

CES Special E-Rate Project

The Columbia School District is building a new classroom wing at the Columbia Elementary School and we will be using E-Rate funding to extend the network into the new classrooms. Completion of this project will equip the new classrooms to meet the district's network requirement to accommodate a student 1:1 wireless device ratio.

Bids will be due at 2:00 p.m. on Friday, January 13, 2017.

BID TIMELINE

Newspaper Bid Notice	First Thursday November, 10, 2016 Second Thursday November 17, 2016
State Bid Bank Bid Notice	Thursday November 3, 2016
RFP Posted via E-Rate 470 to EPC	Thursday November 3, 2016
Stop Receiving Bids	Friday January 13, 2017, 2:00 p.m.
Bid Opening	Friday January 13, 2017, 2:30 p.m.
Bid Evaluation	Friday Jan 13 – Monday Jan 16, 2017
Recommendation to the School Board	Thursday February 9, 2017

GENERAL INFORMATION

The detailed components for this bid are listed under BID SPECIFICS at the end of this document. Attached to this document find a building diagram to aid in the preparation of this bid.

Any service provider wishing to view the actual property is welcome to make an appointment but the construction has not begun and will not be completed until the middle of the summer 2017. Contact information found on the following page

Prices quoted shall be all-inclusive (including: all applicable taxes, shipping cost, installation of equipment, training and technical support. **Prices for E-Rate Eligible equipment and services must be bid separately from those that are not E-Rate eligible.**

Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) months from the time of the contract signing.

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 resulting from this bid.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify Columbia School District. All questions should be addressed to Marvin Adams as outlined below. For the purpose of complete documentation, the mode of contact shall be email.

Marvin Adams
Technology Coordinator
Columbia School District
mmadams@columbiaschools.org

Questions must be submitted to the email address above. This is an unfiltered account. If a response is not received within 24 hours, it is the responsibility of the respondent to call Marvin Adams at (601) 736-9164 Ext 1 to confirm receipt of the question. If no answer, leave a message.

All questions and responses will be posted immediately on the district's Procurement Site and to the USAC EPC 470 and it is the sole responsibility of the bidder to visit this page or EPC Site prior to bid submission to ensure they have the latest information. The Columbia School Districts Procurement Site can be found under "CES Special E-Rate Project" at: <http://goo.gl/Ptdf9M>
OR <https://sites.google.com/a/columbiaschools.org/district-bid-information/>

BID SUBMISSION INSTRUCTIONS

Bids will be opened on the date and time noted on page one of this document in the Board Room of the Columbia School District Central Office at 613 Bryan Ave., Columbia, Mississippi. Bids must be submitted in a sealed envelope clearly marked as follows:

"CES Special E-Rate Project"

Envelopes not so marked will remain sealed and returned to bidder.

The Columbia School District Board of Trustees reserves the right to reject any and/or all bid and waive any informalities.

The first page showing in the bid submission packet must be the “Bid Sheet” located at the end of this document. Failure to comply may result in bid disqualification.

Bids must include the following all items listed on the “Bid Package Checklist” on the last page of this document.

It is the sole responsibility of the bidder to ensure their bids arrive in a timely manner. Late arrivals will be rejected. The Columbia 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 bidder to submit bids on behalf of the vendor.

NOTE: *No commercial carrier servicing the Columbia Mississippi area consistently delivers overnight packages on time. Bidders, Use overnight delivery at your own risk.*

CERTIFICATE OF RESPONSIBILITY

- A. Each Bidder submitting a bid in excess of \$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.
- B. When multiple contractors submit a joint venture bid in excess of \$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 has no 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.
- C. Each subcontractor who's 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.
- D. No bid will be opened, considered or accepted unless the above information is given 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 Columbia School District. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

EVALUATION

The Columbia School District will award the contract based on the bidder submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the highest priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services. This will be given highest priority in accordance with E-Rate rules and regulations. Price will be computed on a projected 5 years total cost of ownership.
- Preference will be given to Mississippi based vendors
- Preference will be given to proposals that propose the use of equipment with a limited lifetime warranty.

FINANCING

This project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

VENDOR QUALIFICATIONS

The Columbia School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Columbia School District all such information and data for this purpose as the Columbia School District may request. The Columbia School District reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the Columbia School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Columbia School District.

The successful bidder must:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Provide documentation of the vendor's switch certifications for the switches proposed
- Provide documentation of the vendor's access point certifications for the proposed access points

BIDDER DISQUALIFICATION

The Columbia School District reserves the right to award to 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 that such an award adheres to E-Rate rules and regulations. A Bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form and/or Attachments.
- C. Bidder being in litigation with the Columbia School District.
- D. Bidder having defaulted on a previous contract.
- E. Bidder having preformed 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 Columbia School District.
- F. Bidder's failure to include documentation for required certifications and authorizations.

General Information

CURRENT EQUIPMENT

Switches

The Columbia School District network is currently made up of Brocade managed switches. All ports are Gigabit. The edge switches are Brocade 6450 both 24 and 48 ports, POE where needed. The Building Core switches are Brocade 6610 switches and the district core switch is a Brocade 7750.

Access Points

The Columbia School District current WiFi network consists of Xirrus Access Points, 1 XR620 in each classroom and XD4-130s in common areas.

CURRENT BANDWIDTH AND NETWORK CONFIGURATION

- Each building in the Columbia School District is connected to each other by a switched 1 Gig fiber optic WAN provided by InLine. Then InLine hub is connected to the District Hub at Jefferson Middle School by 5 Gig Fiber.
- LAN infrastructure is Gigabit Ethernet.
- Servers and centralized devices are located on site and at Jefferson Middle School. Each site has several switch cabinets and a main distribution area.
- The district internet connection enters Jefferson Middle School at the district hub. The district has a 1 Gig Ethernet connection to the internet via C-Spire.
- Traffic from the Internet is firewalled, filtered and regulated by devices also located at Jefferson Middle School.

E-RATE

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries under Category C. All applicable USAC and FCC rules will be followed throughout the entire process.

RIGHT TO REJECT

The Columbia 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 Columbia 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 Columbia School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Columbia School District Board of Trustees, is not in a position to adequately perform the contract. The Columbia School District Board of Trustees 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 or the entire contract in a manner that is in the best interest of the Columbia School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Columbia School District within the rules and regulations of USAC for E-Rate purposes.

SELLER RESPONSIBILITIES

- 1) Deliver or have delivered all new switches and access points to the Columbia School IT Office for inventory control at least 5 working days prior to installation assuming that the District purchase order is issued in a timely manner. The address for delivery is 607 Owens Street, Columbia, MS, 39429 which will be on the purchase order.
- 2) Coordinate with the IT Department and the building contractor when the cabling is to be run and the switches and access points to be installed. Installation will occur during the latter stages of construction of the new wing. This date will be agreed upon by the District IT department, the vendor and the primary building contractor.
- 3) Install and configure all access points and switches to connect to the current district network and to function with the current management consoles for management of both the access points and switches.

COLUMBIA SCHOOL DISTRICT RESPONSIBILITIES

- 1) Work with service provider on all aspects of the rollout
- 2) Have ALL IDF and MDF locations clearly labeled.
- 3) Assign IP addresses to the access points and the switch stack.
- 4) Have a CSD IT person available for decisions during the installation and configuration process

BID PROJECTED QUANTITIES

E-RATE ELIGIBLE PORTION (Bid ONE)

ITEM	Quantity
Cat 6 Drops	75
48 Port Switch Stackable POE	1
48 Port Switch Stackable NON POE	1
Access Points	9 (10 th Provided by the district)
96+ Port Cat 6 Patch Panel (or 2 48 Port)	1
Connect NEW IDF to MDF with 6 strand Single Mode Fiber	1
Rack Mount Fiber Patch Panel	1
Fiber Terminal Blocks for 3 pairs for Patch panel above and for existing patch panel.	2
Face Plates for Cat 6 Termination	16
Cat 6 RJ45 Female ends for face plates	40
Cat 6 RJ45 Male ends for Access Points	20
Installation and setup for Switches	
Installation and setup for Access Points	
Installation and termination of Cabling	
Installation and termination of fiber cable	
3 Ft Cat 6 Patch Cables (Blue)	55
3 Ft Cat 6 Patch Cables (Yellow)	20

NOT E-RATE ELIGIBLE PORTION (BID 2)

Terminal Boxes (surface mount)	3
Face Plates for Cat 6 Termination	3 (One Port)
Cat 6 RJ45 Female ends for face plates	3
Cat 6 RJ45 Male ends for Access Points	4
3 Ft Patch Cables	DISTRICT SUPPLIED
Cat 6 Drops	7 (Shown in RED on Building Diagram) Cable PAIRS (halls) use yellow cable Singles (cafeteria) use blue cable

DETAILS

CAT 6 Drops

Yellow Cable for Access Points (2 in each classroom, 2 in Teacher Work Room and 2 in front hall "Lobby")

Blue Cable for all other Drops

Classroom, Teacher's Workroom and "Lobby" Drops

Two Ceiling drops in the center of the room. Male RJ45 Terminal ends

Other Classroom Drops

The general construction plan calls for conduit and terminal boxes for network cabling in each classroom to be installed by the building contractor. Service provider for this quote will use the built in conduit to pull the cables and will provide the materials listed below

There will be a single drop at the front of the classroom, a double drop and a triple drop located elsewhere in the classroom.

For each classroom the service provider for this project will supply the following:

2 Male RJ45 ends (Cat 6)

5 Female RJ45 terminal ends (Cat 6)

1 (2 Port) Face Plate

1 (3 Port) Face Plate

The following will provided by the district for each classroom and will be onsite before the service provider's cabling people arrive for the cable installation.

1 (1 Port) Face Plate and RJ45 Female Jack (this plate will also contain a video jack for the projection unit)

All cables will be terminated in the Cat 6 Patch Panel in the IDF. All Access Point cables will be placed in the first 20 ports of the patch panel.

Cafeteria Drops

Terminate to MDF Patch Panel already in place.
Terminal box, single port face plate and RJ45 Female Jack

48 Port Switches (1 with POE 1 without)

- Brocade 6450 **OR EQUIVILIVANT**. Must work with current Brocade management software, Brocade Network Advisor. Must include all fans and power supplies the device is capable of handling.
- Installation price must be included in the bid
- All licenses necessary to stack the two switches with each other must be included also. They will NOT stack with any other switch, just with each other
- The district will supply the necessary 40 Gig stacking cables for the two switches and the Single Mode Brocade GBICs for the IDF / MDF fiber connection.
- Any VLAN configurations proposed in this project necessary to meet the requirements must be configured completely to conform with the network structure at the time of the configuration. The Columbia School District IT department will work with the service provider's technical staff to ensure that the devices conform.

Access Point

- Xirrus XR620 **OR EQUIVILENT**. Must allow management through the Xirrus cloud management portal which the district is using to manage all of its other access points.
- Installation price must be included.
- Must include license for use of the management portal for 5 years.

Fiber Cable

Single Mode fiber, 6 strand with all six strands terminated and tested good.

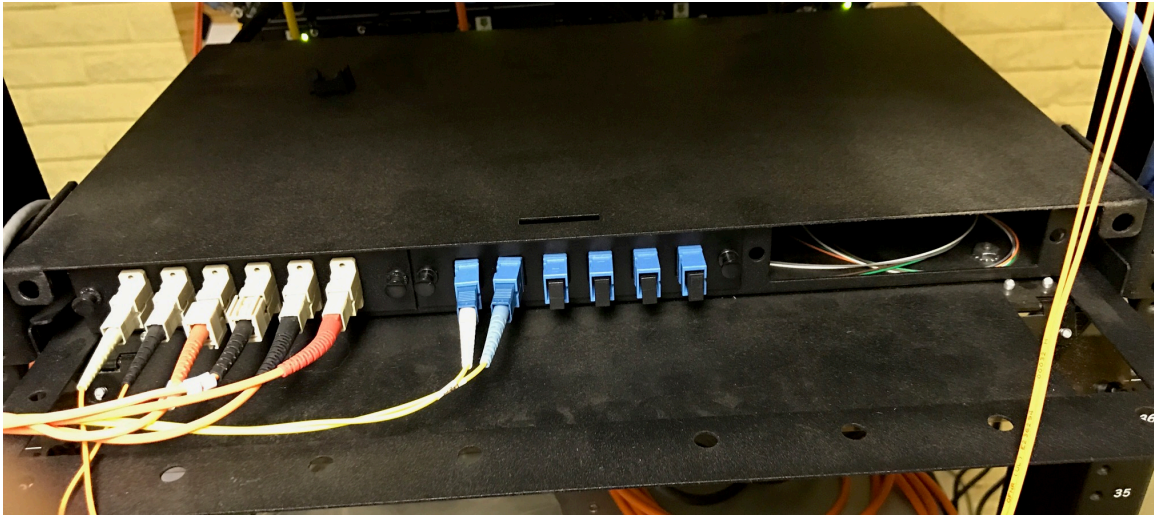
Fiber Patch Panel

Must be sufficient to terminate the 6 strands in this RFP

Fiber Patch Panel Block

6 SC Terminals.
Image of existing Fiber Patch Panel on next page

Existing Fiber Patch Panel Locator in the MDF



Service provider will supply the additional Fiber Block for the right slot of this patch panel to be used to terminate fiber from the new construction.

This sheet must be the top page of your bid response. Documents with line item descriptions and pricing should follow.

BID SHEET

E-Rate Portion of CES Special E-Rate Project TOTAL BID _____

Non-E-Rate Portion of CES Special E-Rate Project TOTAL BID _____

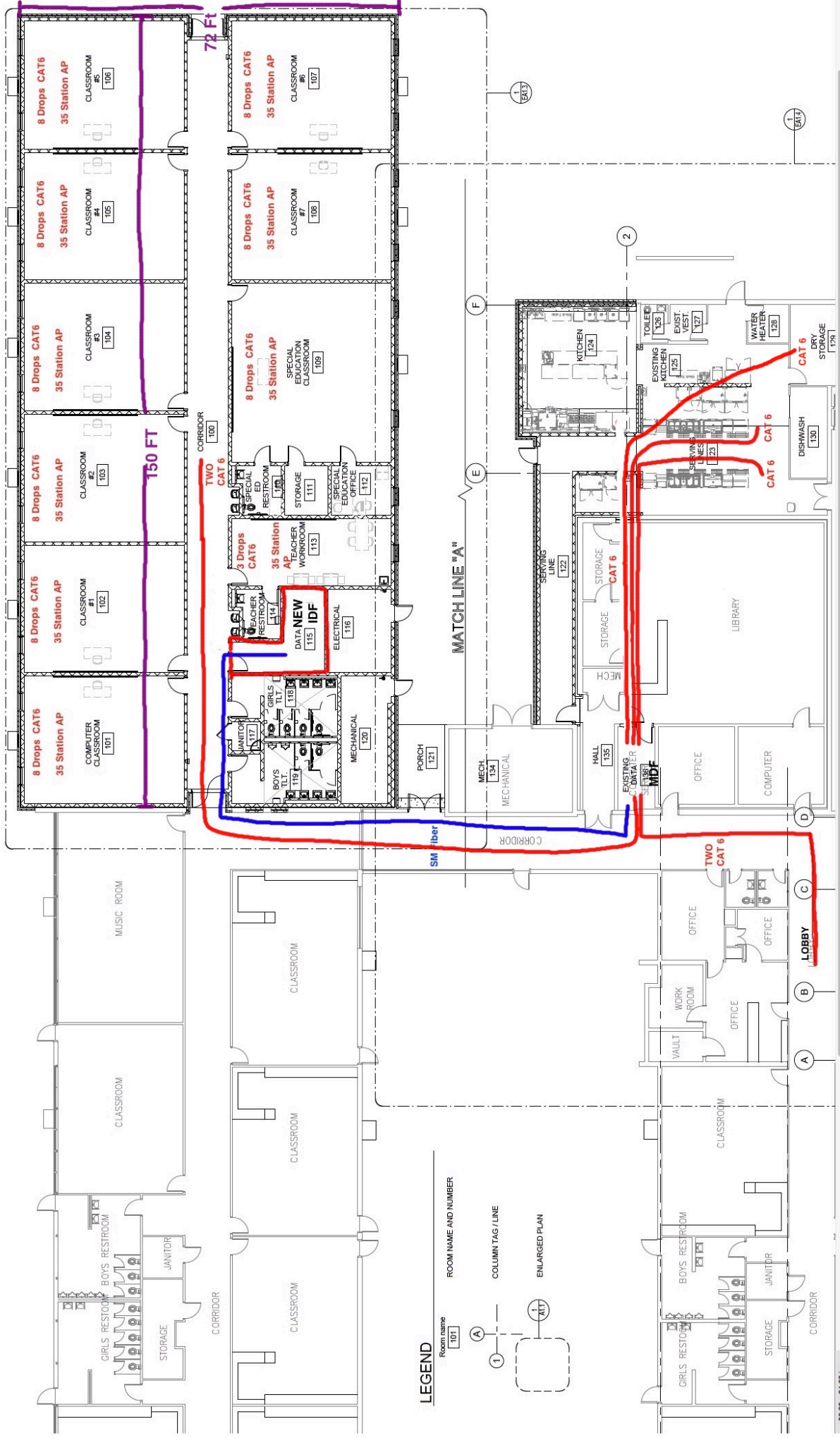
Complete the following:

Service Provider/Company Name	
Corporate Address	
City/State/39429	
Service Provider Contact Name	
Service Provider Contact Phone #	
Service Provider Email Address	
Service Provider E-Rate SPIN	
E-Rate Service Provider ID (SPIN)	
Address of Mississippi Office if Applicable	
City/State/39429	

Authorized Signature _____

BID PACKAGE CHECKLIST

- ☐ Bid Sheet above on FIRST PAGE
- ☐ Itemized descriptions and prices of equipment and services (typical quote document is fine)
- ☐ Specification sheets for proposed switches and access points if they are a substitution for the Brocade and Xirrus devices mentioned.
- ☐ Mississippi Contractor's License
- ☐ Proof of Liability Insurance
- ☐ Certifications for configuration and installation of the proposed switches
- ☐ Certification for configuration and installation of the proposed access points



LEGEND

Room name
Room number

Room name and number
101

Column tag / line
A

Enlarged plan
1

Enlarged plan
1

Enlarged plan
1