

# **Sterling Public Schools**

## **REQUEST FOR PROPOSAL (RFP)**

### **Wireless Access Points & Stacking Cables**

**Posting Date: October 13, 2021**

**Due Date: November 12, 2021  
1:00 PM**

**Request for Proposal  
Sterling Public Schools  
Custodial Service Proposal**

**SECTION I. INSTRUCTIONS**

**A. General Proposal Procedures**

1. A paper original of the proposal is due no later than November 12, 2021 at 1:00 PM, at which point the proposals will be opened.
2. To:

**Sterling Public Schools  
251 Sterling Road, Sterling, CT 06377  
Attn: Cory Luba**
3. The paper proposal shall be placed in a sealed envelope and clearly marked:

**Sterling Wireless Access Points and Switches**
4. The electronic RFP can be received by emailing: [cluba@sterlingschool.org](mailto:cluba@sterlingschool.org)
5. Any proposals received after the submission date will be considered void and unacceptable. Sterling Public Schools is not responsible for lateness of mail, carrier, etc. Changes and modifications to the proposal after the submission are not permitted but the District reserves the right to request alternate pricing based on need or interest.
6. The bid response must remain valid through December, 2021 to allow for Board of Education and department approval.
7. This RFP document will become an addendum to the contract that is signed with the awarded bidder. The bidder will assume responsibility for complying with the language of this RFP in regards to the wishes of the District.
8. This RFP will be paid for using E-Rate funding for the FY22 year, all applicants must be registered as a service provider on USAC. Services will be paid under SPI (Form 474).

## **B. Specifications**

**Please refer to the attached Scope of Service (Exhibits A and B)**

## **C. Evaluation Criteria/Proposal Selection**

1. All proposals issued shall be subject to evaluation by the Sterling Public Schools representatives. Evaluation criteria will include, in part:
  - Compliance to specifications
  - History & background of firm
  - Responses to references
  - Other items that may be deemed relevant to District representatives
2. The price calculation must include all expenditures not included in your proposal. The District will assume the bidder is liable for all expenses not identified in the proposal. End of contract fees must also be clearly identified, if they apply. This includes any potential removal of service fees.
3. Vender reliability and qualifications. Proposing bidders will be evaluated through references on their reliability and qualifications to properly maintain the school property.
4. Sterling Public Schools reserves the right to waive any irregularities in the proposal and to accept or reject any or all proposals, or portions thereof, or to accept other than low bid, if it deems such action to be in its best interests. Sterling Public Schools reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. Sterling Public Schools reserves the right to negotiate with the bidder whose proposal is deemed strongest by the Selection Committee. Sterling Public Schools reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

## **SECTION II. SUBMITTAL**

### **A. Information/Questions**

Prospective bidders may request clarification of information contained in this RFP. All such requests must be received by the close of business (3:30 p.m.) on October 29, 2021.

A response to all written requests will be provided within one (1) business day after the receipt of such request. All inquiries must be submitted to:

**Attn: Cory Luba**

**Office phone: (860) 564-5794**

**Email: [cluba@sterlingschool.org](mailto:cluba@sterlingschool.org)**

### **B. Incurring Costs**

Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to the RFP, or any negotiations incidental to its proposal or the RFP.

## **SECTION III. INSURANCE**

Contractor shall purchase and maintain for the life of the contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Sterling Public Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled without at least thirty (30) days prior written notice given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage. FERPA COMPLIANCE: The Contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.

#### **SECTION IV. OTHER RELATED MATTERS**

The Sterling Public Schools is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap. These factors will not be improperly considered by the District in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline, or any other conditions of employment.

The Bidder(s) and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the Contract.

## **Attachment A Cost Sheet**

The bidder is to return as part of their response a completed copy of the Scope of Service (Exhibits A and B) provided.

All pricing is to be provided using this form. Bidder shall list any exception to the equipment specifications on a separate sheet and include their exception list with their proposal.

Any bidder that proposes an alternate proposal must also first submit a primary proposal that meets or exceeds the requirements specified.

All proposals must include:

The cost of our Wireless Access Points and Switches in-addition to accessories as indicated in Exhibit A and Exhibit B including:

The district has existing Cisco Meraki Access Points being utilized in the building. It is important that all items quoted remain compatible and can be managed under the same platform.

15x Cisco Meraki MR46 Access Points  
15x Cisco Meraki MR46 3Y Licenses  
2x Cisco Meraki MS120-8LP Switch  
2x Cisco Meraki MS 3Y Licenses  
4x Cisco Meraki 1M Stacking Cables  
16x Cisco Meraki 50CM Stacking Cables  
2x Cisco Meraki 3M Stacking Cables

Please provide the cost of equipment without any installation costs. School personnel will handle all installation and configuration of items listed.

Price: \_\_\_\_\_

**ATTACHMENT B**  
**Bidder References**

**Bidder's Name:** \_\_\_\_\_  
Print clearly or type

**Reference:**  
Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

**Reference:**  
Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

**Reference:**  
Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_

## **ATTACHMENT C**

### **Service Information**

*Bidders are required to complete and return this section.* Please respond to the following inquiries:

1. How long has your company been serving commercial establishments?
2. What training (if any) does your company have specific to a school/district?
3. What additional value added services do you provide?



**ATTACHMENT D**  
**Authorized signature**

I have read and fully understand the above Request for Proposal (RFP).

I am a person in this firm having the authority to bind the firm in a contract.

**Authorized Signature:** \_\_\_\_\_

**Printed Name and Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
**(Please Print Clearly)**

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **ATTACHMENT E**

### **Checklist**

Bidders need to be certain that their proposal has met the specific inquiries of this RFP. They include, but are not limited to:

1. Have you clearly identified the training that comes with your proposal?
2. Have you clearly identified all costs associated with your proposal?
3. Have you identified any contractual difference in language?
4. Have you provided references?
5. Have you filled out the **Attachment A Cost Sheet**?