

Washington County Schools USD 108

RFP for Vocational Building Wired Network Upgrade

For School Year 2018-2019 (Funding Year 2018)

Posted: January 8, 2018

Bids due by 4pm February 5, 2018

Washington County Unified School District #108 (USD 108) invites vendors to submit proposals in accordance with the terms and conditions of this Request for Proposal (RFP). USD 108 will consider multi-year contracts for these services, subject to USF and District funding.

This project consists of upgrading network wiring at Washington County High School Vocational Building, 17 North D Street, Washington, Kansas.

Questions regarding this RFP and details of our existing system will be answered upon request at cpihl@usd108.org. Please include contact information if you require a reply. Be aware that these criteria are subject to change prior to the deadline for bids depending on further regulations from USAC. Please check our website (www.usd108.org) periodically up to and including the deadline for submission of such changes.

TECHNICAL CONTACT INFORMATION

Christian Pihl
(785) 541-1065
cpihl@usd108.org

SUBMIT BID/QUOTE

The Service Provider/Vendor must submit their bid either via e-mail to eromeiser@usd108.org or by US mail to the address below on or before 4pm, **February 5, 2018**. Bid number **RFP18-19-VocEd** must be referenced in email subject line or on the envelope the bid is mailed in.

Washington County Schools USD 108
Bid # RFP18-19-VocEd
101 West College St.
Washington, KS 66968

TECHNICAL REQUIRMENTS

High School Vocational Building (17 North D Street)

- 1 - 24 port Patch Panel (CAT6)
- 22 - CAT6 Plenum Wire drops to South East Room - estimate each drop to be around 150'
- 4 - Floor runs in South East Room for computer lab setup - estimate each run to be around 25'

PROPOSAL RESPONSE REQUIREMENTS / E-RATE

1. The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as e-rate.
2. USD 108 expects Service Providers/Vendors to make themselves thoroughly familiar with any rules or regulations regarding the e-rate program.
3. Service Providers/Vendors are required to be in full compliance with all current requirements and future requirements issued by the Schools and Libraries Division (SLD) throughout the contractual period of any contract entered into as a result of this RFP. Pursuant to e-rate discount requirements, the Service Providers/Vendors must meet all of the necessary eligibility requirements, at Service Provider's/Vendor's expense, to receive reimbursement funding from the Universal Service Fund (USF).
4. Service Providers/Vendors are responsible for procuring a valid SPIN (Service Provider Identification Number). The response must also clearly state the permanent SLD Service Provider Identification Number (SPIN) for the provider of proposed services.
5. Prices must be held firm for the duration of the associated e-rate funding year(s) or until all work associated with the project is complete (including any contract and USAC approved extensions).
6. All bids for the above services must itemize any and all USF e-rate ineligible items, products or services separately in the bid in the event that USF funding is available. All projects and contracts are subject to cancellation by USD 108 at our discretion if no USF or District funding is available.
7. All proposals should include itemized equipment and parts listings, including manufacturer part numbers for all line items. Installation costs, including design and implementation shall be clearly indicated as separate charges from equipment. Installation costs should be considered estimated and actual billed amount is not to exceed the value indicated on the proposal.
8. The successful Service Provider/Vendor will provide a contract for equipment, which includes costs for installation, training, maintenance and service with equipment meeting or exceeding the minimum requirements in accordance with the specifications in this RFP. Total billing cost and labor costs cannot exceed value indicated on quote unless agreed upon in advance and in writing by USD 108.
9. The cost for all related recurring and non-recurring services will be submitted to the SLD as part of the Universal Service Fund e-rate discount program. Because of this, it is necessary for all components, including both non-recurring and recurring costs, to be clearly specified on the successful proposal. Furthermore, and pursuant to SLD e-rate discount application procedures, the proposal response must indicate non-eligible costs for all equipment and services.
10. Within two (2) weeks of award, the awarded Service Provider/Vendor will provide USD 108 with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the Item 21 Attachment must be obtained from USD 108. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.
11. Even after award of contract(s) and/or e-rate funding approval is obtained, USD 108 may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of USD 108. USD 108 shall reserve the right to modify site quantities depending upon available funding and discount approvals.
12. The submission of a proposal will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the item(s) in complete compliance with the specifications.
13. Include any warranties and guarantees offered by your firm in the proposal.

14. Proposal prices quoted by the Service Provider/Vendor shall be firm and not subject to increase during the term of any contractual agreement between USD 108 and the successful bidder as a result of this proposal document. Should the price of any components covered under this agreement decrease after the award of the contract but prior to installation, the cost to USD 108 shall reflect that decrease. USD 108 reserves the right to negotiate the price, delivery, and terms of this RFP.
15. The successful Service Provider/Vendor must guarantee that all delivered material, equipment, and/or services shall be as bid. No substitutions will be accepted unless prior to delivery material/equipment is inspected, found to be equal to the item(s) specified, and approved in writing by a USD 108 authorized representative. All materials, products, and services offered must be exact standards of new models of regular stock products as required by the specifications or type of equipment offered. Furthermore, no products/materials have been submitted or applied contrary to manufacturer's recommendations and standard practice. Service Provider/Vendor will have carefully checked the enclosed figures and understands that it shall be responsible for any error or omission in the bid offer. Service Provider/Vendor will have carefully examined the instructions and specifications and will furnish this material/product with such specifications for the price set forth in this bid.
16. It is not the policy of USD 108 to award contracts on the basis of low proposals alone. In evaluating proposals submitted; other conditions and qualifications will be taken into account. However price will be weighted most heavily in the evaluation matrix.
17. The use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.
18. Sales tax will not be charged on USD 108's purchases. Proper tax exemption certificates will be issued by the USD 108 when requested by the vendor.
19. Be sure to delineate between one-time costs and ongoing maintenance or licensing costs. Be sure to include any specifications for the hardware required to implement the solution.
20. Building walk-throughs are encouraged and available upon request by Service Providers/Vendors. A walk-through can be for one site or all sites as needed by Service Providers/Vendors to provide the best Proposal. Bids based on walk-throughs may be given preference. Contact Christian Pihl (785) 541-1065 to arrange a walkthrough.
21. Ownership of all data, materials and documentation originated and prepared for USD 108 pursuant to the RFP shall belong exclusively to USD 108.
22. USD 108 may make a final determination regarding a proposal's acceptability solely on the basis of the proposal submitted. However, USD 108 may request additional information from Service Providers/Vendors and may discuss any facet of the proposal with any firm.
23. Proposals should be as thorough and detailed as possible so that USD 108 staff may properly evaluate the firm's capabilities to provide the required services.
24. Any proposal which modifies or fails to conform to the essential requirements or specifications of the request for proposals shall be considered non-responsive and deemed unacceptable. Notwithstanding the foregoing, USD 108 reserves the right to waive any and all irregularities and award the contract to the firm or firms, which, in the sole opinion of USD 108, best fulfills the terms and conditions of this request and the needs of USD 108.