

**Request for Proposals  
2018 – 2019 School Year Project  
Lafayette County School District  
100 Commodore Drive  
Oxford, MS 38655**

**Notice to Bidders**

Notice is hereby given to interested bidders that the Lafayette County School District will receive written, sealed bids until the hour of 3:00 p.m. on January 31, 2018 in the office of the Superintendent of Education at 100 Commodore Drive, Oxford, MS, and opened at said time and to be accepted or rejected by the Lafayette County School District, for sale to the district, pending availability of funds, for use in the Lafayette County School District, the following:

**2018 – 2019 Network Infrastructure**

The Lafayette County School District is currently accepting bids for technology equipment including network cabling, fiber optic cabling, racks, switches, uninterruptable power supplies (UPS), labor and installation. A campus walkthrough has been scheduled for interested bidders on January 17, 2018 at 9:00 AM. The walkthrough will begin at the District Office located at 100 Commodore Drive Oxford, MS 38655. Specifications will be determined at the end of the walkthrough by each bidder, who will then submit a plan for the network upgrades. The district's intent is to relocate several IDF wiring closets into more suitable locations as well as install UPS systems in all wiring closets to meet the needs of the equipment in each closet. Bids will be due on Wednesday, January 31, 2018. Bids should be submitted in format of the following cost breakdowns: hardware, installation, and service. For more information, contact McNeil Stanford, Technology Coordinator via phone (662) 234-3271 or e-mail [mcneil.stanford@gocommodores.org](mailto:mcneil.stanford@gocommodores.org)

**General**

Lafayette County School District is working to establish a reliable and dependable switching gigabyte (or above) network and cabling network. The district currently uses Extreme for switching. The district's intent is to relocate some IDF wiring closets into more suitable locations. Relocating, stacking, and configuring existing switches will be a part of the work detail in this project. We will only purchase new switches where absolutely necessary due to port count in the wiring closets. The district would prefer a turnkey solution proposal to this RFP for consistent, efficient and cost effectiveness during the implementation of the projects as well as future support. However, the district will also consider other methods of purchasing and installation if cost effective and supported. Lafayette County School District has developed a scoring criteria list for evaluation of proposals described further in this RFP document.

Each Vendor who intends to submit a proposal shall notify the district, in writing, of such intent.

The letter of intent can be e-mailed to McNeil Stanford at [mcneil.stanford@gocommodores.org](mailto:mcneil.stanford@gocommodores.org). The email containing this intent notification shall be clearly marked in the subject line: "Network Upgrade Bid 2018"

This notification will assure that Vendors who intend to respond receive subsequent information and instructions or RFP addenda, if any. The failure of any Vendor who intends to respond to provide such notification shall relieve the district of any responsibility or liability for the actual or alleged non-receipt of response materials.

**Letter of Intent Due: January 24, 2018 by 3:00 PM**

Certifications desired, but not necessarily required, for the proposed equipment and services of this RFP include:

Cabling certifications with a fulltime RCDD (Registered Communications Distribution Designer) on staff is desirable and is part of the bid assessment. BICSI ITS Installer 2, Copper and Optical Fiber certifications are desirable. MCITP-SE (Microsoft Certified IT Professional Server Administrator) and MCITP-EA (Microsoft Certified IT Professional Enterprise Administrator) certifications are desirable. For equivalent products proposed, similar certifications should be submitted with your proposal. Certifications should be in the brand of products offered for a solution by the vendor.

Lafayette County School District prefers that responding vendors completing the installs have an office or other physical place of business within a range of 100 miles of the district location. This preference is in support of responding time for repairs and support of the proposed solutions. Vendor and Vendor's direct employees should complete all work where possible. Subcontracted work is not preferred but will be considered. Vendors must also provide an on-staff network engineer to aide in network design such as VLANS, network segments, IP schemes, etc.

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the vendor's response will remain in effect for a period of ninety (90) days prior to contract signing and contract is dependent upon approval of federal E-Rate funds.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt, to its meaning, the vendor shall at once notify the Lafayette County School District. All questions should be addressed to McNeil Stanford as outlined below. The preferred mode of contact is via email.

McNeil Stanford  
Technology Coordinator  
Lafayette County School District  
100 Commodore Drive  
Oxford, MS 38655  
662-234-3271  
[mcneil.stanford@gocommodores.org](mailto:mcneil.stanford@gocommodores.org)

Vendors are prohibited from contacting or lobbying members of the School Board, school district administrators, superintendent, school district employees, or school technicians. All contact in reference to this RFP is to be through McNeil Stanford at [mneil.stanford@gocommodores.org](mailto:mneil.stanford@gocommodores.org).

### **Interpretation and Changes**

The intent of this RFP is to communicate the Customers requirements to any qualified and interested vendor. Our intention is to receive RFP's for the equipment as stated in this document. The Customer may make corrections or changes to the RFP. If the customer makes changes or corrections to the RFP, those changes will be emailed to the list of vendors that submitted the intent to bid letter described previously as well as posted on the district website ([www.gocommodores.org](http://www.gocommodores.org)). Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and the vendor shall not rely upon such interpretations, corrections, or changes.

### **Vendor Walk-Through**

A campus walkthrough will be held **Wednesday, January 17, 2108**. We are requesting that all attendees are present at the District Office (100 Commodore Drive) at **9:00 a.m.** There will be a 30- minute entrance meeting in our boardroom where we will hand out maps. This will be our only walkthrough. This walk through is not required but any vendor that does not have a representative present will be scored a 0 in the scoring criteria list for the project. This walkthrough will be used to show all vendors the existing cabling and cabling closets. This time will be used to take notes to enable proper bids for the number of drops required as well as distances for the length of cable. This will also give vendors time to ask questions about the campus and determine what materials will be required for the project.

Failure to conform to these conditions will be grounds for disqualification of the proposer.

**Questions regarding the RFP may be emailed to [mneil.stanford@gocommodores.org](mailto:mneil.stanford@gocommodores.org) or call McNeil Stanford at 662-234-3271.**

### **Response Submission**

Responses to this RFP must be submitted to the Lafayette County School District no later than the hour of 3:00 p.m. on Wednesday, January 31, 2018. Two hard copies of the proposal must be sealed and submitted to:

**Lafayette County School District  
ATTN: McNeil Stanford  
100 Commodore Drive  
Oxford, MS 38655**

“2018 Network Infrastructure Bid Response” should be clearly marked on the face of the envelope as well as the opening date of Thursday, February 1, 2018. Bids will be opened at 9:00 am in the Board Room of the Lafayette County School District Office located at the address above.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Lafayette County School District is not responsible for delays to the United

States Postal Office, UPS, Fed Ex and/or etc. Oral, telephone, or telegraphic bids shall not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to make a contract.

### **Certificate of Responsibility**

- A. Each Bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.
- B. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

### **Evaluation Methodology**

The Board of Education will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be a priority factor. The following factors will be considered when evaluating responses:

- Price of Goods and Services
- Preference will be given for Prior Positive Experience with School District
- Preference will be given to Local and Mississippi Vendors
- Preference will be given to vendors who offer a turn-key solution.
- Preference will be given to vendors with a recent working knowledge of the School Districts existing network.
- Preference will be given to vendors with a proven service history.
- Preference will be given to vendor with three Mississippi References

### **Vendor Qualifications**

The Lafayette County School District may make such investigations as deemed necessary to determine the ability of the Bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Lafayette County School District all such information and data for this purpose as the Lafayette County School District may request. The Lafayette County School District reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Lafayette County School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Lafayette County School District.

The winning vendor (contractor) must have or be certified with the following:

- Must be able to supply all products and/or services.
- Must be an authorized dealer in the State of Mississippi for all products.
- Must have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Must have appropriate Manufacturer Partner Status for products being quoted.
- Winning vendor must submit the name of the staff member who will be assigned as Project Manager.

### **Disqualification of Bidder**

The owner reserves the right to award to a bidder other than the lowest bidder when, in the owner's judgment, it is in his best interest to do so. A bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- C. Bidder being in arrears on existing contracts.
- D. Bidder being in litigation with the Owner.
- E. Bidder having defaulted on a previous contract.
- F. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Owner.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

### **Equipment, Maintenance & Installation Specification**

Equipment specifications must be identical or comparable to Extreme Summit X440-G2 or higher series switches. All needed switching equipment must stack with existing switching technology.

Notwithstanding any of the specific details described within this document, it will be the obligation of the selected vendor to adhere to accepted industry standard methods and practices. This list includes, but is not limited to:

#### **Cabling:**

- All components shall be factory new, not reconditioned or refurbished. All components shall be an available commodity and vendor supportable at the time of award.
- Cables shall run parallel or at right angles to the building structure, and shall not be looped diagonally across the ceiling space.
- Cables should avoid all sources of EMI (electromagnetic interference).
- Cables must avoid all sources of heat such as heating ducts and hot water pipes.
- Do not lay cables on suspended ceilings or support from the ceiling suspension system.
- Cables must never exceed a 90-degree bend radius.
- Provide J-Hooks or equivalent for cable support. Cable shall be supported at 5-6 foot span intervals.

- Do not bind cables tightly together with wraps. Wraps shall slip loosely around cable.
- Do not exceed 25 lbs pulling tension per cable.
- Do not crimp or bend cables into a tighter radius than 4x the diameter of the cable (approx. 1" bend radius).
- Must leave some slack (minimum 18 inches) on each end of cable run in the event of servicing or other requirement.
- All cables must be clearly labeled on each end with machine-generated labels.
- Cat-6 patch cables must be provided for any patch panel installations.
- Closet cleanups and organization of existing cable closets is requested in this bid process as well and will be addressed during the vendor walkthrough.

### **Fiber optics:**

Cabling lengths will be determined at the end of the vendor walkthrough on January 17, 2018. It will be the responsibility of each bidder in attendance to submit a network plan that will accommodate the necessary network upgrades sought by the Lafayette County School District.

Lafayette County School District is requesting that all existing MDF & IDF Closets be connected with 6-strand 62.5-micron multi-mode fiber. All fiber runs should run into a fiber housing cabinet and terminated with appropriate connections. All strands of the fiber should be terminated on both ends of all runs. Fiber run outside of a building or underground should be run in conduit. Fiber patch cables should connect the fiber to the switch in each closet. No fiber should run directly into the switch. Existing fiber optic cable will need to be terminated to same fiber housing cabinets where deemed necessary during vendor walkthrough.

Notwithstanding any of the specific details described within this document, it will be the obligation of the selected vendor to adhere to accepted industry standard methods and practices. This list includes, but is not limited to:

- All components shall be factory new, not reconditioned or refurbished. All components shall be an available commodity and vendor supportable at the time of award.
- Cables shall run parallel or at right angles to the building structure, and shall not be looped diagonally across the ceiling space.
- Cables should avoid all sources of EMI (electromagnetic interference).
- Cables must avoid all sources of heat such as heating ducts and hot water pipes.
- Do not lay cables on suspended ceilings or support from the ceiling suspension system.
- Cables must never exceed a 90-degree bend radius.
- Provide J-Hooks or equivalent for cable support. Cable shall be supported at 5-6 foot span intervals.
- Do not bind cables tightly together with wraps. Wraps shall slip loosely around cable.
- Must leave some slack (minimum 18 inches) on each end of cable run in the event of servicing or other requirement.
- All cables must be clearly labeled on each end with machine-generated labels

**Right to Reject**

The Lafayette County School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Lafayette County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the vendor proposes. The Lafayette County School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts; and to reject the proposal of any vendor who in the opinion of the Lafayette County Board of Education is not in a position to adequately perform the contract. The Lafayette County Board of Education reserves the right to reject any and all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the school system. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Lafayette County School District.

# REFERENCES

1. BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

2. BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

3. BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_



## Bidder's Proposal Form Network Infrastructure Upgrades

### Vendor Information

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Vendor Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Summary of Project (Hardware, Installation, Service)	Cost
<b><i>Total Bid (Not to Exceed)</i></b>	

### **Acknowledgements (initial beside each)**

\_\_\_\_\_  
Acknowledged/Agreed

I/We warrant that all equipment quoted is new (meaning having never been opened or refurbished by any party since original manufacturing)

\_\_\_\_\_  
Acknowledged/Agreed

I/We warranty that all equipment quoted meets or exceeds requested quantity, brand, and specifications as detailed in this RFP. If any products do not meet or exceed requested quantity, brand, and specifications, documentation is attached with noted quantity, brand, specifications and warranty of optional items/solutions

Authorized Signature, Title and Date: \_\_\_\_\_