MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

Muskegon Community College HVAC – Direct Digital Control / Building Automation System Update

Issue Date: Friday, August 6, 2021 10am
Site Resource and Data Pickup Dates at
Main Campus Physical Plant Offices Room (1360):
(Friday, August 6, 2021 8am until noon)
(Monday, August 9, 2021 8am until 4pm)
(Tuesday, August 10, 2021 8am until noon)
Mandatory Pre-Bid Walkthrough Dates:
Main Campus - Thursday, August 12, 2021, 8am until 4pm
Sturrus Technology Center - Friday, August 13, 2021 8am until 10am
Ottawa Center, Friday, August 13, 2021 11am until 1pm
Proposal Due Date: Friday, August 20, 2021 2pm
Review RFP Proposals: Tuesday, August 24, 2021
Selection of Vendor: Friday, September 17, 2021

All times listed are Eastern Standard Time
To access campus, all visitors must complete a Daily Health and Safety Screening Form and adhere to all requirements as posted on entrance as to mask use, social distancing and any related pandemic requirements. Hard copies of the DHSS form are available at the Stevenson Center entrance lobby desk.

RFP Coordinator:  Mike Council
Purchasing & Financial Services Manager
Room # 1044B
221 S. Quarterline Road
Muskegon, MI 49442
Telephone: (231) 777-0669
Email: mike.council@muskegoncc.edu

FROM THE TIME THIS RFP IS ISSUED UNTIL AWARD NOTIFICATION IS MADE, ALL CONTACT WITH MCC REGARDING THIS RFP MUST BE MADE THROUGH THE MCC RFP COORDINATOR. NO OTHER PERSON/MCC EMPLOYEE IS EMPOWERED TO MAKE BINDING STATEMENTS REGARDING THIS RFP. VIOLATION OF THIS PROVISION MAY LEAD TO DISQUALIFICATION FROM THE BIDDING PROCESS AT MCC’S DISCRETION. RESPONDERS TO THE RFP WILL BE REFERRED TO HEREIN AS BIDDERS, VENDORS, PROVIDERS, CONTRACTED PARTY.

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PART I INTRODUCTION

A. PURPOSE

Muskegon Community College is seeking and accepting proposals from qualified vendors for the delivery and installation of direct digital control and building automation systems pursuant to the specifications attached to this RFP.

Vendor shall perform all services and shall identify any subcontractors proposed to be used. Muskegon Community College will provide a list of current vendors for specific divisions.

Vendor will be required to work with the College as needed to manage, coordinate and supervise the entire project to completion. Hours of work will be primarily third shift for access and a first and second shift component for areas that are not immediately affected by the work. A schedule of access will be generated with the College in consultation with the Vendor.

Vendors are required to complete / conduct a field verification survey, verifying filed components, migrate / upgrade / replace existing controls, provide 4GLTE or better accessibility (STC and Ottawa Center), complete staged end user training, provide an extended warranty option, installation, parts, identified related deficiencies requiring correction, repair, commissioning and O and M provisions for BAS controls for properties owned by Muskegon Community College. This includes the facilities at the Main Campus, Sturrus Technology Center and Ottawa Center.

The DDC BAS controls at the facilities are currently served by a mixture of pneumatic, Siemens, Staefa, Lon, Honeywell Lon, and BACnet supported systems. The current systems are supported by JAVA AX and no longer supported by Oracle. The project goal is to consolidate the systems under one unified model, provide a seamless interface, replace outdated components that are at the end of useful life, update graphics with animations, replace all pneumatic actuators and operators, and identify any needed issues to address.

Muskegon Community College desires work to start between October 1, 2021 and October 30, 2021 with a project 100% completion date of May 1, 2022, this includes a third party TAB report and final commissioning completed, with final billing submitted. Vendor is requested to provide an anticipated project timeline in it’s proposal.

Muskegon Community College shall select the Vendor whose proposal, oral presentation, if requested, criteria for award consideration, and who demonstrates the capability to best fulfill the purpose of this RFP, in a cost effective manner.

B. BACKGROUND

MCC was founded as Muskegon Junior College in 1926, and has been continually accredited by the Higher Learning Commission of North Central Association since 1929. MCC moved to its current campus location, an Alden B. Dow designed facility that opened to the public in 1967.

In 1995, the Stevenson Center for Higher Education opened, comprising a consortium of Ferris State University, Grand Valley State University, and Western Michigan University, designed to increase access to educational opportunities for Muskegon residents. In 2010 the Outdoor Learning Lab, a focal point of
green technology and center for MCC’s new Alternative and Renewable Energy certificate program opened. MCC is currently located on a 111-acre campus in Muskegon, with extension centers in Fremont, Grand Haven, Newaygo and Whitehall.

In 2013, MCC received approval and funding for a construction and renovation project involving four major areas that include: Science, Technology, Engineering, and Math (STEM) Center, MCC Muskegon Downtown Center, Health and Wellness Education Center, and a Creative and Performing Arts Center. According to MCC President, Dr. Dale Nesbary, “Muskegon Community College needs to compete on a national and global level. In addition to meeting crucial student needs, this expansion will also benefit employers and the community at large. It will help attract and retain talented individuals and equip them with the science skills to make them both more effective employees and informed residents, critical to improving the overall health of our communities. Moreover, MCC’s growth from approximately 2,000 in the mid-1960s to approximately 5,000 credit-bearing students has led to the need for additional academic space in the STEM fields.”
C. GENERAL TERMS AND CONDITIONS

By submitting a response to this RFP, Bidder agrees to the following terms and conditions:

1. **Proposal Due Date.** Proposals must be sealed and received by either mail or personal delivery by **Friday, August 20, 2021 2pm EST**. Proposals received after the specified time will not be considered. Proposals shall be plainly marked on the outside of the envelope/box with “Muskegon Community College HVAC – Direct Digital Control / Building Automation System Update Project” and with the name of the firm submitting the proposal. It is the sole responsibility of the Bidder to assure that its proposal is received by MCC prior to the time specified. One (1) original and five (5) identical copies should be submitted to the following address:

   **RFP Coordinator:** Mike Council  
   Purchasing & Financial Services Manager  
   Room # 1044B  
   221 South Quarterline Road  
   Muskegon, MI 49442  
   **Telephone:** 231-777-0669  
   **Email:** mike.council@muskegoncc.edu

2. **Bidder Questions or Clarifications.** If any Bidder contemplating submitting a proposal is in doubt as to the true meaning of any part of this RFP, it may submit to MCC a written request for an interpretation thereof. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a vendor shall be binding. All inquiries regarding this proposal must be written and should be submitted to:

   **RFP Coordinator:** Mike Council  
   Purchasing & Financial Services Manager  
   Room # 1044B  
   221 South Quarterline Road  
   Muskegon, MI 49442  
   **Telephone:** 231-777-0669  
   **Email:** mike.council@muskegoncc.edu

3. **Proposal Amendments.** MCC reserves the right to amend this RFP without altering the timing requirements indicated. Any changes or addenda to this RFP will be communicated in writing to all Bidders as quickly as possible.

4. **Proposal Rejection.** MCC reserves the right to reject any Bidder’s response for any reason. MCC is under no obligation to award any Bidder the business, and may elect to reject all responses and pursue actions outside of this RFP process.

5. **Bidder Expenses.** Bidder is solely responsible for any expenses incurred by it for proposal preparation and submission. This includes attendance at personal interviews or other meetings.

6. **Instruction and Format Requirements.** All proposals should adhere to the instruction and format requirements outlined in this RFP and in all written supplements and amendments (such as summary of Questions and Answers), issued by MCC.
7. **Criteria for Award Consideration.** General criteria upon which proposals will be evaluated include, but are not limited to, the following:

- Specification adherence (e.g. elements, attributes, appearances)
- Construction (e.g. installation plan, quality, design, materials)
- Cost (e.g. initial cost, life-cycle cost, long term)
- Completeness, thoroughness and detail of response as reflected by the proposal’s coverage of all elements in the product and work requested
- Proposer’s past relationship with the College
- Authorized service and installation vendor & services provider for equipment being installed.
- Quality of the proposer’s existing goods and services
- Attendance of mandatory pre-bid (project scope and overview meeting)
- List and weight of any other relevant factors
- Pricing of project functional area and alternate(s)
- Anticipated pricing discount of purchasing all devices, sensors, components within first month of mobilization.
- Acquisition of bid bond for project. 5% of total project
- Acceptance of liquidated damages conditions for the project will be $250 per calendar day after May 9, 5pm, 2021.

8. **Selection Process.** The selection process will be performed by a selection committee representing the Muskegon Community College Office of Physical Plant. This group will evaluate the proposals and make the final decision.

9. **Contract Awarded and Pricing Structure.** Proposals are to include the price per item and the price for transportation, demolition of current unit, installation and startup.

10. **Duration of Offer.** All proposal responses must indicate they are valid for a minimum of sixty (60) calendar days from the date the proposal is due, unless extended by mutual written agreement between Muskegon Community College and the vendor.

11. **Review Final Contract Documents.** If MCC awards this project to a Bidder, this RFP and the selected Bidder’s proposal, including all appendices or attachments, will become part of the final contract.

12. **Freedom of Information Act.** The content of all proposals, correspondence, addenda, memoranda, working papers and other medium which discloses any aspect of the RFP process shall be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal(s) and the proposal(s) not selected, and the information in those proposals that a Bidder may consider proprietary in nature. Therefore, MCC makes no representation it can or will maintain the confidentiality of such information. The act of submitting a proposal to MCC shall be construed as understanding and acceptance of this public information disclosure requirement.

13. **Anticipated Timeline.** Listed below are dates and times of actions related to this RFP:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>Friday, August 6, 2021</td>
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<tr>
<td>Event</td>
<td>Date and Time</td>
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<td>-------------------------------------------------</td>
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<tr>
<td>Mandatory Pre-bid Meeting</td>
<td>Tuesday, August 10, 2021 9am</td>
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<td></td>
<td>Muskegon Community College – Stevenson Center room 1300, Muskegon, Michigan 49442</td>
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<tr>
<td>Site Resource and Data Pickup</td>
<td>Friday, August 6, 2021 8am until noon</td>
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<tr>
<td>Selection of Vendor</td>
<td>Friday, September 17, 2021</td>
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PART II SCOPE OF SERVICES

A. REQUIRED SERVICES & EXPECTATIONS

- See general project deliverables, requirements and submittals page 20 - 22.

I. Delivery and Installation.

- The Vendor will work pursuant to the specifications attached in the RFP.
- Muskegon Community College is a Smoke Free campus.
- Muskegon Community College is a Weapon Free campus.
- All demolition and project waste will be disposed of into state approved landfill.
- All Hot Work will be coordinated with Muskegon Community College Physical Plant and Muskegon Community College Security Office.
- Delivery, demolition, removal, assembly, and installation shall be performed by the contracted Vendor.
- The contracted vendor will be responsible for all permits and inspections as required.
- To ensure there is no conflict with the delivery of items the Vendor shall coordinate the delivery date, delivery location, and installation schedule of items with the Muskegon Community College Office of Physical Plant prior to first delivery date.
- All transportation, delivery, installation, and disposal arrangements shall be the responsibility of the Vendor.
- The Vendor shall have complete responsibility for supplies, items and equipment until they are delivered, unpacked, and installed at all sites defined therein.
- The College does not have internal long-term storage facilities (shipping and receiving) and shall not accept items prior to project start unless expressly noted during the RFP submission and unless expressly finalized with the College.
- The College will work with the Vendor to provide project workspace for system programming, staging area, and material storage for the project’s duration.
- The Vendor shall be solely responsible for correcting damages to the college premises resulting from the installation process.
- The Vendor shall be responsible for the daily removal of crating and packing materials from the college premises.
- All areas must be thoroughly cleaned and ready for College use when work is completed daily unless otherwise directed by the College.
- Items shall be considered received when completely unpacked, assembled, installed and free of dirt, marks, dents, scratches, tape, packaging or other foreign substances.
- All planned installation – delivery, demolition, installation services and startup will be performed under normal campus working hours that coincide with the business hours and requirements of Muskegon Community College. Monday – Friday 7am – 5pm. No holiday or weekend access unless specifically approved by the MCC Office of Physical Plant. Exceptions noted previously for 2nd and 3rd shift work for areas of the College that are not accessible due to class and business use.
- For hours not listed or described herein, the Vendor will provide a request for access to the Muskegon Community College Office of Physical Plant to review, plan and approve hours outside of the regular business day.
- Projected Vendor access for Stevenson Center, Main Campus Administration / Support Office Suites will be 3rd shift or during defined holiday breaks as determined with Muskegon Community College Office of Physical Plant and Vendor. Work must be detailed and submitted no less than 30 days prior to access need for MCC dissemination to affected MCC faculty and staff.
- The Vendor will meet with the College as needed or requested by MCC
- The Vendor will invoice the College pursuant to an agreed upon payment schedule.
- The Vendor will provide all supplies and materials to complete the project.
- The Vendor will provide, fully train, and direct workforce at minimum one representative from the contracted company.
- This project is not subject to Michigan prevailing wage requirements.
- The Vendor will comply with all Federal, State and local laws, and regulations governing the furnishing and use of all safeguards, safety devices, and protective equipment, and take any other actions on their own responsibility as necessary to protect the life and health of employees on the job and the safety of the public and to protect property during the performance of the agreement.
- The installation shall be inspected by representatives of the college and the Vendor prior to final acceptance by the college.
- The vendor is required to create an schedule, prior to work being performed, with Muskegon Community College Office of Physical Plant to identify any Asbestos Containing Materials that are not to be disturbed in each work area. This planning and identification will be completed before any and all work and access commences in each area.
- All existing wiring that is not used or is replaced will be removed from the site.
- All wiring will be clearly labeled at all termination points.
- The defined electrical contractor will be Newkirk Electric Associates.
- The defined plumbing contractor will be Hurst Mechanical.
- The defined mechanical contractor will be Hurst Mechanical.
- The defined roofing contractor will be Certified Building Solutions, J. Stevens Construction, and Versatile Roofing Systems. This is to be determined by specific roof section warranty / warranty duration with MCC.
- Vendor shall coordinate and work with the College to avoid disruptions to existing operations.
- Front-end graphics shall be coordinated in detail with the Director of Physical Plant and the Maintenance and Operations staff to ensure ease of use while also keeping detailed system diagnostic information. Provide a complete submittal on the graphical user interface and collaborate with M & O staff on the desired visuals and level of control.
- Graphic animations, for user interface, will be integrated from MCC user's feedback and acceptance during graphic interface design. Animations display operating statuses.
- All closeout information, database backups, device access, graphics data, and commissioning summaries (O & M's, written and electronic formats) will be provided to Muskegon Community College Office Physical Plant at the substantial completion of the project. This will be in color copy, three ring binder and electronic format. Warranty certificate and statement of installation warranty with terms.
- Provide a work plan describing the investigation phase, the design phase, the installation phase, the commissioning phase, and the warranty phase.
- Provide complete plans & system data sheets with specifications.
- Provide a complete specification, system plan, system architectural map, and points list.
- Provide a complete set of as-built, AutoCAD files (or any other electronic software used to develop the design and as builds), PDF, and hardcopy.
- Design and complete sequence of operations specific to each building.
- Provide all necessary equipment, hardware, adapters, and any other materials necessary for a complete installation.
- Vendor to provide any ancillary equipment needed in addition to what is specified.
- Other required Ethernet connections will be coordinated with MCC OIT.
- If discounts are offered for project pre-payment, please provide the specifics.
- As part of the RFP response, the Vendor shall provide an itemized and detailed breakdown of the Contract Price per building / area in accordance with the enclosed exhibit. Page 19.
- The delivered product will be inspected by the college. In the event the delivered product fails to conform to award specifications, the Vendor shall remove the delivered product and immediately replace it with an acceptable product conforming to the contract requirements at no additional cost to the College.
- The contracted vendor will be responsible to adhere to all property and access requirements as they relate to Covid-19.
- The vendor will provide a copy of their specific Covid-19 response plan to the College if required for access.
- The College reserves the right to complete the project in a manner that adheres to the overall projected cost and accepted RFP.

B. FINAL CONTRACT

Following the award, MCC and the selected Provider will negotiate the terms of the definitive contract. In the event that an acceptable contract cannot be reached with the selected Provider, MCC may withdraw its award and negotiate with the next highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, MCC may cancel the RFP, at its sole discretion.

The definitive contract shall at a minimum, contain the insurance provisions set forth in Section D below and the following terms:

1. This is not an agreement of employment or partnership of the Provider or any of the Provider’s employees by MCC. The Provider is an independent contractor for all purposes under this Agreement.

2. Provider shall perform its services in a professional manner and shall use only qualified and experienced personnel.

3. Provider agrees to maintain at all times, adequate staff of experienced and qualified employees for efficient performance under this Agreement.
4. Provider agrees that all personnel working for or on behalf of Provider, while on MCC’s premises, shall obey the rules and regulations that are established by MCC, and shall comply with the reasonable directions of MCC’s managerial staff.

5. Provider shall be responsible for all damages to persons or property caused by the Provider or any of its agents or employees while on MCC’s premises. Provider shall promptly repair, to the specifications of MCC, any damage that it, or its employees or agents, may cause to MCC’s premises or equipment. If the Provider fails to do so, MCC may repair such damage and the Provider shall reimburse MCC promptly for the cost of repair.

6. Provider agrees that, in the event of an accident of any kind, the Provider will immediately notify MCC Security, Director of Physical Plant and Assistant Director of Physical Plant and thereafter, if requested, furnish a full-written report of such accident.

7. MCC shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of the Provider or its employees or subcontractors.

8. The contract may be terminated by mutual consent of both parties or by MCC at its discretion. This contract, if awarded, may be cancelled in whole or in part by MCC upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the Provider will be grounds for termination. Termination will take place within fifteen (15) days of notification.

9. All prices for the Provider’s services hereunder are firm for the term of this Agreement. MCC shall pay the Provider for satisfactory performance of the services specified in this Agreement, and any related addenda.

10. The Provider will abide by all State and Federal Regulations on wages and hours of any employee. The Provider shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with MCC. The Provider shall keep current all licenses and permits.

C. EQUAL OPPORTUNITY NOTICE

Muskegon Community College continues to promote staff diversity, and is an equal opportunity employer. MCC does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, gender identity, transgender status, political persuasion, disability, height, weight, veteran status, age or any other protected class in any of its educational programs, activities or employment. Minorities, women, veterans, and the physically challenged are encouraged to apply.

D. INSURANCE

1. Coverage. The selected Provider shall maintain insurance, having the coverage described below and approved by MCC, prior to the contract, and shall maintain such insurance until the contract is terminated according to the prescribed procedures.

2. Evidence of Insurance. The Provider shall furnish MCC with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the
insurance requirements set forth above. All certificates shall provide for written notice to MCC prior to the cancellation of any insurance referred to therein. Failure to furnish the required certificate or failure to maintain the required insurance may result in termination of this Agreement at MCC’s option. Any waiver of Provider’s obligation to furnish such certificate or maintain such insurance must be in writing and signed by an authorized representative of MCC. Failure of MCC to demand such certificate or other evidence of full compliance with these insurance requirements or failure of MCC to identify a deficiency from evidence that is provided shall not be construed as a waiver of Provider’s obligation to maintain such insurance, or as a waiver as to the enforcement of any of these provisions at a later date.

3. **Certified Copies of Policies.** Provider shall provide certified copies of all insurance policies required above within ten (10) days of MCC’s written request for said copies.

4. **Commercial General and Umbrella Liability Insurance.** Provider shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project or location. CGL insurance shall be written on an ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). “MCC, its elected and appointed officials, employees, students, agents and volunteers” shall be included as an insured under the CGL and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to College. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability assumed under a contract. Coverage shall be endorsed, if necessary to include lost key coverage.
5. **Automobile and Umbrella Liability Insurance.** Provider shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $2,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). Umbrella Coverage $3,000,000.

6. **Workers Compensation Insurance.** Provider shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.

7. **Commercial Property Insurance.** Provider may, at its option, purchase business income, extra expense or similar coverage, and in no event shall MCC be liable for any business interruption or other consequential loss sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents or volunteer. Provider may, at its option, purchase insurance to cover its personal property. In no event shall MCC be liable for any damage to or loss of personal property sustained by Provider, whether or not it is insured, even if such loss is caused by the negligence of MCC, its elected and appointed officials, employees, students, agents and volunteers.

8. **Professional Liability Insurance.** Provider shall maintain in force for the duration of this contract errors and omissions liability insurance appropriate to the Provider’s profession. Coverage as required in this paragraph shall apply to liability for a professional error, act, or omission arising out of the scope of the Provider’s services as defined in this Agreement. Coverage shall be written subject to limits of not less than $1,000,000 per loss. If coverage is written on a claims-made basis, the Provider warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this Agreement; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

9. **Acceptability of Insurers.** All required insurance shall be purchased from insurers acceptable to MCC. MCC shall have the right to reject insurance from an insurer that it deems unacceptable due to poor financial condition or because it is not operating legally.

10. **No Representation of Coverage Adequacy.** By requiring insurance herein, MCC does not represent that coverage and limits will necessarily be adequate to protect Provider, and such coverage and limits shall not be deemed as a limitation on Provider’s liability under the indemnities granted to MCC in this contract.

11. **Indemnification.** Provider agrees to defend, indemnify and hold MCC, its elected and appointed officials, employees, students, agents and volunteers harmless from any claim, including, but not limited to death, bodily injury, personal injury or property damage, together with reasonable attorneys’ fees and court costs, arising from Provider’s performance under this Agreement, except, however, Provider will not be required to indemnify MCC for claims that arise out of the sole negligence or acts of MCC.

12. **Subcontractor Requirements.** Provider agrees to contractually obligate its subcontractors to indemnify MCC in precise conformance to the terms of Provider’s obligation to indemnify MCC pursuant to this Agreement. The Provider further agrees to contractually obligate its subcontractors to provide insurance with the insurance coverages and limits of liability required to be provided by the Provider pursuant to the terms and conditions of this Agreement.
13. **Cancellation or Reduction in Coverage.** In the event of a lapse or reduction in the required coverages, the Provider shall cease operations and shall not resume operations until new insurance is in force.

**E. PROPOSAL FORMAT**

In order to insure a uniform review process and obtain the maximum degree of compatibility, it is required that proposals be organized in the manner specified below:

1. **Title Page.** The Provider should identify the RFP subject, the name of the Company, local and corporate address, telephone number, name and title of contact person and date of submission. See Proposer's Certification Form in PART III PROPOSAL FORMS.

2. **Executive Summary.** The executive summary shall discuss the highlights, key features and distinguishing points of the proposal. A separate sheet shall include a list of individuals and contacts for this proposal and how to communicate with them. Limit the Proposal Summary / Proposal Summary to eight (8) pages including the separate sheet.

3. **Company Profile.** The company profile shall include a brief description of the Bidder's company size as well as the proposed local organization structure. Include a discussion of the Bidder's financial stability, capacity and resources. If other companies are participating in the proposal, include similar information about those companies.

4. **Company Qualifications.** This section shall include a brief description of the Bidder’s qualifications and previous experience on similar or related projects. Bidder must provide detailed information regarding the expertise and experience supporting the critical components of the project.

5. **Work Plan or Proposal.** This section shall present a well-conceived plan for the services at MCC. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Provider understands MCC’s objectives and work requirements, and the Provider’s ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the Provider’s ability to meet MCC’s schedule, outlining the approach that would be undertaken in providing the requested services described in this RFP.

6. **Proposal Exceptions.** If the Provider finds it impossible or impractical to adhere to any portion of the RFP specifications and all attachments, it shall be so stated in its proposal, with all deviations grouped together in a separate section entitled, “Exceptions/Deviations from Proposal Requirements.” This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections. Objections or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as deviations, and the Provider in submitting a proposal, will accept this stipulation without recourse. Items not excepted, will not be open to later negotiation.

7. **Proposal Cost Sheet.** This section shall include the equipment costs, and all charges for transportation, packaging, crates, containers, insurance, etc. necessary to complete delivery.
PART III PROPOSAL FORMS

A. Schedule A -- Proposer's Certification
B. Schedule B -- List of References Form
Schedule A

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

Muskegon Community College HVAC – Direct Digital Control / Building Automation System Update

PROPOSER’S CERTIFICATION

IMPORTANT: This form must be returned with the bid proposal form

The undersigned certifies that he/she has carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid Forms and all other documents accompanying this proposal.

The undersigned offers and agrees to furnish the services specified in the Request for Proposal at the prices or rates quoted in the proposal. The undersigned agrees that the proposal will remain firm for a period of sixty (60) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

The undersigned certifies that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder/proposer interested in bid/proposal; and the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

The undersigned certifies that all information contained in this Request for Proposal is truthful to the best of his/her knowledge and belief. The undersigned further certifies that he/she is duly authorized to submit this proposal on behalf of the Provider/contractor and that the Provider/contractor is ready, willing and able to perform if awarded this bid/proposal.

Name of Business ___________________________ Date ___________________________

Address ___________________________ Authorized Signature ___________________________

City and State __________________ Zip Code ___________________________ Name (Typed or Printed) ___________________________

Phone Number __________________ Undersigned Title ___________________________

E-Mail Address __________________ Company URL ___________________________

NOTE: Changes to this RFP may be issued in the form of an addendum at any time prior to the due date and time for submitting proposals. The RFP Coordinator maintains a mailing list of all vendors that were provided copies of this solicitation (via vendor pickup, mail, fax or email). The RFP Coordinator will send the addendum to any vendor who directly received a copy of the RFP from the RFP Coordinator. Any vendor who did not directly receive a copy of the RFP from MCC is encouraged to visit MCC’s web site regularly to learn of any changes to the solicitation (http://www.muskegoncc.edu/pages/2933.asp) and contact the RFP Coordinator to have their name added to the mailing list.
Schedule B

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

Muskegon Community College HVAC – Direct Digital Control / Building Automation System Update Project

LIST OF REFERENCES

IMPORTANT: This form must be returned with the bid proposal.

The Provider must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed.

1. Company Name: __________________________________________________
   Street Address: __________________________________________________
   City/State/Zip Code: _____________________________________________
   Contact Person: _________________________________________________
   Telephone No.: _________________________________________________
   E-Mail Address: _________________________________________________
   Gross Sq. Ft. Supported: _________________________________________

2. Company Name: __________________________________________________
   Street Address: _________________________________________________
   City/State/Zip Code: _____________________________________________
   Contact Person: _________________________________________________
   Telephone No.: _________________________________________________
   E-Mail Address: _________________________________________________
   Gross Sq. Ft. Supported: _________________________________________

3. Company Name: __________________________________________________
   Street Address: _________________________________________________
   City/State/Zip Code: _____________________________________________
   Contact Person: _________________________________________________
   Telephone No.: _________________________________________________
   E-Mail Address: _________________________________________________
   Gross Sq. Ft. Supported: _________________________________________
Schedule C

MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

Muskegon Community College HVAC – Direct Digital Control / Building Automation System Update Project

Cost Sheet Example

IMPORTANT: This form model must be returned with the bid proposal form. Please add additional areas as needed to complete.

The Provider must furnish pricing for locations.

<table>
<thead>
<tr>
<th>Area Name:</th>
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<tr>
<td>Cost:</td>
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**PROJECT DELIVERABLES, REQUIREMENTS, and SUBMITTALS**

- Web based graphical interface and software.
- Seamless integration of existing BACnet systems.
- 4 GLTE to Jace accessibility for STC and Ottawa Center.
- End user training for duration of project - 3 – 8 hr. session’s minimum with Q & A sessions.
- BACnet wiring will be fluorescent green or purple.
- Field devices must be readily available at local wholesale sources by any licensed vendor.
- Device wiring will be white from controllers to sensors and inputs.
- New thermostat wiring (CAT 6 minimum) or cabling requiring Ethernet will be coordinated with MCC for color and will be clearly labeled.
- Removal and replacement of all pneumatic actuators, including wiring and conduit.
- Provide anticipated conversion cost of BR Gym Conversion from pneumatic controls and anticipated integration cost. Page 19, Schedule C Cost Sheet.
- Removal and replacement of all pneumatic controls, including wiring and conduit.
- Room occupancy demand response control – Spec’d with thermostat replacements.
- All new room numbering will be referenced in all controls to match the specific area / rooms on graphics when programmed.
- Main Campus rooms 1018, 1019, 1032, and 1035 units integrated into controls. Currently unitary.
- Replacement of all existing space thermostats, in non-BACnet current environments with wall mounted thermostat, occupancy sensor for occupied response (classrooms only), override button and warmer / cooler adjustment temperature, or equivalent finalized by College. Programmable options for each option in control software. Corridors will be stainless steel blank plate temperature sensors, labeled with equipment served.
- All other thermostats will be replaced as needed to merge with new controls.
- Co2 monitoring with user defined / programmable demand ventilation.
- Degree-day demand base response for heating and cooling shall be integrated within the project programming, accessible by College.
- Integrate and control lighting systems that are currently supported by existing BAS system.
  - Examples but not limited to:
    - Parking Lot SC North
    - Parking Lot MC South
    - JL Stevenson Interior
    - Chemistry Hallway Display Cases
    - Art and Music Canopy
    - Stevenson Center Main Walkway
    - Lighting
  - Vendor must verify all integrated lighting controls to be connected.
- All lighting controls will have manual over rides readily accessible.
- Integrate exhaust fan controls that are currently supported and controlled by existing BAS system.
- Integrate monitoring for sump pumps / dewatering systems currently supported by existing BAS system.
  - Locations – Nursing Mechanical Room & B Mechanical Room
- Installation of Air Handler Unit Controllers to include but not limited to temperature sensors for supply, return and mixed air, building and duct static pressure sensor (VFD controlled), high and low pressure static cut out (VFD controlled), smoke detector monitoring and hardwire interlock to fan control relay, low limit freeze stat monitoring and hardwire interlock to fan control relay.
- E-mail alarm notification generation, by site, to specific end users. Programmable by end users.
- Historical capture of alarms, access changes and trending models.
- Replacement of all non-BACnet VAV controllers.
- Valve and damper actuators shall be Belimo where required to be replaced. No substitutions.
- Extended labor warranty 2 year - Vendor shall warrant all labor and replace defective EMS components and parts thereof for a period of 2 years from the date of project acceptance.
- The Vendor shall provide service agreement pricing for a period of 3 and 5 years as a separate line item for evaluation. The service pricing shall be used for campus evaluation should the campus want to enter into a service agreement with the Vendor for service. 8 hrs per month annually.
- Vendor is responsible for development, and submittal of custom rebate(s) with applicable utilities for the BAS update project.
- Work necessary to include monitoring of building power – history peak demand, usage, system power quality and kWh totalizer.
- The project will require commissioning of the existing systems. The commissioning of the existing system will be limited to the new EMS system to ensure operational functionality.
- Chiller BACnet Integration-to include but not limited to integration to manufacturers BACnet controller where applicable. The unit will utilize a Supply Water Reset to be based on building demand. All points will be mapped and pulled from the Chiller. Units not BACnet controller compatible are the responsibility of the Vendor to update as needed for complete communication.
- Communications loop includes running wire in a daisy chain on all floors to each VAV from bottom of building to top of building, each appropriately controlled and monitored equipment. This should also include running 24-volt supply power into all VAV’s, controllers, and equipment that do not have 24 volt present at this time. Denote locations of all power supplies.
- All refrigerant leak monitoring alarms shall be integrated into the new system.
  - STC – Upper Mechanical Room
  - Stevenson Center Boiler Room
  - OBT Mechanical Room
  - Nursing Mechanical Room
- Any VFD in proper working condition with either e-bypass or mechanical bypass will not need to be replaced and remain in service.
- Vendor is responsible for replacement and programming of all AHU VFD’s, that are not ABB, Siemens BT Series, or Eaton H Max. All drives added or replaced must have bypass – either e-bypass or mechanical. Integrated disconnect is required. Exception – STC Danfos and Overbrook Theatre Upper Mechanical Room VFD’s to remain.
- Web Supervisor – to allow remote access to the network, secure online back up and direct connection to a PC.
- Vendor to provide cost option, as line items for review, for offsite third party hosting directly contracted with MCC.
- No separate server is required for the EMS system. The vendor will be required to work with MCC to virtualize the EMS server onto the College’s network. Coordination will be required during the implementation and commissioning to ensure the operation of system is fluid and efficient with minimal disruptions.
- The project will require commissioning of the existing systems. The commissioning of the existing system, with full documentation provided to close out the project, will be limited to the new EMS system to ensure operational functionality.
SITE SPECIFIC INFORMATION

Art and Music – Integrate existing BACnet
Automotive / Grounds – Integrate existing BACnet
Bartels Rhodes Gym – Provide pricing to replace all controls, valves and controllers or integrate existing system.
Health and Wellness Center – Integrate existing BACnet
Library Information Technology – Replace Lon controls to existing system

Main Building:
A / C Wing – Replace all controls, valves and controllers
B – Wing – Replace all controls, valves and controllers
D / E Wing – Replace all controls, valves and controllers

Science Wing – Integrate existing BACnet
Stevenson Center (Higher Education Center) Boiler House – Upgrade all controls to BACnet
Stevenson Center (Higher Education Center) – Replace all controls, valves and controllers
Physical Plant Storage Building (Old Art Building) – Remains stand-alone. No work required by Vendor.
Overbrook Theatre – Replace all controls, valves and controllers
Ottawa Center – Provide controls and 4 GLTE access for 3 ground mounted roof top units.

Sturrus Technology Center / Rooks – Sarnicola Entrepreneurial Center –
• Add control / monitoring of west side of building - boilers and pumps, and temperature monitoring for each floor multiple locations.
• 4 GLTE off site access.
• Provide capability to individually schedule classrooms.
• Schedule AHU’s based on occupancy of classrooms and offices.
• Add temperature monitoring to the following spaces:
  o Basement near elevator lobby – IT Closet
  o 1st floor near elevator lobby – IT Closet
  o 2nd floor near elevator lobby – IT Closet
  o Room 017, 018, 023 former boiler room 300A and 300B
• Repair programing communication & control with the return fan status faults for all AHU’s.
• Correct the CHW pump flow proving and better communication with the Trane chiller. Currently flow is monitored by current sensing. Vendor will add well and flow sensor.
• Integrate the new welding dust collector and AHU#4 into the same controls system
• Adding discharge air sensors to all VAV boxes
• Verify functionality of all perimeter heating loops.
• Repair programming communication & control of RAF for AHU#1
• All air Change Units that were relocated from Main Campus need to be upgraded to new BACnet controllers. Replace control valves and actuators.
• Remove AHU#5 pneumatic valves. (Currently only controls one air handler HHW, CHW valve and thermostat.)
RESOURCES – Due to file size and quantity, these will be provided via flashdrives in electronic format before and up to mandatory pre-bid meeting and the dates provided on Page 1 of this RFP.

- Health and Wellness Center – O & M
- Art and Music – O & M
- Automotive – O & M
- Main Campus – Current Control Overlay Map
- Sturrus Technology Center / Rooks – Sarnicola Entrepreneurial Center – Control Drawings
- Science Wing Control Drawings
- Bartels Rhodes Gym Control Drawings
- Unit A / C Control Drawings
- Unit B Control Drawings
- Unit D / E Control Drawings
- Library Information Technology Control Drawings
- Stevenson Center (Higher Education Center) Control Drawings
- Stevenson Center (Higher Education Center) Boiler Room Control Drawings
- MCC Main Campus Room Numbering Layout
- MCC Main Campus Old Room Numbers / New Room Numbers Summary
- 2010 MCC Campus Wide BMS Upgrade Drawings
- Control Screen Shots

PROJECT LOCATIONS

<table>
<thead>
<tr>
<th>Sites</th>
<th>Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Building (402,735 sq. ft.)</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Bartels Rhodes Gym (19,782 sq. ft.)</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Health and Wellness Center (52,347 sq. ft.)</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Art and Music Building 41,957 sq. ft.</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Automotive / Grounds Building (13,116 sq. ft.)</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Physical Plant Storage Building (6,954 sq. ft.)</td>
<td>221 S. Quarterline Road, Muskegon, Michigan 49442</td>
</tr>
<tr>
<td>Sturrus Technology Center (104,943 sq. ft.) / Rooks – Sarnicola Entrepreneurial Center FabLab / W. Lobby and Bookstore (13,000 sq. ft.) Remaining Sturrus Technology Center (46,000 sq. ft.) West Side Unoccupied Space (45,943 sq. ft.)</td>
<td>388 W. Clay, Muskegon, Michigan 49441 16777 S. Lincoln Street, Grand Haven, Michigan, 49417</td>
</tr>
</tbody>
</table>

*All building measurements are approximate