

# REQUEST FOR PROPOSALS

## Network Switches

Escambia County Schools, Alabama

### **Project:**

Escambia County Schools seeks proposals for the following equipment and services at W.S. Neal High School. Our number one priority is to replace older outdated network switches, Optical Transfers, copper connection between each equipment and connect the bus maintenance shop via fiber cable to W.S. Neal HS.

### **Current Network Information:**

W.S. Neal High School has 54 Cisco/other Brand Switches that need to be upgraded to the latest affordable Switch technology. Switches are located in classrooms, cafeteria, gym, auditoriums at each school and administrative areas. We use Meraki Switches currently and are looking to continue to use Meraki switches. Each Switch needs a three (3) year license (Meraki Enterprise + Support Subscription). Ten Gigabyte SFP will be required to connect each switch, in total, 54. Stack cables will be required with necessary. Fiber Patch cable to match speed, single mode. All equipment being replaced needs to be labeled, removed and placed in a specific location deemed by Escambia County Schools Technology Department. The school must be operational by the end of each working day or start of next day if working through the night. A fiber run up to, but no more than 1000 feet will need to be run from one building to another, this will be an interior and exterior run. Proper support/security will be required. Must with stand 125+ mile per hour winds. Single Mode, at minimum of 6 strand LC to LC connector to LC single mode fiber adapter, in a LC cabinet. Conduit will be needed. Ariel Run would be recommended. When completed, the building will need to be online and working properly. Bid must include Install/de-install of equipment, configuration of new equipment, license of new equipment, documentation of location, serial number, mac address, assist tags information all turned into the Escambia County Schools Technology Supervisor with in 10 days of completion.

Must be compatible with our current switches (**Monday, November 6, 2024, at 9:00am at mandatory walkthrough**).

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Complete bids should be emailed to [Business@escoschools.net](mailto:Business@escoschools.net) no later than **Bid Email Due Date Wednesday, November 13, 2024, 2:30 Central Time**. Subject line should be “WS Neal HS - Network Switches Bid”.

Vendor must use USAC Template for quote. The bulk upload template can be located at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>. Vendor must be willing to fix any template errors determined on upload in a timely manner.

If one or more of the following occur, then the entire bid will be disqualified. A disqualification means that the bid will not be accepted, evaluated, or considered.

**The Bid Email Due Date is Wednesday, November 13, 2024, 2:30pm Central Time.**

### Funding:

Any agreement between Escambia County Schools and the selected vendor will be contingent upon the availability of an award Network Upgrade Grant and local funding, as well as board approval.

### Schedule of Events:

EVENT	DATE
Release of RFP to Bidders	Friday, October 25, 2024
<b>Mandatory Bid Meeting and Walk-through</b>	Monday, November 4, 2024
Last Date for Questions	Wednesday, November 6, 2024(1:00pm Central Time)
<b>Bid Email Due Date</b>	Wednesday, November 13, 2024, 2:30pm Central Time
Contract Award	TBD (November Board Meeting)

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## Network Switches

Escambia County Schools, Alabama

Services Begin	February 1, 2025
All questions must be emailed to  All questions and answers will be posted on the mini-bid website. Please check back regularly for updates.	<a href="mailto:Business@escoschools.net">Business@escoschools.net</a>

**\* Mandatory Meeting will be held at 9:00 AM on Monday, November 4, 2024**

**801 Andrew Jackson St, East Brewton, AL 36426, United States**

At the mandatory bid meeting the minimum and maximum requirements for all equipment will be discussed. Additional information will be provided at the mandatory meeting. Questions and answers will be posted on the Escambia County Schools' website.

### **Terms:**

Complete bids should be emailed to [Business@escoschools.net](mailto:Business@escoschools.net) no later than **Wednesday, November 13, 2024, 2:30pm Central Time**. Subject line should be **"WS Neal HS - Network Switches Bid"**.

As with all Bid RFPs, Escambia County Schools will, at its sole discretion, decide whether a vendor/respondent award will result from this RFP. The issuance of this RFP does not obligate Escambia County Schools to make an award.

Use of trade names and numbers shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition since equivalent equipment may be considered. Any exceptions in specifications requested must be noted and supporting literature must be provided for evaluation.

# REQUEST FOR PROPOSALS

## Network Switches

### Escambia County Schools, Alabama

Prospective vendor's employees must have completed a satisfactory background check prior to entering any school facility at any time. Proof of a satisfactory background check must be maintained and presentable upon request during the term of the contract.

Escambia County Schools reserves the right to accept and/or deny any or all items on the proposal at the unit price submitted.

All pricing must include installation, configuration, and setup fees, if applicable. When installation is complete, all new equipment must be ready to connect to the existing Escambia County Schools' network. When setup/configuration is complete, W.S Neal HS and Escambia County Schools 's network shall be fully operational.

Escambia County Schools' Technology Coordinator and Business Office shall be notified immediately regarding any price decrease affecting a bid item. Furthermore, Escambia County Schools shall receive the benefit of the decrease as soon as possible in accordance with the written notification from the contract vendor.

No invoice will be paid until all purchase order items and services have been delivered to the school district's satisfaction. Invoices submitted to the district that fall out of the contracted scope will not be paid unless the invoiced items had been previously approved by the district.

Escambia County Schools reserves the right to cancel the contract with the vendor for nonperformance. All items must be new, unused, current technology, not end-of-life, close out, or refurbished products.

Vendor must be an established business for a minimum of at least 5 continuous years and must have handled orders for the same or similar products.

Contract can be cancelled at any time with a 60-day notice by the customer.

#### **AWARD INFORMATION:**

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## Network Switches

### Escambia County Schools, Alabama

Escambia County Schools will award based on the vendor submission that best meets the needs of the school system regarding the current Technology Plan, future growth, and RFP specifications, not necessarily the lowest price even though price will be a primary factor.

Escambia County Schools may elect to award all, some or none of the services bid.

Escambia County Schools reserves the right to reject any or all of the bids or any items of any bids, to waive any informalities in bids received, and to waive technical errors in the best interest of Escambia County Schools will thereby be promoted.

The winning Vendor will be required to submit the “Vendor Installation Spreadsheet” if installation is included, once the project is complete.

#### **Additional Requirements:**

Vendor must use USAC Template for quote. The bulk upload template can be located at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>.

Depending on size of project, after hours installation may be required.

On-site maintenance of equipment must be performed as needed by experienced personnel. Please provide proof of certification.

#### **Disqualifications:**

If one or more of the following occur, then the entire bid will be disqualified. A disqualification means that the bid will not be accepted, evaluated, or considered.

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- The required bid documentation listed in the terms is not included.
- The vendor fails to provide a SPIN.
- The vendor does not currently have a green light status with USAC.
- The vendor does not bid on the project as specifically outlines in the RFP.
- Failure to attend the Mandatory Meeting and Walk-through (if applicable)

### Evaluation:

Internal Connections Award Rubric		
Description	Weight	Notes
Price of Products and/or Services	30%	
Prior Experience with Vendor	15%	Prior experience within the past 5 years.
Warranty/Maintenance/Support Feature	25%	Management features for K-12 environments. Technical support services.
References	10%	A minimum of three reference provided with at least one being a School District.
Local or In State Vendor	10%	

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### Escambia County Schools, Alabama

Completeness/Quality of Proposed Services (all documents provided)	10%	Long-term costs of support contracts and licensing. Based on all criteria in the "Quality of Bidder" and "Quality of Proposed Services" section of this bid
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#### References (Letters of Recommendation may be attached)

Name of School System or Company	Name of Person and Job Title	Contact Phone Number and Email

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