



E-RATE FORM 470 REQUEST and
REQUEST FOR Bids (RFB) for:

**Cabling Bid for Newton High School
E-Rate FY 2021-2022**

NEWTON COMMUNITY SCHOOL DISTRICT
1302 1st Avenue West
NEWTON, IOWA 50208

Request for Bid

For: The Newton Community School District (NCSD) is seeking bids for the upcoming round of E-Rate. NCSD is soliciting bids for the purchase, installation of Cat 6 cables runs, and removal of old cable runs for the Newton High School. All services are to be completed within the local, state, and E-rate guidelines and regulations.

At: Newton High School
800 E 4th St S
Newton, IA 50208

Owner: Newton Community School
District 1302 1st Avenue West
Newton, Iowa 50208

Objective:

The Newton Community School District hereinafter referred to as “The Customer” or “Newton CSD”. The bidder will be referred to as “The Vendor”. The terms “Bid” and “Bid” will be used interchangeably throughout this document.

The Newton Community School District (NCSD) is requesting bids from qualified vendors to supply and install Cat 6 cabling per the Customer’s requirements as detailed below for Newton High School:

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful Vendor.

	Event	Date
1	Release RFB to Vendors	February 25, 2021
2	Response received from Vendors	March 24, 2021 - by 1:00 pm CST
3	Evaluation of responses	March 24, 2021
4	Contract Award	March 25, 2021

Scope of project:

The purpose of the Request for Bid (RFB) is to solicit from vendors replace and install cable in the Newton High School. General information about the District can be found on the District's website at <http://www.newtoncsd.org>. The District is seeking to implement 4 cable runs from various data closets to all rooms at Newton High School. The acquisition will include installation cabling, patch panels, ceiling connection boxes, connection boxes in the wall and removal of old cable runs. ***This project may be directed, in part, by our E-rate funding.***

- a. Four cable drops to each to every room, unless noted by the client. Two runs terminating in a ceiling mounted junction box, and two runs to be installed on opposite sides of the room terminating in a junction box.
- b. Supported by highly qualified and reliable vendor with experience in complex cabling implementations.
- c. Panduit products or mainstream products with strong manufacturer commitment and vendor support.
- d. One connection box in the ceiling and two connection box in the wall.
- e. Vendor to provide a solution for new IDF mounting boxes and internal cable management.
- f. Terminate cables into provided wall mounted or free-standing electronic equipment racks at IDF/MDF
- g. Cable management should be uniform throughout the building and terminate in a patch paneled with proper labeling.
- h. Perform cable testing on each drop. Provide test results in PDF format.

- i. Provide documentation listing all equipment, quantities, descriptions and location installed equipment.
- j. Each cable run should be labeled in IDF and drop locations (IE. Room 123 1)
- k. Vendor to provide mapping of all runs completed.
- l. Shielding within the closets on all runs.
- m. Removal of all previous runs (unless stated otherwise by the District)

A copy of this Request for Bid (RFB) may be obtained from the District's Business web site at newtoncsd.org.

It is the sole responsibility of the "proposer" to monitor the District website for any amendments to the RFB. For the purpose of this document the terms proposer, vendor and contractor are those entities representing the submission of a response to this RFB.

Qualified vendors will install 4 data runs of Cat 6 to all rooms, unless noted by the customer

Qualified vendors must be manufacturer-certified in any/all applicable system solutions. Uniformity within each given solution proposed is required. All equipment must be new from the manufacturer.

Equipment found to be refurbished or otherwise represented as "used" will nullify any existing contract and be grounds to immediate repercussive actions taken by the District.

All equipment and tools for installation (lifts, ladders, etc.) will be provided by the awarded vendor.

Service Provider Criteria and Contract Requirements:

Newton Community School District wishes to take advantage of E-Rate funding discounts. The successful bidder(s) will be responsible for qualifying in the Federal E-Rate program and will be responsible for meeting the following requirements:

- It is expected that each Service Provider make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- Items that are not eligible for E-rate should be itemized and clearly marked as not eligible in the bid.
- Because these projects and services depend on partial funding from the E-rate program, prices must be held firm for the duration of the E-rate fiscal year or until all work associated with the project is complete.
- All contracts entered into as a result of this RFB will be contingent upon the specific funding of the FRN at the percentage rate submitted.
- The maximum amount that NCSD will be liable for is the pre-discount amount minus the funded amount as shown on the form 470.
- Submitted bids will not be considered to be a binding agreement.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted.
- 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 invoices must reflect a date of July 1, 2021 or later.
- All hardware equipment and software must be broken out separately from any installation costs on all submitted bids.
- Standard warranty items and costs must be broken out separately from any added warranty items and costs on all submitted bids.
- NCSD requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with Iowa law.
- All bidders must be licensed, bonded and insured.
- Vendor understands that they may be asked to work around school schedules to avoid impacting school days.

The Applicant reserves the right to deny any or all bids associated with this RFB, even with SLD funding approval. *Failure to follow the above criteria and requirements may be considered grounds for disqualification.*

Bids must be received by our office via email per the project schedule. No late bids or bids delivered other than via email will be accepted.

Name: Tim Bloom, Board Secretary
Address: 1302 1st Avenue West
Newton, Iowa 50208
Telephone: 641-792-5809
Fax: 641-792-9159
E-mail: bloomt@newton.k12.ia.us

Evaluation Procedures:

The Customer may at its discretion and at no fee to the Customer, contact any Vendor for questioning during response evaluation for the purpose of clarifying statements in the response.

The evaluators will consider how well the vendor's proposed solution meets the need of the District as described in the vendor's response to each requirement and form. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the bid in a succinct fashion. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the District select the right vendor with the best combination of professional attributes, experience, and relevant skill-sets, including that of price, based on the evaluation factors. The District reserves the right to require that a subset of finalists make a presentation to the evaluation team for consideration.

This RFB provides general and technical information as well as the required format for responses. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your bid. No other source of information submitted, written or verbal will be considered part of your bid. The criteria for selection of the Vendor will entail several specific considerations.

The Customer reserves the right at any time to request documentation or additional information/clarification on any of the following but not limited to: Vendor qualifications; Vendor understanding of the project scope of work and overall goal; Vendor compliance with specifications detailed in RFB; Vendors demonstrated ability to perform.

The following rubric will be used for evaluation:

Scoring Criteria	Maximum Points Awarded
Overall Cost of Solution	30
Solution Aligns with District Standards	25
District's Prior Experience with Vendor	15
Warranty/Maintenance/Service Support	20
Vendor References	10

The Customer reserves the right to cancel this RFB, reject submitted bids, or portions of bids at any time prior to the awarding of the project. The Customer is not required to provide a statement of reason as to why any bid is deemed as not being most advantageous to the goals of the Customer. The Customer is not obligated to commit to any products or services as a result of the publication of this document. All proposed solutions will be presented to the Customer for final approval. No work or purchases will commence until aforementioned approval is obtained from the Customer.

Cost Summary

System Cost Summary

The Vendor will provide a system cost summary.

Purchase Price

The bid must include the complete purchase price for the described system including the warranty for the proposed system.

Itemized List of Components

The Vendor will provide a complete equipment/parts breakdown of the system.

Bid Responsibility

Bid Preparation

Any expenses for developing the bid are the responsibility of the Vendor and the Customer must not be charged for these expenses in any manner. This RFB with subsequent addendums and the Bid submitted by the selected Vendor with approved changes will become part of the contract between the Customer and the selected Vendor.

Customer Information Summary for Vendor

This section outlines the basic information necessary for the Vendor to complete their RFB submission. All information below is found throughout the RFB and is ONLY organized below as a quick point of reference for the Vendor. These are points of reference for the Vendors and specific requirements mandated in this RFB are detailed in the appropriate sections. ***The Vendor should refer to those sections when developing the response to this RFB.***

Customer Bid Summarized for the Vendor

The Customer requires a bid to specify and install the equipment listed below (or equivalent):

- Panduit products or a mainstream products with strong manufacturer commitment and vendor support.
 - Patch Panels, Cables,
- The Customer requires a minimum 1 year warranty for work and installed equipment
- The bidding process opens February 25, 2021.
- Questions on the RFB must be submitted in writing via email to Shane Wheeler, Supervisor of Technology. Email address: wheelers@newton.k12.ia.us
- All responses to the RFB must be received from the Vendor on March 25, 2021 by 1:00 pm CST
- Responses should be sent via email to:

Tim Bloom, Board Secretary

bloomt@newton.k12.ia.us

- Contract will be approximately awarded on March 26, 2021

Deadline for Questions from Vendors

Questions with regard to the RFB may be asked via email, phone call or facility tours. Official answers will be e-mailed to all proposing vendors.

In order to make information available to all proposing vendors, no questions will be answered past March 22, 2021.

Right of Selection/Rejection - Waiver of Informalities or Irregularities

The District reserves the right to reject any or all bids, to waive any minor informalities or irregularities contained in any bid, and to accept any bid deemed to be in the best interest of the District. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

RFB Revisions

The District reserves the right to change the schedule or issue amendments to the RFB at any time. The District also reserves the right to cancel or reissue the RFB at any time. Amendments or a notice of cancellation will be posted to the District's technology website. It is the sole responsibility of the proposer to monitor the District's technology website for the posting of such information.

Compensation

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

Commitments

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's bid may, at the Newton Community School District's option, be made part of the final purchase contract and all representations in the vendor's bid may be considered commitments to supply the system as described.

Vendors may submit more than one bid in response to this RFB. However, each bid must be a separate, complete package, which can be considered independently of any other bids from the same vendor.

Contract Award and Execution

The District reserves the right to make an award without further discussion of the bid submitted. Therefore, the bid should be initially submitted on the most favorable terms the vendors can offer. It is understood that the bid will become a part of the official file on this matter without obligation to the District. The general conditions and specifications of the RFB and the successful vendor's response, as amended by agreements between the District and the vendor, will become part of the contract documents. Additionally, the District will verify vendor representations that appear in the bid. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. The vendor selected as the apparently successful vendor will be expected to enter into a contract with the District. If the selected vendor fails to sign and return the contract within ten (10) business days of delivery of the final contract, the District may elect to cancel the award and award the contract to the next-highest-ranked vendor.

No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

Payment Terms and Conditions

The bid must contain a fee schedule that includes line items for equipment, software, professional services, warranties, project management, and installation and training fees.

Insurance Requirements

The District will require the selected vendor to comply with the insurance requirements as outlined below.

The contractor shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the District.

Scope of Insurance

The amount of such bodily injury and property damage insurance shall not be less than:

Commercial General Liability written on an occurrence basis with limits not to be less than:

Each occurrence:	\$ 500,000
Personal Injury	\$ 500,000
General aggregate	\$1,000,000
Products and completed operations liability	\$1,000,000
Fire damage	\$ 50,000

Vehicle Liability

Bodily injury	\$ 50,000/ \$500,000
Property damage or single limit liability	\$ 100,000
Workers compensation each occurrence	\$1,000,000
Umbrella	\$1,000,000 aggregate

Verification of Coverage

Contractor shall furnish the District with certificates of insurance affecting coverage required by this clause. The certificates for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the District as an "additional insured". The certificates are to be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies at any time.

Subcontractors

Contractors shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverage for subcontractors shall be subject to all of the requirements stated herein.

Asbestos or Hazardous Materials Abatement Work

If Asbestos abatement or hazardous materials work is performed, contractor shall review coverage with the Facilities Director and provide scope and limits of coverage that are appropriate for the scope of work. No asbestos abatement work will be performed until coverage is approved by the Facilities Director

Equal Opportunity Compliance

The District is an equal opportunity employer and requires all proposers to comply with policies and regulations concerning equal opportunity.

Other Compliance Requirements

In addition to nondiscrimination and affirmative action compliance requirements, the proposer awarded a contract shall comply with federal, state and local laws, statutes, ordinances, and school policies relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Exceptions

Respondents may take exception to any of the stated requirements so long as all such exceptions are expressly noted and clarified in the response. Alternatives may be shown and quoted as options.

Primary Provider of all Services

If a vendor's bid includes equipment, hardware, software, or services to be supplied by entities other than the proposing vendor, it is mandatory for the proposing vendor to act as the prime contractor for the entire procurement of all products and services proposed with the possible exceptions noted below. The vendor acting as the prime contractor must be the sole point of contact with regard to contract stipulations including payment of any and all charges resulting from the purchasing of the proposed equipment, hardware, software, and/or services. The vendor acting as the primary contractor must take full responsibility for the demonstration, delivery, installation,

and acceptance testing of the items proposed to be supplied by its subcontractor. The only two possible exceptions will be cabling and the procurement of network switches.