Decatur County School District

January 22, 2015

Year 2015

Wireless Access Points with Installation
Network Components with Installation

Decatur County School District requires all bidders to attend a mandatory pre-bid meeting on February 5, 2015, at 10:00 a.m. in the District Office, 59 West Main Street, Decaturville, TN 38329.

All proposals are due no later than 10:00 AM, CST, on February 24, 2015
Submit responses to:

Decatur County School District
Linda Graves
59 West Main Street
P. O. Box 369
Decaturville, TN 38329
731-852-2391
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Introduction

Decatur County School District is soliciting bids from reputable service providers. The selected vendor will be our primary source for the following:

- Installation and configuration services for Universal Service Fund eligible products.
- Universal Service Fund-approved purchased and installed equipment and software.
- System improvements and upgrades to the Universal Service Fund-approved installed equipment and software as necessary.

Please note that the term Universal Service Fund (hereafter to be called USF or E-Rate) is used throughout this RFP for defining all eligible products and services for which school systems can receive discounts from the providers of these products and services.

If Decatur County School District fails to receive any funding from the Universal Service Fund, this project and any contracts related to this project will be null and void.

The successful bidder must be able to help in the preparation of all the necessary documents for the Schools and Library Division.

RFP Instructions

A. Completing the RFP

Please provide pricing in the form of a per unit price for components and services provided.

Quoted prices must be planned to be effective starting July 1, 2015 and extend through September 30, 2016, and Decatur County School District retains the right to extend this contract for up to three (3) more years in one year increments from July 1, 2015 if applicable.

The successful vendor will be required to participate in the Universal Service Fund and will provide the appropriate discounts applicable to this project.

B. Format, Due Date

Proposals are due no later than 10:00 A.M. CST, February 24, 2015. Late responses may not be considered. Submit responses to:

Decatur County School District
Linda Graves
P.O. Box 369
59 West Main Street
Decaturville, TN 38329
731-852-2391
Sealed documents of completed proposal with three (3) copies must be submitted. Proposals must be labeled on the outside of sealed envelope with “Proposal for Networking Bid.”

Name one person to be the coordinator for your RFP response and for any clarification activities that might be necessary. Complete company information must be provided, including company’s E-Rate spin number.

All submitted proposals will be considered the property of the Decatur County School District.

C. Contract
The proposal should include a contract for all proposed components and services. The right to extend contract provision must appear in all contracts. If the vendor does not wish to submit an actual contract with the proposal, due to different alternatives proposed and pending choices from those alternatives, a sample contract should be submitted with the proposal.

D. Confidentiality
All material submitted to Decatur County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by any vendor will be considered confidential to Decatur County School District and will not be used for any other purpose than evaluating vendor responses.

E. Selection Process
A number of factors will influence Decatur County School’s decision in selecting the vendor. These factors include a technical evaluation based upon the vendor’s ability to deliver these services in a timely manner. Equally important is a vendor evaluation based upon vendor reputation, service and support resources, knowledge of USF policies and procedures, knowledge of State policies and procedures, etc.

Please note that Decatur County School District will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price bidder.

Decatur County School District reserves the right to reject any or all bids or proposals. Contracts shall be awarded on the best value as defined by the evaluation criteria outlined below:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price</td>
<td>30%</td>
</tr>
<tr>
<td>Vendor Qualifications</td>
<td>25%</td>
</tr>
<tr>
<td>Long term experience in K-12</td>
<td>20%</td>
</tr>
<tr>
<td>Prior experience with e-rate</td>
<td>15%</td>
</tr>
<tr>
<td>Industry credentials and certifications</td>
<td>10%</td>
</tr>
</tbody>
</table>

F. Disclaimer
This RFP does not commit Decatur County School District to any specific course of action. Decatur County School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

Terms and Conditions

A. Specifications/Alternate Brands
When a brand name is specified it is meant to establish a standard and bids are invited on equal brands, unless otherwise specified. Bidders may bid on brands they consider to be equal by making
note on the price sheet and attaching a new price sheet detailing those equivalencies. Bidders proposing alternate brand must enclose the descriptive literature with their bids so that quality can be verified. Failure to do so may result in rejection of bid. Bids offering equal products will be considered for an award if they are so marked in the bid and Decatur County School District determines that said product meets or exceeds fully the minimum essentials specification of the bid.

B. Equipment
All equipment/products must be new and current models.

C. Warranties
The manufacturers most favorable warranty offered to preferred customers shall apply to all items. A copy of such warranty shall be furnished to Decatur County School District upon the delivery of the equipment or product.

D. Late Bids
Offers and modifications of offers or withdrawals received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

E. Tennessee State Tax
Decatur County School District is not subject to state sales or use tax. Tax number will be furnished for all Decatur County School District Purchase Orders, unless otherwise specified.

F. Compliance State Laws
It is agreed and understood that state laws shall govern any contract and/or order placed as a result of this proposal. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.

G. Contract Changes
During the period of this contract, no change will be permitted in any of its conditions and specifications unless the Contractor receives written approval from Decatur County School District.
Vendor Requirements:

The contractor must:

…..provide brief project descriptions for a minimum of three (3) K-12 or higher education network wiring projects using the components bid that have been put in place within the past five years.

…..provide minimum of three (3) references with contact name and telephone number.

…..provide detailed company qualifications and certifications, including Category 6 UTP (or greater) and Fiber-Optic Certifications.

…..hold a company-held manufacturer’s certification for the wireless project. Certification from that manufacturer must be attached to the bid.

…..must have at least one installer certified by the proposed manufacturer.

…..provide a list of all sub-contractors that your firm will be using for this contract, along with their qualifications and certifications.

…..be contractors with experience in this type of work to bid.

…..demonstrate that all technicians working on the projects have appropriate training and experience.

…..be duly licensed to do business in the State of Tennessee. The contractor’s license number must be displayed on the outside of the bid document. Failure to do so will mean disqualification.

Installation Practices:

…..install materials in accordance with all current applicable TN OSHA, TN building codes, and any other state, local, or Federal Codes. All services performed will follow, but will not be limited to, National Electrical Standards and ANSI EIA/TIA 568,569,606 and 607 standards.

…..shall adhere to all project specifications provided by school district.

…..shall install all materials as per the manufacturers' specifications.

…..supply all necessary equipment, such as ladders, hand tools, small power tools, benders wire pulling aides, etc.

…..on a daily basis, leave work areas broom clean and free of materials.

…..Contractor and/or on-site representative shall be required to give periodic progress reports to the customer’s project manager. Also, all issues or changes will be discussed with customer’s project manager before any action is taken. If change affects cost/schedule/ performance, the change must be submitted in writing for approval and a written change order will be issued.

…..Documentation must be provided after the installations to Decatur County School District.
Universal Service Fund

If Decatur County School District fails to receive any funding from the Universal Service Fund, this project and any contracts related to this project will be null and void.

The successful bidder must be able to help in the preparation of all the necessary documents for the Schools and Library Division.

Failure to respond to any of these could result in disqualification of bid.

PROJECTED TIMETABLE

The following projected timetable should be used as a working guide for planning purposes. Decatur County School District reserves the right to adjust this timetable as required during the course of the RFP process.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>Jan 22, 2015</td>
</tr>
<tr>
<td>Deadline for submittal of questions **</td>
<td>Feb 10, 2015</td>
</tr>
<tr>
<td>Amendment Issued for Questions &amp; Answers</td>
<td>Feb 13, 2015</td>
</tr>
<tr>
<td>Mandatory Pre-Bid Meeting</td>
<td>Feb 5, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>Feb 24, 2015</td>
</tr>
<tr>
<td>Evaluation of Criteria Begins</td>
<td>ASAP</td>
</tr>
<tr>
<td>Complete Evaluation of Proposals</td>
<td>ASAP</td>
</tr>
<tr>
<td>Complete Contract Negotiations/Execute Contract</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

** All questions must be submitted by e-mail. Addendum will be posted if required no later than February 13, 2015. Questions should be sent to Linda Graves, Linda.Graves@decaturschools.org
Service Requirements and Pricing

Wireless Access Point Installation - Decatur County Middle School,

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas: 28 classrooms serving approximately 30 students each, 1 library serving 50 students, computer labs, 1 cafeteria serving 60 students, 9 offices, and 1 gymnasium serving 30 students. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment. Please provide an itemized prize list for complete project. Please list any/all yearly management fees available or associated with installed product.

Price Worksheet
Wireless Access Point Installation Bid
Decatur County Middle School

Wireless Access Point Project
Per Unit Cost Installed $________________

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

____________________________  _________________________
Company Name  Signature
Mailing Address  Title
SPIN #_________________________

Dated this ______ day of _____________, 2015

Name and contact information for Project Manager: ________________________________

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Decatur County School District
Service Requirements and Pricing

Wireless Access Point Installation – Riverside High School,

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas: 35 classrooms serving approximately 30 students each, 1 library serving 30 students, computer labs, 1 cafeteria serving 175 students, 12 offices, and 1 gymnasium serving 30 students. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty-five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment. Please furnish an itemized price list for complete project. Please list any/all yearly management fees available or associated with installed product.

Price Worksheet
Wireless Access Point Installation Bid

Riverside High School

Wireless Access Point Project

Per Unit Cost Installed $________________

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

____________________________  ______________________
Company Name  Signature
Mailing Address  Title
SPIN #_________________________

Dated this _______ day of ______________, 2015

Name and contact information for Project Manager: ______________________________
Service Requirements and Pricing

Wireless Access Point Installation – Parsons Elementary School,

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas: 30 classrooms serving approximately 25 students each, 1 library serving 35 students, computer labs, 1 cafeteria serving 50 students, 10 offices, and 1 gymnasium serving 30 students. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment. Please furnish an itemized price list for complete project. Please list any/all yearly management fees available or associated with installed product.

Price Worksheet
Wireless Access Point Installation Bid
Parsons Elementary School

Wireless Access Point Project

Per Unit Cost Installed $________________

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

____________________________  ________________________
Company Name                  Signature
Mailing Address
SPIN #________________________

Dated this _______ day of _____________, 2015

Name and contact information for Project Manager: ______________________________

Service Requirements and Pricing
Wireless Access Point Installation – Decaturville Elementary School,

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas: 19 classrooms serving approximately 25 students each, 1 library serving 25 students, computer labs, 1 cafeteria serving 50 students, 5 offices, and 1 gymnasium serving 20 students. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment. Please furnish an itemized price list for complete project. Please list any/all yearly management fees available or associated with installed product.

<table>
<thead>
<tr>
<th>Price Worksheet</th>
<th>Wireless Access Point Installation Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decaturville Elementary School</td>
<td></td>
</tr>
<tr>
<td>Wireless Access Point Project</td>
<td></td>
</tr>
<tr>
<td>Per Unit Cost Installed</td>
<td>$______________</td>
</tr>
</tbody>
</table>

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

____________________________  _______________________
Company Name                        Signature
Mailing Address                     Title
SPIN #____________________________

Dated this _______ day of ____________, 2015

Name and contact information for Project Manager: ______________________________
Optional Service Requirements and Pricing

Wireless Access Point Installation – Football Fieldhouse Riverside High School,

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. Football fieldhouse is located on the Riverside High School Campus approximately 1000+ feet from the main building. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment. Please furnish an itemized price list for complete project. Please list any/all yearly management fees available or associated with installed product.

Price Worksheet
Wireless Access Point Installation Bid

Riverside High School Football Fieldhouse

Wireless Access Point Project

Per Unit Cost Installed $____________________

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

_________________________________  _________________
Company Name Signature
Mailing Address Title
SPIN #_________________________

Dated this _______ day of ______________, 2015

Name and contact information for Project Manager: ______________________________

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Decatur County School District
Service Requirements and Pricing

Optional Wireless Access Point Installation – Decatur County Middle School Football Fieldhouse, Softball Fieldhouse, Alternative school, Band Room

A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas Football Fieldhouse, Softball Fieldhouse, Alternative classroom, and Band Room are all located on the campus of Decatur County Middle School. Please price wireless per location. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment.

Price Worksheet
Wireless Access Point Installation Bid

Optional Decatur County Middle School

Wireless Access Point Project

<table>
<thead>
<tr>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Fieldhouse</td>
<td>$___________</td>
</tr>
<tr>
<td>Softball Fieldhouse</td>
<td>$___________</td>
</tr>
<tr>
<td>Alternative classroom</td>
<td>$___________</td>
</tr>
<tr>
<td>Bandroom</td>
<td>$___________</td>
</tr>
</tbody>
</table>

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

_________________________________________   __________________________   
Company Name                      Signature
Mailing Address                      Title
SPIN #______________________________

Dated this ______ day of ______________, 2015

Name and contact information for Project Manager: ______________________________
Service Requirements and Pricing

Optional Wireless Access Point Installation – Decaturville Elementary School Pre-K
A unit price for the installation of WAP’s will need to be established. Quantities will be established after pre-bid meeting. CAT6 cable drops if needed for the following areas Pre-K classroom located on the campus of Decaturville Elementary School. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray and J-hooks from existing installation may be re-used. Patch panels for wiring are to be provided by bidder. All cabling for the WAP’s must receive a minimum of a twenty five year warranty. Patch cables should be provided and installed for all WAP’s. The selected vendor shall work with Decatur County’s IT department to confirm that each WAP is functional. Programming of the WAP’s will be performed by bidder implementing network equipment.

Price Worksheet
Wireless Access Point Installation Bid

Optional Decatur County Middle School

Wireless Access Point Project

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Fieldhouse</td>
<td>$</td>
</tr>
<tr>
<td>Softball Fieldhouse</td>
<td>$</td>
</tr>
<tr>
<td>Alternative classroom</td>
<td>$</td>
</tr>
<tr>
<td>Bandroom</td>
<td>$</td>
</tr>
</tbody>
</table>

All prices must be guaranteed for the period of the contract.

This form must be included in the bid documentation to be considered for award.

This bid is offered for network cabling project and/or wireless access project installations as presented in this document.

Company Name ___________________________ Signature ___________________________
Mailing Address ___________________________ Title ___________________________
SPIN #______________________________

Dated this ______ day of _____________, 2015

Name and contact information for Project Manager: ______________________________
**Network Components**

Additional Managed switches will be needed in our wiring closets for the Wireless Access Points. Estimates for each campus break down as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Switches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decatur Co. Middle School</td>
<td>3--24 Port Managed POE switches</td>
</tr>
<tr>
<td>Parsons Elementary School</td>
<td>2-- 24 port Managed POE Switches</td>
</tr>
<tr>
<td>Decaturville Elementary School</td>
<td>3—24 Port Managed POE Switches</td>
</tr>
<tr>
<td>Riverside High School</td>
<td>3—24 Port Managed POE Switches</td>
</tr>
</tbody>
</table>
Please fill in prices below and include this price sheet in your bid documentation. Prices should reflect all installation, configuration, and shipping and handling to Decatur County School District. All equipment must be shipped from authorized distribution centers. All equipment must be factory new. All factory warranties must be intact and passed on to purchaser. Exact quantities will be determined at a later date.

Price Worksheet

Network Components Installed

Decatur County School District

Switches $_________

This bid is offered for network components as presented in this document.

____________________________ _______________________
Company Name Signature

Mailing Address Title

SPIN #____________________

Dated this ________ day of ________________, 2015

Name and contact information for Project Manager: ________________________________