

Gresham-Barlow School District

Request for Proposals

RFP 2025 E-Rate Cabling

ISSUE DATE: January 15, 2025

MANDATORY WALK THROUGH TOURS: Either Wednesday January 29, 2025 or Wednesday February 5, 2025

QUESTION DEADLINE: February 11, 2025 at 7:00AM Pacific Time

CLOSING DATE: February 18, 2025 at 7:00AM Pacific Time

EXPECTED CONTRACT TERM: July 1, 2025 through June 30, 2026

A. NOTICE OF REQUEST FOR PROPOSAL (RFP)

The Gresham-Barlow School District (GBSD) is inviting proposals from qualified individuals, firms, partnerships, corporations, associations, or professional organizations for proposals and quotes to install copper and fiber at various district locations, as well as install assorted access points at some of the copper locations.

The system must be in compliance with all applicable state and federal regulations, in addition to the performance standards described below. Any bidder must be an eligible service provider willing to complete the necessary communications and paperwork associated with the E-rate program.

B. PROPOSAL SUBMITTAL

All responses must be received electronically by the closing date and time. It is the sole responsibility of the person submitting the proposal to ensure that it is delivered on time. Any proposal submitted after the deadline will be returned without consideration.

In order to be eligible to submit a proposal to this RFP, **vendors are required to schedule and perform a mandatory walk through tour** to be conducted at times suitable to the district. Vendors must schedule a tour through Josh Marsh marsh3@gresham.k12.or.us.

Responses to this RFP must:

- Be emailed to gibbs13@gresham.k12.or.us
- Have the submit line of **PROPOSAL RESPONDING TO RFP 2025 E-RATE INSTALLATION**
- Include RFP FORM A (required) and RFP FORM B (if applicable)
- Itemize in the bid any items not eligible for reimbursement under E-rate
- Separated the price by schools as well as total the price for all schools

For questions or comments regarding this RFP process or the RFP documents, please submit your questions or comments in writing. You may submit requests for information and/or clarification in writing until the question deadline. Questions must be typed or handwritten and sent to GBSD at the email address gibbs13@gresham.k12.or.us. GBSD shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above. GBSD will respond in writing to all questions after the question deadline. All answers will be provided as a numbered questions and answer document.

All proposals shall be firm offers subject to acceptance by GBSD and may not be withdrawn for a period of 90 calendar days following the last day to submit bids. Proposals may not be amended once submitted to GBSD, except as permitted by GBSD.

Any proposer may withdraw their proposal, either personally or by written request, at any time prior to the scheduled closing time. However, a Responding Contractor is prohibited from responding again on the same work after withdrawing his/her RFP.

C. SCOPE AND SPECIFICATIONS

Scope of Contract. We would like a vendor to configure and install replacement wireless access points in a number of our school buildings. Some locations will be accessible with a normal step ladder, but a few will most likely require a scissor lift.

1. Fiber installation will match the existing path and installation process. Single mode 12-strand fiber of appropriate rating for the installation path shall be used. Armored fiber is preferred.
2. New copper installations shall be CAT6A for access points and CAT6 for standard stations
3. Vendor must do some configuration and labeling of the new wireless access points that are provided by the district.
4. Vendor will mount the new district provided wireless access points with new district provided mounting brackets and document where each wireless access point is installed.
5. Vendor will provide new white or gray Cat6A 3' shielded pre-terminated cables and use them to connect the new wireless access points as listed.
6. Vendor will test new wireless access points to ensure that they are working after installation. For all lift installed access points, the vendor will confirm with GBSD staff that the access point is working as expected immediately after installation.
7. All work not found in conformance with the intent of the proposal shall be repaired promptly at no additional charge to GBSD.

Specifications

1. All work must comply with GBSD Telecommunication Standards.
2. All wireless access points, fiber terminations, and copper terminations will be labeled according to our existing labeling scheme.
3. All new installations of fiber and copper must be certified and have certification results shared with GBSD.
4. Maps of all added copper drops must be provided to GBSD.
5. Work in the school buildings that may disrupt teaching and learning must be done outside of normal school hours.
6. Each of the projects listed below shall be listed as separate line items.
 - a. New fiber backbone at West Orient Middle School. To be installed in parallel to existing fiber between buildings (not replacing).
 - b. Seven added drops and one access point at Springwater Trail High School.
 - c. Five added drops to the Hogan Cedars Elementary front office.
 - d. Two added drops at Gresham High Childcare office.
 - e. Six added drops at the District Office.
 - f. One added drop and re-location of access point in Highland Elementary cafeteria.
 - g. One added drop and installation of access point in the Hollydale Elementary Kitchen.
 - h. Two added drops and installation of access points at Gordon Russell Middle School.
 - i. Two added CAT6A drops at East Gresham Elementary

Warranties. All warranties by Vendor and manufacturer on both products and labor must be specified in the proposal. The Vendor's warranties shall commence with acceptance of/or payment for the work in full. Minimum acceptable warranty on hardware, parts, and labor is 3 years.

Service. The vendor must provide terms of service should repair become necessary and the work and materials needed that are not covered under warranty.

Schedule of work. The vendor understands that they may be asked to work around school schedules to avoid disrupting classrooms and busy office times.

D. OTHER TERMS AND INFORMATION

Evaluation Methodology. The vendor is expected to be thoroughly familiar with any rules or regulations required for the E-rate program. Each proposal will be evaluated based on criteria and priorities as defined by GBSD, who will choose the submission that, taken as a whole, and in GBSD's sole opinion, is in the best interest of the organization.

POINTS POSSIBLE	
E-rate Eligible Costs	40
Alignment with current systems	30
Past relationship with vendor and support	20
Contract terms, conditions, and warranty	10
TOTAL POINTS POSSIBLE	100

Award or Rejection of Response to Request for Proposal. The contract will be awarded at District's sole discretion. District reserves the right to reject any or all Response to Request for Proposal and/or waive any RFP informality. It is the intent of the District to award Contract(s) either "individually", "as a whole" or "in any combination", whichever would be in the best interest of the District. Award is contingent upon timely compliance with all RFP conditions and specifications, and negotiations. Pursuant to ORS 279B, the District reserves the right to award a Contract to the qualified responder(s) whose proposal meets the evaluation standards and will be most advantageous to the school district with price and all other factors considered, or to reject all Response to Request for Proposals, whichever is in the best interest of the District. The district further reserves the right to award RFP items on an individual per line item basis to one or more Responses, whichever is in the best interest of the district. The successful Responder(s) will be notified in the event of an award.

Contractor's Past Performance. A Contractor may be ruled "Non-Responsive"/"Non-Responsible" based upon Contractor's unacceptable past performance which may include but not limited to: constant late/non deliveries, constant partial deliveries, delivery of wrong materials, products not meeting specification, providing incorrect prices, invoicing problems, default, etc.

Contractor Qualifications. In order to be considered for an award, the Contractor shall meet the following requirements:

- The Contractor shall be required to verify that they have been "In The Business" of providing this type of equipment/services for a minimum period of three (3) consecutive years.
- The successful bidder will be responsible for qualifying for and adhering to the Federal E-rate program.
- The Contractor or subcontractors performing the work, shall have all necessary licensing and certifications to legally and safely perform the scope of work.

Term of Contract. Any contract will be contingent upon the approval of E-Rate funding and governing board approval. The Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission will fund a portion of this RFP. This proposal will be funded only if approved by USAC and if USAC appropriates the funds. GBSD reserves the right to extend the contract annually for up to four (4) additional years; not to exceed a total of five (5) years. In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-rate approval.

Expenses of proposer. GBSD shall not, under any circumstance, be liable for any pre-contractual expenses incurred by potential contractors, and potential contractors shall not include any such expenses as part of their RFP. Pre-contractual expenses are defined as any expenses incurred by a potential contractor in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to GBSD; (3) negotiating with GBSD any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP.

E-Rate Rider. The implementation of this RFP is contingent on E-rate funding. Any contract will be contingent upon the approval of E-Rate funding and governing board approval. The Universal Service discount mechanism for schools and libraries, commonly known as the E-Rate program, administered by the Universal Service Administrative Co. (USAC) for the Federal Communications Commission will fund a portion of this RFP. This proposal will be funded only if approved by USAC and if USAC appropriates the funds. The Gresham-Barlow School District reserves the right to extend the contract annually for up to four (4) additional years; not to exceed a total of five (5) years. In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund, regardless of E-rate approval.

RFP FORM A

This form is required to be submitted with your proposal.

TO: Gresham-Barlow School District

FROM:

(Name of Company) (SPIN NUMBER)

(Address) (Fed. Tax ID #)

(City, State, Zip Code)

(Telephone) (Fax)

(Email Contact)

(Authorized Signature)

(Name(s) of Bidder's Authorized Representative(s) & Title)

(Date)

RFP Proposal Amount:

The proposal must be in ink or typewritten. Write out the total amount of your proposal:

Numeric Proposal Amount: \$_____

In the event of a conflict between the written and numeric version of the proposal, the written will prevail.

RFP FORM B

This form is required to be submitted with your proposal, if applicable.

SUBCONTRACTORS LIST

The following is a list of the subcontractors that will be used in the work if the Proposer is awarded the contract, and no subcontractor not listed below will be used without the written approval of the Gresham-Barlow School District. Additional numbered pages outlining this portion of the Proposal may be attached to this page. NOTE; Subcontractor's address, telephone number, license number, and expiration date information may be omitted from this form but MUST be submitted within twenty four hours; (1) working day, following the opening of Proposals. Subcontractor's name, city of location, and type of work must be stated on the Proposal enclosed in the sealed envelope.

Proposer Name

SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		Phone: ()
LICENSE NO.:	Expiration Date: / /	
SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		Phone: ()
LICENSE NO.:	Expiration Date: / /	
SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		Phone: ()

SUBCONTRACTORS LIST All subcontractors in excess of ½ of 1% of total Proposal must be listed