Request for Proposal

Network Infrastructure Project

Bid # WLSDY23

Western Line School District

102 Maddox Road

Avon, MS 38723

1. **Introduction**
	1. ***Objective***

The Western Line School District Board of Education (hereinafter referred to as "WLSDBOE") intends to replace our existing fiber optics, network cabling, network switches, and network wireless system. Upgrading these systems will allow us to deliver better network services to our students and prepare us for initiatives such as one-to-one. The product lines piloted and approved are Cisco switches and management systems, as well as Aruba Networks Wireless and management systems. These two solutions established the current standard for the entire district. The evaluation of these pilot projects are complete and the district plans to continue developing this standard. Building upon this system will create system unity, increase management efficiency, allow seamless visibility, and reduce hardware costs.

The major portions of this project are:

Network Cabling and Fiber Optics

It is our intention to update network cabling to CAT6 where it is necessary. All drops shall include new patch panels, boxes, conduit and related materials. CAT6 drops to provide wiring to labs, libraries, and classrooms to local administration specs.

It is our intention to update a fiber connection between all network closets that have existing copper connections to OM3 10 Gig capable connections. New Fiber rated OM3 or higher are to be run between all identified network for 10Gig connectivity between network closets. Cat6 cable is required for all new wireless access point locations.

Network Switches

Each site is based on having a 48 and 24 port POE enabled Cisco switch or equivalent at the MDF and IDF’s. These switches shall be stacked and contain enough ports for each CAT6 drop to be live. Network closets shall be connected at 10Gbps

Wireless Communication

The wireless management solution is based on Aruba Airwave. It should have enough licenses for each of the access points. A server capable of running this software should also be proposed.

The standard wireless infrastructure is based on adding additional Aruba AP-315 or equivalent where they are needed. Cafeterias, gyms, and multipurpose areas may require more. Offices, hallways, conference rooms, and all other indoor areas shall have sufficient coverage as well.

 **UPSs**

Proposed UPSs must be APC or EQUIVALENT.  Any alternative equipment quoted must be fully compatible with the District’s existing network equipment.  Proposal should include all licensing, support and startups service needed for the project upgrades.  Quantities per school will be available at the mandatory site visit.

**Managed Internal Broadband Services**

Western Line School District is seeking proposals for Managed Internal Broadband Services as defined in the 2020 E-Rate Eligible Services List for the Wired and Wireless LAN infrastructure including all new and existing access points, controller, switches, routers, firewall, etc.

All Contracts should be quoted as a Monthly Recurring Charge (MRC).  Please indicate any E-Rate eligible costs and all E-Rate ineligible costs in proposal.  Include any up-front costs (NRC) and indicate which portion of that cost are E-Rate eligible and any E-Rate ineligible costs.

Contracts will have a 5-year term from July 1, 2020 through June 30, 2025.  If the project is not funded until after July 1, 2020, the contract will be in effect from the day of notification of funding from USAC until June 30, 2025.  The Western Line School District will not be responsible for the Monthly Recurring Fees for months prior to a funding commitment from USAC.  The contract is also contingent upon annual funding by USAC.  If at any time during the contract term, USAC denies funding, the contract may be terminated without penalty.

Please provide a narrative describing your Managed Services to include remote network monitoring capabilities, reporting capabilities, trouble ticketing procedures, availability and response time if an engineer is required on site.

If proposal is totally or mostly on site support, please include estimated or guaranteed (indicating whether hours are estimated or guaranteed) number of hours per month an engineer will be on site.

System Management

WLSDBOE would like the option of implementing this entire solution as a managed solution. As an alternate solution to a fully managed system, include a Management of Internal Broadband Services solution that aligns with E-rate Category 2 services for vendor supplied remote and onsite support.

The District seeks a unified, integrated and qualified proposal that addresses the installation, monitoring and customer/client training related to the specifications defined in this RFP. All proposals are to meet or exceed these specifications.

WLSDBOE reserves the right to reject any and all proposals, and award all or part of the bid and to make the award on merit/or features of design and quality, delivery and availability of parts and service to the best interest of the Western Line School District Board of Education.

Proposing vendors must include manufacturer maintenance and support options for 1 year, 3 year, and 5 year.

The District requires that any responding vendor that intends to propose an alternate solution provide an onsite demonstration of their planned proposed solution. These will be pre-proposal demonstrations for the district to review optional alternative solutions. Each responding vendor is required to submit a “Letter of Intent to Bid” document by the date specified in the “Schedule of Events” section. The “Letter of Intent to Bid” shall include the manufacturer brands and product lines the vendor is proposing. Vendors proposing alternate solutions will then negotiate the date and time for the onsite demonstration.

All aspects of this project must comply with the Federal Communication Commission’s competitive bidding requirement for Universal Service Fund (USF) support and services. Service is to coincide with Educational Discount Rate (E-Rate) for Internal Network Services funding (07/01/20 – 06/30/21). The successful bidder agrees to receive a portion of the payment directly from the Universal Service Fund (USF), and/or its agents, the National Exchange Carrier Association (NECA), and/or the Schools and Libraries Corporation (SLC). The WLSDBOE and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. Should E-Rate funding become no longer available, the WLSDBOE may terminate this agreement at any time throughout the term of the agreement by notifying contractors in writing.

Contact Person for this RFP is:

Lawrence Hudson

Western Line School District

102 Maddox Road

Avon, MS 38723

Phone: 662-335-7186

e-mail: lhudson@westernline.org

***1.2 Schedule of Events***

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor. The bids should be submitted on or before **March 24, 2020, 10:00 A.M. CST**. Bids not received by this date and time are automatically disqualified from consideration. Bid Proposals must be submitted in a sealed envelope with the company name, bid due date and time, and the words “Network Infrastructure Upgrade

# WLSDY23” all clearly noted on the outside. All bids **MUST** be submitted, to Lawrence Hudson, P.O. Box 50, Avon, MS 39339 or 102 Maddox Road, Avon, Mississippi, 38723 or by hand at the BID opening.

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| **Event** | **Date** |
| Release of RFP to Bidders | **February 25, 2020** |
| Letter of Intent Due | **10:00 A.M CST March 6, 2020** |
| Deadline for Proposal Submission/Bid Opening  | **10:00 A.M CST March 24,2020** |
| Walk-through for Bidders who plan to submit | **10 A.M CST March 16, 2020** |

* 1. ***Scope of Work***

Due to the complexity and interoperability of the proposed solution with the existing Cisco and Aruba standards, the district is seeking a single vendor to provide all products and services requested. We expect a complete turnkey solution and expect the awarded vendor to perform all duties for a fully functional system. This scope of work includes but is not limited to the items below.

Coordinate and manage the entire project and engage all necessary parties including but not limited to District office staff, building level staff, and other telecommunications companies, Internet Service Providers, and network equipment manufacturers.

Schedule monthly project status meetings with appropriate WLSDBOE staff.

Coordinate a thorough site survey of each location prior to installation.

Install designed and approved network cabling. Coordinate scheduling with consideration of impact on the instructional programs or existing services to include after normal school and work hours

CAT6 and Fiber Certification. Results shall be published and given to the district. Must also provide maps with port names and locations.

Upon completion of the cabling portion of the project, perform a final walk through with WLSDBOE.

Install and configure network switches and management solution. Configure VLANS, QoS, routing, security policies, and other items at the direction of the WLSDBOE technical staff.

Install and configure all Wireless Access Points, Controllers, and management software. Configure SSID’s, VLANS, policies, and security at the direction of WLSDBOE technical staff. Must label all equipment and switches and put as description in switch configuration.

Include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration.

Perform adequate training for WLSDBOE technical staff.

1. **Site Summary**

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| --- |
| Riverside Elementary  |
| Riverside High School |
| O’Bannon Elementary |
| O’Bannon High School  |

1. **Maintenance, Support Services, and Training**

**3.1 Reporting Problems**

The vendor must provide a toll free number and email address for use by the

WLSDBOE for reporting and obtaining problem resolutions.

**3.2 Performance Guarantee**

If the vendor fails to meet performance specifications or provide such support services, the WLSDBOE can request the termination of the contract with written notice. After written notice has been given, the vendor will have 14 days to correct the situation. Failure of the vendor to correct the situation will be just cause to terminate the contract. Unsatisfactory service will be reported to the Schools and Libraries Division E-Rate Services

**3.3 Insurance**

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. Within ten (10) days after notification of award, the vendor shall furnish to the WLSDBOE a signed contract and Certificate of Insurance showing compliance within the following limitations:

The vendor agrees to comply with the provisions of Worker’s Compensation Laws of the State of Mississippi. It shall be stated on every policy or Certificate of Insurance, as the case may be, that “The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the WLSDBOE has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy.”

The vendor shall maintain other insurance that shall protect the vendor and WLSDBOE from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

**3.4 Workmanship**

All work shall be performed in a professional manner. Personnel from the WLSDBOE 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. The vendor shall be required to maintain a clean and safe work environment.

The vendor and his representatives shall follow all applicable school district regulations while on the WLSDBOE property, including the no smoking, no weapons, and drug free policy. No work shall interfere with school activities or environment unless the District Technology Coordinator 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. The WLSDBOE 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 WLSDBOE. 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.

**4.0 Vendor Qualifications**

* Vendor must be a certified partner of each component of the proposed solution; in good standing with manufacturer; and able to provide/supply all products and services proposed. Please include documentation in response packet.
* Vendor must be an authorized dealer in the State of Mississippi for products proposed.
* Vendor must have a State of Mississippi General Contractor’s License specialties in low voltage category. Proof of this license must be included in the bid response.
* Vendor must have a Registered Communications Distribution Designer (RCDD) on staff that will be responsible for the infrastructure design of the project. Please include documentation in response packet.
* Vendor key cabling staff must have a minimum certification of BICSI installer 2, Copper. Please provide documentation in bid response packet.
* Vendor must have sufficient network expertise and certifications for installations of equivalent size and scope. Please provide documentation in bid response packet.
* Vendor must submit the name and resume of the staff member who will be assigned as Project Manager.
* Vendor must submit the name and resumes of the key staff members who will be assigned to the project.
* It is preferred that the vendor has extensive knowledge and experience working with school systems within the state. Vendor must have been in business for a minimum of 3 years providing services as described in this RFP. Vendors are required to provide evidence that they meet this qualification with the RFP response.
* Vendor must have an office location within 150 miles of the WLSDBOE.
* Vendor must include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration. Vendor must include a letter from the manufacturer addressing this requirement.
* Vendor must have certified staff employed and not subcontracted.
* To ensure the highest level of quality possible, all bidders must hold the ISO 9001:2008, ISO 2015, or ISO 9004:2009 (collectively referred to as “ISO-9001 certification”). The ISO‐9001 certification requirement is a pragmatic step to ensure this organization purchases from a quality bidder. ISO 9001 is the world’s most widely recognized quality management system (QMS) certification. Over one million companies are certified in over 170 countries. ISO 9001 defines requirements for companies who are committed to ensuring that their products and services are of the highest quality possible. The bidder’s legal name **must be listed on the cover page of the official ISO‐9001 Certificate of Registration** or the bidder must be an **affiliate** of the firm listed on the official ISO‐9001 Certificate of Registration. An affiliate is defined as a firm who directly owns and controls or is under common ownership and control with the firm listed on the official ISO‐9001 Certificate of Registration. Common ownership must be a minimum of 25% equity control. If an affiliate firm is listed on the ISO 9001 Certificate of Registration, the bidding firm must submit a letter detailing the affiliate relationship between the two firms.

Vendors are required to provide evidence that they meet these qualifications with the RFP response.

**5.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL**

 ***5.1 Response Submission***

Responses to this RFP must be submitted in sealed packages and delivered to Lawrence Hudson, P. O. Box 50, Avon, MS 38723 or 102 Maddox Road, Avon, Mississippi, 38723 no later than **10:00 AM CST on March 24, 2020**, so that this RFP is in compliance with the Federal Communication Commission’s competitive bidding requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. Proposals shall be submitted in binders with sections tabbed for easy reference. An electronic version of the response should be provided on a flash drive. “Network Infrastructure Upgrade

**Bid# WLSDY23”** should be clearly marked on the face of the envelope containing the bid. Failure to comply with this may cause the bid to be miss-directed and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted. Bidmust be notarized.

***5.2 Costs Associated with Preparation of the Vendor’s Response***

The Customer will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

***5.3 Vendor Registration with the Schools and Libraries Corporation***

The Vendor is required to file with the Schools and Libraries Division (SLD) for reimbursement under E-Rate guidelines.  If the Vendor fails to file the appropriate forms with the SLD, the WLSDBOE is not responsible for the discounted portion of the Vendor’s bill.  The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. Vendor is responsible for supplying SLD SPIN with this proposal and applying to the SLD for payment of the SLD discounted portion of the cost. WLSDBOE will ONLY pay the WLSDBOE discounted portion of the costs.

***5.4 Funding***

WLSDBOE desires to purchase services using funds made available to the School System through the Federal Communications Commission E-Rate.  Acceptance of the proposal by the WLSDBOE will initiate a contract with the Vendor, which will include an option to dissolve the agreement in writing if the Vendor does not provide quality and dependable Network Infrastructure, Switches and Wireless. The WLSDBOE will not pay its portion until service has been successfully completed. It is the Vendor’s responsibility to request funds from the SLD for approved e-rate funds. WLSDBOE will not be required to pay the portion to be paid by the SLD. Vendor is responsible for filing necessary e-rate vendor paperwork. WLSDBOE is not going to be responsible for timeliness of payment by SLD. Because WLSDBOE is Mississippi tax-exempt, no taxes, whether local or state, imposed on services herein provided may be passed on to WLSDBOE by the vendor.

***5.5 Price Quotations***

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work

***5.6 Detailed list and Drawings***

Pricing must include a detailed list of number of ports, fiber and type of fiber connection for MDF and IDF. Include drawings of interconnect switches, access points with proposed placement.

***5.7 Evaluation of Responses***

The Customer may, at its discretion and at no fee to The Customer, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the Western Line School District Board of Education. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. Price Considerations
2. Comprehensiveness of proposal submitted.
3. Detailed walkthroughs and analysis of each site
4. Vendor’s ability to meet all the requirements detailed in the RFP.
5. Vendor’s ability to provide a turnkey solution without subcontractors.
6. Vendor’s overall experience and performance record based on available references, reliability, and evaluation of Vendor qualifications.

***5.8 References***

The Customer may, with full cooperation of The Vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through The Vendor.

***5.9 Equal Employment Opportunity***

In connection with the execution of this Contract, The Vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

***5.10 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 Customer from and against all liabilities, suits, damages, costs and expenses (including attorney’s fees and court costs) which may be imposed on The Customer because of The Vendor, subcontractor, or supplier’s failure to comply with the regulations stated herein.

***5.11 Subcontractors***

It is the preference of WLSDBOE to award this project to a single vendor without subcontractors. However in the case that a subcontractor is proposed, detailed subcontractor information must be included in the RFP response. All RFP sections regarding vendor qualifications, performance, insurance, workmanship, references, equal employment opportunity, safety, and all other vendor requirements shall apply to all subcontractors as well. A list of subcontractors and documentation per subcontractor must be provided with vendor’s response.

***5.12 Right to Reject***

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Western Line School District Board of Education. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. The Customer reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of the Customer is not in a position to adequately perform the contract.

The Customer reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of Western Line School District Board of Education. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Western Line School System.

**This bid contract is subject to the approval of E-Rate funding from the Schools and Libraries Division (SLD).**

***5.13* STORED MATERIALS**

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

***5.14*** WLSDBOE will consider equivalent products or alternate products provided that the proposed solution seamlessly integrates into the existing standard with no loss of efficiency, features, or functionality. Please see section 1.1 to schedule pre-bid demonstrations of propose equivalent solutions.

**6.0 POTENTIAL VENDOR PROFILE**

**Information may be typed below or attached to this document.**

**Corporate Name and Address**

The vendor shall list their full corporate name and address. The vendor shall also state their status, i.e. manufacturer, distributor agent, contractor, etc.

**SPIN Number (from Schools and Libraries Division E-Rate)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sales, Installation and Support Office**

The vendor shall list their office that will support the installation.

**Product/Services Offerings**

The vendor shall briefly describe its products and services and lines of business.

**Warranty Information**

Vendor should list warranty coverage and any additional cost for warranties as well as any reoccurring operating costs for updating and maintaining the system and accessing support. Vendor should include any requirements for specialty techs to operate or maintain the solution.

**Terms**

Provide information about payment terms.

**Availability of Phone Support**

List the phone number(s) and daily hours your staff will be available for technical support.

**Evidence of ability to provide on-site service**

Explain how your company will be able to provide same day and/or next day on-site service.

**References**

Please list at least three references, preferably schools, (including contact information) for which you have provided similar goods or services

**Attachments**

Please attach specifications of any item that differs from the specified items on the bid.

***6. 1 Bid Response Form***

 ***Bid Response***

Vendors must use the following form/format to quote its price. Complete one of these forms per site.

**Site Price Sheet**

**Page < > of < > for <ENTER SITE NAME>**

**Network Infrastructure, Switches, and Wireless**

 **Site\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product/Service/parts** |  **Part Number** | **QTY** | **Unit price** | **E-Rate Eligible****Yes/No**  | **Extended Price** |
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| **Site SUBTOTAL** |  |

**Overall Bid Price Sheet**

**Network Infrastructure Project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Name** | **Erate Total Bid** | **Non- Erate Total Bid** | **Total Bid** |
|  | **$** | **$** | **$** |
|  | **$** | **$** | **$** |
|  | **$** | **$** | **$** |
|  |  |  |  |
| **Grand Totals:** | **$** | **$** | **$** |

**Unit Price Sheet**

**Network Infrastructure Project**

Enter unit pricing information for all items and services proposed. WLSDBOE reserves the right to use these prices for price comparison or to alter the proposed bill of materials above.

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| **PRODUCTS AND SERVICES** | **PART NUMBER** | **UNIT COST** |  |  |  |
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**Certification of Compliance with Specifications**

Having carefully examined the Request for Proposal documents prepared by Western Line School District Board of Education entitled, **Network Infrastructure Project # WLSDY23** and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the Proposal, for the total lease price shown and under the terms of the attached lease. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state, federal laws, and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products**. In submitting this proposal, it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection therewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The Undersigned person declares that he/she is the legally authorized to bind the firm herby represented, and that the firm being represented is authorized to do business in the State of Mississippi, and herby certifies that he/she has examined and fully comprehends the requirements of and specifications for the Western Line School District Board of Education.

We propose to furnish said items or services quoted and guarantee that, if the order is placed with us, we shall furnish said items in accordance with your specifications and requirements unless otherwise stated.

**The Undersigned person declares that the firm being represented is in “green light” status with the FWL.**

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Authorized Agent Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Agent Signature Date

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Email Address

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SPIN Number Authorized Agent Telephone Number

**This RFP Must Be Notarized**

Sworn and subscribed before me this

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public

My Commission expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_