

Monrovia Unified School District
RFP# M-11-034
PROVIDER PRE-QUALIFICATION GUIDELINES

Service Provider Criteria and Contract Requirements

The requirements outlined in this document will apply to all contracts entered into as a result of the posting of (2011-2012) E-rate Form 470/471.

Bids can be submitted within the 28-day posting period, but are not required until the 29th day or after the job walk (if required), whichever is later.

All service providers responding to the posted Form 470 are to be listed California Multiple Awards Schedule (CMAS) or other pre-bid contract (i.e. WSCA, PEPPM, CALNET, etc.) providers unless expressly noted otherwise in the quote or district's scope of description.

All State of California contractor licensing requirements for public schools apply. Any contractor providing work under these contracts shall have the appropriate license for the scope of work they are to perform. Cabling work requires a C-7 license.

These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of the posting of this Form 470 will be contingent upon the specific funding of the FRN at the E-rate discount percentage rate on the Form 471.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount.
- NO billing or work can take place before July 1, 2011.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number).
- ***The contractor is responsible for providing an FCC Registration Number (FRN) and proof of Green Light Status from the FCC. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.***
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.

- Additional terms and conditions are delineated in the specifications referenced in the 470's.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.
- The Applicant reserves the right to deny any or all proposals associated with a particular form 470, even with SLD funding approval. The district reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Prospective Service Providers will be required to submit three references, describing experience with comparable projects in the K-12 customer market, the appropriate CMAS or other contract, their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.

Service Providers must meet the following qualifications in order to be considered:

1. If providing electronic equipment quotes for switches/hubs/routers ServiceProviders must have all current manufacturers' certifications.
2. No sub-contractors can be used in order to meet the CMAS contract requirements. If requested, the service provider must be willing to have employees fingerprinted.
3. All product pricing provided for 471 purposes must be functional equivalent or better once the Applicant has received SLD approval for purchase. The Service Provider/supplier must receive approval from the SLD for this substitution.
4. Service Provider must provide with quotes the CMAS contract pages that show the goods and/or services they are quoting.

PLEASE BE SURE TO QUOTE ALL SITES

Right to Reject Any and All Quotes

We reserve the right to reject any or all proposals and to waive any informalities or regularities. The Service Provider's submission of a proposal is recognition of this right. In addition, the district reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.

The District reserves the right to choose one or more Vendors to provide the services listed in the RFP. The District further reserves the right to accept Vendor proposals in whole or in part, therefore having the flexibility to select equipment and services that best meet the needs of the District. Vendors may respond to all or part of the RFP. Responses should separate out each part.

Evaluation Criteria

Price will be the most heavily weighted factor in selecting the awarded vendor. Other evaluation criteria may include, but are not limited to: References, Past experience with applicant, Understanding of needs, Past successful E-Rate experience, Completeness of response.

Applicant will score all responses submitted within the guidelines noted above, using a rubric scoring system.

Please quote a one-year contract, with the option for annual extensions up to four years.

All proposals must be submitted in writing on or before February 21, 2011 to the following address:

Monrovia Unified School District
Jason Buchanan
Chief Technology Officer
325 E. Huntington Drive
Monrovia CA, 91016
e-mail: jbuchanan@monrovia.k12.ca.us

Questions regarding this RFP may be submitted to Jason Buchanan at jbuchanan@monrovia.k12.ca.us. The district will not respond to any questions not submitted in writing, nor will the district return vendor phone calls.

Site maps will be provided on written request.

Network Cabling Equipment Requested

Network equipment will be required to provide data services to all classrooms. Vendor will provide equipment, configuration, installation and training for requested equipment in each IDF and MDF cabinet. Vendor will provide An as-built network diagram (both electronic, DWG, on a flash drive and print 11”X17”) for each school site. Provide separate pricing for each school site equipment and services (installation).

School Sites: There are a total of 10 school sites that will require network cabling and equipment equipment. The majority of classroom have a drop or t-bar ceiling.

- Two (2) CAT6 network drops will be provided all classrooms.
- Vendor must provide their own ladders, 8Ft and 10 Ft ladders are recommended.
- Vendor will install cabling in existing conduit/pathway or use j-hooks to run where pathway does not exist.
- Each pair of drops will be installed in a single-gang box above the T-Bar in or near the center of each room.
- The vendor will install at 48 port patch panel (see spec below) in each IDF/MDF a the site for the new drops.
- There are 2 types of IDF cabinet, Hubble 24 inch and 48 inch tall. Both are 20 inches deep.
- MDFs are a standard round (threaded) hole 19inch 2 post rack.
- Each site

Location	QTY	Service
Bradoaks Elementary School 930 E. Lemon Avenue Monrovia, CA 91016	40	Classrooms/Locations for data drops
	9	IDFMDF patch panels
Mayflower Elementary School 210 N. Mayflower Avenue Monrovia, CA 91016	38	Classrooms/Locations for data drops
	9	IDFMDF patch panels
Monroe Elementary School 402 W. Colorado Boulevard Monrovia, CA 91016	31	Classrooms/Locations for data drops
	7	IDFMDF patch panels
Plymouth Elementary School 1300 Boley Street Monrovia, CA 91016	38	Classrooms/Locations for data drops
	6	IDFMDF patch panels
Wild Rose Elementary School 232 Jasmine Avenue Monrovia, CA 91016	34	Classrooms/Locations for data drops
	4	IDFMDF patch panels

Location	QTY	Service
Clifton Middle School 226 South Ivy Avenue Monrovia, CA 91016	38	Classrooms/Locations for data drops
	7	IDFMDF patch panels
Santa Fe Middle School 148 W. Duarte Road Monrovia, CA 91016	37	Classrooms/Locations for data drops
	10	IDFMDF patch panels
Monrovia High School 845 W. Colorado Boulevard Monrovia, CA 91016	104	Classrooms/Locations for data drops
	17	IDFMDF patch panels
Canyon Oaks High School and Mountain Park School 930 Royal Oaks Drive Monrovia, CA 91016	13	Classrooms/Locations for data drops
	2	IDFMDF patch panels
CELC and Quest Academy 1000 S. Canyon Boulevard Monrovia, CA 91016	18	Classrooms/Locations for data drops
	4	IDFMDF patch panels

Vendor to provide the following equipment or equivalent:

Cable

(all product is manufactured by Siemon, <http://www.siemon.com/> or equivalent):

Installation:

- For all cabling installation, as built drawings will be provided, in both electronic (PDF and DWG) and hard copy (11"x17" or A3). Certification of system operation and test results will be provided in both electronic and hard copy. Electronic documents will be provided on a USB flash drive.
- As built drawings should include at least one (1) drawing for each IDF/MDF that shows the IDF/MDF and each drop connected to the IDF/MDF. The data drops on the drawing will be marked with the corresponding labels on the physical installation. All drawings should use standard architectural symbols.
- All installed cabling will be labeled on both termination points. Copper cable labeling schema = room-drop#, e.g. 101-1, for the 1st drop in room 101. Cable designated as phone will be labeled room-drop#V.
- Fiber runs will have cable length specified on drawings. For fiber installation at least one drawing that shows each fiber run and actual pathway will be included.
- 2 - Copper patch cables will be provided for each drop 1st for IDF and 2nd for end device. First patch cable should be 3ft and the second should be 10ft. (See copper Patch Cable Spec.)

- Contract will agree to Monrovia USD Field contract Terms and Conditions, by signing 3 original copies.
- All cabling (Data and Voice) installation will meet or exceed TIA/EIA and ISO/IEC standards for category 6 (CAT6)/Class E structured cabling.
- All cabling termination will conform to TIA/EIA-568-B pin-out specification. Use General Cable Gen Speed 6000 Cat 6 Riser (1000 FT/Blue) for copper cabling.

Jacks/faceplates:

Max 6 Modules Flat module Siemon T568A/B PN: MX6-F80

Max Modular Faceplates Siemon PN: MX-FP-S-(XX)-80

Patch panels:

48-port panel, 2 RMS (for high density installation) Siemon PN: HD6-48

Copper Patch Cable Spec:

Use Siemon MC 6, double-ended, 4-pair UTP stranded modular cord, T568A/B, color matching jacket/boot. Use 1st (XX) to specify cord length: 03 = 0.9m (3 ft.), 10 = 3.1m (10 ft.)

Use Green patch cables - WiFi (Siemon PN: MC6-8-T-(XX)-07)