



**1044 East Andrews Avenue
Ozark, Alabama 36360
Phone: 334-774-5197 Fax: 334-774-2685**

**REQUEST FOR PROPOSAL
FOR
Structured Cabling Internal Connections**

DATE DUE: March 7, 2012

Technical questions about the specifications
or this RFP request should be addressed to:

Mike Parrish

Technology Coordinator

Phone: 334-445-3800

Fax: 334-774-2685

Email: mkparrish@ozarkcityschools.net

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| I. | <u>MISCELLANEOUS</u> |
| A. | The Ozark City School District/Board of Education (hereafter referred to as “The Customer”) intends to contract for Internal Connections with the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Ozark City School system. |
| B. | If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required. |
| C. | It is the bidder’s responsibility to comply with all local, state and federal laws as they apply to this bid. |
| D. | All bidders must use our Bid Response Form for submitting their bid. |
| E. | The Customer is exempted from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975. |
| F. | Bid price is to be all inclusive with no further charges made against The Customer. |
| G. | Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations. |
| H. | The Customer is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations. |
| I. | The final awarding of this bid will be made by the Board of Education based on a recommendation from the Superintendent. |
| J. | All requirements specified in this RFP become part of any awarded contract. |
| K. | The Customer reserves the right to reject all bid proposals. |
| L. | The System reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services. |
| M. | The Customer will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and USAC-SLD E-Rate funding. |
| N. | Any changes, additions, modifications to the bid request will be posted to the Ozark City School’s web site www.ozarkcityschools.net under Bids link. It is the responsibility of the vendor to check the website for any changes to the bid request. |
| O. | The Customer reserves the right to terminate services if E-Rate funding is not approved or is reduced during the specified period of the contract and/or extension periods. |
| P. | Sealed bids must be submitted in three (1) printed copies and one (1) electronic copy (Adobe PDF format) along with any required supporting documentation to the bid opening scheduled for March 7, 2012 10:00 a.m., at the Ozark CITY BOE, 1044 Andrews Avenue, Ozark, Alabama 36360. If mailed, the envelope must be marked “Internal Connections” on the front and “SEALED BID DO NOT OPEN” near the seal. Mail to Attention: Mike Parrish at the address listed above. Any late bids will not be opened or considered. No faxed or electronic bids will be accepted. |

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| II. | <u>REQUEST FOR PROPOSAL</u> |
| A. | Point of Contact: Mike Parrish 334-445-3800 mkparrish@ozarkcityschools.net |
| B. | Background and Basic Description of the Requirement: The Customer has Local Area Networks at each location comprised of Cisco network equipment (internal connections) that enable the school sites to communicate and access the Internet. Additionally, the District utilizes distance learning technology to expand the learning opportunities of its students. |

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| III. | <u>SPECIFICATIONS</u> |
| A. | <p>The Customer is seeking the following: <u>Network Switching:</u></p> <p>Carroll High School will consist of a single MDF and multiple IDFs. The infrastructure for each these Telecommunications closet will be to provide 100/1000 switch ports to each data drop located in the school. Each MDF and IDF data ports are to have PoE capability to support network devices. Each MDF/IDF will have at minimum one single Multimode fiber that will provide uplink to the MDF. All MDF & IDFs will be marked on the set of prints that are given to each vendor. Would like Cisco Infrastructure quote or equivalent product.</p> <p>All network closets are to have UPS systems installed to protect the network equipment from electrical surges and outages. Vendors should plan to have 30 minute UPS uptime on the network equipment in each closet.</p> <p><u>Wireless Technology:</u></p> <p>Carroll High School will require Wireless N access points that will be distributed throughout the classrooms and hallways to provide wireless coverage throughout the campus. Ozark City does not have a specific model of access point that is being requested. The only requirement is that the product be Cisco, so we can fully implement Cisco throughout the district. The wireless access points will be ran to the nearest MDF/IDF location. The diagrams that will be provided at the bidder's conference will show the exact location of where the APs are to be installed. Would like Cisco Infrastructure quote or equivalent product. Please refer to Project Manual for other specifications.</p> <p><u>Network Cabling.</u></p> <p>Ozark City School standardized on Cat6 Cabling for the new high school. The cabling is to be plenum rated and pulled to the nearest MDF/IDF. All cabling will be terminated and tested, and the winning vendor must provide the redline drawings for the entire cabling infrastructure. Included in the cabling cost the vendor will need to provide Cat6 patch cords. Cabling is to be terminated into Cat6 patch panels, and all BICSI standards are to be used. Vendors are to provide Multimode Fiber drops between all the MDF/IDFs. The fiber is to be 50 micron and terminated into fiber patch panels that will be installed in each network closet. Vendor is to provide all fiber patch cables that are needed for the fiber installation. Included in the Cabling proposal shall be Network Equipment cabinets that will house the all the equipment for each network closet. All locations to receive Network cabling will be located on the diagrams that will be provided to vendors.</p> <p>Please refer to Project Manual for other specifications.</p> <p><u>Non-Eligible Equipment:</u></p> <p>APPROVED PRODUCTS FOR CATV Coaxial cable shall be 75 ohms nominal impedance and shall be marked with the manufacturer's name. It shall be sweep tested by the marker before shipping. The cable shall be of the CAC-6 and the CAC-11 type. Conduit size per manufacturer's recommendation. Cable by General, West Penn, or Belden. Please refer to Project Manual for other specifications.</p> |
| B. | <p>Mandatory All vendors are required to attend site survey for the Internal Connections. The survey will allow each vendor the opportunity to survey the school to determine the equipment that is needed. No consideration will be given for vendor's lack of information, and the site survey is designed to make sure that all potential bidders are creating designs based on the same survey. The survey will be held on Monday January 23, 2012 @ 9:00am and February 14, 2012 @ 10:00 am. All Bidders are to report to the Ozark City Educational Support Center, 860 N US Hwy 231, Ozark, Alabama 36360. The survey will start at the Support Center and from there to the new school site.</p> |
| C. | <p>Contract will be awarded for a period of (July 1, 2012 – June 30, 2013) with the school system having the option of two one year extensions, July 1, 2013 to June 30, 2014 and July 1, 2014 to June 30, 2015, contingent upon approval of E-Rate funding on an annual basis. Options will be executed at the Customer's discretion provided pricing remains the same as originally</p> |

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| | agreed upon, vendor continues to meet all other requirements, the System continues to be funded through the E-Rate program, and when executing the Options does not violate bid laws or E-Rate guidelines. |
| D. | Bidders must be a valid E-Rate provider with an approved SPIN provided with the bid. |
| E. | The Vendor must invoice the Schools and Library Division (SLD) in accordance with SLD regulations. The school district will requesting refund through BEAR. |
| F. | All vendors submitting a bid are responsible for understanding USAC and FCC E-Rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-Rate funding and should be filed as ineligible fees. |
| G. | Vendor must provide a toll free number for emergency technical support Monday-Friday 7:00 a.m. to 5:00 p.m. as a minimum. |
| H. | Vendor must have verifiable accounts and provide references for a minimum of 3 other customers for whom company has provided similar size and scope of services under E-Rate funded contracts. |

Service Provider Qualifications:

- The vendor providing the technical support services must be a Cisco Premier, Silver or Gold Partner, Cisco IP Communications Specialized Partner and Cisco Wireless Specialized Partner or Equivalent
- A copy of the certifications MUST be included in the bid package. These vendor certifications will help ensure the Customer of adequate support throughout the project. These certifications must remain in place throughout the contract period.
- Vendor must have minimum of \$500,000 of Priority 2 Basic Maintenance Services funded since Funding Yr2008

IV. Questions Concerning Specifications

Vendors that have questions regarding bid specifications must submit their questions in writing to Mike Parrish, Technology Coordinator, email: mkparrish@ozarkcityschools.net.

V. Basis of Award

Evaluation is a two-step process. The first step involves determining if the submittal is complete, accurate, and meets the requirements. The second step is comparing the cost-effectiveness of the proposed solutions which have successfully passed the first step process. In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Ozark City School District does not guarantee award of a contract and reserves the right to reject all bids.

These factors may be utilized in weighing the RFP responses as follows:

| Factor | Weight |
|-------------------------------------|---------------|
| Price | 35% |
| Erate Experience | 20% |
| References | 20% |
| Personnel Qualifications/Experience | 15% |
| Bid Proposal Criteria | 10% |
| TOTAL | 100% |

Ozark City School District may elect to award all, some or none of the services bid.

Required Attachments

- Completed & Signed Bid Response Forms (**all** pages)
- Documentation verifying vendor is a valid E-Rate provider with an approved SPIN.
- Documentation Verifying funded Internal Connections
- References of a minimum of 5 other customers for whom company has provided similar size and scope of services under E-Rate funded contracts
- Vendor qualifications/certifications
- Vendor must also submit complete ITEM 21

Failure to provide the required information in the specified manner may be a basis for the bid in its entirety to be thrown out without consideration.

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

| Event | Date |
|--------------------------------------|--|
| 1. Release of RFP | January 9, 2012 |
| 2. Site Survey (Mandatory) | January 23, 2012 and / or February 14, 2012 |
| 3. Deadline for Proposal Submission | March 7, 2012 at 10:00 am |
| 4. Evaluation of Responses | March 7-12, 2012 |
| 5. Determine feasibility and funding | March 13, 2012 |

**Ozark City School District
Request for Proposal (RFP)
Structured Cabling Internal Connections
Bid Opening Date: March 7, 2012 @ 10:00am
(Sealed Bids Accepted Until **10:00 a.m.**)**

Bid Response Form

NAME OF FIRM: _____

ADDRESS OF FIRM: _____

E-Rate SPIN: _____

NAME (TYPE OR PRINT): _____

*AUTHORIZED SIGNATURE: _____

DATE: _____ TELEPHONE: _____

*Signature certifies the proposed solution and services meet all requirements outlined in the Sections I – III and the Vendor will comply with all specified requirements unless exceptions are noted below.



EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS



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Bid Response Form

Erate Eligible Solutions

Cisco Switching / Wireless Equipment

- Please provide total below
- All components of Infrastructure Solution must be itemized in Quote Format and ITEM 21

| Equipment Cost | Installation Services | Non-Eligible (if any) |
|----------------|-----------------------|-----------------------|
| | | |

Fiber Cabling & Cat6 Cabling (Includes Racks, Enclosures, and Patchcords)

- Please provide pricing total below
- All components of Cabling Solution must be itemized in Quote Format and ITEM 21

| Materials Cost | Installation Services | Non-Eligible (if any) |
|----------------|-----------------------|-----------------------|
| | | |

**** Vendors are to provide complete breakdown of all components in the pricing above in a Quote Format and ITEM 21 format ****

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Erate In-Eligible Solutions

CATV Infrastructure and Connectivity

- Please provide pricing total below
- All components of CATV Solution must be itemized in Quote Format

| Materials Cost | Installation Services | Non-Eligible (if any) |
|----------------|-----------------------|-----------------------|
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**** Vendors are to provide complete breakdown of all components in the pricing above in a Quote Format ****
