

Request for Proposal: Cabling

February 5, 2015

Southern School District
115 S 11th Street
Wymore, NE 68466

Erate Identifier: Category Two RFP Cabling

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Overview

Southern School District is seeking proposals for Cat6 cabling at the multiple locations within the district. See Appendix A for list of physical addresses.

All proposals must comply with all sections of this RFP and the products and services to be considered. All bidding vendors must be e-rate eligible and file an FCC Form 499A to provide the services requested and provide their SPIN number as part of this RFP.

Top two vendors may be asked to present their proposal to the district technology staff in person.

Vendors will have 24 hours after vendor selection is announced to raise any questions. The District will have the final authority to the resolution of all questions.

Proposals are due in either hardcopy or in electronic form (PDF format) on or before **Thursday, March 5th, 2015** at Southern School District, Attn: Cody Sabey, 115 S 11th Street, Wymore, NE 68341 or emailed csabey@southernschools.org. E-mailed proposal documents will be time-stamped from the receiving computer.

Proposal opening to be on **Friday, March 6th, 2015 at 9:30 am** at Educational Service Unit No 5, 900 West Court Street, Beatrice, NE 68310.

Questions should be addressed, no later than Monday, February 23rd, 2015, to:

Cody Sabey

Ph: 402.645.3326 | Email: csabey@southernschools.org

Questions and Answers will be posted on district website (<http://www.southernschools.org/>) by Wednesday, February, 25th, 2015.

Vendors are required to attend the district walk through; scheduled for Monday, February 16th, 2015 beginning at 10:00 am at Southern School District, 115 S 11th Street, Wymore, NE. RSVP to csabey@southernschools.org if attending. Vendor may be excused from walk-through with prior permission.

SCOPE OF WORK

1.1 General Description

The general description of the Scope of Work (SOW) for this project is to provide CAT6 cabling at the district locations; exact number of drops and the location of drops will be determined at the time of the mandatory walk-through. See Appendix A for list of physical addresses. All bids must comply with all sections of this RFP and the products and services to be considered.

2.1 Product and Services Specifications.

All drops designated for access points must be CAT6 cabling to a location in the classroom ceiling area including a 10 foot service loop to be coiled above the ceiling unless agreed upon during the mandatory walk-through. These drops are for wireless access points and therefore must be terminated on the classroom side with a surface mount jack and on the MDF/IDF side on the patch panel in the data rack. All cable must be plenum rated.

3.1 Installation Schedule

Cabling must be completed during non-school day hours or times agreed upon at signing of contract. All installation equipment must be removed from student access during school hours. A secured storage room will be provided for vendor.

4.1 Changes to Scope of Work

The District, without invalidating the Contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All said changes in the SOW shall be authorized by written "Change Order(s)", signed by the District.

5.1 Vendor Responsibilities

It shall be the responsibility of the selected vendor/contractor to provide the configuration and system quantities to all locations stated herein. The intentional or accidental omission of necessary component(s) or system(s) shall require the selected vendor/contractor to supply said missing component(s) or system(s) at no cost to the District. The District and any Consultants associated with this RFP are not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Work.

The awarded Bidder shall:

- Meet jointly with representatives of the District to exchange information and agree on details of equipment arrangements and installation interfaces for the cabling project.
- Have sufficient resources in order to complete the SOW within the allotted timeframe.
- Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the cabling system installed at the District.
- Furnish, install, and terminate data jacks at each location according to the Product and Services Specifications.
- Attend the mandatory walk-through.
- Install all cable in accordance with the Product and Services Specifications and/or manufacturer’s recommendations and best industry practices.
- Develop and submit for approval a labeling system for the cable installation. At a minimum, the labeling system shall clearly identify all components of the system; racks, cables, panels, and outlets. Sample labels must be approved by the District.
- Test (100%) all cables and termination hardware for defects in installation and to verify cable performance under installed conditions. Testing procedures but be included in proposal documentation.
- Supply documentation of testing and footage of each cabling run in proposal documentation.
- Abide by and responsible for all electrical and fire code regulations.
- Provide a written guarantee/warranty covering the installed cabling system against defects in workmanship, components, and performance, and follow-on support after project completion for a period of three (3) years.

6.1 Erate Terms

Any and all USF E-rate “ineligible” products and/or services must be listed separately in the proposal.

7.1 Pricing and Payment Structure

Vendors are required to breakdown the purchases by building as outlined in the table in Appendix B. Vendors are required to complete Appendix B as part of their proposal.

Contracts will be awarded only after receiving a funding commitment and decision letter from SLD or agreed upon by the district. This RFP will automatically become part of any contract awarded to a vendor. Once a contract is awarded, the total dollar amount is the responsibility of the district. The contract will define the 50% of installation complete amount.

30 days after contract signature	30 days after 50% installation complete	30 days after final testing completed
20% of contract	40% of contract	100% of contract

8.1 Evaluation Process

Please refer to Appendix C for further details regarding the evaluation process.

9.1 Discrepancies and Omissions

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Cody Sabey, Southern School District, csabey@southernschools.org. Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with successful vendor(s).

10.1 Contingencies

This RFP should not be considered as a Contract to purchase goods or services, but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Southern School District decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions will be accepted if create in PDF format and e-mail csabey@southernschools.org by the due date and time as specified herein. Date and time stamp of receiving computer will govern all e-mails. Vendors will be considered nonresponsive if the above requirements are not submitted as requested. The Southern School District has the right to reject all submitted proposals and resubmit for new proposals through a revised RFP.

11.1 Vendor Questions and Clarifications.

Questions should be addressed, no later than Monday, February 23rd, 2015, to:
Cody Sabey
Ph: 402.645.3326 | Email: csabey@southernschools.org

Questions and Answers will be posted on district website (<http://www.southernschools.org/>) by Wednesday, February, 25th, 2015.

Appendix A

BUILDING

ADDRESS

Southern Elementary School

315 W 2nd Street, Blue Springs, 68318

Southern High School

115 S 11th Street, Wymore, 68466

Final

Appendix B

TABLE 7.1: SOUTHERN ELEMENTARY SCHOOL			
Erate Eligible Services			
Description	Qty	Unit	Total
CAT6 drops, new			

TABLE 7.2: SOUTHERN HIGH SCHOOL			
Erate Eligible Services			
Description	Qty	Unit	Total
CAT6 drops, new			

Appendix C

Evaluation Rubric
Southern School District
Erate: Category Two Cabling

1. Cost of eligible equipment35 points

Cost of Equipment will be released at time of proposal opening. Points will be awarded during the evaluation of the proposal(s).

2. Compatibility with currently owned district devices25 points

Compatibility is very important. Points will be awarded during the evaluation of the proposal(s) and determination of compatibility with existing equipment will be done at that same time. Zero (0) points will be awarded for non-compatible devices and twenty (20) points will be awarded for full 100% compatibility.

3. Testing Method and Warranty20 points

All documentation provided on testing procedures and warranty coverage will be evaluated.

4. Reliability10 points

Reliability score will be determined using the following criteria:

- a. References given in the RFP
- b. Known other users of the device
- c. Personal experiences

5. References10 points

References will be contacted and points awarded on their responses.