

## **Request for Proposal**

Network Infrastructure, Switches, Wireless, and Managed  
Services

**Bid # FMSEDRFP2020**

**Forest Municipal School District  
325 Cleveland Street  
Forest, MS 39074**

# 1. Introduction

## ***1.1 Objective***

The Forest Municipal School District (hereinafter referred to as "FMSD") intends to replace/and or upgrade 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 line we are currently standardized on are Extreme Networks switches and management systems. This solution or equivalent will be utilized to upgrade our current network. 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 according to local administration specs.

It is our intention to update some fiber connections between 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 networks 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 port POE enabled Extreme x450-G2 and 48 port POE enabled X440's or equivalent at the MDF and IDFs. 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 Extreme Cloud or equivalent.

The standard wireless infrastructure is based on adding additional Extreme AP's or equivalent where they are needed. Cafeterias, gyms, and multipurpose areas may require more.

## **Cabling and Rack Specifications**

## **Cabling**

All copper cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated.

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, racks, etc.)
- If the racks in the IDF or MDF are not large enough to accommodate the additional Cat 6 Patch Panel, racks should be quoted. All racks and/or cabinets should be of sufficient size to accommodate the proposed switches and E-Rate eligible equipment.
- Racks should be wall mount enclosed racks unless otherwise specified at the vendor meeting.
- Bid must include the cost of labor and installation.
- Any cables run by the vendor will be terminated into a patch panel and labeled.
- Colors of Cabling and Patch Cabling will be supplied at the Vendor Conference.
- Vendors must supply a 20-year manufacturer's warranty.
- Proposed fiber runs should be Multimode unless distance requires Singlemode.
- Fiber run proposals should include all necessary components for termination, connection to equipment and full functionality of the fiber connection
- Closet Cleanup and Closet Relocation will be addressed at the mandatory vendor meeting

## **Wiring Information**

### **Drop Ceilings**

Cable can be bundled without any conduit but it must be off the ceiling using hooks or cable trays

### **Open Ceilings**

The cable may be run out-of-sight along the beams if needed or in cable trays.

### **Walls**

If cable is run along an open wall, it must be in Panduit or similar enclosure to match wall.

### **Cable**

New, additional Cable must be rated as Cat 6. Fiber types will support 1G with 10G option quoted as an alternative.

## **Equipment Specifications**

The Forest Municipal School District is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in the vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty four (24) months from the time of the contract signing.

The vendor will be required to configure all equipment in this proposal. They will configure VLANs to the specifications of the Forest Municipal School District Information Technology Department as part of this proposal. Currently there are multiple VLANs operating on the District network. The Vendor will also be required to communicate and work with the WAN and Internet vendor at time of installation so that the WAN and Internet vendor at time of installation owned and controlled WAN switch works properly with the VLAN configurations on the proposed switches.

The below specified equipment does not include every part, piece, and accessory necessary for the system to be fully functional. Please ensure that all bids include all support, warranty, cables, power cords, etc necessary for a total solution. Please ensure any ineligible items are clearly marked as ineligible on the bid. If any item quoted is partially eligible, please provide cost allocation showing the eligible amount and the ineligible amount with justification for the cost allocation method.

Bids for all equipment must include cost of configuration, installation and training on configuration and maintenance for the Forest Municipal School District Information Technology Department. Bids should also include any necessary accessories, parts or components required to make the system work, i.e., patch cables, SFPs, support, licenses, etc.

### **Switches**

Proposed Switches must be Extreme or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all switches, SFPs, licensing, cabling, support and startup service needed for the project upgrades. Quantities per school will be available at the mandatory site visit.

### **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 vendor meeting.

### **Access Points**

Proposed Access Points must be Extreme or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all access

points, licensing, cabling, support and startup service needed for the project upgrades. Quantities per school will be available at the mandatory vendor meeting.

### **Controller**

Proposed Controllers must be Extreme or EQUIVALENT. Any alternative equipment quoted must be fully compatible with the District's existing network equipment. Proposal should include all licensing, support and startup service needed for the project upgrades. All ineligible items and functions must be clearly noted on the vendor's quote.

### **Managed Internal Broadband Services**

Forest Municipal 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.

Please indicate any E-Rate eligible costs and all E-Rate ineligible costs in proposal.

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 Forest Municipal School District will not be responsible for any Charges 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.

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.

FMSD 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 Forest Municipal School District Board of Education.

### **General**

The specifications herein are provided to convey the intent of the District and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide. Technical specifications of all equipment and necessary components proposed should be provided with the bid.

Prices quoted shall be an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, training, technical support and trash removal, and represent complete installation and integration with the existing network where necessary. All equipment included in the vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty four (24) months from the time of the contract signing.

Omissions in the proposal of any provision described herein 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 services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or be in doubt to its meaning, the vendor shall at once notify Forest Municipal School District. All questions should be addressed to Tim Ringo and sent via email to [tringo@forest.k12.ms.us](mailto:tringo@forest.k12.ms.us).

All questions and answers will be emailed to all vendors attending the mandatory vendor meeting.

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

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 FMSDBOE 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 FMSDBOE may terminate this agreement at any time throughout the term of the agreement by notifying contractors in writing.

Contact Person for this RFP is:

Tim Ringo  
Forest Municipal School District  
325 Cleveland Street  
Forest, MS 39074  
Phone : 601-469-3250  
e-mail: [tringo@forest.k12.ms.us](mailto:tringo@forest.k12.ms.us)

## 1.2 Schedule of Events

The following is the required schedule of events for this project. 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.

Event	Date
Release of RFP to Bidders	<b>02-25-2020</b>
Mandatory Site Visit	<b>10:00 A.M CST 03-03-2020</b>
Deadline for Proposal Submission/Bid Opening	<b>10:00 A.M. 03-24-2020</b>

## Bid Submission Instructions

Bid Proposals must be submitted in a sealed envelope with the company name, bid due date and time, and the words **“Network Infrastructure, Switches, and Wireless Bid # FMSDRFP2020”** all clearly noted on the outside. All bids **MUST** be submitted, to Tim Ringo, 325 Cleveland Street Forest, MS 39074

Envelopes not so marked will not be considered. The Forest Municipal School District Board of Trustees reserves the right to reject any and/or all bids and waive any informality.

Bidders must submit one (1) original along with one (1) electronic copy.

The first page in the bid submission packet must be the Bid Worksheet. The worksheet will show the vendor’s total cost for ALL schools. In addition to the Bid Worksheet, Vendors **MUST** provide quotes submitted on the vendor’s standard quote form and broken down by school to facilitate the new E-Rate C2 Requirements. Failure to comply may result in bid disqualification.

Bids must include the following:

The “Bid Worksheet” completed and signed by the bidder. Note, the “Bid Worksheet” is a total for all schools. Individual quotes divided by school must be provided to accommodate the new E-Rate C2 budget requirements. In the occurrence of discrepancies between the total costs and line item costs, the line item cost will be deemed to be the correct cost.

## 1.3 Scope of Work

Due to the complexity and interoperability of the proposed solution with the existing Extreme network, 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 FMSD 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 after installation.

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

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

Install and configure all Wireless Access Points, Controllers, and management software. Configure SSIDs, VLANs, policies, and security at the direction of FMSD 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 FMSD technical staff.

## **2. Maintenance, Support Services, and Training**

### **2.1 Reporting Problems**

The vendor must provide a toll free number and email address for use by the FMSD for reporting and obtaining problem resolutions.

### **2.2 Performance Guarantee**

If the vendor fails to meet performance specifications or provide such support services, the FMSD 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

### **2.3 Insurance**

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. After notification of award, the vendor shall furnish to the FMSD 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 FMSD 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 FMSD from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

### **2.4 Workmanship**

All work shall be performed in a professional manner. Personnel from the FMSD 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 FMSD 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 FMSD 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 FMSD. 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.

### **3.0 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 the 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 the response packet.
- Vendor key cabling staff must have a minimum certification of BICSI installer 2, Copper. Please provide documentation in the bid response packet.
- Vendors must have sufficient network expertise and certifications for installations of equivalent size and scope. Please provide documentation in the bid response packet.
- 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.
- Preference might be given for vendors within the state of Mississippi with prior experience with the district.

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

### **4.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL**

#### **4.1 *Evaluation of Responses***

Each proposal will be evaluated based on criteria and priorities defined by the Forest Municipal 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.

#### ***4.2 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.

#### ***4.3 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.

#### ***4.4 Subcontractors***

It is the preference of FMSD 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.

#### ***4.5***

The Customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Forest Municipal 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 Forest County School District Board of Education. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of the Forest Municipal School System.

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

#### **4.6 STORED MATERIALS**

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

- 4.7** FMSD 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

#### **5.0 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)**

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##### **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**

Vendors should list warranty coverage and any additional cost for warranties as well as any recurring operating costs for updating and maintaining the system and accessing support. Vendors 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.

**By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.**

**PRINTED NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

# BID WORKSHEET

## PRICING INFORMATION (Total Cost for ALL Schools)

### **(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)**

You must submit a standard quotation for EACH school in addition to this worksheet.

**MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE E-RATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

**E-Rate Eligible PROJECT TOTAL PRICE for Cabling** \_\_\_\_\_

*(This is the total of all schools)*

**E-Rate Eligible PROJECT TOTAL PRICE for Equipment** \_\_\_\_\_

*(This is the total of all schools)*

**E-Rate Eligible PROJECT TOTAL PRICE for MIBS** \_\_\_\_\_

*(This is the total of all schools)*

**DO NOT INCLUDE INELIGIBLE COSTS IN THE ABOVE TOTALS. PRICING ON THIS PAGE IS FOR E-RATE ELIGIBLE PRODUCTS AND SERVICES ONLY**

In the occurrence of discrepancies between the total costs listed above and costs from the itemized quotes per school, the costs from the itemized quotes will be deemed to be the correct cost.

Please submit a line item pricing sheet with your bid showing quantity of 1 for each item proposed.