

OFFICE OF THE SUPERINTENDENT
READING PUBLIC SCHOOLS
82 OAKLAND ROAD
READING, MASSACHUSETTS 01867

COMMUNICATION WIRING

AT

READING MEMORIAL HIGH SCHOOL
BIRCH MEADOW ELEMENTARY SCHOOL
JOSHUA EATON ELEMENTARY SCHOOL
J.W. KILLAM ELEMENTARY SCHOOL

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**OFFICE OF THE SUPERINTENDENT
READING PUBLIC SCHOOLS
82 OAKLAND ROAD**

INVITATION TO QUOTATIONS

Sealed quotes for furnishing and installing communications wiring at,

Reading Memorial High School
82 Oakland Road, Reading, MA

Birch Meadow Elementary School
27 Arthur B. Lord Dr., Reading, MA

Joshua Eaton Elementary School
365 Summer Ave., Reading, MA

J. W. Killam Elementary School
333 Charles St., Reading, MA

will be received at the Office of the Superintendent of Schools, located at 82 Oakland Road, Reading, Massachusetts, until 3:00 P.M. on March 30, 1998. Copies of specifications may be obtained at the Office of the Superintendent of Schools on or after Wednesday March 11, 1998. Quotations are to be addressed to: Reading Public Schools, Office of the Superintendent, 82 Oakland Road, Reading, Massachusetts 01867 and endorsed on the envelope:

“Communication Wiring at Reading Public Schools”

Quotations are to be submitted as follows:

- (a) A separate quotation for each of the four schools, and
- (b) A quotation for the four schools combined on one quotation.

The School Committee reserves the right to reject any and all quotations and to waive any informalities and/or make the award as appears to be in the best interest of the Town of Reading.

The Contractor must be pre-qualified under the current Statewide Blanket Contract for Communication Wiring as issued by the Operational Services Division of Administration and Finance of the Commonwealth of Massachusetts.

READING SCHOOL COMMITTEE

**By: Harry K. Harutunian, Ph.D.
Superintendent of Schools**

**READING PUBLIC SCHOOLS
READING, MASSACHUSETTS**

NOTICE OF EVENTS

<u>EVENT</u>	<u>DATE</u>	<u>TIME</u>
1. Release of RFP by the AA to selected Contractors.	Wed. March 11, 1998	
2. <u>Vendor Conference/Site Visitation</u>		
Birch Meadow Elementary School 27 Arthur B. Lord Drive Reading, MA 01867 (781) 944-2335	Thurs. March 19, 1998	2:30 P.M.
J.W. Killam Elementary School 333 Charles St. Reading, MA 01867 (781) 944-7831	Thurs. March 19, 1998	3:45 P.M.
Reading Memorial High School 82 Oakland Road Reading, MA 01867 (781) 944-5800	Fri. March 20, 1998	1:00 P.M.
Joshua Eaton Elementary School 365 Summer Ave. Reading, MA 01867 (781) 942-9161	Fri. March 20, 1998	3:00 P.M.
3. Proposals due to AA	Mon. March 30, 1998	3:00 P.M.
4. Completion of Evaluations	To Be Determined by the AA	-----
5. Notification of Award	To Be Determined by the AA	-----

Directions to Reading Memorial High School

Take Exit 38B from Rte. 128. This is Main Street, Rte. 28, Reading. Drive north on Main Street through Reading Square, past the large white Old South Methodist Church on the left and the fire station on the right. Continuing north on Rte. 28, take a left at the first set of stop lights, Birch Meadow Drive. Take first left onto Oakland Road. Reading Memorial High School is on your right at 82 Oakland Road.

Directions to Birch Meadow Elementary School

Take Exit 38B from Rte. 128. This is Main Street, Rte. 28, Reading. Drive north on Main Street through Reading Square, past the large white Old South Methodist Church on the left and the fire station on the right. Continuing north on Rte. 28, take a left at the first set of stop lights, Birch Meadow Drive. Take first right onto Arthur B. Lord Dr. Birch Meadow Elementary School is on your left.

Directions to Joshua Eaton Elementary School

Take Exit 38B from Rte. 128. This is Main Street, Rte. 28, Reading. Drive north on Main Street. Take a left at second stop light (Mobil Station on the corner), this is Summer Ave. Follow Summer Ave. about 1/2 mile Joshua Eaton Elementary School will be on your left.

Directions to J.W. Killam Elementary School

Take Exit 40 from Rte. 128, half way around the rotary bear right, following sign "Haverhill Street and North Reading." The armory entrance "Camp Curtis Guild" will be on your right. Drive along Haverhill Street for 1.2 miles, as you approach the school from the back, take your next left, then another left which brings you to the front of the school at 333 Charles Street.

NOTICE TO ALL CONTRACTORS SUBMITTING QUOTATIONS

It is our intention to make these specifications as clear as possible for Contractors submitting quotations to have an equal opportunity in figuring this work. If there are inconsistencies or flaws in these specifications which could be interpreted differently by various Contractors submitting quotations, please call (781 - 944 - 5800) them to our attention so an addendum can be sent to all who have specifications.

INSTRUCTIONS TO SELECTED CONTRACTORS SUBMITTING QUOTATIONS

1. RECEIPT AND OPENING OF QUOTATIONS

No quotations received after the time established for the receipt of quotations will be considered, regardless of the cause for delay in the receipt of any such quotations.

2. PREPARATION AND SUBMISSION OF QUOTATIONS

Quotations must be submitted in the prescribed form. Blank spaces for quotation sum must be filled in, in ink, in both words and figures, with the lump sum for which quotation is made.

3. INTERPRETATION OF CONTRACT DOCUMENTS

All interpretations and supplemental instructions will be in the form of written addenda to the specifications, which, if issued, will be made available to Contractors submitting quotations not later than two days prior to the date fixed for the opening of quotations at the Office of the Superintendent of Schools. Failure of any Contractor submitting quotations to receive such addendum or interpretation shall not relieve any Contractor from any obligation under his quotation as submitted. All addenda so issued shall become part of the contract documents.

4. QUOTATION SECURITY

No quotation security is required from the selected Contractors submitting quotations.

5. MODIFICATIONS OF QUOTATIONS

No modifications of any bid will be considered by the awarding authority unless received by them prior to the time established for the opening of bids.

6. WITHDRAWAL OF QUOTATIONS

Quotations may be withdrawn prior to the time established for the opening of quotations only on written request to the awarding authority.

7. EXAMINATION OF SITE AND CONTRACT DOCUMENTS

Each Contractor submitting quotations shall visit the site and fully acquaint himself with the conditions as they exist.

INSTRUCTIONS TO SELECTED CONTRACTORS SUBMITTING QUOTATIONS

As the diagrammatic floor plans of each school building show only the general arrangement of the building layout and are not to scale, each Contractor submitting quotations shall ascertain conditions and dimensions at each building site for cable runs and placement.

8. FORM OF QUOTATION

Every quotation shall be submitted on the attached form, copies of which may be obtained from the awarding authority.

9. RIGHT

The School Committee reserves the right to accept this quotation by item as a whole, or, at its discretion, reject any or all quotation, or parts thereof, and to re-advertise if it is in the best interest of the School Committee so to do.

10. GUARANTEE

All supplies and equipment furnished under the forms of this quotation shall be assembled and ready for use and unconditionally guaranteed for a period of one (1) year from date of delivery. Any part of the equipment which needs replacing due to the defective material or workmanship during the guaranteed period shall be replaced promptly with new parts without additional cost to owner.

11. Quotations are received under the Statewide Blanket Contract for Communications Wiring as issued by the Operational Services Division of Administration and Finance of the Commonwealth of Massachusetts.

12. SCHOOLS AND LIBRARIES UNIVERSAL SERVICE PROGRAM

The Reading School Department will apply for discount to be applied to this communication wiring project. Under the Universal Service Fund, the Reading School Department will be required to pay only non-discounted portion of the costs for the wiring services. The discounted portion of the service will be directly applied to reduce the bill to be paid by the Reading School Department and these amounts will be reimbursed directly to the service providers from the fund administrator. The Schools and Libraries Corporation is administering the fund. (Tel. 888-203-8100).

13. Vendor must be able to comply with ISO 9000 Standards.

PART II

GENERAL CONDITIONS OF THE CONTRACT

1. CONTRACT DOCUMENTS

The contract includes the Agreement and its General Conditions, and the Specifications. Two or more copies of each, as required, shall be signed by both parties and one signed copy of each retained by each party.

The intent of those documents is to include all labor, materials, supplies, and services of every kind necessary for the proper execution of the work, and the terms and conditions of payment thereof.

The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

2. PROTECTION OF WORK, PROPERTY AND PERSON

The Contractor shall adequately protect the work adjacent property and the public, and shall be responsible for any damage or injury to his act or neglect.

3. CHANGES IN THE WORK

The owner may order changes in the work, the contract sum being adjusted accordingly. All such orders and adjustments shall be in writing. Claims by the Contractor for the extra cost must be made in writing before executing the work involved.

4. CORRECTION OF WORK

The Contractor shall re-execute any work that fails to conform to the requirements of the contract and that appears during the progress of the work, and shall remedy any defects due to faulty materials or workmanship which appear within a period of one (1) year from the date of completion of the contract. The provisions of this article apply to work done by subcontractors as well as work done by direct employees of the Contractor.

5. PAYMENTS

- A. Before the first application for payment, the Contractor shall submit to the Reading School Department, a schedule of values broken down for each school of the various portions of the work, prepared in such form as the Reading School Department may require. The schedule shall only be used a basis for the Contractor's Application for payment.

- B. The Contractor may submit monthly invoices for work already completed and materials delivered. The invoice must list amounts for each subcontractor. The awarding agency shall note on the invoice the date of receipt.
- C. If the invoice contains arithmetical errors or it is not in the form specified by the awarding authority, it may be returned within seven days for corrections.

If the Awarding Authority disagrees with the amount of the invoice, it may adjust the amount.

- D. If the invoice is correct, the awarding authority must make payment within fifteen days. After fifteen days, the amount due is subject to interest charges; consult the statute for specific instructions on how to calculate these charges.
- E. The awarding authority shall withhold from each invoice five percent of the amount, as a holdback to cover any claims which may arise due to unsatisfactory work. The awarding authority may (should) also withhold, in addition to the five percent, additional amounts to cover any specific claims against the Contractor which have already been identified.
- F. Final payment shall not be due until thirty (30) days after completion of the work and fifteen (15) days after the Contractor has delivered to the Owner a complete release of all liens arising out of this Contract, or receipts in full covering all labor and materials for which a lien could be filed, or a bond satisfactory to the Owner indemnifying him against any lien.

6. CLEANING UP

This Contractor shall keep the premises free from accumulation of waste material and rubbish, and at the completion of the work, he shall remove from the premises all rubbish, implements and surplus materials and leave the site broom clean.

7. CONTRACT CONDITIONS SPECIFICALLY REQUESTED BY LAW

The Contractor shall, before commencing performance of the contract, provide insurance for the payment of compensation and the furnishing of other benefits under General Laws, Chapter 152, to all persons to be employed under this contract and the Contractor shall continue such insurance in full force and effect during the term of this contract. Evidence of such insurance shall be furnished to the Town prior to execution of the contract.

8. CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Contractor's operations under the contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable.

9. PERFORMANCE AND PAYMENT BONDS

The successful bidder shall be required to furnish performance and payment bonds in a company satisfactory to the Town of Reading in the amount of 100% of the contract sum. Premiums of the bond shall be paid by the Contractor.

10. WAGE RATES

The Contractor and all subcontractors shall comply with the requirements of wage rates established by the Commonwealth of Massachusetts as applicable.

11. TIME OF COMPLETION

The Contractor shall commence the work to be performed under this contract on the date specified in written notice of the awarding authority to proceed and shall fully complete the work within 95 calendar days. Time shall be of the essence in the performance of the contract. The intent is that all work under this Contract be fully completed within the stated time period, with priority of the order of completion in the following sequence:

- 1ST - Joshua Eaton Elementary School
- 2ND - Birch Meadow Elementary School
- 3RD - J.W. Killam Elementary School
- 4TH - Reading Memorial High School

12. PUBLIC CONVENIENCE AND SAFETY

The Contractor shall be responsible for the maintenance of traffic over, through and around the work performed under this contract with the maximum of safety and practicable convenience to such traffic during the life of the contract, and whether or not the work thereon has been temporarily suspended.

The work shall be carried on in such manner to provide safe passages at all times for children and adults using school buildings and vehicles servicing the buildings.

13. ACCESS TO SCHOOL BUILDINGS AND CUSTODIAN REQUIREMENTS

The work under the project within the school buildings shall be done between the hours of 3 PM and 11 PM on days that schools are in session. Work may be performed at other times and days when prior arrangements are made with the School Department.

Whenever the work is performed within the school buildings a school custodian is to be on the premises to provide access to the building and to secure the building.

The Contractor shall make arrangements with the School Department for the presence of a school custodian at each school during the hours that work on this project is to occur. When the work hours do not occur during the regular custodian work periods, the Contractor shall pay to the Reading School Department the sum of \$18 - \$30(range) per hour per custodian during such work period.

At the Reading Memorial High School regular custodial service is provided by the School Department during the 3 PM to 11 PM time period on days that schools are in session.

At the elementary schools (Birch Meadow, Joshua Eaton and J.W. Killam) no regular custodial service by the School Department is provided during the 3 PM to 11 PM time period.

14. CUTTING AND PATCHING

The Contractor shall be responsible for cutting and patching where required to complete the installation of new work. Cutting shall be done in a neat and workmanlike manner to avoid over-sized openings for wiring and cabling through walls and ceilings. All patching shall be done in a neat and workmanlike manner to match adjacent materials and finish.

15. CONTACT PERSON FOR READING SCHOOL DEPARTMENT

The Superintendent of School, or his designee, shall be the contact person for all matters referenced to the Reading School Department.

SCHEDULES FOR DROP/CONNECTIONS
AND DIAGRAMMATIC DRAWINGS

Diagrammatic drawings are included showing the general arrangement of the buildings and schedules are included showing general locations of drops for all data, voice and video wiring at the following schools:

Reading Memorial High School

Birch Meadow Elementary School

Joshua Eaton Elementary School

J.W. Killam Elementary School

The Video drop/connections listed as optional are not to be included in the Base Quotation. Alternate No. 1 adds the optional Video drop/connections to the Base Quotation.

SECTION 16120

COMMUNICATION CABLING

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Wire and cable.
- B. Data, Voice and Video outlets ready for connections.
- C. Wiring devices, panels, raceways and service fittings.
- D. Testing and documentation.
- E. Bound sets of as-installed cabling diagrams, and marked-up building plans.

1.2 SUBMITTALS

- A. Provide product data for cabling and accessories, for approval by the Reading School Department.
- B. Submit complete description and layout of the Data, Voice and Video cabling systems, including locations of cables and terminal points for each school, for approval by the Reading School Department.
- C. Describe test procedures and results, for approval by the Reading School Department.

1.3 ITEMS NOT INCLUDED IN THIS CONTRACT

- A. Electrical wiring outlets and electrical connections.
- B. Computer, voice and video equipment and connections to equipment.
- C. Asbestos removal.

PART 2 PRODUCTS

- A. Data cabling: Category 5, unshielded, twisted pair 4-pair cable, suitable for 10 Base T or 100 Base TX.

- B. Voice wiring: Minimum of RJ12 3-pair, suitable for Centrix or Digital PBX. Alternate bid is for Category 5 cabling, single wire type for data and voice
- C. Video wiring: All Video wiring runs to be RG 6 cable, the standard Cable-TV Broadband by MediaOne Video services.
- D. Backbone wiring: Optical fiber cabling, minimum 3 pair cables,(additional pair wire, as required, at Reading Memorial High School) 62.5/125 micron Multimode. Alternate bid is for 50/125 micron.
- E. Hubs: 10BaseT, supporting not more than 24 ports.
- F. All accessories to complete the wiring systems including switches, raceways, panels, wiring devices and wall plates to be products from standard manufacturers and to comply with all codes.

PART 3 EXECUTION

- A. The installation shall be in accord with the Layout and Schedule approved by the Reading School Department.
- B. Perform all work to complete cabling systems for Data, Voice and Video, readied for connections at sending and receiving locations.
 - 1. Provide a modular outlet system which permits multiple connections in a single box. Multiple data outlets are to be combined into a single box when possible. Single voice and single video outlet boxes are permitted where dictated by outlet locations.
 - 2. Do all cutting and patching to complete the installation.

- C. Any data drop must result from a maximum “in-wall” cable run of no more than 85 meters, allowing for future in-room expansion capabilities.
- D. All drops/connections to be tested and certified operational.
- E. The number of connections provided per box to be four.
- F. All drops/connections to be placed 18 inches above the floor and within reasonable proximity of an existing electrical outlet. The exact location of each drop shall be as approved by the Reading School Department.
- G. Extended distance runs between wiring distribution centers or between satellite closets and the main closet shall be with optical fiber cabling.
- H. All fiber runs shall be terminated and the installer shall provide appropriate patch panel as well as 3 (minimum, additional as necessary) fiber to unshielded twister pair converters for each end.
- I. The patch panel which terminates the in-wall cable runs shall be mounted on a wall to avoid any future tugging on these cable runs. In addition, the fiber installation is to follow the best industry practices for reliability, scalability, availability and performance.
- J. All wiring and cabling installation to comply with applicable codes.
- K. Wiring and cabling shall be placed in concealed spaces where practical and in prefinished raceways where exposed in interior spaces.
- L. All fiber and other network wiring should be enclosed in metal or plastic conduit where appropriate for security of the cable plant.
- M. Where suspended ceilings are available, all cabling must be placed above the ceiling tiles in a manner secure from damage from normal maintenance operations.

- N. Replace all ceiling tiles to their initial state, paying particular attention to the high school which has a wide assortment of such tiles, some of which are not easily removed for access.
- O. Wiring and cabling in exterior locations shall be placed in weather-tight conduits.
- P. Wiring and cabling shall be placed parallel to main building elements, with 90 degree bends and allowing for proper radius bends.
- Q. All wiring and cabling to be supported every 4 to 5 feet using either the building structure or a cable support system. No wiring or cables are to be in contact or supported from building ductwork, plumbing, sprinkler or other electrical systems.
- R. Provide a bound set of as-installed cabling and network equipment diagrams, clearly indexed and explained for each school installation. Include marked-up building plans with individual cable and connection/drop identification.
- S. All Category 5 cable runs must be certified end to end for 100 mbps bandwidth capacity.
- T. Network equipment wiring requirements:
 - 1. Distribution hubs shall support no more than 24 ports. Each repeater hub shall be a home run connected to a switching hub, prohibiting cascading of repeater hubs.
 - 2. Switches: the main backbone shall support a minimum of one switch for maximum bandwidth availability.
 - 3. The configuration shall include the use of hubs for small classroom/workgroup settings, and the use of switches for those LAN segments utilizing higher bandwidth capacities. Refer to schedules for school specific differences.
 - 4. Locations of main hubs and switches shall be easily accessible for trouble shooting purposes. Locations shall be as approved by the Reading School Department.

5. Base quote shall include NON-SNMP-Capable network equipment. Alternate quote is for including SNMP-CAPABLE network equipment.
 6. All network equipment must come with warranties covering manufacturing defects for at least one year. Any manufacturer's warranties must also be available to the Reading School Department.
 7. All network backbone equipment shall be protected with surge suppression equipment adhering to the following specifications: must exceed the UL1449 rating, must have a volt rating of 330, must meet ANSI C62.41 category A and B specifications. Must support a 100 to 1 EMI to RFI noise reduction and must have a joule rating of 1350.
 8. Provide Alternate quote for connecting all network backbone equipment to an Uninterruptable Power Supply (UPS) adhering to the following specifications: must tolerate under-and over-voltage without going to battery, must meet ANSI/IEEE 587 Category A specification, must be UL1449 rated, must support full-time EMI/RFI filters and must contain a communications port to allow remote health monitoring.
 9. The use of network equipment that is tolerant to environmental conditions is necessary. By tolerant, the network equipment must be able to withstand temperature ranges of 0 to 60 degrees Celsius.
 10. All network equipment shall be installed in industry standard 19" data racks. These racks must include locking doors, unless the school specific appendix places the network equipment in secured rooms. Provide Alternate quote that includes integrated cooling/ventilation systems with racks.
- U. Leave areas of work in a clean condition.
- V. Refer to Alternates for work to be added or subtracted from the Base Quotation.

END OF SECTION

ALTERNATES

1. Add the video drop/connections listed as optional on the schedules for the Reading Memorial High School, the Birch Meadow Elementary School, the Joshua Eaton Elementary School, and the J.W. Killam Elementary School (note: the optional video drop/connections are not to be carried in the Base Quotation price).
2. Add the cabling, wiring systems, drops and connections for the classrooms in the portable buildings at the Birch Meadow Elementary School. The Base Quotation is to provide for future extension of the systems to the portable classrooms with junction boxes in the main building equipped with proper sized cables and wiring terminals.
3. Install Category 5 cabling for all Voice wiring where a single wire type can be provided for Data and Voice (note: the Base Quotation specifies RJ12 3-pair Voice wiring and Category 5 cabling for Data wiring).
4. Substitute 50/125 micron Multimode optical fiber cabling for Backbone Wiring instead of 62.5/125 micron (note: Base Quotation specifies 62.5/125 micron).
5. Substitute SNMP-CAPABLE network equipment for NON-SNMP-CAPABLE network equipment. (the Base Quotation specifies NON-SNMP equipment).
6. Furnish an Uninterrupted Power Supply (UPS) connecting all network backbone equipment (note: refer to specification item 8 on page 16120-5).
7. Furnish network equipment racks with integrated cooling/ventilating systems. (The Base Quotation specifies non cooling/ventilation systems).

FORM FOR QUOTATION, COMMUNICATION WIRING, READING PUBLIC SCHOOLS

To the Awarding Authority:

- A. The undersigned proposes to furnish all labor and materials required for
Communication Wiring at
Reading Memorial High School
82 Oakland Road, Reading, MA,

in accordance with the accompanying plans and specifications prepared by the
Reading School department for contract price specified below, subject to
additions and deductions according to the terms of the specifications.

- B. This bid includes addenda numbered _____.

- C. The proposed contract price is _____ dollars
(\$ _____).

For Alternate No. 1,	Add \$ _____;	Subtract \$ _____
For Alternate No. 2,	Add \$ _____;	Subtract \$ _____
For Alternate No. 3,	Add \$ _____;	Subtract \$ _____
For Alternate No. 4,	Add \$ _____;	Subtract \$ _____
For Alternate No. 5,	Add \$ _____;	Subtract \$ _____
For Alternate No. 6,	Add \$ _____;	Subtract \$ _____
For Alternate No. 7,	Add \$ _____;	Subtract \$ _____

- D. The following Unit Prices are submitted for additional drop/connections as may
be selected by the Awarding Authority and include overhead and profit,
completely installed and based on 50 foot cabling runs per drop location;

per unit, Data drop/connection	\$ _____
per unit, Voice drop/connection	\$ _____
per unit, Video drop/connection	\$ _____

- E. The undersigned agrees that, if he is selected as contractor, he will within
five days, Saturdays, Sundays and legal holidays excluded, after presentation
thereof by the awarding authority, execute a contract in accordance with the terms
of this quotation and furnish a performance bond and also a labor and materials or
payment bond, each of a surety company qualified to do business under the laws
of the Commonwealth and satisfactory to the awarding authority and each in the

sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to this award.

The undersigned hereby certifies under the penalties of perjury that this quotation is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the work "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date _____

(Name of Contractor)

BY _____
(Name of Person Signing Quotation and Title)

(Business Address)

(City and State)

FORM FOR QUOTATION, COMMUNICATION WIRING, READING PUBLIC SCHOOLS

To the Awarding Authority:

- A. The undersigned proposes to furnish all labor and materials required for Communication Wiring at

Birch Meadow Elementary School
27 Arthur B. Lord Drive, Reading, MA,

in accordance with the accompanying plans and specifications prepared by the Reading School department for contract price specified below, subject to additions and deductions according to the terms of the specifications.

- B. This bid includes addenda numbered _____.
- C. The proposed contract price is _____ dollars
(\$ _____).

For Alternate No. 1,	Add \$ _____;	Subtract \$ _____
For Alternate No. 2,	Add \$ _____;	Subtract \$ _____
For Alternate No. 3,	Add \$ _____;	Subtract \$ _____
For Alternate No. 4,	Add \$ _____;	Subtract \$ _____
For Alternate No. 5,	Add \$ _____;	Subtract \$ _____
For Alternate No. 6,	Add \$ _____;	Subtract \$ _____
For Alternate No. 7,	Add \$ _____;	Subtract \$ _____

- D. The following Unit Prices are submitted for additional drop/connections as may be selected by the Awarding Authority and include overhead and profit, completely installed and based on 50 foot cabling runs per drop location;

per unit, Data drop/connection	\$ _____
per unit, Voice drop/connection	\$ _____
per unit, Video drop/connection	\$ _____

- E. The undersigned agrees that, if he is selected as contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this quotation and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to this award.

The undersigned hereby certifies under the penalties of perjury that this quotation is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the work "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date _____

(Name of Contractor)

BY _____
(Name of Person Signing Quotation and Title)

(Business Address)

(City and State)

FORM FOR QUOTATION, COMMUNICATION WIRING, READING PUBLIC SCHOOLS

To the Awarding Authority:

- A. The undersigned proposes to furnish all labor and materials required for Communication Wiring at

J. W. Killam Elementary School
333 Charles St., Reading, MA,

in accordance with the accompanying plans and specifications prepared by the Reading School department for contract price specified below, subject to additions and deductions according to the terms of the specifications.

- B. This bid includes addenda numbered _____.
- C. The proposed contract price is _____ dollars
(\$_____).

For Alternate No. 1,	Add \$ _____;	Subtract \$ _____
For Alternate No. 2,	Add \$ _____;	Subtract \$ _____
For Alternate No. 3,	Add \$ _____;	Subtract \$ _____
For Alternate No. 4,	Add \$ _____;	Subtract \$ _____
For Alternate No. 5,	Add \$ _____;	Subtract \$ _____
For Alternate No. 6,	Add \$ _____;	Subtract \$ _____
For Alternate No. 7,	Add \$ _____;	Subtract \$ _____

- D. The following Unit Prices are submitted for additional drop/connections as may be selected by the Awarding Authority and include overhead and profit, completely installed and based on 50 foot cabling runs per drop location;

per unit, Data drop/connection	\$ _____
per unit, Voice drop/connection	\$ _____
per unit, Video drop/connection	\$ _____

- E. The undersigned agrees that, if he is selected as contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this quotation and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to this award.

The undersigned hereby certifies under the penalties of perjury that this quotation is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the work "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date _____

(Name of Contractor)

BY _____
(Name of Person Signing Quotation and Title)

(Business Address)

(City and State)

FORM FOR QUOTATION, COMMUNICATION WIRING, READING PUBLIC SCHOOLS

To the Awarding Authority:

- A. The undersigned proposes to furnish all labor and materials required for Communication Wiring at

Joshua Eaton Elementary School
365 Summer Ave., Reading, MA,

in accordance with the accompanying plans and specifications prepared by the Reading School department for contract price specified below, subject to additions and deductions according to the terms of the specifications.

- B. This bid includes addenda numbered _____.
- C. The proposed contract price is _____ dollars
(\$ _____).

For Alternate No. 1,	Add \$ _____;	Subtract \$ _____
For Alternate No. 2,	Add \$ _____;	Subtract \$ _____
For Alternate No. 3,	Add \$ _____;	Subtract \$ _____
For Alternate No. 4,	Add \$ _____;	Subtract \$ _____
For Alternate No. 5,	Add \$ _____;	Subtract \$ _____
For Alternate No. 6,	Add \$ _____;	Subtract \$ _____
For Alternate No. 7,	Add \$ _____;	Subtract \$ _____

- D. The following Unit Prices are submitted for additional drop/connections as may be selected by the Awarding Authority and include overhead and profit, completely installed and based on 50 foot cabling runs per drop location;

per unit, Data drop/connection	\$ _____
per unit, Voice drop/connection	\$ _____
per unit, Video drop/connection	\$ _____

- E. The undersigned agrees that, if he is selected as contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this quotation and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the

sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to this award.

The undersigned hereby certifies under the penalties of perjury that this quotation is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the work "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date _____

(Name of Contractor)

BY _____
(Name of Person Signing Quotation and Title)

(Business Address)

(City and State)

FORM FOR QUOTATION, COMMUNICATION WIRING, READING PUBLIC SCHOOLS

To the Awarding Authority:

- A. The undersigned proposes to furnish all labor and materials required for Communication Wiring at

Reading Memorial High School, 82 Oakland Road.
Birch Meadow Elementary School, 27 Arthur B. Lord Dr.
J.W. Killam Elementary School, 333 Charles St.
Joshua Eaton Elementary School, 365 Summer Ave.
all in Reading, MA.

in accordance with the accompanying plans and specifications prepared by the Reading School department for contract price specified below, subject to additions and deductions according to the terms of the specifications.

- B. This bid includes addenda numbered _____.

- C. The proposed contract price is _____ dollars (\$_____).

Table with 2 columns: Description (For Alternate No. 1-7) and Price (Add \$ / Subtract \$).

- D. The following Unit Prices are submitted for additional drop/connections as may be selected by the Awarding Authority and include overhead and profit, completely installed and based on 50 foot cabling runs per drop location;

Table with 2 columns: Description (per unit, Data/Voice/Video drop/connection) and Price (\$_____).

- E. The undersigned agrees that, if he is selected as contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this quotation and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the awarding authority and each in the

sum of the contract price, the premiums for which are to be paid by the contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he will comply fully with all laws and regulations applicable to this award.

The undersigned hereby certifies under the penalties of perjury that this quotation is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the work "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Date _____

(Name of Contractor)

BY _____
(Name of Person Signing Quotation and Title)

(Business Address)

(City and State)

03/05/98

lae

NOTE:		- hub numbers are partial; RFP will need to list additional hubs as appropriate		- closet locations are also partial							
"A" BUILDING											
ROOM #	FUNCTION	DATA	VOICE	VIDEO	VIDEO	OPTIONAL VIDEO	How many 24 port HUBS?	COMMENTS	NEAREST CLOSET		
A-101	classroom	4	1	1							
A-102	classroom	4	1	1							
A-103	classroom	4	1	1							
A-104	classroom	4	1	1							
	custodial										
A-105	classroom	4	1	1					corner closet		
A-106	classroom	4	1	1							
A-107	classroom	4	1	1							
A-108	Computer Lab	24	4	1			1	Computer Apps Lab			
A-109	School to Work	24	1	1			1	potential lab (4-1-1 is OK)			
A-110	Dept Office	4	1	1		OPT					
A-111	Girls lockers	4	1	1		OPT					
A-112a	classroom (old HE)	4	1	1							
A-112b	classroom (old HE)	4	1	1							
A-113	classroom	4	1	1							
A-114	Publications Lab	24	4	1			1	Pub Computer Lab - MACs			
A-115	Graphics	4	1	1							
A-116	classroom	4	1	1							
A-117	Student Lounge	4	1	1							
A-118	Vernal Pool Room	4	1	1							
A-119	classroom	4	1	1							
A-120	Tech Computer Lab	24	4	1			1	CAD Computer Lab			
A-121	classroom	4	1	1							
A-122	classroom	4	1	1							
A-123	Graphics Lab	24	4	1			1				
A-124	Wood Shop	4	1	1							
A-125	Maintenance Dept	4	4	1				STAFFED OFFICE			

ROOM #	FUNCTION	DATA	VOICE	VIDEO	OPTIONAL VIDEO	24 port HUBS?	COMMENTS	NEAREST CLOSET
A-201	Staff Center	4	1	1				
A-202	Soc Dept Office	4	1	1				
A-203	AP Office	8	3	1	OPT		STAFFED OFFICE	
A-204	classroom	4	1	1				
A-205	School Store	4	1	1				
A-206	Band Room	4	1	1			with Aud stage	
AUD	Aud Stage	4	1	1				
A-207	Cafeteria Office	4	2	1	OPT			
A-207	classroom	4	1	1				Corner closet
A-207	custodial							
A-208	PR\$	16	8	1		1	STAFFED OFFICE	
A-209	classroom	4	1	1				
A-210	classroom	4	1	1				
A-211								
A-212								
A-213	Cain's Office	4	1	1			STAFFED OFFICE	
A-214/216	classroom	4	1	1				
A-215	Principal	2	1	1	OPT		STAFFED OFFICE	
A-217	Main Office	8	4	1	OPT		STAFFED OFFICE	
A-218	Guidance Suite	24	8	1		1	STAFFED OFFICE	
A-219	NW411 Server	2	1	1			NETWORK ROOM	POSSIBLE MAIN CLOSET
A-220	classroom	4	1	1				
A-221	School to Work	2	1	1	OPT		leased office	
A-222	classroom	4	1	1				
A-223	AD Office	4	1	1	OPT		STAFFED OFFICE	
A-224	AD Office	4	1	1	OPT		STAFFED OFFICE	
A-225	OLD GYM	4	1	1				
A-226	Custodian Office	2	1	1	OPT		HVAC controls	
A-227	Chinese Cultural	2	1	1	OPT			
A-301	classroom	4	1	1				
A-302	classroom	4	1	1				
A-303	classroom	4	1	1				
A-304	For Lang Office	4	1	1				

ROOM #	FUNCTION	DATA	VOICE	VIDEO	OPTIONAL VIDEO	24 port HUBS?	COMMENTS	NEAREST CLOSET
A-305	classroom	4	1	1				
A-307	classroom	4	1	1				
A-308	Stairwell room	0	0	0				
A-309	Computer Lab bookroom	24	4	1		1	Eng/FL Computer Lab	
A-306	AUD BALCONY	4	1	1				Corner closet
A-310	classroom	4	1	1	OPT		all optional	
A-311	classroom	4	1	1				
A-312	classroom	4	1	1				
A-313	classroom	4	1	1				
A-314	Eng Dept Office	4	1	1				
A-315	classroom	4	1	1				
A-316	Word Proc Lab	48	4	1		2	Word Proc Computer Lab	has bookroom
A-317	classroom	4	1	1				
A-318	classroom	4	1	1				
A-319	classroom	4	1	1				has bookroom
A-320	classroom	4	1	1				
A-321	classroom	4	1	1				
A-322	classroom	4	1	1				
A-323	classroom	4	1	1				
A-324	classroom	4	1	1				
A-325	METCO Office	2	1	1			use adjoining wall	
A-327	METCO Office	0	0	0				

ROOM #	FUNCTION	DATA	VOICE	VIDEO	OPTIONAL VIDEO	24 port HUBS?	COMMENTS	NEAREST CLOSET
"B" BUILDING								
B-101	Cable TV Office	4	1	1				
B-102	Lecture Hall	4	1	1				
B-103	REAP	4	1	1				
B-104	REAP	4	1	1				
B-201	Media Center							
	Office	4	1	1	OPT		MEDIA CENTER see description	across the hall
	Workroom	4	1	1	OPT			
	Computer Lab	24	4	1		1		possible
	Main Floor	24	1	1		1		
B-202	Conference Room	4	1	1			wire for 24 potential	
B-203	AP Office	6	3	1	OPT		STAFFED OFFICE	
B-301	Conf Room	4	1	1			run extra wire to	
B-302	Conf Room	4	1	1			upstairs Media Center	
B-303	custodial closet unused	4	1	1				closet at top of stairs
B-304	Proj Achieve	4	1	1			for future potential	
B-305	Proj Achieve	4	1	1			labs in 2nd floor Media Center	

ROOM #	FUNCTION	DATA	VOICE	VIDEO	OPTIONAL VIDEO	24 port HUBS?	COMMENTS	NEAREST CLOSET
"C" BUILDING								
C-101	RISE	4	1	1			Preschool Program	
C-102	RISE	4	1	1			Preschool Program	
C-103	RISE	4	1	1			Preschool Program	
C-104	RISE	4	1	1			Preschool Program	
C-105	classroom	4	1	1				
C-106	Chem supply room	0	0	0				possible closet
C-107	classroom	4	1	1				
C-108	classroom	4	1	1				
C-109	classroom	4	1	1				
C-110	supply room	0	0	0				possible closet
C-111	classroom	4	1	1				
C-112	classroom	4	1	1				
C-113	classroom	4	1	1				
C-114	classroom	4	1	1				
C-115	classroom	4	1	1				
C-201	MATH OFFICE	4	1	1				
C-202	classroom	4	1	1				
C-203	classroom	4	1	1				
C-204	Computer Lab	24	4	1		1	Math Computer Lab	possible closet
C-205	classroom	4	1	1				
C-206	supply room	0	0	0				
C-207	classroom	4	1	1				possible closet
C-208	SEEM	4	1	1				
C-209	Sci Dept Office	4	1	1				
C-210	supply room	0	0	0			was science lab	possible closet
C-211	classroom	4	1	1				
C-212	classroom	4	1	1				
C-213	classroom	4	1	1				
C-214	classroom	4	1	1				
C-215	classroom	4	1	1				
C-216	LC Office	4	1	1				
C-217	LC classroom	4	1	1				
C-218	LC classroom	4	1	1				

ROOM #	FUNCTION	DATA	VOICE	VIDEO	OPTIONAL VIDEO	24 port HUBS?	COMMENTS	NEAREST CLOSET
C-219	LC classroom	4	1	1				
C-301	classroom	4	1	1				
C-302	classroom	4	1	1				
C-303	classroom	4	1	1				
C-304	classroom	4	1	1				
C-305	classroom	4	1	1				
C-306	supply room	0	0	0				possible closet
C-307	classroom	4	1	1				
C-308	VIVARIUM	4	1	1				
C-309	classroom	4	1	1				
C-310	supply room	0	0	0				possible closet
C-311	classroom	4	1	1				
FIELD HOUSE								
	Boys lockers	4	1	1	OPT			
	Girls Lockers	4	1	1	OPT			
					OPTIONAL			
		DATA	VOICE	VIDEO	OPTIONAL VIDEO	HUBS?		
	TOTAL:	782	181	132	17	13		

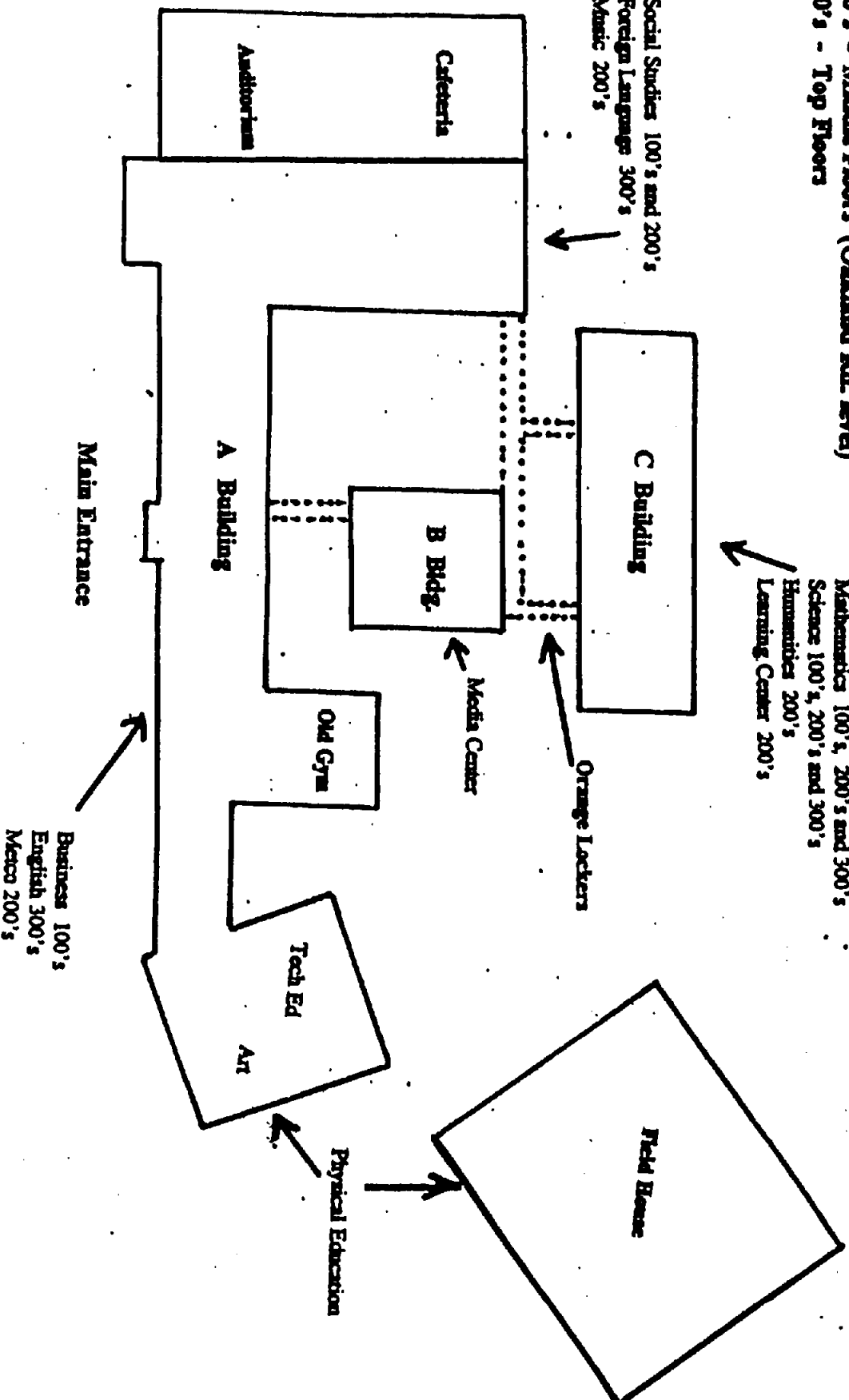
Reading Memorial High School

Room Numbers

100's - Bottom Floors
200's - Middle Floors (Oakland Rd. level)
300's - Top Floors

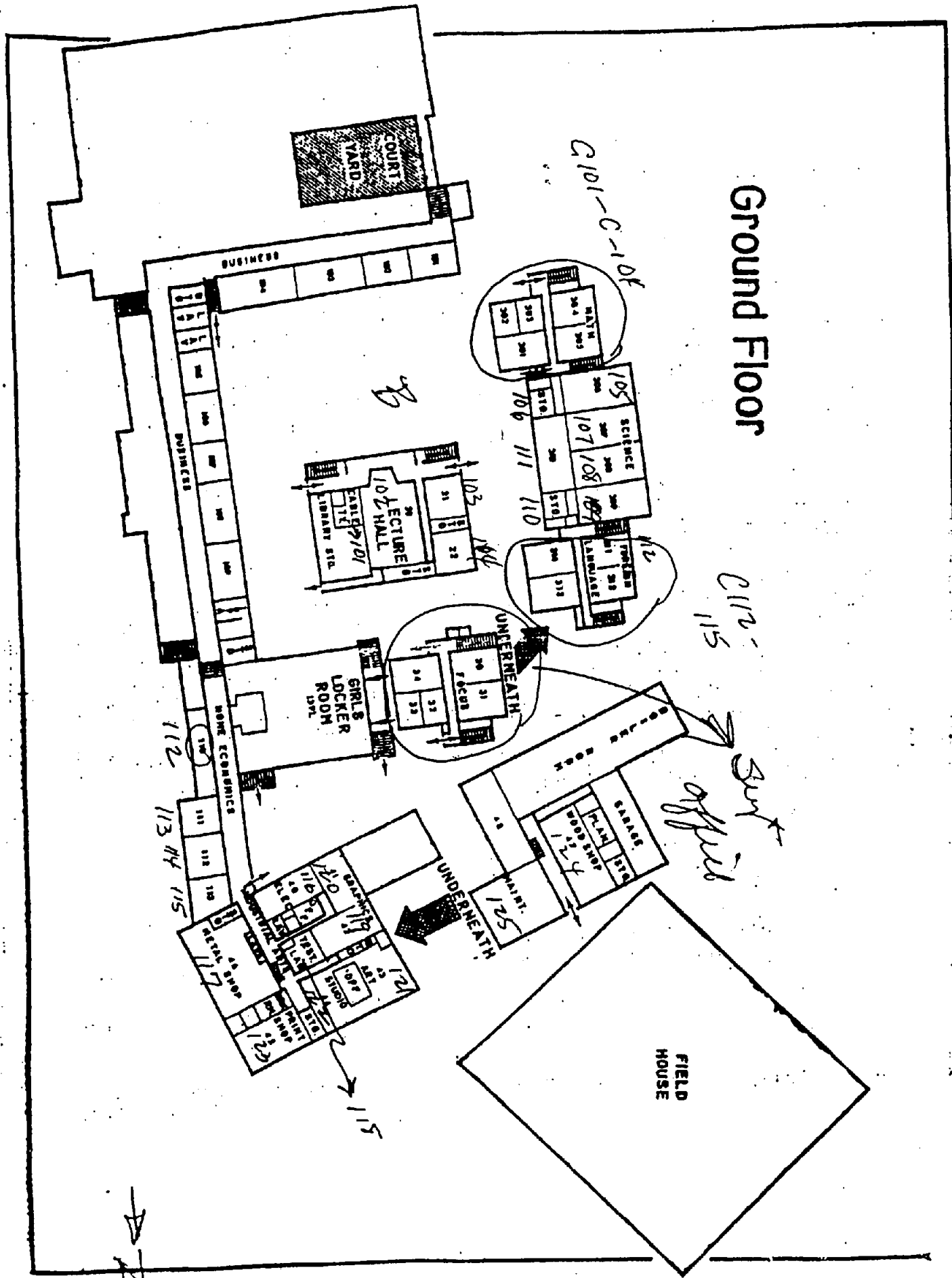
Mathematics 100's, 200's and 300's
Science 100's, 200's and 300's
Humanities 200's
Learning Center 200's

Social Studies 100's and 200's
Foreign Language 300's
Music 200's

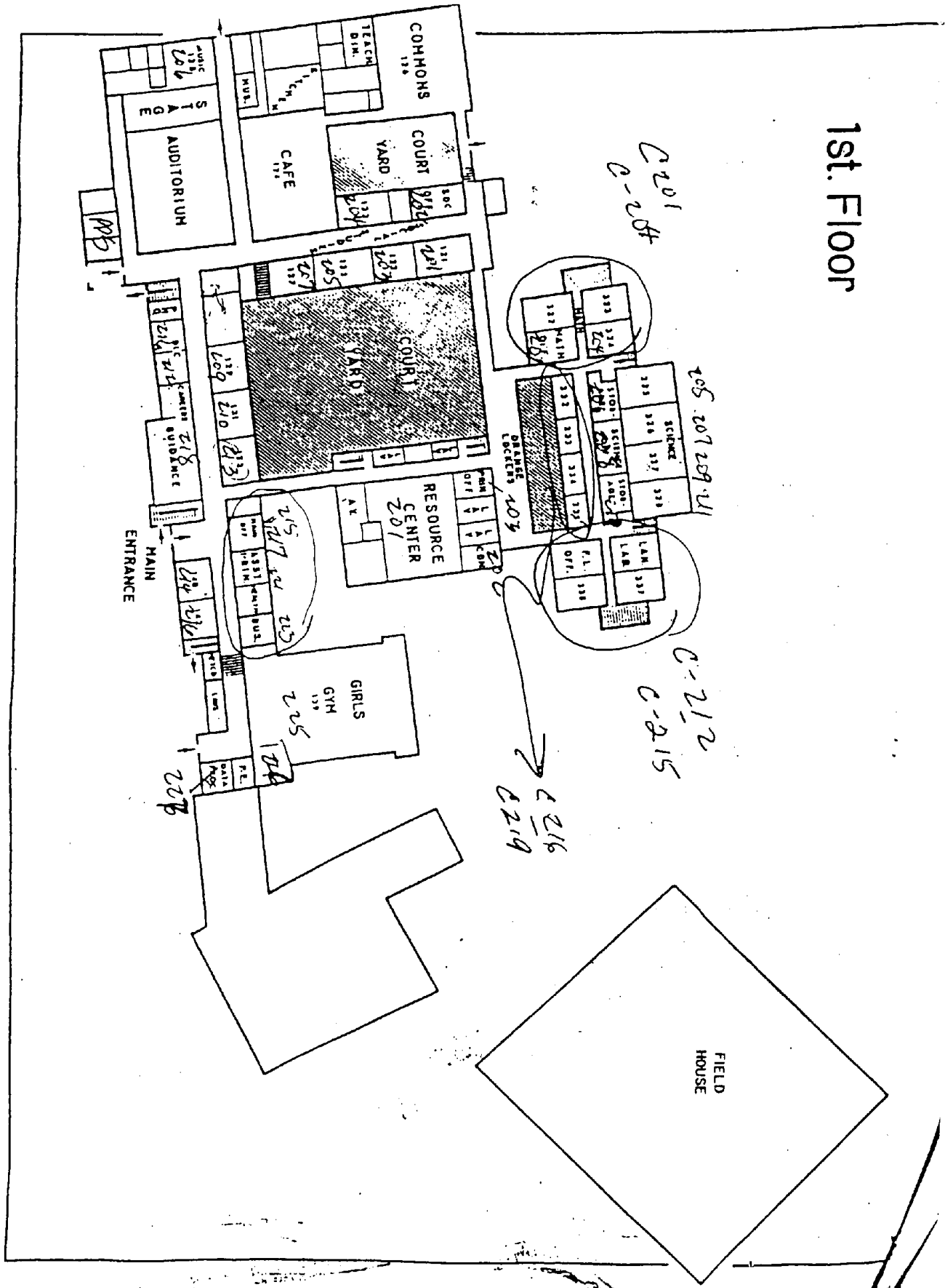


Oakland Road

Ground Floor



1st. Floor



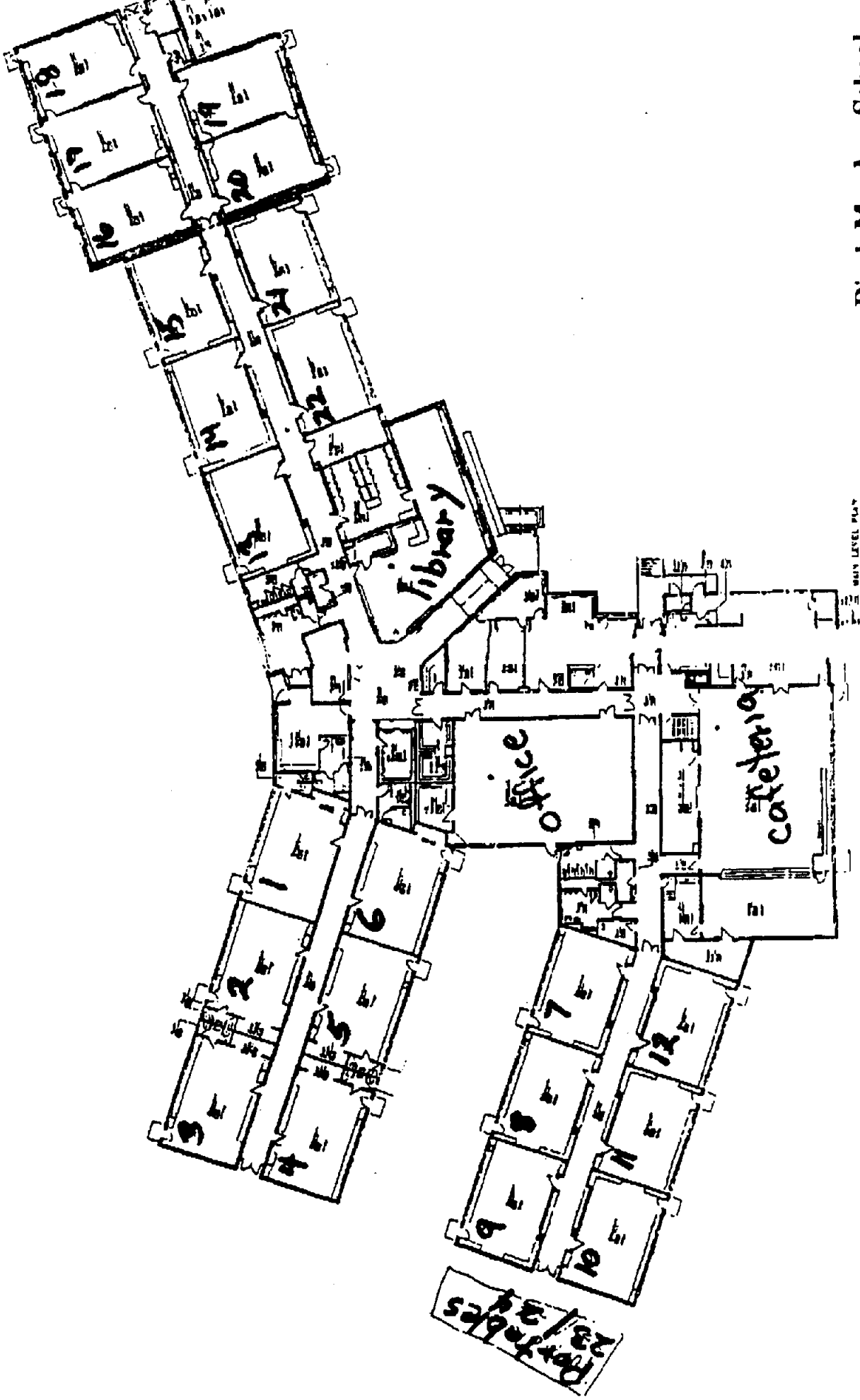
Birch Meadow Wiring Plan V2.0

The following is the planned number of drops/connections required for the Birch Meadow School based on the "List of Requirements for Wiring Reading Schools - Version 1.2". Please note that the number of physical drop locations in each classroom is dependent on the physical layout of the room and should be discussed with the building principal.

The servers will be placed in a secure room which is currently a storage room in the Library/Media Center. This room, and other potential equipment rooms were previously identified during a site visit from members of the committee which prepared the wiring document referenced above.

1. **24 Classrooms:** Rooms 1 - 24 will each need 4 connections for data, 1 connection for voice, and 1 connection for video. In many cases the classroom connections should be placed in two physically separate drop locations.
2. **Office Area Configurations:**
 - a. Main Office - 4 data, 2 voice, 1 video (*optional*)
 - b. Nurse's Office - 2 data, 1 voice, 1 video (*optional*)
 - c. Principal's Office - 2 data, 1 voice, 1 video (*optional*)
 - d. Conference room - 4 data, 1 voice, 1 video (*optional*)
3. **Resource Room:** 16 data, 2 voice, 1 video
4. **Library/Media Center:**
 - a. Library/Media Center - 12 data, 3 voice, 3 video (*2 optional*)
(spread in three physical locations with two drop locations in the rear area, one in the front area).
 - b. Librarian's Desk area - 4 data, 1 voice, 1 video (*optional*)
5. **Cafeteria:**
 - a. Stage area - 8 data, 2 voice, 2 video (*1 optional*)
 - b. Rear of cafeteria - 4 data, 1 voice, 1 video (*optional*)
 - c. Storage/preparation room - 2 data, 1 voice, 1 video (*optional*)
6. **Other Areas:**
 - a. Music Room - 4 data, 1 voice, 1 video (*optional*)
 - b. Psychologist Room - 4 data, 1 voice, 1 video
 - c. Aides Room - 4 data, 1 voice, 1 video (*optional*)
 - d. Speech Room - 4 data, 1 voice, 1 video (*optional*)
 - e. Reading Specialists Room - 4 data, 1 voice, 1 video
 - f. Teachers Room - 4 data, 1 voice, 1 video (*optional*)
 - g. Gym - 8 data, 2 voice, 1 video
 - h. Utility Room next to Room 21 - 4 data, 1 voice, 1 video (*optional*)
 - i. Paraprofessional/Tutor Room - 4 data, 1 voice, 1 video

Birch Meadow School
27 Arthur B. Lord Drive
Reading, MA 01867





READING PUBLIC SCHOOLS

Harry K. Harutunian, Ph. D
Superintendent

KILLAM ELEMENTARY SCHOOL

333 Charles Street
Reading, Massachusetts 01867
Paul A. Guerrette, Principal

TO: Dr. Harry Harutunian
FROM: Paul A. Guerrette
RE: Killam School Wiring Plan
DATE: January 8, 1998

781-944-7831
781-942-9186 (Fax)

The following is the planned numbers of drops/connections required for the J. W. Killam School based on the "List of Requirements for Wiring Reading Schools - Version 1.0" prepared by members of Reading Schools' Technology Committee.

1. 24 classrooms - each having 5 connections for data, 1 connection for voice, and 1 connection for video
2. OFFICE AREA CONFIGURATIONS:
 - a. Main Office
4 data connections
2 voice connections
 - b. Nurse's Office
2 data connections
1 voice connection
 - c. Principal's Office
2 data connections
1 voice connection
 - d. Back Conference Room
2 data connections
1 voice connection
 - e. Office Work Area
2 data connections
1 voice connection
 - f. Counselor/Psychologist
2 data connections
1 voice connection
3. RESOURCE ROOMS:
 - a. 4/5 High Density area
4 data connections
2 voice connections
 - b. Speech Room
2 data connections
1 voice connection

- | | |
|--|---|
| b. Cafeteria Office | 2 data connections
1 voice connection |
| c. Teacher's Lounge | 2 data connections
1 voice connection |
| d. Teacher's Work Room | 2 data connections
1 voice connection |
| e. Gym Teacher's Office
(2 people) | 4 data connections
2 voice connections |
| f. Art Teacher's Office
in supply closet (2 people) | 4 data connections
2 voice connections |

NOTE: There are presently 10 locations that have drops (2 in media center area and one each in rooms 5-12). These should be reviewed and factored into the above needs.

PAG/pmo



READING PUBLIC SCHOOLS

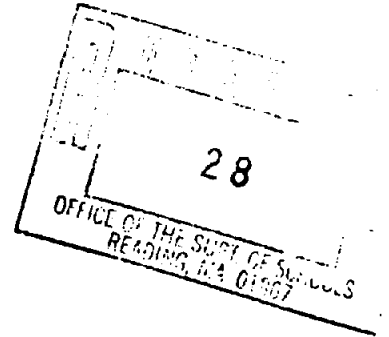
Harry K. Harutunian, Ph.D.
Superintendent

KILLAM ELEMENTARY SCHOOL

333 Charles Street
Reading, Massachusetts 01867
Paul A. Guerrette, Principal

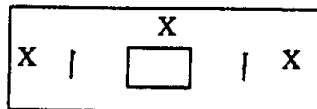
781-944-7831
781-942-9186 (Fax)

TO: Dr. Harry Harutunian
FROM: Paul A. Guerrette
RE: Additional Video Drops for Technology Wiring Plan *
DATE: January 28, 1998



In addition to video drops in all classrooms, I would recommend drops in the following locations:

1. Cafeteria
2. Gym
3. Main corridor
4. Media Center - 3 drops

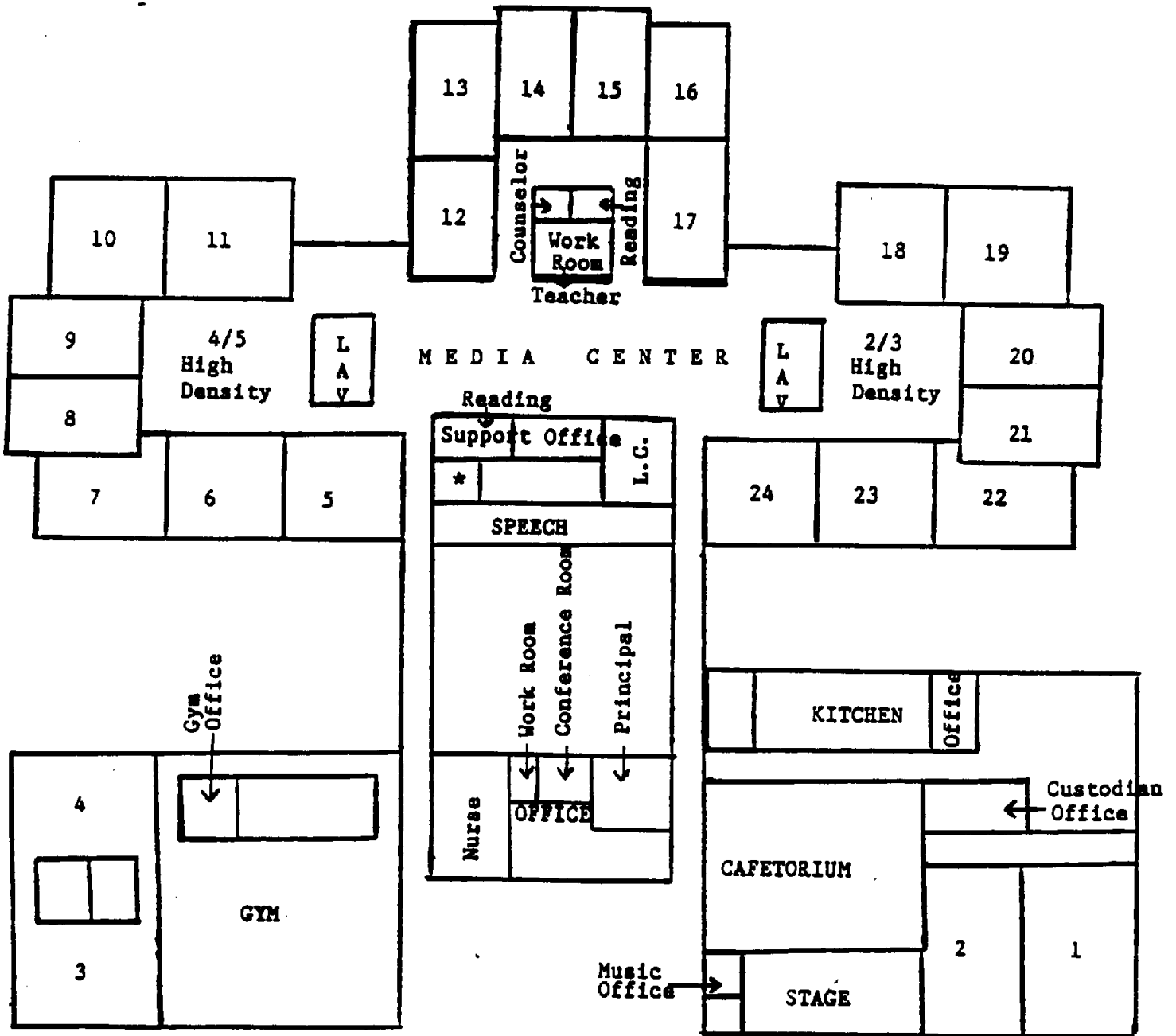


5. Principal's Office

PAG/pmo

** CARRY THE COST OF THESE VIDEO DROPS UNDER ALTERNATE 1 AS "OPTIONAL VIDEO DROP CONNECTIONS"*

J. W. KILLAM SCHOOL
FLOOR PLAN



* = Location of room where LAN equipment would be located

INTEROFFICE MEMORANDUM

TO: DR. HARRY HARUTUNIAN
FROM: LISA PITTELLA
SUBJECT: JOSHUA EATON WIRING PLAN
DATE: JANUARY 24, 1998
CC: MARY LAUTMAN

The following is the planned number of drops/connections required for the Joshua Eaton School based on the "List of Requirements for Wiring Reading Schools - Version 1.3" prepared by members of Reading Schools' Technology Committees.

1. **21 Classrooms** - each having 4 connections for data, 1 connection for voice and 1 connection for video.
2. **Office Area Configurations:**
 - A. **Main Office**
 - 4 data connections
 - 2 voice connections
 - 1 video connection (*optional*)
 - B. **Nurse's Office**
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
 - C. **Speech Room**
 - 4 data connections
 - 2 voice connections
 - 1 video connection (*optional*)
 - D. **Principal's Office**
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
 - E. **Teacher's Workroom**
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
3. **Resource Rooms:**
 - A. **Language-based Disabilities**
 - 4 data connections
 - 2 voice connections
 - 1 video connection (*optional*)
 - B. **Intermediate Resource Room**
 - 4 data connections
 - 2 voice connections
 - 1 video connection (*optional*)
 - C. **Reading Room**
 - 4 data connections
 - 2 voice connections
 - 1 video connection
 - D. **Primary Resource Room**
 - 4 data connections
 - 2 voice connections
 - 1 video connection

4. **Library/Media Center and Computer Lab:**

- A. Library/Media Center
 - 6 data connections
 - 1 voice connection
 - 1 video connection
- B. Library Office
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- C. Computer Lab
 - 2 data connections *
 - 2 voice connections
 - 1 video connection

* must be able to connect to an in-room wiring distribution panel capable of supporting up to 24 nodes.

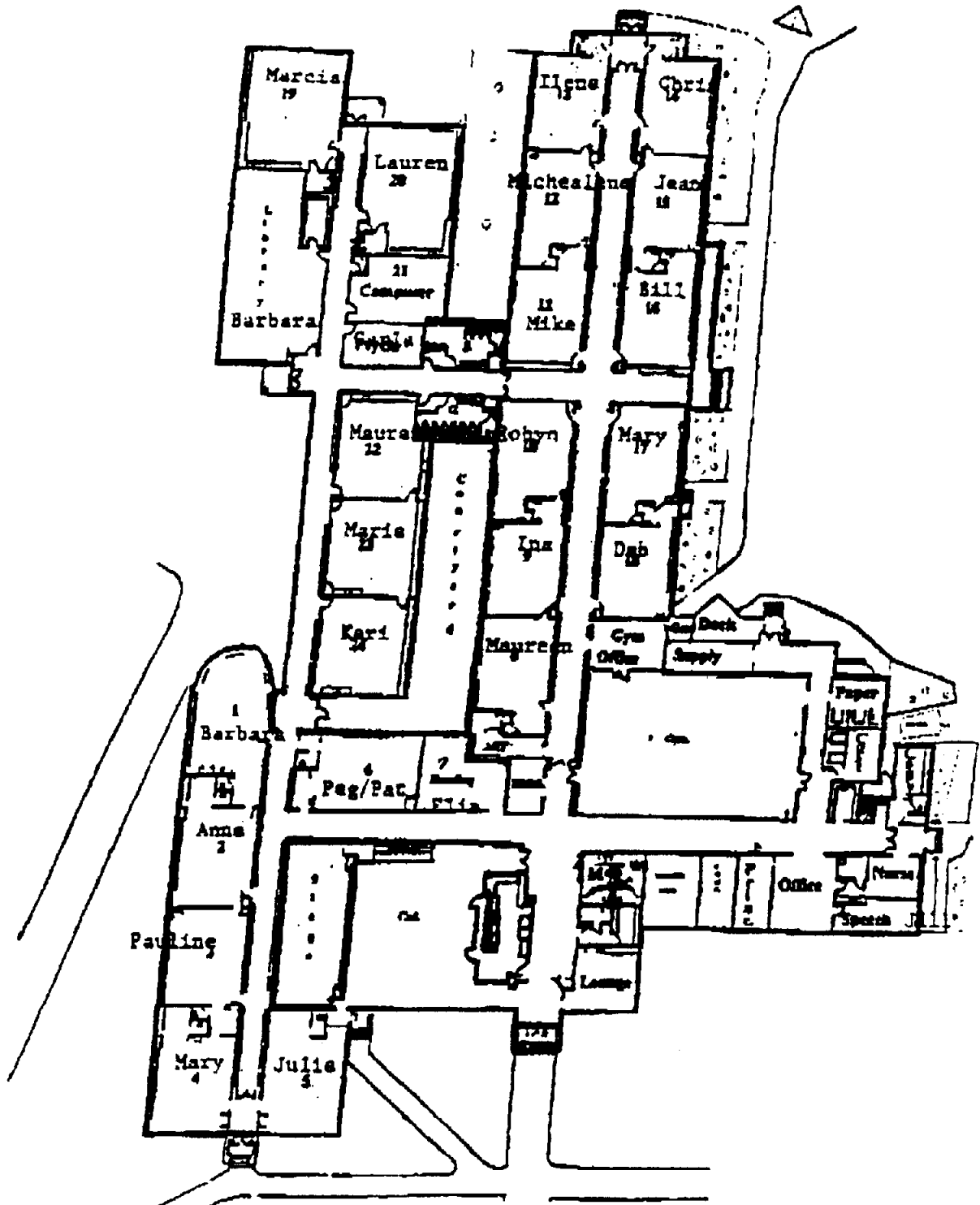
5. **Cafetorium:**

- A. On Stage:
 - 2 data connections
 - 1 voice connection
 - 1 video connection
- B. Back of Café
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- C. Café Office
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)

6. **Other Areas:**

- A. Heating Control Room:
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- B. Music Office:
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- C. Art Office:
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- D. Teacher's Lounge:
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- E. PE Teacher's Office:
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)
- F. Gym
 - 2 data connections
 - 1 voice connection
 - 1 video connection (*optional*)

In addition to the above, the preferred location for the wiring closet is the Music Room. Any proposed surface wiring in publicly accessible areas must be pre-approved by the building principal. The preferred location for the servers is the Library/Media Center Office.



Joshua Eaton School
365 Summer Avenue
Reading MA 01867