

## Request for Proposals 2021-2022 E-Rate Wireless Project

### East Tallahatchie School District

#### Notice to Bidders

Notice is hereby given to interested bidders that the East Tallahatchie School District will receive written, sealed bids until the hour of 12:00 PM, on Friday, March 12<sup>th</sup>, 2021, at the East Tallahatchie School District Central Office at 411 E Chestnut St., Charleston, MS 38921. Bids will be opened at 2:00 on Friday, March 12<sup>th</sup>, 2021, in the District Central Office.

#### Schedule of Events:

Event	Date(s)
Release of RFP to vendors	02-12-2021
Start Site Visits (Mandatory)	02-15-2021
End Site Visits (Mandatory)	02-22-2021
Deadline for Submission of Proposals	03-12-2021 12:00 PM
Opening of Proposals (ETSD District Office)	03-12-2021 2:00 PM

### East Tallahatchie School District 2021-2022 E-Rate Wireless Project

The East Tallahatchie School District wishes to install a wireless infrastructure to allow each of its schools to have existing wireless devices installed and configured in and for all classroom and offices in the buildings connected to the network simultaneously. We currently have 118 new ARUBA AP-515 (US) UNIFIED Access Points ready to be installed and configured district wide to school campuses.

The East Tallahatchie School District Central Office IS NOT included in this RFP.

The location and configuration of the access points should allow students and staff to seamlessly connect wireless laptops and tablets without having to refresh their connection as they traverse across their campus from building to building and class to class. (Vendor may assume that the East Tallahatchie School District has sufficient Internet bandwidth to supply the requirements above. The primary objective is to ensure that bottlenecks do not occur at the wireless access point under the specified conditions.) The Network should be able to support up to 500 simultaneously connected devices on each of our 3 campuses in classrooms, auditoriums, libraries, gyms, cafeterias etc. and must accommodate all campus locations simultaneously: Charleston High School, Charleston Middle School, and Charleston Elementary School. Clients must be able to roam across individual campuses without needing to refresh DHCP. Should the bidding propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that the District's objective will be met with their solution.

Proposals should include a centralized method of managing and controlling wireless access to all wireless access points. The management and controller must be located off the Central Office property but accessible via remote access.

Proposals should include a realistic assessment of additional supplies needed such as cabling and other equipment necessary to support the wireless needs outlined above.

The proposal must guarantee performance sufficient to fulfill the needs of the East Tallahatchie School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP.

Because of the diversity of possible solutions, the East Tallahatchie School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible.

All prospective vendors must complete a mandatory site visit between February 15<sup>th</sup>, 2021 and February 22<sup>nd</sup>, 2021 in order to be eligible to submit a bid. Proposals from vendors who do not complete the walkthrough WILL NOT be considered.

Bids will be due on March 12<sup>th</sup>, 2021 at 12:00 PM. For more information, contact Debbie Kuykendall, E-Rate Coordinator, via phone 662-647-3725 (office), 662-647-4373 (Cell), or by e-mail: [dkuykendall@etsdk12.org](mailto:dkuykendall@etsdk12.org).

## **CLARIFICATION**

If after the completion of this project, during normal operation of the network, the district discovers that the wireless network will not allow for the capacity required in this RFP as stated in paragraph three in page one of this document, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the East Tallahatchie School District.

## **General**

Install and configure internal connections as specified herein.

The specifications herein are provided to convey the intent of the system and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be an all-inclusive solution including all **applicable taxes** (East Tallahatchie "Tax Exempt" letter available upon request), shipping costs, installation of equipment, configuration of equipment, any necessary cabling, any additional necessary electrical power, training, technical support and trash removal and represent complete installation and integration with the existing network where necessary.

All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered. Prices quoted in the vendor's response will remain in effect for a period of twenty-four (24) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, installation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify East Tallahatchie School District. All questions should be addressed to Debbie Kuykendall as outlined below. The preferred mode of contact is via email.

Debbie Kuykendall, E-Rate Coordinator  
East Tallahatchie School District  
dkuykendall@etsdk12.org  
662-647-3725 (Office)  
662-647-4373 (Cell)

Questions must be submitted to the email address [dkuykendall@etsdk12.org](mailto:dkuykendall@etsdk12.org). If a response is not received within 24 hours, it is the responsibility of the respondent to call Debbie Kuykendall at 662-647-3725 (office) or 662-647-4373 (cell) to confirm receipt of the message. All questions and responses will be posted immediately on the District's E-Rate Procurement page at . It's the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information.

## **BID SUBMISSION INSTRUCTIONS**

Bids will be opened at 12:00 PM, Friday, March 12<sup>th</sup>, 2021, in the School District Central Office, 411 E Chestnut St., Charleston, MS 38921.

Bids must be submitted in a sealed envelope clearly marked as follows:

"East Tallahatchie School District 2021 E-Rate Wireless Project"

Envelopes not so marked will remain sealed. The East Tallahatchie School District Board of Trustees reserves the right to reject any and/or all bid and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:  
Attachment A Completed and Signed by the bidder.

(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

Attachment B Completed.

“East Tallahatchie School District 2021 E-Rate Wireless Project” should be clearly marked on the face of the envelope as well as the opening date of March 12<sup>th</sup>, 2021.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The East Tallahatchie School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, telegraphic, FAX, or E-Mail bids will not be considered. Signatures on the proposals must be in longhand and executed by a principal duly authorized by the vendor to make a contract.

## **Certificate of Responsibility**

- A. Each bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.
- B. When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has no Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
- C. Each subcontractor whose Subcontract exceeds \$50,000.00 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- D. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

## **Evaluation Methodology**

The East Tallahatchie School District Board of Trustees will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and, not necessarily, the lowest price, even though price will be the priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services

- Preference will be given for prior positive experience with the Vendor
- Preference will be given to Mississippi based vendors

## **Financing**

Portions of this project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding commitment.

## **Vendor Qualifications**

The East Tallahatchie School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the East Tallahatchie School District all such information and data for this purpose as the East Tallahatchie School District may request. The East Tallahatchie School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the East Tallahatchie School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the East Tallahatchie School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Surety bond.
- Provide the documentation of the vendor's wireless, switching and cabling certifications. A qualified engineer with a minimum certification of CCNA or equivalent shall perform all configurations.
- Participate in a mandatory site walkthrough that will be held by appointment between February 15<sup>th</sup>, 2021 and February 22<sup>nd</sup>, 2021. Any bid submitted by a vendor who does not complete the mandatory site visit will be returned unopened. There will be no exceptions.
- Provide a minimum of three K-12 client references for projects of similar size and complexity.

## **Disqualification of Bidder**

The East Tallahatchie School District reserves the right to award to other than the lowest bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- C. Bidder's failure to attend and complete the mandatory site walkthrough.
- D. Bidder being in litigation with the East Tallahatchie School District.
- E. Bidder having defaulted on a previous contract.
- F. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the East Tallahatchie School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.
- H. Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity.

*The above is not an inclusive list.*

## **Objective**

East Tallahatchie School District's objective is for vendors to propose a solution that will meet the criteria of installing and configuring 118 wireless access points in a manner that will allow students to conduct moderate to heavy Web access for research with video streaming, such as all students being able to view a 2-4 minute online video in HD once every hour. The Network should be able to support up to 500 simultaneously connected devices on each of 3 campuses in classrooms, auditoriums, libraries, gyms, cafeterias etc. and must accommodate all campus locations simultaneously. Clients must be able to roam across the individual campuses without needing to refresh DHCP. Should the bidding propose a solution that does not meet the specifications listed below, the vendor must provide sufficient documentation that the District's objective will be met with their solution.

## **Equipment & Installation Specification**

### **Cabling for Access Points**

All cable and cabling components including jacks and patch panels used in this proposal will be Category 6 rated. The amount needed will be determined by the vendors proposed additional number of access points needed.

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, etc.)
- Bid must include cost of labor and installation.

### **Wireless Infrastructure**

The East Tallahatchie School District is requesting an all-inclusive solution including all applicable taxes, shipping costs, installation of equipment, configuration of equipment, any necessary cabling, any additional necessary electrical power, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary.

All equipment included in vendor's proposal must be new equipment purchased from an authorized reseller. No grey market, third party, or used equipment will be considered.

- Must support up to 50 access points and up to 500 clients on the wireless controller
- Must support extensible licensing (adding of additional access points over time up to 50)
- Must provide advanced RF and radio resource management
- Must support multicast video delivery across WLAN
- Must support guest access
- Must support hardware-based feature provisioning
- Must have management system with the access points capable of 802.11a/b/g/n. Powered via 802.3af PoE. Capable of connecting to wired network via 10/100/1000BASE-T RJ-45.
- Must be IPv6/IPv4 dual stack capable and able to manage IPv6/IPv4 clients.

## **Access Points Management**

- Bid must include cost of configuration and installation and 8 hours of training on configuration and maintenance for the East Tallahatchie School District's IT Department.

**Vendor's solution should also include a method to power the access points (if necessary), and the cost should be provided in the vendor's bid response.**

## **Other Considerations**

### **Vendor installed Switches, Patch Panels and Cabling**

- Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other.
- Vendors may use any patch panels currently in place if there are sufficient open jacks in the patch panel. HOWEVER, if the current patch panel is rated anything lower than Cat 6 and the vendor chooses to use it, the vendor will replace the entire patch panel with a Cat 6 unit and reconnect all currently connected cables.
- If the vendor chooses to install a new patch panel and there is not room on the rack, the vendor will be required to install another, larger rack, placing all of the equipment currently in the small rack into the larger rack.
- If current cables are used, the vendor will be allowed to use the same cable and patch panels regardless of the rating category.
- Vender will be responsible for labeling and testing all connections and providing a document showing all drop locations as well as test results.
- All wiring must be concealed either in wall or conduit. No exposed cable runs will be allowed.
- Vendor may use any available open port on any PoE switch currently in use in the district. Not all switches used in the East Tallahatchie School District Data network are PoE switches. With the exception of only installing one AP in a specific IDF, if there are not enough open PoE ports available, vendor will be required to provide and install PoE switches compatible with the District Switches. Determination should be made during the mandatory walkthrough. In the case that only one AP is needed in an IDF, a switch will not be required; a power injector may be used.
- Any power injector used by the vendor in their solution must meet the standards of the Access Point manufacturer for the Access Point being powered.



### Current Equipment

- All current equipment will remain the property of the East Tallahatchie School District regardless of its use or non-use in the successful proposal.
- The East Tallahatchie School District network is made up of mostly Brocade (3500, 3550, 3560) with a couple of 3COM. All ports are 100Mbps minimum. Any switches added to this proposal MUST be able to connect to the District Switch Types.

### Wiring

Each IDF in the networks at each school are connected to the MDF of their respective buildings by fiber. Some of these connections, as noted earlier, could have to be re-terminated in order to function properly and the termination will be the responsibility of the successful bidder.

### Room/Building Counts

<u>CMS</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	0	12	3					
Bldg2	0	1	20	2	1	1			
Bldg3	0	1	10	5	1			1	
<u>CHS</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	2	19	10	1	1	1	1	
Bldg2	0	1	6	4					
Bldg3	0	1	5	1					
Bldg4	0	1	2	2					
<u>CES</u>	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
Bldg1	1	0	7	3					
Bldg2	0	1	10	1	1				
Bldg3	0	1	4						
Bldg4	0	1	12	6					
Bldg5	0	0	1	3					
Bldg6	0	0				1			
	MDF	IDF	Classrooms	Offices	Library	Gym	Auditorium	Band Hall	Board Rm.
<u>Central Office</u>	1	0		10					1

**(Floor plans/maps for each school will be made available at walkthrough.)**

## **Current Network Bandwidth and WAN Configuration**

- Each building in the East Tallahatchie School District is connected to each other via our WAN.
- Servers and centralized devices are located at MDF.
- Currently, the district has a 100 Mbps Internet connection that services the entire district. The district receives Internet services from MDE via AT&T.
- Traffic from the Internet is firewalled by ETSD; Internet traffic is filtered and regulated by OPEN DNS, and ClearOS located centrally at the District Office.

## **E-Rate**

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

## **Right to Reject**

The East Tallahatchie School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The East Tallahatchie School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The East Tallahatchie School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the East Tallahatchie School District Board of Trustees, is not in a position to adequately perform the contract. The East Tallahatchie School District Board of Trustees reserves the right to reject any and 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 the entire contract in a manner that is in the best interest of the East Tallahatchie School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the East Tallahatchie School District.

**ATTACHMENT A  
INFORMATION FORM (Type or Print ONLY)**

<b>NAME OF COMPANY</b>	
<b>ADDRESS OF HOME OFFICE</b>	
<b>CITY OF HOME OFFICE</b>	
<b>STATE OF HOME OFFICE</b>	
<b>COUNTY OF HOME OFFICE</b>	
<b>9-DIGIT HOME OFFICE ZIP CODE</b>	
<b>PHONE # OF HOME OFFICE</b>	
<b>Federal EIN</b>	
<b>DUNS Number</b>	
<b>E-Rate SPIN Number</b>	

**CONTACT Name**

\_\_\_\_\_

**CONTACT Phone Number**

\_\_\_\_\_

**CONTACT Email Address**

\_\_\_\_\_

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

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

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

**PRICING INFORMATION**

(You may submit your standard quotation instead of this document if you wish)

**DELIVERED TO**  
**East Tallahatchie School District**  
**Attn: Debbie Kuykendall**  
**[Address to be determined]**

Manufacture Part Number	Description	Quantity	Unit Price	Extended Price

## **ATTACHMENT B**

Specifications for the proposed hardware:

Vendor shall provide an individual PER CAMPUS written summary of their proposal as well as drawings of each East Tallahatchie School District campus included in the project labeled with the location of the each access point being proposed and the path of the access points' cabling to each network closet. Vendor will verify if the district has enough available switch ports and/or patch panel ports in each closet for their proposed solution.

Current liability insurance and workers compensation insurance Documentation of the vendor's wireless, switching and cabling certifications.

Three K-12 wireless references.

## Site Visit Form

(Contact information for changes/updates/clarifications)

Date _____
Vendor Name _____
Contact Name _____
Address _____ _____
Phone Number _____
Email Address _____
Check preferred method of contact: <input type="checkbox"/> Email <input type="checkbox"/> Phone