

PRE-BID MEETING NOTES NO. 1

Date: September 22, 2021

Present: Refer to attached Meeting Attendance Record

Project Name: Avondale Schools
Server and Storage Upgrade
RFP No. 1198
Auburn Hills, Michigan

IDS Project No.: 17254-1000 BP14

The following items were discussed and/or resolved at the above referenced meeting:

- 1.1 Bid documents are available at the offices of Integrated Design Solutions (IDS). The documents may be downloaded from <https://www.avondaleschools.org/business-services>. Bidders are responsible to check the website from time to time, to verify they have all addenda, requests for information and other documents related to the bid.
- 1.2 Bids are due at 2:00 PM on October 6, 2021 at the Avondale Schools Administration Building located at 2940 Waukegan Street, Auburn Hills, MI 48326. Bids will be opened and publicly read immediately following.
- 1.3 Post bid interviews are tentatively scheduled for October 12, 2021.
- 1.4 Bidders need to submit one (1) original and two (2) copies of the bid and retain a copy for themselves. Clearly label each copy submitted as either "original" or "copy", no electronic copies will be accepted.
- 1.5 Refer to Bid Specification Section 00 2113, Article "SUBMITTALS – BID REQUIREMENTS" for specific Bid Proposal submission requirements. Failure to provide the submittals specified as part of your bid submission may be considered as grounds for your bid being rejected for noncompliance.
- 1.6 Bid award is planned for the October 25, 2021 Board of Education meeting.
- 1.7 Questions will not be answered during this meeting. Please review the bid documents and any questions seeking clarification should be submitted in writing via the formal RFI process.
- 1.8 All questions must be submitted by 12:00 PM on Tuesday, September 28, 2021. Questions submitted after this date will not be answered.
- 1.9 Addenda and responses to requests for information will be posted to bidding website by 5:00 PM on Wednesday, September 29, 2021. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file.
- 1.10 Bid security in the amount of 5% of the total bid in the form of a bid bond, certified check or cashier's check is a requirement of the bid submission. Bid security for unsuccessful Bidders will be returned in a timely manner. Bid security for the successful Bidder will be returned after a contract agreement has been executed and acceptance of the required bond and insurance is made.

- 1.11 The bid form needs to be filled out in its entirety. Pricing information should be filled out using both words and numbers. In the case of a discrepancy, the amount entered in words will take precedence.
- 1.12 No mandatory alternates are being requested.
- 1.13 As a condition precedent to award of the contract, a satisfactory Performance and Labor and Material Payment Bond by a Treasury approved surety licensed to do business in the State of Michigan is required.
- 1.14 The Familial Disclosure form, Iran Economic Sanctions Act form, and the Affidavit of Bidder form should be completed and included with your bid submission. Failure to include these forms will result in your bid proposal being rejected for non-compliance.
- 1.15 The contract will be awarded in the form of an executed AIA Standard Abbreviated Form of Agreement between the Owner and the Contractor, AIA Document A104-2017. A sample copy of the Contract, including modifications, is contained within the Bid Specifications.
- 1.16 The construction schedule is as follows:

Task	Expected Completion
Project Award	October 25, 2021
Contracts/Equipment Ordered	October 26 – October 29, 2021
Discovery, Configuration Meetings	November 1 – December 3, 2021
Equipment Configuration/Programming	December 6 – December 23, 2021
Equipment Installation/Cutover	December 20 – December 31, 2021
Testing	December 27 – December 31, 2021
Substantial Completion	December 31, 2021
Closeout Documentation	January 3 – January 28, 2022

- 1.17 Installation during the school year shall be performed Monday through Friday during the hours of 4:00 PM to 11:00 PM (or 15 minutes after class lets out to 15 minutes prior to custodian closing the building). Installation during the summer or other times the facilities are closed to normal operations shall be performed Monday through Friday during the hours of 6:00 AM to 4:00 PM, or as directed by the Owner.
- 1.18 Project Overview (refer to project manual for exact requirements):
 - A. The Owner has an existing Ethernet Wide Area Network (WAN) in operation. The WAN is configured utilizing a star topology. All buildings are connected to the DHE via dual 10Gb links.
 - B. The DHE and building core switches consist mainly of Cisco 3850XS-24 switches. Edge switches consist primarily of switches from the Meraki MS225 and MS210 families.
 - C. Provide the services necessary to engineer, furnish, install, train, and to provide maintenance support for servers, SAN and backup appliances conforming to acceptable industry standards. All work shall be in accordance with the true intent of these Specifications, and as required to leave the computer and storage equipment complete and in satisfactory operating condition.
 - D. The District's existing server/storage systems consists of District-wide services located on servers at the District head-end. The majority of the District's infrastructure is running Microsoft Windows Server 2008 R2 and Windows Server 2012. The District has approximately 20 virtual servers running on 3 physical servers.

- E. The purpose of this contract is to:
1. Replace the District's existing District Headend (DHE) 18 terabyte SAN with a new 41TB raw capacity, 23TB effective capacity, 16.5TB usable capacity SAN.
 2. Provide and install three (3) physical servers configured with the latest version of VMWare VSphere and migrate existing servers to the new servers as virtual machines.
 3. Provide and install one (1) physical server configured with Veeam backup and replication software to provide remote, automatic/ scheduled backups and replication of the District's data.
 4. Provide the following integrated software and licensing:
 - a. Provide, install and configure Windows Server licensing for the new servers.
 - b. Provide Windows Server CAL's.
 - c. Provide, install and configure VMWare VSphere 7 essentials.
 - d. Provide, install and configure Veeam Backup & Replication software
 5. Migrate all user accounts and server accounts maintaining permissions and groups.
 6. Migrate all data and cutover servers during scheduled extended school holidays/breaks or nights or weekends.
 7. Provide, install and configure a remote backup solution at Avondale Middle School using adaptive compression, pattern matching and inline deduplication.
 8. Provide, install and configure the new storage system with redundant storage fabric switches, redundant storage controller and redundant connections to each of the rack mounted servers being provided.
 9. Work with the District and provide, design and implement the engineering to integrate the system into the District's overall technology infrastructure.

If you have any additions and/or corrections to the above notes, please contact the author.

Integrated Design Solutions, LLC

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