

# REQUEST FOR PROPOSAL

## Bid 679 Network Upgrade NETWORK UPGRADE PROJECT

Columbus Municipal School District  
Technology Department  
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Columbus, Mississippi 39705

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**STATEMENT OF QUALIFICATIONS  
And  
REQUEST FOR PROPOSAL  
BID# 679 Network Upgrade**

**Subject**

RFP - The Columbus Municipal School District (the District) will accept statements of qualifications (SOQ), Specification Response Forms (SRF), and proposals from qualified firms/vendors to provide services necessary for installation of network switches, cabinets, backup power supplies, and access points. Those interested in placing bids must submit a signed SOQ and SRF to the district on or before 10:00 AM local time, April 8, 2022 through <https://www.centrauctionhouse.com/>.

**Purpose**

Proposals are being sought by the District for the purpose of securing the most cost efficient way of upgrading the school district's network infrastructure.

**General Requirements**

The District will be looking to upgrade current switches, cabinets, backup power supplies, and access points. The proposal embodies: A Turn-Key solution. The vendor is allowed equivalent product as long as it meets or exceeds specification provided in the equipment list. The District requests the winning vendor document all locations and serial numbers of equipment and provide in spreadsheet format to the Technology Department. Winning bidder is granted necessary permissions and access to property to complete work. It will be the responsibility of the bidder to check the RFP on <https://www.centrauctionhouse.com/> daily for any changes to the RFP or listing of bidder questions and answers that may arise.

**All proposals and supporting documentation must be sent to through the <https://www.cetnralauctionhouse.com/> platform.**

**Basis of Award**

1. References of at least three installations of similar application size and complexity.
2. Please see "Vendor Requirements" on the following pages for additional information.
3. Please also see "Criteria for Selection" in more detail.

Selection Schedule		
Event	Date(s)	Time
Advertise & Release RFP	03-16-2022	
Advertise	03-23-2022	
Vendor Site Visit Meetings	03-30&31-2022	9:00 AM
SOQ, SRF, & Supporting Documents Due	04-08-2022	10:00 AM
Bid Day	04-12-2022	10:00 AM

*Proposers are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Questions regarding the RFP may be emailed to the Technology Coordinator's email address shown on the first page of this RFP before April 8, 2022. All vendor questions and customer answers will be added to the public message board at the bottom of the Central Bidding listing. **It will be the responsibility of the vendor/bidder to check <https://www.centrauctionhouse.com/> daily for any changes to the RFP or listing of bidder questions and answers that may arise.***

**NON APPROPRIATION OF FUNDS**

In the event funds are not appropriated by the District governing body in any fiscal period for payments due under BID # 679 Network Upgrade, then the Technology Director or Superintendent's designee(s) will immediately notify the successful vendor(s) or designee(s) of such occurrence, and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the School District of any kind whatsoever, except other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

**AWARD OF SOME OR THE ENTIRE PROJECT MAY BE SUBJECT TO AVAILABILITY OF DISTRICT FUNDING AND PROJECT NEEDS.**

The work itself will consist of all aspects of technology implementation for which the District desires to contract with the selected Proposer(s). The District's vision for this technology project calls for the installation of new network equipment to improve the District's network (backbone) infrastructure. Proposed solutions must integrate with the existing network environment to ensure a seamless management and design. Final completion for the project is scheduled for July 31, 2022. The District reserves the right to waive any informality and to reject any or all proposals. Proposers are prohibited from contacting or lobbying members of the School Board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the proposer. Proposals and statements of qualifications are to include the information requested at the beginning of this RFP.

**VENDOR SITE VISIT MEETING**

A vendor site visit meeting will be held on the date and time listed under Selection Schedule at the beginning of the RFP at the School District central office and proceeding to the respective school campuses. Any questions received will be discussed at that time and responses will be posted on the public message board at the bottom of the Central Bidding listing for review after the vendor meeting has been completed. Written questions will be allowed for any vendor interested in responding to the District's RFP and responses again will be posted on <https://www.centrauctionhouse.com/>. Multiple bids can be placed during the reverse auction. This Network Upgrade Project will be awarded to a SINGLE vendor that can quote and install all network equipment requested/required. The District requires a "turn-key" solution for this project. Requested documents must be submitted through Central Bidding according to the timeline listed in the Selection Schedule above. This Network Upgrade Project will include preferred network equipment and materials. This preference information will be provided to each vendor who attends the vendor site visit meeting. This information will include all details, specifications, and school campus maps with explanations. The cabling and materials

specification list provided is a minimum guideline list. If the bidder wishes to add to the District's list to improve the functionality of their proposed network infrastructure, the bidder is encouraged to do so.

### ADDITIONAL WARRANTY INSTRUCTIONS

The successful proposer must warrant its material and workmanship for a period of one year (for items requiring purchase and installation).

### CRITERIA FOR SELECTION

The District will utilize the following criteria (*as the basis for the proposal evaluations & selection*).

<u>Factor</u>	<u>Weight</u>
Price of the ELIGIBLE equipment, Services & Warranties	40%
Prior Experience with the District	15%
Personnel Qualifications, Professionalism, & Scope of Work	15%
Management Integration w/ Current Network	20%
Bid Documentation Includes Excel Spreadsheet of Quoted Equipment	10%
Total	100%

The District reserves the right to select outright a single Proposer, and to waive the finalists' state of the evaluation process in the event a Proposer has total points scored significantly higher than all the other Proposers responding to this RFP. The District in its sole discretion may accept or reject any or all responses to this RFP and may waive all formalities, technicalities, and

irregularities. All bidders are placed on notice that the award of the RFP will be based upon the products and services best suited to the District. The sole judgment of the District on such matters shall be final. The District has identified the factors itemized above under scoring criteria as critical to a company's ability to effectively assist the District's integration of technology. To be considered for evaluation, bidders must provide relevant responses to all sections of this RFP. ***(100 evaluation points are possible)***. A separate response is requested for each criteria section. Appropriate labeling required. *(See details of each factor below and on the following pages).*

A. Pricing (All Eligible Cabling, Installation, and Warranty)

- Proposer must abide by the district's bid policy.
- Proposer must abide by the state of Mississippi bid laws.
- Proposer must provide specific price quotes for eligible services. The District reserves the right to select a combination of pricing, services and/or Proposer(s) that appears best suited to meet the needs of the District. Proposer must allocate to the extent that a clear delineation can be made between eligible and ineligible components. Proposer(s) must provide school campus bid totals, as well as total cost for the entire project.

B. Prior Experience with the School District

The District has also determined that a company's background, experience, and financial stability are essential for the success of a long-term relationship with its selected Proposer(s). Proposers responding to this RFP should include information about their company's experience, financial stability, and quality of services and products and satisfaction of their clients. A minimum of three (3) references (school districts preferred) should be included in the bid document.

C. Personnel Qualifications, Professionalism & Scope of Work

The District is seeking a Proposer(s) that has the depth, breadth, and quality of resources necessary to complete all phases of a broad technology and service project. In addition, the timely availability of these resources and related support elements will be critical to project success. Describe the various resources from your company that will be made available to assist the District in the execution of its mission in performance of each scope of work (SOW). Provide resumes and related experience summaries to demonstrate the competencies and experience of typical personnel who would be assigned to the District program. Provide a list of industry standard certified employees and their certifications. Proposers must provide SOW and contract information for each school campus project being proposed

D. Management Integration w/ Current Network

The District requires a network that will continue to provide the District with a modern, efficient, and reliable network to support bandwidth and data and provide all needed capabilities within the district school buildings. Reliability and high performance are key requirements of this networking plan, as the District network continues to support the technology needs of the future. Vendor's proposal provides interoperability with the current District environment. Seamless integration with the current network.

E. Bid documentation includes Excel spreadsheets of all quoted equipment

The District requests that all bid/quote documentation also include Excel spreadsheets to allow for easy understanding of the bidder's proposal.

## **STATEMENT OF QUALIFICATIONS FORMAT**

Please provide the following information in the same format prescribed by this questionnaire. Supplemental materials providing additional information may be attached, but the information requested below is to be provided in this format and sequence. Please provide sufficient responses to the following questions and limit those responses to the page allowances set out in each item.

### **1. FIRM INFORMATION: (LIMIT 1/2 PAGE)**

Name of Firm:

Address of Home Office and Address of Branch Office if Applicable:

Telephone Number(s):

Fax Number(s):

Form of Business Organization (Corporation, Partnership, Individual, Joint Venture, Other):

Year Founded:

Primary individual to contact:

### **2. ORGANIZATION: (LIMIT 1/2 PAGE)**

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, answer the following: Date of incorporation, State of incorporation, President's name, Vice-President's name(s), Secretary's name, and Treasurer's name.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership, if applicable, names of general partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

### 3. LICENSING: (LIMIT 1/2 PAGE)

3.1 List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

### 4. EXPERIENCE: (LIMIT 2 PAGES)

4.1 Describe your firm's experience with completing this scope of work for public entities, if any.

4.2 Provide a list of the public entities previously assisted with contact names and phone numbers.

### 5. COORDINATION OF INSTALLATION

5.1 The Contractor shall be responsible for securing all permits and approvals necessary to complete the work (if required).



## **ADDITIONAL TERMS AND CONDITIONS**

### **A. CONTRACT TERM**

The term of the contract will begin when a **written contract** is signed by both the District and the vendor/bidder selected.

### **B. CONTRACT/PURCHASE ORDER TERMINATION**

The District shall reserve the right to terminate any contract/purchase order entered into as a result of the REQUEST FOR PROPOSAL at any time by giving thirty (30) days written notice of its intent to cancel. In the event the Proposer fails to carry out and comply with any of the conditions and agreements to be performed under the specifications, the District will notify the Proposer, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a 10-day period, the Proposer must submit, in writing, why such corrective action has not been performed. The District reserves the right to determine whether or not such non-compliance may be construed as a failure of performance of the contract/purchase order.

### **C. LICENSING REQUIREMENTS**

The successful Proposer must keep himself informed of, and adhere to, all laws and ordinances governing any matter related to work performed under the resulting contract/purchase order. The successful Proposer will obtain all necessary licenses and permits, will be aware of all labor conditions and agreements relating to the work specified in this document, shall make all provisions necessary to avoid any disputes which might arise from those conditions and agreements, and shall be responsible for any delays, damages, or extra costs caused by disputes.

### **D. SAFETY REQUIREMENTS**

It shall be the Proposer's responsibility to provide for the safety of workers and the public in compliance with the requirements of insurance and public health and safety. The District requires all workers on-site to have a company badge. A list of workers with current photograph must be provided to the school district's Technology Department throughout the life cycle of the project(s) that require installation or services

**E. INDEMNIFICATION**

The Proposer shall be responsible for all damage to persons or property that occurs as a result of his/her fault or negligence, or that of any of his/her employees, agents, or subcontractors. The Proposer shall save and hold harmless the District and its School Board against any and all loss, cost, damage, claims, expense, or liability in connection with the performance of the contract/purchase order. Any equipment or facilities damaged by the Proposer's operation shall be repaired and /or restored to their original condition, including cleaning and painting, at the Proposer's expense. The successful Proposer will assume the liability for all losses, damages (including loss of use), expenses, demands, and claims in connection with or arising out of any injury or alleged injury to persons (including death), or damages or alleged damage to property, sustained or alleged to have been sustained in connection with or to have arisen out of the performance of the work by the Proposer, and his agents, and employees, including losses, expenses, or damages sustained by the District. The successful Proposer will undertake and agree to indemnify and hold harmless the District and its Board, individually or collectively, and the officers, agents, and employees of the District and its Board, from any and all such losses, expenses, damages (including loss of use), and to pay all damages, judgments, costs, and expenses, including attorney's fees in connection with said demands and claims resulting thereof. Any claims against the District must be filed within the State of Mississippi within the county of the District. The Proposer shall abide by the Federal Occupational Safety and Health Administration (OSHA) regulations that apply to work performed under this Request. The Proposer shall defend, indemnify, and hold the District free and harmless against any and all claims, loss, liability, and expense resulting from any alleged violation(s) of said regulation (s) including but not limited to, fines or penalties, judgments, court costs, and attorney's fees.

**F. ATTORNEYS STATEMENT**

In the event that the District employs attorneys or incurs other expenses that it may deem necessary to protect or endorse its rights under this contract/purchase order, the Proposer agrees to pay the attorney's fees and expenses incurred by the District. If either party defaults in the performance of this agreement, the defaulting party shall pay the non-defaulting party responsible attorney's fees and court costs.

**G. NEGOTIATIONS**

The District reserves the right to have any additional terms and conditions incorporated into the agreement provided an authorized modification to the contract/purchase order is mutually agreed upon and duly executed by both parties.

## H. ORDER OF PRECEDENCE

In the event of an inconsistency between the terms and conditions of the resulting contract/purchase order, the inconsistency shall be resolved by giving precedence in the following order: (1) The REQUEST FOR PROPOSAL, including the Scope of Work, Statement of Qualifications, and Specification Response Form, and (2) Proposer Response.

## I. PROJECT START DATE

The District reserves the right to start the project on or after April 12, 2022, even if the project has not yet received funding. All pricing proposed will be considered valid.

## **SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS**

**Please Note: School building drawings/maps showing network MDF and IDF's and additional details will be provided at the mandatory walkthrough along with additional equipment specification details.**

The following section provides more specific technical requirements/specifications for **BID# 679 Network Upgrade**. Columbus Municipal School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason the District has chosen Ruckus for specific network switch and access point equipment and Tripp Lite for patch panels, enclosed cabinets, and back power supplies (or equivalent). For installation of equipment for this project, all school sites will be open from 8:00AM to 4:00PM and after hours as needed to complete the project. The district will replace aging Cisco equipment with Ruckus ICX7150-24P-4X10GR-RMT3, ICX7150-48ZP-E8X10GR-RMT3, and ICX7150-48P-4X10GR-RMT3 series switches with L3 routing protocols (IPv4 and IPv6 dynamic routes, OSPF v2, v3, PIM-SM, PIM-SSM, PIM-DM, PIM passive (IPv4, IPv6), PBR, Virtual Router Redundancy Protocol VRRP (IPv4), VRRP v3 (IPv6), VRRP-E(IPv4/IPv6), and 10G-SFPP-LR-S Fiber modules. The district will also replace Aruba existing access points with Ruckus model 901-R750-US00 and 901-R650-US00 and use a virtual wireless controller (LE9-VSCG-WW05, LE9-0001-SG05). The project will use Tripp Lite enclosed cabinets, floor and wall mounts, and backup power supplies in various sizes and Tripp Lite patch panel (N252-048), See equipment list for me details. The vendor is welcome to bid equivalent equipment if it meets or exceeds switch specifications and warranties.

**The awarded vendor will: (Network Equipment)**

- (1) Remove and replace all current switches, upgrade switch OS, and ensure all switches are stacked and operating.
- (2) The district Technology Department will provide switch configuration for each MDF and IDF closet.
- (3) Remove and replace current racks listed in equipment list with new enclosed cabinets.
- (4) Move all patch panels (see notes in equipment list) to new enclosed racks.
- (5) Move all wiring to the new enclosed racks (see notes in equipment list). Wiring needs to be extended.
- (5) Remove and replace backup power supplies as needed to the new enclosed rack.
- (6) Clean up all closets and move old equipment to a designated location provided by the Technology Department.
- (7) Provide spreadsheet with location and serial number of all switches, cabinets, patch panels, and Backup power supplies.

**The awarded vendor will: (Access Points)**

- (1) Remove and replace existing indoor Aruba access points.
- (2) Install outdoor access points. The District has already purchased these outdoor access points.
- (3) Remove old Cisco access points.
- (4) Provide spreadsheet with location and serial number of all access points.
- (5) The Technology Department will provide controller configuration for access points.
- (6) Move all removed access points and brackets to a location designed by the Technology Department.

**Patch Cable Colors**

Color codes

- Data Drops/Other - Blue

- Access Points - Yellow
- VoIP Telephony - Red
- Printers - Purple
- Servers/Additional Network Equipment - Green