

NETWORK INFRASTRUCTURE: BID2016-01 LAWRENCE COUNTY SCHOOL DISTRICT

346 Thomas E Jolly Drive W

Monticello, MS 39654

Phone: (601) 587-2506

Fax: (601) 587-2221

Website: <http://www.lawrence.k12.ms.us/Page/1134>

Lawrence County School District Internal Fiber RFP

INTRODUCTION

Lawrence County School District (“LCSD”) serves approximately 2,200 students at one elementary school, one middle school, two K-8 schools, one high school and one Technical and Career Training Center. The school district has approximately 300 employees located at seven campuses (six schools and the central office.)

1.0 Objective

LCSD is seeking proposals from qualified vendors to replace and/or upgrade the existing internal fiber network infrastructure for the Lawrence County School District as described in this Request for Proposal (“RFP”). The locations, addresses and drawings for each campus are Monticello Elementary School, Rod Paige Middle School, Topeka Tilton Attendance Center and New Hebron Attendance Center. Addresses and locations are specified in Appendix “A”. The new fiber network shall be capable of data speeds of 10 Gbps and shall be compatible with the existing Cisco network. The purpose of this RFP is to upgrade our existing 20-year-old fiber infrastructure to provide improved performance for our wireless network and data throughputs for the District.

2.0 Background

The fiber network infrastructure of LCSD is approximately 20 years old. The current network is not capable of supporting the anticipated demands for high-density Wi-Fi enabled devices. Existing edge Cisco switches need to be upgraded and expanded so that they are capable of the stated speeds of 10 Gbps. They must also be compatible with and capable of being managed by the existing Cisco network. LCSD is currently standardized on Active Directory 2012.

The LCSD network infrastructure consists of Cisco Catalyst switches, but network hardware and software from other manufacturers may be considered, provided they match or exceed the capabilities of the existing Cisco switches. The district consists of buildings built with a variety of construction materials and methods.

A description of the current network and drawings will be provided during the required site visit.

2.1 Scope of Service

- 1) Vendor must complete an onsite review/survey to determine the location of existing fiber and determine routes for the new fiber install within the specified time frame as indicated in section 2.5 below.
- 2) All currently wired locations must continue to be provided wired service.
- 3) The fiber network shall be designed by the Vendor to support speeds of 10 Gbps between fiber end points.
- 4) Vendor is responsible for configuring all devices needed to implement the new fiber network. LCSD technical staff shall be consulted prior to making any and all changes to any LCSD system.
- 5) The Vendor shall provide all physical installation, fiber termination and any additional equipment, mounting hardware or ancillary equipment to complete this installation.
- 6) A complete post-installation site survey shall be completed to show that all fiber is compliant and capable of operating at the requested speeds. This survey shall be provided to the district upon completion of the project.
- 7) All work not found in conformance with the intent of the proposal shall be repaired

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promptly at no additional charge to LCSD.

- 8) The Vendor must provide a guarantee that the system will operate and perform as advertised when students and staff fully utilize the system.
- 9) Vendor will provide any additional and/or replacement wiring, patch panels, terminators and/or patch cables as needed to complete this project.
- 10) Vendor is responsible for all project management; this is to be a turn-key solution with involvement of LCSD staff limited to specification of network security parameters, VLAN definition, and installation of any needed services on LCSD-owned servers.

2.2 Specifications

- 1) Fiber must meet or exceed the requirements to maintain 10gbps throughput.
- 2) Each fiber run must be properly terminated in LIU's at each endpoint.
- 3) All fiber terminations will utilize LC terminations.
- 4) LIU panels shall be replaced to support this transition.
- 5) Fiber patch cables to connect from the LC connection on the LIU to an LC connection on the switch shall be provided.
- 6) Each switch proposed must be compatible with and have capabilities equal to or greater than the Cisco Catalyst 2960X.
- 7) Each switch will have sufficient ten gigabyte ports to connect all fiber terminations in that closet.

2.3 Warranties

All warranties by Vendor and manufacturer on both products and labor must be specified in the proposal. The Vendor's warranties shall commence with acceptance of/or payment for the work in full. Minimum acceptable warranty on hardware, parts, and labor is 3 years.

2.4 Service

The Vendor must provide terms of service should repair become necessary and the work and materials needed that are not covered under warranty.

2.5 Vendor Site Visits

Vendors may arrange a site visit to be conducted between the hours of 9 AM and 3 PM beginning January 12, 2016 and continuing through February 19, 2016. To schedule a site visit, you must call or email to arrange a time and date with Mr. Bobby Dawson at (601) 587-2506, extension 2020 no less than three (3) business days prior to the desired visit. The email address is bobby.dawson@lawrence.k12.ms.us.

3.0 Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities as defined by LCSD, who will choose the submission that, taken as a whole, and in LCSD's sole opinion, is in the best interest of the organization. Proposals should address the evaluation criteria itemized below.

The evaluation criteria include, but are not necessarily limited to, the following:

- Price for all parts, labor, design, project management, programming, and shipping and handling.

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- The proposal's alignment with the desired solution as described in section 2, above.
- The Vendor's overall performance record, including responsiveness and reputation based upon feedback from available references.
- The perceived quality of the Vendor's response, including completeness, accuracy and appropriateness.
- Stability/risk of Vendor, including assessment of risk that they may not be able to fulfill responsibilities.
- Vendor location for base of operations and support personnel.

3.1 Evaluation Criteria

- Price – 40%
- Service and Support location and experience – 30%
- Installer Qualifications and Experience – 15%
- Quality of References – 15%

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TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL (RFP)

4.0 Response Submission

Responses to this RFP must be submitted and delivered to LCSD as “sealed bids” no later than 2:00 p.m. on Thursday, March 3rd, 2016 (“Final Submission Date”). Proposals must include a digital copy on CD or flash drive. Acceptable digital formats include Word, RTF or PDF. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. LCSD will reject all late arrivals. Envelopes containing responses to this RFP shall be so marked as to be easily identified as containing RFP proposals. The outside of the envelope shall be identified as follows:

“Network Infrastructure Proposal: Bid 2016-01”

Lawrence County School District

Attn: Bobby Dawson

346 Thomas E Jolly Drive

Monticello, MS 39654

Oral, telephone, electronic mail or fax bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed proposal shall be without erasures or alterations. Delivery of the proposals will be considered authorized by the service provider to make a contract, if awarded.

Any questions should be made in writing via e-mail to Mr. Bobby Dawson, bobby.dawson@lawrence.k12.ms.us, Network Administrator.

4.1 Costs Associated with Preparation of the Vendor’s Response

LCSD 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.

4.2 Proposal Binding Period

All prices quoted in The Vendor’s response for will remain in effect for a period of 180 days from the issuance date of the vendor’s response. LCSD reserves the right to accept such pricing at any time during that 180-day period.

4.3 Bid Opening Procedure

All bids will be opened at 2:00 p.m. on Thursday, March 3rd, 2016, and all bidders and other interested persons are invited to be present. Bid opening will take place at the Lawrence County School District Board of Education Office at 346 Thomas E Jolly Drive, Monticello, Mississippi.

Vendors are welcomed to attend, but attendance is not mandatory. Lack of attendance will NOT be construed to indicate lack of interest nor will it reflect negatively on Vendor during review of proposals.

4.4 Omissions

Omissions in the proposal of any provision herein described shall not be construed as to relieve The Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

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4.5 Evaluation of Responses

LCSD may at its discretion and at no fee to LCSD, invite any Vendor to be available for questioning during the response evaluation for the purpose of clarifying statements in the response. Further, LCSD may, at Vendor's expense, request Vendor to meet with LCSD for a personal interview.

4.6 Right to Reject

LCSD reserves the right to accept or reject all proposals or sections thereof and when the rejection is in the best interest of LCSD and reserves the right to award without further discussion. LCSD reserves the right to waive minor irregularities of any proposal and to negotiate the terms of any proposal.

4.7 Basis of Award

LCSD will award a contract based on the following terms:

- 1) Must have current USAC SPAC.
- 2) References of at least three (3) installations of similar application size and complexity. (All references should include: a contact person, dates of work, mailing address and telephone numbers.)
- 3) Proof of certifications and qualifications for all engineers and installers associated with this project.
- 4) Issuance of a Purchase Order will be contingent upon final approval and acceptance by LCSD.

4.8 Insurance Requirements

Within ten (10) days after notification of award, The Vendor shall furnish to the Lawrence County School District a Certificate of Insurance showing compliance within the following limitations:

- 1) The Vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- 2) 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 Lawrence County School District 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."
- 3) The Vendor shall maintain other insurance (with the limits shown below) that shall protect The Vendor and the Lawrence County School District from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and the Vendor shall furnish the Lawrence County School District with certificates and policies of such insurance as follows.

Below is a list of the insurance coverage that must be procured by The Vendor at his own expense. The Vendor agrees to follow instructions indicated in each case:

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The Lawrence County School District Protective Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Vendor's Public Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

4.9 Governing Law

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

APPENDIX A

Addresses for locations:

Monticello Elementary School:

957 McPherson Drive
Monticello, MS 39654

Rod Paige Middle School:

1570 Broad Street West
Monticello, MS 39654

Lawrence County High School:

713 Thomas E Jolly Drive
Monticello, MS 39654

Lawrence County Technical and Career Center:

686 Smith Lane
Monticello, MS 39654

Topeka Tilton Attendance Center:

853 Highway 27 South
Monticello, MS 39654

New Hebron Attendance Center:

120 Golden Bear Lane
New Hebron, MS 39140