

**2015 PORTAGE AREA SCHOOL DISTRICT INTERNAL CONNECTIONS
RFP
GENERAL TERMS & CONDITIONS**

1. Awards will be made in the best interest of the DISTRICT.
2. At its sole discretion the DISTRICT may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the law of the State of Pennsylvania and any applicable local procurement regulations.
4. All services performed or goods delivered under DISTRICT Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. The DISTRICT is exempt from Federal and State taxes and will not pay or reimburse such taxes.
7. The Purchasing Director may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
8. The laws of the State of Pennsylvania and any applicable local procurement regulations shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
9. The Contract may be renewed only upon mutual written agreement of the parties.
10. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.

INSTRUCTIONS TO BIDDERS

1. Bids are to be received in the form of sealed bids.
2. Bids will be publicly opened at 1:00 pm March 10, Administrative Conference Room, 84 Mountain Avenue Portage PA, 15946.
3. Any and all bids may be rejected at the discretion of the District.
4. An approved purchase order is required before the merchandise or service is ordered.
5. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder.

Alternates offered by the bidder as “equal to” the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Director may waive minor deviations to specifications.

6. Complete all sections of the quotation form.
7. Unit prices shall prevail in case of discrepancy.
8. The vendor must clearly instruct on the bid document if the vendor wishes to have the payment sent to a different "remit to" address other than the address on this document.

**PORTAGE AREA SCHOOLS INTERNAL CONNECTIONS RFP
SCOPE OF WORK**

Portage Area School District is soliciting a Request for Proposal for Internal Connections. In addition, installation, configuration, and testing will commence with E-rate funding year 2015 as indicated below. The District reserves the right to modify the project as deems necessary. This RFP and the winning bidder’s response shall become an integral part of the resultant contract. The project must include service to all locations as indicated below.

The proposal shall include initial installation (non-recurring charges) and monthly recurring charges if any that shall be priced separately for each service location.

Any questions related to the technical aspects of this document should be directed to Mike Kunko or at portage.2015@naa.com

Solution acquisition is intended to use E-Rate Category 2 Funding. Service providers are strongly urged to review the FCC’s 2015 Eligible Services List Category 2 Funding requirements in preparation of their response.

All proposals need to be complete, including installation costs, any associated fees, and taxes applicable to Portage Area Schools, such that Portage Area Schools can determine the true total cost of the proposal.

INTERNAL CONNECTIONS

For the following products and services, Portage Area Schools seeks a one-year contract. Performance dates may be extendable as necessary to accommodate the work schedule. Vendors are expected to provide Lowest Corresponding Price.

Entity Name	Equipment/Features	Cost/Month
Portage High School	Approximately 60 enterprise-quality, high-speed mountable Wireless Access Points	
Portage High School	Approximately 1 firewall at 1 Gb/s minimum speed, 9 port minimum, mountable	
Portage High School	Approximately 60 Cat6 Drops	
Portage High School	ALL COMPONENTS shall include necessary cabling, installation, configuration, mounting and testing	

Pricing for each building must be provided utilizing the FCC Form 471 item 21b optional template that can be found at the following URL:
http://www.usac.org/_res/documents/sl/xls/templates/Internal-Connections-Template-V15-1.xlsm

Alternatively, you may use spreadsheet in the Attachment 1.

OTHER REQUIREMENTS

- The vendor must quote a turn-key solution that will be installed, tested, fully operational, and accepted by Portage Area Schools within ninety (90) days after issue of purchase order. Services are expected to start either by April 1, 2015 or July 1, 2015, as applicable, in compliance with E-rate rules. Payment will be authorized only once all products and services have successfully completed testing and acceptance by the district.
- In case of service interruption, the vendor must include in their quoted service price a four-hour “*back in service*” response time from the time of notification by an authorized Portage Area Schools representative during regular business hours.
- Portage Area School District reserves the right to award to multiple vendors, selecting portions of the vendors’ solutions best suitable for District’s needs, or not award at all.
- Portage Area School District, at its sole discretion, for any reason or no reason, also retains the right to cancel this RFP at any time if no suitable vendor responds or no satisfactory solution is offered by a vendor responding to this RFP
- Vendors must include a copy of their contract with their proposal.
- In accordance with the Laws of Pennsylvania, Portage Area School District will award to the bidder with the lowest pricing.
- The winning vendor will be required to have or obtain a SPIN number before the start of service and submit a Service Provider Invoice Form directly to USAC pursuant to E-rate procedures established by the federal government. The winning vendor will be required to comply with all applicable E-rate rules and regulations.