

Pleasant Valley School District

Business Services Department

600 Temple Ave. Camarillo, CA 93010
Phone: (805) 445-8691 Fax: (805) 987-0693
www.pvsd.k12.ca.us

Purchasing Office

PLEASANT VALLEY SCHOOL DISTRICT

BID 16-02

TECHNOLOGY INFRASTRUCTURE EQUIPMENT

**PLEASANT VALLEY SCHOOL DISTRICT
NOTICE FOR BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT**

NOTICE IS HEREBY given that the Purchasing Office of the Pleasant Valley School District, acting by and through its Board of Trustees, is requesting proposals for:

BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT

All proposals must be in accordance with the specification standards and RFP requirements, copies of which may be obtained by PDF format at <http://www.pvsd.k12.ca.us> or by contacting the Purchasing Supervisor listed below.

Written proposals must be sealed and received at Pleasant Valley School District, 600 Temple Ave, Camarillo, CA, 93010, Attn: Purchasing Office no later than **Tuesday, January 26, at 2:00 p.m.**, and will be opened in public at that time.

Sandra Lovaas
Purchasing Supervisor
805-445-8691

Ventura Star Publication Dates
Saturday, December 19, 2015
Wednesday, December 23, 2015

PLEASANT VALLEY SCHOOL DISTRICT GENERAL INSTRUCTIONS TO VENDORS

1. **DEFINITIONS:**

The following terms shall be given the meaning shown, unless context requires otherwise or a unique meaning is otherwise specified.

- a) **“Request for Bid”** means an offer, made in response to a solicitation, to perform a contract for services, labor or to supply goods or materials at a specified price.
- b) **“Vendor”** means a contractor, company or supplier who submits a BID to the District in response to a solicitation.
- c) **“Purchasing Supervisor,”** means the Pleasant Valley School District authorized contracting official.
- d) **“District”** means Pleasant Valley School District.

2. **BID PACKET:**

This Bid Packet consists of the following: Cover Sheet, Notice Inviting Bids, General Instructions, E Rate Requirements, Pricing Form and Bid Form.

3. **BID SUBMITTAL:**

Bids, to receive consideration, should be made in accordance with the following instructions:

- All items on the Pricing Form should be filled out. Numbers should be stated in figures. Forms must be signed by a responsible officer of the bidding company in order to be considered. The completed forms should be without interlineations, alterations or erasures. Any corrections must be noted by affixing, in the margin immediately opposite the correction, the initials of the person signing the bid.
- The E Rate Requirements Form, Pricing Form and Bid Form all must be returned in order for submittal to be considered responsive.

4. **PRICES:**

Prices shall be shown on the Pricing Form for each individual item. Taxes shall be included at the Ventura County rate of 7.5%, unless otherwise specified.

5. **REFERENCES:**

Bidder may be required to provide a reference list of current customers using materials, goods or services similar to those specified in the bid.

6. **DELIVERY:**

Time and manner of delivery are essential factors in proper performance under the contract. Promptness of delivery will be a factor in choice of Vendor. Unless otherwise specified, the Vendor(s) shall be responsible for delivery and shall pay all costs, including drayage, freight, packing and insurance costs for delivery FOB Destination as specified in the bid. Where specific authorization is granted to ship goods FOB Point of Origin, Vendor(s) agrees to prepay all shipping charges, routing the least expensive method. Each invoice will list shipping charges as a separate line item on the invoice. No COD shipments will be accepted.

7. **SPECIFICATIONS:**

The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other BIDs are submitted must, in all cases be equal or exceed in every detail to the item specified. Bid must clearly state the brand, make or model number. If proposing equivalent materials or goods please submit data verifying equivalency prior to the date listed on the bid specifications. Please note: All “or equal” components must not void and must be supported by corresponding manufacturer warranty. The District, for inspection and

specification testing, may require samples of bid items. Samples furnished must be free of expense to the District. Samples furnished must also be identical in all respects to the products specified in the bid. Samples, if not destroyed by tests, and if requested, will be returned at the Bidder's expense. All goods furnished under this contract shall be newly manufactured goods. Used or reconditioned goods are prohibited, unless otherwise specified.

8. **INTERPRETATION OF BID DOCUMENTS:**

If any person is in doubt as to the true meaning of any part of the specifications or other Bid Documents, or finds discrepancies or omissions in the specifications, he may submit to the Pleasant Valley School District a written request for an interpretation or correction. Requests for interpretations shall be made in writing and delivered to the Pleasant Valley School District by e mail to slovaas@pvsd.k12.ca.us or by facsimile to, 805-987-0693 at least ten calendar (10) days before the time announced for opening the bids. The requesting party is responsible for prompt delivery of any requests. When the Pleasant Valley School District considers interpretations necessary, interpretations will be in the form of an addendum to the Bid Documents, and when issued, will be sent as promptly as is practical to all parties recorded by the Pleasant Valley School District as having received Bid Documents. All such addenda shall become a part of the Bid Documents. Oral and other interpretations or clarifications shall be without legal or contractual effect. It is the responsibility of each bidder to ensure the Pleasant Valley School District has their correct business name, facsimile number, email and address on file. Any prospective bidder who obtained a set of Bid Documents from anyone other than the Pleasant Valley School District is responsible for advising the Pleasant Valley School District that they have a set of Bid Documents and wish to receive subsequent Addenda.

9. **QUANTITY:**

Quantities may vary upon actual ordering of units. All or part of the items may be awarded. Over shipments will be returned at the Vendor's expense.

10. **OPENING OF BIDS:**

Bid BIDs will be opened and read at or shortly after the time set in the advertised Notice Inviting Bids, unless otherwise stated in the Bid Packet. Bidders or their representatives, and other interested persons, may be present at the opening of bid BIDs. Bid BIDs that arrive after the time set for bid opening will be returned to the vendor unopened and considered non-responsive.

11. **FORM OF BID DOCUMENTS:**

The form of Bid Documents, which the successful Vendor, will be awarded is a District Purchase Order referencing bid specifications and other Bid Documents documents.

12. **HOLD HARMLESS:**

The Vendor shall hold the Pleasant Valley School District, its officers, agents, servants and employees harmless from liability. The Vendor agrees to protect the District against all claims, suits, or proceedings for patent, trademark, copyright or franchise infringement arising from the purchase, installation or use of services or goods and materials purchased herein. The Vendor further agrees to assume all expenses and damages arising from such claims, suits and proceedings.

13. **ANTI-DISCRIMINATION:**

Vendor hereby certifies that in performing services or providing materials or goods for the District, there shall be no discrimination in hiring or employment practices because of sex, race, color, ancestry age, national origin, disability, disabled veteran status, or religious creed. The Vendor further agrees to comply with all applicable Federal regulations and California Fair Employment Practice Act.

14. INVOICES AND PAYMENTS:

Unless otherwise specified, the Vendor shall render invoices for materials, goods and services under the Bid Documents to the Pleasant Valley School, Accounts Payable Department, 600 Temple Ave, Camarillo, CA 93010. Invoices shall be submitted on a form acceptable to the District under the same firm name as shown on Bid Documents. All invoices, packing lists, packages, and shipping notices shall contain the applicable purchase order number. The Vendor shall list separately any taxes payable by the District.

15. DEFAULT BY VENDOR:

The District shall hold the successful Vendor responsible for any damage, which may be sustained because of the failure or neglect of Vendor to comply with any terms or conditions listed herein. In the event of a breach by the Vendor of any of the provisions in the RFP or subsequent Bid Documents, the District reserves the right to cancel and terminate this Bid Documents forthwith upon giving oral and/or written notice to the Vendor.

16. INDEPENDENCE OF PRICING:

Unless the Vendor is furnishing a joint bid, by submitting this bid, Vendor swears under penalty of perjury that it did not conspire with any other supplier to set prices in violation of anti-trust laws.

17. PRICING DISCREPANCIES:

In the event of a pricing conflict between the Vendor and the District, "Fair Market Value" will prevail.

18. WARRANTY:

Unless otherwise specified, the warranties contained in this Bid Documents begin after acceptance of merchandise has occurred. Vendor will include all written information on any warranty provided by Vendor or the manufacturer.

19. DISPUTES:

The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Vendor shall submit disputes to the Purchasing Specialist, in writing. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing.

20. CRITERIA POINTS:

The following elements will be the primary consideration in evaluating all submitted proposals and in the selection of a Proposer:

- a. 85% - Price of ELIGIBLE products and services, including unit prices, labor rates, travel/trip charges (if applicable), etc.
- b. 5% - Proposal preparation, thoroughness and responsiveness to this request for proposal.
- c. 10% - Proposer's experience, Pleasant Valley SD prior experience with Proposer (if any), overall installation and integration capabilities based upon performance record and availability of sufficient high quality personnel with the required skills and experience for the specific approach.

Bids wishing consideration should be submitted no later than January 26, 2016. No telephonic or telefax bids or amendments to bids shall be accepted. BIDs must be either emailed to: slovaas@pvvsd.k12.ca.us or submitted enclosed in a sealed envelope addressed to Sandra Lovaas, Purchasing Supervisor at 600 Temple Ave., Camarillo, CA, 93010. BIDs that arrive after the time set for bid opening will be returned to the vendor unopened and considered non-responsive.

It is the responsibility of the Vendor to verify that their BID has been received by the District's Purchasing Department prior to the bid opening. Verification of receipt can be made through the Purchasing Supervisor listed.

**BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT
E-RATE REQUIREMENTS**

Signed copy to be returned with bid response.

The Telecommunications Act of 1996 established a fund by which Schools and Libraries across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission (FCC). Funding is made available upon application approval by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC), which was established by the Act. The amount of discount is based on the numbers of students receiving free and reduced price meals.

1) BIDDER REQUIREMENTS

The District expects Bidders to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Bidders are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the Bid Documentsual period of any Bid Documents entered into as a result of this RFP.
- b. Bidders are responsible for providing a valid SPIN (Bidder Identification Number). More information about obtaining a SPIN may be found at this website:
<http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Bidders are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Bidders are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. 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. More information about FCC Red and Green Light Status may be found at this website:
http://www.fcc.gov/debt_collection/welcome.html
- e. Products and services must be delivered before billing can commence. At no time may the Bidder invoice before July 1, 2016.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any Bid Documents and USAC approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible". Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per SLD guidelines.

- h. **Within one (1) week of award, the awarded Bidder must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions.**
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review and/or audit inquiry, the awarded Bidder is expected to reply within 3 days to questions associated with its proposal.
- j. Services providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

2) BIDDER ACKNOWLEDGEMENTS

- a. The Bidder acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Bidder acknowledges that all pricing and technology infrastructure information in its bid shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).
- c. The Bidder acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the Bidder must disclose the conditions leading to the applicant being charged in excess of lowest corresponding price.
- d. This offer is in full compliance with USAC’s Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The Bidder agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

3) STARTING SERVICES/ADVANCE INSTALLATION


The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the Bid Documents “effective date”, E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2016 funding year (July 1, 2016).

EARLY FUNDING CONDITIONS

Category 2

There is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- *We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of funding year on July 1. This will provide schools with the*

flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.
For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#) , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

4) FCC/SLD AUDITABILITY

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

5) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of _____ (Bidder Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: _____ **Title:** _____

Phone Number: _____ **Email:** _____

Bidder Name: _____

**BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT
PRICING FORM**

Bid must clearly state the brand, make or model number of equipment proposed. The use of a manufacturer, product brand name or make in the specifications is not intended to restrict Bidders. The specification establishes the character or quality of the article desired. Alternative materials or goods on which other BIDs are submitted must, in all cases be equal or exceed in every detail to the item specified. Bid must clearly state the brand, make or model number.

Submitted Bid packets must include OEM brochures of all equipment being bid. Brochures must show full product specifications, features, components and warranty periods.

Pricing Form must be initialed and Bid Form must be signed for bid to be considered for award.

| <u>EQUIPMENT DESCRIPTION</u> | <u>QUANTITY</u> | <u>UNIT PRICE</u> | <u>EXTENDED TOTAL</u> |
|------------------------------|-----------------|-------------------|-----------------------|
|------------------------------|-----------------|-------------------|-----------------------|

Item 1:

| | | | |
|--|--------|----------|----------|
| Cisco Catalyst 4500-X16, Port 10GE IP Mfr. Part #: WS-C4500X-16SFP+ or Equivalent | 3 Each | \$ _____ | \$ _____ |
|--|--------|----------|----------|

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 2:

| | | | |
|--|--------|----------|----------|
| Cisco Catalyst 4500-X16, 750 w Power Supply Mfr. Part #: C4KX-PWR-750AC-R or Equivalent | 3 Each | \$ _____ | \$ _____ |
|--|--------|----------|----------|

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 3:

| | | | |
|---|--------|----------|----------|
| Cisco Enterprise Services for Cisco Catalyst 4500-X 16 Port Switch, Product Upgrade License Mfr. Part #: C4500X-16P-IP-ES or Equivalent | 2 Each | \$ _____ | \$ _____ |
|---|--------|----------|----------|

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 9:

Cisco Aironet 1532E IEEE 802.11ac 300Mbps 2 Each \$ _____ \$ _____
Wireless Access Point – ISM Band – UNII Band
Mfr. Part #: AIR-CAP1532E-A-K9 or Equivalent

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 10:

Cisco Aironet Antenna 4 Each \$ _____ \$ _____
Mfr. Part #: AIR-ANT2547V-N or Equivalent

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 11:

Cisco Aironet Antenna 4 Each \$ _____ \$ _____
Mfr. Part #: AIR-ANT2547V-N or Equivalent

Equivalent Manufacturer Bid: _____

Model Bid: _____

Item 12:

Cisco Mounting Bracket for Wireless Access Point 2 Each \$ _____ \$ _____
Mfr. Part #: AIR-ACC1530-PMK1 or Equivalent

Equivalent Manufacturer Bid: _____

Model Bid: _____

SUBTOTAL OF ALL EQUIPMENT \$ _____

TAX 7.50% _____

SHIPPING _____

TOTAL BID \$ _____

**PLEASANT VALLEY SCHOOL DISTRICT
BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT
BID FORM**

The undersigned, hereby proposes to furnish said materials and services in accordance with prices quoted on the attached form.

I hereby acknowledge and agree to all specifications of the Pleasant Valley School District bid and will see that our company is responsible for all materials and services as specified.

PREPARED BY: _____

PHONE NO.: _____ FAX NO. _____

E-MAIL ADDRESS: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____ DATE: _____

**PLEASANT VALLEY SCHOOL DISTRICT
BID 16-02, TECHNOLOGY INFRASTRUCTURE EQUIPMENT
BIDDER COMPLAINT FORM**

The parties shall deal in good faith and attempt to resolve potential disputes informally. If the dispute persists, the Bidder shall submit to the Purchasing Supervisor, the "Bidder Protest" form within five (5) working days after being notified by the Purchasing Office of the proposed award. Protests shall include reasonable and valid concerns as to why the award, as determined by the District, should not go forward. The District will respond to all protests in writing. The Board of Trustees will not consider protests from Bidders and/or their agents during a public meeting if they have not followed this procedure.

Date: _____

Name of Company: _____

Signature: _____

Title: _____

DESCRIPTION OF COMPLAINT

PLEASE DESCRIBE AS SPECIFICALLY AS POSSIBLE THE NATURE OF YOUR COMPLAINT REGARDING THE RECOMMENDED AWARD OF BID. (ATTACH ADDITIONAL SHEETS IN NECESSARY).