

**MURCHISON ISD**

**Request for Proposal**

**Switches, Access Points, and Wiring**

**FCC 470 # 190019876, Category 2**

**February 4, 2019**

## **1.0 INTRODUCTION**

1.1 PURPOSE The purpose of this Request for Proposal (RFP) is to provide a standard from which to evaluate your company's products and services as they compare to other providers and as they pertain to the needs for Ethernet Switches, Wifi Access Points, and data wiring equipment for campuses within Murchison Independent School District as defined in this document.

1.2 INFORMATION ABOUT Murchison ISD Murchison ISD is a thriving community located at 9661 East Bankhead Road, Murchison, TX 75778 .

1.3 CURRENT ENVIRONMENT Murchison ISD has partially updated the infrastructure in the district but plan to complete the upgrade during the upcoming year

1.4 DESIRED SYSTEM This RFP is to provide Ethernet switches, wireless access points (WAP) and data wiring to be installed within Murchison ISD. Vendor MUST include ALL shipping charges necessary to deliver the required equipment to the district's Network Operations Center. All bidders responding to this request must participate in the FCC E-rate discount program and provide their SPIN. Not all equipment included in this RFP may qualify for e-rate discount, but it is the bidder's responsibility to provide a solution that optimizes the e-rate discounts while meeting the requirements of this Request for Proposal. All equipment must be new. The details of the system requirements and features are fully described in later sections of this RFP.

1.5 PROJECTED CORRESPONDENCE AND INSTALLATION DATE Orders for the equipment will be placed no sooner than July 1, 2019 or the successful notice of receipt of E-rate program funding. This project coincides with the beginning of the E-rate funding year. This project is contingent upon the successful receipt of E-rate funding and the District reserves the right to cancel all, or any portion, of this project if the funding request is unsuccessful. The project is being directed by: Kim Tunnell, Superintendent, and all correspondence or questions regarding this RFP should be directed to her attention, reference FCC 470 # 190019876

**Kimberly Followwell**  
**Murchison Independent School District**  
**9661 East Bankhead Road**  
**Murchison, TX 75778**

**Office -903-469-3636**  
**Fax - 903-469-3887**  
**E-Mail - [followwell@murisd.org](mailto:followwell@murisd.org)**

Vendors are encouraged to ask questions and suggest revisions to this RFP that may benefit Murchison ISD in procuring or operating the services requested. All written questions will be

answered in writing up until 5 days prior to the bid due date. All verbal communications will not be considered as affecting this RFP unless distributed in writing to all bidders, and bidders are warned not to rely on verbal responses.

1.6 CLARIFICATION AND INTERPRETATION OF RFP The words “must” or “will” or “shall” in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the proposal. There are other requirements that Murchison ISD considers critical but not mandatory. Therefore, it is important that bidders respond in a brief but concise manner to each section of this document. Failure to do so may be grounds for rejection of the proposal as nonresponsive.

1.7 CALENDAR OF EVENTS The following reflects the project schedule. Delays in achieving one date may not delay later requirement dates.

<b>Activity</b>	<b>Date</b>
RFP Released to bidders	February 4, 2019
Bidder’s acknowledgement of intention to submit a proposal	February 11, 2019
Final questions deadline	February 22, 2019
Final Walkthrough date	February 22, 2019
Proposal delivery	March 6, 2019
Evaluation complete	March 8, 2019
Contract negotiations complete	March 8, 2019
Project Start - No sooner than	July 1, 2019

## 2.0 RULES GOVERNING PROPOSALS

2.1 CONFIDENTIAL AND PROPRIETARY INFORMATION: Bidders must understand that this Request for Proposal includes confidential information pertaining to Murchison ISD. Information must be used only for the purposes of responding to the RFP. The reproduction and use of the contents of this document for any other purpose than responding to this RFP is restricted without the written approval of Murchison ISD.

2.2 ADDRESS AND DELIVER PROPOSALS TO:

**Murchison Independent School District  
Attn: Kimberly Followwell, Superintendent  
9661 East Bankhead Road  
Murchison, TX 75778**

**RE: The enclosed is in response to FCC 470 # 190019876, Category 2.**

2.3 DUE DATE: March 6, 2019, 2:00PM. Proposals delivered after the 2:00 PM deadline will be rejected. **Faxed or emailed responses will not be accepted. Responses must be sealed and delivered to the Murchison ISD Administration building.**

2.4 GENERAL BIDDING PARAMETERS ACTIVITY DATE: RFP released to bidders February 4, 2019. Refer back to: **Calendar of Events, section 1.7**

2.4.1 Contingencies: Vendor/bidders, before submitting their bid, should make a careful examination of the scope of the work to be done and of the difficulties involved in its proper execution and include in their bid all costs they deem proper and sufficient to cover all contingencies essential to the installation of the proposed system notwithstanding that every item or contingency is not specifically mentioned herein. **Site walkthrough is mandatory.** To schedule a walkthrough, vendors can call (903)469-3636 and schedule with Kimberly Followwell, superintendent.

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

2.4.3 Shipments: All shipments and deliveries should be made to the Murchison ISD Central Administration building provided that the Vendor has made arrangements to unload and store such deliveries with the district. Murchison ISD shall take no responsibility for shipments, delivery, storage, or unloading of such shipments and will not be responsible for any losses or damages that may result from Vendor's failure to make adequate provisions. All equipment, supplies, and materials required for this project will remain the property of the Vendor until properly received and accepted by the Project Director.

2.4.4 Manufacturer Support: Bidder shall state that all equipment quoted is new, is in current production, and is currently available for Manufacturer's warranty and maintenance coverage. Bidder shall specify in detail the warranty and maintenance, which is available from the equipment Manufacturer and which is available from the Bidder.

2.4.5 Price: The price quoted will include all costs including delivery of the equipment. Bidders shall submit a descriptive summary of the manufacturer and model of the proposed equipment. Bidders must describe general and specific features of the equipment, including features, capacities, limiting factors, and optional characteristics. Capacity limitations for all

features and functions must be stated and described in detail. Bidders shall include an overview of the equipment expansion capabilities. Licenses for equipment use will be included in the pricing totals.

2.4.6 Duration of Offer: Proposals must be valid for a minimum 90 days following the opening date of this RFP.

2.4.7 Late Proposals: Proposals or unsolicited amendments to proposals arriving after the bid due date will be rejected as not meeting the mandatory requirements of this RFP.

2.4.8 Format and Number of Copies Bidders shall provide two (2) printed copies of the Proposal document, including one loosely bound copy that may be readily copied if needed. One copy must be a signed original copy that may be maintained as the official version of the Proposal and will be included in the contract. Bidders must also provide one (1) copy of the response in a digital format.

2.4.9 Review Rights: Proposals submitted may be reviewed and evaluated by any person(s) considered necessary to the decision-making process at the discretion of the Murchison ISD.

2.4.10 Bidder's Proposal Preparation Cost: Bidders will be responsible for all the costs associated with preparing their Proposals.

2.4.11 Alternate/Multiple Proposals: Bidders may submit alternate and/or multiple proposals. However, all such proposals must be in direct compliance with the format of this RFP. In all cases, to be considered responsive, proposals must clearly meet the intent of the mandatory requirements and the overall objectives of the RFP. In the interest of economy, identical information, literature, etc., need not be provided when additional proposals are submitted.

2.4.12 Public Release of Information: News releases, articles, brochures, advertisements, prepared speeches, and other information releases concerning this RFP, or any subsequent contract or activity related thereto, may not be made without the prior written approval of Murchison ISD.

2.4.13 Special Note: Each responding bidder is advised to read this RFP carefully. Any and all exceptions to an item in this specification MUST be duly noted and explained in the response. Failure to make exception to any item shall be considered as both the ability and the intention to fully comply with that item at the quoted price.

2.4.14 Liability and Reserved Rights: Murchison ISD reserves the right not to award a Contract to any of the bidders solicited in this RFP. Murchison ISD also reserves the right to

make partial awards and to award to more than one bidder. This RFP may be withdrawn at any time without liability or responsibility for any damages or expenses incurred by bidders.

**2.4.15 Contract Documents: Bidders shall provide copies of their standard contract documents and service level agreements with their proposal.**

2.5 INSTRUCTION TO BIDDERS This section outlines specific instructions for proposal submission. Bidders not adhering to these instructions may be subject to disqualification without further consideration.

2.5.1 Level of Compliance In preparing your response to this RFP, indicate the level of compliance with:

**“Acknowledge.”** – The bidder has read and understood the information provided; however, no action is required of the bidder.

**“Comply.”** – The bidder will meet the specifications.

**“Partially Comply.”** – The bidder will meet the specification; however, the manner in which it is accomplished may be different from that specified by Murchison ISD. Always provide clarifying information.

**“Exception.”** – The bidder will not meet the specification. Please provide an alternative when possible.

2.5.2 Preparation of Proposals: All proposals shall be received by the specified date and no later than 2:00 PM, and will include appropriate identification as to the bidder’s intentions to apply respond to one or more sections of the RFP as described below:

**Bidder’s Company Name**

**Attention: Kimberly Followwell, Superintendent**

\_\_\_\_\_ **Proposal for Network Switch, Access Points, and Data Wiring  
FCC 470 # 190019876, Category 2.**

Level of Compliance: The attached proposal or proposals meet the following level of compliance.

- \_\_\_\_\_ **Comply**
- \_\_\_\_\_ **Partially Comply**
- \_\_\_\_\_ **Exception**

Two (2) complete copies and digital version of the proposal will be submitted to the Project Director, to the address as noted above. The complete proposal must include the proposal document with a point-by-point response to the RFP and all other materials requested. Bidders may include any additional materials they feel could assist in the evaluation of the proposed system. However, each question must be responded to completely. **All materials, equipment, accessories, database information, training, project management, fees, software, hardware and labor must be furnished for the complete installation of the service specified.** The solution supplied must meet or exceed all of the functional requirements specified within this RFP. Any additional material or equipment necessary for the installation and operation of the system not specified or described in this RFP will be deemed to be required as a part of these specifications. **Digital versions alone will NOT meet the requirements of this RFP.**

2.5.3 Evaluation Criteria: The proposals will be evaluated based on the following criteria:

1. Overall Price
2. Meets or exceeds specifications and RFP guidelines
3. In good standing with USAC
4. Local Vendor or within 250 miles of the district
5. References/customer satisfaction
6. Qualified/certified engineers to perform installation and configuration
7. Prior Vendor/District Relationships/Services

2.6 COMPLETION AND TERMINATION: Should the bidder fail to participate as noted or fail to show substantial progress toward the completion of the installation then the bidder will be notified as to the failure observed and be allowed thirty (30) days to show substantial correction to meet the schedule. Should the bidder fail to make substantial correction and actual progress toward timely completion then the bidder will be notified to "Terminate" all activities, turn over all equipment and installation supplies to Murchison ISD, and vacate the site, so that Murchison ISD may make its best effort to salvage the equipment and meet the scheduled completion. A negotiated settlement will be offered for the bidder completed work, useable equipment and supplies as may be reasonably appropriate.

2.7 SUPPLEMENTAL TERMS AND CONDITIONS / MODIFICATIONS Supplemental terms and conditions and modifications will be made via the Contract document, which will be negotiated with the successful bidder.

### **3.0 NETWORK SWITCH STATEMENT OF WORK**

3.1 Proposals for switches should be labeled as "Proposal for Appendix A – Network Switches" according to the quantities specified. Brocade ICX 7150 Ethernet Switch - 24 x Gigabit Ethernet Network, 2 x Gigabit Ethernet Uplink, 2 x Gigabit Ethernet Expansion Slot, 2 x

10 Gigabit Ethernet Expansion Slot - Manageable - Twisted Pair, Optical Fiber - Modular - 3 Layer Supported - 1U High - ICX7150 SWCH 24X GETH POE+ 2X10G or equivalent.

3.2 Stacking cables must be included

#### **4.0 WIRELESS ACCESS POINT STATEMENT OF WORK**

4.1 Proposals for wireless access points should be labeled as “Proposal for Appendix B – Wireless Access Points Quantity of 13: AP230, indoor plenum rated, 2 radio 3x3:3 802.11a/b/g/n/ac, 2 10/100/1000, USB, FCC regulatory domain, without power supply (Internal Antenna only). indoor plenum rated, 2 radio 3x3:3 802.11a/b/g/n/a

-HiveManager Classic Online Subscription for one (1) Aerohive Device (AP, Router or Switch), includes 3 year Global Select Support: phone, software & Support Portal, Hardware Advanced Replacement. Quantity of 13.

4.2 The Wireless Access Point (WAP) equipment installed must be Aerohive or equivalent.

#### **5.0 DATA WIRING STATEMENT OF WORK**

5.1 Proposals for Data Wiring should be labeled as “Proposal for Appendix C – Data Wiring”

5.2 Run, Test, Certify (11) Cable Drops and Hang Access Points, All cable drops are to be ran with Cat 6 specifications/standards unless requested specifically for a higher grade like Cat 6E, 7, or 8. Cable is to be ran at TIA/EIA-568-B format. Every drop to be labeled and tested to the IEEE 802.3 Standards. Testresults to be presented on project completion. Every cable drop will be labeled to the client’s nomenclature request. Adhering to IEEE standards Copper Cabling being ran within the facilities will be managed off of ceilings and in management brackets. Low voltage copper cabling will not be ran in parallel with 110V/120V electrical commercial lines but in cross patterns to remove any cross contamination of electrical voltage. All cable will adhere to the “UL Performance Category Program”.

**6.0 COMPANY INFORMATION:** In addition to the specific information requested below, please provide a profile of your company, including a description of your experience in providing communications systems.

Corporate Name:

Corporate Address:

Number of Years Doing Business as Above:

Previous Name: (Please fill in if less than 5 years)

Corporate Mission Statement:

6.1 Please provide the company's profit and loss statements for the last three years.

6.2 How many years has the bidder provided the SERVICE presented?

6.3 Please provide a list of five reference customers to whom you have sold similar SERVICES. Include contact name and contact information.

6.4 Provide the Contractor's experience with Kindergarten – 12th grade installations. Indicate the contract value of K-12 installations since January 1, 2018. Provide a list of K-12 installations that have been completed since January 1, 2018.

6.5 Provide credit / financial / banking references, including contact name, phone number, and email address.

6.6 Provide reports indicating performance, reliability and uptime over the last three years.

6.7 Describe your presence in the East Texas area.

#### 7.0 E-RATE PROGRAM INFORMATION

7.1 Indicate the Contractor's Service Provider Identification Number (SPIN).

7.2 Provide the Contractor's experience with the FCC "E-Rate" program. Provide the total contract value that has been completed through "E-Rate" funding since 2013.

7.3 Has the company ever been debarred from the E-Rate program? If so, what is your current 14 status with the SLD?

7.4 Has the company ever had invoices "RED LIGHTED" by the E-Rate program? If so, please explain the reasons why and the disposition of the issue.

7.5 What date was the last company Service Provider Annual Certification (SPAC) form filed?

**8.0 SERVICE PRICING:** The bidder agrees to furnish all equipment as specified and defined in this RFP. The bidder's pricing includes all of the functionality described in this document except where exceptions to this RFP have been noted. **Pricing must include an annual total cost for the requested SERVICE. All hardware, software, licenses, installation, warranty/maintenance, ongoing support services and hardware replacement due to failure shall be included.**

8.1 COST ITEMIZATION The forms below are required for each item. Complete the table in a worksheet format showing the costs for each item necessary for the configuration of SERVICES. Total each column at the bottom.

8.2 PROFESSIONAL SERVICES Professional services costs to complete the installation and configuration of the proposed equipment shall be included on a separate line item within the proposal worksheet along with warranty costs.

**Proposal Appendix A - Network Switches**

Description	Part Number	Quantity	Unit Price	Extended Price
Switch		1		
Cable		1		
Installation		1		
Freight		1		
Total Price				

**Proposal Appendix B - Wireless Access Points**

Description	Part Number	Quantity	Unit Price	Extended Price
Access Point		13		
Hive Manager		13		
Installation		13		
Freight				
Total Price				

**Proposal Appendix C - Data Wiring**

Description	Part Number	Quantity	Unit Price	Extended Price
Data Drops		11		
Installation		11		
Freight				
Total Price				