

Sterling Public Schools

REQUEST FOR PROPOSAL (RFP)

Wireless Access Points

Posting Date: February 28, 2024

Due Date: March 28, 2024 by 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 March 28, 2024 at 1:00 PM, at which point the proposals will be reviewed.
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:
2023-2024 Sterling Wireless Access Points
4. The electronic RFP can be received by emailing: rfps@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 June 2024 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, 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 March 26, 2024.

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

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 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 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.

10x Cisco Meraki MR46 Access Points
10x Cisco Meraki MR46 3 Year Licenses
1x Cisco Meraki MR78 Access Point
1x Cisco Meraki MR78 3 Year License

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