**REQUEST FOR PROPOSAL**

ERATE Funding Year 2023-2024

NETWORK UPGRADE PROJECT

Yazoo City School District

Technology Department

1133 Calhoun Ave.

Yazoo City, MS 39194

Contact: Diqueres Shaffer

Telephone: (662) 532-1311

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E-mail: dshaffer@masd.k12.ms.us

## STATEMENT OF QUALIFICATIONS

**And**

**REQUEST FOR PROPOSAL**

**RFP # NETWORK-UPGRADE-2023-1**

### Subject

RFP - The Yazoo City School District – Yazoo City Region will accept sealed statements of qualifications (SOQ) and proposals from qualified firms/vendors to provide services necessary for installation and configuration of network equipment for the FY2023 (E-RATE) cycle. Bidders must have a Service Provider Identification Number (SPIN) and this SPIN must be included on the bid proposal. Those interested shall submit a signed, sealed SOQ and cost proposal to the district on or before March 21, 2023, at 9:00 a.m. at the Yazoo City School District Central Office located at 1133 Calhoun Ave, Yazoo City, MS 39194.

**Purpose**

Proposals are being sought by the Yazoo City School District for the purpose of upgrading network infrastructure.

### General Requirements

The Yazoo City School District will be upgrading internal building networks,

by replacing cabling, racks, battery backups, combining, moving, or eliminating

MDF/IDF locations to allow a more efficient and streamlined network.

It is the vendor's responsibility to ensure the equipment proposed meets the

performance specifications stated within this document.

**Terms used throughout this RFP.**

YCSD – Yazoo City School District - Yazoo Region

USAC – Universal Service Administrative Company

SPIN – Service Provider Identification Number

FCDL – Funding Commitment Decision Letter

FCC – Federal Communication Commission

SLD – School and Library District

USF -- Universal Service Fund

**All proposals and supporting documentation must be sent to:**

(​*Submittal should be clearly labeled on the outside of the submittal)*

MASD – Yazoo City Region

FY2023 Network Upgrade Project

RFP # NETWORK-UPGRADE-2023-1

Submittal should be addressed to:

YCSD – Yazoo City Region

Diqueres Shaffer

Technology Coordinator

1133 Calhoun Ave.

Yazoo City, MS 39194

One original and one copy of proposals and statements of qualifications and specifications for drops proposed,​ are to be prepared and delivered either by mail or Federal Express to Yazoo City School District – Yazoo City Region 1133 Calhoun Ave. Yazoo City, MS 39194 on or before 9:00 am local time March 21, 2023, where they will be time and date stamped. ​In addition, the bid must be broken down per school building and totals per school campus must be shown, as well as a grand total for the entire district project. ​**Please do not fax proposals.**

### Selection Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper Bid Notice | February 22, 2023  March 1, 2023 | | |
| State Bid Bank Bid Notice | February 17, 2023 | | |
| Reverse Auction | March 21, 2023 | | |
| RFP Posted to mASD Site | February 17, 2023 | | |
| Mandatory Pre-Bid Site Visit | March 7, 2023, 10:00 a.m., 1:00 p.m. | | |
| Bid Due Date | March 21, 2023 | | |
|  |

*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* *dshaffer@masd.k12.ms.us by*

*March 14,2023.*​*. A* ​*response within 3 business days will be emailed to all persons attending walk through.*

### Basis of Award

1. E-rate approval by USAC
2. Bidder must have SLD SPIN
3. References of at least two installations of similar application size and complexity.
4. Please see “Vendor Requirements” on following pages for additional information.
5. Please also see “Criteria for Selection” on more detail on page seven.

## VENDOR REQUIREMENTS

Vendors who respond to this Request for Proposal (RFP) must be willing to provide the Network​

Upgrade Project​ (RFP # NETWORK-UPGRADE-2023-1) to Yazoo City School District. The district will be looking for proposals to provide network/cabling upgrades to Yazoo City High School, Woolfolk Middle School, McCoy Elementary, Webster Elementary, Larry Summers Career & Technical and Alternative Learning Center.

## NON-APPROPRIATION OF FUNDS

In the event funds are not appropriated by the Yazoo City School District governing body in any fiscal period for payments due under RFP # NETWORK-UPGRADE-2023-1, then the Technology Coordinator or Executive Director of Instruction, Professional Development & Technology, 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.

**AVAILABILITY OF DISTRICT FUNDING AND PROJECT NEEDS.**

Proposer’s response to the Request must include a statement that the proposed terms will remain in effect and available for the project term identified as July 1, 2023, through June 30, 2024.

The work itself will consist of all aspects of technology implementation for which District

desires to contract with the selected Proposer(s). The school district’s vision for this technology project calls for the installation and configuration of new technology equipment, software, and services to improve the district’s network. Proposed solutions must integrate with the existing network environment to ensure a seamless management and design. Completion for the project is scheduled for June 30, 2023. Yazoo City School 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. Questions regarding the RFP may be emailed to dshaffer@masd.k12.ms.us​ and will be responded to within 3 business days. The final day for question submittal will be March 14, 2023.

Proposals and statements of qualifications are to include the information requested in the following questionnaire precisely in the sequence and format prescribed. In addition to and separate from the requested information, organizations submitting may provide supplementary materials further describing their capabilities and experience.

One original and one copy of proposals and statements of qualifications along with ​specifications for network cabling components​ are to be prepared and delivered either by mail or Federal Express to Yazoo City School District 1133 Calhoun Ave, Yazoo City, MS 391914 on or before 9:00 AM local time, March 25, 2023, where they will be time and date stamped.

A ​**MANDATORY**​ vendor walk-through will be held on March 7, 2023, at 10:00a.m. and 1:00p.m., beginning at the Yazoo City 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 RFP web site for everyone to review after the walk-throughs have been completed. Written questions will be allowed for any vendor interested in responding to District’s RFP and responses will be emailed to all vendors that attend the walk-through. ​The district will accept only ONE bid per vendor.

This Network Upgrade Project will be awarded to a ​SINGLE​ vendor that can quote, install and configure all network equipment and network cabling requested/required. The School District requires a “turn-key” solution for this project. Requested paper copies and other required documentation (​*see page 3*​) must be sent in a sealed envelope clearly marked with the words ​**“**​**FY2023 Network Upgrade Project RFP # NETWORK-UPGRADE-2023-1.**​**”**

The Network Upgrade Project will include preferred equipment preference information and will be provided to each vendor who attends the ​mandatory walk-through​ this information will include a listing of equipment specifications and school campus maps with explanations. The equipment specification list provided is a minimum guideline list. If the bidder wishes to add to the District’s equipment list to improve the functionality of their proposed equipment, the bidder is encouraged to do so. ​

## STATEMENT OF QUALIFICATIONS FORMAT

Please provide the following information in ​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 succinct 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:

1. ORGANIZATION: (LIMIT 1/2 PAGE)
   1. How many years has your organization been in business in its current capacity?
   2. How many years has your organization been in business under its present name? Under what other or former names has your organization operated?
   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.
   4. If your organization is a partnership, answer the following: Date of organization, type of partnership, if applicable, names of general partner(s).
   5. If your organization is individually owned, answer the following: Date of organization, name of owner.
   6. If the form of your organization is other than those listed above, describe it and name the principals.

1. LICENSING: (LIMIT 1/2 PAGE)
   1. List jurisdictions in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
   2. List jurisdictions in which your organization's partnership or trade name is filed.

1. EXPERIENCE: (LIMIT 2 PAGES)
   1. Describe your firms 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 phones numbers.

1. FEES:
   1. Based on the scope of work outlined herein please describe your firm’s full price associated

with the completion of this work for the ​Network Upgrade Project​ (RFP #

NETWORK-UPGRADE-2023.

1. COORDINATION OF INSTALLATION

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

### Additional Warranty Instructions

The successful proposer must warrant its material and workmanship for a period of one year (for items requiring purchase and installation). Their respective manufacturer warrants all other products and material under separate warranty. Warranty for “outright purchase” of equipment and software should include at least one year (​*with optional five-year warranty to be listed separately from bid total, for purchase of equipment and software should be included for second through fifth years*​). ​No re-furbished or “gray market” equipment will be accepted. All equipment must be new and “out-of-box” with full warranty and support.

**BID SUBMISSION INSTRUCTIONS**

RFP # NETWORK-UPGRADE-2023-1

Envelopes not so marked will remain sealed and be returned to the vendor.

The Yazoo City School District school board reserves the right to reject any and/or all bids and waive any informalities. The first page shown in the bid submission packet must be bids by school so the total bid price may be easily seen for the bid tabulation. It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Yazoo City School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or email bids will not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to submit bids on behalf of the vendor.

**NOTE**: No carrier in the Yazoo City, Mississippi consistently delivers

overnight packages on time. Use overnight delivery at your own risk.

**Certificate of Responsibility**

1. Each Bidder submitting a bid more than $50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31--‐3--‐5 and 31--‐3--‐21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of $50,000 on public projects, a notation stating so must appear on the face of the envelope.

When multiple contractors submit a joint venture bid of more than $50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture Bid does not have a Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.

1. Each subcontractor whose subcontract exceeds $50,000 on public projects shall have a Certificate of Responsibility Number, as required by Section 31--‐3--‐ 15 and 31--‐3--‐21 (latest version), Mississippi Code.
2. No bid will be opened, considered, or accepted unless the above information is provided as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Yazoo City School District. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

## CRITERIA FOR SELECTION

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

|  |  |
| --- | --- |
| Factor | Weight |
| Price of the Eligible Equipment, Services, & Warranties | 25% |
| Prior experience with the District | 15% |
| Personnel Qualifications, Professionalism & Scope of Work | 10% |
| Management Integration w / The existing Network Environment | 20% |
| Company Provides All Services (No sub-contractors) | 15% |
| Preference to Mississippi based Companies | 15% |
| 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 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 Equipment, 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.

1. ​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 bid document​.

1. ​Personnel Qualifications, Professionalism & Scope of Work

The District is seeking (an) E-rate 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 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 scope of work (SOW) and contract information for each school campus project being proposed

1. ​Management Integration (​*w/ the Existing Network Environment*​)

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 current District environment. Seamless integration with the current network and wireless equipment is most important to the District. Wireless management software must be able to successfully manage all current access point/arrays and newly installed access points/arrays from ​one management package/solution​.

1. ​Company provides all services (​*no sub-contractors*​)

The District is interested in providers that provide all components, installations and configurations for this RFP without sub-contractors.

1. ​Mississippi Based Companies ​*(K-12 Experience)*

The District is interested in providers that understand the technology, administrative, and instructional challenges facing today’s educators, children and administrators. The education environment is vastly changing with challenges that make technology decisions more important as they reach the District constituencies. The respondent must show that their solutions are sustainable within the framework of the District’s resources to implement and maintain ongoing operations and that future support is local and Mississippi based.

**BIDDER DISQUALIFICATIONS**

The Yazoo City School District reserves the right to award the bid to a bidder other than the lowest bidder when, in the judgment of the district administration, it is in the best interest of the district do so and such an award meets E-‐Rate rules and regulations. A Bidder may be disqualified for reasons such as:

1. Bidder’s failure to sign Bidder’s Proposal Form or to otherwise properly complete the Proposal Form and/or Attachments.
2. Bidder’s failure to attend and complete the mandatory Pre‐bid Conference meeting.
3. Bidder having defaulted on a previous contract.
4. Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder’s failure to fulfill the warranty obligations of a previous contract with the Yazoo City School District.
5. Bidder’s failure to include documentation for required certifications and authorizations.

## ADDITIONAL TERMS AND CONDITIONS

1. CONTRACT TERM

The term of the contract term will begin when school board approves and a written contract is signed by both the District and the vendor/bidder selected. The term of the contract award will begin March 21, 2023. ​Initiation of the contract is dependent on E-Rate funding, in the event E-Rate does not fund the project then the contract will be null and void. In addition, a Funding Commitment Decision Letter (FCDL) does not guarantee the District will proceed with this project and may only be able to proceed with portions of the project on a per school campus basis.

1. 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.

1. 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, and will be aware of all labor conditions and agreements relating to the work specified in this document and 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.

1. SAFETY REQUIREMENTS

It shall be the Proposer’s responsibility to provide for the safety of workers and 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

1. INDEMNIFICATION

The Proposer shall be responsible for all damage persons or property that occurs as a result of his fault or negligence, or that of any of his employees, agents, or subcontractors. 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 with the State of Mississippi in 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.

1. 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.

1. 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 and Statement of Qualifications, and (2) Proposer Response.

1. PROJECT START DATE

The district reserves the right to start the project on or after July 1, 2023, even if the project has not yet received funding. All pricing proposed will be considered valid.

## EXHIBIT E-1 (PROPOSER’S CONTRACT DOCUMENTS)

Proposer shall provide a contract for services to be offered. Proposer shall also provide a Service Level Agreement (SLA) to include resolution procedures, escalation process, and Proposer’s response structure (tiered or other).

## EXHIBIT E-2 (REFERENCES)

|  |  |  |
| --- | --- | --- |
| **Reference List** | |  |
| 1 | Company | Contact Name |
| Phone Number | Fax Number |
| E-Mail Address | Physical Address |
| Scope of Work |  |
| 2 | Company | Contact Name |
| Phone Number | Fax Number |
| E-Mail Address | Physical Address |
| Scope of Work |  |
| 3 | Company | Contact Name |
| Phone Number | Fax Number |
| E-Mail Address | Physical Address |
| Scope of Work |  |

**SPECIFIC EQUIPMENT REQUIREMENTS & DETAILS**

**Please Note: School building drawings/maps showing network MDF and IDFs 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 ​**RFP # NETWORK-UPGRADE-2023-1.** ​ The Yazoo City School District has standardized our network equipment for ease of management and future growth on our district network. This is the reason specific network equipment (or equivalent) is being requested on this RFP. All copper cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated. Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, racks, etc.)

All racks and/or cabinets should be of sufficient size to accommodate the

proposed E-Rate eligible equipment. Bid must include cost of labor and installation. Any cables run by the vendor will be inserted into a patch panel and labeled. The connection to equipment should be Leviton or equivalent. Cat6 Cable should be Berk-Tek or equivalent. Closet cleanup and closet relocation will be addressed at the mandatory vendor meeting. For installation of equipment for this project, all school sites will be open from 8:00AM to 4:00PM.

The awarded vendor will​:

1. Install battery backups in IDF’s and MDF’s. 1500va for IDF and 2200va minimum for MDF’s. The district has chosen Cyberpower or equivalent for our battery backup solution.
2. Install all needed Cat6 cabling connections, patch cables and patch panels, wire management, to access points from indicated wiring closets on school building maps.
3. Drawings, current equipment, and locations of drops will be provided at walk though.
4. Submit a bid that includes the total price of the entire project AND must include a breakdown list of all equipment and cost of each in line item (*with total cost*​​) PER school site.
5. Removal of old cable.
6. Install new drops in classrooms (2 Data, 2 AP, 1 Smartboard)
7. Install new Office Drops, 2 per office.
8. Install drops in labs. 10-30 per lab (depending on size of lab)
9. Install new 12 strand Single Mode fiber between closets.
10. Installation includes all patch cables, Patch panels, Fiber LIU, Fiber patch cables, CAT 6 jacks.
11. ​Vendor will provide explanation of manufacturer’s warranty.

**Right to Reject**

The Yazoo City School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Yazoo City School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Yazoo City School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly, failure to complete on time previous contracts, or who in the opinion of the Yazoo City School District School Board, is not able to adequately perform the contract. The Yazoo City School District School Board reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities/

informalities, increase or reduce quantities, make modifications or specifications, and award any portion of or the entire contract in a manner that is in the best interest of the Yazoo City School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Yazoo City School District.

**Seller Responsibilities**

1) Coordinate with the IT Department on installation timeline. Installation dates must have a minimal impact on instruction and must occur under the regulations of the E-Rate program for the funding year under which this project is funded. These dates will be agreed upon by both the district IT department and the vendor. Provide detailed price quote per school.

2) Winning Vendor must provide an updated networks and building maps

that are both digital and hard copy.

**Yazoo City School District Responsibilities**

1) Work with seller on all aspects of the project

2) Have ALL IDF and MDF locations clearly labeled.

3) Have a YCSD IT person available to make decisions.

**SITE VISIT INFORMATION FORM**

**RFP # NETWORK-UPGRADE-2023-1**

(Vendors should bring this completed to the site visit)

|  |  |
| --- | --- |
| **NAME OF COMPANY** |  |
| **ADDRESS OF HOME OFFICE** |  |
| **CITY OF HOME OFFICE** |  |
| **STATE OF HOME OFFICE** |  |
| **5 DIGIT HOME OFFICE ZIP** |  |
| **PHONE # OF HOME OFFICE** |  |
| **Federal EIN** |  |
| **DUNS Number** |  |
| **E-Rate SPIN number** |  |

**Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By signing below, the vendor acknowledges that the prices listed on this sheet are the

prices being bid for this project and that the vendor understands that portions of this project may be funded by E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_