



Dothan City Schools Board of Education
Request for Proposal
DCS_LAN_RFP_24-25

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1. OVERVIEW

1.1. This Request for Proposal (RFP) is being issued by the Dothan City School District (DCS) for USAC E-Rate purposes. The Dothan City Board of Education (DCS) is seeking bids to rewire 3 schools for computer network, wireless access points, and PoE security cameras. The goal of this project is to update the structured cabling for wired network, wireless access points, PoE security cameras, fiber optic, network racks, cable management, and other Ethernet connected devices for the location referenced in this document. This Request for Proposal (RFP) requests services capable supporting existing and future network systems for Dothan City Schools. Services shall be provided to the locations detailed in this document. DCS is seeking at least six options for bids. Prices should be all inclusive. All-inclusive in this case means, including all **special construction or non-recurring costs (NRC)**(see description in later section) required by the vendor to commence service. No increased pricing will be allowed during the term of the quoted special construction/ NRC and MRC rate in each pricing cell of the spreadsheet.

In E-rate terminology, Special construction refers to the upfront, non-recurring costs associated with the installation of new fiber to or between eligible entities. Special construction charges eligible for Category One support consist of three components:

- 1.construction of network facilities;*
- 2.design and engineering; and*
- 3.project management*

1.3. Respondents shall provide complete pricing details for parts and labor.

2. INSTRUCTIONS TO VENDORS

- 2.1. Request for Proposal is for:
Dothan City Schools Board of Education
1665 Honeysuckle Rd. Suite 1,
Dothan, AL 36305
- 2.2. Vendor may deliver one original proposal, marked “ORIGINAL” and one copy of the response to:
Dothan City Schools Board of Education
Attn: Mr. Jeremy Green – Director of Technology
1665 Honeysuckle Rd. Suite 1, Dothan, AL 36305

Any emailed or faxed bids will be rejected

- 2.3. Vendors are to direct any and all questions regarding this Request for Proposal via email to:
Mr. Jeremy Green
Director of Technology
Dothan City Schools Board of Education
jergreen@dothan.k12.al.us
- 2.3.1. Proposer to submit one (2) complete hard copy sets (original and one (1) copy) and two (2) soft copies on USB Memory Key. Responses shall be delivered in a sealed envelope and/or carton clearly marked, “DCS_LAN_RFP_24-25 Project E-Rate”. Time, date and name of RFP must be clearly marked on face of sealed envelope and/or carton as well as appropriate Contractor’s License information. All price quotations and related materials must be received in a sealed envelope.
- 2.4. The Vendor shall not contact any other District employee or School Board member during this proposal process without prior approval of Mr. Jeremy Green. Failure to comply may result in disqualification.
- 2.2. 2.5. The School District reserves the right to reject any or all proposals. The School District also reserves the right to award a partial contract in the event that they deem it in the School District’s best interest.
- 2.3. Schedule of Events
- | | | |
|--|--------------------------------------|-------------------------|
| Release RFP | January 11, 2024 | |
| RFP Questions | January, 12 2024 – February 15, 2024 | |
| Mandatory Bid Meeting | February 5, 2024 @ 9:00 AM | (at DCS Central Office) |
| Proposals Due | March 1, 2024 @ 9:00 AM | |
| Board Approval..... | March 19, 2024 | |
| Installation Begins..... | A.S.A.P. | |
| (Pending E-Rate Approval and/or Other Funding) | | |
| School Facilities Installation Complete | January 31, 2025 | |
- 2.4. All respondents to this RFP must be fully qualified and capable of performing any and all service, installation and reporting functions listed in this RFP. Reporting and/or documentation may be required under the provisions of the Universal Service Act established by the Telecommunications Act of 1996. RESPONDENTS WHO DO NOT, OR CANNOT MEET THESE REQUIREMENTS WILL NOT BE CONSIDERED.

- 2.5. DCS will apply for discounts from the School and Library Corporation (E-Rate) to offset the direct cost to the district. **Vendor must provide its Service Provider Identification Number (SPIN) in its proposal.** The vendor must be willing to directly invoice USAC for the E-rate discounted portion of the equipment and/or services costs. The vendor will invoice the school districts for only the non-E-Rate discounted portion of the equipment and/or services costs as well as for any non-E-Rate eligible costs. The invoice to the school districts must clearly show the full cost of each item as well as the portion invoiced to USAC and the portion invoiced to the district.
- 2.6. Vendors are required to provide information in their proposals in the format outlined in RFP Section 9 – RFP Response Format. You may also provide any additional sales and engineering documentation.
- 2.7. Vendor must include its proposed contract in its response to this RFP. The contract form should already have been used, and approved with other school districts, other units of local government, and/or State Agencies. This RFP and the Vendor's response shall be added by reference as an addendum to the Contract.
- 2.8. Vendors are required to acknowledge all terms of this RFP. If you are unable to comply with a specific item in the RFP, you are to prepare a list of exceptions (see RFP Section 9 – RFP Response Format). If you do not indicate exceptions to the RFP, DCS will assume that you fully comply with the RFP requirements including project timelines.
- 2.9. Vendor must include any addenda issued during the time of bidding in its proposal. All addenda then shall become a part of the contract documents. All addenda shall be acknowledged in the proposal.
- 2.10. The successful Vendor shall provide and install all equipment, materials, and/or services enumerated. Any equipment or services required to provide a complete and operational system will be provided by Vendor, regardless if the equipment or service has been specifically itemized in the proposal response.
- 2.11. Nothing stated or implied in these specifications is to be interpreted as requiring or permitting the use of any lead or asbestos containing material of any kind. Since some of the DCS schools may contain asbestos, all Vendor and sub-Contractor personnel working on-site must either be Asbestos Certified or agree to orientation requirements to be established by DCS and may be required to sign a release form waiving DCS from all liability relating to possible asbestos exposure.
- 2.12. Vendors may submit alternative equipment as long as the equipment is an equivalent make and model or serves a similar functionality. No alternative equipment will be accepted without the approval of the school corporation.

3. EVALUATION CRITERIA

3.1. DCS will consider the following criteria when evaluating the proposals:

- 3.1.1. **50%** - E-Rate Eligible Items (primary criteria for selection)
- 3.1.2. **20%** - Non-E-Rate Eligible Items
- 3.1.3. **15%** - Past relationship and performance with the district
- 3.1.4. **10%** - Total long-term cost to the District to acquire the vendor's goods and services
- 3.1.5. **5%** - Ability of Vendor to provide RFP specifications without exceptions

3.2. While price will be a primary factor, it is not the only factor that will be considered in the bid award. Bid awards will be made as soon as possible following the bid opening. No actual orders will be done until July 1, 2024. A simple contract will be required between the districts and the awarded Vendor(s) to meet E-Rate rules. The contract must be signed and dated before the district can file their E-Rate form 471 (no later than March 24, 2024) with a contract effective date no earlier than July 1, 2024.

3.3. Vendors must agree to hold their pricing firm for a minimum of 6 months to allow for the E-Rate award process timelines.

4. RESERVATION OF RIGHTS

4.1. DCS reserves the right to procure any item or services by other means to meet time-sensitive requirements.

4.2. Vendor agrees that time is of the essence and agrees to meet all timelines as set out in this agreement or addendum(s) to this agreement. Further, the Vendor agrees for DCS to qualify for E-Rate funding under the Universal Services Fund, certain deadlines must be met, otherwise funding may be redrawn or reduced, causing DCS to lose financing. Failure by Vendor to install, label, document, and test all new cabling prior to January 31, 2025 shall be construed as non-performance and a breach of contract. At such time it shall be the option of the District Board to remain bound by the contract and charge the Vendor a fee of \$750.00 per week that the work is incomplete past the due date or award said contract to the next highest bidder able to execute terms and conditions set forth in this RFP in a time frame to be established.

4.3. Non-appropriation of Funds: Agreement and all Addenda shall be subject to all applicable federal, state and local laws, ordinances, and regulations, and shall be construed in accordance with the laws of the state of Alabama. If federal or state law prohibits Customer from executing any Agreement that crosses its fiscal year, then the term of this Agreement or any Addendum shall be deemed to be through its fiscal year. Customer retains the right to terminate this Agreement and all Addenda at the end of each fiscal year of Customer. Customer will make reasonable effort to obtain and appropriate funds each fiscal year for payment of its contractual obligations. In the event that Customer does not appropriate funding for the next fiscal year for the services specified in the Addendum, then the affected Addendum shall terminate at the end of the last fiscal year for which funding is appropriated.

4.4. E-Rate: It is DCS intent to submit the contract that is awarded to the successful vendor to the Federal Communications Commission (FCC) for funding under the Universal Service Administration Company (USAC). The Vendor is responsible for cooperating with the District on all submittal and information required by the USAC. The value or total cost of the contract will be dependent upon the level of funding DCS receives from the USAC. The contract amount may decrease if full funding from the USAC is not received. The Vendor will also directly invoice the USAC for any funding the District receives for this contract from the USAC and manage all administrative tasks necessary for payment from the USAC.

4.5. In the event E-Rate funding is withdrawn, or qualifications and terms are changed resulting in ineligibility for USAC funding, DCS will have the right without prejudice and penalty to cancel its agreement with the Vendor in whole or in part should it deem necessary.

4.6. DCS shall have the right to purchase said installations and services prior to July 1, 2024 at contract pricing if DCS can acquire adequate funding. These purchases would not be dependent upon USAC participation. USAC participation including E-Rate funding and Vendor invoicing directly to the USAC would begin July 1, 2024

5. STRUCTURED CABLING REQUIREMENT

5.1. Project Specifications

5.1.1. Structured Cabling - Install/Terminate cabling per Manufacturer's requirements and in accordance with the following Standards:

- ANSI/TIA/EIA-568-B.1 – Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements
- ANSI/TIA/EIA-568-B.2 – Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components
- ANSI/TIA/EIA-569-B – Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/TIA/EIA-606 (A) – The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings

5.1.2. Testing/Certification – All Cables need to be Tested/Certified to manufacturer's specifications and in accordance with applicable cabling standards. Documentation of testing/certification results to be provided to customer at completion of job.

5.1.3. Documentation – All Cables/Patch Panels/Wall Jacks need to be properly labeled and documented in accordance to the cable labeling scheme provided to the Vendor at the start of the project.

5.1.4. Documentation will be provided to customer at completion of the job.

5.1.5. Cable must be of a high quality; the following Manufacturers are suitable for this job – General Cable, Belden, Mohawk, CommScope, or equivalent

5.1.6. Raceway, Patch Panels – Would prefer to see name brand, rated equipment...i.e. Tripp Lite, Panduit

5.1.7. Wiremold or equivalent. The same manufacturer should be used from wall jack to patch panel.

5.1.8. The vendor is responsible for providing their own man lifts where needed.

5.1.9. Core drilling is the responsibility of the vendor where needed.

5.1.10. Fire caulking must be included where needed.

5.1.11. Any cables run to the exterior of a building cameras must be sealed from water ingress

5.1.12. The Vendor shall terminate cables properly on both ends using the EIA/TIA 568B standard

5.1.13. Vendor is responsible for permit if needed for boring work.

5.1.14. Network drops should be fished down walls where possible. Vendor shall be responsible for removing old network cabling from ceiling and walls as it is being replaced.

5.1.15. Drops unable to be fished should receive raceway (non-metallic raceways inside of classrooms and metallic raceways in heavy traffic areas i.e. gymnasiums) that will route from above the drop ceiling to the outlet locations. In the classrooms please allow for 15 feet of raceway. All necessary covers, end caps and fittings will need to be provided for a complete surface mount raceway. All colors of raceway must be coordinated with the Project Manager.

5.1.16. Cables shall be routed point-to-point (home-run). Cables shall not be spliced.

5.1.17. All fiber and data cable runs must have a ten (12) foot service loop on the MDF end of the cable and a three (5) foot service loop at the jack end.

5.1.14. Network racks must meet the following criteria

- Must be heavy-duty 2-post rack
- Must have 44U capacity
- Must be floor mountable
- Must be black in color
- Must have a maximum load capacity of at least 250lbs.
- Must use standard cage nuts for mounting equipment inside of rack (12-24 threaded holes in rack is acceptable also)
- Must supply ladder rack and cable management for the trunk of cables coming into each IDF/MDF to the network rack.

5.1.15. Details that contain of the locations for each network drop, MDF/IDF (Main Distribution Facility/Intermediate Distribution Facility), if a new network rack is needed, if a fiber cable run is needed, etc. are contained within the maps on the last page of this document.

5.1.16. CAT6 cable jacket must be colored to indicate the endpoint device type using the scheme below:
Wi-Fi Access Points - Green; PoE Security Cameras - Orange; Standard Data Drops - Blue;

5.2. This shall be a turnkey solution. Vendor shall be responsible for all wall plates, keystone inserts, surface mount boxes, patch cables to connect patch panel to the district provided Ethernet switches, cable raceways into IDF, J-hooks for cable management down hallways and main cable trunks (maximum spacing between J-hooks shall be no more than every 10 feet), wire management accessories such as Velcro or zip ties, CAT6 UTP cabling, CAT6 patch panels, network racks including installation of rack where specified, OM4 multi-mode fiber optic cable (where specified), LC fiber termination for fiber optic cable, rack mountable LC fiber optic patch panel, LC OM4 fiber optic patch cable, termination and testing equipment, and any other miscellaneous equipment required to deliver a complete system to all District facilities as identified in this RFP.

5.3. Vendor is encouraged to provide any details in their proposal identifying factors that add value to their services or reduce costs to DCS. Examples of this include:

- Additional service commitments Vendor is willing to commit.
- Information indicating Vendor's ability to ensure quality of service.
- Any financial incentives or advantages Vendor is willing to offer DCS.
- Information regarding local technical support center and staffing.
- Any other competitive advantages that the Vendor believes it can offer DCS.

6. INSTALLATION PROJECT MANAGEMENT REQUIREMENTS

6.1. DCS shall appoint one (1) individual to perform as the DCS project manager contact for the Vendor. All communication from the Vendor and any of its sub-contractors shall be with and through the DCS project manager. The DCS project manager may delegate work to others including outside parties.

6.2. The Vendor shall appoint one (1) highly qualified individual to perform as the vendor project manager. All coordination and communication by DCS and the DCS project manager shall be with and through the Vendor project manager.

6.3. In addition to the aforementioned Vendor project manager, the Vendor shall assign sufficient staff to provide for any and all project management requirements that may arise during the course of the project and to meet the stated deadlines. This shall include, but is not limited, to design, implementation and trouble management.

7. GENERAL REQUIREMENTS

7.1. This RFP section covers the general requirements for the installation of required fiber, copper and equipment by the Vendor within DCS property.

7.2. Vendor shall comply in every way with the requirements of local laws and ordinances, the laws of the State of Alabama and all Federal laws and OSHA regulations.

7.3. Vendor shall comply in every way with the requirements of the most current releases of all applicable codes and standards

7.4. Vendor shall insure that all records and reports, engineering, metering, inspections, testing, quality or service standards and safety measures comply with standards applicable for the State of Alabama and the municipalities with governing jurisdiction.

7.5. Vendor shall coordinate with DCS or its designated assignee on the proposed placement of its equipment at each site's main equipment room. Vendor shall obtain approval from the DCS project manager prior to beginning installation work in all DCS facilities.

7.6. The Vendor shall obtain the DCS permission before proceeding with any work necessitating cutting into or through any part of building structures such as walls, beams, floors, or ceilings.

7.7. Vendor shall be responsible for and repair all damage to DCS property due to carelessness of workers.

7.8. Vendor shall replace and/or repair any damage, at the Vendor's expense, that may occur to underground facilities such as sprinkler systems, gas and water lines due to trenching.

7.9. Vendor shall replace any grass affected by trenching with appropriate sod.

7.10. Vendor shall install its equipment in accordance with the manufacturer's specifications for the systems.

7.11. The Vendor shall provide all screws, anchors, clamps, tie wraps, distribution rings, miscellaneous grounding and support hardware, etc., necessary to facilitate the proper installation and support of its network on DCS property.

7.12. Vendor must mount all equipment such as fiber termination bulkheads, patch panels, network racks, cable management, switches, routers and battery backup power supplies where possible. All equipment will operate from 115VAC 60Hz. Equipment will meet all required environmental standards for normal operating temperature ranges and relative humidity consistent with DCS school locations and meet current UL and FCC Class A approval.

7.13. Vendor shall be responsible for installation of proper grounding required by its systems.

7.14. The Vendor shall remove all excess material and debris and return to DCS site to its original state of cleanliness. The Vendor shall maintain a work area free of debris and dispose trash on a daily basis. The vendor shall be responsible for providing their own storage for supplies used during the project.

7.15. Vendor will ensure that all doors on DCS property are locked upon exit after normal business hours. Doors shall not be propped open at any time. DCS will provide two key fobs to allow access into the building during and after hours during the project.

7.16. The Vendor shall plug all conduits and sleeves where cabling has been installed in the main equipment room and service entrance locations.

7.17. DCS may require Vendor's personnel to wear distinctive uniforms and/or identification cards while on District property.

7.18. By agreeing to provide goods or services to any school within the School District, you are attesting that you are aware of your obligations to ensure that all of your employees who have direct contact with students of the School District or to children in the School District's child care program or who have access to the grounds of any School District when children are present have done the following:

- (1) Supplied a fingerprint sample and submitted to a criminal history records check to be conducted by the Alabama Bureau of Investigation and the Federal Bureau of Investigation prior to having any contact with the School District's children or entering the grounds of the School District;
- (2) Successfully passed the aforementioned criminal history records check. If the criminal history records check indicates that the employee has been convicted of an offense that, if committed on or after July 1, 2009, is classified as a sexual offense or a violent sexual offender the employee may not enter the grounds of the School District or have direct contact with students of the School District or to children in the School District's child care program.

The proposer also agrees that if one of your employees commits a sexual offense or violent sexual offense after you have conducted your initial criminal history check on such employee, said employee will notify you of the offense and you will subsequently not permit that employee to have contact with students of the School District or to children in a School District's child care program or to enter the grounds of the School Districts. You also agree and understand that your failure to satisfy all of the requirements will be deemed to be a material breach of this contract which could subject you to breach of contract damages.

7.19. The Vendor may be required to perform installation outside of normal business hours such as nights and weekends. There are certain state testing requirements and activities at the schools that cannot be interrupted by visitors in the building or noise from work being performed inside or outside of the building.

8. RFP RESPONSE FORMAT

8.1 The Vendor shall provide a proposal according to the following outline. Each Vendor's Proposal Response Sections shall be tabbed as follows:

8.1.1 Overview of Company and Services Offering

8.1.2 RFP Exceptions

Vendor is to prepare a list of any exception to any item in the RFP that the Vendor is unable to accept following the format of the Exceptions Table in RFP Appendix A. Vendor fully accepts and complies with each requirement of the RFP not listed as an exception in this Proposal Response Section including the specified timelines of the project.

8.1.3 Vendor Contract

Vendor is to supply its service contract as requested in RFP Section 2.7.

8.1.3 Pricing Breakdown

Vendor is to supply pricing for E-Rate eligible items and non E-Rate eligible items separately. Note that the data drops for the cameras are non E-Rate eligible.

APPENDIX A. RFP Exceptions Table

Summarize any exceptions to the RFP. Unless noted in this form, Vendor represents that all terms of the RFP have been accepted. Please include the reason for the exception and any suggested alternatives or provisions you would like to have considered.

RFP Section Exceptions Summary

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Price Worksheet for Network Cabling Project
Dothan City Schools Board of Education

Network Cabling Project

Highlands Elementary School \$ _____

Heard Elementary School \$ _____

Selma St. Elementary School \$ _____

Unit Cost Per Drop \$ _____ *each*

Quoted prices must be planned to be effective July 1, 2024 and extend through September 30, 2025, and Dothan City Schools retain the right to extend this contract for up to three (3) more years in one-year increments from July 1, 2024.

All prices must be guaranteed for the period of the contract. A sample of your contract must be submitted with this worksheet.

Materials Lists for Cabling Projects: (Required for Cabling Project Bid)

List all materials by Part Number; Brand and Description; and Quantity. Use the form provided on the next page. This is mandatory to better evaluate each bid. Example:

Panduit Category 6 Max Module PN# xxxxxxxxxxxxxxxx Qty 100

This information is crucial to bid process. Failure to respond could result in disqualification.

Material List (Total Costs include everything needed to complete the project: Patch Cables, Patch Panels, Panduit, Keystone Jacks, Face Plates, etc.)

[illegible]

School Name	Street Address	Lat/Lon
Highlands Elementary School	1400 S Brannon Stand Rd, Dothan, AL 36305	31.220967873832514, -85.48660627176879
Heard Elementary School	201 Daniel Cir, Dothan, AL 36301	31.22019082288975, -85.4280871116854
Selma St. Elementart School	1501 W Selma St, Dothan, AL 36301	31.20918086957717, -85.41484504662766

