

To: Prospective Bidders

From: Craig Shannon, Deputy Superintendent

Re: Bid #655 E-Rate Fiber WAN Connections

Notice is hereby given that the Board of Trustees of the Columbus Municipal School District is accepting sealed bids for Bid #655 E-Rate Fiber WAN Connections. Please find enclosed documentation of bid specifications. Bids must be indicated on provided bid sheets or on your firm's letterhead. Please place in the lower left-hand corner of the sealed envelope, **Bid for #655 E-Rate Fiber WAN Connections**.

The Board reserves all rights to reject any or all bids due to any informality.

Bids will be received until 10:00 a.m., January 26, 2018, at which time bids will be opened in the Deputy Superintendent's Office.

Submit bids to:  
Beth Tippet  
Columbus Municipal School District  
P.O. Box 1308  
Columbus, MS 39703-1308

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Bid Price (total for 1000 Mbps, 3 yr contract)

\_\_\_\_\_  
Bid Price (total for 10000 Mbps, 3 yr contract)

\_\_\_\_\_  
Bid Price (total for 1000 Mbps, 4 yr contract)

\_\_\_\_\_  
Bid Price (total for 10000 Mbps, 4 yr contract)

## **Columbus Municipal School District Fiber Wan RFP**

**Subject:** RFP for a three year or four year contract for Fiber Optic Data Services to connect schools in the Columbus Municipal School District to their Internet connection at the Brandon Central Services Center.

### **Purpose:**

Proposals are being sought by The Columbus Municipal School District for the purpose of securing the most cost efficient way of connecting our schools and remote buildings to our District's Internet connection in order to provide Internet access to all of our district's students and staff.

### **Background:**

Our District's students, teachers, staff and administrators are using more and more resources that require Internet access. In the past we have determined that the most economical way of acquiring Internet access is through a single large Internet connection rather than several small ones. Our campuses are now connected via 1 GB fiber to the central office. The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Priority One services to continue this service.

### **General Requirements:**

The Internet connection for the Columbus Municipal School District is located at the Brandon Central Service Center. (See Appendix for exact locations of all buildings in the project). We wish to connect the Beard Elementary School (Stokes-Beard Elementary Technology & Communication Magnet School), Joe Cook Elementary School (Cook Elementary Fine Arts Magnet School), CMSD Alternative School, Franklin Academy School (Franklin Elementary Medical & Wellness Magnet), Sale Elementary School (Sale Elementary International Studies Magnet School), Columbus Middle School, Columbus High School, Fairview Elementary School (Fairview Elementary Aerospace & Science Magnet School), and the Lowndes County Juvenile Detention Center to Brandon Central Service Center in the most economical way possible

### **Terms used throughout this RFP**

USAC – Universal Service Administrative Company  
SPAC - Service Provider Annual Certification  
SPIN – Service Provider Identification Number  
The District – The Columbus Municipal School District

**This RFP package consists of the following sections:**

- I. General Conditions
- II. Detailed Specifications
- III. District Responsibilities
- IV. The Service Provider's responsibilities  
    Proposal Forms
- V. Instructions to Bidders

Send proposals and supporting documentation to:

US Mail:  
Beth Tippett  
Fiber WAN Quote  
P.O. Box 1308  
Columbus, Mississippi 39703

Hand delivery or other delivery services:  
Beth Tippett  
Fiber WAN Quote  
2630 McArthur Drive  
Columbus, MS 39705

**Do Not Fax or Email Proposals.** Proposals must be received by The District at the address shown above by 10:00 AM CST, January 26, 2018.

**Schedule of Events:**

<b>Event</b>	<b>Date(s)</b>
Release of RFP to Service Providers	12/21/2017
Start Site Visits	01/04/2018
End Site Visits	01/22/2018
Deadline for Submission of Proposals	01/26/2018 10:00 AM
Opening of Proposals (Brandon Central Service Center)	01/26/2018 10:00 AM

**Inquiries**

All correspondence and inquires regarding this RFP must be done via Email:

**[tippettb@columbuscityschools.org](mailto:tippettb@columbuscityschools.org)**

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Beth Tippett at 662-241-7400 and confirm that the email message was received.

All responses to inquiries will be posted on The District E-Rate Procurement site so that all Service Providers can view them.

<http://www.columbuscityschools.org/rfp/>

**Basis of Award:**

1. E-rate approval by USAC
2. Provider must have current USAC SPAC.
3. References of at least three installations of similar application size, complexity, infrastructure design and installation method as proposed.
4. Must be able to secure necessary highway permits from the Mississippi Department of Transportation.
5. Helpdesk and Network Management System. (24x7x365)

**I. General Conditions**

The following are the General Conditions for the work to be performed as outlined in the Detailed Specifications.

**1. Location of Sites:**

The location of the work is on property owned by The District and through negotiated services on right-of-ways.

**2. Scope of Work:**

It is understood that, except as otherwise specifically stated in this RFP, The Service Provider shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by The Service Provider. This would include all pole rights needed for fiber services obtained through local utilities.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to The District, unless the weekend or holiday work is due to a delay caused by The District.

The Service Provider will be fully responsible for securing all required right-of-ways, construction permits and cross connects required to complete this project.

**3. Protection in General:**

The Service Provider shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at the Service Provider's expense. Labor shall include all restoration (leveling, sod replacement) of grounds broken up during the installation of this

network.

#### **4. Change in Contract:**

The District will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by the Director of Information Systems before such work is begun.

#### **5. Existing Conditions:**

The Service Provider, in submission of this proposal, will have visited the premises and will be assumed to have taken into consideration all conditions, which might affect this work. The location of the demarcation shall be in the server closet or another location specified by The District technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. To schedule a site visit, contact Beth Tippet at:

[tippetb@columbus.k12.ms.us](mailto:tippetb@columbus.k12.ms.us)

If a Service Provider does not receive a response within 24 hours, it is the responsibility of the Service Provider to call Beth Tippet at 662-241-7400 and confirm that the email message was received.

#### **6. Insurance:**

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

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

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

The 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.

Service Provider'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.

## **7. Workmanship**

All work shall be performed in a professional manner. Personnel from The District may observe the work procedures and workmanship of the Service Provider, but such observation will not relieve the Service Provider from any responsibility of performance or constitute acceptance of the work performed.

## **8. Proposed Services and Service Provider Qualifications**

The Service Provider shall furnish a written document that describes the services proposed under these specifications. It is understood that the Service Provider is not responsible for the function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment or cabling will be provided by the Service Provider free of charge to determine if the existing equipment or cabling can be re-utilized. The Service Provider must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment.

## **9. Financing**

The Service Provider will provide a binding contract to The District for submission to the Schools and Libraries Division. After notification of award from the Schools and Libraries Division, The Service Provider will receive a Purchase Order for the products and services for which The Service Provider will be responsible as a result of this RFP. This Purchase Order will show the amount that is the responsibility of the local school system. The issuance of any purchase order will be contingent upon approval by USAC. Complete payment to the Service Provider will be subject to the rules of the Schools and Libraries Division (SLD), After notification by the Schools and Libraries Division (USAC Fund Administrator) of the acceptance of the Contract, the contingency will be removed and the Purchase Order will be submitted to the Service Provider in accordance with the rules and regulations of the SLD.

## **10. Lease**

In the case of leased equipment such as routers, contractual terms of the lease must be provided with The Service Provider's Bid. The term "lease" is used to refer to contractual arrangements whereby the ownership of the property remains with the service provider, as stipulated in the SLD Fact Sheet on Internet Services Connectivity, 2/24/98, page 1. The SLD has stated that it will not commit to discounts on a contract that is titled or described as a lease when in effect the terms of the agreement constitute a purchase. For example a lease, which includes up front payment of capital costs, will not be eligible for discounts.

## **11. Application for Payment**

All applications (invoices) for payment shall be submitted to The District according to the USAC regulations. The Service Provider must submit a Service Provider Invoice for processing of the discounted portion of the bill.

## **12. Proposal Submittal:**

In order to be eligible for submission of a quote, the Service Provider must complete a site visit to all locations in the proposal. Any submissions submitted by a company that has not completed a site visit will be returned unopened. A list of Service Providers who have completed a site visit for this proposal are listed on The District E-Rate Procurement Page. (*see page 2*)

Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

## **13. The Service Provider's Qualifications**

The Service Provider must provide proof of registration with the (SLD) for reimbursement under E-Rate guidelines for Priority One Services. If The Service Provider fails to file the appropriate forms with the SLD or fails to receive an SLD Service Provider Number, The District is not responsible for the discounted portion of The Service Provider's bill. The Service Provider must generate an invoice for the USF portion of the bill in accordance with SLD regulations. The Service Provider is responsible for supplying SLD SPIN with the quote.

The Service Provider must hold a TELECOMMUNICATIONS Contractors License in the State of Mississippi. A legible copy of the license must be attached and noted.

It is preferred that the Service Provider has been in business for at least 5 years. A legible copy of incorporation papers must be attached and noted.

Service Providers must give examples of experience with installation of similar projects that have equal broadband connectivity. Service Provider must give examples and contact information for at least three such installations.

## **14. Stored Materials**

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

## **15. Specifications**

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

## **16. Time of Completion**

Work must be completed and operational by July 1 2018, presuming the Service Provider is selected, contract signed and E-Rate forms are submitted by the district in a timely manner.

## **17. Accident Prevention**

Precautions shall be exercised at all times for the protection of persons (including employees and students) and property and hazardous conditions shall be guarded against or eliminated. The District or the building principal will determine what constitutes a hazardous condition on any campus and the Service Provider will be responsible for rectifying the issue to the satisfaction of The District.

## **18. Contract Form**

Upon Contract award and a binding contract signed, the standard written Purchase Order form will be issued to the successful Service Provider. Issuance of the Purchase Order will be contingent upon USAC acceptance and funding of the project.

## **19. Indemnification**

The Service Provider agrees to hold The District harmless and to indemnify The District for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of The Service Provider or Subcontractor.

## **20. The Service Providers' Representative**

The District reserves the right, with sole discretion, to refuse to allow any representative of The Service Provider to service the contract in any manner. In this event, The Service Provider shall furnish another representative that is acceptable to The District. Examples of reasons for refusing to allow a Service Provider 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.

Should the Service Provider use subcontractors for portions of the work, The District reserves the right to reject any subcontractor without explanations or recourse by The Service Provider or subcontractor.

## **21. The District Regulations**

The Service Provider and his representatives shall follow all applicable school district regulations while on The District property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Service Provider personnel shall be easily

identified by the use of identification badges and uniforms or shirts with The Service Provider's logo clearly visible.

## **22. Comprehensive List of References:**

All references should include: a contact person, dates of work, mailing address and telephone numbers.

References must include three (3) or more references of installations of similar size and complexity within the USA

## **23. The District reserves the right to:**

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Service Provider it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of the district.
- d. Waive any formality in the quote submission.
- e. Cancel any awarded bid if the service proves unsatisfactory.

## **24. Price Quotations**

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the contract documents. The District will not be liable for any costs beyond those proposed herein. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

## **25. Variation in Quantities and Configuration**

The District reserves the right to modify quantity and configuration requirements. The Service Provider agrees to sell The District the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.

## **26. Terms of Payment**

The start of services for this project may not begin prior to July 1, 2018. The District will, if possible, issue an SLD Form 486 on the day services begin. For the duration of the contract, payments will be made on the first Friday after the first meeting of The District Board of Trustees after the submission of invoices from the Service Provider.

## **27. Turnkey Solution**

All proposals are to provide a turnkey solution for installation of circuits for connecting the

buildings of the district to the District's Internet connection. The District agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in Section II, Detailed Specifications.

## **28. Term of Contract and E-Rate Subsidies**

Payment for The District's networking circuits is dependent on E-Rate subsidies. The district will file for the E-Rate subsidies throughout the term of the contract. In the event that the district E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the District will be liable only for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

## **II. Detailed Specifications**

The specifications provided in this section are intended to convey the characteristics of a system to provide fiber optic circuits for distribution of voice, video, and data to all locations of The District and to Internet service at the District's Internet POP.

### **A. Telecommunications Data Network Circuits**

*NOTE: All service specified in the following section must be dedicated (not shared) high-speed bandwidth service via fiber optic cable.*

- a. 1000 Mbps
- b. 10000 Mbps

## **III. The District Responsibilities**

### **1. Access for Installation**

The District will, during the progress of the installation, allow the Service Provider and its employees access to the premises and facilities at all reasonable hours or at such hours as The District representative and the Service Provider agree upon.

The District will provide access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide Service Provider access to these adjacent areas where and when required.

### **2. Heating/Cooling**

The District will provide heat or cooling when required and general illumination in rooms where work is to be performed by The Service Provider.

### **3. Inspections**

The District will promptly make inspections when notified by the Service Provider that the equipment or any part thereof, is ready for acceptance.

### **4. Electrical**

The District will provide all electrical needs within the district buildings.

### **5. Delay in Work**

It is understood that the Service Provider will not be held accountable for any delays caused by The District.

## **IV. THE SERVICE PROVIDER'S RESPONSIBILITIES**

### **1. Provision**

The Service Provider must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring the Service Provider both to furnish and/or install materials, unless specific provisioning/installation of the materials by The District is denoted.

### **2. Firewalls**

The Service Provider will provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

### **3. Ceiling Tiles**

The Service Provider will provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

### **4. Identification**

The Service Provider will identify to The District any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

### **5. Permits**

The Service Provider shall obtain all necessary county, municipal, and/or state work/building permits. This includes any permits that may be needed to gain the right of way for outside fiber pulls.

### **6. Damage**

The Service Provider will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. The Service Provider will promptly report to a representative of The District any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

## **7. Installation**

The Service Provider will install the wire, cable, and/or associated hardware in accordance with the manufacturer's specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined. All labeling shall correspond with the drawings provided in Item 15 below.

## **8. Test and Inspections**

The Service Provider will conduct tests and inspections in the presence of an The District technical representative after installation has been completed in order that The District may be assured that the requirements for the installation are met.

## **9. Completion Notification**

The Service Provider will promptly notify The District designated contact of completion of this proposed project.

## **10. Defects**

The Service Provider will promptly correct all defects for which the Service Provider is responsible.

## **11. The District Contact**

The Service Provider must coordinate all work with The District designated contact.

## **12. Cleanup**

Upon completion of the work each day, the Service Provider must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

## **13. Subcontractors**

The Service Provider may use subcontractors to perform work. However, all responsibilities rest with the Service Provider.

## **14. Testing**

The Service Provider will provide The District with complete detailed test results. The test results must be delivered to The District before payment.

## **15. Drawings:**

The Service Provider shall furnish, with the quote, a complete set of drawings showing the design of the infrastructure and the interconnection of all equipment installed. The drawings will also include the location of existing electronic equipment utilized in the new installation. The drawings should indicate if the fiber is run above or below ground and if below ground, trenched or bored.

## **16. Codes, Standards, and Ordinances**

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI *Telecommunications Distribution Methods Manual* shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation

## **17. Safety**

The Service Provider shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Service Provider 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 Service Provider shall indemnify and hold harmless The District from and against all liabilities, suits, damages, costs, and expenses (including attorney's fees and court costs) that may be imposed on The District because of The Service Provider, subcontractor, or supplier's failure to comply with the regulations stated herein.

## **18. Patents and Royalties**

The Service Provider, without exception, shall indemnify and hold harmless The District and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The Customer. If The Service Provider or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **19. USAC Certifications**

The Service Provider must be an approved USAC service provider with a current SPIN and SPAC. It will be the responsibility of the Service Provider to maintain all USAC certifications throughout the term of the contract.

## **20. Indemnification**

The Service Provider shall indemnify and hold harmless The District, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The District, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Service Provider or its subcontractors, agents, servants, or employees. The Service Provider further agrees to indemnify and hold harmless The District, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by The Service Provider, its agents, associates, or employees.

The indemnification provided above shall obligate The Service Provider to defend at its own expense or to provide for such defense, at The District’s option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The District which may result from the operations and activities under this Contract whether the installation operations be performed by The Service Provider, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to The Service Provider shall obligate The Service Provider to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

### **Building Locations**

<b>Brandon Central Service Center</b> 2630 McArthur Drive Columbus, Mississippi 39705	<b>Columbus High School</b> 215 Hemlock Columbus, Mississippi 39702
<b>Columbus Middle School</b> 175 Hwy 373 Columbus, Mississippi 39705	<b>Joe Cook Elementary School</b> 2217 North 7 <sup>th</sup> Street Columbus, Mississippi 39705
<b>Fairview Elementary School</b> 225 Airline Road Columbus, Mississippi 39702	<b>Franklin Academy School</b> 501 North 3 <sup>rd</sup> Avenue Columbus, Mississippi 39701
<b>Sale Elementary School</b> 520 Warpath Road Columbus, Mississippi 39702	<b>Beard Elementary School</b> 311 Martin Luther King Jr. Drive Columbus, Mississippi 39701
<b>CMSD Alternative School</b> 924 20 <sup>th</sup> Street North Columbus, Mississippi 39701	<b>Lowndes County Juvenile Detention Center</b> 1602 College Steet Columbus, Mississippi 39701

## QUOTE SUBMISSION FORM

Company Name of Service Provider \_\_\_\_\_

Corporate Headquarters Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Service Provider Contact Name \_\_\_\_\_

Service Provider Contact Phone Number \_\_\_\_\_

Service Provider Contact Email Address \_\_\_\_\_

E-Rate Service Provider Name \_\_\_\_\_

E-Rate Service Provider Identification Number (SPIN) \_\_\_\_\_

Address of Mississippi Office \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

24 Hour Toll Free Help Desk Phone Number \_\_\_\_\_

**Pricing for Metro-E Managed Network Services  
1000 Mbps  
3 Year Contract**

<b>SECTION 1 School Site</b>	<b>Bandwidth Required</b>	<b>E-Rate Eligible One Time Cost</b>	<b>E-Rate Ineligible one time Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
Columbus High School	1000 Mbps				
Columbus Middle School	1000 Mbps				
Beard Elementary	1000 Mbps				
Joe Cook Elementary	1000 Mbps				
Fairview Elementary	1000 Mbps				
Franklin Academy	1000 Mbps				
Sale Elementary	1000 Mbps				
CMSD Alternative School	1000 Mbps				
Lowndes County Juvenile Detention Center	1000 Mbps				
<b>TOTAL</b>					

**Pricing for Metro-E Managed Network Services  
1000 Mbps  
4 Year Contract**

<b>SECTION 1 School Site</b>	<b>Bandwidth Required</b>	<b>E-Rate Eligible One Time Cost</b>	<b>E-Rate Ineligible one time Cost</b>	<b>E-Rate Eligible Monthly Cost</b>	<b>E-Rate Ineligible Monthly Cost</b>
Columbus High School	1000 Mbps				
Columbus Middle School	1000 Mbps				
Beard Elementary	1000 Mbps				
Joe Cook Elementary	1000 Mbps				
Fairview Elementary	1000 Mbps				
Franklin Academy	1000 Mbps				
Sale Elementary	1000 Mbps				
CMSD Alternative School	1000 Mbps				
Lowndes County Juvenile Detention Center	1000 Mbps				
<b>TOTAL</b>					

**Pricing for Metro-E Managed Network Services  
10000 Mbps  
3 Year Contract**

SECTION 1 School Site	Bandwidth Required	E-Rate Eligible One Time Cost	E-Rate Ineligible one time Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
Columbus High School	10000 Mbps				
Columbus Middle School	10000 Mbps				
Beard Elementary	10000 Mbps				
Joe Cook Elementary	10000 Mbps				
Fairview Elementary	10000 Mbps				
Franklin Academy	10000 Mbps				
Sale Elementary	10000 Mbps				
CMSD Alternative School	10000 Mbps				
Lowndes County Juvenile Detention Center	1000 Mbps				
<b>TOTAL</b>					

**Pricing for Metro-E Managed Network Services  
10000 Mbps  
4 Year Contract**

SECTION 1 School Site	Bandwidth Required	E-Rate Eligible One Time Cost	E-Rate Ineligible one time Cost	E-Rate Eligible Monthly Cost	E-Rate Ineligible Monthly Cost
Columbus High School	10000 Mbps				
Columbus Middle School	10000 Mbps				
Beard Elementary	10000 Mbps				
Joe Cook Elementary	10000 Mbps				
Fairview Elementary	10000 Mbps				
Franklin Academy	10000 Mbps				
Sale Elementary	10000 Mbps				
CMSD Alternative School	10000 Mbps				
Lowndes County Juvenile Detention Center	1000 Mbps				
<b>TOTAL</b>					

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## To be submitted with the worksheets above

- (Telecommunications Providers) Copy of Mississippi TELECOMMUNICATIONS Contractors License if you are providing E-Rate Telecommunications services to be filed as “Telecommunications” for the 471 application
- (Other types of Providers) Copy of Mississippi Contractors License if you are providing services to be filed as “Internet” for the 471 application
- Description of Help Desk Procedures
- Description of Service Response Procedures
- Service Providers Disaster Recovery Plan
- Description or list of service locations that will provide service and support for the district installation and the number of technicians available for that support.  
3 References for similar installations as described in the specifications.
- Full Description of the Network Service to be provided (to include bandwidth, network performance specifications and all necessary installation and equipment) for the connections for buildings.
- Diagram of proposed network including electronic components to which the fiber will connect noting if the proposed runs will be underground or above ground. (note: Preference will be given to underground installations.) If underground, specify if the cable will be bored or trenched and minimum depth of installation.
- Complete description of the Service Providers NOC, including times of operation.

Service Providers should white list email from [tippettb@columbuscityschools.org](mailto:tippettb@columbuscityschools.org) to ensure updates to this quote request are received.

## DISTRICT BUILDING INFORMATION

<b>Brandon Central Service Center</b>	<b>2630 McArthur Drive</b>	<b>Columbus</b>	<b>MS</b>	<b>39705</b>
<b>Columbus High School</b>	<b>215 Hemlock Street</b>	<b>Columbus</b>	<b>MS</b>	<b>39702</b>
<b>Columbus Middle School</b>	<b>175 Hwy 373</b>	<b>Columbus</b>	<b>MS</b>	<b>39705</b>
<b>Joe Cook Elementary</b>	<b>2217 North 7<sup>th</sup> Street</b>	<b>Columbus</b>	<b>MS</b>	<b>39705</b>
<b>Fairview Elementary</b>	<b>225 Airline Road</b>	<b>Columbus</b>	<b>MS</b>	<b>39702</b>
<b>Franklin Academy</b>	<b>501 North 3<sup>rd</sup> Avenue</b>	<b>Columbus</b>	<b>MS</b>	<b>39701</b>
<b>Sale Elementary</b>	<b>520 Warpath Road</b>	<b>Columbus</b>	<b>MS</b>	<b>39702</b>
<b>Beard Elementary</b>	<b>311 Martin Luther King Jr. Drive</b>	<b>Columbus</b>	<b>MS</b>	<b>39701</b>
<b>CMSD Alternative School</b>	<b>924 20<sup>th</sup> Street North</b>	<b>Columbus</b>	<b>MS</b>	<b>39701</b>
<b>Lowndes County Juvenile Detention Center</b>	<b>1602 College Street</b>	<b>Columbus</b>	<b>MS</b>	<b>39701</b>

# SITE VISIT FORM

DATE \_\_\_\_\_

SERVICE PROVIDER NAME \_\_\_\_\_

## CONTACT INFORMATION FOR CHANGES / UPDATES / CLARIFICATIONS

	<b>CHECK PREFERRED CONTACT METHOD</b>
Name _____	
Address _____	
City _____ State ____ Zip _____	_____
Phone Number _____	_____
Email Address _____	_____

## INSTRUCTIONS TO BIDDERS

### I. PREPARATION OF BID:

- A. Each bidder must fully inform himself of the conditions relating to the project and employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of this contract.
- B. All bidders, including general and subcontractors, shall visit the sites and inform themselves of all conditions. Failure to visit the sites will in no way relieve the successful bidder from furnishing any materials or performing any work required to complete the work in accordance with bid specifications.
- C. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and all authorities having jurisdiction over the project apply to the contract.
- D. At the time of the opening of bids, each bidder will be presumed to have inspected the sites and to have read the bid specifications. Any questions about the bid specifications shall be addressed to the Network Manager for clarification prior to bidding.

### II. DELIVERY OF BIDS:

- A. The Columbus Municipal School Board will receive sealed, competitive bids in the Office of Information Systems, Brandon Central Service Center, 2630 McArthur Drive, or **Post Office Box 1308, Columbus, Mississippi, 39703** on, **Friday, January 26, 2018** at 10:00 A.M., at which time the bids will be publicly opened, read aloud and taken under advisement. When mailing in bids the P.O. Box address shall be used.
- B. The Bid Proposal Form must be received on or before said date and time, neither the dating of the Bid Proposal form nor placing it in the mail by this date will meet the requirements pertaining to this bid. Any bid received after the bid opening date shall be marked "LATE BID" and returned to the Bidder unopened.
- C. The District will not be responsible for any delays in delivery. It is the sole responsibility of the Bidder that bid proposals reaches the above destination by the bid opening date and time.
- D. Bids or alterations by fax or telephone WILL NOT be accepted.

### III. BID ADDENDUM:

- A. Any interpretation of the documents will be made by written addendum only issued by the Deputy Superintendent or Director of Information Systems and a copy of such addendum will be posted on The District web site. The District will not be responsible for any other explanation of the proposed document.
- B. As per Mississippi Code of 1972, as amended; SEC. 31-7-13, Bid requirements and exceptions; (iv) no addendum to these bid specifications shall be issued by the district within twelve (12) hours of the date and time herein stated for receipt of bids

IV. PROPER EXECUTION:

- A. All bids must be submitted in accordance with Section 31-7-13 of Mississippi code of 1972 as amended, and must be properly executed and signed by a responsible officer or employee of the Bidder
- B. All bids must be typed or written (legibly) in ink. Any alterations or changes that are made must be done in ink and initialized by the person who signs the Bid Proposal Form.
- C. Bids should be checked before submission for accuracy and correctness since the Columbus Municipal School Board WILL NOT be responsible for any errors for which the bidder is responsible.
- D. The District reserves the right to reject bids from Bidders who submit poorly completed bids.
- E. To prevent opening by unauthorized individuals, it is required that the Bid Proposal Form be delivered in an envelope clearly marked in the lower left-hand corner with the following information:
  - DATE: (date the bid is submitted)**
  - DUE: (date the bid is due)**
  - BID NUMBER: (on bid documents)**
  - BID TITLE**
  - BIDDER'S NAME**

V. CERTIFICATION OF INDEPENDENT DETERMINATION:

- A. By signing the BID PROPOSAL FORM the bidder certifies, in connection with procurement, that they, to the best of their knowledge and belief:
  - 1. That the prices in the BID PROPOSAL FORM have been arrived independently, without consultation, communication, or agreement, for the purpose of restricting competition; as to any matter relating to such prices with any other Bidder
  - 2. That unless otherwise required by law, the prices have not been knowingly disclosed by the Bidder prior to the Bid Opening Date and Time specified on the NOTICE TO BIDDERS, directly or indirectly with any other Bidder.
  - 3. That no attempt has been made or will be made by the Bidder to induce any other Person or Bidder to submit or not to submit a BID PROPOSAL for the purpose of restricting competition.

VI. BID WITHDRAWAL and MODIFICATION:

- A. Bids may be modified or withdrawn by written notice from or in person by the Bidder, if received in the Office of the Deputy Superintendent, two (2) working days prior to the above stated bid opening date and time.
- B. No withdrawals will be accepted by telephone or fax.
- C. If a Bidder withdraws his bid, all documents shall remain in the possession of the Columbus Municipal School Board, marked as withdrawn, and included in the permanent file of that bid item.
- D. No bids shall be withdrawn for a period of thirty- (30) days following the bid opening date.

VII. BID OPENING:

- A. All bid openings are open to the public. The Columbus Municipal School District staff will read a summary of each bidder's bid and answer questions to the extent possible at that time. Any information provided in the bid which contains trade secrets or confidential commercial or financial information and which bidder does not wish to be disclosed other than for purposes of evaluating it must be clearly labeled on each sheet as confidential.
- B. All disclosures of bid information to interested parties will be made in compliance with the Columbus Municipal School District policies and procedures established in accordance with the Mississippi Public Records Act of 1983 defined in Section 25-61 of the Mississippi Code.

VIII. RIGHT TO REJECT BIDS:

- A. The Columbus Municipal School Board reserves the right to reject any and/or all bids or any groups thereof and to waive any defect or informality in any bid or bidding procedures.

IX. BID ACCEPTANCE:

- A. If Columbus Municipal School District accepts a bid in response to this request, it will accept the bid of and award the bid to the lowest and best responsive bidder.
- B. Unless otherwise stated in the BID SPECIFICATIONS all bids shall be binding for a minimum of thirty- (30) days following the acceptance of the bid by the Columbus Municipal School Board.
- C. If bidder wishes to be notified of outcome of the bid, he should include a self-addressed stamped envelope with his bid. The envelope should be marked with the BID NUMBER located on the BID PROPOSAL FORM.

X. GUARANTEE OF WORK:

- A. All work shall be guaranteed against defects resulting from the use of inferior materials, equipment or workmanship for one (1) year from the date of final completion and acceptance.