Mt. Adams School District
Request for Bids for E-Rate

Item: Telecommunications Equipment

General Information
Proposal Deadline: **February 27th, 2015 @ 2:30 pm**

Mt. Adams School District
P O Box 578
621 Signal Peak Road
White Swan, WA 98952
Contact: Jon Scott, Technology Director, jon@masd209.org

Overview

The Mt. Adams School District is located in the western portion of middle Yakima County approximately 40 miles from the City of Yakima. Facilities are located on two separate campuses approximately 11 miles apart. The high school, middle school and central office buildings are located in the unincorporated community of White Swan. Harrah Elementary is located in the Town of Harrah. Several portable structures at both campuses are used for instructional purposes. We have a student population of over 975 students. We have about 400 computers in a Windows Server 2008 / Active Directory environment.

Contractual Agreement:

All contracts will be subject to eligibility of discount rates under authority of the Federal Telecommunications Commission Act 1996. If the district’s needs change and/or services or goods do not qualify for discounted rates, Mt. Adams School District is not bound to initiate or honor said contracts. Additionally, the vendor agrees to bill the Universal Service Fund for the discounted portion of the changes for eligible services, and to bill Mt. Adams School District for the remaining portion of the charges unless other arrangements are agreed upon prior to the initiation of contract services. The combined amount of the billing will not exceed the amount quoted in the contract.

Dates

1. Tentative schedule for RFB events are as follows:
   a. RFB released: 11/25/2014
   b. Deadline for receipt for written inquiries: 1/23/2015
   c. Site Survey Open (By appointment only)
   d. Proposal due date: 2/27/2015
   e. Intended date for contract award: 3/2/2015
   f. Contract signing: By 3/2/2015
   g. Installation beginning: 7/1/2015 (pending E-Rate approval)
   h. Installation complete: 6/30/2016 (pending E-Rate approval)
Description of Services (vendors may bid on any single or a multiple of listed items/services):

**Connectivity to High School Gym / Switch / termination of (1) drop for Wireless Access Point:**

Vendor will run fiber-optic cabling to HS Gym, including conduit, overhead installation and termination on both ends, as well as connection into existing network. Cabling will need to sustain 1+ Gbps speeds. Vendor will determine best route for cabling, and best existing IDF to connect to, but MASD reserves the right for modification and final approval. Vendor will also install (1) network drop in gym for wireless access point use, as well as switching device to support access point. Bid will include all E-Rate eligible labor and installation costs. Walkthrough required for vendor to submit bid.

**Wireless Network – increased AP density and access:**

Vendor will provide and install wireless access points to increase existing wireless network access and availability district-wide (Harrah and White Swan campuses). Bid will include cabling, conduit, overhead installation and termination for new WAP locations, as well as any new switching devices needed for project. Vendor will also provide and install any E-Rate eligible wireless controlling system. Seamless compatibility with existing wireless network (Cisco) preferred. Bid will include all E-Rate eligible labor and installation costs. Walkthrough required for vendor to submit bid.

**General Specifications and Instructions to Bidders:**

1. A paper copy of this document, including any addendums, of the RFB can be obtained by a request from:

   Jon Scott, Technology Director  
   Mt. Adams School District  
   621 Signal Peak Rd.  
   White Swan, WA 98951  
   (509) 874-2611  
   E-mail jon@masd209.org

2. The successful bid will be based upon quality products, vendor’s conformance with state bid prices and demonstrated capacity to provide required services (and as otherwise required by the E-Rate program). Preference may be given to vendors with previous experience working with the Mt. Adams School District, but highest priority will be given to total cost to the district.

**Bid Requirements:**

1. Bid Submission requirements: Two copies, or one faxed copy, of the full RFB are to be received by February 27th, 2015 by 2:30 pm at the following address:

   Jon Scott  
   Mt. Adams School District  
   621 Signal Peak Rd.  
   White Swan, WA 98952  
   (509) 874-2611  
   Fax (509) 874-2960

2. For submitting a complete Bid, Contractor's Qualifications and Insurance/Warranties should include:
   a. Description of company's services and experience.
b. Name and qualification of individuals who will support contract (primary contact).
c. SPIN number.
d. Identification of financial stability to supply, install, and support the services specified.
e. Insurance coverage providing:
   (1) Statutory Worker's Compensation
   (2) Contractor's Public Liability Insurance
      1. Bodily Injury
      2. Property Damage

3. Maintenance and Support:
   Any other statements that will insure that the installed equipment and service provided will be covered under a full parts/labor warranty for 1 year should be stated here.

4. Costs/Prices
   a. Signature of the individual who is legally authorized to make the product, service, performance and pricing commitments in the response to the Request for Bids.
   b. Describe costs for services requested under Description of Services.
   c. Describe any other costs associated with the successful installation and implementation of all the services requested under this RFB.
   d. Include any Certificates of Compliance (containing any statutory compliance programs, i.e., Employee Equal Opportunity and Affirmative Action, Statement of Intent to Pay Prevailing Wage, etc.)

5. Required Information:
   All sections of the RFB must be submitted. No sections can be left blank unless you are only applying for one or more sub-sections of the RFB.

Rules/Conditions for modifications, withdrawal or cancellation:

1. Selection process:
   All Bids submitted by due date will be reviewed by a school district appointed committee.

2. Contractor Responsibilities:
   If the Bid is submitted in its entirety, the contractor will be the Prime Contractor and shall be responsible, in total, for all work of sub-contractors. All subcontractors must be listed in the proposal.

3. Costs for developing and delivering responses to this RFB, and any subsequent presentations, are entirely the responsibilities of the contractor.

4. All materials submitted in response to this RFB become the property of the school district upon delivery and will be incorporated in the contract.

5. The contractor shall keep themselves informed of, and shall comply, with all applicable laws, ordinances, rules, regulations, and orders of the Mt. Adams School District, Yakima County, Washington State, Federal or public bodies having Jurisdiction affecting any work to be done under the services requested. The contractor shall provide all necessary safeguards for safety and protection, as set forth by the US Department of Labor, Occupational Safety and Health Administration (OSHA), as well as by any applicable state and local laws.

6. The contractor shall pay for all applicable taxes, royalties, and license fees. The contractor shall defend all suits or claims for infringement or any patent rights and hold the entity harmless from loss when a particular process, design, or the product of a particular manufacturer(s) is specified.
7. Certifies the prices included in this proposal are no higher than the lowest price it charges to similarly situated non-residential customers for similar services.

Contract Provisions and Terms:

1. **Successful awarding of this RFB is contingent upon full approval of Federal E-Rate funds as identified in Form 471.**

2. The RFB, the proposal response of the contractor, and any formal addendums to the RFB will be included as part of the contract. The length of the contract term will be from July 1, 2015 - June 30, 2016, unless approval is delayed by the SLC. In that case, the SLC will determine the extended contract term.