AGENDA

*The following information is furnished to attendees of the pre-bid conference on the general scope and requirements for the project. This is not intended to describe all project requirements and **IS NOT** part of the Bid Documents. Bidders should rely only on the contents of the Bid Documents in preparing their bid. If any information set forth below differs from the Bid Documents, the Bid Documents shall govern.*

Menlo Park City School District
Mandatory Pre-Bid Conference – January 22, 2026 at 9:00 AM

Project Name: Districtwide Fiber and Laurel Lower Cabling Replacement, RFP MPCSD-2026-3002 (E-Rate 2026)

1. **Introduction (Please sign in and leave a business card)**

2. **Order of the Site Visits:**
   - **District Office and TERC:** 181 Encinal Ave, Atherton, CA 94027
   - **Encinal ES:** 195 Encinal Ave, Atherton, CA 94027
   - **Laurel Lower Campus:** 95 Edge Rd, Atherton, CA 94027
   - **Laurel Upper Campus:** 275 Elliott Dr, Menlo Park, CA 94025
   - **Oak Knoll ES:** 1895 Oak Knoll Ln, Menlo Park, CA 94025
   - **Hillview MS:** 1100 Elder Ave, Menlo Park, CA 94025

3. **Bid Schedule:**

   - Bids Due: **February 9, 2026** until **2:00 P.M.** (on the clock designated by the District or its representative as the bid clock).
   - Contractor's must submit sealed bids at the District Office, located at 181 Encinal Avenue, Atherton, CA 94027.
   - Liquidated Damage's: $500.00/CD.
   - The last day to submit questions is January 28th, 2026 based on the current Bid date. All questions shall be sent via email to the attention of **Willy Haug** of Menlo Park City School District. (whaug@mpcsd.org).

4. **Bid Determination:**

   - The District shall award the Contract, if it awards it at all, to the lowest responsive responsible bidder based on the sum of "Total Base Bid".

5. **Addenda:**

   - If any future addenda are issued, they shall be posted on the District's website and they will be emailed to the contractor's that are on the Mandatory Pre-Bid Conference Sign-in list.

6. **Scope of Work** (Please see the "Technical Specifications" below for a more comprehensive and detailed scope of work):

   - **Section 1: Laurel Lower Campus Cabling Replacement**
     In buildings D and E, the district is seeking to replace all cabling predating the Category 6 standard with the Category 6 standard. There are 64 data drops in building D and approximately 44 data drops in building E.

   - **Section 2: Laurel Lower Campus Additional Data Drops**
     In buildings D, E, and F, MPCSD would like to install up to three (3) ceiling drops in classrooms and workspaces, bringing the total number of ceiling drops up to 3 in all classrooms. Classrooms/spaces that already have a single ceiling drop should have two additional drops added to bring us up to this standard.

   - **Section 3: Laurel Upper Campus, Oak Knoll ES, Encinal ES and Hillview MS Fiber Replacement**
     The Vendor shall replace existing multimode fiber connections between MDFs and IDFs with at least twelve-strand (12) single-mode OS2 fiber at Laurel Upper Campus, Oak Knoll ES, Encinal ES and Hillview MS. The number of IDFs and approximate length are noted in the Technical Specification

   - **Section 4: District Office Cabling Replacement (Does not qualify for E-Rate funding)**
     In the MPCSD District office, the district is seeking to replace all cabling predating the Category 6 standard with the Category 6 standard. There are 96 data drops in the District Office.

   - **Section 5: District Office and TERC Fiber Replacement (Does not qualify for E-Rate funding)**
     The District would like to replace all of the multimode fiber that leads from the MDF at Encinal to IDFs in both the District Office and TERC. The number of IDFs and approximate length are noted in the Technical Specification

7. **Construction Schedule:**

   - Construction Duration – Project shall be completed within **One Hundred and Twenty (120) consecutive calendar days** ("Contract Time") from the date specified in the District's Notice to Proceed.
   - Work is anticipated to start on **June 15, 2026**.

8. **Bidding and Contract Requirements:**

   - Bid must be submitted on the Proposal Form and be accompanied with a Bid Bond, Non-collusion Declaration, Federal Debarment Certification, Byrd Anti-Lobnying Certification, References, and Designated Subcontractors List.
   - See RFP document for bond and insurance requirements.
   - All required forms must be completed.

- No exclusions.
- No Phone, email or Fax Bid is accepted.

9. **Prevailing Wage and DIR Certification:** SB854: No contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

10. **Site information:**

    - **Site access:** Parking location/Staging Area during construction will be determined by Menlo Park City School District.

    - **Project Security:** Contractor is responsible for securing own material and equipment. Contractor is responsible for any items left accessible. Contractor is responsible for keeping site safe and secure, 24 hours a day during construction duration.

11. **Temporary facilities:** Power and water by MPCSD.
    Portable toilet, fencing, debris box by Contractor.

12. **Questions & Answers**

TECHNICAL SPECIFICATIONS

RFP MPCSD-2026-3002

Background

The Menlo Park City School District (MPCSD) is committed to maintaining a robust and reliable technology infrastructure to support current and future instructional and operational needs. As part of its ongoing efforts to modernize network systems across all campuses, the District seeks to upgrade outdated cabling and fiber connections to meet current industry standards. These improvements will ensure compatibility with emerging technologies, enhance network performance, and provide the necessary foundation for future expansions, including advanced communication systems and increased wireless connectivity. This initiative aligns with MPCSD's goal of delivering a secure, efficient, and scalable technology environment for students, staff, and the broader school community.

Scope of Work

Section 1: Laurel Lower Campus Cabling Replacement
In buildings D and E at the Laurel Lower Campus, the district is seeking to replace all cabling predating the Category 6 standard with the Category 6 standard, including the reorganization of data closet racks, where necessary, to match their standards for the configuration of switches, patch panels, and patch cords. There are 64 data drops in building D and approximately 44 data drops in building E. The contractor shall include quotes for all needed hardware, including patch panels, keystone jacks, and patch cables.

Section 2: Laurel Lower Campus Additional Data Drops
In order to prepare for the installation of new technology (PA System, future access point expansion), MPCSD would like to install up to three (3) ceiling drops in classrooms and workspaces, bringing the total number of ceiling drops up to 3 in all Laurel Lower Campus classrooms. Classrooms/spaces that already have a single ceiling drop should have two additional drops added to bring us up to this standard. This work is to be performed in Laurel Lower Campus Buildings D, E, and F. The vendor shall include quotes for all needed hardware, including patch panels, keystone jacks, and patch cables.

Section 3: Laurel Upper Campus, Oak Knoll ES, Encinal ES and Hillview MS Fiber Replacement
The Vendor shall replace existing multimode fiber connections between Main Distribution Frames (MDFs) and Intermediate Distribution Frames (IDFs) with at least twelve-strand (12) single-mode OS2 fiber terminated with LC connectors, including any required adapter

components. In addition, the District requests pricing for the appropriate 10Gb Small Form-factor Pluggable (SFP+) modules—two (2) per fiber run—that are fully compatible with Cisco 2960X, Cisco 9300L, and Cisco 9200 series switches (suggested model: SFP-10G-LRM or equivalent), as well as the necessary fiber patch cables and patch panels to complete connectivity to the new fiber runs. Contractor shall provide a service loop at both ends of each fiber run. Contractor shall remove and properly dispose of existing Multimode fiber listed in the site specifications below. Contractor shall test 100% of strands utilizing Tier 1 (OLTS) certification standards (TIA-568.3-D) and provide results in PDF and native format.

The number of IDFs and approximate length are noted in the table below:

Laurel Upper Campus

MDF to IDF A	300 Feet
MDF to IDF B	95 Feet

Oak Knoll ES

MDF to IDF A	230 Feet
MDF to IDF B	165 Feet
MDF to IDF C	490 Feet
MDF to IDF D	300 Feet
MDF to IDF E	210 Feet
MDF to IDF G	640 Feet

Encinal ES

MDF to IDF A	385 Feet
MDF to IDF D	700 Feet
MDF to IDF F	360 Feet

Hillview MS

MDF to IDF B	350 Feet
MDF to IDF C	540 Feet
MDF to IDF D	920 Feet
MDF to IDF F	590 Feet
MDF to IDF G	590 Feet

Section 4: District Office Cabling Replacement (Does not qualify for E-Rate funding)

In the MPCSD District office, the district is seeking to replace all cabling predating the Category 6 standard with the Category 6 standard, including the reorganization of data closet racks, where necessary, to match their standards for the configuration of switches, patch panels, and patch cords. There are 96 data drops in the District Office. The vendor shall include quotes for all needed hardware, including patch panels, keystone jacks, and patch cables.

Section 5: District Office and TERC Fiber Replacement (Does not qualify for E-Rate funding)

The District would like to replace all of the multimode fiber that leads from the MDF at Encinal to IDFs in both the District Office and TERC with at least 12 strand single-mode fiber (OS2 or better) terminated with LC connectors, including any required adapter components. In addition, the District requests pricing for the appropriate 10Gb Small Form-factor Pluggable (SFP+) modules—two (2) per fiber run—that are fully compatible with Cisco 2960X, Cisco 9300L, and Cisco 9200 series switches (suggested model: SFP-10G-LRM or equivalent), as well as the necessary fiber patch cables and patch panels to complete connectivity to the new fiber runs. Contractor shall provide a service loop at both ends of each fiber run. Contractor shall remove and properly dispose of existing Multimode fiber listed in the site specifications below. Contractor shall test 100% of strands utilizing Tier 1 (OLTS) certification standards (TIA-568.3-D) and provide results in PDF and native format.

The number of IDFs and approximate length are noted in the table below:

MDF to TERC IDF (IDF-DO)	750 Feet
MDF to District Office IDF (IDF-TERC)	800 Feet

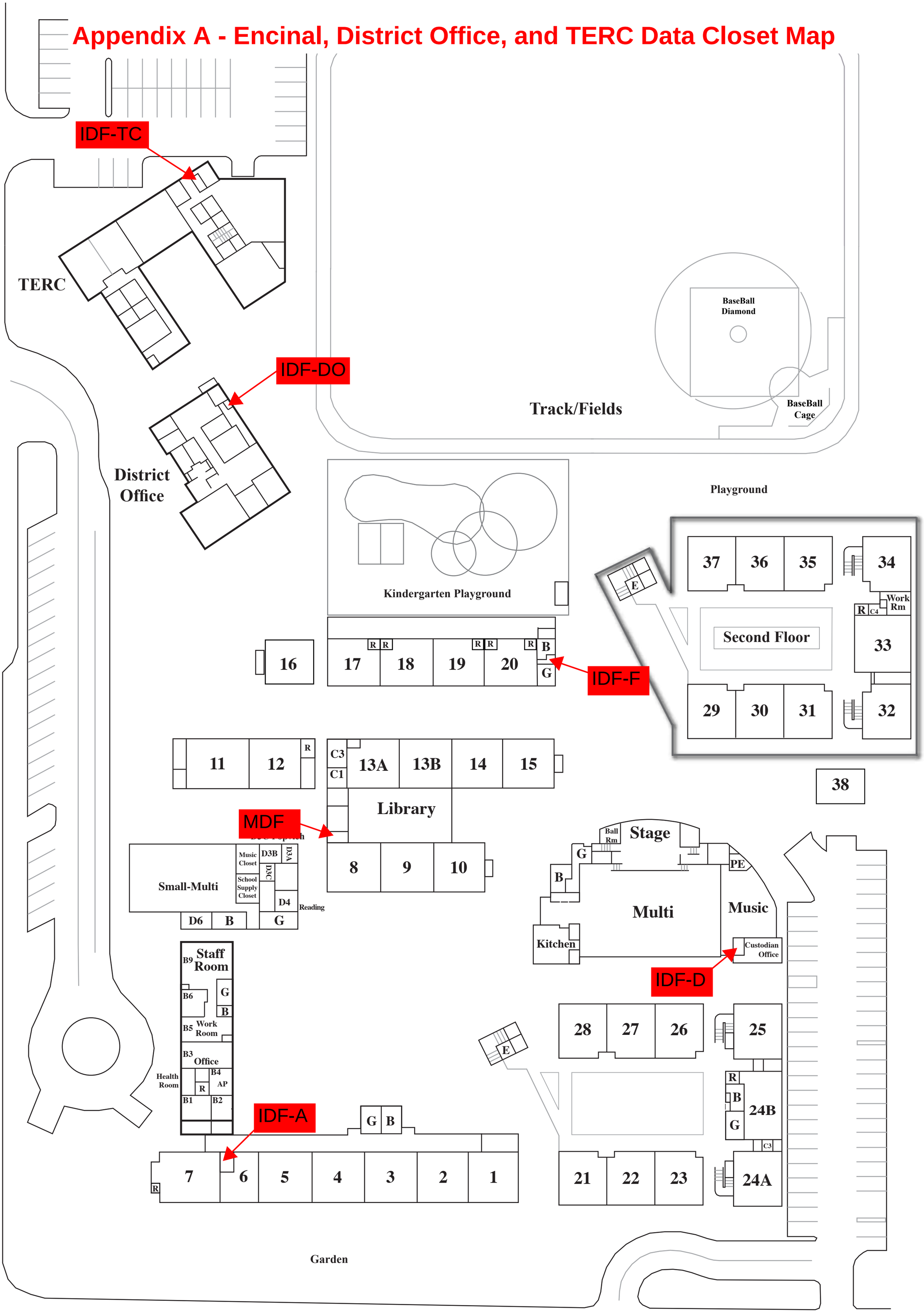
Vendors are responsible for verifying distances between the current MDFs and their respective IDFs, as well for measuring the distance between the IDFs and classroom drops. Menlo Park City School District is not held responsible for incorrect measurements. All bidders must perform an on-site inspection of the buildings to be cabled and/or connected to the network before submitting a bid. It is the bidder's responsibility to obtain measurements and not rely solely on the drawings provided, which are not to scale and may contain inaccuracies.

Appendices

A. Maps of school sites with MDFs and IDFs indicated
B. District data rack standards, including diagrams and fiber termination requirements

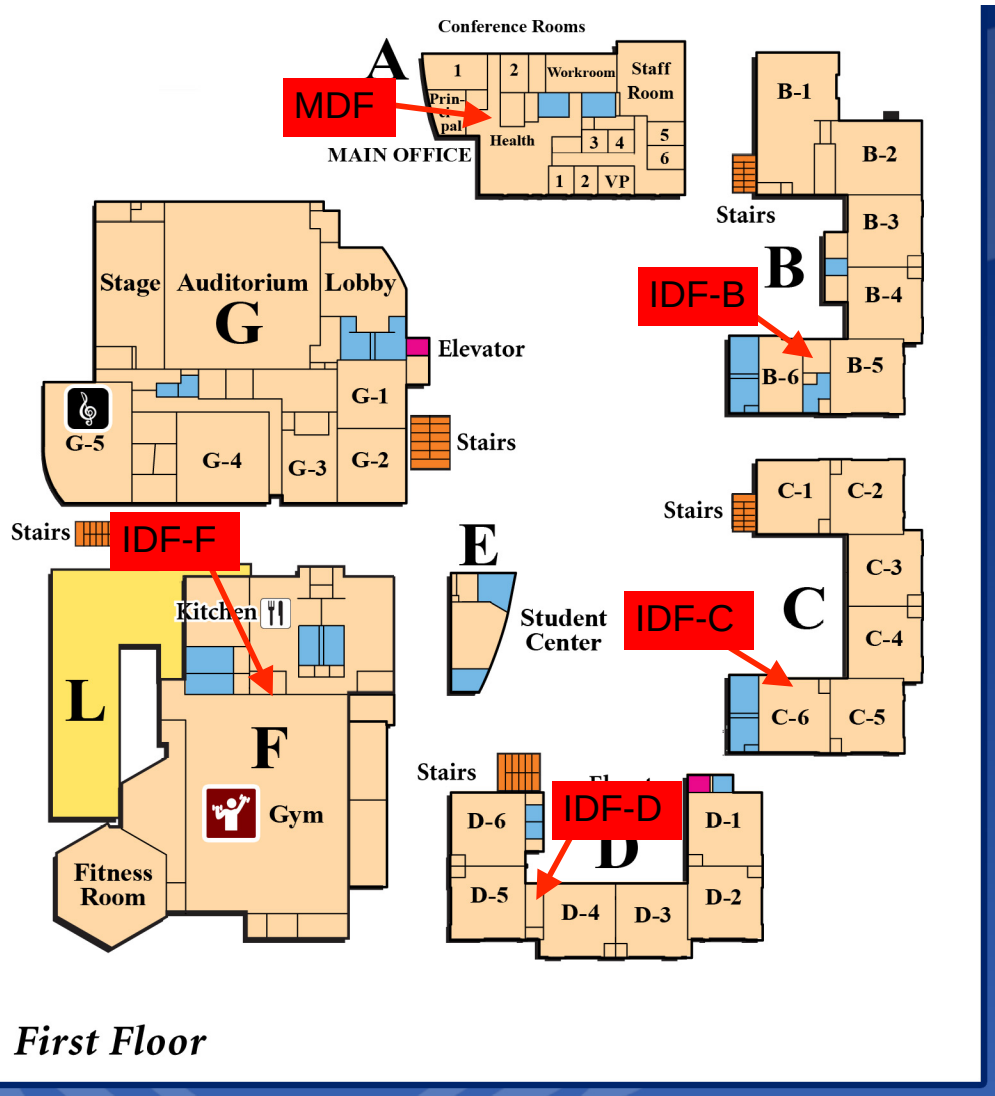
End of Technical Specifications

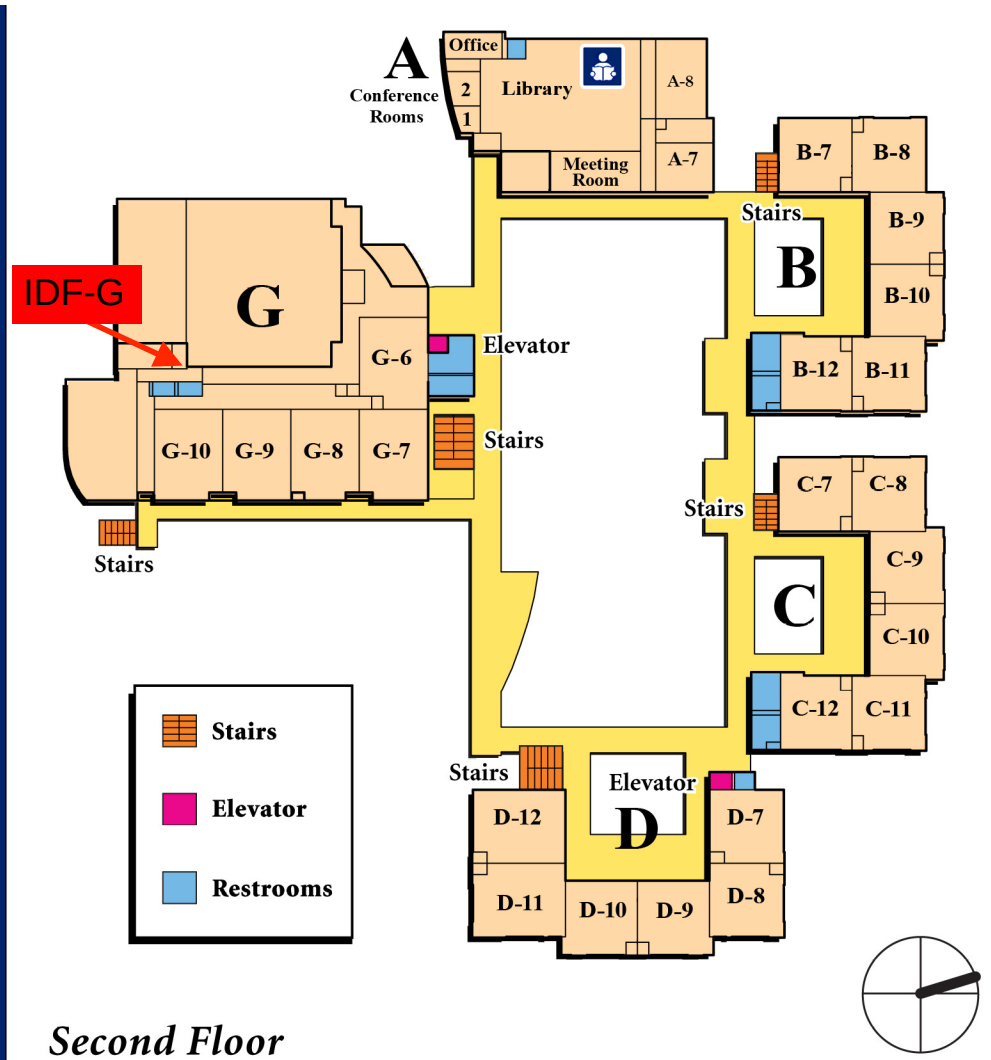
Appendix A - Encinal, District Office, and TERC Data Closet Map



ENCINAL SCHOOL MAP

Appendix A - Hillview MS Data Closet Map





HILLVIEW MIDDLE SCHOOL

First and Second Floor Map

LEGEND

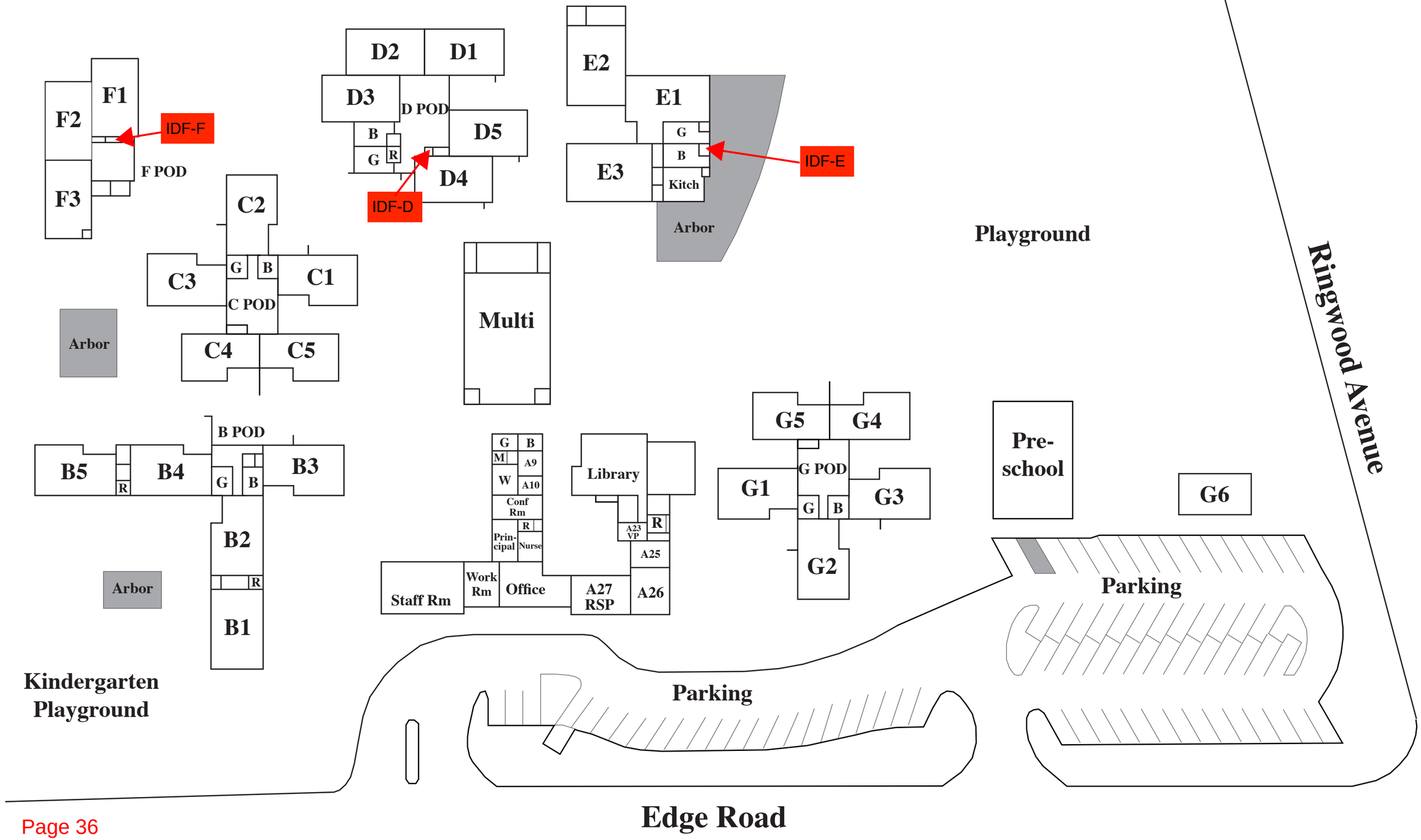
A:	1st Floor – Main Office	F:	Gymnasium
A:	2nd Floor – Library	G:	1st Floor – Auditorium
B, C, D:	Classrooms	G:	2nd Floor – Science Rooms
E:	Student Activity	L:	Lunch Shelter

Menlo Park City School District

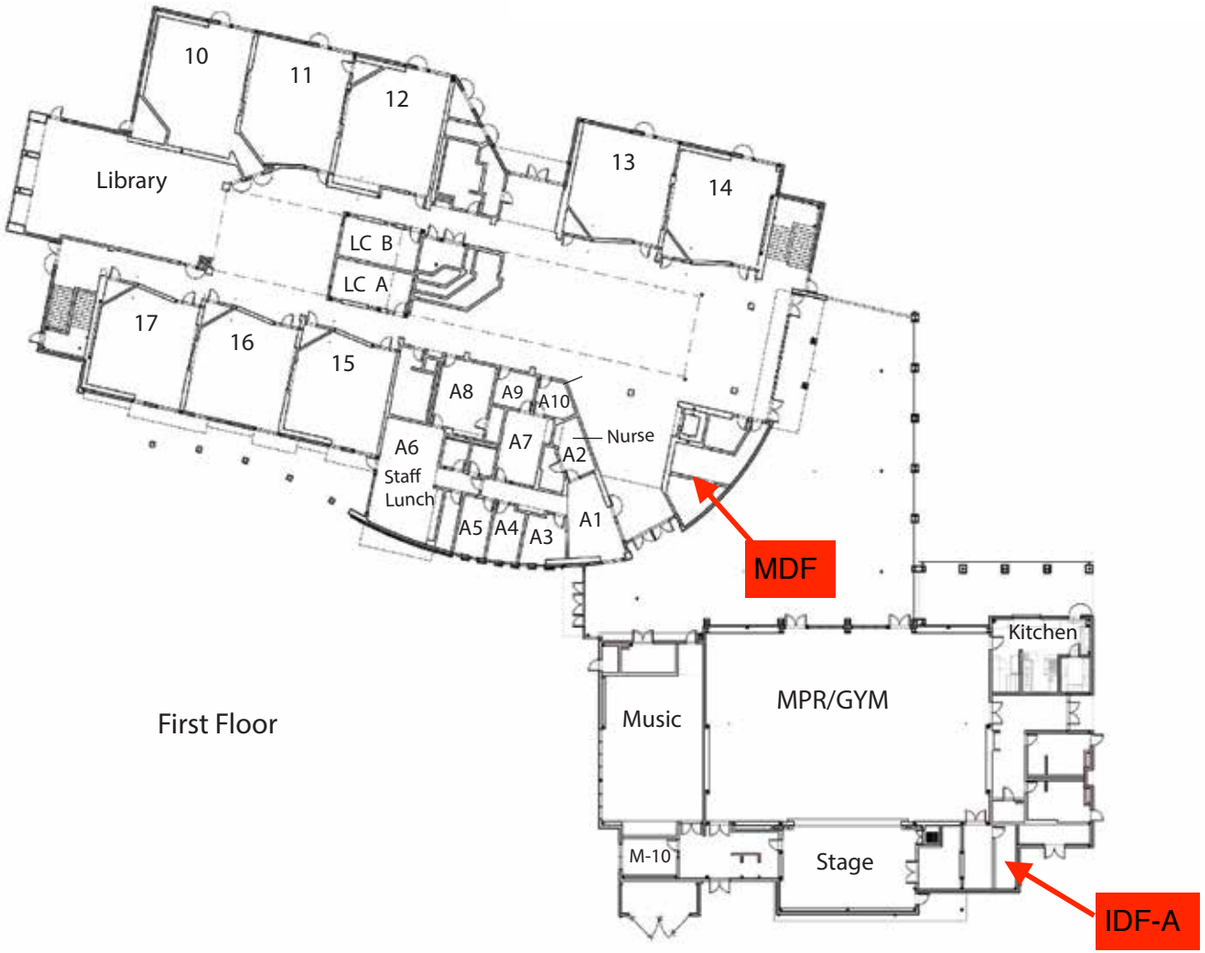
LAUREL SCHOOL

2021-22

Appendix A - Laurel Lower Campus Data Closet Map



Appendix A - Laurel Upper Campus Data Closet Map



First Floor



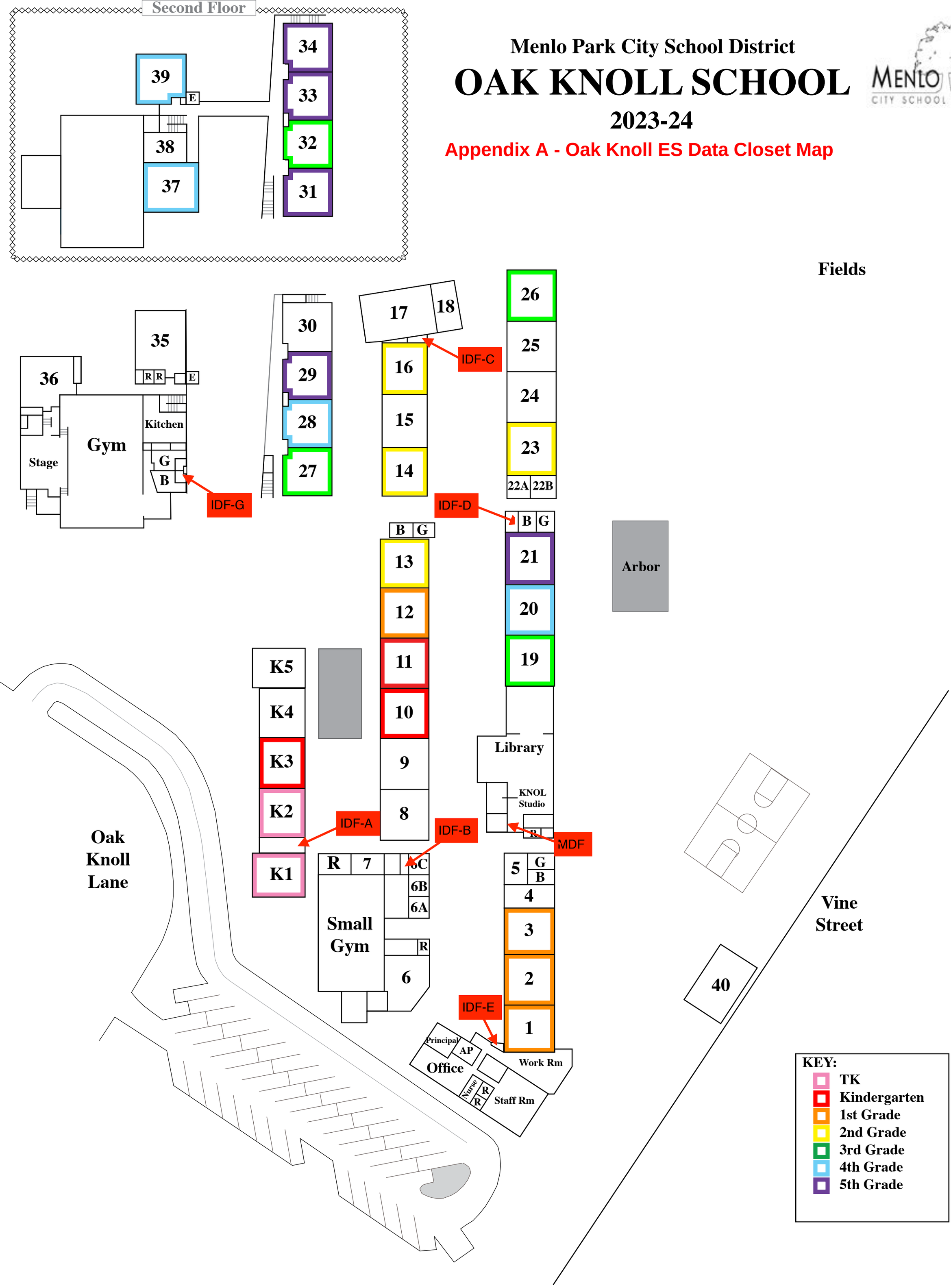
Second Floor

Menlo Park City School District

OAK KNOLL SCHOOL

2023-24

Appendix A - Oak Knoll ES Data Closet Map



Appendix B - District Data Rack Standards

Notes

Keystone type patch panels and terminations should be used whenever possible.

Fiber Terminations should be done with LC connectors whenever possible.

All terminations should be clearly labelled on both ends.

Patch panels should be patched up to the switches with 1 foot CAT 6 or better patch cables.

Colors of Patch Cables:
- Black - General Use
- Red - Critical Connections
- Orange - Security Systems
- Green - Wireless Access Points

Rack Layout

