

Request for Proposal

2024 – 2025 E-Rate CSD Switch Project

Coffeeville School District

Notice to Bidders

Notice is hereby given to interested bidders that the Coffeeville School District will receive written, sealed bids until the hour of 12:00 p.m. on Thursday, March 6th, 2025, at the Coffeeville School District Central office at 96 Mississippi st, Coffeeville, MS. Bids will be opened at 2:00 p.m. on Thursday March 6th, 2025 in the Board Room or other designated area of the Coffeeville School District Central Office. Bids will have to be Board approved before any contracts are awarded.

2024 – 2025 E-Rate CSD Switch Project

Our District’s students, teachers, staff and administrators are using more and more resources that require Internet access, including CSD Switch connectivity. The Coffeeville School District has currently Dell Power Connect 7048p, 5548p, 5524p, N2048P, and N2024P series switches. The District wishes to entertain upgrades that will make the switches compatible with all other existing switches and to consolidate 24 port switches to 48 port switches that support PoE+ and to add PoE ports. A separate RFP for an updated Wifi system is also another point of consideration for this switch refresh. The purpose of this RFP is to explore the various options currently supported through the E-Rate program and its Category Two services.

Proposals should include a realistic assessment of actual components needed for this upgrade. Technical specifications of equipment should be provided with the proposal along with the Scope of Work describing this “turn-key” project.

The proposal must guarantee performance sufficient to fulfill the needs of the Coffeeville School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP. There should be no reoccurring costs for further functionality.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The Coffeeville School District will not release the vendor from the performance guarantee required above, because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

Because of the diversity of possible solutions, the Coffeeville School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible.

All prospective vendors must complete a district walkthrough or onsite survey in order to be eligible to

submit a bid. To schedule a walkthrough or onsite survey, you will need to contact Chris Dungan (see contact information below). Proposals from vendors who do not complete the onsite survey or walkthrough WILL NOT be considered.

Bids will be due at 12:00 p.m. on Thursday, March 6th, 2025. For more information, contact Chris Dungan, Technology Director, via phone (662) 562-5861 or by e-mail (cdungan@coffeevilleschools.org). Addendums to this RFP can be obtained from the District Office, by the District website, or via email to the contact below.

CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the network will not allow for the capacity required in this RFP as stated in paragraph two in page one of this document, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the Coffeeville School District.

General

Provide internal connections as specified herein.

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the vendor's response will remain in effect for a period of twelve (12) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify Coffeeville School District. All questions should be addressed to Chris Dungan as outlined below. The preferred mode of contact is via email.

Chris Dungan
Technology Director
Coffeeville School District
96 Mississippi
Coffeeville, MS 38922
cdungan@coffeevilleschools.org
662-675-8941 (office)

Questions must be submitted to the email address cdungan@coffeevilleschools.org. If a response is not received within 24 hours, it is the responsibility of the respondent to call Chris Dungan at 662-675-8941 (office) confirm receipt of the message.

All questions and responses will be posted immediately on the District's E-Rate Procurement page at www.coffeevilleschools.org. It is the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information. Any modifications or clarifications will be posted as an addendum on the Coffeeville School District website. Addendums may also be requested by email from any respondents after the walkthrough is completed.

BID SUBMISSION INSTRUCTIONS

Bids will be opened at 12:00p.m. on Thursday, March 6th, 2025, in the board room or other designated area in the Coffeerville School District Central office at 96 Mississippi St, Coffeerville, MS. Bids must be submitted in a sealed envelope clearly marked as follows:

“2024 – 2025 E-Rate CSD Switch Project”

Envelopes not so marked will remain sealed.

The Coffeerville School District Board of Trustees or Superintendent reserves the right to reject any and/or all bids and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:

Attachment A Completed and Signed by the bidder.

(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

Attachment B Completed.

“Coffeerville E-Rate CSD Switch Project” should be clearly marked on the face of the envelope as well as the opening date of March 6th, 2025.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Coffeerville School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, or telegraphic bids will not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to make a contract.

Certificate of Responsibility

- A. Each Bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope.
When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint Venture has not Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.
- B. Each subcontractor who’s Subcontract exceeds \$50,000 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- C. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the

time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

Evaluation Methodology

The Coffeeville School District Board of Trustees or Superintendent will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be the priority factor. Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. The possibility is that the best option will involve district purchased equipment that may or may not be E-Rate eligible or may or may not be part of this proposal could significantly delay the evaluation process. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

The following factors will be considered when evaluating responses:

- Price of goods and services.
- Preference will be given for prior positive experience with the Vendor.
- Preference will be given to Mississippi based vendors.
- Preference will be given for vendors proposing the use of AP devices in which the AP manufacture offers a limited lifetime warranty on the access points with replacement within 10 days.
- Preference will be given for vendors whose product requires no recurring costs for future functionality.

Financing

This project will be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

Vendor Qualifications

The Coffeeville School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Coffeeville School District all such information and data for this purpose as the Coffeeville School District may request. The Coffeeville School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Coffeeville School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Coffeeville School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.

- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- Provide the documentation of the vendor's CSD Switch, switching and cabling certifications.
- Participate in the mandatory walkthrough. Any bid submitted by a vendor who does not complete the mandatory walkthrough will be returned unopened. There will be no exceptions.

Disqualification of Bidder

The Coffeerville School District reserves the right to award to other than the lower bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- C. Bidder's failure to complete the mandatory Pre-bid onsite walkthrough.
- D. Bidder being in litigation with the Coffeerville School District.
- E. Bidder having defaulted on a previous contract.
- F. Bidder having preformed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Coffeerville School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

Objective:

In each closet switches there should be a single managed Layer 2 switch or stackable solution that acts as a single switch sharing the same switching fabric should be used to provide all ethernet, stacking, and fiber ports. Switches should be capable of supporting 10/100/1000 MB Ethernet (or better) connections and up to 10 Gbps fiber uplink. Half of the ports in each MDF and IDF closet should also support PoE+. Switches should support spanning tree and be able to detect switch loops. A minimum number of ports in each MDF and IDF will be provided at the walkthrough, but there will not be a reduction from the present count. It is preferred to use 48 ports switches, but 24 port switches can be used if the cabling density is not a factor in the IDF closets.

SFP ports, along with the necessary GBIC and/or stacking hardware that support 10Gb GBICs for fiber ports, will be required for fiber connections. Fiber is already connecting the existing switches and will not need to be upgraded, but compatible GBIC connectors will be required. Switches should support private VLANs, should be able to communicate with VLANs from other switch manufacturers, support VoIP, and should support VLAN trunking protocol. Switches should be installed in the racks along with all new CAT6 patch cables provided by the vendor, should be plugged into the switch, and switches should be configured as instructed. Patch cables should be as short as possible to keep wiring closets neat. Connections between closets should be configured for maximum throughput. Switches are preferred to have a lifetime or limited lifetime warranty covering any hardware failures with repair or replacement within 1 business day at no additional charge. Any problems relating to or being a result of configuration of the switches that result within the first 90 days of service should be resolved by the configuration vendor at no cost and within 1 business day. All patch cables in IDFs and MDFs should be included for each port. Switches should include a network monitored UPS battery backup (1000W minimum).

If there is not enough rack or cabinet space available to accommodate the switches and rack mounted UPS, then replacement racks or cabinets will be provided by the vendor. If the existing rack or cabinet becomes unsafe once the new equipment is installed, it should be replaced by the vendor, with prior approval by the CSD representative. If a ladder rack would be safer in any IDF, it should be used to replace cabinets.

Any existing equipment that will be replaced will remain the property of the Coffeerville School District.

Equipment & Installation Specification

All cable and cabling components including jacks and patch panels used in this proposal will be minimum Category 6 rated.

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, etc.).
- Bid must include cost of labor and installation.
- Hpe aruba networking cx 6200f or equivalent

Current Equipment

Switches

1. The Coffeerville School District network is made up of Dell Power Connect 7048p, 5548p, 5524p, N2048P, and N2024P series switches at all locations. All ports are 1000Mbps minimum.
 - a. 7048p = 8
 - b. 5548p = 11
 - c. 5524p = 6
 - d. N2048p = 1
 - e. N2024 = 1

2. Any VLAN configurations proposed in this project necessary to meet the requirements must be configured completely by the vendor using the existing switches. The Coffeerville School District presently uses a flat topology with phone VLANs.

Equipment & Installation Specification

Vendor installed Patch Panels and Cabling

- Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other (if applicable).
- If current cables are used, the vendor will be allowed to use the same cable and patch panels as long as the cables and equipment rating is CAT 5e minimum.

(General Floor plans will be available at the walkthrough. Onsite walkthroughs will identify building materials, existing cabling, etc. Vendors will be responsible for taking any needed measurements during the walkthrough.)

Current Network Bandwidth and WAN Configuration

- Each building in the Coffeerville School District is presently connected to the District Office via a single mode fiber. (This is subject to be upgraded in the near future.)
- Servers and centralized devices are located on the building sites and at the Central Office. Each site has a several switch cabinets and a main demark area. Details will be given at the onsite survey or walkthrough.
- Currently, the District has a 1 GB Internet connection that services the entire district which connects at Central Office. Traffic from the Internet is firewalled, filtered and regulated by devices located at the school sites. (This is subject to be upgraded in the near future.)

E-Rate

This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request.

Right to Reject

The Coffeerville School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Coffeerville School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Coffeerville School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Coffeerville School District Board of Trustee or Superintendent, is not in a position to adequately perform the contract. The Coffeerville School District Board of Trustees or Superintendent reserves the right to reject any and all proposals any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Coffeerville School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Coffeerville School District.

ATTACHMENT A

INFORMATION FORM (Type or Print ONLY)

NAME OF COMPANY	
ADDRESS OF HOME OFFICE	
CITY OF HOME OFFICE	
STATE OF HOME OFFICE	
COUNTY OF HOME OFFICE	
9 DIGIT HOME OFFICE ZIP	
PHONE # OF HOME OFFICE	
Federal EIN	
DUNS Number	
E-Rate SPIN number	

CONTACT Name _____

CONTACT Phone Number _____

CONTACT Email Address _____

By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that portions of this Project may be funded from E-Rate Funds. This project is subject to funding availability and contingent upon E-Rate funding.

PRINTED NAME _____ TITLE _____

SIGNED _____ DATE _____

ATTACHMENT A - continued

PRICING INFORMATION

(You may submit your standard quotation instead of this document if you wish)

DELIVERED TO

Coffeerville, Mississippi 38922

(Specific address to be determined prior to shipment)

Manufacture Part Number	Description	QTY	Unit Price	Extended Price

ATTACHMENT B

Vendor Required Documentation

- Specifications for the proposed hardware.
- Current liability insurance and workers compensation insurance.
- Documentation of the vendor's CSD Switch, switching and cabling certifications.
- Three K-12 CSD Switch references.
- Must include a detailed Scope of Work describing this "turnkey" project.