



**REQUEST FOR PROPOSAL FOR E-RATE 2016
NETWORK CABLING PROJECT
WIRELESS ACCESS/NETWORK COMPONENT PROJECT**

Request for Proposal #FY160024

January 25, 2016

Purchasing Shared Services is requesting proposals from qualified proposers to Overhaul Infrastructure at Collierville Schools at eight (8) schools. District General Conditions and Scope of Services for this proposal are contained on the following pages.

There will be a mandatory pre-bid meeting beginning at 7:30 A.M., Tuesday, February 16, 2016, at Collierville High School, 1101 New Byhalia Road, Collierville, TN 38017.

Proposals are due no later the 2:00 P.M., Central Time, Tuesday, February 23, 2016, in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134. All proposals must be time stamped in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee, 38134, prior to 2:00 P.M., Central Time, Tuesday, February 23, 2016. Proposals received after the specified date and time will be considered late and will not be opened. Proposals will not be accepted via any form of electronic media.

Purchasing Shared Services reserves the right to reject any or all Request for Proposals, waive defects or informalities in Request for Proposals and to make awards as deemed to be in the sites best interest. If awarded, awards will be made to the lowest and or best proposer.

In compliance with this Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this RFP be accepted, to furnish any or all of the items upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, suits or demands for payment that may be brought against the school districts, agents and employees arising out of the use of any product or article that is provided pursuant to the RFP. Proposer further agrees to indemnify, protect, defend and hold harmless Collierville Schools, its Board Members, agents and employees from all judgments, claims, demands for payment, or suits or actions of every nature and description brought against the aforementioned alleging injuries and damages sustained by any person arising out of or in the course of the proposer performing or failing to perform the service and/or providing or failing to provide the goods related to this Request for Proposal.

Proposer also certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide his/her/its employees any segregated facilities at any of his/her/its establishments.

Collierville Schools offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability or genetic information.

_____			Terms:_____ Delivery: Days A.R.O. _____	
Company Name				
_____			_____	
Address			Phone	Fax
City	State	Zip	E-mail Address	
Names and signatures below certify that you understand and agree to all information in this Request for Proposal.				
_____			_____	
Authorized Representative (Print)			Signature	Date

GENERAL CONDITIONS:

1. Proposals are due in Purchasing Shared Services, Bartlett City Schools Administration Offices, 5650 Woodlawn, Bartlett, Tennessee 38134, no later than 2:00 P.M., Central Time, Tuesday, February 23, 2016.
2. There will be a mandatory pre-bid meeting beginning at 7:30 A.M., February 16, 2015, at Collierville High School, 1101 New Byhalia Road, Collierville, TN 38017.
3. Proposals should provide a straightforward and concise presentation, adequate to satisfy the requirements of the Request for Proposal (RFP). Emphasis should be on completeness, clarity of contents and responsiveness to the RFP. Proposals should be structured to respond to the RFP specifications. Format of Request for Proposal response should be as follows:
 - a. Executive summary, company organization, and primary contact for this project
 - b. Company background and qualifications referenced: Three (3) clients from whom you have currently provided comparable services for K-12 or higher education. Please include contact name, address, telephone number, and email address.
 - c. Staffing recommendations for project. Number of full time employees by class (i.e. Management, Sales, Technical)
 - d. Emergency contact. 24-Hour Emergency Name and Telephone Number
 - e. Technical approach to project. Provide full name and contact information of proposer's technical contact(s). Document any certification held by the technical contact(s). Provide information regarding the length of time each technical contact has been in this position.
 - f. Financial considerations
 - g. Project plan
 - h. Support services and training. Provide the company name, address, telephone number, fax number, and E-Mail of the branch that will directly serve Millington Municipal Schools.
 - i. Fee schedule
 - j. Other information as specified or included for consideration
 - k. Completed and Signed Request for Proposal Cover Sheet
 - l. Completed and Signed Certificate of Non-Discrimination Form
 - m. Completed and Signed Request for Proposal Agreement
 - n. Completed, Signed, and Notarized Hold Harmless Agreement
 - o. Completed Pricing Sheet
 - p. Miscellaneous information
 - q. Exceptions
4. Proposer to submit five (5) complete hardcopy sets (original and four (4) copies) and five (5) soft copies of CD and/or USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, "RFP #FY160024-Network Cabling Project-Wireless Access/Network Component Project E-Rate 2016". Time, date and name of RFP must be clearly marked on face of sealed envelope and/or carton as well as appropriate Contractor's License information, refer to Paragraph 25. All price quotations and related materials must be received in a sealed envelope.
5. Estimated project timing:

▪ RFP Issued	January 25, 2016
▪ Deadline for Questions	February 4, 2016
▪ Addendums Issued for Questions and Answers (posted to URL where RFP is posted)	February 9, 2016
▪ Mandatory Pre-Bid	February 16, 2016
▪ RFP Due	February 23, 2016
▪ RFP Evaluation of Criteria Begins	February 25, 2016
▪ Complete Evaluation of Proposals	March 7, 2016
▪ Complete Contract Negotiation/Executive Contract	TBD

GENERAL CONDITIONS: cont'd.

6. Purchasing Shared Services reserves the right to require a Performance, Materials and Labor Bond from the successful proposer. In such an event the document cost for the Performance, Materials and Labor Bond will be reimbursed to the successful proposer. If a notarized Performance, Materials and Labor Bond is required by the Owner the notarized Performance, Materials and Labor Bond must be from an insurance company licensed in the State of Tennessee for 100% of the contract amount awarded. If required the notarized Performance, Materials and Labor Bond must be provided to:

Mr. Joseph Anderson
Purchasing Shared Services
5650 Woodlawn
Bartlett, Tennessee 38134

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$_____

7. By agreeing to provide goods or services to any school within the School District, you are attesting that you are aware of your obligations under T.C.A. 49-5-413(d) to ensure that all of your employees who have direct contact with students of the School District or to children in the School District's child care program or who have access to the grounds of any School District when children are present have done the following:

- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District;
- (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in the T.C.A. 40-39-202(17) or a violent sexual offender in the T.C.A. 40-39-202(25) the employee may not enter the grounds of the School District or have direct contact with students of the School District or to children in the School District's child care program.

The proposer also agrees that if one of your employees commits a sexual offense as defined in 40-39-202 or violent sexual offense as defined in 40-39-202 after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School District or to children in a School District's child care program or to enter the grounds of the School Districts.

You also agree and understand that your failure to satisfy all of the requirements of T.C.A. 40-39-202(17) will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

8. The successful vendor must carry insurance as specified and must be submitted within five (5) business days from date of request.
1. Worker's compensation coverage in accordance with the statutory requirement and limits of the State of Tennessee
 2. Comprehensive General Liability Insurance for bodily injury (including death) and Property Damage Insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee
 3. Comprehensive automobile liability insurance covering owned, hired and non-owned vehicles with a minimum of Bodily and Property damage of \$1,000,000.00 each accident, combined single limit from a company licensed to write insurance policies in the State of Tennessee
 4. Excess or umbrella insurance of \$1,000,000.00 per occurrence from a company licensed to write insurance policies in the State of Tennessee

GENERAL CONDITIONS: cont'd.

9. Purchasing Shared Services shall be supplied satisfactory proof of coverage of the above required insurance. In addition, Collierville Schools shall be conspicuously named on the Certificate of Insurance as an additional insured on Auto, GL, and Excess Policies. Certificate Holder should read Purchasing Shared Services, 5650 Woodlawn, Bartlett, TN 38134.
10. The successful proposer agrees that they will function as an independent contractor and agrees to indemnify and hold harmless the school district, its Board Members, employees, and agents for any and all claims that may arise out of its duties contracted for pursuant to this bid.
11. Successful proposer will be required to sign a contract with Collierville Schools for said services based on RFP specifications and their proposal response, as well as any written and/or electronic communications received from proposer in evaluation process. In addition, include copy of any contract your firm may require with proposal. Negotiations may be undertaken with the proposer whose understanding, qualifications, experience, technical approach, fee schedule and financial terms show them to be best qualified, responsible and capable of performing the work and addressing the needs of the district.
12. Collierville Schools reserve the right to request any additional information deemed necessary in the evaluation of this RFP. Requested information shall be submitted to Purchasing Shared Services within five (5) business days from date of request.
13. Companies submitting RFPs must, if deemed necessary, be willing to meet with Purchasing Shared Services and/or Collierville Schools at the proposer's expense, to discuss their proposal. The School District or Purchasing Shared Services shall not bear any costs or obligation with regard to the preparation of the proposal.
14. If a proposer is selected for the short list, an audited financial statement for the most recent quarter may be required and available seven (7) business days of request, unless the respondent is a publicly traded company.
15. If at any time Collierville Schools is dissatisfied with the quality of service provided, a written notice of the specific problem(s) will be furnished to the proposer by certified letter. If the problem(s) is not corrected to the satisfaction of Collierville Schools within thirty (30) business days of this written notice, this entire contract may be unilaterally terminated by Collierville Schools with no further obligation on their part. Contract may also be terminated if three (3) or more such occurrences occur within any twelve (12) month period.
16. Due to the extended approval process required by the E-Rate Program, prices quoted in all responses for all engineering, labor and materials must remain in effect through September 30, 2017. If this cannot be complied with, please note on the proposal form.
17. The terms, conditions and specification listed in this proposal constitute the total terms and conditions that will be acceptable. Collierville Schools will not be bound by conditions other than those stated. RFP award will be made to the best responsive company and/or firm meeting the requirements of the school districts.
18. Payment for services will be made upon the successful completion and implementation of the system and acceptance by Collierville Schools.
19. Collierville Schools reserve the right to reject any or all responses, waive defects or informalities in responses and to make awards as deemed to be in its best interest. Award will be made to the best company and/or firm to be determined by the school district(s), if awarded.
20. State whether your firm is certified by State of Tennessee as a drug-free workplace

GENERAL CONDITIONS: cont'd.

21. Any exceptions to the general conditions and specifications must be clearly stated in the RFP response.
22. Costs not delineated in the RFP response will not be negotiated in the contract.
23. Proposer's recommendations must be in compliance with the National Electrical Code (NEC), National Fire Protection Association (NFPA) and all local, state and federal codes, ordinances, regulations and laws. The successful proposer shall perform its obligations hereunder in compliance with any and all applicable federal, state, and local laws; rules, and regulations, including applicable licensing requirements, according to sound engineering, management and safety practices, and in compliance with any and all reasonable rules of the school district(s) relative to the premises. No instructions given in the contract documents shall be construed as an authorization to violate any codes, ordinances, regulations, or laws.
24. Any alteration to this RFP document by a proposer will deem that proposer's response to this RFP as null and void.
25. The Contractors Licensing Act of 1994 of the General Assembly of the State of Tennessee and Amendments thereto, Tennessee Code Annotated (T.C.A.), Title 62, Chapter 6, Section 62-6-119 requires that all contractors must be licensed contractors in the State of Tennessee. Companies responding to this invitation to bid shall provide, in accordance to T.C.A., Title 62, Chapter 6, Section 62-6-119, Paragraph (b), **"...name, license number, expiration date thereof, and license classification of the contractors applying to bid for the prime contract and for the masonry contract where the total cost of the masonry portion of the construction project exceeds one hundred thousand dollars (\$100,000), materials and labor, electrical, plumbing, heating, ventilation, and air conditioning contracts, appear on the outside of the envelope containing the bid or in the submission of an electronic bid except when the bid is in an amount less than twenty-five thousand dollars (\$25,000). Only one (1) contractor in such classification may be listed. Prime contractor bidders who are to perform the masonry portion of the construction project which exceeds one hundred thousand dollars (\$100,000), materials and labor, the electrical, plumbing, heating, ventilation and air conditioning must be so designated upon the outside of the envelope or in the electronic bid. Failure of any bidder to comply therewith shall void such bid and such bid shall not be considered. It is the duty and responsibly of the awarding person or entity who received the envelope containing the bid or the electronic bid to verify only the completeness of the required licensure information. Prior to the opening of the envelope or acceptance of an electronic bid, the names of all contractors listed thereon or therein shall be read aloud at the official bid opening and incorporated into the bid. Prior to awarding a contract, the awarding person or entity and its authorized representatives shall verify the accuracy, correctness and completeness of the information required hereby. The failure of any bidder to comply with all of the provisions hereof shall automatically disqualify such bid. However, bids administered by the Tennessee department of general services shall require that the information be furnished within the bid or bid document only. When the bid is less than twenty-five thousand dollars, (\$25,000), the name of the contractor only may appear on the outside of the envelope containing the bid or in the electronic bid document, and upon opening the envelope or review of the electronic bid, if such bid is in excess of twenty-five thousand (\$25,000), the same shall automatically be disqualified.**
26. Any and/all revisions made to this Request for Proposal prior to due date will be posted on the following websites and will be the responsibility of the proposer to check for any and/all revisions:

http://www.bartlettschools.org/apps/pages/index.jsp?uREC_ID=248086&type=d&pREC_ID=571302
27. Collierville Schools has the right at their discretion to terminate or renegotiate this Agreement due to occurrence of any event or action beyond its control. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.

GENERAL CONDITIONS: cont'd.

28. Collierville Schools offer educational and employment opportunities without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
29. Collierville Schools encourage qualified minority and/or women-owned businesses to submit bids. The school districts award bids without regard to race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law.
30. **NON-APPROPRIATION OF FUNDS:** Notwithstanding any other provision of this Contract, funds for this Contract are payable from state, federal and or local appropriations. In the event that no funds or insufficient funds are appropriated and budgeted for monetary obligations which would otherwise be due and owing under the terms of this Contract, this Contract shall become null and void. After such termination of this Contract, the Customer shall have no continuing obligation under the terms of this Contract.
31. All questions related to technical specifications regarding this Request for Proposal must be submitted electronically to Zack Gilbrech, Network Technology Specialist, zgilbrech@colliervilleschools.org no later than 4:00 P.M., Central Time, February 4, 2016. **ONLY EMAIL QUESTIONS WILL BE ANSWERED.**

All Purchasing related questions should be directed to Joe Anderson, Purchasing Shared Services, at janderson@bartlettschools.org, no later than 4:00 P.M., Central Time, February 4, 2016. **ONLY EMAIL QUESTIONS WILL BE ANSWERED**
32. Addendum Issued for Questions and Answers will be posted to URL where RFP is posted on February 9, 2016.

CERTIFICATE OF NON-DISCRIMINATION

By submission of this Request for Proposal, the contractor (NAME OF FIRM)

certifies that he/she/it does not discriminate against any employee or applicant for employment on the grounds of race, age, color, national origin, religion, sex, disability, genetic information, or any other classification protected by federal, Tennessee state constitutional, or statutory law; and does not and will not maintain or provide for his/her/its employees any segregated facilities at any of his/her/its establishments; and, further, that he/she/it does not and will not permit his/her/its employees to perform their services at any location under his/her/its contract where segregated facilities are maintained.

CONTRACTOR'S NAME

SIGNATURE

DATE

Printed or Typed Name of Individual Signing for the Contractor

REQUEST FOR PROPOSAL AGREEMENT

In compliance with the Request for Proposal, in consideration of the detailed description attached hereto; and subject to all conditions thereof, the undersigned agrees, if this Request for Proposal be accepted, to furnish any or all services upon which prices have been quoted in accordance with the specifications applying at the price set opposite each item. The undersigned further agrees, if awarded an order or contract, to protect, defend and hold harmless Collierville Schools from any suits or demands for payment that may be brought against it for the use of any product or article that becomes a part of an order or contract, and further agrees to indemnify and hold harmless Collierville Schools from any suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties, or his servants or agents in the course of fulfilling the terms of the contract and/or Request for Proposal.

Name of Firm

Address

City

State

Zip

/

Authorized Representative

Signature

Terms

Phone

Fax Number

E-Mail Address

Date

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____

Name of Contractor

(hereinafter Contractor), and the School District named in this Request for Proposal.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from the Collierville Schools "Contractor" agrees to indemnify, protect, defend, and hold harmless the Collierville Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against the School District, its Board Members, agents and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to the School District.

(Name of Contractor)

BY: _____

TITLE: _____

State of Tennessee
County of Shelby

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledge that he/she/it is authorized to execute this interment on behalf of

_____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____

School Site of District

Collierville Schools: 146 College Street, Collierville, TN, 38017

Bailey Station Elem.
3435 Bailey Station Rd.
Collierville, TN 38017

Collierville Elem.
590 Peterson Lake Rd.
Collierville, TN 38017

Collierville High
1101 New Byhalia Rd.
Collierville, TN 38017

Collierville Md.
580 Quinn Rd.
Collierville, TN 38017

Crosswind Elem.
831 Shelton Rd.
Collierville, TN 38017

Schilling Farms Md.
935 Colbert Street South
Collierville, TN 38017

Sycamore Elem.
1155 Sycamore Rd.
Collierville, TN 38017

Tara Oaks Elem.
600 East Harpers Ferry Drive
Collierville, TN 38017

RFPs must be received and time stamped in Purchasing Shared Services, 5650 Woodlawn Administration Offices, Bartlett, Tennessee 38134, prior to stated opening date and time. RFPs received after the specific date and time are considered late and will not be opened.

All price quotations and related materials must be received in a sealed envelope. Time, date and nature of RFP must be clearly marked on face of sealed envelope as well as appropriate Contractor's License information.

FIRM NAME

License Number _____

Expiration Date _____

License Classification _____

List information for all Contractors

RFP #FY160024

Date: _____

Time: _____

Nature of RFP: _____

PURCHASING SHARED SERVICES

5650 WOODLAWN STREET

BARTLETT, TN 38134

General Scope of Services (E-Rate)

Collierville Schools is soliciting bids from reputable service providers. The selected vendor will be our primary source for the following:

- Installation and configuration services for Universal Service Fund eligible products.
- Universal Service Fund-approved purchased and installed equipment and software.
- System improvements and upgrades to the Universal Service Fund-approved installed equipment and software as necessary.

Please note that the term Universal Service Fund (hereafter to be called USF or E-Rate) is used throughout this RFP for defining all eligible products and services for which school systems can receive discounts from the providers of these products and services.

When a brand name is specified it is meant to establish a required level of quality and functional capabilities, and are not intended to exclude other products of that level. Proposals are invited on equal brands, unless otherwise specified. Proposers must enclose descriptive literature when stating alternate brand(s) so that quality can be verified. Proposers proposing other than specified, are to clearly identify the manufacturer and the model number and must provide written, complete justification as to how the product complies with all specifications highlighted within this RFP as well as the complete list of specifications related to the requested products. Failure to do so may result in rejection of their proposal.

Proposals offering equal products will be considered for an award if Collierville Schools determines the alternate product meets or exceeds fully the minimum essentials specification of the RFP.

The service provider shall provide but not limited to; 1) all services and all materials necessary and in compliance with all standards and regulations set forth by any nationally authorized governmental wiring governing agency, 2) shall provide manufacturers most favorable warranty offered to preferred customers and it shall apply to all items, 3) warranty on all labor for one (1) year, 4) shall own and maintain all tools and equipment necessary for successful completion, 5) service provider shall provide response to any service request from Collierville Schools within a 24 hour period. A copy of warranty for all items shall be furnished to Collierville Schools upon the delivery of the equipment and/or product.

The Service Provider shall be in compliance with the E-Rate program established by the Federal Communication Commission (FCC). All Respondent or Service Providers must provide a "Service Provider Identification Number" (SPIN),

Billing method will be in SPI form (Service Provider Invoice): The Service Provider will only invoice Collierville Schools for the e-rate percentage that applies to the school system. The Service Provider will then invoice the Government directly for their SLD percentage. No work or billing can take place before the date specified by E-Rate program for Year 2016.

The service provider will:

- Provide cost per location for E-Rate Schools. Provide a format that reflects cost per location for eight (8) schools in the District for **Network Cabling Project**.
- Provide cost per item for **Wireless Access Point and Network Configuration Project**.

- Provide detailed service activity reports per billing period that document E- Rate eligible services performance per service location. Provide a format that reflects cost per location for percent schools for Network cabling and wiring.
- Provide diagnostic, upkeep and configuration change services' eligible E-Rate cabling systems.
- The service provider is responsible for providing an FCC Registration Number and proof of Green-Light status in their response. Failure to provide proof of Green-Light Status may result in the proposal being considered non-responsive and the proposer may be disqualified from participation in the bidding process.
- All work is subject to the 100% approval of the project or purchase under the E-Rate Program.

If Collierville Schools fails to receive any funding from the Universal Service Fund, this project and any contracts related to this project will be null and void.

The successful bidder must be able to help in the preparation all the necessary documents for the Schools and Library Division.

Selection Process

A number of factors will influence Collierville Schools' decision in selecting the vendor. These factors include a technical evaluation based upon the vendor's ability to deliver these services in a timely manner. Equally important is a vendor evaluation based upon vendor reputation, service and support resources, knowledge of USF policies and procedures, knowledge of State policies and procedures, etc.

Please note that Collierville Schools will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price bidder.

Collierville Schools reserves the right to reject any or all bids or proposals. Contracts shall be awarded on the best value as defined by the evaluation criteria outlined below:

<u>Factor</u>	<u>Weight</u>
Price	30%
Prior experience with the vendor	25%
Long term experience in K-12	20%
Prior experience with e-rate	15%
Industry credentials and certifications	10%

Disclaimer

This RFP does not commit Collierville Schools to any specific course of action. Collierville Schools reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

PROJECTED TIMETABLE

The following projected timetable should be used as a working guide for planning purposes. Collierville Schools reserves the right to adjust this timetable as required during the course of the RFP process.

<u>Event</u>	<u>Date</u>
RFP Issued	January 25, 2016
Deadline for submittal of questions	February 4, 2016
Addendum Issued for Questions & Answers Posted to URL where RFP was posted	February 9, 2016
Pre-Bid Meeting	February 16, 2016
Proposals Due	February 23, 2016
Evaluation of Criteria Begins	February 25, 2016
Complete Evaluation of Proposals	March 7, 2016
Complete Contract Negotiations/Execute Contract	TBD

All questions related to technical specifications regarding this Request for Proposal must be submitted electronically to Zack Gilbrech, Network Technology Specialist, zgilbrech@colliervilleschools.org 4:00 P.M., Central Time, February 4, 2016. **ONLY EMAIL QUESTIONS WILL BE ANSWERED.**

All Purchasing related questions should be directed to Joe Anderson, Purchasing Shared Services, at janderson@bartlettschools.org, no later than 4:00 P.M., Central Time, February 4, 2016 <mailto:joe.anderson@bartlettschools.org>. **ONLY EMAIL QUESTIONS WILL BE ANSWERED.**

As listed above all questions will be answered in the Addendum posted to the webpage no later than February 9, 2016.

Service Requirements and Pricing

Scope of Work for Network Cabling Project

Project includes installation of approximately 2407 CAT6 data drops and approximately 39 runs of 12 strand 50-micron single mode fiber offering reliable performance up to 10Gb throughout the 8 schools within Collierville School District that meets or exceeds Industry Standards.

Cable:

Data distribution cables shall be General Cable GenSpeed 6000 or equivalent. All data distribution cables shall meet or exceed the Category-6 specifications of TIA-568-C.2. All cable installed in an air plenum environment must be plenum rated and have low smoke properties in accordance with Article 800-3(d) of the National Electric Codes. Vendor shall ensure that plenum-type cable is installed where required. The contractor must be a certified installer of the manufacturer they are representing; they must also warrant the installation for at least 25 years or more. A statement of warranty must be included in your bid proposal. All cables must be certified.

Wall Installation:

Single drop locations should be fished through the walls to replace existing CAT 5. Current CAT 5 cable will be removed and discarded by Vendor.

Raceway Installation:

Drops unable to be fished should receive raceway (non-metallic raceways inside of classrooms and metallic raceways in heavy traffic areas i.e. gymnasiums) that will route from above the drop ceiling to the outlet locations. In the classrooms please allow for 15 feet of raceway. All necessary covers, end caps and fittings will need to be provided for a complete surface mount raceway. All colors of raceway must be coordinated with the Project Manager.

Cable Installation Specifics:

All cable must be run inside the wall or with surface mount raceway. Cables need to be properly dressed and secured. All cables and faceplates must be labeled with a machine-generated label per Industry Standards. Cabling system within MDFs and IDF's should include CAT 6: Patch panels, modular jacks, patch cords, cables, and couplers to replace current CAT 5 solution. Racks are currently installed in these locations. Installation includes all terminating required. Rewiring connections from MDF to IDF or other switches in labs as needed with Fiber.

- A. All cables shall be independently supported throughout the entire project as recommended in ANSI/TIA/EIA 568B, 569B and in the BICSI TDM 13th Edition or most current versions.
- B. All cables shall be protected from harm while passing through spaces that are either not the property of the Owner or are under construction.
- C. The Contractor shall route in-groups of similar types (i.e., each data distribution cable shall be grouped with its kind) within the Data Center and IDF's.
- D. Cables shall be installed in accordance with ANSI/TIA/EIA 568C.1 and TIA-569-C standards.
- E. Cables shall be routed point-to-point (home-run). Cables shall not be spliced.
- F. All fiber and data cable runs must have a ten (10) foot service loop on the MDF end of the cable and a three (3) foot service loop at the jack end.
- G. All cabling installed in the ceiling must be hung at least 8-inches above the finished ceiling. All cable must be routed to avoid fluorescent light fixtures or electric motors.
- H. The outside sheath of any cable shall not be damaged.

- I. The Contractor shall terminate cables properly on both ends.
- J. The Contractor shall provide proper temporary protection for cables after pulling is complete but before final dressing and termination are complete. Cable shall not be left lying on the floor. Cable shall be bundled and tie wrapped above the floor ready for termination.
- K. The Contractor shall use Velcro-style straps to tie-wrap all cables. Tie-wrap shall occur on two (2)-foot intervals when supported by ladder rack or any exposed cable (i.e., when running from ladder rack down to the equipment racks).
- L. Traditional cable ties shall be used where required to properly support cables and to protect them from harm of other environmental elements. (i.e., to be used in ceilings to keep cables off of lighting fixtures or ceiling grids).
- M. During installation, the Contractor shall comply with the manufacturer's recommendation for pulling tensions.
- N. The Contractor shall comply with the manufacturer's recommendation for the short and long-term minimum bend radius.
- O. Installation includes J-Hooks as required.

Workstation Termination:

- A. All cable, connecting hardware and terminations shall meet the following standards:
 - 1. TIA/EIA 568-C.2, 568-C.3 and all current TSB, addenda and revisions at the time of installation.
 - 2. Industry standards and methods.
- B. The Contractor shall:
 - 1. Install all connecting hardware per manufacturer's instructions and recommendations.
 - 2. Field terminate all cables unless otherwise noted.
 - 3. Terminate cables in proper order and sequence.
 - 4. Utilize proper tools when performing terminations.
 - 5. Leave no more that a 0.25 inch of untwisted cable at the terminated ends.

Information Outlets:

All 8-pin modules shall be Category-6 and wired according to TIA 568B wiring code. Any modular furniture faceplates must be test-fitted with the furniture prior to fulfilling the project's required quantities, provide the proper faceplate for the location, and coordinate with furniture manufacturer as required.

Typical Configuration:

The typical information outlet, wall- or furniture-mounted, shall contain one (1) modular non-keyed RJ-45 type jack unless specified as other on the Construction Drawings. All jacks will provide a universal Data functionality and shall be terminated sequentially on the patch panel. All colors for outlets and faceplates must be coordinated with the Project Manager.

Modular Furniture Outlets:

All modular furniture outlets must be coordinated with other trades to ensure properly sized "in-feeds" and pathway capacity. All cables exiting a wall cavity or floor sleeve must be protected until the cables enter the furniture system. Any costs for scheduling offsets or "come-backs" for dressing the furniture must be included in base bid price.

Cable Run per Workstation:

Each typical workstation (information outlet) shall receive one (1) or two (2) separate 4-pair UTP cables. Each cable shall have all four (4) pairs terminated on one (1) jack module. Splitting of

cables onto multiple jacks is not acceptable. Any requirements to split or serve multiple devices from a single cable shall be accomplished via external splitters.

Workstation Cable Run Length:

The maximum run of cable from any workstation to an IDF closet, or to the MC shall not exceed 290 linear feet with an allowance for patch cords. The overall length of the circuit (including patch cords) from desktop device to LAN equipment shall not exceed 100 meters.

IDF Termination Details:

- A. All data station cables shall terminate sequentially on termination panels where they will be patched with RJ-45 patch cables of appropriate length to the network switch.
- B. All data station cables shall be terminated onto rack-mounted patch panels. Patch panels shall be flat or angled modular patch panels.

Station Patch Panels:

Panduit 24 or 48-port Category-6 rack-mounted modular patch panels, or equivalent, that accept modules for UPT, fiber optic and audio/video. Patch panels shall be wired according to TIA 568B. All patch panels shall provide space for a label for each port in the back.

Installation Guidelines:

- 1. Provide and install modular patch panels onto racks in the IDFs for terminating the data distribution cables and tie cables.
- 2. Provide and install machine-printed label strips on the front and for each port of the patch panels.
- 3. Terminate the distribution cables in proper outlet labeling order.
- 4. Terminate individual cable pairs utilizing proper tool.
- 5. Provide and install horizontal and vertical wire management panels, if not currently installed. There shall also be a wire management panel between each 2 rack units of flat modular patch panel.

Station Patch Panel Configuration:

The vendor shall install the data station cables such that the data ports appear from left to right on the station patch panel with "Data 1" appearing next to "Data 2" and so on across the entire row before moving down to the next row. Each patch panel port shall have a typed, non-smearing label using a self adhesive sticker indicating the port number in accordance with the Cable Identification and Labeling Section. All labels shall be machine generated. Hand written labels will not be accepted.

Patch Cables:

The Vendor shall provide all patch cables required for completing Ethernet connections between the equipment patch panels and station patch panels. Provide one (1) patch cord of the appropriate size for each data cable installed. These patch cables shall be double ended RJ-45 TIA Category-6 cables. Cables shall be of the same manufacturer of the structured cabling solution and shall be part of the channel warranty.

Category-6 Cable System Test:

- A. Each data outlet and cable shall be tested and certified for permanent link compliance with TIA Category-6.
- B. Each pair shall be tested end-to-end (from the outlet port through the port at Category-6 data patch panels). Two (2) ten (10)-foot patch cables shall be used at the test unit end so that the outlet, outlet termination, cable and termination block can be observed in the test. End-to-end

attenuation loss and near-end cross-talk shall be tested from 0.772 to 250 MHz and shall meet or exceed Category-6 TIA 568-C requirements.

C. All tested cables shall pass all performed tests. End-to-end attenuation loss and NEXT shall meet or exceed Category-6, TIA 568-C requirements

Test Results:

The test results for all UTP cables shall include:

1. Overall cable length.
2. System continuity.
3. Proper connectivity.
4. Open pairs.
5. Short circuits.
6. Reversed pairs.
7. EMI noise induction.
8. Damaged cable.
9. Stretched, kinked or crimped cable.
10. Attenuation load in dB.
11. NEXT in dB.

Successful Test / Certification:

- A. The Contractor shall download the results and measurements obtained from the cable point testing to a computer program. The Contractor shall tabulate individual test results in chart and graph forms. The test result shall be submitted to the Owner and the engineer for evaluation and approval. The Contractor shall comply and implement all comments from the Owner or the engineer without any additional cost to the Owner. Upon receipt of approval, the Contractor and manufacturer shall certify the cable plant and issue a warranty for a minimum of twenty-five (25) years.
- B. If a problem or fail test occurs, the Contractor shall evaluate and remedy the problem without any additional cost to the Owner.
- C. After a problem has been remedied, the Contractor shall retest the circuit and resubmit the test result to the Owner and engineer for analysis. The Contractor is to continue this process until required results are achieved.
- D. The Contractor is responsible for correcting and resolving any issues raised by the Owner or its representative with respect to workmanship or deviation from standards stated herein.

Documentation:

The Contractor will provide all documents easily understood for each system as follows:
Documentation is to be submitted for approval prior to commencement of work. The above tests results shall be furnished in writing to Collierville Schools prior to acceptance.

- A. Inside Wiring Cable Records (two (2) copies) showing station IDs and Cable Routes. Station cables shall be marked red. Riser cable shall be marked green. Inter-closet cable / tie cable (if applicable) shall be marked blue.
- B. Cross-Connect Reference Indexes for Cable, IDF and MDF I.D (two (2) copies).

Price Worksheet for Network Cabling Project
Collierville School District

Network Cabling Project

Bailey Station Elem. \$ _____

Collierville Elem. \$ _____

Collierville High \$ _____

Collierville Middle \$ _____

Crosswind Elem. \$ _____

Sycamore Elem. \$ _____

Schilling Farms Middle \$ _____

Tara Oaks Elementary \$ _____

Unit Cost Per Drop \$ _____ *each*

Quoted prices must be planned to be effective July 1, 2016 and extend through September 30, 2017, and Collierville Schools retain the right to extend this contract for up to three (3) more years in one year increments from July 1, 2016

All prices must be guaranteed for the period of the contract. A sample of your contract must be submitted with this worksheet.

Materials Lists for Cabling Projects: (Required for Cabling Project Bid)

List all materials by Part Number; Brand and Description; and Quantity. Use the form provided on the next page. This is mandatory to better evaluate the each bid.

Example: Panduit Category 6 Max Module PN# xxxxxxxxxxxxxxx Qty 100

This information is crucial to bid process. Failure to respond could result in disqualification.

Material List (Total Costs include everything needed to complete the project: Patch Cables, Patch Panels, Panduit, Keystone Jacks, Face Plates, etc.)

Part Number	Description	Quantity

Price Worksheet for Network Cabling Project

Collierville School District cont'd.

This form must be included in the bid documentation to be considered for award.

This bid is offered for Network Cabling Project as presented in this document.

Company Name
Mailing Address

Signature
Title

SPIN # _____

Dated this _____ day of _____, 2016

Name and Contact Information for Project:

Manager: _____

Scope of Work for Wireless Access Point and Network Configuration Project

Project includes 802.11ac 3x3 Access Points, controller(s), cloud based management or a fully managed wireless solution, Uninterruptible Power Supply/battery backup, any additional cabling needed for wireless coverage, Cisco (or equivalent) gigabit POE+ switches with 10 gig uplinks needed for Wired and Wireless drops (*consistent with the Network Cabling Project*) and all installation and configuration throughout the eight schools within Collierville School district. Trade in of existing switches, controllers, and WAP. Project also needs to include on-site training for IT personnel.

Wireless Access Points Installation Specifics:

Quantities will be established after pre-bid meeting, however, a unit price for the installation of WAPs will need to be established. The unit price should include one (1) WAP, installation, and configuration to provide adequate coverage for the following areas within each school: classrooms, library, computer lab(s), cafeteria, offices, workrooms, and gymnasium. Depending on the size of the room, an additional access point or other solution may need to be installed. Any additional cabling for the WAPs must receive a minimum of a twenty-five-year warranty and must be consistent with the Network Cabling Project Scope of Work.

- A. During installation, the Contractor shall comply with the manufacturer's recommendation for placement.
- B. Ceiling installation will be the preferred location for WAPs.
- C. Contractor must follow manufacturer's recommendation and guidelines for ceiling installation.
- D. WAPs cannot be located on or near ventilation ducts or lighting fixtures.
- E. Contractor must coordinate with Project Manager before installing in alternate locations.
- F. Contractor will configure all WAPs and network settings with Network Administrator and Project Manager's specifications.
- G. On-Site Training will be provided by Contractor for the IT personnel at the conclusion of the installation.

Price Worksheet for Wireless Access Point and Network Configuration Project Collierville School District

Network Components:

Please fill in prices and include this price sheet in your bid documentation. Prices should reflect all installation, configuration, stacking cables, power cables, and shipping and handling to Collierville School District. Quantities will be determined at a later date.

WAP/Network Configuration Project

Cisco/Meraki 3x3 AC Wireless Access Points *(or equivalent)*

Per WAP Unit Cost	\$_____
Subscription/ Licensing Fee (if applicable)	\$_____ each

Cisco Core/Edge Switches *(or equivalent)*

3850 12 port SFP	\$_____ each
2960-X 48 port-PoE+	\$_____ each
2960-X 24 port-PoE+	\$_____ each
10 Gig GBIC	\$_____ each

Cisco Wireless Access controller *(or equivalent)*

5520 WLAN Access Controller	\$_____ each
Subscription/ Licensing Fee (if applicable)	\$_____ each

Battery Backup/ UPS

APC Smart-UPS 750 <i>(or equivalent)</i> (Rack-mount with Network Card)	\$_____ each
APC Smart-UPS 1500 <i>(or equivalent)</i> (Rack-mount with Network Card)	\$_____ each
APC Smart-UPS 3000 <i>(or equivalent)</i> (Rack-mount with Network Card)	\$_____ each

Price Worksheet for Wireless Access Point and Network Configuration Project
Collierville School District cont'd.

Trade-in Credit per unit for following devices:

1 Cisco WS-C3750X-12S	\$_____ each
44 Cisco WS-C2960S-48FPS-L	\$_____ each
18 Cisco WS-C2960S-24PS-L	\$_____ each
1 Cisco WS-C4506-E	\$_____ each
4 Cisco AIR-WLC4402-25-K9	\$_____ each
1 Cisco AIR-WLC4402-50-K9	\$_____ each
1 Cisco AIR-WLC4404-100-K9	\$_____ each
2 Cisco AIR-CT5508-K9	\$_____ each
6 Cisco WS-C2960-24TT-L	\$_____ each
3 Cisco WS-C2960-24TC-L	\$_____ each
70 Cisco 1000BaseSX SFP	\$_____ each
125 Cisco AIR-LAP1131AG-A-K9	\$_____ each
48 Cisco AIR-LAP1142N-A-K9	\$_____ each
1 Cisco AIR-CAP3602I-A-K9	\$_____ each

Quoted prices must be planned to be effective July 1, 2016 and extend through September 30, 2017, and Collierville Schools retain the right to extend this contract for up to three (3) more years in one year increments from July 1, 2016

All prices must be guaranteed for the period of the contract. A sample of your contract must be submitted with this worksheet.

**Price Worksheet for Wireless Access Point and Network Configuration Project
Collierville School District cont'd.**

This form must be included in the bid documentation to be considered for award.

This bid is offered for Wireless Access Point & Switch Installation Project as presented in this document.

State your cost per \$1,000.00 for Performance, Materials and Labor Bond, if required \$_____

Company Name

Mailing Address

Signature

Title

SPIN #_____

Dated this _____ day of _____, 2016

Name and Contact Information for Project

Manager:_____