

Request for Proposals 2017-2018 E-Rate Cabling Project

East Tallahatchie School District

Notice to Bidders

Notice is hereby given to interested bidders that the East Tallahatchie School District will receive written, sealed bids until the hour of 12:00 PM, on Tuesday, March 7th, 2017, at the East Tallahatchie School District Central Office at 411 E Chestnut St., Charleston, MS 38921. Bids will be opened at 2:00 on Tuesday, March 7th, 2017, in the District Central Office.

Schedule of Events:

Event	Date(s)
Release of RFP to vendors	02-07-2017
Start Site Visits (Mandatory)	02-13-2017
End Site Visits (Mandatory)	03-03-2017
Deadline for Submission of Proposals	03-07-2017 12:00 PM
Opening of Proposals (ETSD District Office)	03-07-2017 2:00 PM

East Tallahatchie School District 2017-2018 E-Rate Cabling Project

The East Tallahatchie School District is seeking proposals to engage a contractor to replace existing network cabling and provide/install new and updated CAT6 network cabling to classrooms and offices on campus, including new and updated patch panel replacement in each switch closet at the following school sites:

1. Charleston Elementary School
2. Charleston High School
3. Charleston Middle School

This Must be submitted as a "PER SCHOOL CAMPUS" Proposal (an INDIVIDUAL and SEPARATE Proposal for EACH of our 3 school campuses). The East Tallahatchie School District Central Office IS NOT included in this RFP. ALL CAMPUSES may or may not be approved at this time.

We are requesting New Patch Panels in each campus switch closet, 8 cable drops per classroom and 4 drops per office and other locations (locations to be determined at mandatory walk-through) All cabling and Patch Panels will be Category 6 compliant. All classroom and office cable drops will be CLEARLY and Permanently labeled wall mounted full box jacks. The Patch Panels in each campus switch closet will be clearly labeled and will easily identify the location of the drops.

The proposal must guarantee performance sufficient to fulfill the needs of the East Tallahatchie School District as requested within this RFP. After implementation of the successful vendor's

proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The East Tallahatchie School District will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

Because of the diversity of possible solutions, the East Tallahatchie School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible.

All prospective vendors must complete a mandatory walkthrough between February 13th, 2017 and March 3rd, 2017, at each school campus in order to be eligible to submit a bid. Proposals from vendors who do not complete the walkthrough WILL NOT be considered.

Bids will be due on March 7th, 2017 at 12:00 PM at the East Tallahatchie School District Central Office. For more information, contact Debbie Kuykendall, Technology Coordinator, via phone 662-647-3725 (office), 662-647-4373 (Cell), or by e-mail: dakuykendall@etsd.k12.ms.us.

CLARIFICATION

If after the completion of this project, during normal operation of the network, the district discovers that the campus and/or district network will not allow for normal operation of the campus and district network as required in this RFP, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the East Tallahatchie School District.

General

Provide New Patch Panels in each campus switch closet, 8 cable drops per classroom and 4 drops per office and other locations with wall mounted full box jacks (locations to be determined at mandatory walk-through). All cabling and Patch Panels will be Category 6 compliant. All classroom and office cable drops will be CLEARLY and Permanently labeled both in the room and in the Patch Panels in each campus switch closet.

The specifications herein are provided to convey the intent of the system and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be an all-inclusive solution including all **applicable taxes** (East Tallahatchie "Tax Exempt" letter available upon request), shipping cost, installation of equipment, user training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary.

All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty-four (24) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify East Tallahatchie School District. All questions should be addressed to Debbie Kuykendall as outlined below. The preferred mode of contact is via email.

Debbie Kuykendall, Technology Coordinator
East Tallahatchie School District
dakuykendall@etsd.k12.ms.us
662-647-3725 (Office)
662-647-4373 (Cell)

Questions must be submitted to the email address dakuykendall@etsd.k12.ms.us. If a response is not received within 24 hours, it is the responsibility of the respondent to call Debbie Kuykendall at 662-647-3725 (office) or 662-647-4373 (cell) to confirm receipt of the message.

All questions and responses will be posted immediately on the District's E-Rate Procurement page at <http://www.etsd.k12.ms.us/rfp2017.html>. It is the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information.

BID SUBMISSION INSTRUCTIONS

Bids will be opened at 12:00 PM, Tuesday, March 7th, 2017, in the School District Central Office, 411 E Chestnut St., Charleston, MS 38921.

Bids must be submitted in a sealed envelope clearly marked as follows:

“East Tallahatchie School District 2017-2018 E-Rate Cabling Project”

Envelopes not so marked will remain sealed. The East Tallahatchie School District Board of Trustees reserves the right to reject any and/or all bid and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:
Attachment A Completed and Signed by the bidder.

(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

Attachment B Completed.

“East Tallahatchie School District 2017-2018 E-Rate Cabling Project” should be clearly marked on the face of the envelope as well as the opening date of March 7th, 2017.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The East Tallahatchie School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, telegraphic, FAX, or E-Mail bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

Certificate of Responsibility

- A. Each bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.
- B. When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has no Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
- C. Each subcontractor whose Subcontract exceeds \$50,000.00 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- D. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

Evaluation Methodology

The East Tallahatchie School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even

though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services
- Preference will be given for prior positive experience with the Vendor
- Preference will be given to Mississippi based vendors

Financing

Portions of this project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding commitment.

Vendor Qualifications

The East Tallahatchie School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the East Tallahatchie School District all such information and data for this purpose as the East Tallahatchie School District may request. The East Tallahatchie School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the East Tallahatchie School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the East Tallahatchie School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Surety bond.
- Provide the documentation of the vendor's cabling certifications.
- Participate in a mandatory site walkthrough that will be held by appointment between February 13th, 2017 and March 3rd, 2017. Any bid submitted by a vendor who does not complete the mandatory walkthrough will be returned unopened. There will be no exceptions.

- Provide a minimum of three K-12 client references for projects of similar size and complexity.

Disqualification of Bidder

The East Tallahatchie School District reserves the right to award to other than the lowest bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- C. Bidder's failure to attend and complete the mandatory site walkthrough.
- D. Bidder being in litigation with the East Tallahatchie School District.
- E. Bidder having defaulted on a previous contract.
- F. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the East Tallahatchie School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.
- H. Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity.

The above is not an inclusive list.

Objective

The East Tallahatchie School District wishes to have existing Category 5 network cabling replaced and Patch Panels removed and updated with new CAT6 network cabling and Patch Panels to Network Closets, classrooms, and offices on campus, at the following school sites:

- 4. Charleston Elementary School
- 5. Charleston High School
- 6. Charleston Middle School

This Must be submitted as a "PER SCHOOL CAMPUS" Proposal (an INDIVIDUAL and SEPARATE Proposal for EACH of our 3 school campuses). The East Tallahatchie School District Central Office IS NOT included in this RFP. ALL CAMPUSES may or may not be approved at this time.

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Category 6 compliant. All classroom and office cable drops will be CLEARLY and Permanently labeled both in the room and in the Patch Panels in each campus switch closet.

The proposal must guarantee performance sufficient to fulfill the needs of the East Tallahatchie School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The East Tallahatchie School District will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

Because of the diversity of possible solutions, the East Tallahatchie School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible.

Equipment & Installation Specification

Cabling and Patch Panels

All Patch Panels cable and cabling components including jacks used in this proposal will be Category 6 rated. The amount needed will be determined by the vendors proposed number of drops and patch panels.

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, etc.)
- Bid must include cost of labor and installation.
- An all-inclusive solution including all **applicable taxes** (East Tallahatchie "Tax Exempt" letter available upon request), shipping costs, installation of equipment, configuration of equipment, any necessary cabling, training, technical support and trash removal and represent complete installation and integration with the existing network where necessary.
- All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered.

Other Considerations

Vendor installed Patch Panels and Cabling

- Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other.
- All wiring must be concealed either in wall or conduit. No exposed cable runs will be allowed.
- All current equipment will remain the property of the East Tallahatchie School District regardless of its use or non-use in the successful proposal.
- The East Tallahatchie School District network is made up of mostly CISCO (3500, 3550, 3560) with a couple of 3COM. All ports are 250Mbps minimum. Any cabling added to this proposal MUST be able to connect to the District Switch Types.

Wiring

Each IDF in the networks at each school are connected to the MDF of their respective buildings by fiber. Some of these connections, as noted earlier, could have to be re-terminated in order to function properly and the termination will be the responsibility of the successful bidder.

Room/Building Counts

<u>CMS</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	0	12	3					
Bldg2	0	1	20	2	1	1			
Bldg3	0	1	10	5	1			1	
<u>CHS</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	2	19	10	1	1	1	1	
Bldg2	0	1	6	4					
Bldg3	0	1	5	1					
Bldg4	0	1	2	2					
<u>CES</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	0	7	3					
Bldg2	0	1	10	1	1				
Bldg3	0	1	4						
Bldg4	0	1	12	6					
Bldg5	0	0	1	3					
Bldg6	0	0				1			
	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
<u>Central Office</u>	1	0		10					1

(Floor plans for each school will be made available at walkthrough.)

Current Network Bandwidth and WAN Configuration

- Each building in the East Tallahatchie School District is connected to each other via our WAN.
- Servers and centralized devices are located at MDF.
- Currently, the district has a 250 Mbps Internet connection that services the entire district. The district receives Internet services from MDE via AT&T.
- Traffic from the Internet is firewalled by ETSD; Internet traffic is filtered and regulated by OPEN DNS, and ClearOS located centrally at the District Office.

E-Rate

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Right to Reject

The East Tallahatchie School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The East Tallahatchie School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The East Tallahatchie School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the East Tallahatchie School District Board of Trustees, is not in a position to adequately perform the contract. The East Tallahatchie School District Board of Trustees reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the East Tallahatchie School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the East Tallahatchie School District.

**ATTACHMENT A
INFORMATION FORM (Type or Print ONLY)**

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9-DIGIT HOME OFFICE ZIP CODE	
PHONE # OF HOME OFFICE	
Federal EIN	
DUNS Number	
E-Rate SPIN Number	

CONTACT Name

CONTACT Phone Number

CONTACT Email Address

By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME _____ **TITLE** _____

SIGNED _____ **DATE** _____

PRICING INFORMATION

(You may submit your standard quotation instead of this document if you wish)

DELIVERED TO

**East Tallahatchie School District
Attn: Debbie Kuykendall
[Contact Address]**

Manufacturer Part Number	Description	Quantity	Unit Price	Extended Price

ATTACHMENT B

Specifications for the proposed hardware:

Vendor shall provide an individual PER CAMPUS written summary of their proposal as well as drawings of each East Tallahatchie School District campus included in the project labeled with the location of each patch panel being proposed and the path of the cabling to/from each classroom/office/other location drop.

Current liability insurance and workers compensation insurance Documentation of the vendor's wireless, switching and cabling certifications.

Three K-12 wireless references.

Site Visit Form

(Contact information for changes/updates/clarifications)

Date _____

Vendor Name _____

Contact Name _____

Address _____

Phone Number _____

Email Address _____

Check preferred method of contact: Email Phone