

# Request for Proposal

## 2017 – 2018 E-Rate Ethernet Switch Upgrade 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 p.m. on Tuesday, March 7<sup>th</sup>, 2017, at the East Tallahatchie School District Central Office at 411 East Chestnut Street, Charleston, MS. Bids will be opened at 2:00 p.m. on Tuesday, March 7<sup>th</sup>, 2017 in the Board Room of the East Tallahatchie School District Central Office.

#### **2017 – 2018 E-Rate Switch Upgrade Project**

The East Tallahatchie School District wishes to upgrade its wired infrastructure to allow all schools to have gigabit connection speeds in all classrooms.

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.

Proposals should include a realistic assessment of actual components needed to upgrade. Technical specifications of equipment should be provided with the proposal along with the Scope of Work describing this “turn-key” project.

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. There should be no recurring costs for further functionality.

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 district walkthrough or onsite survey in order to be eligible to submit a bid. To schedule a walkthrough or onsite survey, you will need to contact Debbie Kuykendall (see contact information below). Proposals from vendors who do not complete the onsite survey or walkthrough WILL NOT be considered.

Bids will be due at 12:00 p.m. on Tuesday, March 7<sup>th</sup>, 2017. **Do Not Fax or Email Proposals.**

For more information, contact Debbie Kuykendall, Technology Coordinator, via phone (662) 647-4373 or by e-mail ([dakuykendall@etsd.k12.ms.us](mailto:dakuykendall@etsd.k12.ms.us)).

### 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

### CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the switches do not meet the minimum specifications stated in the objectives of this RFP, the vendor will then be required to do whatever is necessary to meet the specifications with no additional cost to the East Tallahatchie School District.

### General

Provide internal connections as specified herein.

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

Prices quoted shall be all-inclusive 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. Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) 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.

ETSD E-Rate Ethernet Switch Upgrade RFP 2017-2018

Debbie Kuykendall  
Technology Coordinator  
East Tallahatchie School District  
[dakuykendall@etsd.k12.ms.us](mailto: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](mailto: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 2:00 p.m. on Tuesday, March 7<sup>th</sup>, 2017, in the Board room of the East Tallahatchie School District Central Office at 411 East Chestnut Street, Charleston, MS. Bids must be submitted in a sealed envelope clearly marked as follows:

### **“East Tallahatchie School District 2016 – 2017 E-Rate Switch Upgrade 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 bids 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 Switch Upgrade Project”** should be clearly marked on the face of the envelope as well as the opening date of March 7<sup>th</sup>, 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, FAX, or telegraphic bids will not be considered. Signatures on the proposals shall 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.

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 not 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.

- B. Each subcontractor who's Subcontract exceeds \$50,000 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.

- C. 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. Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

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.
- Preference will be given for vendors proposing the use of switches in which the switch manufacturer offers a limited lifetime warranty with replacement within 10 days.
- Preference will be given for vendors whose product requires no recurring costs for future functionality.
- Three K-12 references of installations of similar size and complexity.

### **Financing**

This project will be funded from E-Rate Funds in combination with the East Tallahatchie School District's percentage obligation. This project is subject to funding availability and contingent upon E-Rate funding.

### **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).
- Provide the documentation of the vendor's wireless, switching and cabling certifications.
- Participate in the mandatory walkthrough. Any bid submitted by a vendor who does not complete the mandatory walkthrough will be returned unopened. There will be no exceptions.

**Disqualification of Bidder**

The East Tallahatchie School District reserves the right to award to other than the lower 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 complete the mandatory Pre-bid onsite 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. Three K-12 references of installations of similar size and complexity.

The above is not an inclusive list.

**Objective:**

In each closet (IDF or MDF) that requires new switches, a single managed Layer 3 switch or stackable solution that acts as a single switch sharing the same switching fabric should be used to provide all

Ethernet and fiber ports. Switches should be capable of supporting 10/100/1000 MB Ethernet connections and up to 10 Gbps fiber uplink. One switch in each MDF closet should also support PoE.

SFP ports, along with the necessary GBIC hardware that support 10GB-GBICs for fiber ports, will be required for fiber connections. Switches should support private VLANs, should be able to communicate with VLANs from other switch manufacturers, support VoIP, and should support VLAN trunking protocol. Switches should be installed in the racks along with all new patch cables, provided by the vendor, should be plugged into the switch, and switches should be configured as instructed. Connections between closets should be configured for maximum throughput. Switches are preferred to have a lifetime or limited lifetime warranty covering any hardware failures with repair or replacement within 1 business day at no additional charge. Any problems relating to or being a result of configuration of the switches that result within the first 90 days of service should be resolved by the configuration vendor at no cost and within 1 business day. The district requires upgrade to gigabit enabled switches or equal. All patch cables in IDFs and MDFs should be included for each port. Switches should include a UPS battery backup. Existing fiber terminations and equipment may need to be upgraded to work with the new switches. This termination will be provided by the vendor.

If there is not enough rack or cabinet space available to accommodate the switches and rack mounted UPS, then replacement racks or cabinets will be provided by the vendor. If the existing rack or cabinet would become unsafe once the new equipment is installed, it should be replaced by the vendor, with prior approval by the ETSD representative. If a ladder rack would be safer in any IDF, it should be used to replace cabinets.

### **Equipment & Installation Specification**

All cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated.

The amount needed will be determined by the vendors proposed number of switches.

- 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.

### **Current Equipment**

#### Switches

1. The East Tallahatchie School District network is made up of Cisco/3Com managed switches. All ports are 250 Mbps minimum. Fiber connections from the core switches to any new equipment installed by the vendor are sufficient. The District will NOT accept connecting switches via Gig cables in the regular ports.
2. Any VLAN configurations proposed in this project necessary to meet the requirements must be configured completely by the vendor using the existing switches. The East Tallahatchie School District IT department is incapable of properly setting up VLANs on our present system.

### DISTRICT BUILDING INFORMATION

Name	Address	City/State/Zip
East Tallahatchie School District Superintendent's Office (aka Central Office)	411 E Chestnut Street	Charleston, MS 38921
Charleston Elementary School (CES)	412 E Chestnut Street	Charleston, MS 38921
Charleston High School (CHS)	310 N Cossar St	Charleston, MS 38921
Charleston Middle School (CMS)	17 Oak Grove Road	Charleston, MS 38921

**Classroom 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			
<u>Central Office</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
<u>Central Office</u>	1	0		10					1

(General Floor plans will be available at the walkthrough. Onsite walkthroughs will identify building materials, existing cabling, etc. Vendors will be responsible for taking any needed measurements during the walkthrough.)



**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 Trustee, 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)**

<b>NAME OF COMPANY</b>	
<b>ADDRESS OF HOME OFFICE</b>	
<b>CITY OF HOME OFFICE</b>	
<b>STATE OF HOME OFFICE</b>	
<b>COUNTY OF HOME OFFICE</b>	
<b>9 DIGIT HOME OFFICE ZIP</b>	
<b>PHONE # OF HOME OFFICE</b>	
<b>Federal EIN</b>	
<b>DUNS Number</b>	
<b>E-Rate SPIN number</b>	

**CONTACT Name:** \_\_\_\_\_ **Contact Title:** \_\_\_\_\_

**CONTACT Email Address:** \_\_\_\_\_ **CONTACT Phone Number:** \_\_\_\_\_

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** \_\_\_\_\_

ATTACHMENT A - continued

### PRICING INFORMATION

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

**DELIVERED TO**

**Charleston, Mississippi 38921**

(Specific address to be determined prior to shipment)

Manufacturer's Part Number	Description	QTY	Unit Price	Extended Price

**ATTACHMENT B**

**Vendor Required Documentation**

- Specifications for the proposed hardware.
- Vendor shall provide a written summary of their proposal as well as drawings of all sites labeled with the location of the each switch being proposed and the path of the switch cabling to each network closet. Vendor will verify if the District has enough available switch ports and/or patch panel ports in each closet for their proposed solution.
- Current liability insurance and workers compensation insurance.
- Documentation of the vendor's wireless, switching and cabling certifications.
- Three K-12 references of installations of similar size and complexity.
- Must include a detailed Scope of Work describing this "turnkey" project.

## 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