genetec access and video platform utilizing Hanwha cameras Intercoms and migrating from a Lenel access platform to a Genetec Unified platform. Wonderful success for the district.

**Pokégnek Bodéwadmik**

POKAGON BAND OF POTAWATOMI Shafeeq Hameed - IT Manager (269) 462-4303 desk

(269) 217-7954 cell

58620 Sink Rd, Dowagiac, MI 49047

[shafeeq.hameed@pokagonband-nsn.gov](mailto:shafeeq.hameed@pokagonband-nsn.gov)

Project:

Complete upgrade to a Unified Genetec access and video platform utilizing AXIS cameras and intercoms. In addition to we have upgraded all cylinder locks in all building to the Medeco XT platform that is

managed within Genetec. MOSS has also recently upgraded all their firewalls to PaloAlto and we are working with them to integrate all burglar and fire point in to the Genetec

**Attachment E**

# East Lansing Public Schools

## Safety and Security Upgrades Estimate

<u>Type</u>	<u>Camera Model</u>	<u>Part Number</u>	<u>Quantity</u>	<u>Cost Est.</u>	<u>Total</u>
A	Axis M4318-PLR	02834-001	13	\$ 1,100.00	\$ 14,300.00
B	Axis P3265-LV	02327-001	21	\$ 750.00	\$ 15,750.00
C	Axis P3267_LV	02329-001	15	\$ 900.00	\$ 13,500.00
D	Axis P3268-LV	02331-001	8	\$ 1,200.00	\$ 9,600.00
E	Axis P3268-LVE	02332-001	17	\$ 1,300.00	\$ 22,100.00
F	Axis P3737-PLE	02634-001	14	\$ 1,900.00	\$ 26,600.00
G	Axis P3738-PLE	02635-001	22	\$ 2,150.00	\$ 47,300.00
H	Axis P3818-PLE	02060-001	28	\$ 1,750.00	\$ 49,000.00
I	Axis P4707-PLVE	02416-001	30	\$ 1,350.00	\$ 40,500.00
	Admin Cameras		8	\$ 1,500.00	\$ 12,000.00
	Red Cedar Cameras		18	\$ 1,500.00	\$ 27,000.00
<i>Camera Subtotal:</i>					\$ 277,650.00
<i>Door Access Upgrades:</i>					\$ 57,500.00
<i>Server/Licensing:</i>					\$ 90,000.00
<i>Estimating Contingency:</i>					\$ 42,515.00
<b>Total Project Estimate:</b>					<b>\$ 467,665.00</b>

### **Bond Budget Allocations**

Camera/CR (MS/HS)	\$ 203,815.00
Admin Security	\$ 150,000.00
Construction Allocation	\$ 125,000.00
<b>Total Budget:</b>	<b>\$ 478,815.00</b>

II. 2025 Ingham Intermediate District Biennial Election

III. **ISOA Minutes**

A. March 5, 2025

115

**ISOA Executive Board Meeting  
March 5, 2025  
Minutes**

**Present**

East Lansing	Abbie Tykocki	Waverly	Alicia Guevara
Haslett	Amy Clark	Webberville	Joshua Rockey
Lansing	Deyanira Nevarea Martinez	Williamston	Sarah Belanger
Leslie	Eric Isham		
Ingham ISD	Jason Mellema	<b><u>Absent</u></b>	
Ingham ISD	John Wolenberg	Dansville	Mike Kapp
Mason	Lacy Harding	Holt	Rob Halgren
Okemos	Leeni Shrestha		
Stockbridge	Carrie Graham		

**MASB Legislative Update**

Brad Banasik, Legal Counsel and Director of Labor Relations/Policy, gave a legislative update:

**ISD Board Election**

- The Ingham ISD board election is June 2 – The deadline to submit to run is May 5, 2025.
- Candidate Eligibility – Not more than three members of the ISD board may also serve on an LEA board, with no more than two members of ISD board from the same school district.
- Monday, May 12 is the earliest date that a board may designate its representative to cast the board’s vote(s) for the ISD board election and to designate who the representative should vote for on behalf of the board.
- The Ingham ISD Board Election will be held in the Thorburn Education Center in Mason on June 2 at 6:00pm.

**School Board Committees & OMA**

All meetings of a public body shall be open to the public. Is a board committee a public body?

- Yes - If the committee is receiving government authority from the board, then yes. Was board approval a rubber stamp? Committee exercising authority to preclude matters from reaching the full board for deliberation and decision – then a public body.
- No - If the committee is just gathering information, purely advisory, and sharing with the full board, then no. Board retains the authority to accept or reject recommendations.

If a public body, the board committee must:

- Post notice of the committee meeting
- Minutes are made available to the public
- Opportunity for Public Comment
- Decisions made in the open session and minutes must be taken.

# Ingham School Officers Association

## **Federal Administrative Law**

- School districts are still required to follow federal regulations unless they are set aside by a court, overturned by Congress, or repealed by the federal agency.
- Title IX Law – Federal statute that prohibits discrimination:
  - Based on sex
  - In education programs and activities,
  - Receiving federal financial assistance.
- Title IX Regulations – 2024 regulations have been vacated
  - Vacates the 2024 rules and automatically reinstates the 2020 Title IX Regulations
  - Staff need to be trained (or retrained) in the 2020 regulations.
  - Court ruled the Biden administration had overstepped when it sought to enforce its new interpretation of Title IX through federal rulemaking.
- Dear Colleague Letter (Feb 14, 2025)
  - Ensure that policies and actions comply with existing civil rights law;
  - Cease all efforts to circumvent prohibitions on use of race by relying on proxies or other indirect means to accomplish such ends;
  - Cease all reliance on third-party contractors, clearinghouses, or aggregators that are being used by institutions to circumvent
  - School leaders are encouraged to consult with district legal counsel.

## **Superintendents' Round Table Update**

Jason Mellema, Superintendent of Ingham ISD, provided an update from the February 26, 2025, Round Table Meeting.

- Information on the Stop the Bleed/Roman Kits for classrooms – training offer from ICSD
- StarNet Consortium Update on billing and internet
- Pre-Labor Start Waiver Request –Public Hearing on March 19 for the ISD service area
- Changes to the Pupil Accounting Manual and the timing of the updates to the manual.
- Executive Orders and Title III – English Language Learner
- Humanex Leadership Summit on March 12

## **ISOA Bylaws and Election of Officer**

ISOA Board members reviewed and approved the ISOA bylaws. Sarah Belanger, supported by Abbie Tykocki, moved to confirm the bylaws as written.

Annual election of the ISOA President and Vice President.

- Abbie Tykocki, supported by Josh Rockey, moved to confirm Sarah Belanger as President.
- Joshua Rockey, supported by Sarah Belanger, moved to confirm himself as Vice President of ISOA.

## **District Updates**

Williamston Williamston's Freaky Friday musical was a huge success. The annual Smokey Bear contest took place. A middle school teacher was named VFW Teacher of the Year. In the MS Math Counts competition, Williamston placed second overall at MSU. Bond work has begun with a construction/design company.

# Ingham School Officers Association

- Stockbridge Boys Basketball team had a season record of 20-4, while the Girls team is still competing. Activities for March Reading Month have started. There is consideration for a possible bond vote in November.
- East Lansing: The construction on the new central administration building, funded by the Safety, Security, and Accessibility Bond, will commence soon. The central office will move out of the high school to a new location. Renovations are planned for the high school and café area. Mental Health Summit scheduled for May.
- Okemos The Archery Tournament was a great success. The first year of construction on the new middle school is complete. The 7th graders took a trip to Spring Hill Camp.
- Lansing The district is proud of how their graduation rates have improved. Days of Professional development coming up.
- Webberville The high school musical, The Lightning Thief, will be on March 14/15. Vape detectors have been installed in the bathrooms with success.

## Upcoming Meetings

- April – No Meeting
- May 7, 2025 – End of the Year Wrap-up/ISD Budget Discussion

**IV. Committees**

**A. Academic and Technology Committee**

1. Agenda - April 8, 2025

119



## Academic and Technology Committee Agenda

Board of Education Room - ELHS

April 8, 2025

9:00 am

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Meeting Minutes – February 12, 2025
- V. Public Comment
- VI. Items for Discussion
  - a. Tech Updates
  - b. Book Break
  - c. Book Vending Machines
  - d. Book Challenge Policy
- VII. Announcements
- VIII. Adjournment



Academic and Tech Committee Agenda  
April 8, 2025

- I. Call to Order- 9:10 am
- II. Roll Call- Glenn, Christian, Terah, Liz, Student,
  - a. Absent- Chris Martin
  - b. Guest- Allie Sanchez
- III. Approval of Agenda- Chambers moved- Lyons Second
- IV. Approval of Meeting Mins- Feb 12, 2025- Chambers Moved-Lyons Second
- V. Public Comment- none
- VI. Items for Discussion
  - a. Tech Updates-
    - i. E-rate is a federal program for universal service funds.
      - 1. We have been moved to 80% coverage.
      - 2. Because we went up from 60% to 80%, we have saved some money on big projects, such as network updates and fiber maintenance.
    - ii. Security Bid- came in under budget.
      - 1. Security door cameras for HS, MS
        - a. Genetech company
    - iii. Securely Software in classrooms – trialing
      - 1. It helps teachers see what students are doing on school-issued devices.
      - 2. This is being piloted in HS and MS.
        - a. If we continue with this software, we will pilot it in elementary school next year.
  - b. Book Break- postponed for next meeting discussion
  - c. Book Vending Machines
    - i. Last week, we put our last vending machine into Green. We got them in all schools in about 1.5 years- which was supposed to be a 3 year project- All elementary schools have a book vending machine.
  - d. Book Challenge Policy
    - i. How should we move forward with a policy if challenges arise with material in our library?
- VII. Announcements- none
- VIII. Adjournment- 10:12 am

**B. Facilities Committee**

1. Minutes - December 5, 2024

123

## Facilities Committee Meeting

December 5, 1230 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Meeting Minutes, September 27
- V. Public Comment
- VI. Agenda Items:

1. Facilities Updates

The bottle fill station and filter grant award 173k from the State of Michigan  
First plow without contractor went well.  
Design phase for admin building and HS continues.  
Staff trained to do all wood floor surfacing in house.  
Tennis shed completed.

2. Athletic/Event Updates (Nikki)

Fall in review:

- We hosted MHSAA state semifinal soccer on October 30
- We hosted MHSAA volleyball regionals November 12 & 14
- We hosted 2 MHSAA playoff football games

We have been selected to host MHSAA boys basketball districts Feb 24, 26 & 28

Our facilities are full with winter sports! We are bursting at the seams with over 200 student athletes and 14 in-season teams and additional out-of-season teams utilizing the indoor track & weight room.

Our pool schedule is full with our boys swim team, and club aquatics such as water polo and youth swim. We have over 40 students on the wrestling teams (both boys and girls) and have purchased an additional wrestling mat so we can safely hold practices for all of them.



## Facilities Committee Meeting

April 3, 2025 1 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Meeting Minutes, December 5
- V. Public Comment
- VI. Agenda Items:
  1. Facilities Updates
    - a. The bottle fill station and filter grant award 173k from the State of Michigan (update on installation)
    - b. Tower Building demo
    - c. Hot water tank replacement at HS
    - d. Design phase for admin building and HS continues (any updates?)
    - e. Marble garden
    - f. Update on Winter maintenance
    - g. Future actions
  2. Athletic/Event Updates (Nikki)
    - a. Winter in review
    - b. Spring sports
    - c. MMS sports and city vs. school hosting
    - d. Spring/Summer track and tennis court hours
    - e. Nominating someone for EL Wall of Fame



Facilities Committee Meeting  
April 3, 2025 1 pm

- I. Call to Order 1:02 pm
  - Billy Hastings
  - Nikki Norris
  - Tali Faris-Hylen
  - Chris Martin
  - Elizabeth Lyons
  - Allie Sanchez
- II. Roll Call
- III. Approval of Agenda
  - Motion made by Lyons, seconded by Martin
- IV. Approval of Meeting Minutes, December 5
- V. Motion made by Lyons, seconded by Martin
- VI. Public Comment
- VII. Agenda Items:
  1. Facilities Updates
    - a. The bottle fill station and filter grant award 173k from the State of Michigan (update on installation)
      - Filter First Program- inventoried every water site in district to id where they will drink and where they will not. Evaluation underway and when they get evaluation back they can start picking out materials, get price and will award bids by Fall 2025. MTC does audit. Believe there will be 27 in total.
    - b. Tower Building demo – asbestos abated and being torn down weather permitting.
    - c. Hot water tank replacement at HS- to happen this summer.
    - d. Design phase for admin building and HS continues (any updates?)
    - e. Marble garden- great plan met with Billy. Moving forward
    - f. Red Cedar garden- rectangle vegetable garden to move forward as well
    - g. Update on Winter maintenance- successful transition into plowing Harrison Rd. schools. It worked out with our internal team. Cost savings \$40K this year.
    - h. Sunday storm- Donley solar field fell but it's still working. Score board and window at stadium damaged.
    - i. Community clinic field work started yesterday. Have a couple more visits before they finalize drawings and hope to put out bid June/July.
    - j. Prepping for spring sports around weather. Staying off soccer fields until next week.

- k. Courtyards at HS will be scrubbed up and taken care of this summer. Adding benches a couple trees.
  - l. Custodial resignations- 3. Were able to hire 3 more right away.
  - m. Mowing high school campus continues to go well and we saved \$29K in service fees last year.
  - n. Future actions
2. Athletic/Event Updates (Nikki)
- a. Winter in review- A couple really big basketball games here : Waverly (Fresh/JV/Varsity) students got in free and allotted for 300-400 tickets/passes. Tough to manage a bit. Districts everyone had to buy a ticket (set to 1000 that sold out by 930 am morning of game). Good number moving forward. People will now travel to ELHS and we might have another big games with ticket limits in 2026.  
Gymnastics went well  
Swim/Dive had a great season. Are potentially looking into timing system (touch pads, plunger, computer, display board) and have a quote for this.  
Youth Aquatics group has said they might help raise some \$\$\$ for this potentially this summer or fall.
  - b. Spring sports- lots of hosting onsite.
  - c. MMS sports and city vs. school hosting  
To put on next BOE agenda, April 14
  - d. Spring/Summer track and tennis court hours  
Track is 7 am – 1 pm M-F spring  
Track is 7 am – 5 pm M-F summer  
Tennis courts open throughout day, if PE goes out, public might be asked to move  
They have not really been locking them on night and weekends
  - e. Nominating someone for EL Wall of Fame  
Pat Murray heading this  
Cosette Buckberry  
Tom Hunt

For next meeting:

Facilities tour- to do a tour sometime in June. We can schedule this.

Meeting called at 2:00 pm



**C. Finance Committee**  
1. Agenda - April 7, 2025

131



## FINANCE COMMITTEE

509 Burcham Drive, East Lansing, MI 48823

---

Members: Kath Edsall (Chair), Estrella Torrez, and Abbie Tykocki

### Agenda

April 7, 2025 – 1:00 p.m.  
ELHS Board Room

1. Opening of Meeting
  - a. Call to Order
  - b. Roll Call
  - c. Approval of Agenda
  - d. Approval of Minutes: February 19, 2025
2. Public Comment
3. Items of Discussion
  - a. Second Semester Class Size Overages
  - b. Bid Package #2 Timeline for High School Addition.
  - c. Summary of House FY 2025-26 School Omnibus Budget (HB4162).
  - d. Preliminary 2025-26 Budget Assumptions and Revenue Estimates.
  - e. Other
4. Adjournment

**D. Policy Committee**

1. Minutes - February 10, 2025

133

## ELPS Policy Committee Minutes

February 10, 2025

1. Roll call: Terah, Kath, Dori, Rulesha (Tali via phone)
2. Approve Agenda: Terah motioned; Tali seconded: all ayes
3. Minutes from December 2, 2025, meeting Terah motioned, Tali seconded: all ayes
4. Agreed to amend Policy 5201 to include newest resolution under item H. Dori will give to Kelly to get in items of information and then on agenda for February 24<sup>th</sup> meeting.
5. Remaining item for last chair: Book Challenge process. Discussed plan to create a process to accept books into library etc. If a book that has already been in the library is challenged, it would be put through the same process.
6. MHSAA has not made any changes to policy re transgender students. Keep on radar
7. Title IX: must go back to 2020 policy due to new federal administration. Will get policies out in items of information to vote on at the February 24<sup>th</sup> BOE meeting.
8. Discussed schedule: Will do first Monday of the month from 10:30 to 12.
9. Adjourned at 11:45





ELPS BOARD OF EDUCATION  
Policy Committee Agenda  
April 7, 2025  
10:30 am  
ELPS Board Room

1. Roll Call
2. Approval of the Agenda
3. Approval of the minutes
4. Public Comment
5. Michigan's Earned Sick Time Act (ESTA)
6. Client/Attorney Privileged Letter
7. Book reviews
8. Other
9. Adjourned

**E. Mental Health Advisory Committee**

1. Agenda - April 14, 2025

137

## Mental Health Advisory Committee Meeting Agenda

4.14.25

ELHS Library and Hub

5:30pm-7:00pm

### Call to Order (Start in the Library) (Fin)

- Present:
- Absent:
- Note taker:
- [Sign in for Attendance](#)
- Welcome

### Approval of the meeting agenda (Fin)

- A motion to approve the [agenda](#) was made by

### Approval of the meeting minutes

- A motion to approve the [minutes](#) was made by

### Public Comment

- **GPL Update (MySAEBRS and Focus Group):** (Fin)
  - Fin to present 4.30.25 with Sarah from Harvard to Dori and others
- **ACMH Update (Fin)**
- **Committee Updates and Next Steps**
- Secondary Committee
  - Share Out-Amy M.
- Elementary Subcommittee
  - Positive Grams
  - Can complete until **Apr 1, 2025**
- Mental Health and Wellness Summit
  - Needed Spaces/Rooms
  - Volunteer Needs and Roles
  - Financial Needs
- Fundraising and Publicity
  - Shirts
  - Community Council Request and Amazon Wish List Request Update
  - Publications

### New Business/ Future Meeting Topics

### Announcements

- Next Full Committee Meeting: 2.10.24

### 10. Adjournment



## Mental Health Advisory Committee Meeting Agenda

3.10.25

ELHS Library and Hub

5:30pm-7:00pm

### Call to Order (Start in the Library) (Fin)

- Present:
- Absent:
- Note taker:
- [Sign in for Attendance](#)
- Welcome

### Approval of the meeting agenda (Fin)

- A motion to approve the [agenda](#) was made by

### Approval of the meeting minutes

- A motion to approve the [minutes](#) was made by

### Public Comment

- **GPL Update:** (Fin)
  - ELHS Student Focus group update
    - 2.25.25, 3.11.25
    - Analyzing transcripts, will share results and data
  - ELHS Caregiver Focus Group update
  - Donley Caregiver Focus Group update
- **MySAEBRS**
  - Year One Complete
  - Analyzing disaggregated data
    - Viewing trends
    - Potential steps-Email
- **Committee Updates and Next Steps**
- Secondary Committee
  - Share Out-Amy M.
- Elementary Subcommittee
  - Positive Grams
  - Can complete until **Apr 1, 2025**
- Mental Health and Wellness Summit
  - Needed Spaces/Rooms
  - Volunteer Needs and Roles
  - Financial Needs
- Fundraising and Publicity
  - Shirts
  - Community Council Request and Amazon Wish List Request Update
  - Publications

### New Business/ Future Meeting Topics

### Announcements

- Next Full Committee Meeting: 2.10.24

### 10. Adjournment



## Mental Health Advisory Committee Meeting Agenda

3.10.25

ELHS Library and Hub

5:30pm-7:00pm

### Call to Order (Start in the Library) (Fin) at 5:35pm

- Present: Pruitt, Tykocki, Findley, Peatross, Foster, Martin, Armstrong, Cox, Parcell, Davis, Lewis, Sesti, Burton, Walworth, Coyle
- Absent: Dunn, Eiland
- Note taker: Tykocki

### Approval of the meeting agenda (Fin)

- A motion to approve the [agenda](#) was made by Parcell, seconded by Martin.

### Approval of the meeting minutes

- A motion to approve the [minutes](#) was made by Peatross, seconded by Armstrong.

### Public Comment

- Gabby Pruitt earned a track scholarship to GVSU!!! Congratulations Gabby!
- Help pay for our meeting snacks if you are able via Venmo @Kristin-Sesti Last 4 digits 4136

### Old Business

- **TRAILS** - how it is implemented at ELPS is well regarded and Fin has been asked to consult with other districts to improve their implementation.
- **GPL Update:** (Fin)
  - ELHS Student Focus group update
    - First groups happened on 2.25.25, 3.11.25
      - Goal: Street data - are we walking the walk? What are we missing?
      - So far 12 students have participated
    - Analyzing transcripts, will share results and data
  - ELHS Caregiver Focus Group update
  - Donley Caregiver Focus Group update
    - Working over the next month on more focus groups
- **MySAEBRS**
  - Year One Complete - YAY! Done in October and February
  - Analyzing disaggregated data
    - Viewing trends - at grade level, building level, 57 teachers request results for their students
      - Going to start with 3rd grade next time we do this
      - System crashed for 3 days so the data will be somewhat skewed
      - Systems in place to reach students before they're in acute crisis
    - Potential steps-Email
      - If committee members have ideas of what questions or trends you want to see, please send them to Fin.
      - Concern about creating a situation where "moderate" students feel they have to worry about themselves, or feel called out
      - If someone's scores start to increase, then follow up
      - Anyone on the list that is already worked with, follow up
        - Scores may bump with treatment because they are learning the skills to own and work with their feelings. Feeling empowered.
      - In the future, do not test in February because it's dark/cloudy/cold and mental health is lower across the board.
      - Adding all "moderate" kids could overburden the staff with follow up
- **Committee Updates and Next Steps**

○

## **Mental Health Advisory Committee Meeting Agenda**

3.10.25

ELHS Library and Hub

5:30pm-7:00pm

- Secondary Committee
  - Share Out-Amy M.
  - Movie Night on Feb 27
    - Last year's movie night had to be canceled due to low interest
    - This year: 60-70 Kids! A lot were just on their cellphones. Next year, no cellphones. Some kids went to movie night rather than other clubs because they wanted the experience of community. They stayed to help clean up. A great event for kids to socialize in a safe place with snacks.
- Elementary Subcommittee
  - Has been approved to go into schools in May! So far 8 teachers expressed interest from 3 different buildings
- Mental Health and Wellness Summit / Fundraising and Publicity
  - Pushing out an Amazon Wish List and will be finalized on Friday, sent to principals and parents
  - Reaching out to local news outlets for publicity
  - Shirts - draft of potential shirt with pricing will be circulated on Friday

### **New Business/ Future Meeting Topics**

#### **Announcements**

- Next Full Committee Meeting: April 14, 2025

#### **10. Adjournment**



## Mental Health Advisory Committee Meeting Agenda

2.10.25

ELHS Library and Hub

5:30pm-7:00pm

### Call to Order (Start in the Library) (Fin)

- Present:
- Absent:
- Note taker:
- [Sign in for Attendance](#)

### Approval of the meeting agenda (Fin)

- A motion to approve the [agenda](#) was made by

### Approval of the meeting minutes

- A motion to approve the minutes was made by

### Public Comment

- Welcome/Introductions-
- **GPL Update:**
- **Logistics**
  - Student Focus group update
    - Feb 20 and 25
  - **Targeted participants**
    - MHAC asked to choose out of two options how to proceed with caregiver interviews
- Summit Committee
  - What do you need from other committees?
  - When do you need it?
  - Timeline of needs
- Elementary Subcommittee
  - Decide [when and what](#) possibilities work for you?
  - Fin is bringing information to Ad Council
- Secondary Committee
  - Please create a calendar of events
- Fundraising and Publicity
  - Shirts?
  - Do we have a draft sponsorship or donation request? If so, who and where dispersed
- **Committee and Action Focus**
  - Mental Health and Wellness Summit : April 23, 2025
  -  Mental Health and Wellness Summit  Fundraiser and Publicity  Elementary  Secondary
  - What is your committee's goal by the next meeting?

### New Business/ Future Meeting Topics

### Announcements

- Next Full Committee Meeting: 2.10.24

### 10. Adjournment





## Mental Health Advisory Committee Meeting Minutes

2.10.25

ELHS Library and Hub

5:30pm-7:00pm

### Call to Order (Start in the Library) (Fin) at 5:33PM

- Present: Findley, Pruitt, Pfaendter, Walworth, Parcell, Foster, Martin, Coyle, Tykocki
- Absent: Cox, Davis, Burton, Eiland, Tuell, Munoz, Dunn, Trevino, Sesti, Armstrong,
- Note taker: Tykocki

### Approval of the meeting agenda (Fin)

- A motion to approve the [agenda](#) was made by Parcell, Seconded by Walworth

### Approval of the meeting minutes

- A motion to approve the minutes was made by Martin, Seconded by Pruitt

### Public Comment

- Jeff Davis from TRAILS & Ingham County Health Department visiting

### Old Business:

- Welcome/Introductions
  - NEXT MEETINGS ARE MARCH 10 AND APRIL 14 - make sure they're on your calendars.
- [GPL Update:](#)
  - Student Focus group update
    - Feb 20 and 25
    - 26 Potential Students identified in areas of economically vulnerable, juvenile justice involvement, high achievers, and school avoidant in a diversity of demographics. Hoping to have 20 participate. Consent is being obtained by Assoc. Principal Davis.
  - Targeted participants
    - MHAC asked to choose out of two options how to proceed with caregiver interviews
      - Motion to choose Option 1: Focus on specific school buildings made by Tykocki, seconded by Pfaendtner. Passed unanimously.
      - Option 1 is more logistically viable, there is a clear need at one elementary school, early invention for these young students is critical, opportunities for clear evaluation of improvement, which could inform future funding conversations around social work in school buildings
      - Caregiver interviews will happen in March
- **Committee and Action Focus**
  - Mental Health and Wellness Summit: April 23, 2025
  - Mental Health and Wellness Summit Committee
  - Fundraiser
  - Elementary
  - Secondary
  - What is your committee's goal by the next meeting?
    - Summit Committee
      - Joined fundraising conversation, recommend emails to principals and community councils with asks for \$300 from elementary schools and \$500 from middles school.
      - Prize Basket ideas for Amazon Wishlist
      - Asking Sunshine about getting a speaker with lived experience.
      - **LAST DATE TO COMMIT TO PARTICIPATING IS MARCH. Send any possible contacts to Erin Parcell asap.**
    - Elementary Subcommittee
      - Offering to lead a lesson in Positive Grams during in-school hours. Tykocki will email group to collect dates of availability and pass to Fin by the 18th. (Possibility for help from StuCo as they already do Kindness Grams. Pruitt to liaise as needed.

## Mental Health Advisory Committee Meeting Minutes

2.10.25

ELHS Library and Hub

5:30pm-7:00pm

- Offering packet of information to be emailed to families at the start of May for Mental Health Awareness Month
- Fin will get calendars from each school to assist in scheduling
- Secondary Committee
  - Cocoa and Cram was a success. ~70 students. Thank you to the Counseling Team!!
  - Hygge night got a heartfelt thank you from a caregiver whose 9th grade student is rarely invited to events. Goal for more cross promotion of these events to students who typically are missed at extracurricular events.
- Fundraising and Publicity
  - \$1000 received from East Lansing Basketball - THANK YOU!!
  - Fin - Passport, Flyer, Sherry Seyka. NHS Kids, Concessions
  - Publicize to ELi, WKAR, LSJ
- SPARK Update
  - Bake sale coming up! Thursday

### New Business/ Future Meeting Topics

- **At 3.10.25 Meeting** please review your committee below to see what we hope to have had done prior to the meeting or during the meeting:
  - Elementary Subcommittee:
    - Work on logistics and have plans to connect with each building if requested.
    - If agreed upon, start working on Summer Mental Health Toolkit
    - Who should we ask to see about Caregiver engagement in focus groups from Donley?
  - Secondary Committee:
    - Should be able to update regarding MMS Movie night, ELHS 2<sup>nd</sup> Hygge night
    - SPARK-How was the Bake Sale? What do you plan to do with funds?
    - Consider who should be targeted for Caregiver Focus Group involvement
  - Fundraising and Publicity:
    - Should have Amazon Wishlist approved and posted (can be added to)
    - Coordinate with Summit Committee regarding budget needs vs. Prizes and raffle
    - Work to create social media posts
    - Plan when/how to reach out to news outlets
  - Summit:
    - Finalize Participation and what each organization will offer
    - Start deciding where people will be stationed
    - Timing? How are we letting people know?
    - NHS Hours-specific tasks?

### Announcements

- Next Full Committee Meeting: 3.10.24
- Please have at least one subcommittee member bring a computer

Adjournment 6:59PM

**Mental Health Advisory Committee Meeting Minutes**

2.10.25

ELHS Library and Hub

5:30pm-7:00pm

***Respectfully Submitted,***

***Dori Leyko  
Superintendent***