

Marion County School District



Network Wiring Request for Proposal

Proposal #2017-002ITS

Proposal Due: March 31, 2017 No Later Than 2:00P.M.

Location:

Information Technology Services
1010 Highway 13 North
Columbia MS 39429

Request for Proposals

E-Rate Switch Project

Wiring Project

Notice to Bidders

Notice is hereby given to interested bidders that the Marion County School District will receive written, sealed bids until the hour of 2:00 p.m. on Friday March 31, 2017 at the Marion County School District central office at 1010 Highway 13 North, Columbia, MS 39429.

Bids must be submitted in a sealed envelope clearly marked as follows:

“MCSD E-Rate Project”

Envelopes not so marked may remain sealed.

The Marion County School District Board of Trustees reserves the right to reject any and/or all bids and to waive any informalities.

The Marion County School District intends to single mode fiber installation, and Category 6A or above wiring.

Responses to this RFP may be submitted as sealed bids to the Marion County School District, 1010 Highway 13 N, Columbia, MS by 2:00 pm on March 31, 2017, so that this RFP is in compliance with the Federal Communication Commission's competitive RFP requirement for Universal Service Fund (USF) support and services..

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by vendor to guarantee authenticity. After the official opening, proposals may not be amended, altered, or withdrawn.

All addenda will be issued via the district website at www.marionk12.org/technology. All addenda, if required, will be posted on the aforementioned website at least seven (7) days before proposal opening. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses. Proposers finding errors, requests for additional information, omissions, or corrections that need to be made in the specifications shall contact the Technology Director via e-mail at tbryant@marionk12.org.

An onsite walk through is required of all vendors submitting a proposal.

RFP Specifications

For the purposes of this bid fiber installation outside of drop down ceilings should be contained in conduit. Fiber installation between buildings should be bored and properly sealed.

Services to be included:

Installation and testing documentation for fiber and copper installations.

Requirements:

Fiber Optic Installation:
24 strand single mode in conduit
Fiber Patch Panels
Fiber Patch Cables

Copper Installation:
Price per 24 port patch panel

Price per foot for dual drops

Installation:

Scope of Work (Document)

Turnkey Installation

Basis of Award

In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider that meets other bid guidelines contained in RFP. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the RFP's. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including scheduling compliance; and flexibility of leasing terms and arrangements. The Marion County School District does not guarantee any award of contract by submitting an RFP.

The following factors may be utilized in weighing the RFP responses as follows:

Factor Weight

Price 20%

Prior Experience 15%

Personnel Qualifications 15%

Warranty Terms 15%

Quality of Materials 15%

ITS EPL Vendor 10%

Installation Timeline 10%

Total 100%

Proposal Binding Period

Prices quoted in The Vendor's response for all services and equipment will remain in effect for a period of at least 3 year from the issuance date of The Vendor's response. The contract may be extended for a period of 1 year for E-rate purposes. Price redeterminations may be requested at yearly intervals. The Vendor agrees that pricing will meet EPL pricing, and pricing given to other customers. The Vendor must understand that the customer may use e-rate discounts for these services, in which case, within applicable filing window for submitting the response to the RFP, the customer will submit form 471 for funds based upon the pricing submitted by the Vendor. The SLD funding cycle may take as long as 12-18 months. In the event funding is not available, the RFP will become void.

Vendor Registration with the Schools and Libraries Corporation

The Vendor must provide proof of registration 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 or fails to receive an SLD Vendor Number, the Marion

County School District 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 Service Provider Identification Number (SPIN) with the RFP.

The Vendor must maintain Green light status with Federal Communications Commission for life of contract. If the vendor fails to maintain this status, then the customer reserves the right to cancel all contracts and agreements.

Universal Service Administrative Company Invoicing

USAC requires the Marion County School District to pay our share of the approved E-Rate discounted invoice, submitted by the vendor to USAC, within 90 days of the due date stated on the vendor's invoice. The awarded vendor will provide a copy of such invoice to/or notify in writing to the Marion County School District, prior to their invoicing USAC, for School Board approval.

All aspects of the project must comply with the Federal Communications Commission's competitive RFP requirement for Universal Service Fund (USF) support and services.

It is not the policy of the Marion County School District to purchase on the basis of low bid only.

Quality, conformity with specifications, purpose for which required, terms of delivery, transportation charges, and dates of delivery are factors that may be used to determine the lowest responsible bidder.

All inquiries pertaining to this RFP should be directed in writing to:

Timothy Bryant
Technology Director
Marion County School District
1010 Highway 13 North
Columbia, MS 39429
601-606-6855
tbryant@marionk12.org
The preferred method of communication is email.

Public Purchasing Law

Mississippi Code Title 31, Chapter 7, governs the purchase of commodities, non-IT equipment, and travel for the state of Mississippi. This law is administered by the Mississippi Department of Finance and Administration (DFA), Office of Purchasing, Travel, and Fleet Management (OPTFM) and can be accessed through the Secretary of State's website: Search the Mississippi Code at Michie's Legal Resources powered by LexisNexis Publishing: <http://www.lexisnexis.com/hottopics/mscode/>

RFP Response Form

Required Pricing Format

- a. Equipment including all needed parts.
- b. For accounting purposes cost is to be broken down.
- c. Costs should be before E-Rate discount.
- d. Prices quoted will remain in effect for a period of at least 3 years with a 1 year extension if needed for e-rate purposes.

**PROPOSAL RESPONSE FORM
PROPOSAL 2017-002ITS
WIRING INSTALLATION**

To: Marion County School District
Timothy Bryant, 1010 Highway 13 North
Columbia, Mississippi 39429

From:

Company Name

Address

City/State/Zip

Area Code & Telephone Number

Fax Number

I, the undersigned, as the owner or legally authorized representative of the above named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions and Specifications contained herein, and that if accepted by the Marion County School District, all of the provisions are part of a binding contract between the Marion County School District and our company. I also certify that this proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same contract, and is in all ways fair and without collusion or fraud.

Owner or Legally Authorized Representative

Title

Signature

Date

MCSD SITE RULES:

- A. No foul language or spitting on the floor.
- B. No tobacco products on school property.
- C. The possession or use of alcohol, illegal drugs or firearms is strictly prohibited.
- D. Proper clothing will be worn at all times. Sleeved t-shirts and long pants are the preferred attire with the company logo on the shirts. Any deviation from this will be reviewed for acceptance.
- E. Contractor will provide MCSD with a copy of a picture ID of each employee who will be performing work in our facilities. MCSD requires all vendors doing business on MCSD property to have their employees display a company logo by wearing a shirt, ball cap and/or ID badge and vehicles identified with company logos.
- F. No workers with a history of felony convictions or warrants.
- G. No parking on grass, under shade trees, sidewalks or non-vehicular paved areas.
- H. Entry into any MCSD facility must be cleared in advance with the campus office.
- I. Take all precautions necessary for the safety of, and provide protection, to prevent damage, injury or loss to:
 - All employees on the project and all other persons who may be affected thereby.
 - All the work and all materials to be incorporated therein, whether in storage on or off the site.
 - All property at the site and adjacent thereto including trees, shrubs, lawns, walks, pavement, roadways, structures, utilities and any other school property.
- J. A competent supervisor shall be on site at all times who understands the full scope of the work.
- K. School administrative services shall at all times have priority over the Contractor's use/service/etc.
- L. Any work that may interfere with school activities must be authorized in advance through administrative channels. A management plan will be devised to minimize the effect of the interference.
- M. The Contractor shall be responsible to MCSD for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons performing portions of the work under the contract.



- N. No work within the confines of a secured building will be allowed without at least one district custodian present.
- O. Doors must not be propped open when working after-hours.
- P. Unless otherwise noted, any contractor working on district property must supply the owner with proof of insurance naming the district as co-insured on that policy for property and liability.
- Q. Only the designated district representative who let the contract for services will be authorized to sign documents which release or accept work by the contractor for the district.

All information provided in this document is believed to be correct. However, no liability is assumed for errors in substance or form of any of the materials included therein.