

**E-RATE 470 REQUEST AND REQUEST FOR PROPOSAL (RFP) FOR:
CAMPUS-WIDE FIBER NETWORK MAINTENANCE**

OBJECTIVE

Lago Vista ISD (LVISD) is seeking proposals for the upcoming year of E-Rate. LVISD is soliciting proposals for improving the efficiency of the network within LVISD. All purchases, installation, testing, and certifications are to be completed within local, state, and E-Rate guidelines and regulations.

SERVICES REQUESTED

- Maintenance of fiber lines throughout district

SCOPE AND HISTORY OF PROJECT

LVISD currently uses 10 GB Speed between campuses, with fiber strands linked from LV High School, 5185 Lohman Ford Rd., Lago Vista, Texas, to LV Elementary School, 20311 Dawn Drive, Lago Vista, Texas 78645, terminating at LV Middle School, 8039 Bar-K Ranch Rd., Lago Vista, Texas 78645.

This RFP (Request for Proposal) solicits proposals from Contractors who are qualified to install outside plant (OSP) fiber optic cable.

The purpose of this Proposal is for Aerial Fiber Maintenance for Lago Vista ISD. Lago Vista ISD has approximately 3.71 miles of aerial Fiber Optic cable linking the High school, Middle school, and Elementary school.

1. VERIFICATION

- 1.1. Inspect the Fiber route from High School to Middle School & Middle School to Elementary School. Verify the Entire route and document all PEC Pole #'s.
- 1.2. Identify any area's that Tree trimming will be required to provide a 4'- 6' clearance from all trees.
- 1.3. Check all Splice Case's and Slack Point to make sure they are secure.

2. UNIT PRICING

- 2.1. Provide pricing to perform a complete visual inspection of the entire route every 6 months.
- 2.2. Provide pricing to perform a complete visual inspection of the entire route after Major storms.
- 2.3. Provide pricing to perform route inspections every 3 months. (This is does not involve leaving the road)
- 2.4. Provide Pricing for repair on Emergency Outages (6 Hour Response Time).
- 2.5. Provide unit pricing for Fiber Splicing in building.
- 2.6. Provide unit pricing for Fiber Splicing in a Splice Case.
- 2.7. Provide an Hourly Rate for a Fiber Technician with equipment.
- 2.8. Provide pricing to clean and Test all 48 strands of fiber from the Middle School to Elementary School. Test with OTDR Bi-directional and Power and Light Source Meter per pair and Provide printed test results for fiber traces with OTDR and Power and Light Source readings.
- 2.9. Provide pricing to Clean and Test all 48 strands of fiber from the High School to Elementary School. Test with OTDR Bi-directional and Power and Light Source Meter per pair and Provide printed test results for fiber traces with OTDR and Power and Light Source readings.
- 2.10. Provide pricing for Fiber Caution Label's on each pole, slack loop, and splice case (Qty. 250)

3. GENERAL REQUIREMENTS

- 3.1 RFP must be responded to completely by means of line item response.
- 3.2 The Contractor must submit three (3) copies of the completed Bid Response to:
Russell Maynard
Lago Vista Independent School District
8039 Bar-K Ranch Road
Lago Vista, Texas 78645
- 3.3 Responses shall be delivered by **2/9/2019**; The Owner reserves the right to reject any and all late responses.
- 3.4 The Owner shall bear no liabilities or responsibilities for any costs incurred by the Contractor in preparation of this response. This document must be signed by the person authorized to bind the Contractor in this matter.
- 3.6 Questions shall be submitted to Russell Maynard by e-mail only to(russell_maynard@lagovista.txed.net). No questions shall be answered if received after **2/1/2019**.
- 3.7 No voice calls shall be accepted prior to the response due date or until a signed contract is in place. Any violation will weigh heavily in the evaluation process.
- 3.8 A Bill of Materials detailing the products and quantities of each that are used to arrive at the pricing figures must be provided.
- 3.9 Proposals which do not conform to these requirements, or which contain additions, conditional bids, or irregularities of any kind, may be rejected. Any recommended deviations, suggested additions, deletions, or changes, which meet the specifications are welcomed, but must be submitted and identified as a voluntary alternate quotation. Provide complete specifications for such alternatives and deviations from the original delivery schedules, where applicable.
- 3.10 Before submitting a proposal, the Bidder should carefully examine the drawings, schedules, and specifications provided herein, and visit the site. Further, the Contractor should ensure compliance with all laws, ordinances, regulations, wage rates, and labor conditions in the area of operation affecting the contract or the work.
- 3.11 All work relating to this Project shall be subject to all federal, state, and local codes, ordinances and regulations regarding occupational safety and health, environmental protection, and construction standards. Nothing contained in the specifications, drawings, or other contract documents shall be construed to conflict with such laws, codes, ordinances, or regulations; in the event of such conflict, any requirement imposed by law, ordinance, or regulation shall be deemed controlling.

4. CONTRACTOR QUALIFICATIONS

- 4.1 The Contractor shall provide three (3) references from installations that have been completed by technicians identified for this Project.
- 4.2 Describe any past or present litigation, claims, or liens involving your Company or parent company.
- 4.3 Enclose your Company's customary and mandatory insurance coverage for a project this size.
- 4.4 Provide the name, phone numbers, and hours of availability of the one (1) person responsible for the installation of this Project.
- 4.5 Identify the person or persons responsible for any contract issues and who can contractually bind your Company.
- 4.6 Enclose your Company's proposed Site Safety Plan for this Project.

5. MANPOWER PROJECTIONS

- 5.1 Submit a project schedule including manpower projections for After Awarded.
- 5.2 Identify the Project Manager who will be assigned to this Project.
- 5.3 The Project Manager's responsibilities will include, but not be limited to, the following:
 - Interfacing with the overall coordinating Project Manager, the Lago Vista ISD.
 - Adhering to schedule
 - Attending meetings (if needed)
 - Providing Project updates
 - Maintaining current documentation
 - Enforcing time management
 - Performing routine Quality Control checks

6. UNIT PRICING

6.1 The Owner wishes to utilize unit pricing for additions to, or subtractions from, the original scope for the following tasks:

UNIT PRICING	
<i>Task</i>	<i>Total Cost</i>
Emergency Dispatch within a 6-hour response	
Provide pricing to perform a complete visual inspection of the entire route every 6 months	
Provide pricing to perform a complete visual inspection of the entire route after Major Storms.	
Provide pricing to perform route inspections every 3 months (this does NOT involve leaving the road).	
Provide unit pricing for Fiber Splicing in building.	
Provide unit pricing for Fiber Splicing in a Splice Case.	
Provide unit pricing for fiber Cleaning & Testing.	
Provide an Hourly Rate for a Fiber Technician with tool's & equipment	

7. Rate Schedule

- 7.1 What is the hourly rate for this Project?
- 7.2 What is the hourly rate for work outside the scope of this Project?
- 7.3 What is the overtime rate for work outside the scope of this Project?
- 7.4 Provide a guaranteed hourly rate for two (2) years upon completion of this Project for maintenance work.
- 7.5 Provide a guaranteed overtime rate for two (2) years upon completion of this Project for maintenance work.
- 7.6 Provide a schedule defining regular hourly rates and overtime rates.

8. PROJECT PRICING

8.1 Provide pricing as defined in the following table:

Project Pricing			
Description	Labor	Materials	Total
Inspect the Fiber route from High School to Middle School & Middle School to Elementary School. Verify the Entire route and document all PEC Pole #'s.			
Identify any area's that Tree trimming will be required to provide a 4'- 6' clearance from All trees.			
Clean & Test 96 strands of Fiber			
Check all Splice Case's and Slack Point to make sure they are secure.			
Fiber Label's			
Total			

9. CHANGE ORDER PROCEDURE

9.1 Change Orders must be submitted by the Contractor in writing within eight (8) business hours upon a request for additional work outside the scope of this document. A description of the proposed work plans, labor costs, and all materials required must be included in this request. Failure to provide requested Change Orders, or failure to implement said Change Orders may be considered a breach of contract.

9.2 All Change Orders shall be submitted to the Owner's point of contact for approval, and must be authorized (signed and dated) by the Owner's point of contact or designated representative.

9.3 Change Orders shall be tracked by the Contractor and provided as a summary with each additional Change Order. The Change Orders shall be tracked on an Excel spreadsheet detailing:

1. Original Contract Price
2. Previous Change Orders
3. Completion dates of previous Change Orders
4. Contract Total after each Change Order
5. Contract Total to Date

10. WARRANTIES

10.1 Provide details of all warranties to the Owner upon the Owner's acceptance of this Project.

10.2 Detail all rights and responsibilities of the Owner as stipulated in these warranties.

11. AGREEMENT

11.1 Unless specifically stated in this Bid Response, the Contractor agrees with all statements in the attached Contractor Agreement.

12. ACKNOWLEDGEMENT

12.1 The above Proposal shall remain in effect for ninety (90) days.

13. Company Information

Company	
Date	
By	
Signature	
Title	
Address	
Telephone	
Email Address	

SERVICE PROVIDER CRITERIA AND CONTRACT REQUIREMENTS

Lago Vista ISD wishes to take advantage of E-Rate funding discounts.

The successful bidder(s) will be responsible for qualifying in the Federal E-Rate program. Items not eligible for E-Rate shall be itemized in the bid. LVISD will pay the vendor using district funds for these non-eligible E-Rate purchases. Prices must be held firm for the duration of the E-Rate fiscal year ending June 30, 2019 or until all work associated with the project(s) are complete (including any SLD approved extensions). These projects and services depend on partial funding from the E-rate program.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the FRN at the percentage rate submitted for.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will be responsible for invoicing the Schools and Libraries Division for the funded amount. Applicant will not provide the form 472 (BEAR form reimbursement process).
- NO billing or work can take place before July 1, 2019.
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the bid is submitted
- The contractor is responsible for providing an FCC Registration Number (FRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.
- The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.
- LVISD requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with California law.
- Vendor understands that they may be asked to work around school schedules to avoid impacting classroom or busy office times.

The Applicant reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval.

Failure to follow the above criteria and requirements may be considered grounds for disqualification.

Proposals must be received by our office via email per the procurement schedule. No late, or bids delivered other than via email will be accepted.

RFP Coordinator

Russell Maynard, Technology Director
Address: Lago Vista ISD
Information Technology
Mailing address:
P.O. Box 4929
Lago Vista, TX 78645
8039 Bar-K Ranch Road
Lago Vista , TX 78645
Main Telephone: (512) 267-8300 x1500
Main Fax: (512) 267-8304
email: Russell_maynard@lagovista.txed.net

PROJECT

This pricing shall include:

1. Delivery of each component to its designated secured location.
2. Vendor to propose and coordinate configurations with LVISD prior to installation, in order to provide a "turn-key" delivery. This includes, but not limited to, configuring equipment naming, IP addresses, protocols, time servers, SNMP settings, etc...
3. Install the specified network electronics equipment into provided wall mounted or free standing electronic equipment racks.
4. Perform power-on system and functionality tests.
5. Perform and demonstrate a verification of network connectivity and functionality.
6. Verify access to the Internet and to LVISD resources
7. Provide printed documentation listing all equipment, part numbers, quantities, serial numbers, IP addressing and equipment naming. This documentation shall be delivered in an open CSV (Comma Separated Values) format.
8. Provide proposed coverage map and post install verification of coverage.

All quotes must be from a vendor certified by manufacturer. Vendor is to indicate the E-rate eligibility of each part.

Tax and shipping is to be included on all quotes.

PROCUREMENT SCHEDULE

The procurement schedule for this project is as follows:

Note: LVISD reserves the right to adjust this schedule as necessary.

Date:

Issue E-Rate form 470	12/14/2018
Issue of RFP	12/14/2018
Final Bids Due	2/9/2019
Award Bid	2/11/2019
Sign Contracts	2/15/2019

EVALUATION PROCEDURES

The evaluation will be performed by the RFP Coordinator and evaluation staff for services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that bids be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of LVISD.

LVISD will evaluate proposals from vendors using a 0 – 10 point scale on the basis of the following matrix:

1. 20% - The vendor's cost proposal.
2. 15% - The vendor's capability to provide a high quality solution as described in the technical documentation supplied by the vendor in response to this RFP.
3. 10% - The vendor's relevant experience, qualifications and success in providing these services and equipment.
4. 8% - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
5. 7% - The quality and duration of the vendor's proposed warranty period, specifically: items covered; period covered; items not covered; preventative maintenance plan; remedial maintenance response time; availability of trained technicians and parts; equipment upgrades; software maintenance (if applicable); engineering support; training and certification of district personnel; and any other factor that should be considered in evaluating this area of the vendor's proposal.
6. 10% - The vendor's after-warranty support program, specifically: preventative maintenance plan; remedial maintenance response time; availability of trained technicians and parts; system hardware enhancements and upgrades; software maintenance and support; engineering support; maintenance agreements; training and certification of district personnel; and any other factor that should be considered by the in evaluating this area of the vendor's quotations.
7. 10% - The contractual terms proposed by the vendor which would govern any contractual relationship with the LVISD.
8. 5% - The vendor's current references (minimum of three) and written letters of recommendation from institutions which are comparable to LVISD.
9. 5% - The uniqueness or innovative aspects of the vendor's proposal which are not contained in this Request for Proposals but are advantageous to the LVISD.
10. 10% - The ability of the vendor to provide satisfactory services in this area as determined solely by the LVISD. This includes, but is not limited to, having a office within 1 hours drive of the site.