

# **MORTON SCHOOL DISTRICT #214**

**P.O. BOX H – 152 WESTLAKE AVE, MORTON, WA 98356**  
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[www.morton.wednet.edu](http://www.morton.wednet.edu)

## **Request For Proposal E-Rate Products and Services**

<b>RFP for E-Rate, Year 2005</b>	<b>Proposal is due January 31</b>
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- I. General Specifications and Instructions to Bidders**
- II. Description of Desired Services**
- III. Submitting a Completed RFP**

### **I. General Specifications and Instructions to Bidders**

- 1. Morton School District is seeking proposals for equipment and services that are eligible under the federal E-Rate program.**
- 2. Stated evaluation factors for award:**
  - a. Successful bid will be based upon quality of products, service, and cost. Costs will not be the only consideration.
  - b. A Cisco Certified Partner bidder is preferred.
  - c. Prior to submitting a proposal, the bidder must come on-site for discussions and walk-through.
  - d. Bidder must provide references from schools where similar systems have been completed.
  - e. Bidder must be bonded in the state of Washington.
  - f. Bidder must have SPIN numbers issued by SLC.
  - g. Bidder must be prepared to follow standard SLC invoicing procedure and invoice SLC directly for percentage of funds.

### **3. RFP Submission requirements:**

Three copies of the full RFP are to be submitted by 3:00 PM February 10, 2005 to the following address:

Mark Davis, Technology Coordinator  
Morton School District #214  
PO Box H  
Morton, WA 98356

### **4. Authorization:**

An individual authorized to legally bind the entity submitting the proposal must sign submitted RFP in ink.

### **5. Required Information:**

All sections of the RFP must be addressed. RFP's that do not address all items will not be considered.

### **6. Rules/Conditions:**

- a. Election process: All RFP's submitted by due date will be reviewed.
- b. Contractor Responsibilities: Contractor will be the Prime Contractor and shall be responsible, in total, for all work of subcontractors. All subcontractors must be listed in the submitting entity's proposal.
- c. Costs for developing and delivering responses to this RFP, and any subsequent presentations, are entirely the responsibilities of the submitting entity.
- d. All materials submitted in response to this RFP become the property of this entity upon delivery and will be incorporated in the contract.
- e. The submitting entity shall keep themselves informed of, and shall comply with all applicable laws, ordinances, rules, regulations and orders of the City, County, State, Federal or public bodies having jurisdiction affecting any work to be done to provide the services required. The submitting entity shall provide all necessary safeguards for safety and protection, as set forth by the US Department of Labor, Occupational Safety and Health Administration (OSHA), as well as by any applicable state and local laws.
- f. The contractor shall pay for all applicable taxes, royalties and license fees. The contractor shall defend all suits or claims for infringement or any patent rights and hold the entity harmless from loss when a particular process, design, or the product of a particular manufacturer(s) is specified.

**7. Contract Provisions and Terms:**

- a. Successful awarding of this RFP is contingent upon full approval of Federal matching E-Rate funds as identified in Form 471 and availability of district funds.
- b. We reserve the right not to award any or all items for any reason that we deem in our interest.
- c. The RFP, the proposal response of the submitting entity and any formal addenda to the RFP will be included as part of the contract.
- d. Length of Contract: The contract term will be from date E-Rate funding is approved to the date of acceptance of project completion.
- e. Upon acceptance of completed project, the district portion (not to exceed 20% of approved bid) will be paid within 60 days. The balance will be paid with E-Rate funds as identified in Form 471.

**II. Description of Desired Services:**

**a. Cabling:**

Upgrade entire Morton School District sites adding all needed drops, and fiber backbones where necessary.

**b. Local Area Network (LAN):**

Upgrade the District network with Layer 2-4 switching to power scalable, multilayer switching services for a converged data, voice, and video network.

**c. Wireless Local Area Network (WLAN):**

Provide a District wireless network capable of extending the wired network services.

**III. Submitting a completed RFP, Submitting Entity Qualifications and Insurance/Warranties should include:**

- 1. Description of company's services, organization's structure and experience.**
- 2. Names and qualification of individuals who will support contract.**
- 3. At least three references of a similar size and scope that are using services described in this RFP.**
- 4. Identification of financial stability to supply, install and support the services specified.**

**5. Insurance coverage providing:**

- a. Statutory Worker's Compensation
- b. Contractor's Public Liability Insurance including Bodily Injury and Property Damage

**6. A complete RFP should also identify bidder's previous installation experience including:**

- a. Project Management
- b. Installation
- c. Testing
- d. Acceptance
- e. Documentation

**7. Maintenance and Support: Any other statements that will insure that the installed equipment and service provided will be covered under a full parts/labor warranty for a minimum of one year should be stated here**

**8. Costs/Prices**

- a. Signature of the individual who is legally authorized to make the product, service, performance and pricing commitments in response to the Request for Proposal.
- b. Describe costs for services requested under Description of Desired Services.
- c. Describe any other costs associated with the successful installation and implementation of all the services requested under this RFP.
- d. Include any Certificates of Compliance (containing any statutory compliance programs, e.g., Employee Equal Opportunity and Affirmative Action, etc.) Morton School District is an Equal Opportunity Employer.