

Bradford County School Board

REQUEST FOR PROPOSAL

Wide Area Network Connectivity Services

**Bid Number: 19-0221
(470# 190017764)**

Greg Gobs
501 W. Washington St.
Starke, FL 32091

Bradford County School Board

INVITATION TO BID (ITB) - 19-0221 (470# 190017764)

SECTION I

INTRODUCTION

1.1 GENERAL INFORMATION

The Bradford County School Board (hereinafter referred to as “The Customer”) intends to lease a wired or wireless Wide Area Network (WAN) also known as a District Area Network (DAN) to distribute Internet access to the desktop level of all schools and other locations as described in section 1.2 for the Bradford County School Board. The Customer herein requests proposals for these services as described in the attached specifications from interested persons (hereinafter known as “The Vendor”. The Vendor must submit a bid for all areas and show an integrated approach with respect to hardware, services and support. Prices quoted shall be all inclusive. The Customer reserves the right to reject any and all proposals, waive any technicalities and award all or part of the contract in a manner that is in the best interest of the Bradford County School Board.

These services will meet the Federal Communication Commission (FCC) definition of “leased services” (paragraph 193 of FCC’s fourth Order of Reconsideration).

All aspects of this project must comply with the Federal Communication Commission’s competitive bidding requirement for Universal Service Fund (USF) support and services. In the event the School and Library Division (SLD) does not fund the Customer, the Customer will not be responsible for the erated portion of the cost, In the event the SLD has a change in policy of funding, the customer will not be responsible.

Bids, which include upfront Capital Costs, will not be accepted.

Vendor must be a certified Telecommunication Provider with the SLD.

Contact Person for this ITB is:

Greg Gobs
501 W. Washington St.
Starke, FL 32091
904.966.6003

This ITB and the successful Proposer’s response will be made part of any contract awarded from this ITB
The Board reserves the right to accept or reject any or all proposals.

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1.2 SCHEDULE OF EVENTS

The following is the required schedule of events for the project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful vendor.

Event	Date
1. Release of ITB to Bidders	January 24, 2019
2. Deadline for Proposal submission	February 21, 2019 2:00 PM
3. Bid Award Letter	To Be Determined
4. Installation Begins	Upon contract approval by the Bradford County School Board
5. Installation Completed	WAN MUST be in place and operational by July 1, 2019**

** Because e-rate funding runs from July 1st of each year, failure to have services installed and running by that date will cause the district to be faced with un-eratable, unrecoverable costs. Therefore, should vendor fail to provide complete services as described in this ITB, a penalty equal to all costs incurred by this district shall be assessed less the district portion of the contract. The district portion is the non-erate portion of the contract, which in past years has been approximately 10% of the contract amount.

1.3 CURRENT SYSTEM AND CONNECTIVITY LOCATIONS

The Bradford County School Board is presently using a WAN with a minimum of 100MB of service to each location. The Bradford County School Board is interested in maintaining/upgrading these services.

The following sites should be considered the sites involved in the network. All network connections should come back to the district office.

School	Address
1. District Office	501 W. Washington St., Starke, FL 32091
2. Brooker Elementary School	18551 Charlotte Ave., Brooker, FL 32622
3. Hampton Elementary School	10501 Hampton Ave., Hampton, FL 32044
4. Lawtey Elementary School	22703 North Park St., Lawtey, FL 32058
5. Southside Elementary School	823 East Stansbury St., Starke, FL 32091

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SECTION II

INTERNET CONNECTIVITY AND INTEGRATED SERVICES

2.1 WIDE AREA NETWORK CONNECTIVITY (Intrasite)

Vendor must provide, to distribute the centrally delivered Internet Connectivity, 100Mbps and higher WAN connection to each site as defined by IEEE 802.x standards. It is anticipated that the school district needs for additional Internet access bandwidth will expand in the future and the vendor network must be able to accommodate these needs with easy and quick upgrades up to 500 Mbps.

2.2 WAN CONFIGURATION

Vendor must supply survey, design, procurement, and configuration of the WAN to provide the requested network services. This configuration includes installing/laying fiber, installing/erecting towers, obtaining all permits, zoning requests, and inspections required by law, statute, or ordinance. Network services are to be installed at all the sites listed in section 1.3 with demarc of vendor's services to be provisioned at the school on an Ethernet interface provided by the vendor at the Customer's designated demarc.

2.3 INTEGRATED SERVICE SOLUTIONS

Vendor must provide (at no additional cost), any and all Integrated Service Solutions that are inherent functions of its network.

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SECTION III

MAINTENANCE, SUPPORT SERVICES, AND TRAINING

3.1 24 X 7 PROACTIVE MONITORING SERVICES

Vendor should provide proactive monitoring of its infrastructure components at all times.

3.2 TROUBLE TICKETING SERVICES

Vendor must provide a trouble ticketing system, available via a Web Interface, for district technical personnel to report issues and track resolution status. An 800 Number to the monitoring center shall also be provided.

3.3 DISPATCH SERVICES

Vendor must provide dispatch support services for maintenance of its infrastructure equipment. These dispatch services should occur within four (4) hours of notification of a failure in an infrastructure equipment component. Vendor must have WAN field Technicians to repair/replace/support:

- WAN infrastructure components
- Towers (if necessary)
- Radios
- WAN cable
- WAN Switch/Router

3.4 TRAINING

One day of training for key personnel on the systems; covering the following topics:

- Support procedures and escalation processes
- CIPA requirements and Content Filter Reporting and Monitoring
- Messaging application administration
- Training will be performed on-site using the installed equipment

Vendor must provide a per day price quote for additional days of training.

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SECTION IV

VENDOR QUALIFICATIONS

4.1 VENDOR REFERENCE LIST

Bidding vendors must provide a reference list of schools where they have prior experience with providing integrated services as defined by the Schools and Libraries Division and where successful E-RATE applications were funded.

4.2 VENDOR EXPERIENCE

Vendors must give at least three (3) examples of experience with installation of medium to large scale interconnected sites that have equal broadband connectivity services (100MB or greater) to each site; at least one of these examples must be similar in size and scope to the requirements of this ITB (See Section 1.3). The Vendor must also provide a minimum of three (3) references for Network Connectivity services of similar work, both in scope and design that have completed by the vendor within the last five years. The Customer may, with the full cooperation of the Vendor, visit client installations to observe equipment operations and consult with references. Specified visits and discussions shall be arranged through the Vendor.

SECTION V

TERMS AND CONDITIONS OF INVITATION TO BID

5.1 RESPONSE SUBMISSION

Responses to this ITB must be submitted in a sealed package and delivered to **Tonya Hodges, Purchasing Agent, Bradford County School Board, 501 W. Washington St., Starke, FL 32091 no later than 2:00 PM ET on February 21, 2019** so that this bid is in compliance with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. The Customer will reject all late arrivals. The vendor must submit one (1) original proposal, plus one signed copy, along with any required supporting documentation. A digital/electronic copy of the complete proposal and supporting documentation must also be provided on CD/DVD and flash drive. **"Response to ITB 19-0221– Sealed Bid" should be clearly marked on the face of the envelope containing the bid.** Failure to comply with this may cause the bid to be misdirected and, therefore, not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed, or telegraphed bids shall not be considered, nor will modifications of

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bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposal shall be in longhand and executed by an individual duly authorized by the Vendor to make a contract. Bids made out in pencil will NOT be accepted. ***Bid must be notarized.*** Prior to commencement of work, Vendor will name lessee as an additional insured for liability purposes. Other district policies including Drug Free, proof of worker's compensation and bonding are also required.

5.2 COSTS ASSOCIATED WITH PREPARATION OF THE VENDOR'S RESPONSE

The Customer will not be liable for any costs incurred by the respondents in preparing responses to this ITB or negotiations associated with award of a contract.

5.3 INTERPRETATION AND CHANGES

The intent of this ITB is to communicate the Customer's requirements to any qualified and interested bidder. Our intention is to receive bids for the system as stated in Section 1 of this ITB. The Customer may make corrections or changes to the ITB. If the Customer makes changes or corrections to the ITB it will be via written ADDENDUM. All efforts will be made by the Customer to mail or deliver any ADDENDUM to all parties who have requested and received the ITB. ADDENDUMS will be issued as expeditiously as possible (by FAX, if necessary, followed by original documents). Interpretations, corrections or changes to the ITB made in any other manner will not be binding, and the Vendor shall not rely upon such interpretations, corrections or changes.

5.4 ADDENDUM

It will be responsibility of all respondents to contact the Customer **prior** to submitting a response to the ITB to ascertain, if any ADDENDUM has been issued, and to obtain any and all ADDENDUMS, execute them, and return the ADDENDUM with the response to the ITB.

5.5 QUESTIONS

Questions regarding this ITB may submitted by Email to gobs.greg@mybradford.us.

5.6 PROPOSAL BIDDING PERIOD

Prices quoted in the Vendor's response for all services and equipment will remain in effect for a period for at least 90 business days from the issuance date of the Vendor's response. The Vendor must understand that the Customer will use e-rate discounts for the services, in which case, within 90 days of

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submitting the response to the ITB, the customer will submit SLD form 471 for funds based upon the pricing submitted by the Vendor. The SLD funding cycle may take as long as 12-18 months.

5.7 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 and services.

5.8 FINANCING

The Customer desires to lease (under definition of the term 'lease' given in Para. 193 of the Fourth ORDER on reconsideration, Schools and Libraries Corporation) Internet and Internet connectivity services using funds made available to the School System through the Federal Communications Commission E-Rate. After notification of award, the Vendor will receive a purchase order for the products and services for which the Vendor will be responsible as a result of the ITB. The purchase order will show the amount of the lease that is the responsibility of the local school system under the E-Rate discount. The Customer will pay the un-erated portion for the current funding year on a monthly basis upon receipt of the monthly invoice. In the event the Customer removes any of the locations in Section 1.3 as school locations, those services and equipment will be dropped from the lease and the Customer will not be held liable. In the contents of the purchase order will be the Contingency Clause which states that the Purchase Order that is being issued is contingent on the FCC Fund Administrator approving the Contract for Universal Services Funding. This paragraph should include the amount of funds that the FCC Fund Administrator will be required to pay based on the schools' E-Rate percentage. This purchase order will constitute a contingent contract between the Customer and the Vendor. After notification by the School and Libraries Corporation (FCC Fund Administrator) of the acceptance of the Universal Services Contract, the contingency will be removed and the Purchase order will become a legal and binding contract between the Customer and the Vendor. The purchase order will be the document used to determine the status of the contract and will determine the amount of payment by the school system and the FCC Fund Administrator. Neither party to the contract shall assign the contract or sublet it as a whole without the consent of the Customer. In return for the installation and implementation of the products and services Leased, the Customer shall pay the Vendor the Customer's portion of the lease as established by E-Rate in a timely manner. The Customer also agrees to work jointly and cooperatively with the Vendor on completing any and all paper work necessary and required for the Vendor to receive payment by the FCC Fund Administrator for the FCC's portion of the lease.

5.9 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

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fails to receive an SLD Vendor Number, the Bradford County School Board 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 its SLD **TELECOMMUNICATIONS SPIN number** with the bid.

5.10 LEASE

Contractual terms of the lease must be provided with the Vendor's bid. The term 'lease' is used to refer to contractual arrangements whereby the ownership of the facility remains with the service provider, as stipulated in the SLD Fact Sheet on Internet Service Connectivity, 2/24/1998, 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. The contractual terms of the lease will be for up to Five (5) years, in One (1) year increments so as to comply with the applicable Florida Statute and Florida Administrative Code for school districts.

5.11 PRICE QUOTATION

Price quotations are to include the furnishing of all material, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work.

5.12 PRODUCT EQUIVALENCE

The name of specific brand, make or manufacturer reference is to denote the quality standard of the article desired, but it does not restrict the proposing Vendor to the specific brand, make, manufacturer or specification named. It is set forth to convey the general style, type, feature set, character or quality of the article desired, to the prospective vendor. The sole and final decision regarding equivalence will reside with the Customer.

5.13 EVALUATION OF RESPONSE

The Customer may, at its discretion and at no fee to the Customer, invite any Vendor to appear for questioning during the evaluation process for the purpose of clarifying statements in the response. Each proposal will be evaluated based on the criteria and priorities defined by the Bradford County School Board. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

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FACTOR	WEIGHT
Price	40%
Prior Experience	30%
Personnel Qualification	20%
Management Capabilities	10%
Total	100%

5.14 EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this contract, the Vendor and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The Vendor 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.

5.15 FEDERAL COMMUNICATION COMMISSION

Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified and the responsibility of the vendor.

5.16 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 Telecommunication 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.

5.17 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

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and against all liabilities, suits and damages, costs and expenses (including attorney's fee 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.

5.18 PATENTS AND ROYALTIES

The Vendor, without exception, shall indemnify and hold harmless the Customer 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 Vendor 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 costs arising from the use of such design, device, or material in any way involved in the work.

5.19 INDEMNIFICATION

The Vendor shall indemnify and hold harmless the Customer, 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 the contract; or by consequence or any negligence in connection with the same; or by use of any improper material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants or employees. The Vendor further agrees to indemnify and hold harmless the Customer, 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 regulation by the Vendor, its agents, associates, or employees.

The indemnification provided above shall obligate the Vendor to defend at its own expense or to provide for such defense at the Customer'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 Customer which may result from the operations and activities under the Contract whether the installation operation be performed by the Vendor, subcontractor, or by anyone directly or indirectly employed by either.

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

6.20 RIGHT TO REJECT

The customer reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the Bradford County School Board. The Customer reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable

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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 the Bradford County School Board. Contracts will be awarded to the Vendor submitting the proposal determined to be in the best interest of the Bradford County School Board. The Customer will have no legal liability for decisions made in the best interest of the Bradford County School Board.

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SECTION VI

BID RESPONSE FORM

Vendor must use the following form to quote its price:

TO: Bradford County School Board, 501 W. Washington St., Starke, FL 32091

VENDOR:

Name of Firm

Mailing Address

City, State, Zip Code

Operating as an individual corporation organization and existing under the laws of Florida, or a Partnership, or a joint venture consisting of

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COST PROPOSAL

Wide Area Network Connectivity and Telecommunication Services

Complete this form and submit the original and copy both with original signatures in a separate sealed envelope in accordance with the requirements of this ITB.

- A. Connectivity of 100Mbps, or greater, as defined in Section 2.1
- B. For Accounting Purposes, the monthly cost, per location and per device is to broken down below. The Vendor must note any additional charges, installation, equipment, etc., if the monthly cost does not include these additional charges.
- C. Items deemed by SLD as ineligible, and sold separately by the Vendor shall be priced separately.
- D. **NOTE: Costs are to be listed PRE E-RATE DISCOUNTS**

Product/Service	Section	Total Number of Sites	Monthly Per Site Cost	Total Monthly Cost	Total Yearly Cost	Additional Costs	E-Rate Eligible Services
WAN Connectivity	2.1	5					Yes
Equipment		5					
Installation		5					
Other (Specify)		5					
TOTAL COST				\$	\$	\$	

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Having carefully examined the invitation to bid documents prepared by the Bradford County School Board, and together with such addenda, if any, as listed hereafter, the undersigned hereby proposes and agrees to provide all components as specified in the attached Proposal Schedule, these sheets being a part of the proposal, for the total lease price shown and under the terms of the attached lease. **It is agreed that the undersigned has complied with all requirements concerning Vendor Qualifications, licensing, and with all other local, state and federal laws and that no legal requirement has been violated in making or accepting this proposal in awarding a contract to him or in the delivery of products.** In submitting this proposal, it is understood that the right is reserved by the Customer to reject any or all proposals and waive all technicalities/informalities in connection herewith. It is also agreed that this proposal may not be withdrawn for a period of Ninety (90) days from the opening thereof.

The undersigned declared that the person or persons signing the Proposal is/are fully authorized to sign on behalf of the firm listed and to fully bind the firm listed to all of the conditions and provisions thereof. In view of the terms of the Invitation to Bid the undersigned proposes to furnish all items for a total sum of: \$_____.

Submitted By:

Company Name

Company Address

Telephone Number

Authorized Official and Title

Signature of Official

Date

THIS BID MUST BE NOTARIZED

Sworn and subscribed before me this

_____ Day of _____, 2019

Notary Public

My commission expires _____

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RFP ATTACHMENT REQUIRED

Certification of Vendor Qualification Compliance

Vendor Name

SLD Telecommunication Spin Number _____

By indication of the authorized signature below, the Vendor does hereby make certification and assurance of the Vendor's compliance with:

1. ___ The laws of the State of Florida
2. ___ *That the vendor's company has provided proof of registration with the SLD and provided their TELECOMMUNICATIONS SPIN NUMBER.*
3. ___ *That the Vendor's referenced accounts consist of schools that the Vendor has had prior experience with providing bundled services as defined by the Schools and Libraries Division.*
4. ___ *That the 3 examples provided by the vendor are school systems that the vendor has provided medium to large-scale wired or wireless interconnected sites that have equal broadband connectivity services of 100 Mbps or greater to each site. It is understood that medium to large-scale interconnected equates to school systems with at least six (6) schools.*
5. ___ *That the responding vendor meets all qualifications outlined in 5.0 of the ITB **on their own merit**, not via other vendor's qualification.*
6. ___ *The Vendor has included a proposed Vendor Lease agreement for services requested (attachment).*

Vendor Signature
