

# **Request for Proposal: Cabling**

January 23, 2015

Lewiston Consolidated Schools  
306 W Tiger Ave  
Lewiston, NE 68380

Erate Identifier: Category Two RFP Cabling

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## Overview

Lewiston Consolidated Schools is seeking proposals for Cat6 cabling at the district. See Appendix A for list of physical addresses. See Appendix B for further information regarding quantities being requested.

All bids must comply with all sections of this RFP and the products and services to be considered. All bidding vendors must be e-rate eligible and file an FCC Form 499A to provide the services requested and provide their SPIN number as part of this RFP.

Top two vendors may be asked to present their proposal to the district technology staff in person.

Vendors will have 24 hours after vendor selection is announced to raise any questions. Questions will be addressed via the web site posting answers to all questions. The District will have the final authority to the resolution of all questions.

Proposals are due in either hardcopy or in electronic form (PDF format) on or before **Wednesday, February 24<sup>th</sup>, 2015** at Lewiston Consolidated Schools, Attn: Jeff Bacon, 306 W Tiger Ave, Lewiston, NE 68380 or emailed to [jbacon@lewistonschool.net](mailto:jbacon@lewistonschool.net). E-mailed proposal documents will be time-stamped from the receiving computer.

Proposal opening to be on **Thursday, February 26<sup>th</sup>, 2015 at 1:30 pm** at Lewiston Consolidated Schools, 306 W Tiger Ave, Lewiston, NE 68380.

Questions should be addressed, no later than Monday, February 9<sup>th</sup>, 2015, to:

Jeff Bacon

Ph: 402.865.4675 | Email: [jbacon@lewistonschool.net](mailto:jbacon@lewistonschool.net)

Questions and Answers will be posted on district website (<http://www.lewistonconsolidated.org/>) by Friday, February 12<sup>th</sup>, 2015.

**Vendors are required to attend the district walk through; scheduled for Thursday, February 5<sup>th</sup>, 2015 – beginning at 1:30 pm at Lewiston Consolidated Schools, 306 W Tiger Ave, Lewiston, NE 68380.**

## **SCOPE OF WORK**

### **1.1 General Description**

The general description of the Scope of Work (SOW) for this project is to provide CAT6 cabling at the district location for a total of thirty-seven (37) drops. See Appendix A for list of physical addresses. See Appendix B for further information regarding quantities being requested. All bids must comply with all sections of this RFP and the products and services to be considered.

### **2.1 Product and Services Specifications.**

All drops must be CAT6 cabling to a location in 37 classrooms. The classrooms termination locations will be addressed during the mandatory walk-through and pre-marked at the time of installation. All cabling runs will terminate in the established closet on a district approved patch panel. If a data rack is needed as determined at the time of the walk through, it must be included within the proposal. All cable must be plenum rated.

### **3.1 Installation Schedule**

Cabling must be completed during non-school day hours or times agreed upon at signing of contract. All installation equipment must be removed from student access during school hours. A secured storage room will be provided for vendor.

### **4.1 Changes to Scope of Work**

The District, without invalidating the Contract, may order changes within the SOW consisting of additions, deletions, and/or modifications, the Contract Sum and the Contract Time being adjusted accordingly. All said changes in the SOW shall be authorized by written "Change Order(s)", signed by the District.

### **5.1 Vendor Responsibilities**

It shall be the responsibility of the selected vendor/contractor to provide the configuration and system quantities to all locations stated herein. The intentional or accidental omission of necessary component(s) or system(s) shall require the selected vendor/contractor to supply said missing component(s) or system(s) at no cost to the District. The District and any Consultants associated with this RFP are not responsible for any omission, failure to detect any requirement, or any other condition required to complete the Scope of Work.

**The awarded Bidder shall:**

- Meet jointly with representatives of the District to exchange information and agree on details of equipment arrangements and installation interfaces for the cabling project.
- Have sufficient resources in order to complete the SOW within the allotted timeframe.
- Furnish all labor, supervision, tooling, and miscellaneous mounting hardware and consumables for the cabling system installed at the District.
- Furnish, install, and terminate data jacks at each location according to the Product and Services Specifications.
- Attend the mandatory walk-through.
- Install all cable in accordance with the Product and Services Specifications and/or manufacturer’s recommendations and best industry practices.
- Develop and submit for approval a labeling system for the cable installation. At a minimum, the labeling system shall clearly identify all components of the system; racks, cables, panels, and outlets. Sample labels must be approved by the District.
- Test (100%) all cables and termination hardware for defects in installation and to verify cable performance under installed conditions. Testing procedures should be included in proposal documentation.
- Supply documentation of testing and footage of each cabling run in proposal documentation.
- Abide by and responsible for all electrical and fire code regulations.
- Provide a written guarantee/warranty covering the installed cabling system against defects in workmanship, components, and performance, and follow-on support after project completion for a period of three (3) years.

**6.1 Erate Terms**

Any and all USF E-rate “ineligible” products and/or services must be listed separately in the Bid.

**7.1 Pricing and Payment Structure**

Vendors are required to breakdown the purchases by building as outlined in the table in Appendix B. Vendors are required to complete Appendix B as part of their proposal.

Contracts will be awarded only after receiving a funding commitment and decision letter from SLD or agreed upon by the district. This RFP will automatically become part of any contract awarded to a vendor. Once a contract is awarded, the total dollar amount is the responsibility of the district. The contract will define the 50% of installation complete amount.

30 days after contract signature	30 days after 50% installation complete	30 days after final testing completed
20% of contract	40% of contract	100% of contract

## **8.1 Evaluation Process**

Please refer to Appendix C for further details regarding the evaluation process.

## **9.1 Discrepancies and Omissions**

Vendors finding discrepancies or omissions in the RFP or having any doubts as to the meaning or intent of any part thereof shall submit such questions or concerns to Jeff Bacon, Lewiston Consolidated Schools, [jbacon@lewistonschool.net](mailto:jbacon@lewistonschool.net). Addenda issued in correspondence to this RFP shall be considered a part of this RFP and shall become part of any final Contract that may be derived from this RFP. This RFP and its addenda will be part of any possible future contract with successful vendor(s).

## **10.1 Contingencies**

This RFP should not be considered as a Contract to purchase goods or services, but is a Request for Proposal in accordance with the Terms and Conditions herein and will not necessarily give rise to a contract. However, RFP responses should be as detailed and complete as possible to facilitate the formation of a contract based on the RFP response(s) that are pursued should Lewiston Consolidated Schools decide to do so. Proposals stating that pricing is valid dependent upon availability and/or subject to prior sale will be considered as non-responsive. Completion of this RFP form and its associated Appendices are a requirement. Failure to do so will disqualify your RFP response submittal. Vendors must submit sealed RFP responses by the due date and time as specified herein. Electronic submissions will be accepted if create in PDF format and e-mail [jbacon@lewistonschool.net](mailto:jbacon@lewistonschool.net) by the due date and time as specified herein. Date and time stamp of receiving computer will govern all e-mails. Vendors will be considered nonresponsive if the above requirements are not submitted as requested. The Lewiston Consolidated Schools has the right to reject all submitted proposals and resubmit for new proposals through a revised RFP.

## **11.1 Vendor Questions and Clarifications.**

Questions should be addressed, no later than Monday, February 9<sup>th</sup>, 2015, to:

Jeff Bacon

Ph: 402.865.4675 | Email: [jbacon@lewistonschool.net](mailto:jbacon@lewistonschool.net)

Questions and Answers will be posted on district website (<http://www.lewistonconsolidated.org/>) by Friday, February 12<sup>th</sup>, 2015.

## Appendix A

### BUILDING

Lewiston High School  
Lewiston Elementary School

### ADDRESS

306 W Tiger Ave, Lewiston, NE 68380  
306 W Tiger Ave, Lewiston, NE 68380

Final

Appendix B

<b>TABLE 4.1: LEWISTON ELEMENTARY</b>			
<b>Erate Eligible Services</b>			
<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Total</b>
<b>CAT6 drops</b>	<b>18</b>		

<b>TABLE 4.2: LEWISTON HIGH SCHOOL</b>			
<b>Erate Eligible Services</b>			
<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Total</b>
<b>CAT6 drops</b>	<b>19</b>		



**Appendix C**

Evaluation Rubric  
Lewiston Consolidated Schools  
Erate: Category Two Cabling

**1. Cost of eligible equipment .....35 points**

Cost of Equipment will be released at time of proposal opening. Points will be awarded during the evaluation of the proposal(s).

**2. Compatibility with currently owned district devices .....25 points**

Compatibility is very important. Points will be awarded during the evaluation of the proposal(s) and determination of compatibility with existing equipment will be done at that same time. Zero (0) points will be awarded for non-compatible devices and twenty (20) points will be awarded for full 100% compatibility.

**3. Testing Method and Warranty .....20 points**

All documentation provided on testing procedures and warranty coverage will be evaluated.

**4. Reliability .....10 points**

Reliability score will be determined using the following criteria:

- a. References given in the RFP
- b. Known other users of the device
- c. Personal experiences

**5. References .....10 points**

References will be contacted and points awarded on their responses.