



Francis Howell School District
801 Corporate Centre Drive
O'Fallon, MO 63368
December 6, 2024

To Whom It May Concern:

Francis Howell School District is accepting proposals for the installation and termination of new internal multimode fiber optic lines and connections between each secondary IDF network closet and its MDF closet. An optional pre-bid meeting and walkthrough of selected secondary sites will be conducted beginning at 9:00 AM CST on Friday, December 13, 2024, for those who would like to ask questions and clarify the specifications outlined herein. All formal questions and clarifications will be summarized and posted on our purchasing website for follow-up by end-of-business December 20, 2024. **Proposals must use the SPI e-Rate funding method and be posted to the USAC Portal by noon on Friday, January 3, 2025.** In addition, the purchasing department must receive a physical copy or an electronically accessible copy of the proposal by end-of-business on Friday, January 3, 2025, in order to be considered for selection.

Specifications/Scope of Work:

- See attached chart for locations and approximate distances for each run.
- All work must be performed by bidder or subcontractors at prevailing wages as required by law.
- All proposals must include at least three references for similar work performed.
- All cables should be OM4 (Aqua) Multimode Fiber with LC Terminations, six strands per run.
- All proposals must include wall-mounted LC Fiber Patch Panels with LC Terminators.
- Each Run Must be Labeled at MDF with IDF Destination Label.
- All cables must be tested and certified, with electronic copies of results provided to the district.
- All proposals and subsequent contract must comply with the "General Terms and Conditions" included in this RFP.

The anticipated timeline for the project is as follows:

- Friday, December 6, 2024: Form 470 Released on USAC Portal
- Friday, December 13, 2024: Optional Pre-Bid Meeting & Walkthrough
- Friday, December 20, 2024: Responses to Clarifying Pre-Bid Questions Posted
- Friday, January 3, 2025: SPI e-Rate Proposal Posted to USAC Portal by noon
- Friday, January 3, 2025: Physical Copy or Electronically Accessible copy due to district
- Monday, January 6, 2025: Proposal Selection Submitted for Board Approval
- Thursday, January 16, 2025: Proposal selected by Board of Education
- Thursday, February 20, 2025: Contract with selected vendor presented to Board of Education for approval
- Monday, June 9, 2025: Work begins at selected schools (tentative)

Optional Pre-Bid Meeting & Walkthrough is scheduled for 9:00 AM cst on Friday, December 13, 2024, at Francis Howell Middle School, 825 O'Fallon Road, St. Charles, MO 63304. Please sign in at the office before 9:00AM.

Questions may be asked via email to matthew.bollwerk@fhsdschools.org until noon on Thursday, December 19, 2024.

Francis Howell Central HS	Physical Location	Approximate Distance (ft)
MDF	Maintenance Office	
IDF A	Small Gym closet	320
IDF B	Main Office closet	265
IDF C	Library closet	380
IDF D	Closet outside 157	300
IDF E	Closet outside upstairs office	320
IDF F	Room 241 closet	480
IDF G	Room 139	460
IDF H	Room 13	410
Francis Howell Middle School	Physical Location	Approximate Distance (ft)
MDF	Main office closet	
IDF 1	Maintenance Office	135
IDF 2	Room A104	185
IDF 3	By Lounge/Stairs	250
IDF 4	Gym office	400
IDF 5	ELA storage across tech office upstairs	150
IDF 6	A215	265
Bryan Middle School	Physical Location	Approximate Distance (ft)
Hub A	MDF Next to lounge	
Hub B	Closet outside 628	220
Hub C	Library closet on right	110
Hub D	Closet outside 700	150
Hub E	Maintenance office near gym	240
Hub F	Closet outside 422	120
Hub G	Closet inside 314	150
Barnwell Middle School	Physical Location	Approximate Distance (ft)
MDF	Library	
IDF A	Electric closet by nurse	100
IDF B	Room 140	140
IDF C	Lounge/workroom	120
IDF D	Room 13	200
IDF E	Gym Closet	180
IDF F	Room 50	300
Hollenbeck Middle School	Physical Location	Approximate Distance (ft)
MDF	Library	
IDF A	Room 149	220
IDF B	Room 207	230
IDF C	Room 305	450
Saeger Middle School	Physical Location	Approximate Distance (ft)
MDF	Lounge	
IDF A	Library	120
IDF B	Room 102	120
IDF C	Room 6	182
IDF D	Maintenance office near gym	235
IDF E	Room 401	180
IDF F	Room 221	220

Bid Proposal Certification

(Must be submitted with each Proposal)

Vendor: _____

The Bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. Bidder is required to complete, sign and return this form with the proposal.

SIGNATURE REQUIRED

Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Mobile Phone #:	E-Mail Address

FELONY CONVICTION NOTIFICATION

The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

The district may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and the vendor agrees to share this information with the District upon request.

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____ Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) Agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) Affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) Affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) Affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) Agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) Agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) Agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 200____.

NOTARY PUBLIC

My commission expires:

References

Please provide three account references from for which the Vendor has, within the past 36 months, provided products and services as outlined in the attached RFP.

1. District or Company Name	
Contact Person and Title	
Contact Person's email	
Contact Person's Phone #	
2. District or Company Name	
Contact Person and Title	
Contact Person's email	
Contact Person's Phone #	
3. District or Company Name	
Contact Person and Title	
Contact Person's email	
Contact Person's Phone #	