

REQUEST FOR PROPOSAL  
For  
LAN CABLING INFRASTRUCTURE

USAC/E-Rate 470 #7681451

Proposal Due: February 4, 2019



**HOQUIAM**  
SCHOOL DISTRICT No.28  
Linking Learning to Life

Hoquiam School District #28  
325 West Chenault Avenue  
Hoquiam, WA 98550

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## **OVERVIEW**

The Hoquiam School District ("District") is requesting proposals for LAN Cabling Infrastructure for Hoquiam Middle School. Vendors must be able to provide this service in compliance with Federal E-rate regulations, including having a valid SPIN number. Proposals from Vendors without a SPIN number will not be considered.

Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Program. The successful Vendor agrees to receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Fund ("USF"), and/or its agents, the National Exchange Carrier Associations ("NECA"), and/or the Schools and Libraries Corporation ("SLC"). Hoquiam School District and the successful Vendor will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements as described under Section 254 of the Communications Act of 1934, as amended, 47 C.F.R. #254, and any competitive requirements contained in 47 C.F.R. #54.504.

## **INSTRUCTIONS TO VENDORS**

### **1. INTERPRETATION OF PLANS AND DOCUMENTS**

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the plans, specifications, or other contract documents, or find discrepancies in, or omission from, the plans or specifications, the person may submit to the authorized representative a written request for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery. Such request must be submitted not less than five (5) days prior to the proposal due date. Any interpretation or correction of the contract documents will be made only by written addendum duly issued and a copy of such addendum will be posted on the district website next to the original RFP document. The District will not be responsible for any other explanations or interpretations of the contract documents. No oral interpretation of any provision in the contract documents will be made to any Vendor or binding on the District.

### **2. PREPARATION OF PROPOSAL**

Each proposal shall be made on forms furnished by the District and must be signed by a person authorized to provide pricing and enter contracts, with the signature in full. The address and telephone number of the vendor shall be included with the proposal. Failure to sign the RFP form shall result in a non-responsive RFP.

Any omission of prices on required items shown in the proposal form may render the proposal as being incomplete and may become cause for rejection of the proposal, in sole discretion of the District. When not responding on an item, specify by a N/A in the appropriate space.

Facility maps will be provided upon request to vendors and as part of the walkthrough. Check the district website at <http://www.hoquiam.net/erate> for information on the site walkthrough.

### 3. DELIVERY OF PROPOSAL

- A. Each proposal shall be completely sealed in a separate envelope, properly addressed to the District at the address indicated on the proposal form, with the name and address of the vendor and the name of the project for which the proposal was submitted, plainly written on the outside of the envelope.
- B. Sealed proposals will be received at the time and place stated in this Request for Proposal. It is the sole responsibility of the vendor to see that the proposal is delivered on time. Any proposal received after the scheduled closing time for receipt of proposals may not be considered.
- C. Proposals shall be submitted intact, including all proposal documents and acknowledgment of all addenda posted on District website.
- D. Upon delivery, proposals become the property of the Hoquiam School District.

**PROPOSALS ARE DUE FEBRUARY 4, 2019 BY 1:00pm and MUST BE MAILED/DELIVERED TO:**

Hoquiam School District  
325 West Chenault Avenue  
Hoquiam, WA 98550

ENVELOPE MUST BE CLEARLY MARKED:

RFP for LAN Cabling Infrastructure

NOTE: Faxed, emailed or electronic copies will NOT be accepted.

### 4. PROPOSAL FORM/TAXES

Only proposals made on the provided forms will be considered.

Proposals shall include sales tax. The District is not tax exempt.

### 5. CONTRACT DEFAULT

Your proposal is subject to all terms and conditions as herein established in this RFP and include price, quality, and delivery. Failure to provide services proposed by the agreed project timeline and at the proposed prices will be considered contract default and the Business Office reserves the right to declare the contract terminated and to purchase the merchandise on the open market. If a greater price than the contract price has been paid by the District Business Office, such increase shall be the vendor's responsibility.

## **6. VENDOR ELIGIBILITY**

Vendors must have an active Vendor Identification Number (SPIN) assigned by the Schools and Libraries Division (SLD), and maintain the valid SPIN number for the duration of the contract. Failure to maintain a valid SPIN number may result in default of this contract.

## **7. VENDOR/HOQUIAM SCHOOL DISTRICT RELATIONSHIP**

Vendor's relationship to the District in the performance of services that may be required for certain items shall be that of an independent contractor. Any personnel performing services under this contract shall at all times be under vendor's exclusive direction and control and shall be employees of vendor and not employees of the District. Vendor shall cover or insure all of its employees performing services under this contract in compliance with the applicable laws relating to workman's compensation and employers' liability insurance.

## **8. NON-DISCRIMINATION AGREEMENT**

Vendor agrees not to discriminate against any client, employee, vendor, applicant or contractor or in any activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability or the use of a trained dog guide or service animal and will provide equal access to the all. The vendor also agrees to follow all laws and policies applicable to affirmative action. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of the District.

## **9. BILLING**

Vendor must be willing to accept direct payment from the Schools and Libraries Division (SLD) of the Universal Service Administration Company (USAC) for the eligible portion of services provided. Consistent with E-rate guidelines, the District will determine which payment model will be used.

### Funding Commitment Considerations

As described in e-rate program rules, both the District and the Vendor will receive a Funding Commitment Decision Letter (FCDL) stating how much of the Service Cost will be paid by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). The portion of the Service Cost paid for by USAC is defined on the FCDL and is referred to as the Discounted Portion. In some cases, the FCDL may state that the funding is completely denied. A "Funding Year" is synonymous to USAC's definition of a funding year, which is generally from July 1<sup>st</sup> until June 30<sup>th</sup> of the next year. An FCDL will be issued for each Funding Year, and is only applicable to that Funding Year.

### Price and Payment if Funding is Approved

If the FCDL shows that funding is approved then the District, at its discretion, may choose to have the Amount Due be the Undiscounted Portion instead of the total Service Cost.

Price and Payment if Funding is Denied

If the FCDL state that funding is completely denied for the Services then the District may terminate the Services on or after the date it received the FCDL by providing a request in writing (“Termination Request”) to the Vendor. The date that the District requests to terminate the Service (“Termination Date”) will be at least 15 days after the Termination Request.

**10. REJECTION OF PROPOSALS**

The District reserves the right to reject any or all proposals and to not make an award. The award of the contract, if made by the District, will be made to the qualified vendor submitting the most satisfactory proposal based on the criteria 12, if it is to the district’s best interest to accept such a proposal. The right is reserved by the District to waive any informalities or errors in the RFP that, in the sole opinion of the District, do not materially affect the RFP (RCW 43.19).

**11. BINDING CONTRACT**

A formal contract will be issued by the District. The issuance of a purchase order by the District to the successful Vendor does not form a binding contract. This RFP and RFP response shall become part of any contract between the Vendor and the District.

**12. CONTRACT AWARDING BASIS**

The District will award the contract on the following basis:

<u>Factor</u>	<u>Weight</u>
Price	25%
Integration with existing architecture/management	20%
Technical Specifications, Design and Service Level Agreement	15%
Other costs factors (including price of ineligible goods and services, prices of changing providers, price for breaching contracts, etc.)	15%
Additional training requirements and staff skill development	15%
Customer References	10%

The District reserves the right to award the contract to one or more vendors.

**13. CONFLICTS OF INTEREST**

No director, employee or agent of the vendor shall give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with the work, or enter into any non-consumer business arrangement with any director, employee representative of the District, other than as a representative of the District, without prior written notification thereof to the District. Any representative(s) authorized by the District’s Superintendent may audit all records of the Vendor, that pertain to the District, for the sole purpose of determining whether there has been compliance with this paragraph. Information obtained through this process shall be administered confidentially.

#### **14. PRICE GUARANTEE**

Prices must remain firm for the duration of the contract as specified in Section 15.

#### **15. DURATION OF CONTRACT: July 1, 2018 to September 30, 2020**

The District anticipates making purchases once a Funding Commitment Decision Letter is received.

#### **16. ASSIGNMENT OF CONTRACT**

The vendor shall not assign this contract, any part thereof, nor any monies owing thereunder, without the prior approval of the District.

The vendor shall have total responsibility for meeting the terms and conditions of this contract.

#### **17. ADVERTISING**

Award of this contract does not grant the right to the vendor to utilize the award in advertising media without written consent of the District.

#### **18. CONTRACT INFORMATION**

For information about this RFP, please contact IN WRITING/EMAIL/FAX:

Patti Reynvaan, Lead Tech  
Hoquiam School District #28  
325 West Chenault Avenue  
Hoquiam, WA 98550  
Phone: 360-538-8315  
Fax: 360-538-8212  
Email: preynvaan@hoquiam.net

Questions will be documented, routed to an appropriate staff member for response, and the response will be emailed and posted on the website. Vendors are reminded that questions must be submitted in writing or email, and questions and responses will be posted on the District website at <http://www.hoquiam.net>.

## **PROJECT SCOPE TECHNICAL REQUIRMENTS**

Hoquiam School District is seeking proposals to provide network/cabling upgrades to Hoquiam Middle School and Lincoln Elementary School. Facility map will be provided upon request to bidders and as part of the walkthrough. Check the district website at <http://www.hoquiam.net/erate> for information on the site walkthrough.

### **HOQUIAM MIDDLE SCHOOL LAN/CABLING**

- Requesting 200 new CAT 6A network drops to locations as determined during building walkthrough.
- New 24 and 48 port high density patch panels in MDF and IDF locations.
- Decommission and remove all existing cabling which is being replaced by new network drops as designated by locations. This cabling and locations will be determined during the walk through.

### **HOQUIAM MIDDLE SCHOOL IDF FIBER**

- Install new 6 strand single mode fiber between MDF and IDF.
- Fiber fun estimated to be less than 200 feet, pathway is all interior space.
- Terminate all strands with LC/UPC connectors.
- Install new rack mounted fiber termination cabinets 1RU in both MDF and IDF.
- Install new LC bulkheads.

### **LINCOLN ELEMENTARY SCHOOL LAN/CABLING**

- Requesting 130 new CAT 6A network drops to locations as determined during building walkthrough.
- Create new IDF in both East Wing and West Wing and Gymnasium.
- New 24 and 48 port high density patch panels in MDF and IDF locations.
- Decommission and remove all existing cabling which is being replaced by new network drops as designated by locations. This cabling and locations will be determined during the walk through.

### **LINCOLN ELEMENTARY SCHOOL IDF FIBER**

- Install new 6 strand single mode fiber between MDF and each new IDF.
- Fiber fun estimated to be less than 200 feet, pathway is all interior space.
- Terminate all strands with LC/UPC connectors.
- Install new rack mounted fiber termination cabinets 1RU in both MDF and IDF.
- Install new LC bulkheads.

VENDOR NAME: \_\_\_\_\_

## **VENDOR APPLICATION PACKET**

In addition to the required documents, vendors are welcome to submit any additional promotion or information materials that would be helpful in establishing the vendor's reputation and services provided.

### **VENDOR INFORMATION**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Corporate Website Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**SPIN Number:** \_\_\_\_\_ **Are you a Common Carrier?** Yes · No ·

### **CONTRACTOR INFORMATION**

If you are bidding on any wiring portion of this RFP, please complete the following information:

**Are you on the District's Small Works Roster?** Yes · No ·

If not, do you meet the criteria to apply and be approved to be on the Small Works Roster? Yes · No ·

**WA State Contractor License Number:** \_\_\_\_\_

### **VENDOR AGENT INFORMATION**

The following person is authorized to enter into contracts and provide pricing on behalf of the Vendor:

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

## **PRICING**

### Submission of Pricing Information

On a separate document, please include pricing for the equipment specified in the Project Scope Technical Requirements.

- Pricing should include taxes
- Pricing should NOT include any E-rate discounts
- The District anticipated purchasing in quantities sufficient for the scope specified; indicate if pricing will differ if purchased in lesser quantities
- Include any separate shipping chares

VENDOR NAME: \_\_\_\_\_

**CUSTOMER REFERENCES**

Please provide references of at least three (3) customers of similar size and scope, with at least one (1) of those being a school district in the State of Washington.

**Reference #1**

Company/Agency Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

**Reference #2**

Company/Agency Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

**Reference #3**

Company/Agency Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

**Additional Reference**

Company/Agency Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

**CERTIFICATIONS**

**Debarment**

As per the Code of Federal Regulation, this certification is required when federal funds are being utilized.

Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency and has authorization to enter into the attached contract.

**Non-Collusion**

Vendor certifies proposal is genuine and not sham or collusive or made in the interest or on behalf of any person not thereon, named, and further, that the vendor has not directly or indirectly induced or solicited any other vendor on the foregoing work or equipment to put in a sham proposal, or any other person or corporation to refrain from responding, and that vendor has not, in any manner, sought by collusion to secure himself, or to any other person, an advantage over any other vendor or vendors.

**Non-Discrimination**

Vendor agrees not to discriminate against any client, employee or applicant for employment because of race, creed, color, political and religious beliefs, national origin, gender, sexual orientation, marital or parental status, socioeconomic status, health status, or the presence of physical, sensory or mental disability. The vendor must comply with any applicable affirmative action programs. This provision shall become a material part of the contract and shall be grounds, if violated, for termination of the contractual relationship at the discretion of the District.

**Contract Addendums**

Vendor has reviewed any addendums to this document as posted on the District’s website (<http://www.hoquiam.net/erate>) and RFP response includes any applicable information from those addendums.

As an authorized agent of \_\_\_\_\_, I certify the pricing provided and all of the above standards are true and correct.

\_\_\_\_\_  
Signature of Vendor Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Vendor Agent

## APPENDIX A – CHECKLIST OF ITEMS

- **Application Packet**  
Pages 13-17 of this document, fully completed, including:
  - Vendor Information (p. 13)
  - Pricing (p. 14, include separate document)
  - Customer References (p. 15)
  - Certification/Signature (p.16)
  
- **Warranty/Replacement Terms**  
Description of manufacturer's warranty and service terms and vendor's process for return/exchange of defective equipment.
  
- **Technical Prints/Descriptions**
  - Proposed equipment model(s) and equivalents
  - For wiring, schematics and/or technical descriptions of installation paths for each specified location
  
- **Additional Terms/Conditions/Contracting Documents**  
Any additional documents that would be required by organization to enter into this contract
  
- **Marked Envelope**  
The envelope must be properly marked as specified in Section 3 and received by the due date/time