

**PICKENS COUNTY BOARD OF EDUCATION  
REQUEST FOR PROPOSAL (RFP)  
BASIC MAINTENANCE  
March 3, 2014 at 11:00 a.m (Central Time).**

<b>I.</b>	<b>MISCELLANEOUS</b>
<b>A.</b>	The Pickens County Board of Education (hereafter referred to as "The Customer") intends to contract for basic maintenance of internal connections with the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Pickens County School .
<b>B.</b>	All bidders must use our Bid Response Form for submitting their bid.
<b>C.</b>	If a bid differs in any way from the bid specifications, the bidder must list the differences on the bid proposal form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet the specifications in every respect; and if awarded the contract, performance on this basis will be required.
<b>D.</b>	It is the bidder's responsibility to comply with all local, state, and federal laws as they apply to this bid.
<b>E.</b>	The Customer is exempted from all sales and use taxes under the provisions of Title 40. Chapter 23, Section 4 (15), Code of Alabama, 1975.
<b>F.</b>	Bid price is to be all inclusive with no further charges made against the Customer.
<b>G.</b>	Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act, and Environmental Protection Agency Regulations .
<b>H.</b>	<b>If the bid amount exceeds \$10,000, a certified check or bid bond, payable to the Pickens County School District Board of Education, in the amount not less than five percent of the amount of the bid but in no event more than \$10,000, must accompany the bidders proposal. Said bond will remain in effect until the contract is awarded.</b>
<b>I.</b>	The Customer is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations.
<b>J.</b>	The final awarding of this bid will be made by the Pickens County School District Board of Education based on a recommendation from the Superintendent.
<b>K.</b>	The Customer reserves the right to reject any and all bid proposals if deemed necessary.
<b>L.</b>	All requirements specified in this RFP become part of any awarded contract.
<b>M.</b>	All vendors must have a valid Service Provider Identification Number with the Schools and Libraries Division of the Universal Services Administration Company.
<b>N.</b>	The Customer will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and USAC-SLD E-rate funding.
<b>O.</b>	Vendor must have been in continuous business for a minimum of 3 years and must be the provider, not a reseller, of services requested.
<b>P.</b>	The Customer reserves the right to cancel the contract with the vendor for non-performance at any time during the contract period. Nonperformance includes, but is not limited to, failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service, and failure to maintain status as an authorized representative of services.

<b>Q.</b>	The Vendor must invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice, FCC Form 474) for the discounted portion of each bill in accordance with SLD regulations. The school district will only be invoiced for the undiscounted portion.
<b>R.</b>	The Customer reserves the right to terminate services if E-rate funding is not approved or is reduced during the specified period of the contract and/or extension periods.
<b>S.</b>	The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at The Vendor's expense.
<b>T.</b>	The Vendor and his representatives shall follow all applicable school district regulations while on Pickens County School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with The Vendor's logo clearly visible.
<b>U.</b>	<p>Before the start of services, the Vendor shall furnish to Pickens County Schools a Certificate of Insurance showing compliance within the following limitations and is required to maintain this insurance for the duration of the contract:</p> <p>Below is a list of the insurance coverage that must be procured and maintained by The Vendor at his own expense:</p> <ul style="list-style-type: none"> <li>• Personal injury, including death. Limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.</li> <li>• Property Damage limits of \$1,000,000.00 for each accident and \$5,000,000.00 for the aggregate.</li> </ul>
<b>V.</b>	Any changes, additions, modifications to the bid request will be posted to the Pickens County web site at <a href="http://www.Pickenscountyschools.net">www.Pickenscountyschools.net</a> . It is the responsibility of the vendor to check the website for any changes to the bid request. Vendors must attend vendor mandatory pre-bid meeting on February 19 <sup>th</sup> , 2015 at 11:00am at the Pickens County Board of Education. Vendor will not be allowed to submit a bid if not present at pre-bid meeting.
<b>W.</b>	Award will be made to the responsible bidder offering a proposal that is deemed the most acceptable and advantageous to the Pickens County School System.
<b>X.</b>	<p><b>Sealed bids must be submitted prior to the bid opening scheduled for March 3, 2015 at 11:00 a.m., at the Pickens County School District Board of Education, 377 Ladow Center Circle Carrollton, Alabama 35447. The envelope must be marked "Bid #PCBOE BM-15 - Basic Maintenance" on the front and "SEALED BID DO NOT OPEN". Mail or hand deliver to Attention: Sebastian Shamery at the address listed above.</b></p> <p><b>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</b></p>

<b>II.</b>	<b>REQUEST FOR PROPOSAL</b>
<b>A.</b>	Point of Contact: Sebastian Shamery (Email: ShameryS@pickens.k12.al.us)
<b>B.</b>	Background and Basic Description of the Requirement: The Customer has Local Area Networks at each location comprised of Cisco network equipment (internal connections) that enable the school sites to communicate and access the Internet. Additionally, the District utilizes distance learning technology to expand the learning opportunities of its students. The Customer requires basic maintenance support in the form of technicians and manufacturer maintenance contracts for the network and distance learning equipment to ensure the network connections and distance learning environment continue to function and serve their intended purposes with the degree of reliability ordinarily provided in the marketplace. Cisco SMARTnet and Tandberg maintenance services are being sought to facilitate the effective operability of the Cisco network equipment and Tandberg distance learning equipment.

<b>SPECIFICATIONS</b>
The Customer is seeking a maintenance contract to purchase technician maintenance and equipment Maintenance required to maintain E-Rate Eligible Cisco network equipment and Tandberg distance learning equipment. The Customer will use the pricing provided in the selected vendor contract to purchase manufacturer maintenance deemed necessary during the term of the contract.
Locations to be Supported:  <ol style="list-style-type: none"> <li>1. Gordo Elementary School</li> <li>2. Reform Elementary School</li> <li>3. Aliceville Elementary School</li> <li>4. Aliceville Middle School</li> <li>5. Gordo High School</li> <li>6. Pickens County High School</li> <li>7. Aliceville High School</li> <li>8. Pickens County Board of Education</li> </ol>
Vendor must complete any registration actions required by the manufacturer for all maintenance purchased by Customer.
Contract will be awarded for a period of (July 1, 2015 – June 30, 2018) with the school system contingent upon approval E-Rate funding on an annual basis. Options will be executed at the Customer's discretion provided pricing same as originally agreed upon, vendor continues to meet all other requirements, the System continues to be funded through the E-Rate program, and when executing the Options does not violate bid laws or E-Rate guidelines.
Bidders must be a valid E-Rate provider with an approved SPIN provided with the bid.
The Vendor must invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice Form 474) for the discounted portion of each bill in accordance with SLD regulations. The school district will be invoiced for the undiscounted portion.
All vendors submitting a bid are responsible for understanding USAC and FCC E-Rate eligibility rules and are required to identify any costs, fees, products proposed that do not meet the rules of eligibility for E-Rate funding and should be filed as ineligible fees.

**Basic maintenance:** E-Rate Definition of Basic Maintenance Eligibility: Basic Maintenance services are "necessary " if but for the maintenance at issue, the connection would not function and serve its intended purpose with the degree of reliable ordinarily provided in the marketplace to entities receiving such services without E-Rate discounts. Basic maintenance services do not include services that maintain equipment that is not supported or that enhance the utility of equipment beyond the transport of information or diagnostic services in excess of those necessary to maintain the equipment ability to transport information.

Basic maintenance is eligible for discount only if it is a component of a maintenance agreement or contract for the services or products, and these maintenance services are cost effective. The agreement or contract must specifically identify the eligible Products or services covered, including product name, model number, and location.

Vendor must provide a toll free number for emergency technical support Monday-Friday 7:00 a.m. to 5:00 p.m.

Vendor must have verifiable accounts and provide references for a minimum of 3 other customers for whom company has provided similar size and scope of services under E-Rate funded contracts.

### **Service Provider Qualifications:**

- The vendor providing the technical support services must be a Cisco Premier, Silver or Gold Partner. Cisco IP Communications Specialized Partner and Cisco Wireless Specialized Partner with at least 3 CCNA and 2 MCSE on staff.
- The vendor must have at least one certified Tandberg specialist on staff and be an authorized maintainer of the Tandberg Distance Learning Equipment.
- All cable personnel must be either a BICSI Technician or Installer.
- A copy of the certifications MUST be included in the bid package. These vendor certifications will help ensure the Customer of adequate support throughout the project. These certifications must remain in place throughout the contract period.
- Vendor or must have minimum of \$250,000 of Category 2 Basic Maintenance Services funded since Funding Yr2010
- Vendor must be ISO9001 certified and must provide documentation of this certification.

### **IV. Questions Concerning Specifications**

Vendors that have questions regarding bid specifications must submit their questions in writing to the Technology Coordinator at **Sebastian Shamery, email: [ShameryS@pickens.k12.al.us](mailto:ShameryS@pickens.k12.al.us)** , not later than **February 19, 2015**

### **V. . Basis of Award**

Evaluation is a two-step process. The first step involves determining if the submittal is complete, accurate, and meets the requirements. The second step is comparing the cost-effectiveness of the proposed solutions which have successfully passed the first step process. In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider. Prices will be the primary factor, but not necessarily the sole factor in evaluating the bids. Other factors of consideration may be prior experience, including past performance, personnel qualifications, including technical excellence: management capability including schedule compliance;

Bid # PCBOE BM-15

**March 3, 2015**

environmental objectives; and flexibility of leasing terms and arrangements. Pickens County School District does not guarantee award of a contract and reserves the right to reject all bids.

**These factors may be utilized in weighing the RFP responses as follows:**

<b>Factor</b>	<b>Weight</b>
Price	30%
References/Prior Experience	25%
Most Acceptable and Advantageous Bid	15%
Flexibility of Services and/or Plan	15%
Personnel Qualifications/Experience/Erate Qualifications	15%
<b>TOTAL</b>	<b>100%</b>

**Pickens County School District may elect to award all, some or none of the services bid.**

**VI Required Attachments**

- A) Completed & Signed Bid Response Forms (**all** pages)
- B) Bid Bond or certified check (5% with \$10,000 limit)
- C) Documentation verifying vendor is a valid E-Rate provider with an approved SPIN.
- D) References of a minimum of 5 other customers for whom company has provided similar size and scope of services under E-Rate funded contracts
- E) Vendor qualifications/certifications

Failure to provide the required information in the specified manner may be a basis for the bid in its entirety to be thrown out without consideration.

Pickens County School District  
Request for Proposal (RFP)  
Basic Maintenance of Internal Connections  
BID OPENING DATE: March 3<sup>rd</sup>, 2015 at 11:00 a.m.

BID RESPONSE FORM (Page 1 of 2)

NAME OF FIRM: \_\_\_\_\_

ADDRESS OF FIRM: \_\_\_\_\_

\_\_\_\_\_

E-rate SPIN: \_\_\_\_\_

NAME (TYPE OR PRINT): \_\_\_\_\_

\*AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

\*Signature certifies the proposed solution and services meet all requirements and the Vendor will comply with all specified requirements unless exceptions are noted below.



EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E-rate Eligible Basic Maintenance Support

<b>Type of Assistance</b>	<b>E-rate Eligible Basic Maintenance Support – Labor Cost Per Hour</b>
Senior Communications Network Specialist	
Network Maintenance Technician	
Support Technician	

Award will be made for the category/categories and for the number of hours deemed most appropriate to meet the needs of the Pickens County School District.