



Waterville School District

RFP for E-Rate, Year 2012-2013

Proposals are due by February 21, 2012

I. Overview, General Specifications and Instructions to Bidders

1. Overview:

Waterville School District #209 is located in Waterville, WA. Facilities consist of three buildings: The combined Elementary and JR/SR High School Building, the Rjeniak Building, and the Gym. We have about 26 classroom areas serving a student population of about 250 students. We have around 160 computers (98% are PC's; 2% Macintosh). Connections to computers are primarily through Ethernet, with about 10 % connected through Wireless Access Points.

2. Purpose of Request for Proposals (RFP):

The Waterville School District is seeking proposals for equipment and services that are eligible under the federal E-Rate program.

TIMELINE:

❖ Vendor walk-through	02/08/2012
❖ Written inquiries deadline	
cdavis@waterville.wednet.edu	02/16/2012
❖ Proposals Due	02/21/2012
❖ Service begin date	07/01/2012
❖ Service end date	06/30/2013

3. Stated Evaluation Factors of Award:

- Successful bid will be based upon quality of products, service and cost. Costs will not be the *only* consideration.
- Prior to submitting a proposal, the bidder must come on-site for discussions and walk-through. Vendor walk-through is scheduled for February 8, 2012 at 10 a.m.
- Bidder must provide references from schools where similar systems have been completed.
- Bidder must be bonded in the State of Washington.
- Bidder must have a SPIN number(s) issued by USAC.
- Bidder must be prepared to follow standard USAC invoicing procedures and invoice USAC directly for percentage of funds.

4. Requirements

1. Three copies of the full proposal are to be *submitted and received* by 4:00 PM on February 21, 2012 to the Business Office at Waterville School District or mailed to:

Waterville School District
Attn: Caryn Davis
P.O. Box 490
200 East Birch Street
Waterville, WA 98858

2. For submitting a complete RFP, Contractor's Qualifications and Insurance/Warranties should include:

- a. Description of company's services, organization structure and experience.
- b. Name and qualification of individuals who will support contract.
- c. At least 3 references of a similar size and scope who are using services described in this RFP.
- 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
 - (a) Bodily Injury
 - (b) 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. Describe costs for services requested under Description of Services.
- b. Describe any other costs associated with the successful installation and implementation of all the services requested under this RFP.
- c. 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. Authorization: Submitted RFPs must be signed in ink by an individual authorized to legally bind the entity submitting the proposal. If sent electronically, the following statement can be used:

This document, sent electronically from my Internet address, serves as my signature, verifies that I have read, understood and have responded to all the requirements of the proposal process.

6. Required Information: All sections of the RFP must be submitted; no sections can be left blank unless you are only applying for one or more sub-sections of the RFP.

5. Rules/Conditions for modifications, withdrawal or cancellation

1. Selection process: All RFPs submitted by due date will be reviewed by school district officials.
2. Contractor Responsibilities: If RFP is submitted in its entirety, contractor will be the Prime Contractor and shall be responsible, in total, for all work of subcontractors. All subcontractors must be listed in the proposal.
 - a. Costs for developing and delivering responses to this RFP, and any subsequent presentations, are entirely the responsibility of the contractor.
 - b. All materials submitted in response to this RFP become the property of the school district upon delivery and will be incorporated in the contract.

- c. The contractor shall keep themselves informed of, and shall comply with all applicable laws, ordinances, rules, regulations and orders of the City of Waterville, Douglas County, Washington State, Federal or public bodies having jurisdiction affecting any work to be done to provide the services required. 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.
- d. 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.
- e. Certifies the prices included in this proposal are no higher than the lowest price it charges to similarly situate non-residential customers for similar services (lowest corresponding price).

6. Contract Provisions and Terms:

- a. Successful awarding of this contract is contingent upon full approval of federal matching E-Rate funds as identified in Form 471.
- b. We reserve the right not to award any or all items for any reason that we deem in our interest.
- c. The RFP, the proposal response of the submitting entity and any formal addenda to the proposal will be included as part of the contract.
- d. Length of Contract: The contract term will be from the date the E-Rate funding is approved to the date of acceptance of project completion.
- e. Upon acceptance of completed project, the district portion (not to exceed 20% of approved bid) will be paid within 60 days. Balance will be paid with E-Rate funds as identified in Form 471.

II. Description of Desired Services:

Jr/Sr High School/Elementary/Rjeniak/Gym:

*Wiring

Cat 6 drops as needed – additional information given at walk-through

*Switches

Update switches at MDF & IDF as needed – additional information given at walk-through

*Smartnet

Smartnet support on all existing and new Cisco equipment

*VOIP Phone System

Up to (85x) handsets, 3 wireless handsets

Unified messaging Server

E911 Server

Phone system must be capable of integrating with a clock/paging/bell system at a later date; additional information given at walk-through

*Wireless Network

Update wireless network as needed - additional information given at walk-through

*Firewall

Update existing district firewall as needed – additional information given at walk-through