

HUNTINGDON AREA SCHOOL DISTRICT
REQUEST FOR PROPOSAL
STRUCTURED COMMUNICATIONS CABLING

Issue Date: Feb 16th 2016

Response Deadline: March 21st 2016

1.0 INTRODUCTION

The Huntingdon Area School District ("District") issues this Request for Proposals ("RFP") for structured communications cabling in various school buildings. The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.

1.1 Issuing Officer and Technical Contact for Questions and Information

David Myers
Director of Technology Services
Huntingdon Area School District
2400 Cassady Ave, Suite 2
Huntingdon, PA 16652
dmyers@huntsd.org

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Cabling RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

The RFP is available on the USAC website at: www.huntsd.org - E-Rate Cabling RFP.

1.2 Manner and Due Date for Proposals

One complete hard copy of all files comprising the proposal must be delivered by hand on or before March 21st at noon E.S.T. at the district's admin office, addressed to:

David Myers
Director of Technology Services
2400 Cassady Ave, Suite 2
Huntingdon Area, PA 16652

In addition, one complete copy of all files comprising the proposal must be delivered via e-mail on or before noon E.S.T. on March 21st 2016 to dmyers@huntsd.org.

- Both the paper and electronic copies must be identical and labeled, "E-rate Cabling RFP."
- The Vendor's name is required to be included on all documents and envelopes.
- All required Vendor information, certifications and attachments must be included with the paper and electronic versions of the proposal.
- The Appendix A price proposal must be contained in a separate envelope clearly marked with the Vendor's name and indicating that the price proposal is enclosed.

The District intends to select the successful Vendor on March 21st 2016 and award to its board for approval at the March 2016 board meeting. Vendors must be available to answer questions as soon as the proposals are opened and to negotiate a contract.

- 1.3 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply. The District reserves the right to waive non-material defects.
- 1.4 The District reserves the right to ask clarifying questions of Vendors and to request best and final offers upon review of initial proposals. The price of E-rate eligible services will be most heavily weighted in the review of proposals.
- 1.5 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend award, via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the school board. Unsuccessful bidders also will be notified via email.
- 1.6 All personnel that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance. While working in schools, all personnel must wear identifying clothing and/or badges identifying their name and company.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

- 1.7 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor, as required in Appendix A.

1.8 Reasons for Disqualification of Proposals

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

- 1.8.1 Vendor's proposal is submitted after the deadline.
- 1.8.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity. Vendors must provide proof in their proposal that they are not on Red Light Status with the FCC.
- 1.8.3 Vendor is not authorized to do business in Pennsylvania.
- 1.8.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 1.8.5 Vendor has had an unsatisfactory performance or failure to perform in accordance with the terms of one or more contracts with the District within four (4) years of the issuance date of this RFP.
- 1.8.6 Vendor does not have an E-rate SPIN number.
- 1.8.7 Vendor has no previous experience with the federal E-rate program.
- 1.8.8 Proposal includes subcontractors.
- 1.8.9 Vendor cannot provide all equipment and services listed in Appendix A and conform to timeline of June-July 2016 installation.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL

Structured Cabling and Facilities

- 2.2 Included in this proposal is Appendix A which itemizes the number of CAT6 drops to be installed in each school building. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information.
 - 2.2.1 Each classroom network drop is to include a female Cat6 connector, 3 foot patch cable, and a metal plate mounted to the supporting roof structure. Vendors will be responsible to mount the plate, install the Cisco Air bracket-1, and the access point. The District will provide the bracket and access point. (The ceilings are open rafter) These drops are marked with an X on the drawings.
 - 2.2.2 Where ceiling tile is present the female CAT6 connector and 3 foot patch cable is required. Vendor will be responsible for installing the Cisco ceiling tile mount, bracket and access point (mount, bracket and access point supplied by the District) These drops are marked with an O on the drawings.
- 2.3 Proposals are required to be a turn-key, comprehensive solution that addresses all requirements set forth in Appendix A rather than a partial solution. The District will sign a contract with a single, prime vendor.
- 2.4 The use of subcontractors is not permitted.
- 2.5 **Additional Requirements for Structured Cabling**
 - 2.5.1 All cabling must be CAT6 or higher rated.
 - 2.5.2 District standard for Ethernet terminations is TIA568B.
 - 2.5.3 All female ends must be modular and blue in color - Leviton Quality or equivalent.
 - 2.5.4 All patch panels must be modular, 1U, 24 or 48-port high density -- Leviton Quality or equivalent. New patch panels must be used in all cases. Existing patch panels will not be used unless approved by RSD Project Supervisor. New patch panels will be installed into existing racks. Exact locations will be determined by contractor and RSD Project Supervisor.
 - 2.5.5 Enclosures/boxes are not required for ceiling run locations.
 - 2.5.6 Cable support hardware must be installed if not present in building. If J hooks are to be used, they must be placed every five (5) feet.
 - 2.5.7 All runs must be three hundred (300) feet or less in total length, end to end.
 - 2.5.8 All runs must be continuous with no breaks or splicing allowed.

- 2.5.9 Cabling must be bundled along path from IDF location to end. Velcro should be used wherever possible to secure the bundles.
- 2.5.10 Cables may not be placed/routed in a way to allow for touching to occur against devices which are not meant to support Ethernet cabling, such as lights, electrical conduit, piping, etc.
- 2.5.11 Vendor must supply all tools required for work, including ladders and carts.
- 2.5.12 All dirt, dust, etc. created by contractor work must be cleaned up at the end of each work day. Broken ceiling tiles must be replaced.
- 2.5.13 Documentation**
 - 2.5.13.1 Must provide spreadsheet detailing run to corresponding location.
 - 2.5.13.2 Must provide digital map of cable locations as built. Contractors may provide their own digital maps or use those provided by RSD.
 - 2.5.13.3 Machine generated labels must be attached to all cable ends within rooms/ceilings or surface mount box (if applicable).
 - 2.5.13.4 Patch panels must be labeled with their letter, taking into account existing patch panels in IDF's. IDF's are lettered (as detailed on provided building maps). Example label should be in this format: IDF-A, Panel A, Port 20 would be labeled as **A-A20**.
 - 2.5.13.5 Must provide documentation that testing of each cable run was completed up to 1Gb link speed, meeting all relevant Ethernet standards.
- 2.5.14 Delivery**
 - 2.5.14.1 Delivery must be to each school location between the hours of 8AM and 4PM.
 - 2.5.14.2 Vendor must deliver all supplies to specific location within the building.
 - 2.5.14.3 A secure location will be provided to vendor in each location for supplies.

2.6 Structured Cabling Technical Standards

- 2.6.1 EIA/TIA-569-A. Commercial Building Standard for Telecommunications Pathways and Spaces
- 2.6.2 EIA/TIA-568-B. Commercial Building Telecommunication Standard
- 2.6.3 EIA/TIA -TSB 67. EIA/TIA Telecommunications Systems Bulletin, Additional Transmission Specifications for Unshielded Twisted-Pair Cabling Systems
- 2.6.4 IEEE 802.3ab Gigabit transmission over UTP
- 2.6.5 ANSI/TIA/EIA-606. Administration Standard for the Telecommunications Infrastructure of Commercial Buildings
- 2.6.6 ANSI/TIA/EIA-607. Commercial Building Grounding and Bonding Requirements for Telecommunications

2.7 Structured Cabling Regulatory Requirements

- 2.7.1 EIA/TIA-568-B Commercial Building Wiring Standard
- 2.7.2 The supplied manufacturer's structured cabling system installation guidelines. All manufacturer requirements must be met. Contractor must be an authorized installer of manufacturer products to ensure District receives the full manufacturer warranty.

3.0 E-RATE REQUIREMENTS

Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to April 1, 2016. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 Vendors must agree to invoice the District on a per-building basis.
- 3.3 **Discounted Bills:** Should the District so choose, Vendor must agree to provide discounted bills to District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 3.4 **Reimbursement Option:** Should District choose to pay for any equipment or services in full, Vendor must agree to promptly process any and all requested forms or supplemental requests for information to comply with the E-rate reimbursement/invoicing review process.
- 3.5 Should any equipment/services included in this RFP be deemed ineligible by USAC, Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.6 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 3.7 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
- 3.8 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
 - Where labor is involved, maintaining detailed, signed individual timesheets.

- Invoicing to USAC that is consistent with the contract and the District's Form 471.
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization.
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District.
- Documenting that E-rate funded services were provided within the allowable contract period and program year.
- Charging proper FRN(s).
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner.
- Ensuring that USAC forms are filled out completely, accurately and on time.
- Maintaining fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description, installed location) and made available to the District in Excel format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not make an award and to reissue this RFP as a new procurement;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are hereby expressly included within the scope of this RFP.
- District intends to award a single contract for all equipment/services in Appendix A; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP;
- Request Vendors to clarify their RFP proposals;
- Waive minor defects or any requirement of this RFP that has not been met by any of the bidders that submitted proposals.

4.2 Timeline for Purchase of Services

The purchase of services will be contingent upon Purchase Order and signed contract by the District. For specific timeline of project completion dates by building. The District intends to begin work on June 15th 2016

4.3 **Equipment Substitution**

If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

4.4 **Lowest Corresponding Price**

Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

4.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract term coincide with an E-rate "program year" or an extended service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.

4.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:

- Date of invoice
- Date(s) of service
- Funding Request Number ("FRN")
- Vendor SPIN
- Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same
- Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
- Invoice on Vendor's letterhead or on a Vendor-generated form
- Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

4.7 While said Services are being performed the successful vendor must maintain in full effect the following minimum insurance coverage:

4.7.1 **Workers' Compensation.**

Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless

clause in favor of the Huntingdon Area School District, its officers, members, and employees.

- 4.7.2 Property damage in the amount of \$50,000.
- 4.7.3 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.
- 4.7.4 Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverages required above. The Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Contractor.
- 4.8 Work must be completed Monday through Friday during times scheduled and approved by RSD Project Supervisor. Limited weekend/District holiday work will be allowed as needed subject to building schedules.
- 4.9 A bundled, 3-year warranty and technical support on all equipment and 5-year warranty on all services is required. Vendor must be able to provide one business day response time to all service requests.
- 4.10 Prevailing wage applies to this project. In accordance with Section 753 of the Public School Code of 1949 as amended and Section 165-1 to Section 165-17 of the Prevailing Wage Act, the Bidder shall pay all wage rates required by said Acts and comply with all reporting requirements of said Acts or any regulations issued pursuant thereto so as to insure that the laborers and mechanics employed to perform the work specified under the contract shall be paid at the rates required.

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL

In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of company.
- 5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- 5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least two (2) current Pennsylvania K-12 clients of that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm's experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification

that the Vendor's principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.

- 5.8 Provide contact name and contact information for person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with statement certifying that this person (or his/her authorized representative) will be available in March 2016 – April 2016 in order to assist with the completion of the District's E-rate applications, as requested.
- 5.10 Provide copy of terms and conditions for proposed contract.
- 5.11 **Pennsylvania Right-to-Know Law**

Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, price of winning bid is not confidential information.

6.0 EVALUATION

In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the "lowest responsible bidder" in the event that the District decides to award a contract.

In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must meet the following:

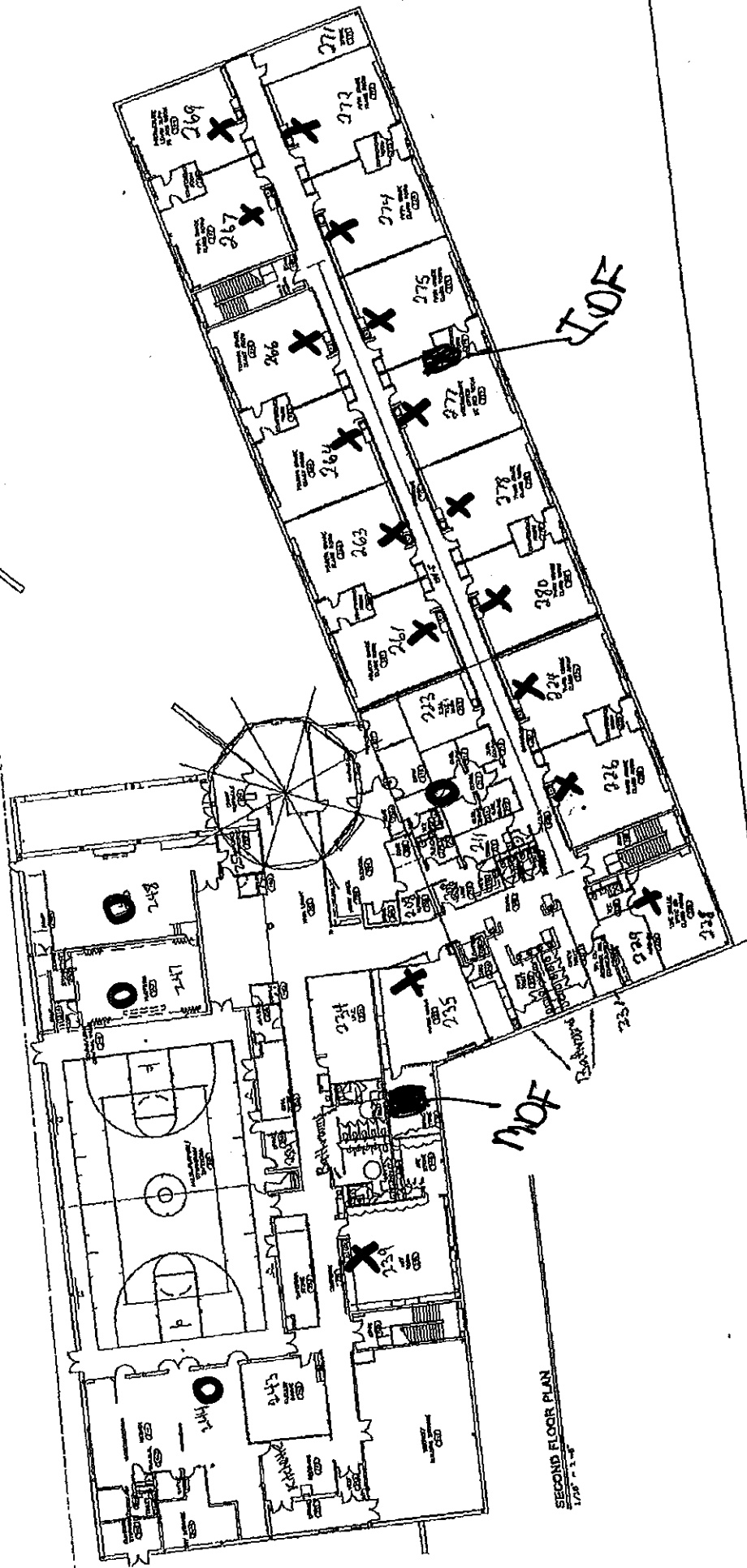
- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 6.5 In accordance with Pennsylvania legal precedent, upon investigation by the District, the bidder must be found to have the financial responsibility, integrity, efficiency, industry, experience, promptness, and ability to successfully carry out this particular undertaking.

APPENDIX A

See Separate Spreadsheet

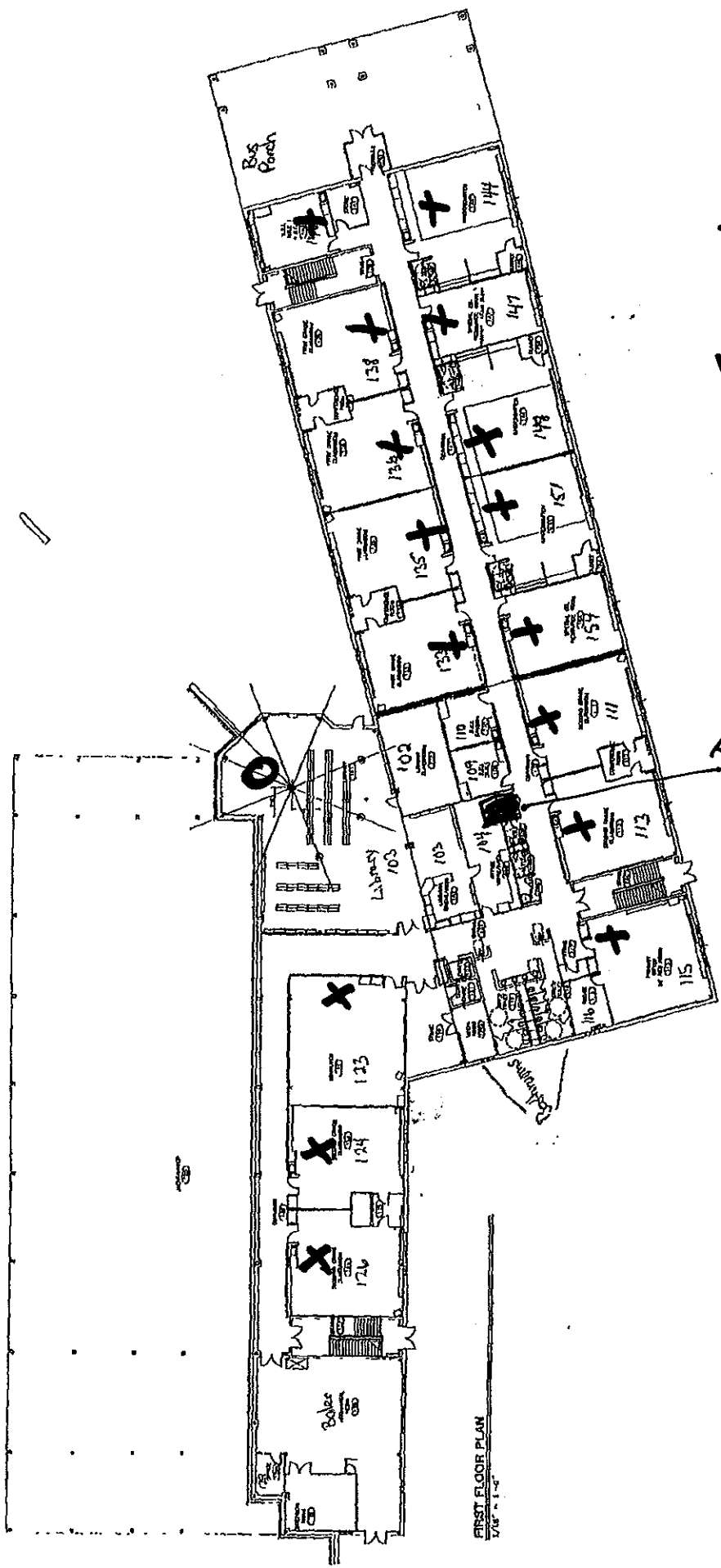
APPENDIX B

See Attached PDF Maps



Standing Stone

- X = Plate
- O = No Plate
- ▣ = Network Rack



Standings
Stone

JOF

FIRST FLOOR PLAN
1/8" = 1'-0"

APPENDIX A TO HUNTINGDON AREA SCHOOL DISTRICT STRUCTURED CABLING

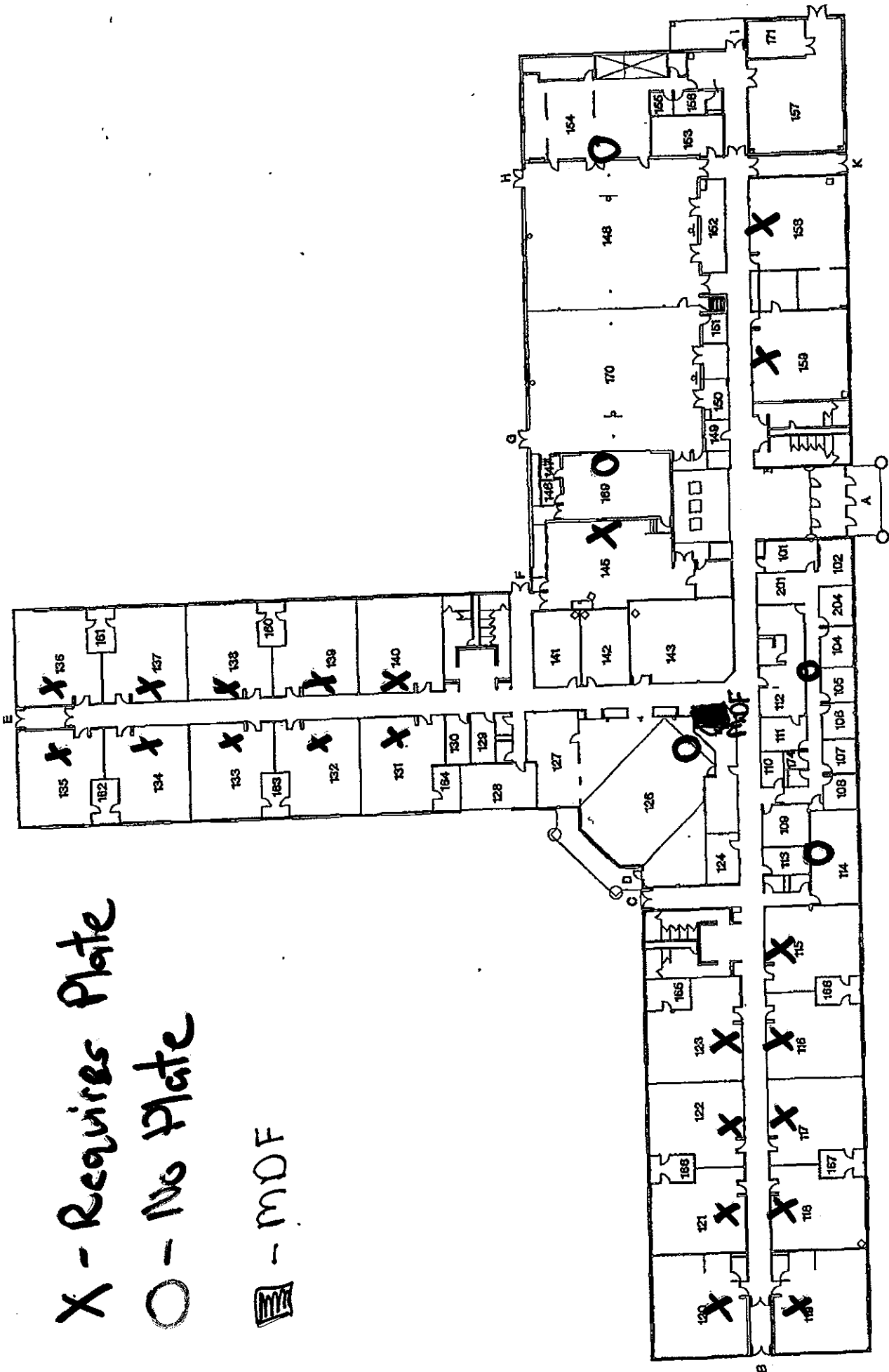
Timeframe/Phase	School	# Drops AP (Ceiling) CAT6 Ceiling Plate required(X on the drawings)	Unit cost AP CAT6 with Plate per drop	#Drops AP (Ceiling) with Tile (O on the drawings)	Unit cost AP CAT6 I with Tile per drop	Total Cost/Building (+)
06/15/2016-07/14/20	Southside Elementary	22	\$0.00	5	\$0.00	\$0.00
06/15/2016-07/14/20	Standing Stone Elementary	34	\$0.00	5	\$0.00	\$0.00
0/15/2016-07/14/20	High School	37	\$0.00	2	\$0.00	\$0.00
	Totals	93		12		\$0.00
ALL TAXES AND SURCHARGES MUST BE INCLUDED IN THIS PROPOSAL.						

Southside

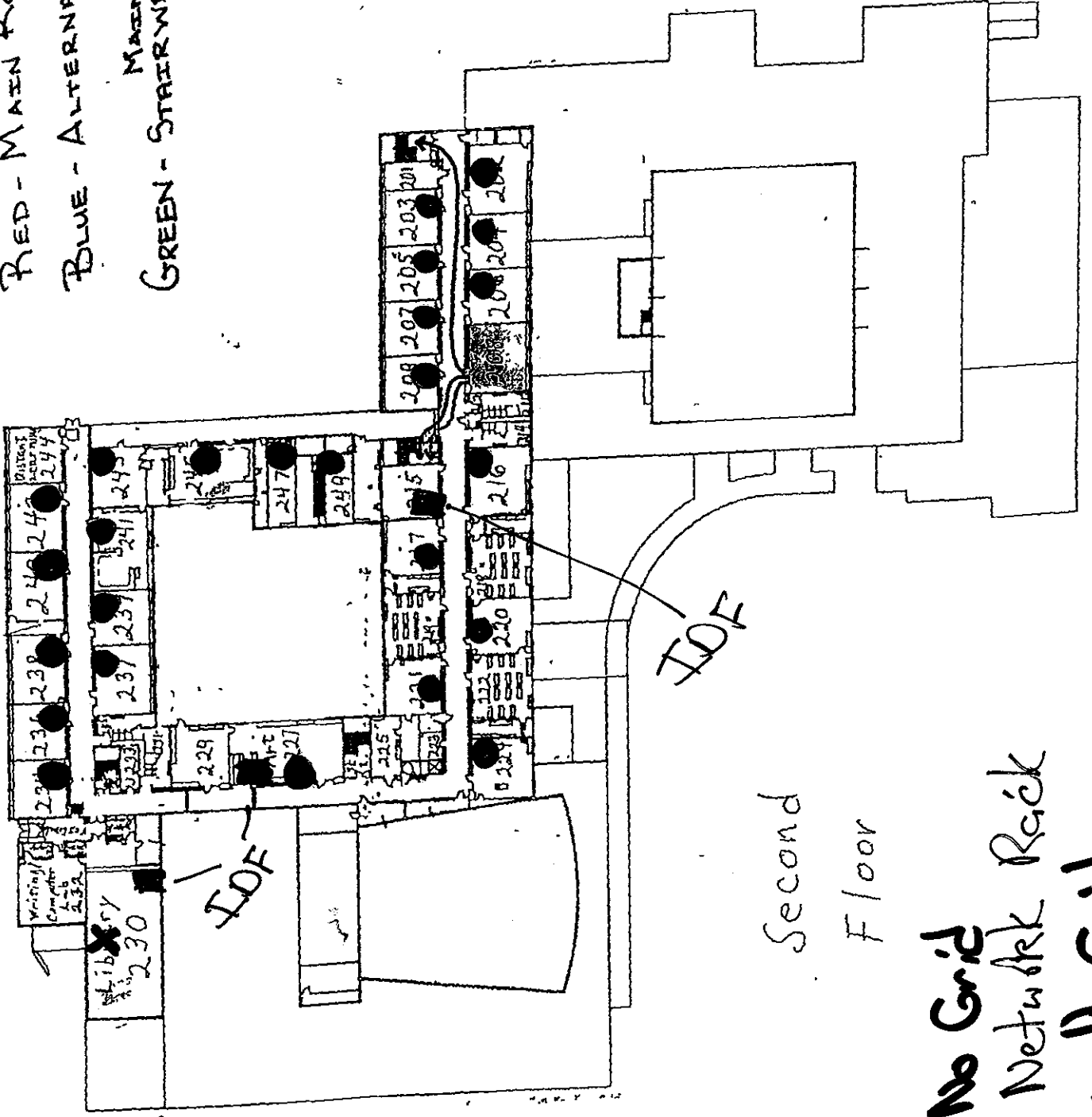
X - Requires Plate

O - No Plate

☐ - MDF



RED - MAIN ROUTE
 BLUE - ALTERNATE ROUTE
 GREEN - STAIRWELL BLOCKED

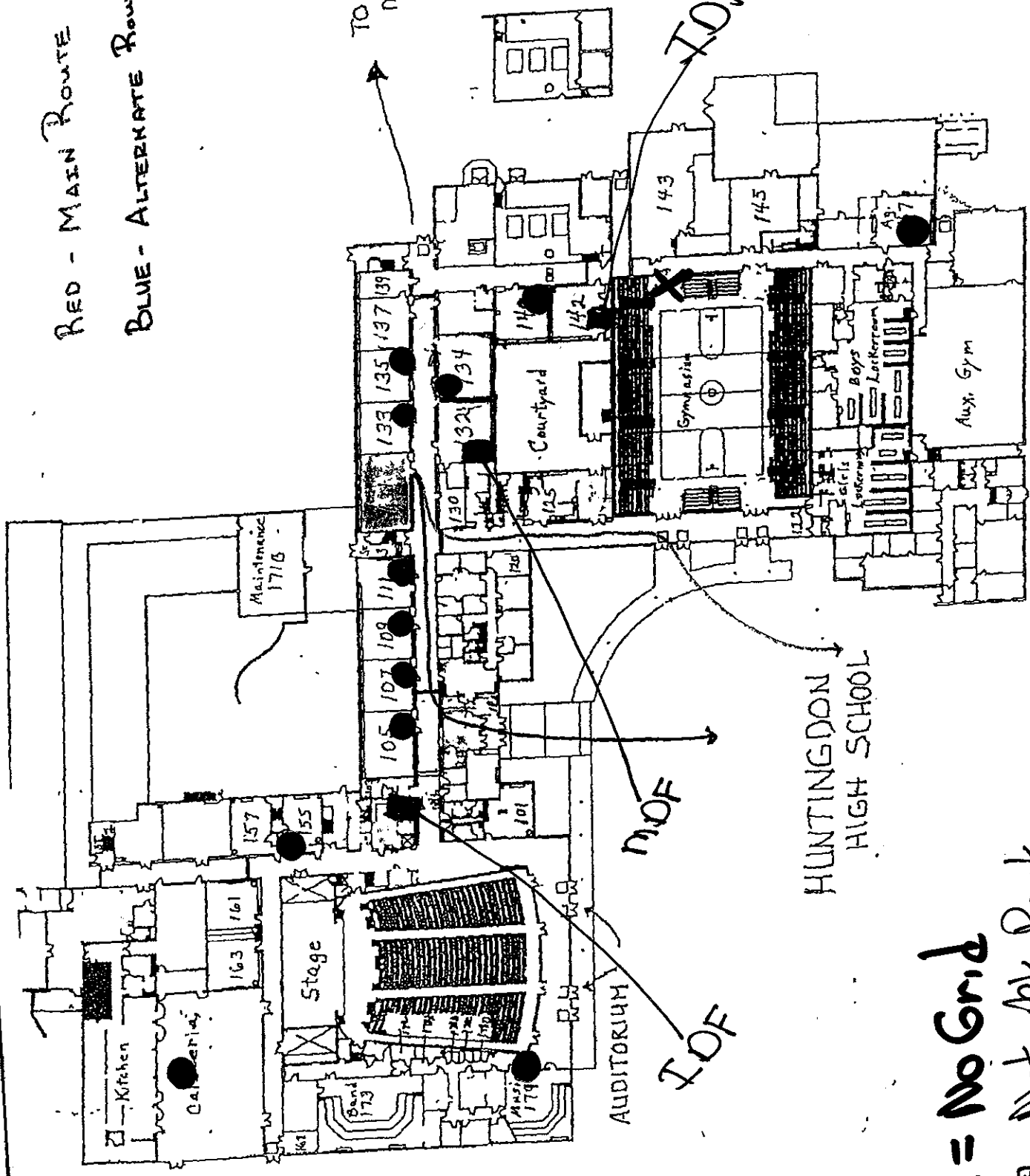


X = No Grid
 [Hatched Box] = Network Rack
 ● = with Grid

RED - MAIN ROUTE
 BLUE - ALTERNATE ROUTE

TO THE MIDDLE SCHOOL

FLIP OVER FOR 2ND FLOOR



HUNTINGDON HIGH SCHOOL

X = No Grid
 ● = w/ Grid