

**Request for Proposal  
George West Independent School District  
ERate 2019-2020**

**Wireless Infrastructure Upgrade, Switchgear, Network Drops  
and Internet Access**

**Mandatory Walkthrough  
November 27, 2018 at 1:30 PM**

**Due Date  
January 8, 2019, 2:00 PM**

**Bid Opening  
January 8, 2019, 3:30 PM  
913 Houston Street  
George West, TX 78022**

Superintendent: Ty Sparks

# George West Independent School District FY2019 ERate Request for Proposal

## General Information:

The George West Independent School District is soliciting ERate Proposals for Internet Access service, wireless infrastructure upgrades on our four campuses, and one switch. This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a vendor may be selected, and the contractual terms by which the George West ISD intends to govern the relationship between it and the selected Vendor.

It is the intention of the George West ISD to award the contract to the company or companies that appears most advantageous to the District.

Contact Person: Deanna Blackwell, Technology Director

**Proposals will be received NO LATER THAN 2:00 pm, January 8, 2019**

### **Hand Delivered or Shipping Service Proposals**      **Mailed Proposals**

George West Independent School District  
913 Houston Street  
George West, Texas 78022

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913 Houston Street  
George West, Texas 78022

### **Faxed or Email Proposals will not be accepted.**

The envelope must be clearly identified on the outside as follows:

ERate 2019

Name of Bidder:

Address of Bidder:

Due Date: January 8, 2019

Submitting providers shall submit two copies of their Proposals (one original and one copy) with a minimum 12pt font and an electronic copy.

## **Bid Opening**

Bids will be opened on January 8, 2019 at 3:30 PM at the George West ISD Administration Building located at 913 Houston Street, George West, TX. All bidders, community members and other interested parties are invited to attend the bid opening.

## **Communications:**

It is the responsibility of the bidder to inquire about any requirements of this RFP that are not understood. All inquiries must be submitted by email to [erate@gwisd.us](mailto:erate@gwisd.us) no later than **12:00 PM November 30, 2018**. All questions and answers will be accessible at <https://tinyurl.com/yb47fdmj>. The George West Independent School District will not be bound by oral responses to inquiries.

All vendors wishing to submit a bid must attend a mandatory walkthrough on November 27, 2018 at 1:30 PM. Vendors will meet Deanna Blackwell at the George West ISD Administration Building located at 913 Houston Street in George West. Failure to attend the walkthrough will be grounds for disqualifying a vendor's bid.

**Evaluation Process:**

George West ISD will award the contract to the responsible service provider who best meets the needs of the George West ISD. To determine this service provider, George West ISD will apply the best value concept. Criteria will include, but is not limited to:

1. Purchase price of eligible goods and services.
2. The reputation of the vendor and of the vendor's goods and services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
7. The total long-term cost to the district to acquire the goods or services.
8. Vendors must have valid Service Provider Identification Number (SPIN) and must have a relationship in good standing with FCC/USAC/SLD

Winning bidders will be selected based on a Bid Evaluation as directed by the Schools and Libraries Programs; the Bid Evaluation Process will include price of the eligible products and services as the primary factor when constructing the evaluation of bid responses.

**Award of Proposal:**

George West ISD reserves the right to award this proposal on an item-by item basis or a group of items. George West ISD reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal. Should George West ISD determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.

**Confidentiality:**

The information contained in proposals submitted for George West ISD consideration will be held in confidence until all evaluations are concluded and an award has been made. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. George West ISD will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Bidders should clearly mark any information considered confidential and/or proprietary.

**Costs of Preparation:**

Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.

**Debarment:**

Submission of a signed proposal in response to this solicitation is certification that the bidder (or any sub-vendor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any City, State or Federal department or agency including but not limited to the Universal Services Administration Corporation (USAC) and the Federal Communications Commission (FCC). Submission is also agreement that George West ISD will be notified of any change in this status.

**Proposal Understanding:**

By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's proposal.

**Proposal Validity:**

Unless otherwise specified, all proposals shall be valid for 90 days from the due date of the proposal.

**Errors:**

Proposals may be withdrawn or amended by bidders at any time prior to the proposal opening. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

**Payment:**

Payment will be made upon receipt of correct invoice for goods that have been delivered, installed and accepted. A vendor may submit an invoice for partial installation. All materials must be installed, inspected and approved by George West ISD prior to final payment. If materials are damaged during installation vendor must replace product with like product prior to final payment.

**Cancellation:**

George West ISD reserves the right to cancel this contract without pecuniary risk or penalty upon written notice of the intent. The board reserves the right to cancel this contract upon written notice of the intent. If at any time the vendor fails to fulfill or abide by the terms, conditions, or specifications of this contract, George West ISD reserves the right to cancel upon thirty days written notification of the intent.

**Confidential Information:**

Bidders for this RFP are advised that materials contained in their proposals are subject to the Public Information Act and may be viewed and/or copied by any member of the public, including news agencies and competitors.

**George West ISD District Obligations:**

George West ISD accepts no obligations for costs incurred by vendors responding to this RFP or on being awarded the contract. George West ISD reserves the right to select a proposal without discussion with the vendors. It is understood that proposals shall become part of George West ISD's official files. Retention of these proposals does not obligate George West ISD to any action. George West ISD reserves the right to reject any and all proposals received.

**References:**

The vendor must provide a list of three references including company name, contact name, address, telephone number, and email address. References should be companies or institutions that have purchased and installed items for a project similar in scope.

**Default Conditions:**

If the contracted service provider breaches any provision, becomes insolvent, enters voluntary or involuntary bankruptcy or receivership proceedings, or makes an assignment for the benefit of creditors, George West ISD will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate this contract with five days written notice to the service provider.

George West ISD will then be relieved of all obligations, except to pay the value of the service provider's prior performance (at not exceeding the contract rate). The service provider will be liable to George West ISD for all cost exceeding the contract price that George West ISD incurs in completing or procuring the service as described in this document. George West ISD's right to acquire strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance or course of dealing.

## **Brands:**

Brand names that are included in this proposal request are for descriptive purposes, to indicate the quality, design and utility desired. These specifications are **not** intended to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this proposal request. Each proposer shall indicate the manufacturer's name and model number of the brands being proposed.

## **Or Equal:**

Whenever any materials, apparatus, equipment of process is indicated or specified by patent or proprietary name and/or manufacturer, the name so indicated shall be deemed and constructed to be followed by the words, "or approved equal or greater". If an "or equal or greater" is proposed, the proposer will specify what brand, grade, model, etc. of any proposed substitute. The proposer must also provide a specification sheet and picture of the proposed product. The proposer shall clearly state any differences on the proposal sheet, not on an attachment of any kind. George West ISD shall determine if the substitution is an equal or greater product after reviewing these items.

## **Substitutions:**

Substitutions of brands after the award are not allowed unless prior approval from George West ISD has been received. Substitutions must be submitted to George West ISD 30 days prior to substitution. If an item is purchased and later discovered not to meet the original specifications, the vendor shall assume all responsibility and make adjustments as required by the district.

## **Scope of Services:**

### **Internet Access**

The District is seeking bids for symmetrical lit fiber Internet access at speeds of 100 Mbps, 500 Mbps, and 1 Gbps. Service should be delivered to the District's dmarc located at **1013 Houston Street, George West, TX**. The district prefers a two year contract with two optional one year renewals.

### **George West High School**

#### **○ Wireless Access Points**

- The district is seeking bids for the purchase, installation, and configuration of 20 wireless access points such as the Ubiquiti UAP-AC-Pro. It is our belief that 20 access points will meet our needs. However, we encourage vendors to bid a greater number of lesser number based on the performance specifications and expectations of the equipment they choose to bid and the layout of the campus.
- The district is seeking bids for 24 Cat 6 Network drops. Cabling bids should include labor, materials, termination, and testing.
- All access points bids should include all necessary auxiliary equipment and software needed to successfully use the equipment such as mounting plates, protective housing for external use access points, and licenses.

#### **○ Switchgear**

- The district is seeking bids for the purchase, installation and initial configuration of two 24 port PoE switch such as the HP Aruba 2530 2 Port Gig Poe+
- All switchgear bids should include all the necessary auxiliary equipment, cabling and software needed to successfully use the equipment such as stacking modules, patch cables, fiber connection equipment such as SFPs, and licenses.

## **George West Junior High School**

### **○ Wireless Access Points**

- The district is seeking bids for the purchase, installation, and configuration of 14 wireless access points such as the Ubiquiti UAP-AC-Pro. It is our belief that 14 access points will meet our needs. However, we encourage vendors to bid a greater number of lesser number based on the performance specifications and expectations of the equipment they choose to bid and the layout of the campus.
- For each access point bid, vendors should also provide a bid for a new Cat6 cable run. (14 access points would require 14 new Cat6 cable runs.) Cabling bids should include labor, materials, termination, and testing.
- All access points bids should include all necessary auxiliary equipment and software needed to successfully use the equipment such as mounting plates, protective housing for external use access points, and licenses.

### **○ Switchgear**

- The district is seeking bids for the purchase, installation and initial configuration of one 24 port PoE switch such as the HP Aruba 2530 2 Port Gig Poe+
- All switchgear bids should include all the necessary auxiliary equipment, cabling and software needed to successfully use the equipment such as stacking modules, patch cables, fiber connection equipment such as SFPs, and licenses.

## **George West Elementary School**

### **○ Wireless Access Points**

- The district is seeking bids for the purchase, installation, and configuration of 14 wireless access points such as the Ubiquiti UAP-AC-Pro. It is our belief that 14 access points will meet our needs. However, we encourage vendors to bid a greater number of lesser number based on the performance specifications and expectations of the equipment they choose to bid and the layout of the campus.
- For each access point bid, vendors should also provide a bid for a new Cat6 cable run. (14 access points would require 14 new Cat6 cable runs.) Cabling bids should include labor, materials, termination, and testing.
- All access points bids should include all necessary auxiliary equipment and software needed to successfully use the equipment such as mounting plates, protective housing for external use access points, and licenses.

### **○ Switchgear**

- The district is seeking bids for the purchase, installation and initial configuration of one 24 port PoE switch such as the HP Aruba 2530 2 Port Gig Poe+
- All switchgear bids should include all the necessary auxiliary equipment, cabling and software needed to successfully use the equipment such as stacking modules, patch cables, fiber connection equipment such as SFPs, and licenses.

## **George West Primary School**

### **○ Wireless Access Points**

- The district is seeking bids for the purchase, installation, and configuration of 22 wireless access points such as the Ubiquiti UAP-AC-Pro. It is our belief that 22 access points will meet our needs. However, we encourage vendors to bid a greater number of lesser number based on the performance specifications and expectations of the equipment they choose to bid and the layout of the campus.
- For each access point bid, vendors should also provide a bid for a new Cat6 cable run. (22 access points would require 22 new Cat6 cable runs.) Cabling bids should include labor, materials, termination, and testing.
- All access points bids should include all necessary auxiliary equipment and software needed to successfully use the equipment such as mounting plates, protective housing for external use access points, and licenses.

### **○ Switchgear**

- The district is seeking bids for the purchase, installation and initial configuration of three 24 port PoE switch such as the HP Aruba 2530 2 Port Gig Poe+
- All switchgear bids should include all the necessary auxiliary equipment, cabling and software needed to successfully use the equipment such as stacking modules, patch cables, fiber connection equipment such as SFPs, and licenses.

## **Summary of Equipment**

- Access Points - 70
- Network Drops - 74
- Switches - 7

## **Notice: Lowest Corresponding Price**

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP must offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx> for more information on the requirements relating to LCP.