

RFP for Internal Connections

SPEED SEJA School District 802

General Summary:

SPEED SEJA School District 802, located in Chicago Heights, IL phone 708.481.6100 is seeking proposals for: Internal Connections, equipment, and services, including:

- Wireless deployment to include Access Points and Controller
- Router, switches, server, server rack, GBICs for site network infrastructure
- Network wiring
- UPS
- Installation of equipment
- Maintenance and support

SPEED School District 802 participates in the E-Rate program and for FY 2013 anticipates a 90% discount rate.

Implementation of the following equipment list is fully dependent on full E-Rate Funding and approval by SPEED School District 802 Governing Board. Contracts will be signed contingent on full E-rate funding and Governing Board approval.

Equipment – The school district is seeking discounted proposals for the purchase, installation and support of equipment for the school district. SPEED SEJA School District 802 will accept proposals from any viable, cost-effective manufacturer.

SPEED School District 802 E-Rate Needs 2013-2014

| Vendor Deadlines | |
|--|--|
| Meeting and Walk-Through Location: 1125 Division Street Chicago Heights, IL 60411 Date: February 20, 2013 Call Daniel Dannenberg at 708-481-6100 ext. 3507 to schedule | If you have specific questions not referenced above or in 470 please submit in writing to: Daniel Dannenberg : erate@speed802.org |

SPEED will only accept proposals by regular or express mail or hand delivered until March 8, 2013

All Proposals must be received no later than 2pm CMT at the office address below:

SPEED SEJA School District 802
Daniel Dannenberg
1125 Division Street
Chicago Heights, IL 60411
erate@speed802.org

****Bid Breakdowns** If bidding on multiple areas of the scope of work, please break your bid into the following categories to include:

- Wiring (copper/fiber, terminations, wall plates, etc.; switch racks, patch panels, patch cables, etc. minus switches; installation)
- Networking (routers, firewalls, switches, wireless access points, software licensing, installation, and maintenance—broken down by eligible and ineligible services/hardware)
- Please reference the form 470 that you are responding with your submission

EXISTING ENVIRONMENT

SPEED SEJA School District 802 current technology structure provides support for its organization. Our District is seeking vendors that can deliver creative and innovative proposals that converge network infrastructure, software, wireless connectivity, and telephone communications into one standardized scalable system.

The SPEED campus telecommunications details are as follows:

- 2 PRIs for voice connectivity
- Currently data is provided by Comcast at approximately 100 mbps
- More than 10 POTS lines
- Second building at 410 Ashland Ave., Chicago Heights, IL 60411 with no existing network infrastructure

SPEED SEJA School District 802 currently seeks a Vendor that supports all e-rate eligible items. We would prefer “onsite” maintenance; however, we will welcome, review, and consider all bids. All proposals are contingent upon receiving SPEED SEJA School District 802 Governing Board approval and full E-Rate funding approval. SPEED SEJA School District 802 reserves the right to break-out elements of individual bids.

INTERNAL CONNECTIONS

Currently: Our network is a 100Mbps Ethernet network LAN within buildings, with Gigabit Ethernet on the backbone and speeds up to 100Mbps to the Internet. Where our location has IDFs (secondary wiring closet) fiber connections to the IDF with the MDF (main wiring closet). All end devices (workstations, printers, copiers, etc.) connect via Cat5 copper or wireless access points. The Network has a server array supporting web services, email services, Storage Area Network (SAN), and DHCP & DNS services. Most of these services are now virtualized using Hyper-V.

Proposed: SPEED SEJA School District 802 is working towards providing a robust wired/wireless environment that supports access for up to 1000 users at its Main location (1125 Division St.) and Transition location (410 Ashland). We require an estimated 20 new wireless access points be installed at both buildings. The 20 new access points will possibly need to have new wiring. These new access points would need to be controller based lightweight access points and support speeds that meet the 802.11n standard. A wireless controller is also proposed and would prefer it to support our current access points (Cisco AIR-AP1242AG) that have been distributed in strategic locations of the building. SPEED 802 is also seeking necessary network infrastructure devices at the core, distribution and access layers for the 410 Ashland location. 1Gbps interfaces are also preferred for all access layer ports as well as Power over Ethernet (PoE).

E-RATE REQUIREMENTS

Vendor must agree to participation in the Universal Service Support Mechanism for Schools and Libraries (known as the “E-rate” Program) as provided for and authorized under the federal Telecommunications Act of 1996 (Reference 47 U.S.C. § 254, “Universal Service”). To ensure compliance with all applicable E-Rate rules, requirements, regulations, and program mandates, Vendor must comply with the following.

Registration

Vendor shall submit with its proposal a valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).

E-Rate Understanding

Vendor shall have a working understanding of the E-Rate Program.

E-Rate Program Participation

Vendor shall agree to participate in the E-rate Program and to cooperate fully and in all respects with the District, Consultant, the Universal Service Administrative Company (“USAC”), and any agency or entity administering the E-rate Program to ensure the District receives all of the E-rate funding for which it has applied or intends to apply and to which it is entitled in connection with Vendor’s services and/or products.

District prefers to utilize the SPI Discounting Method and the Vendor must agree to the SPI Discount Method, when applicable. Additionally, each funding year the District has the discretion to select either (a) the BEAR reimbursement process, whereby the district will make full undiscounted payment and receiving subsequent reimbursement of the discount amount from the service provider (within 20 days of receiving payment from USAC) or (b) the SPI method, whereby the service provider will invoice the District for the non-discounted amounts due on E-Rate eligible services/products and at the same time invoice USAC for the balance. The vendor shall be solely responsible for timely filing invoices with USAC and understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing or other Vendor omissions.

Invoice Rejection by USAC

Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC’s refusal to pay.

Documentation Availability

Vendor must maintain and upon request provide to District staff and/or the District’s E-rate consultant, all of the information and documentation that the Vendor has or that Vendor reasonably can acquire that the District may need to prepare its E-rate applications and/or to document transactions eligible for E-rate support.

Document Retention Requirement

Vendor must maintain all records, documentation, and other information relating to Vendor's services (as required under the E-rate Program) to the District for five (5) years after the last date of the delivery of services. All such records shall be retained for five (5) years following completion of services and shall be subject to inspection and audit by the District

INSTALLATION

The successful vendor is responsible for all cutting, fitting or patching of any existing surfaces as required for this installation. All patching is to match the existing surface. The vendor shall exercise every precaution to protect district property and structures. Fire caulking of floor corridor and other firewall penetrations will be required. All rubbish, debris, and dirt resulting from the contractor's work shall be cleaned up as required and removed from the building. The premise shall at all times be kept in a clean, safe and professional manner. If drilling is required, contractor is required to cover existing electronic equipment, servers, computers, etc. with dust covers and ensure that it remains dust-free.

NEW EQUIPMENT

Products provided under this proposal shall meet all federal, state and local statutes, rules, regulations, codes, ordinances and requirements which are applicable to Illinois public schools. The district will accept only new originally manufactured contract equipment, materials and/or goods. The district will not accept any equipment, materials or contract goods that have been refurbished, rebuilt, restored, or renovated in any manner. In addition, the district will not accept experimental materials. Experimental materials shall be defined as contract equipment, materials or goods not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the offering of the proposal. The vendor acknowledges and agrees to the terms explained above.

COMPLIANCE WITH REGULATIONS

All vendors have responsibility for reviewing the scope of work to determine their compliance with all appropriate codes, laws, and other regulations having jurisdiction over this type of installation. If a discrepancy is found, vendor shall notify the district immediately who can then respond by issuing written addendum providing clarification. Once proposals have been received, it is expected that vendors have quoted on a complete functional system meeting all rules and regulations that would govern this type of installation and that their proposal would include all costs for same. Any changes required to meet codes; rules and regulations after proposals have been submitted will be expected to be the full responsibility of the vendor.

INDEPENDENT CONTRACTOR

It is understood and agreed that the relationship of vendor with the Governing Board is and shall continue to be that of an independent contractor and neither vendor nor any of vendor's staff, agents, employees or subcontractors shall be entitled to receive the School District employee benefits. It is further understood and agreed that the Governing Board shall not be responsible for, nor incur any liability for, any State or Federal withholding or other taxes or for FICA or State unemployment insurance for vendor, its agents, employees or subcontractors, and the payment of any such taxes incurred or due by vendor shall be the sole responsibility of vendor. Vendor agrees that neither vendor nor its staff or subcontractors shall represent themselves as employees or agents of the School District. Vendor shall provide the School District with a valid taxpayer identification number as defined by the United States Internal Revenue Code, including, but not limited to, a social security number or a federal employer identification number.

INDEMNIFICATION

Vendor agrees to defend, indemnify and hold harmless the Governing Board, and its respective members, employees, agents, officers and officials from and against liabilities, losses, penalties, damages and, expenses, including costs and attorney fees, arising out of all claims, liens, damages, obligations, actions, suits, judgments or settlements, or causes of action, of every kind, nature and character arising or alleged to arise out of the negligent or willful acts or omissions of the Vendor, its officials, agents and employees and subcontractors in the performance of the services under the contract.

Vendor shall, at its own cost and expense, appear, defend and pay all attorney fees and, other costs and expenses as incurred by and on behalf of the School District, arising hereunder. In addition, if any judgment shall be rendered against the School District in any such action, the Vendor shall, at its own expense, satisfy and discharge such obligation of the School District. The Governing Board shall have the right to participate in the defense of any suit, without relieving the selected vendor of any of its obligations hereunder under which the vendor shall reimburse the Governing Board for any attorney fees and expenses incurred. The Governing Board retains final approval of any and all settlements or legal strategies, which involve the interest of the School District.

The indemnities set forth herein shall survive the expiration or termination of the Contract.

GOVERNING LAW

The Contract shall be governed by and construed in accordance with the laws of the State of Illinois without regard to any conflict of law or choice of law principles.

We reserve the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified vendors at the same time, if such action is in the best interest of SPEED SEJA 802.

This agreement may be revised, including, but not limited to dates, terms, services, and pricing levels. Any contract revisions or amendments are considered a minor contract modification and permitted under the agreement.

This agreement is contingent upon Erate Funding and Governing Board approval.

BID SUBMISSION-PLEASE INCLUDE THE FOLLOWING:

FORM 470 REFERENCE NUMBER OF POSTED 470

VENDOR SPIN

DESCRIPTION OF SERVICES

DESCRIPTION OF TASKS

LABOR HOURS PER TASK

TESTING

HARDWARE

COMPANY BACKGROUND

Provide a brief overview and history of your company. Describe the organization of your company and include an organizational chart.

REFERENCES

Provide a minimum of three references from School Districts of similar scope and size to SPEED SEJA 802. We prefer references from school districts close in proximity to SPEED SEJA 802.

Vendor must include name of school, name of person, title, address and telephone number of the contact person.

PRICING

Vendor shall institute a 2-tier billing system and shall be required to recover up to ninety percent (90%) of its compensation for such eligible goods and services directly from the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) in accordance with procedures established by the FCC and SLD/USAC. Guidelines for the E-Rate

program are available from the SLD/USAC in the document “The SLD Guide to Service Provider Participation in E-Rate”. Vendor is advised to read these guidelines before submitting a proposal.

The School District will give notice to the vendor when to commence services. All invoices must be itemized to show material and labor authorized under the universal services E-Rate program as separate from non-authorized material and labor.

SUBMISSION OF FORM 471 ITEM 21 ATTACHMENT

The vendor must submit with this bid all Form 471 Item 21 Attachments, which are required to be filed with the Form 471. They must comply with the Item 21 requirements and format on the USAC website, including but not limited to, all Erate eligible services and equipment, Make/model, quantity, price and any cost allocation if necessary.

Non Erate Eligible equipment, services, fees must be listed separate from everything that is Erate eligible.

The final proposal must include any and all expenses associated with the entire project. The service must be fully configured, installed, and functional at the start of the contract.

| Location | Propose |
|---|--|
| <p>SPEED School District 802 (Main Campus) 1125 Division Street Chicago Heights, IL 60411</p> <p>Transition Site 410 Ashland Ave. Chicago Heights, IL 60411</p> | <p>Needs</p> <ul style="list-style-type: none"> • Network infrastructure equipment and installation for Transition Site (Item A) • Wireless access points/controller and installation/maintenance (Item B) |

NOTE ON ALL ITEMS

Installation and configuration services are required
E-Rate Form 471 Item 21 attachments must be provided with bid
All Erate Eligible and Non Eligible costs must be broken out

ITEM A:

Network Infrastructure Project for 410 Ashland location:

Info: Transition Site has no current network infrastructure. It is the goal of SPEED to extend the Main Building network to the Transition Site.

Cabling:

Cabling and supplies for up to 500 network drops

Network Equipment:

- DNS/DHCP Server
- Server Rack
- Router and any adapters needed
- Any needed GBICs
- UPS
- Necessary switches; preferred PoE

ITEM B:

Wireless Deployment:

- Access Points
- Wireless Controller
- Any needed licenses and wiring

Floor plans and site visits

- Site visit meetings will be scheduled with Daniel Dannenberg, Technology Supervisor at SPEED School District 802 erate@speed802.org or 708-481-6100 ext. 3507.

Scope, Technical Questions and Access Information – For access to the schools, technical questions and questions about the applications and the scope of the project please contact Daniel Dannenberg, Technology Supervisor at SPEED School District 802 by email at erate@speed802.org

CERTIFICATONS BELOW ARE REQUIRED TO BE COMPLETED AND RETURNED WITH PROPOSAL

CERTIFICATE OF ELIGIBILITY TO CONTRACT

I, pursuant to Section 5/10-20.21(b) of the *School Code*, hereby certify that neither I nor any of my partners, or officers or owners of

:

_____ (Name of Business)

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the *Illinois Criminal Code of 1961*, 720 ILCS 5/33E-1 et seq., as amended;
1. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the *Illinois Criminal Code of 1961*, as amended;
2. Have ever been convicted of bribing or attempting to bribe an officer of an employee of the State of Illinois; or
3. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of

_____ (Name of Business)

and its affiliates have and will continue to collect and remit Illinois Use Tax, to the extent required under the *Illinois Use Tax Act*, 35 ILCS 105/1 et seq.

In certifying to the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification is false.

_____ Date

_____ Authorized Agent of Bidder

**CERTIFICATE OF COMPLIANCE WITH A
DRUG-FREE WORK PLACE ACT**

I, as an authorized agent, do hereby certify that

_____ (check appropriate box):

(Name of Business)

- Has 25 or more employees and, pursuant to Section 3 of the *Illinois Drug Free Workplace Act*, 30 ILCS 580/1 et seq., shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug Free Workplace Act*. I further certify that _____ is not

(Name of Business)

ineligible for award contract by reason of debarment for a violation of the *Illinois Drug Free Workplace Act*.

- Has less than 25 employees and shall provide a drug free workplace for all employees engaged in the performance of work under the contract.

In certifying to the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification pursues false.

Date

Authorized Agent of Bidder

CERTIFICATE OF NON-DISCRIMINATION

I, as an authorized agent, do hereby certify that

_____, does not engage in discriminatory practices

(Name of Business)

regarding employment or delivery of or access to services and programming and that it fully complies with the requirements of federal and State civil rights laws, including but not limited to: the *Illinois Civil Rights Act* of 2003, P.A. 93-0425; *Illinois Human Rights Act*, 775 ILCS 5/1-101 et seq.; the *Americans with Disabilities Act*, 42 U.S.C. 12101 et seq., and the *Rehabilitation Act* of 1973, as amended, 29 USC 701 et seq., as well as the rules and regulations there under.

In certifying to the above, I hereby acknowledge that the Governing Board may declare any contract awarded pursuant to this bid void if this certification _____pursues false. _____

Date

Authorized Agent of Bidder

CERTIFICATE OF COMPLIANCE WITH ILLINOIS HUMAN RIGHTS ACT

_____ (Contractor), does hereby certify pursuant to P.A. 87-1257, the Illinois Human Rights Act, that (he, she it) has adopted a written sexual harassment policy that includes at a minimum the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois law; (iii) a description of sexual harassment, utilizing examples; (iv) internal complaint process including penalty; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission ; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act.

By: _

Its:___

Date: