

FOREST GROVE COMMUNITY SCHOOL

ERATE CATEGORY 2 INTERNAL CONNECTIONS - CABLING

Single Point of Contact (SPC)

Eve Welcome, CTA Support Tech

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SUBMIT QUOTES TO:

Submission Portal

<https://erate.imesd.k12.or.us/submission/XZDhJoj8dgQQRvMOPrs1>

DEADLINE: January 30, 2026, at 4:00 PM

Forest Grove Community School is seeking quotations from qualified contractors for the installation of new structured cabling and the upgrade of existing cabling within the school building. This project includes the installation of new Cat 6 data cabling and the conversion of existing RJ11 phone cabling to RJ45 data cabling on the upper floor.

Contractors responding to this RFQ/RFP are responsible for ensuring that their company and proposed work comply with all applicable E-Rate program rules and requirements. Respondents must provide their Service Provider Identification Number (SPIN) as part of the proposal.

WORK TO BE PERFORMED AT

- Forest Grove Community School - 1914 Pacific Avenue, Forest Grove, OR 97116

BUILDING MAPS

Building maps are available upon request to the SPC and will not be posted for general availability for school safety and security purposes.

PROJECT DESCRIPTION

The project consists of installing new Cat 6 cabling runs at locations identified on a provided map and upgrading legacy copper phone drops (RJ11) to data drops (RJ45) to support future network needs. Scope elements include:

- Installation of new Cat 6 cables.
- Replacement of outdated cabling and associated components where required.
- Conversion of designated RJ11 phone cabling upstairs to Cat 6 data cabling terminating in RJ45 jacks.
- Installation of patch panels and appropriate cable management hardware in the school's network closet(s).
- Removal of obsolete cabling as directed.

Any changes to the specifications must be approved in writing by the District's designated representative, Eve Welcome.

General Requirements for Contractors

Installation Standards

- Install new cabling to designated drop locations following industry best practices for structured cabling.
- Provide and install conduit, cable supports, hooks, or trays where existing infrastructure is not adequate.
- Ensure all cabling pathways follow concealed routes (ceilings, walls, attics) where feasible.
- Protect drops entering the network closet(s) with appropriate protective tubing.
- All new terminations must be Cat 6 compliant.
- Labeling and Testing
- All cables, faceplates, jacks, and patch panel ports must be labeled using printed labels.
- Labeling must follow the schematic provided by the District during the walkthrough.
- Contractor must test and certify all new data cabling and provide documentation to the District.

Project Coordination

- Contractor must coordinate scheduling, access to facilities, and work updates with the District Designee.
- A single on-site lead must be designated as the primary point of contact.
- Contractor is responsible for maintaining clean work areas and restoring displaced ceiling tiles to their original position.
- Site Conditions and Responsibility
- Any damage to District property must be reported immediately and documented within forty-eight hours.
- Installation materials, including jacks, plates, cabling, patch panels, hardware, and consumables, must be provided by the contractor.
- Permits and Code Compliance
- Contractor is responsible for obtaining any required permits and scheduling associated inspections.
- All work must comply with applicable building codes and standards.
- The proposal must state whether prevailing wage applies based on contractor determination in accordance with state requirements.

Billing

- Invoices must itemize labor and materials in a clear and organized format as requested by the District.
- Additional Notes
- The District makes no representation regarding E-Rate eligibility of specific components. Vendors are responsible for understanding and adhering to current program rules when submitting proposals.

- All work must be completed within timelines mutually agreed upon by the contractor and the District.

BIDDING INSTRUCTIONS

- Electronic Portal: <https://erate.imesd.k12.or.us/submission/XZDhJoj8dgQQRvMOPrs1>
- Service Provider is responsible for providing a valid SPIN (Service Provider Identification Number). SPIN should be plainly displayed on Quote.
- Service Provider must be prepared to accommodate either E-rate reimbursement method, BEAR (Form 472) or SPI (Form 474), based on the preference and selection of the District. The selected method will be communicated during contract negotiations or service implementation. Compliance with the chosen method is a condition of contract award.
- District will follow the purchasing policies of the District Board, State procurement laws and regulations, and requirements and procedures of the FCC's E-rate program as administered by the Universal Service Administrative Company to be eligible for all available funding. The District will have the right to allow any associated Contracts to expire without implementation if appropriate funding does not come available.
- All Contracts awarded are contingent on E-rate funding and Universal Service Administrative Company approval.
- Service Providers must be and remain in compliance of requirements issued by the SLD throughout the contractual period.
- Pursuant to ORS 279B.100, District may reject any or all Quotes in-whole or in-part, or may cancel this RFQ at any time when the rejection or cancellation is in the best interest of the State or District, as determined by District. Neither the State nor any State agency is liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFQ or a Contract award, or the rejection of any Quotes.
- Quotes should not include marketing or advertising material or other materials not essential to the utility and clarity of the Quote (i.e., mass marketing emails) and should be straightforward and address the request. Quotes containing excessive marketing will be considered non-responsive.
- Per USF National Security Rule [FCC 19-121](#) barring the use of USF funding to purchase equipment for E-rate purposes, Service Providers are certifying that any equipment required for service activation is not from a company with an FCC Designation as a National Security threat.
- Lowest Corresponding Price - Proposers should propose their Lowest Corresponding Price (LCP) (as required by the SLD 1996 Universal Service Order, 12 FCC Rcd 87, 383, para. 540).
- The District reserves the right to extend the Quote deadline with appropriate vendor notice issued as an Amendment through USAC's E-rate Productivity Center (EPC). Prospective bidders are solely responsible for checking EPC to determine whether any amendments have been issued.

QUESTIONS

To ensure the integrity of the Competitive Bidding process, questions and inquiries must be specifically submitted in writing through email correspondence. Questions/inquiries will not be taken verbally by phone. All questions should be submitted directly to the Single Point of Contact listed. Correspondence to any other agent will not be responded to. Unsolicited sales inquiries for services not explicitly requested in this Request for Quotes will not be addressed.

DISQUALIFICATION FACTORS

- Late Submission
- Not SLD Compliant
- Quote Not Relevant to Services Requested
- District reserves the right to disqualify any bid that does not follow the BIDDING INSTRUCTIONS listed above.