

Request for Proposal (RFP) for
Network Switches and Cabling



Saint Peter Public Schools
100 Lincoln Drive
St. Peter, MN 56082

1. Introduction

1.1 Objective

Saint Peter Public Schools District 508 (hereinafter referred to as "SPPS") intends to upgrade existing Aruba switches, cabling, and power backups in multiple locations during the summer of 2019.

All infrastructures must be supported and configured through our current district network structure. SPPS will consider equivalent products or alternate products provided that the proposed solution seamlessly integrates into the existing network with no loss of efficiency, features, or functionality.

Location: Middle School (Bid should include configuration, installation, and documentation)

- 4 x Aruba 2530 #J9779A (24 Port PoE+/SFP+) or equivalent
- 6 x Aruba 2530 #J9774A (8 Port PoE+/SFP+) or equivalent
- 4 x Rack Mountable UPC Power Backup (Tripp Lite SMART1500RML2UA or equivalent)
- 1 x Rack Mountable UPC Extension (Tripp Lite BP36V15-2U or equivalent)
- 12 strand 10GB multi-mode fiber OM4 pulled with termination and certification approximately 400'
- 4 x 10GB transceivers Aruba J9150A or equivalent
- 10GB Single mode fiber x 200' pulled with termination and certification
- 4 cat6 drops approximately 100 ft - single pull

Location: North Elementary

- 75' 10GB Single Mode Fiber pulled with termination and certification
- 2 x 10 GB transceivers
- 3 x Rack Mountable UPC Power Backup (Tripp Lite SMART1500RML2UA or equivalent)

Location: South Elementary

- Install approximately 100 ft cat6 with termination
- 2 x Rack Mountable UPC Power Backup (Tripp Lite SMART1500RML2UA or equivalent)

Location: Hoffman Learning Center

- 1 x Rack Mountable UPC Power Backup (Tripp Lite SMART1500RML2UA or equivalent)

SPPS seeks an integrated and qualified proposal that addresses the installation, configuration and customer/client training related to the specifications defined in this RFP. All proposals are to meet or exceed these specifications. SPPS reserves the right to reject any and all proposals, and award all or part of the bid and to make the award on merit/or features of design and quality, delivery and availability of parts and service to the best interest of SPPS.

SPPS requires that any vendor quoting an equivalent, please provide documentation of equivalence. Each responding vendor is required to submit a “Letter of Intent to Bid” document by the date specified. The “Letter of Intent to Bid” shall include the manufacturer brands and product lines the vendor is proposing.

All aspects of this project must comply with the Federal Communication Commission’s competitive bidding requirement for Universal Service Fund (USF) support and services. Service is to coincide with Educational Discount Rate (E-Rate) for Internal Network Services funding (07/01/19 – 06/30/20). The successful bidder agrees to receive a portion of the payment directly from the Universal Service Fund (USF), and/or its agents, the National Exchange Carrier Association (NECA), and/or the Schools and Libraries Corporation (SLC). The SPPS and the successful bidder(s) will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. Should E-Rate funding become no longer available, the SPPS may terminate this agreement at any time throughout the term of the agreement by notifying contractors in writing.

Contact Person for this RFP is:
Tim Regner, Business Manager
Saint Peter Public Schools
100 Lincoln Drive
St. Peter, MN 56082
Phone : 507-934-5703
e-mail: tregner@stpeterschools.org

1.2 Scope of Work

Due to the complexity and interoperability of the proposed solution with the existing district network, SPPS is seeking qualified vendor(s) to provide all products and services requested. We expect a complete turnkey solution and expect the awarded vendor(s) to perform all duties for a fully functional system. This scope of work includes but is not limited to the items below:

Coordinate and manage the entire project and engage all necessary parties including but not limited to District Technology staff, building level administrator, Internet Service Providers, and network equipment manufacturers.

Coordinate a thorough site survey of the location prior to installation.

Install and configure and management solution. Configure VLANs, QoS, routing, security policies, and other items at the direction of the SPPS technical staff.

Install and configure all Wireless Access Points, switches, and management software. Configure SSID's, VLANs, policies, and security at the direction of SPPS technical staff. Must label all equipment and switches and put a description in the switch configuration.

Include manufacturer representatives to commission both the wired and wireless systems and approve proper installation and configuration.

Perform adequate training for SPPS technical staff.

2 Site Summary

South Elementary
1405 S 7th St
Saint Peter, MN 56082

Saint Peter Middle School
100 Lincoln Drive
Saint Peter, MN 56082

North Elementary
815 N 9th St
Saint Peter, MN 56082

Hoffmann Learning Center
1715 Sheppard Drive
Saint Peter, MN 56082

3. Maintenance, Support Services, and Training

3.1 Reporting Problems

The vendor must provide a toll free number and email address for use by SPPS for reporting and obtaining problem resolutions.

3.2 Performance Guarantee

If the vendor fails to meet performance specifications or provide such support services, SPPS can request the termination of the contract with written notice. After written notice has been given, the vendor will have 14 days to correct the situation. Failure of the vendor to correct the situation will be just cause to terminate the contract. Unsatisfactory service will be reported to the Schools and Libraries Division E-Rate Services.

3.3 Insurance

All vendors must be licensed, bonded and insured to do work in accordance with state and local codes. Within ten (10) days after notification of award, the vendor shall furnish to the SPPS a signed contract and Certificate of Insurance showing compliance within the following limitations:

The vendor agrees to comply with the provisions of Worker's Compensation Laws of the State of Minnesota. It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after the SPPS has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

The vendor shall maintain other insurance that shall protect the vendor and SPPS from any claim for property damage or personal injury, including death, which may arise out of operations under this contract.

4 Vendor Qualifications

- Vendor must be a certified partner of each component of the proposed solution; in good standing with manufacturer; and able to provide/supply all products and services proposed. Please include documentation in response packet.
- Vendor must be an authorized dealer in the State of Minnesota for products proposed.
- Vendor must have sufficient network expertise and certifications for installations of equivalent size and scope. Vendor must be able to provide documentation upon request.
- It is preferred that the vendor has extensive knowledge and experience working with school systems within the state. Vendor must have been in business for a minimum of 3 years providing services as described in this RFP. Vendor must be able to provide documentation upon request.
- Because of the detailed planning and coordination with SPPS, preference will be given to vendors that have previously coordinated projects with them.
- Vendor must conduct a site visit prior to submitting a proposal.

5.0 TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

5.1 Response Submission

Responses to this RFP must be submitted in sealed packages and delivered to Tim Regner, Business Manager, Saint Peter Public Schools, 100 Lincoln Drive, St. Peter, MN 56082, no later than 10:00 AM CST on the allowable contract date of this 470, so that this RFP is in compliance with the Federal Communication Commission's competitive bidding requirement for Universal Service Fund (USF) support and services. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. SPPS may reject all late arrivals. The Vendor must submit one (1) copy of the response along with any required supporting documentation. "RFP for Network Switches and Cabling" should be clearly marked on the face of the envelope containing the bid. Failure to comply with this may cause the bid to be miss-directed and therefore not to be considered. Responses must be for the entire project. No substitutions or partial bids will be allowed. Oral, telephone, faxed or telegraphic bids shall not be considered, nor will modifications of bids by such communication be considered. The completed bid form shall be without erasures or alterations. Signatures on the proposals shall be in longhand and executed by an

individual duly authorized by The Vendor to make a contract. Bids made out in pencil will NOT be accepted.

5.2 Costs Associated with Preparation of the Vendor's Response

SPPS will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.

5.3 Vendor Registration with the Schools and Libraries Corporation

The Vendor is required to file with the Schools and Libraries Division (SLD) for reimbursement under E-Rate guidelines. If the Vendor fails to file the appropriate forms with the SLD, SPPS is not responsible for the discounted portion of the Vendor's bill. The Vendor must generate an invoice for the USF portion of the bill in accordance with SLD regulations. Vendor is responsible for supplying SLD with this proposal and applying to the SLD for payment of the SLD discounted portion of the cost. SPPS will ONLY pay the SPPS discounted portion of the costs.

5.4 Funding

SPPS desires to purchase services using funds made available to the School System through the Federal Communications Commission E-Rate. Acceptance of the proposal by the SPPS will initiate a contract with the Vendor, which will include an option to dissolve the agreement in writing if the Vendor does not provide quality and dependable and Wireless Access Points. SPPS will not pay its portion until service has been successfully completed. It is the Vendor's responsibility to request funds from the SLD for approved e-rate funds. SPPS will not be required to pay the portion to be paid by the SLD. Vendor is responsible for filing necessary e-rate vendor paperwork. SPPS is not going to be responsible for timeliness of payment by SLD. Because SPPS is Minnesota tax-exempt, no taxes, whether local or state, imposed on services herein provided may be passed on to SPPS by the vendor.

5.5 Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance and training manuals, tools, and the provision of all labor and services necessary or proper for the completion of the work

5.6 Detailed list and Drawings

Pricing must include a detailed list of number of ports, fiber and type of fiber connection for MDF and IDF. Include an updated version of the existing district network map to reflect the new switches and cabling.

5.7 Evaluation of Responses

SPPS may, at its discretion and at no fee to SPPS, invite any Vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response. Each proposal will be evaluated based on criteria and priorities defined by the Saint Peter Public Schools. Proposals will first be screened based upon compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. Price Considerations
2. Comprehensiveness of proposal submitted.
3. Detailed walkthroughs and analysis of each site
4. Vendor's ability to meet all the requirements detailed in the RFP.
5. Past history with SPPS
6. Vendor's ability to provide a turnkey solution without subcontractors.
7. Vendor's overall experience and performance record based on available references, reliability, and evaluation of Vendor qualifications.

5.8 References

SPPS may, with full cooperation of The Vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through The Vendor.

5.9 Safety

The Vendor shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The Vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules, and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The Vendor shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and

court costs) which may be imposed on The Customer because of The Vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

5.10 Subcontractors

It is the preference of SPPS to award this project to vendor(s) without subcontractors. However in the case that a subcontractor is proposed, detailed subcontractor information must be included in the RFP response. All RFP sections regarding vendor qualifications, performance, insurance, workmanship, references, equal employment opportunity, safety, and all other vendor requirements shall apply to all subcontractors as well. A list of subcontractors and documentation per subcontractor must be provided with vendor's response.

5.11 Right to Reject

SPPS reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of SPPS. SPPS reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor proposes. SPPS reserves the right to reject the proposal of a Vendor who has previously failed to perform properly or completed on time contracts of a similar nature; and to reject the proposal of any Vendor who in the opinion of SPPS is not in a position to adequately perform the contract.

SPPS reserves the right to reject any or 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 all of the contract in a manner that is in the best interest of SPPS. Contracts will be awarded to The Vendor submitting the proposal determined to be in the best interests of SPPS.

This bid contract is subject to the approval of E-Rate funding from the Schools and Libraries Division (SLD).

5.12 STORED MATERIALS

Any materials stored on the job site shall be the Vendor's responsibility.