



Pocatello/Chubbuck School District 25
Administration Offices
3115 Pole Line Road
Pocatello, Idaho

BID SPECIFICATIONS:

CATEGORY 1 MANAGED INTERNET ACCESS

Bid Opening:

January 31, 2017

9:30 AM

INVITATION TO BID
CATEGORY 1 MANAGED INTERNET ACCESS

Sealed bids will be received by a representative of the Board of Trustees of Pocatello/Chubbuck School District 25, Bannock County, Idaho, at 3115 Pole Line Road, Pocatello, Idaho 83201, **until 9:30 AM., January 31, 2017**, for services of a qualified service provider(s) to provide Category 1 Managed Internet Access.

Specifications or additional details (including bid response forms) may be secured from the Pocatello/Chubbuck School District 25 Business Office located at 3115 Pole Line Road, Pocatello, Idaho 83201. All bids must be on the furnished forms, all blank spaces filled in, and signed with the name and address of the Bidder.

Each bid shall be accompanied by a certified check, cashier's check or a bidder's bond (executed by a qualified surety company with the power to do business in the State of Idaho) in the sum of not less than five percent (5%) of the total bid, made payable to Pocatello/Chubbuck School District 25. This surety shall be forfeited by the bidder in the event of failure to enter into a contract. Personal or company checks will not be accepted.

The Board of Trustees reserves the right to reject any or all bids or to waive any informalities, or to accept the bid or bids deemed best for the Pocatello/Chubbuck School District 25 located in Pocatello, Idaho.

Jacob Gertsch, Clerk
Pocatello/Chubbuck School District 25

To be published on the dates of:

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January 10, 2017

IDAHO STATE JOURNAL

GENERAL CONDITIONS

INSTRUCTIONS TO BIDDERS:

Sealed “Bids” will be received on or before the time and date set forth under Invitation to Bid.

The owner reserves the right to accept or reject any part or all bids.

All bids shall be in a sealed envelope addressed to the Board of Trustees, Pocatello/Chubbuck School District 25, 3115 Pole Line Road, Pocatello, Idaho, 83201. The following shall be written on the exterior of the envelope: **“Bids for Category 1 Managed Internet Access” to be opened on January 31, 2017 at 9:00 AM.” Bids not delivered by vendor at time of bid opening, must be received by mail or courier no later than 4:00 PM on January 30th, the day before the bid opening.**

CONDITIONS OF CONTRACT:

Notices, conditions, and specifications issued incident to this bid, together with the purchase policies of the Pocatello/Chubbuck School District 25, (“District”) are on file for examination in the Business Office and shall form a part of the contract conditions.

DISTRICT REPRESENTATIVE:

Oral communications with District staff, except the official contact concerning the bid shall not be binding on the District and shall in no way excuse the bidder of his obligations as set forth in the bid specifications. No information, concerning who may be the successful bidder, will be available from District staff prior to the next available board meeting after bids are evaluated. An electronic version of this document is available on the District’s website or upon request. Building maps and visits to specific sites may also be requested.

Refer all questions to the District’s Representative, Joel Burkman, Technology Coordinator, at (208) 235-3295, e-mail: burkmajo@sd25.us; fax: (208)235-3280. Contact with other District staff, Board of Trustees, or Administration will be by written permission only.

CONDITIONAL BIDS OR BIDS WITH STIPULATIONS WILL NOT BE ACCEPTED.

Quotations are to be made F.O.B. Pocatello. All proposals must include the cost of the transportation to the warehouse of the Pocatello/Chubbuck School District 25, 3115 Poleline Road, Pocatello, Idaho.

INTERPRETATIONS:

Should a bidder find discrepancies in or omissions from the specifications, or be in doubt as to their meaning, he should at once notify the Owner, who will send written instructions or addenda to all bidders if clarification is needed. The owner will not be responsible for oral interpretations. Questions received less than 48 hours before time for bid opening cannot be answered. All addenda issued during the time of bidding will be incorporated in the contract.

INSURANCE:

All contractors who provide goods or services to the District are required to provide the District with certificates of insurance for General Liability, Auto Liability, Workers Compensation, and Professional Liability if applicable.

The General Liability and/or Professional Liability certificate must name the District as an additional insured under the contractor’s policy.

Certificates are to be provided to the District prior to any work commencing on District property. This would include the placement of any equipment or materials at the work site.

Minimum Insurance Limits

General Liability	\$1,000,000 per occurrence \$1,000,000 products and completed operations \$1,000,000 annual aggregate
Auto Liability	\$1,000,000 per occurrence
Worker’ Compensation	Statutory

OBJECTIONS:

Written objections to specifications or bid procedures must be received by the clerk, secretary, or other authorized official of the District at least one (1) business day before the date and time upon which bids are scheduled to be received, per Idaho Code Section 68-2806(c).

OWNER/CONTRACTOR AGREEMENT:

The Agreement for the work will be written on a District provided Form of Agreement between Owner and Contractor where the basis of payment is a stipulated sum.

PAYMENT:

Application for payments dated on or prior to the 25th of the month, shall be made by the 15th of the following month. Application for payments dated after the 25th of the month, payment shall be made within 30 days.

RESPONSIBILITY OF VENDOR:

No bid will be accepted unless accompanied by a CERTIFIED CHECK, OR BIDDER'S BOND, (executed by a certified surety company with the power to do business in the State of Idaho) for not less than five percent (5%) of the total amount of the bid as a guarantee, which is to be forfeited in case the successful bidder fails, neglects, or refuses to either enter into a contract or execute bonds for the faithful performance of the contract. PERSONAL OR COMPANY CHECKS WILL NOT BE ACCEPTED.

All vendors submitted bid proposals should meet the following qualifications:

- Vendors must submit the attached Vendor information qualification form, bidder certification form, and bid response sheet.
- The vendor must have a current FCC Registration Number (FRN).
- The vendor must have a current USAC Service Provider Identification Number (SPIN).
- The vendor must be in “good standing” with the FCC and the State of Idaho. Any bidder found to be in FCC “Red-Light Status” will be automatically disqualified.
- All vendors submitting a bid are responsible for understanding USAC and FCC E-Rate eligibility and billing rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-Rate funding and should be filed as ineligible fees/charges.
- The vendor must be a manufacture authorized vendor of the materials proposed.
- Vendor must have at least five years of experience with wireless access point networking devices.
- To ensure expert support, it is desirable the vendor have on staff, local experienced solutions engineers for proposed products.
- To ensure prompt response time, it is desirable the vendor have an office located within the state of Idaho.
- Vendor must submit at least three references from K-12 schools.

REJECTION OF BIDS:

The Board of Trustees of the Pocatello/Chubbuck School District 25 shall have the right to reject or not accept any and/or all bids when: (1) it is in the best interest of the District; (2) the bid does not meet the minimum bid specifications; or (3) the bid is not the lowest responsible bidder; or (4) the item offered deviates to a major degree from the bid specifications, as determined by the Administrator (minor deviations, as determined by the Administrator, may be accepted as substantially meeting the bid requirements of the District). Deviations will be considered major when such deviations appear to frustrate the competitive bidding process.

The Board of Trustees may reject all bids with or without cause. The Board of Trustees may waive any immaterial deviation in a bid.

HOLD HARMLESS AGREEMENTS:

The District expects all work to conform to professional standards. The contractor is expected to hold the District harmless for all damages or claims arising out of the work performed by the contractor. The District will not agree to hold the contractor harmless for damages or claims.

BIDDER CERTIFICATION FORM:

All bidders must complete and submit the Bidder Certification Form included with this bid request.

VENDOR INFORMATION QUALIFICATIONS FORM:

All bidders must complete and submit the Vendor Information Qualifications Form included with this bid request.

BID CONDITIONS:

The following universal specifications are being used as a guideline. Alternate bids for equal equipment will be considered. Substitutions or major alternations must be indicated upon the proposal sheet at the time of the bid submission.

Bids must be based upon conditions at the site and these specifications. Bids shall be submitted in accordance with the requirements shown on the bid form.

Bids are to be based on a delivered price.

Bids are to be held firm for One (1) year after the due date of submissions and upon mutual agreement of both parties. The contract may be extended beyond the initial period for an additional one (1) year extension.

The Board of Trustees reserves the right to accept or reject any and/or all bids, portions thereof, and waive any formality which is deemed to be in the best interest of the Pocatello School District No. 25.

Bids will be tabulated and recommendations for award of a contract will be made by the Director of Business Operations.

Bids submitted after the due date will not be accepted.

SPECIFICATIONS:

1. General Requirements

The technical proposal should demonstrate the qualifications of the vendor to provide the services requested.

There should be no dollar units or total costs included in the technical proposal document.

While additional data may be presented, the following subjects, items No. 2 through 9, must be included. The bid response should be prepared simply and economically, providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements. They represent the criteria against which the proposal will be evaluated.

2. Independence

The vendor should provide an affirmative statement that it is independent of the Pocatello/Chubbuck School District 25.

The vendor should also list and describe the firm's professional relationships involving the District for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing these services.

3. License to practice in Idaho

An affirmative statement should be included indicating that the vendor is properly licensed to practice in Idaho.

Vendor Qualifications and Experience

The proposal should state the size of the company, the size of the company's staff, the location of the office from which the work on this project is to be performed.

In addition, the vendor shall provide information on circumstances and status of any disciplinary action taken or pending against the vendor during the past five (5) years with state regulatory bodies or professional organizations, including violations resulting in denial of E-Rate funding.

4. Similar contracts with other government entities

List the most significant engagements (maximum of 10) performed in the last five years that are similar to the project described in this request for proposals. We are specifically looking for projects involving school districts using E-Rate funding. Indicate the scope of work, dates, and the name and telephone number of the principal client contact.

5. Specific installation/management approach

The proposal should set forth a work plan, including a timeline of when the work will be performed and how the vendor intends to manage the services.

6. Identification of anticipated potential problems

The proposal should identify and describe any anticipated potential problems, the vendor's approach to resolving these problems and any special assistance that will be requested from District.

7. Universal Service Administration Company SPIN number.

The proposal must list the SPIN number.

8. Vendor's guarantee that, for the period of the contract, in the event of loss of service due to any malfunction of the equipment installed in the district or in the vendor's network that services the district, service will be restored within 4 hours from the time the vendor is notified of an outage.

SEALED DOLLAR COST BID:

Total All-Inclusive Maximum Price

1. The sealed dollar cost bid should contain all pricing information relative to performing the installation and managed service as described in this request for proposals. Please show prices for each of the components of this RFP: 1200 mbps of internet access and 200 mbps increments up to 5000 mbps. District reserves the right to enter into a contract for all or some of the services. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

District will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The sealed dollar cost bid sheet should include the following information:

- a) Name of Firm
- b) Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with School District No. 25.
- c) A fixed price detailing installation and service costs for 1 year or 12 months. Vendor may include an option for continuation of services beyond the initial contract year, for the following two years, as an option for consideration. Please provide a fixed price for each location listed on the following page.

NATURE OF SERVICES REQUIRED

- A. Scope of work to be performed:
 1. Leverage E-Rate Category 1 funding to provide at least 1200 Mbps of Internet bandwidth to the point of egress, which is at the District Office, 3115 Pole Line Road, Pocatello, Idaho 83201.
 - a) Connection is to be made using fiber optic transmission technology.
 - b) Connection bandwidth should be scalable to adjust to increased or decreased usage.
 2. All provided network services must meet the following service standards:
 - a) 24x7x365 proactive network monitoring and advance service impact notification.
 - b) 24x7x365 immediate access to second tier-quality help desk / technical assistance center.
 - c) Shall guarantee quality of service – minimum uptime 99% per month with minimum of 4 hours response and resolution to problems, with documented discounts given for outages exceeding 4 hours. School District No. 25 may allow for brief pre-arranged outages during off-hours for Service Provider maintenance.
 - d) Provide proof of four redundant upstream providers.
 - e) Shall provide a contiguous range of 255 Public IPv4 addresses.
 - f) Access to online tools and reports to monitor support ticket status and network utilization statistics.

- g) Unlimited and timely moves, adds, and changes related to network configuration changes.
 - h) Dedicated local account management.
 - i) Dedicated engineering resources, knowledgeable with the entire infrastructure and able to provide expedited troubleshooting processes.
 - j) The selected vendor will comply with local building codes and typical industry IEE 802 standards for installation of any components and services.
- B. Service provider will provide simple billing and billing resolution procedures.
- 1. Provider must be an E-Rate eligible service provider.
 - a) Preference will be given to providers which offer a SPI billing option, providing post-discount monthly invoices.
 - b) Pricing shall be “tiered” for levels of service (e.g. price per mbps tier of bandwidth between 1200-5000 mbps in 200 mbps increments.).

Price Sheet:

Speed	Monthly Price
1200 mbps	
1400 mbps	
1600 mbps	
1800 mbps	
2000 mbps	
2200 mbps	
2400 mbps	
2600 mbps	
2800 mbps	
3000 mbps	
3200 mbps	
3400 mbps	
3600 mbps	
3800 mbps	
4000 mbps	
4200 mbps	
4400 mbps	
4600 mbps	
4800 mbps	
5000 mbps	

EVALUATION CRITERIA:

A. Evaluation Criteria

A point system will be used to evaluate each proposal using the following matrix:

Technical Criteria	Point Range
Price of E-Rate Eligible cost components	0-35
Suitability of technical proposal	0-30
Vendor experience/capability	0-15
Price of E-Rate ineligible cost components	0-10
Fiscal integrity/financial stability of vendor	0-10

MAXIMUM POINTS

0-100

While the total score will be the significant factor, the District reserves the right to make a final selection.

B. Final Selection

A recommendation will be submitted to the District Board of Trustees at their February board meeting. Following approval by the Board of Trustees, it is expected a contract will be executed between both parties no later than March 31, 2017.

VENDOR INFORMATION QUALIFICATION

Vendor Name: _____

Address: _____

SPIN Number: _____

Are you currently in FCC "Red-Light Status?" _____

Do you understand USAC and FCC E-Rate eligibility billing rules, and have the ability to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility?

Is the firm you represent a manufacture authorized vendor of your proposed equipment?

How Long? _____

What is your firm's Partner level with the proposed manufacture?

Materials being bid: (Attach a separate sheet with Name, Model and Description.)

How many years of experience does your firm have supporting the networking devices you are bidding?

Describe your level of experience. _____

Describe the staff in your firm and their level of expertise for supporting the wireless networking devices you propose. Include certifications, experience and level of expertise. Also list the primary location of each person and any additional relevant details. (Please attach.)

Does the firm have an office located within the State of Idaho? _____

List the address of the office nearest to Pocatello, Idaho. _____

References: Please attach three references from K-12 Schools. Include School/District Name; Name of Contact; Phone Number.

BID RESPONSE SHEET

Board of Trustees
 Pocatello/Chubbuck School District 25
 3115 Pole Line Road
 Pocatello, ID 83201

Date: _____ Acknowledge any addendums: _____

We, _____ propose to furnish all labor, materials, tools, and equipment and complete all work called for by these specifications in connection Category 1 Managed Internet Access under the supervision of the Technology Coordinator, for the sum of:

Speed	Monthly Price
1200 mbps	
1400 mbps	
1600 mbps	
1800 mbps	
2000 mbps	
2200 mbps	
2400 mbps	
2600 mbps	
2800 mbps	
3000 mbps	
3200 mbps	
3400 mbps	
3600 mbps	
3800 mbps	
4000 mbps	
4200 mbps	
4400 mbps	
4600 mbps	
4800 mbps	
5000 mbps	

Work must be completed by July 1, 2017.

Owner reserves the right to do all the projects or only the projects that fit within our budget.

Workers Compensation & Employee Liability Insurance: Expiration Date: _____

VENDOR'S ADDRESS & LICENSE NUMBER:

_____ Name _____

_____ Address _____ Authorized Signature

_____ City, State Zip Date: _____

_____ Phone Fax: _____

_____ FEIN #



BIDDER CERTIFICATION FORM

- 1. Debarment and Suspension** – In submitting this bid proposal, we hereby certify that we have not been suspended or in any way excluded from Federal procurement actions by any Federal Agency. We fully understand that if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract.
- 2. Anti-Collusion** – In submitting this bid proposal, we hereby certify this proposal was developed and prepared without any collusion with any competing bidder or District employee. The content of this proposal has not been disclosed to any competing or potentially competing bidder prior to the proposal due date and time. Furthermore, no action to persuade any person, partnership or corporation to submit or withhold a bid has been made.
- 3. Anti-Lobbying** – In submitting this bid proposal, we hereby certify that to the best of our knowledge and belief, no appropriated Federal funds have been paid or will be paid by or on behalf of person associated with this proposal to any person for influencing or attempting to influence and officer or employee of any agency, a member of Congress, an office or employee of Congress or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.
- 4. National Sexual Offender Registry** – In submitting this bid proposal, you certify to the District that your company will prohibit any persons in your employ who are registered or required to register under the Idaho Sex Offender Registration Act from participation in company business with the District if such participation would require them to be present on school property. You certify further that you have cross checked such employees against the National Sex Offender Registry found at the following web link: <http://www.nsopr.gov/>

Signed: _____

Name & Title: _____

Company: _____

Address: _____

City & State: _____

Date: _____