

REQUEST FOR PROPOSALS

NETWORK SWITCHES

for Coahoma County School District



Coahoma County School District
Technology Department
1555 Lee Drive
PO Box 820
Clarksdale, MS 38614

Contact: Anthony Dixon
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Objective

The Coahoma County School District (CCSD) is seeking proposals for network switches to replace/upgrade existing outdated switches at 3 schools. The schools are Lyon Elementary School, Jonestown Elementary School, and the Coahoma County Jr/Sr High School.

Bid Timeline

Release of RFP to Vendors	12-19-2016
Deadline for Submission of Proposals	01-20-2017, 1:30 p.m.
Opening of Proposals	01-20-2017, 2:00 p.m.

GENERAL INFORMATION

Prices quoted shall be all-inclusive (including: all applicable taxes, shipping cost, installation of equipment, training and technical support). Prices must be broken down into the three separate school sites-per E-Rate requirements. Worksheets are provided in this document and must be used for the final bid submission. Additionally, pricing for Non-E-Rate Eligible equipment is included in the bid worksheet and must be completed also. Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) months from the time of the contract signing.

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 Coahoma County School District. All questions should be addressed to Anthony Dixon as outlined below. The preferred mode of contact is via email.

Anthony Dixon
Director of Technology
Coahoma County School District
adixon@coahoma.k12.ms.us

Questions must be submitted to the email address adixon@coahoma.k12.ms.us. If a response is not received within 24 hours, it is the responsibility of the respondent to call Anthony Dixon at 662-624-5448 to confirm receipt of the question. If no answer, leave a message.

All questions and responses will be posted immediately on the district's web site at http://www.coahoma.k12.ms.us/public_notices/Erate_FY2017. It's the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information.

BID SUBMISSION INSTRUCTIONS

Bids will be opened at 2:00 p.m., Friday, January 20, 2017 at the Coahoma County School District Central Office at 1555 Lee Drive, Clarksdale, Mississippi. Bids must be submitted in a sealed envelope clearly marked as follows:

“2017 Network Switches”

Envelopes not so marked will remain sealed and returned to vendor.

The Coahoma County School District Board of Trustees reserves the right to reject any and/or all bid and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:

Attachment A --- Completed and Signed by the bidder.

(THE PAGES OF ATTACHMENT (A) MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Coahoma County School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or email bids will not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to submit bids on behalf of the vendor.

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.

When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has not Joint Venture Certificate of Responsibility number, then

each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.

- B. Each subcontractor whose subcontract exceeds \$50,000 on public projects shall have a Certificate of Responsibility Number, as required by Section 31---3---15 and 31---3---21 (latest version), Mississippi Code.
- C. 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

The Coahoma County School District Board of Trustees 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 the priority factor. The following factors will be considered when evaluating responses:

- Price of goods and services. This will be given highest priority in accordance with E---Rate rules and regulations. Price will be computed on a projected 5-year total cost of ownership.
- Preference will be given for prior positive experience with the Vendor
- Preference will be given to Mississippi based vendors
- Preference will be given to proposals that propose the use of equipment with a limited lifetime warranty.
- Preference will be given for vendors whose product requires no recurring costs for future functionality.

FINANCING

This project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

VENDOR QUALIFICATONS

The Coahoma 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 Coahoma County School District all such information and data for this purpose as the Coahoma County School District may request. The Coahoma County School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Coahoma 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 Coahoma

County School District

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

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and worker's compensation insurance (please enclose a copy of each with your bid).
- Provide the documentation of the vendor's switching certifications

BIDDER DISQUALIFICATION

The Coahoma County School District reserves the right to award to other than the lower bidder when, in the judgment of the district administration, it is in the best interest of the district do so and such an award meets E- Rate rules and regulations. 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 and/or Attachments.
- C. Bidder's failure to attend and complete the mandatory Pre---bid Conference meeting.
- D. Bidder being in litigation with the Coahoma County School District.
- 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 Coahoma County School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

REQUIREMENTS

General:

The Coahoma County School District proposes to use 24 port and 48 port PoE switches in this project. A switch in Lyon Elementary School's MDF will be replaced with a 48 port PoE switch. A switch in Jonestown Elementary School's MDF will be replaced with a 48 port Poe switch. Two switches in Coahoma County Jr/Sr High School's MDF will be replaced with a 24 port PoE switch and a 48 port PoE switch. Also, four other switches in Coahoma County Jr/Sr High School IDF's will be replaced with three 24 port PoE switches and one 48 port PoE switch.

For future expansion, we must be able to expand at least two ports on every switch proposed to 10 gig with additional licensing and the purchase of the necessary hardware. Neither 10 Gig licensing or additional hardware are to be included in this proposal.

The vendor will be required to configure all switches in this proposal. They will configure VLANs to the specifications of the Coahoma County School District IT department as part of this proposal.

Training

Bid must include cost of configuration and installation and 8 hours of training on configuration and maintenance for the Coahoma County School District's IT Department.

Current Equipment

Switches

1. The Coahoma County School District network is currently made up of Cisco Catalyst and 3com managed switches. All of the 3com switches and out of date Cisco Switches are being replaced in this project.
2. Any configurations proposed in this project necessary to meet the requirements must be configured completely to match the network structure at the time of the change. The Coahoma County School District IT department will work with the vendor technical staff to design and implement a secure and functional infrastructure.

E-Rate

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Right to Reject

The Coahoma 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 Coahoma County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Coahoma 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 Coahoma County School District Board of Trustees, is not in a position to adequately perform the contract. The Coahoma County School District Board of Trustees 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 Coahoma County School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Coahoma County School District.

Seller Responsibilities

- 1) Deliver all new switches to the Coahoma County School District Central Office for inventory control. The address for delivery is 1555 Lee Drive, Clarksdale, MS, 38614.

- 2) Coordinate with the IT Department on when the switches are to be installed. Installation date will be when students are not present and will be set to occur within the time frame set by the rules and regulations of the E---Rate program for the funding year under which this project is funded. This date will be agreed upon by both the district IT department and the vendor.
- 3) Remove old switches from the racks and mount the new switches in the rack
- 4) Transport all old switches to the Coahoma County School District Central Office and stack them in an area designated by the IT staff.
- 5) Install the controlling software and register all switches in the software.
- 6) Configure all VLAN s and trunk ports and train the CCSD IT staff on configuration of the switches.
- 7) Mount, connect the stack cables and set the IP address for stack configurations.

Proposed Minimal Switch Specifications

SPECIFICATIONS:

- Rack Mountable
- Each switch proposed must be compatible with and meet or exceed the specifications found in the Cisco Catalyst 3750X series switch.
- PoE Plus 802.3at
- 2 Dual Mode Fiber Ports – 1 Gig / 10 Gig
- 48 or 24 10/100/1000 PoE Ports
- (Total of 50 or 26 usable ports) Fiber and copper ports DO NOT SHARE
- Stackable, Preferably Stackable to existing Cisco Catalyst 3750G and 3750X series Switches

- Limited Lifetime Warranty (NBD Replacement)
- Lifetime Defined as 5 years or greater after announced End of Sales
- At least two fiber ports must be 10 Gig CAPABLE with OPTIONAL Licenses NOT TO BE INCLUDED AT THIS TIME.

INDIVIDUAL SCHOOL REQUIREMENTS

Coahoma County Jr/Sr High School

MDF Switches

- (Qty 1) 24 Port PoE
- (Qty 1) 48 Port PoE
- Stacking Cables

IDF Switches

- (Qty 3) 24 Port PoE
- (Qty 1) 48 Port PoE
- Stacking Cables

Jonestown Elementary School

MDF Switches

- (Qty 1) 48 Port PoE
- Stacking Cable

Lyon Elementary School

MDF Switches

- (Qty 1) 48 Port POE
- Stacking Cable

ATTACHMENT A

By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME _____ **TITLE** _____
SIGNED _____ **DATE** _____

Pricing Worksheet

PRICING INFORMATION (By School)

(THIS DOCUMENT MUST BE THE TOP PAGE OF YOUR SUBMISSION)

You may submit a standard quotation for EACH location rather than using this worksheet. **THEY MUST BE SEPARATED** into the 3 locations with a total for each. In either case you **MUST FILL IN THE TOTAL PRICE FOR THE ENTIRE E-RATE ELIGIBLE PORTION OF THE PROJECT BELOW.**

E-Rate Eligible PROJECT TOTAL PRICE _____ (This is the total of Coahoma County Jr/Sr High, Jonestown Elementary, and Lyon Elementary)

Coahoma County Jr/Sr High School

Manufacturer Part Number	Description (Including Name of Manufacturer)	QTY	Unit Price	Extended Price
TOTAL for This Site:				

Jonestown Elementary School

Manufacturer Part Number	Description (Including Name of Manufacturer)	QTY	Unit Price	Extended Price
TOTAL for This Site:				

Lyon Elementary School

Manufacturer Part Number	Description (Including Name of Manufacturer)	QTY	Unit Price	Extended Price
TOTAL for This Site:				

10 Gig Information

License fee to increase Gig Fiber Ports to 10 Gig Ports on the switches (per port).

\$ _____

Cost of hardware needed to increase from 1 Gig Ports to 10 Gig Ports (per port) \$ _____

All Other Costs associated with upgrading from 10 Gig Ports (per port) \$ _____

*Items in Red are for informational purposes only. These are not to be included in this project.

ATTACHMENT B

Vendor Required Documentation **The following must be submitted with your bid**

- Certificate of Responsibility Number on the face of the envelope containing the bid.
- Price Worksheet from previous page
- Documentation of current liability insurance and workers compensation insurance.
- Documentation of the vendor's switching and cabling certifications.
- Three K-12 switch references. (See next page)

References

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	