

# **Wayne County School District**

**810 Chickasawhay Street  
Waynesboro, Mississippi 39367**

Request for Proposals  
for  
WCSD Wiring Project  
RFP# 10440  
12-21-2022

### Site Listing

School Name	General Scope of Project
Beat Four Elementary School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Buckatunna Elementary School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Clara Elementary School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Wayne Central Elementary School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Waynesboro Riverview Elementary School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Wayne County High School	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Wayne County Career and Technical Center	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.
Wayne County School District Office (non-instructional facility) (non-ERate Eligible)	Remove and Replace all Cat 5 wiring with Cat 6 to include 4 drops per classroom, 4 drops per office and for each currently existing Cat 5 drops in other locations. Installation of Fiber runs between all switch closets.

**Purpose**

Proposals are being sought by the Wayne County School District for the purpose of securing the most cost efficient way of upgrading the school district’s wiring infrastructure with network capacity and network backbone bandwidth.

**General Requirements**

Proposals must be itemized by campus and district office. The District reserves the right to fund the project by campus and/or district office based on approval by USAC of the overall project and the availability of district funds.

Basic campus outlines with existing wiring closets noted will be provided to vendors that attend a mandatory site visit.

Proposed solutions must integrate with the existing network environment, wired and wireless, to ensure a seamless management and design.

It will be the responsibility of the bidder to check the RFP website daily <https://www.wcsdms.com/district/request-for-proposals> for any changes to the RFP or listing of bidder questions and answers that may arise.

**Terms used throughout this RFP**

USAC – Universal Service Administrative Company

SPAC – Service Provider Annual Certification

SPIN – Service Provider Identification Number

**Do Not Fax Proposals.** Proposals will be received by the Wayne County School District at the address shown above until 12:00 PM CST, February 14, 2023. Proposals must be mailed to the address above in time for delivery before the closing date or hand delivered. Faxed proposals will not be considered.

Schedule of Events:

<b>Event</b>	<b>Date(s)</b>
Release of RFP to vendors	12/21/2022
Mandatory Site Visit Date Options*	01/10-12/2023, 1/18-19/2023, 1/24-26/2023
Deadline for Submission of Proposals	02/14/2023 12:00 PM CST
Bid Opening	02/14/2023 2:00 PM CST
Board Approval of Bids	02/27/2023

\* The Site Visits MUST be scheduled at least one day prior by emailing [beardt@wcsdms.com](mailto:beardt@wcsdms.com)

## **Inquiries**

All correspondence and inquiries regarding this RFP must be done via Email to: beardt@wcsdms.com.

If a vendor does not receive a response within 24 hours, it is the responsibility of the vendor to call Thomas Beard at 601-735-1766 or Michelle Kittrell at 601-410-7636 to confirm that the email message was received.

## **Basis of Award:**

1. E-Rate approval by USAC.
2. Vendor must have current USAC SPAC and SPIN must be listed in the proposal.
3. References of at least two installations of similar application size and complexity and two or more references of outside/wide area cable and wireless installation relating to fiber or other high-bandwidth capable media.
4. Overall cost and quality of proposal in conjunction with a scoring rubric.
5. The selected service provider **MUST** attend a **MANDATORY** site visit. **NO** bids will be accepted or considered for those not in attendance at at least one site visit.

## **Mandatory Site Visit**

The mandatory site visits will begin at Wayne County High School on the scheduled date located at 1325 Azalea Drive, Waynesboro, MS 39367. There will be a brief overview of the scope of the project. Vendors will be given a basic schematic drawing of each site to use as a guide for locating existing cabling and wiring closets and for placement of new cabling. The time will be used to take notes and ask questions of both the Network Coordinator of the district and the building project's electrical engineer to determine the proper number of drops required per classroom and the correct materials needed to complete the project.

# **I. General Conditions**

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

## **1. Location of Sites:**

The location of the work is on property owned by the Wayne County School District and through negotiated services on right-of-ways.

## **2. Scope of Work:**

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by the Service Provider.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to the Wayne County School District, unless the weekend or holiday work is due to a delay caused by the Wayne County School District.

## **3. Protection in General:**

The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Vendor's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this network.

## **4. Change in Contract:**

The Wayne County School District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Director of Technology before such work is begun.

## **5. Existing Conditions:**

The Vendor, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit to each location, contact Thomas Beard at beardt@wcsdms.com.

If a vendor does not receive a response within 24 hours, it is the responsibility of the vendor to contact Michelle Kittrell at 601-410-7636 or Thomas Beard at 601-735-1766 and confirm that the email message was received.

## **6. Workmanship**

All work shall be performed in a professional manner. Personnel from the Wayne County School District may observe the work procedures and workmanship of the Vendor, but such observation will not relieve the Vendor from any responsibility of performance or constitute acceptance of the work performed.

## **7. Financing**

The Vendor will provide a binding contract to the Wayne County School District for submission to USAC.

## **8. Proposal Submittal:**

In order to be eligible for submission of a quote, the vendor must complete a site visit to the Wayne County School District with Thomas Beard, Network Coordinator. If the vendor needs to physically see any of the schools outside of the site visit they must request permission from Michelle Kittrell **BEFORE** they visit the schools. **No vendor should visit the schools without the permission of Michelle Kittrell.** Any submissions submitted by a company that has not completed a site visit will not be marked as an invalid submission and not considered.

Two copies of the proposal and two copies of the other required documentation be prepared and delivered by mail, Federal Express or UPS service or in person to Wayne County School District 810 Chickasawhay St. Waynesboro, MS 39367 on or before 12:00 PM CST, February 14, 2023, where the proposals will be time and date stamped. All proposals will be opened at 2:00 PM CST on February 14, 2023 at the Wayne County School District at 810 Chickasawhay Street, Waynesboro, MS 39362.

**Proposals may be submitted electronically to [bids@wcsdms.com](mailto:bids@wcsdms.com).**

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

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

Wayne County School District FY23-24  
WCSD Wiring Project RFP# 10440

#### Submittal should be addressed to:

Wayne County School District  
Thomas Beard, Network Coordinator  
810 Chickasawhay St.  
Waynesboro, MS 39367

## **9. The Vendor's Qualifications**

The Vendor must provide proof of registration with USAC for reimbursement under E-Rate guidelines for Category Two Services.

The Vendor must hold a General Contractors License in the State of Mississippi.

## **10. Stored Materials**

Any materials stored on the job site shall be the Vendor's responsibility.

## **11. Accident Prevention**

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated.

## **12. Indemnification**

The Vendor agrees to hold the Wayne County School District harmless and to indemnify the Wayne County School District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or Subcontractor.

## **13. The Vendors' Representative**

The Wayne County School District reserves the right, with sole discretion, to refuse to allow any representative of the Vendor to service the contract in any manner. In this event, the Vendor shall furnish another representative that is acceptable to the Wayne County School District. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- \*Use of profanity or abusive language around any school personnel or students.
- \*Unclean or unkempt appearance.
- \*Intoxication or obvious drug use.
- \*Threatening behavior towards any school personnel or students.

Should the Vendor use subcontractors for portions of the work, the Wayne County School District reserves the right to reject any subcontractor without explanations or recourse by the Vendor or subcontractor.

## **14. The Wayne County School District Regulations**

The Vendor and his representatives shall follow all applicable school district regulations while on the Wayne County School District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school

activities or environment unless the Principal or person in charge gives permission. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Vendor's logo clearly visible.

### **15. Governing Law**

All RFPs and related documents submitted to the Wayne County School District by the Vendor are governed under the laws of the State of Mississippi.

### **16. The Wayne County School District reserves the right to:**

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such vendor it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the district.
- d. Waive any formality in the quote submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

### **17. Price Quotations**

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The Wayne County School District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

### **18. Variation in Quantities and Configuration**

The Wayne County School District reserves the right to modify quantity and configuration requirements. The Vendor agrees to sell the Wayne County School District the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.

### **19. Terms of Payment**

The start of services for this project may begin on the latter of April 1, 2023 or the date of funding approval by USAC. The Wayne County School District will issue an USAC Form 486 on the day services begin. For the duration of the contract, payments will be made as soon as possible after the submission of invoices from the

vendor based on the date of the next meeting of the school board and approval of purchase orders.

## **20. Turnkey Solution**

All proposals are to provide a turnkey solution for installation of wiring in buildings.

## II. Detailed Specifications - Scope of Work

The specifications provided in this section are intended to convey the characteristics of providing structured wiring in all schools within the Wayne County School District and in the District Office.

The Wayne County School District is looking for quotations for a reliable, dependable wiring infrastructure on all campuses and the district office (to support a) gigabyte switching and wireless network.

The Wayne County School District network infrastructure is currently based on either Cat 5 or Cat 6, depending on the age of the LAN with some existing fiber connections between certain buildings. The District proposes to maintain the existing fiber cabling where buried unless testing of cabling proves it to be damaged or in need of replacement. Terminating and testing all new drops or any replacement drops that are installed will be included in the installation of the project. New racks or patch panels may be included as deemed necessary in the project.

### INSTALLATION

Install four new Cat 6 cabling drops in all classrooms and offices. Replace/upgrade all Cat 5 existing drops in non-classroom/non-office locations to Cat 6. Install multimode fiber between all racks and the MDFs. If installation of fiber is determined to be more feasible between racks instead of directly to the MDFs, then this must first be approved by Thomas Beard **PRIOR** to the submission of the proposal.

### TESTING

- Testing of all newly installed wiring channels shall be performed prior to system cutover.
- Fiber optic, new and existing, if installed, shall be tested prior to system cutover.

### LABELING AND DRAWING

- Horizontal and backbone cables shall be labeled at each end. The cable or its label shall be marked with its identifier.
- A unique identifier shall be marked on each faceplate to identify it as connecting hardware.
- Each port in the faceplate shall be labeled with its identifier.
- Each port on the connecting hardware shall be labeled with its identifier.
- As-built drawings shall be supplied by the vendor showing the locations of and identifiers for all:
  - Horizontal cable routing and terminations
  - Telecommunications outlets/connectors
  - Backbone cable routing and terminations

- Close out documents shall be provided to the District upon completion of the project.

The vendor shall warranty parts and labor for the installed wiring system for a period of not less than one year from the completion of the project.

### **III. The Wayne County School District Responsibilities**

#### **1. Access for Installation**

The Wayne County School District will, during the progress of the installation, allow the Vendor and its employees access to the premises and facilities at all reasonable hours or at such hours as the Wayne County School District representative and the Vendor agree upon.

The Wayne County School District will provide access to existing conduit to all work locations, floors, buildings, etc., to support the media installation and provide Vendor access to these adjacent areas where and when required.

#### **2. Heating/Cooling**

Provide heat or cooling when required and general illumination in rooms where work is to be performed by the Vendor.

#### **3. Inspections**

Promptly make inspections when notified by the Vendor that the equipment or any part thereof, is ready for acceptance.

#### **4. Electrical**

The Wayne County School District will provide all electrical needs within the district buildings.

#### **5. Delay in Work**

It is understood that the Vendor will not be held accountable for any delays caused by the Wayne County School District.

## **IV. THE VENDOR'S RESPONSIBILITIES**

### **1. Provision**

The Vendor must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the Vendor both to furnish and/or install materials, unless specific provisioning/installation of the materials by the Wayne County School District is denoted.

### **2. Firewalls**

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

### **3. Ceiling Tiles**

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

### **4. Identification**

The Vendor will identify to the district any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

### **5. Permits**

The Vendor shall obtain all necessary county, municipal, and/or state work/building permits. This includes any permits that may be needed to gain the right of way for outside fiber pulls.

### **6. Damage**

The Vendor will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Vendor will promptly report to a representative of the Wayne County School District any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

### **7. Installation**

Install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling

endpoints can be easily determined.

## **8. Test and Inspections**

Conduct tests and inspections in the presence of the Wayne County School District technical representative after installation has been completed in order that the Wayne County School District may be assured that the requirements for the installation are met.

## **9. Completion Notification**

Promptly notify the Wayne County School District designated contact, Thomas Beard, of completion of this proposed project.

## **10. Defects**

The Vendor will promptly correct all defects for which the Vendor is responsible.

## **11. The Wayne County School District Contact**

The Vendor must coordinate all work with the Wayne County School District designated contact(s), Thomas Beard.

## **12. Cleanup**

Upon completion of the work each day, the Vendor must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

## **13. Subcontractors**

The Vendors may use subcontractors to perform work. However, all responsibilities rest with the Vendor.

## **14. Testing**

The Vendor will provide the Wayne County School District with complete detailed test results. The test results must be delivered to the Wayne County School District before payment.

## **15. Codes, Standards, and Ordinances**

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI *Telecommunications Distribution Methods Manual* shall also be used during all

installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation.

## **16. Safety**

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. The Vendor shall indemnify and hold harmless the Wayne County School District from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on the Wayne County School District because of the Vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

## **17. Patents and Royalties**

The Vendor, without exception, shall indemnify and hold harmless the Wayne County School District and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by the Wayne County School District. If The Vendor or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **18. USAC Certifications**

The Vendor must be an approved USAC service provider with a current SPIN and SPAC. It will be the responsibility of the vendor to maintain all USAC certifications throughout the term of the contract.

## **19. Indemnification**

The Vendor shall indemnify and hold harmless the Wayne County School District, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by the Wayne County School District, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or employees. The Vendor further agrees to indemnify and hold harmless the Wayne County School District, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense, at the Wayne County School District's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against the Wayne County School District which may result from the operations and activities under this Contract whether the installation operations be performed by the Vendor, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to the Vendor shall obligate the Vendor to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

**Wayne County School District  
 Bid Tabulation Sheet  
 E-Rate Funding Year 2023-2024  
 WCSD Network Wiring Project  
 RFP# 10440**

<b>Factor</b>	<b>Weight</b>	<b>Bidder #1</b>	<b>Bidder #2</b>	<b>Bidder #3</b>	<b>Bidder #4</b>
<b>Price of the ELIGIBLE Equipment, Services &amp; Warranties</b>	<b>50%</b>				
<b>Prior Experience with the District</b>	<b>10%</b>				
<b>Personnel Qualifications, Professionalism &amp; Scope of Work</b>	<b>10%</b>				
<b>Management Integration w/the Existing Network Environment</b>	<b>15%</b>				
<b>Company Provides all Services</b>	<b>5%</b>				
<b>Preference to Mississippi-Based Companies</b>	<b>10%</b>				
<b>Total</b>	<b>100%</b>				

- Bidder #1**
- Bidder #2**
- Bidder #3**
- Bidder #4**

**These were x bidders. Columns may be added to accommodate additional bidders and/or additional tabulation sheets with modified numbering.**

# V. PROPOSAL FORMS

## QUOTE SUBMISSION FORM

Company Name of Vendor \_\_\_\_\_

Corporate Headquarters Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vendor Contact Name \_\_\_\_\_

Vendor Contact Phone Number \_\_\_\_\_

Vendor Contact Email Address \_\_\_\_\_

E-Rate Service Provider Name \_\_\_\_\_

E-Rate Service Provider Identification Number (SPIN) \_\_\_\_\_

Address of Mississippi Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

24 Hour Toll Free Help Desk Phone Number \_\_\_\_\_

# SITE VISIT FORM

DATE \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

## CONTACT INFORMATION FOR CHANGES / UPDATES / CLARIFICATIONS

### CHECK PREFERRED CONTACT METHOD

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Email Address \_\_\_\_\_