INSTRUCTIONS TO SERVICE PROVIDERS

GALT JOINT UNION ELEMENTARY SCHOOL DISTRICT

1018 C Street #210, Galt, CA 95632

TELECOMMUNICATIONS CABLING PROJECT

Project title	Galt ES FY27 C2 Cabling
FCC Form 470 number	270000144
Bid Deadline and Opening	Thursday, January 21, 2027, at 10:00 a.m. PST Galt Joint Union Elementary School District Business Office 1018 C Street, Suite 210 Galt, CA 95632
Mandatory walk-through	Wednesday, December 16, 2026, at 1:45 p.m. PST Vernon E. Greer Elementary School 248 W. A Street, Galt, CA 95632 Meet at the school's administrative office.

1. PURPOSE AND PROCUREMENT BASIS

The Galt Joint Union Elementary School District (District) is soliciting responsive proposals/bids for the furnishing and installation of structured cabling and related infrastructure for the Vernon E. Greer Elementary School E-Rate Network Cabling and Fiber Backbone Upgrade, FCC Form 470 No. 270000144. The work is being procured in connection with the District's E-Rate program application. The scope of work, the site, and the solicitation terms are stated in the Notice to Contractors and in the solicitation and contract documents issued by the District, which control.

This solicitation is let under the California Uniform Public Construction Cost Accounting Act ("CUPCCAA"), Public Contract Code sections 22000 et seq., in accordance with the District's adoption of the Act's cost accounting procedures and the Cost Accounting Policies and Procedures Manual issued by the California Uniform Construction Cost Accounting Commission. This solicitation is issued under CUPCCAA formal bidding procedures. The Notice Inviting Formal Bids is governed by Public Contract Code sections 22036 and 22037, the response to bids by section 22038, and the adoption of plans, specifications, and working details by section 22040.

This solicitation is subject to the District's applicable procurement policies and procedures and all applicable federal, state, and local laws, regulations, codes, ordinances, and requirements. Where the work constitutes a California public works project, the California Labor Code public works requirements, Department of Industrial Relations (DIR) requirements, California prevailing wage requirements, and applicable California Public Contract Code and Education Code requirements apply.

The E-Rate program does not replace or supersede California or local procurement requirements. Service providers are responsible for understanding and complying with the requirements applicable to their proposed work. E-Rate requirements and California/local procurement requirements must both be satisfied.

This document is drafted to the CUPCCAA formal bidding procedures and is intended for use by school districts that have adopted the Act. Formal bidding procedures are lawful for a public project at any value and are applied under this solicitation without regard to the estimated cost of the work.

Public Contract Code section 22032(a) permits a district to use its own workforce, a negotiated contract or a purchase order for public projects of $75,000 or less. Section 22032(c) requires formal bidding for public projects exceeding $220,000. This solicitation is issued under the CUPCCAA formal bidding procedures. The District's estimated cost determination and its selection of the applicable CUPCCAA procedure are recorded in the procurement file as provided in the District's procurement procedures, and the CUPCCAA thresholds are applied under Public Contract Code section 22032 as they read at the time of the determination.

Once the Notice Inviting Formal Bids for this project has been published, the District shall not award the contract under the informal bidding procedures of Public Contract Code section 22034. The procedure by which the contract is awarded shall be consistent with the notice published for the project. Where the District determines that a project is to be let under the informal bidding procedures, the solicitation shall be withdrawn and re-noticed in accordance with that section.

The District reserves the right to reject any proposal that is nonresponsive, incomplete, conditional, materially deviates from the solicitation, or fails to satisfy applicable licensing, public works, E-Rate, safety, or procurement requirements.

The CUPCCAA procedures are not optional and cannot be applied selectively. Neither the CUPCCAA procedures nor the E-Rate requirements replace the other; both apply concurrently and both must be satisfied. Where a provision of this solicitation conflicts with the Act, the Act controls.

2. E-RATE COMPETITIVE BIDDING REQUIREMENTS

The District is participating in the Federal Communications Commission's Schools and Libraries (E-Rate) program administered by the Universal Service Administrative Company (USAC). The competitive bidding process must be fair and open. The District must select the most cost-effective responsive proposal, with the price of eligible products and services serving as the primary evaluation factor.

- The FCC Form 470 and this solicitation/RFP, if applicable, will be made available as required by E-Rate rules.
- The District observes the E-Rate minimum twenty-eight (28) day waiting period. The District will not select a service provider or execute a contract until at least twenty-eight (28) calendar days have passed after the later of (a) FCC Form 470 certification and (b) the mandatory walk-through, whichever is later, unless a later date is required by applicable law or District procurement procedures.
- If this solicitation establishes a later bid deadline, that deadline will control.
- The District will evaluate all timely, responsive bids in accordance with applicable California public works procurement requirements and E-Rate rules.
- Where California law requires award to the lowest responsive and responsible bidder, the District will follow that requirement. E-Rate eligible pricing will remain the primary consideration for E-Rate compliance, and any additional evaluation criteria will be applied only as permitted by applicable law.
- Ineligible work may be included only when separately identified and priced. Ineligible costs will not be included in the E-Rate eligible-price evaluation factor.
- Service Providers shall comply with all applicable USAC and FCC rules and requirements, including the E-Rate program rules and applicable competitive bidding requirements, in addition to all CUPCCAA and California public works requirements. Where the E-Rate rules and the CUPCCAA procedures impose different requirements, the Service Provider must satisfy both.
- The District may request clarification of a bid when permitted by applicable procurement rules, but no service provider may receive an unfair competitive advantage or an opportunity to materially alter its proposal after the bid deadline.
- Service providers shall not provide gifts, gratuities, meals, entertainment, free services, or other things of value to District personnel, consultants, or decision makers in connection with this procurement.
- All communications concerning the solicitation shall be directed only to the District's designated procurement contact during the solicitation period.
- All bids, evaluation documentation, correspondence, contracts, and supporting records shall be retained in accordance with applicable E-Rate and District record-retention requirements.

3. SCOPE OF WORK

The Service Provider shall furnish all labor, supervision, materials, equipment, tools, testing, transportation, permits, incidental work, and other resources necessary for a complete and operational installation, except where expressly identified as District-furnished.

The project is a "public project" within the meaning of Public Contract Code section 22002(c) because it involves installation work on publicly owned or operated school district facilities. The Act defines a public project to include

construction, reconstruction, erection, alteration, renovation, improvement, demolition, installation, and repair work involving any publicly owned, leased, or operated facility.

The scope of work, the quantities, the site-specific requirements, the equipment to be furnished by the District, and the technical requirements for the work are stated in the Notice to Contractors and in the Technical Specifications issued with this solicitation and provided at the mandatory walk-through. The Service Provider shall price the complete scope stated in those documents. No claim for work omitted from the pricing schedule will be allowed on the basis that the Technical Specifications were issued at the walk-through rather than with this solicitation.

The Service Provider shall also maintain a current California DIR public works contractor registration as required by law and by the Contract Documents.

- The service provider shall not perform additional work, substitute materials, relocate equipment, or change the approved design without written authorization from the District. Oral direction from site personnel does not constitute authorization for a change in contract price or scope.
- The pricing schedules in Appendix B shall represent the complete scope of work, including all materials, labor, equipment, and services necessary to complete the installation as specified in the Technical Specifications.

4. MANDATORY WALK-THROUGH / SITE INSPECTION

Attendance at the complete mandatory walk-through is required to submit a bid. The date, time, place, and the sign-in and sign-out requirements of the mandatory walk-through are stated in the Notice to Contractors. Late arrivals, early departures, or failure to complete the required attendance sheets will result in disqualification from bidding.

The Technical Specifications, the complete school site maps, and the full scope of work are provided to Service Providers at the mandatory walk-through and distributed electronically to all attendees. This solicitation, including these Instructions to Service Providers, is posted to the USAC E-Rate Productivity Center (EPC) portal as stated in the Notice to Contractors and as required by E-Rate rules. Only Service Providers who meet the attendance requirements will be eligible to submit a bid.

Service Providers are responsible for inspecting site conditions, including accessible cable routes, ceiling spaces, MDF/IDF locations, pathways, existing cabling, racks and cabinets, work-hour restrictions, and any other conditions that may affect project costs or scheduling. Questions arising during the walk-through must be submitted through the District's designated procurement contact.

The period between the mandatory walk-through and the bid deadline, and the periods for newspaper publication and construction trade journal notice, are the periods stated in the Notice to Contractors and required by Public Contract Code sections 22036 and 22037 and by the E-Rate competitive bidding rules.

Service Providers shall not rely on information obtained privately from District personnel or other Service Providers. Any material clarifications will be provided to all eligible bidders through the District's established procurement process.

To bid on this project, a Service Provider must satisfy both the USAC E-Rate requirements and the CUPCCAA requirements applicable to this solicitation. Satisfying one set of requirements does not excuse compliance with the other. A bid that fails to demonstrate compliance with either is nonresponsive and may be rejected.

5. CONTINGENCY

Service Providers' price shall include a contingency allowance equal to ten percent (10%) of the cost of the work. This contingency is intended solely to address unforeseen conditions encountered during construction that could not reasonably have been identified during the bidding process.

The contingency shall not be used for changes in project scope, design revisions, or costs resulting from the District, its agents, consultants, or representatives failing to perform their responsibilities in accordance with the requirements of this RFP or applicable standards.

Any expenditure of contingency funds must receive prior written authorization from the District. The contingency allowance shall be separately identified in the bid. Only approved, documented costs may be charged against the allowance. The contingency is not a fund the Service Provider may draw on at its discretion, and expenditure from it

does not authorize any change in scope, design, or contract price. Any unused contingency shall be deducted from the final contract amount or otherwise reconciled in accordance with the contract. Contingency amounts that are not expended shall not be included in the contract value used to determine the applicable CUPCCAA threshold.

6. NOTICE INVITING FORMAL BIDS

This solicitation is advertised under CUPCCAA formal bidding procedures. The Notice to Contractors published by the District is the Notice Inviting Formal Bids for this project for purposes of Public Contract Code sections 22036 and 22037. It states the time and place for receiving and opening sealed bids and distinctly describes the project. The published notice, and not this summary, controls the manner of notice given for this project; a copy and proof of publication are maintained in the District's contract file.

- The notice periods, the dates of publication, the trade journals notified, and the dates of the mandatory walk-through, the bid deadline, and the bid opening are as stated in the Notice to Contractors. The Service Provider is responsible for obtaining the Notice to Contractors and any addenda issued by the District.
- The District shall not award the contract under the informal bidding procedures of Public Contract Code section 22034 after the Notice Inviting Formal Bids for this project has been published. The procedure by which the contract is awarded shall be consistent with the notice published for the project.
- The following minimum periods apply and are cumulative. The Notice Inviting Formal Bids is published in the newspaper at least fourteen (14) calendar days before the date established for opening bids, and the construction trade journals are notified at least fifteen (15) calendar days before that date. Separately, Service Providers receive at least fifteen (15) calendar days' notice of the mandatory walk-through before the walk-through is held, and then have at least twenty-eight (28) calendar days after the walk-through to submit bids. The bid opening date is set to accommodate the full sequence. Copies of the Notice Inviting Formal Bids and proof of publication shall be maintained in the District's contract file.
- The Notice Inviting Formal Bids is a separate instrument published by the District. This section summarizes the notice requirements for the convenience of bidders and does not replace or supersede the published notice.

7. BID SUBMITTAL REQUIREMENTS

All bids must be submitted in a sealed envelope or package and delivered to the District at the address below before the bid deadline indicated on Page 1 of these Instructions to Service Providers. Bids received after the specified deadline will not be considered.

Deliver Sealed Bids To:

Business Office
Galt Joint Union Elementary School District
1018 C Street, Suite 210
Galt, CA 95632

The outside of the sealed envelope or package must clearly identify the Service Provider's name and address and be labeled:

Vernon E. Greer Elementary School E-Rate Network Cabling and Fiber Backbone Upgrade – FCC Form 470 No. 270000144 – Sealed Bid

A single sealed bid packet may include the complete bid and pricing schedule required by the Notice to Contractors. The bid and pricing schedule shall be submitted on the forms furnished by the District.

Bids may be delivered in person, by mail, or by a commercial delivery service. It is the sole responsibility of the Service Provider to ensure that the sealed bid is received by the District at the designated location before the published deadline. The District is not responsible for delays in mail, courier delivery, or other circumstances resulting in late receipt of bids.

Bid Opening

Sealed bids will be publicly opened and read aloud at 10:00 a.m. PST on Thursday, January 21, 2027, at the District Business Office listed above.

The District reserves the right to review bids for responsiveness, bidder responsibility, and compliance with applicable procurement requirements before making an award recommendation.

The District anticipates completing its initial review of bids within ten (10) business days following the bid opening. This timeframe does not guarantee an award or limit the District's ability to conduct additional review as permitted by applicable law.

Each bid shall include the required pricing, documentation, and qualifications, shall be submitted on the forms furnished by the District, and shall be signed by an authorized representative.

- Completed pricing schedule, including item descriptions, quantities, unit prices, extended prices, and total cost. Pricing shall not be combined across separate scopes.
- Separate identification of E-Rate eligible and ineligible goods, services, labor, and other costs.
- Separate labor pricing and material/equipment pricing where requested.
- Manufacturer, product number, model, quantity, and description for proposed materials.
- Proposed schedule, estimated start date, and estimated completion date.
- California contractor license number and classification(s).
- California DIR public works contractor registration number. The District has determined that this project is a public works project, that the work is not exempt under the small-project thresholds of Labor Code section 1771.1, and that the prime service provider and every subcontractor performing covered work must be registered with the Department of Industrial Relations and qualified to perform public work before bidding, being listed in a bid proposal, or performing the work. Registration must be verified before the District accepts a bid or enters into a contract or subcontract.
- List of all proposed subcontractors, including each subcontractor's name, business location, California contractor license number and classification, DIR public works contractor registration number, and the portion of work to be performed, in accordance with Public Contract Code section 4104 and its applicable thresholds.
- Service Providers must have completed at least five (5) structured cabling projects of similar size and scope within the past five (5) years, including experience working in K–12 educational facilities. Service Providers must provide at least three (3) verifiable references for comparable projects, including the project name, scope of work, completion date, contract value, and client contact information. Service Providers must have a minimum of three (3) years of experience furnishing and installing comparable systems and be capable of obtaining a performance bond to assure satisfactory project completion.
- Required bid security shall be submitted with the bid. Evidence of insurance and bonding capacity shall be provided as specified in the solicitation. The successful Service Provider shall furnish all required payment bonds, performance bonds, and insurance certificates within the timeframe established by the District.
- Exceptions to the solicitation: Any proposed exceptions, modifications, or deviations regarding the solicitation terms, specifications, or contract language must be submitted in writing before the RFI deadline stated in the Notice to Contractors.
- Confirmation of attendance at the complete mandatory walk-through, including sign-in and sign-out.
- The Service Provider acknowledges that proposals and supporting documents submitted in response to this solicitation shall become the property of the District and may be subject to disclosure under applicable public records laws. Documents protected from disclosure by law, including qualifying confidential financial and prequalification records, shall be handled in accordance with applicable legal requirements.
- Service Providers shall comply with all current and future requirements issued by the Universal Service Administrative Company (USAC) throughout the term of any contract resulting from this RFP. Service Providers must provide a valid Service Provider Identification Number (SPIN) and FCC Registration Number (FRN) at the time of bid submission. Any Service Provider found to be in Red-Light Status will be disqualified from the bidding process. Information on obtaining a SPIN is available at USAC, and information on obtaining an FCC Registration Number is available through the FCC CORES system.
- USACFCC CORESTo be eligible to bid, a Service Provider must hold a valid SPIN and FRN, be in active status, and simultaneously satisfy all CUPCCAA and California public works requirements of this solicitation, including licensure and DIR registration.

- Pricing spreadsheets must be submitted in an unlocked Excel format on a USB flash drive included in the sealed bid packet. PDF copies of pricing spreadsheets will not be accepted in place of the required Excel files.
- Cover Letter – Stating 1) that the proposal/offer is firm and irrevocable and remains valid for the period stated in the Notice to Contractors and the Bid Form, 2) that work will be completed on or before the District's required completion date (if work is to be completed prior to the District's requirement, it must state so in the letter), and 3) other appropriate items. The proposal must bear the signature of a person authorized to sign on behalf of the Service Provider, reference this solicitation, and acknowledge acceptance of its terms and conditions, including any amendments or clarifications issued by the District. Include a brief statement that the firm understands the rules and regulations involving E-Rate and that award of the contract is contingent upon funding.
- Description Of Firm - This section should provide a brief description of the firm and statement of interest and qualifications for providing the requested equipment and services, include information regarding the size, location, nature of work performed, and years in business, and approach that will be used in meeting the needs of the District. The firm should list and describe the firm's professional relationships involving the District for the last three (3) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to perform the proposed services. Also, the firm shall give the District written notice of any professional relationships entered into during the period of this agreement.
- Personnel - Submit resume(s) or profiles of the individual(s) who will be assigned to provide the requested services, including their qualifications and recent related experience providing similar services. The Service Provider should state the size of the firm and the number/nature of the staff to be employed in this engagement on a full-time and on a part-time basis. An affirmative statement should be included that the firm and all assigned key professional staff are currently and properly certified or licensed to perform these services.
- Capacity & Methodology - Use this section to address the ability of the firm to undertake and accomplish the required scope of work for which you are requesting consideration.
- Past Performance – Provide information on comparable projects completed within the last five (5) years, including K-12 projects. List the most relevant projects, beginning with those closest in size and scope to this RFP. Include the scope of work, completion date, project value, and client contact name and telephone number.
  Provide at least three (3) references for comparable projects, including K-12 customers. Also disclose any disciplinary actions taken or pending against the firm within the past three (3) years by state regulatory agencies or professional organizations.
- Customer Service Commitment – Describe how the firm will provide service and fulfill the requirements and expectations of the District. Provide a description of how Service Provider will perform services. Service Providers are encouraged to provide additional information or description of resources the firm feels are pertinent to the RFP. Include letters of reference or testimonials. Ongoing commitment to providing outstanding customer service, professional development/education of staff and the number and type of employees must be indicated.
- Firm Financial Statement.
- The proposal submitted must not contain erasure, interlineations, or other corrections unless each correction is clearly and conspicuously authenticated by signing in the margin immediately opposite the correction the name of the person signing the proposal. A Service Provider will be bound by the terms and conditions of the proposal, notwithstanding the fact that errors may be or are contained therein. The District may request clarification of apparent errors or irregularities only as permitted by applicable procurement law. No bidder may materially change its bid, pricing, scope, or other substantive terms after the bid deadline.
- A service provider's failure to identify an exception before the RFI deadline may be deemed a waiver of that exception. The District is not responsible for costs incurred by service providers in preparing or submitting proposals.
- Failure by Service Provider to supply these documents shall be considered grounds for disqualification.

8. COST BREAKDOWN AND E-RATE ELIGIBILITY

Service Providers shall submit the pricing schedule required by the Notice to Contractors. The pricing must be sufficiently detailed for the District to determine the cost of eligible and ineligible components and administer the E-Rate funding request. Eligible and ineligible costs must be separately identified.

Service Providers shall use the pricing schedule provided in Appendix B. All required labor, materials, taxes, freight, contingency, and eligible and ineligible costs shall be separately identified.

The District may award only the portions of the proposal that are approved and authorized. E-Rate funding is not a guarantee of payment. The service provider remains responsible for performing only authorized work and for complying with the contract's invoicing and documentation requirements.

Where a component has both eligible and ineligible elements, the service provider shall provide a reasonable, supportable allocation methodology **and** separate pricing. The District may require revisions to pricing or cost allocation before award.

Prices must be held firm for the duration of the contract period (including any USAC approved extensions).

Labor should include a detailed breakdown of hours and manpower to be used, qualifications of manpower, training, including classroom time, per diem expenses, or any other expenses deemed necessary by Service Provider.

9. SERVICE PROVIDER LICENSING AND RESPONSIBILITY

The Service Provider shall hold and maintain all California contractor licenses required for the work. For this project, the applicable classification is the C-7 Low Voltage Systems Contractor license for the installation, termination, and testing of data, voice, and fiber optic cabling systems, or a General B license as stated in the Notice to Contractors; C-10 Electrical Contractor licensing is required for electrical work within the scope. The Service Provider is responsible for determining and maintaining the classification(s) required for its actual scope.

The District may require evidence that the Service Provider is properly licensed, experienced, financially responsible, insured, and otherwise capable of completing the work. Licenses shall remain active throughout performance. License verification is performed through the Contractors State License Board database before award.

The service provider shall not perform work outside its license classification or assign specialized work to an unlicensed or improperly licensed subcontractor.

10. CALIFORNIA PUBLIC WORKS REQUIREMENTS

To the extent the project is a public works project under California law, the service provider and all subcontractors shall comply with applicable California Labor Code, DIR, and Public Contract Code requirements. Public works generally includes construction, alteration, demolition, installation, or repair work performed under contract and paid in whole or in part from public funds.

- Prevailing wages: All covered workers shall be paid not less than the applicable prevailing wage for the craft/classification and locality, including applicable overtime and holiday rates.
- DIR registration: The prime service provider and each subcontractor performing covered public works must be currently registered with DIR and qualified to perform public work before bidding/listing/performance as required by law.
- Certified payroll: Service providers and subcontractors shall maintain and submit certified payroll records as required by DIR and applicable law.
- Apprenticeship: Public works contracts valued at $30,000 or more generally carry apprenticeship obligations under the California Labor Code, subject to statutory exemptions. This obligation is independent of the CUPCCAA bidding tiers in Public Contract Code section 22032 and applies to this project regardless of the procedural tier under which it is let. Service providers shall comply with applicable apprenticeship requirements and notices.
- Subcontractor compliance: Every subcontractor must satisfy applicable licensing, DIR registration, prevailing wage, apprenticeship, certified payroll, insurance, and safety requirements.
- Labor compliance: The District may require payroll records, worker classifications, fringe benefit information, and other documentation necessary to verify compliance.
- The service provider shall include all prevailing wage, apprenticeship, payroll, registration, compliance, and related labor costs in its proposal.
- DIR Monitoring and Enforcement: This project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations (DIR) and by the Division of Labor Standards Enforcement as provided in the Contract Documents. The Service Provider shall comply with all applicable DIR requirements, including the posting of required jobsite notices and submission of certified payroll records.

The Service Provider shall use the prevailing wage determination applicable to the project's advertisement date, locality, and classification. The applicable determinations are those in effect on the date this solicitation is first advertised, as those determinations are made available and incorporated into the contract as provided in the Contract Documents.

11. PUBLIC WORKS CONTRACTOR REGISTRATION AND SUBCONTRACTORS

Where public works requirements apply, the service provider shall provide its current DIR public works contractor registration number and the registration number of each proposed subcontractor subject to registration requirements. The District may verify registration before accepting a bid or awarding a contract.

The Service Provider shall identify each subcontractor required to be listed under California Public Contract Code Section 4104, including the subcontractor's name, business location, California contractor license number, DIR public works registration number, and the portion of work to be performed. Subcontractors shall be listed in accordance with the applicable statutory thresholds and requirements.

No substitution or addition of a subcontractor may occur except as permitted by the applicable California Public Contract Code, Labor Code, this solicitation, and the contract. Unauthorized substitution may result in rejection, contract remedies, or other action allowed by law. The Service Provider shall perform, without the services of any subcontractor, work constituting at least fifteen percent (15%) of the total work under the contract, exclusive of supervisory and clerical work, as required by the Bid Form and the Agreement. The Service Provider shall also comply with applicable Disabled Veteran Business Enterprise (DVBE) subcontracting requirements.

12. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) REQUIREMENTS

The District has established a Disabled Veteran Business Enterprise (DVBE) participation goal of three percent (3%) per year of the funds expended by the District for construction and modernization projects, in accordance with California Education Code section 17076.11. Bidders shall submit DVBE Worksheets with their bid documenting their outreach efforts toward this goal. The Service Provider shall identify in the Designation of Subcontractors form those subcontractors used to fulfill MBE, WBE, and DVBE participation goals. The successful Service Provider shall, before final payment, execute the Disabled Veteran Business Enterprises (DVBE) Documentation form and provide it to the District identifying any amount paid to DVBEs for work required under the Agreement. Failure to comply may result in penalties, including termination of the Agreement or suspension of payment.

12. SCHOOL SITE / PUPIL SAFETY REQUIREMENTS

Because work will occur at K-12 school facilities, the service provider shall comply with all District site-security and pupil-safety requirements. The District may restrict access, require identification badges, establish work hours, require escorts or supervision, and prohibit access to occupied areas.

- Service provider personnel who interact with pupils outside the immediate supervision and control of a parent/guardian or school employee must satisfy applicable Education Code requirements concerning criminal background records.
- The successful Service Provider shall execute the Criminal History Clearance / Site Protection Certificate on the form included in the Galt Competitive Bidding Packet at execution of the Agreement, and shall take the positive measures described in the certificate to keep violent or serious offenders away from pupils and staff on the site. Failure to abide by the conditions of the certificate may result in penalties, including termination of the Agreement or suspension of payment.
- Workers shall not photograph, record, interview, or otherwise collect student information without express District authorization.
- Service provider personnel shall follow District emergency procedures, parking rules, access routes, and site-specific safety instructions.
- No smoking, vaping, alcohol, controlled substances, weapons, or other prohibited items are permitted on District property.
- The service provider shall immediately report accidents, injuries, property damage, security incidents, or unsafe conditions to the District project manager.

13. PRECONSTRUCTION CONFERENCE AND NOTICE TO PROCEED

The successful service provider shall attend a preconstruction/job-start meeting before beginning work. The meeting will address schedule, site access, work hours, safety, pupil protection, keys/badges, storage, shutdowns, fire/life-safety requirements, asbestos information, communications, testing, invoicing, and closeout.

No work may begin until the service provider receives a written Notice to Proceed from the District. Service provider mobilization, material ordering, or other activity performed before authorization shall be at the service provider's risk unless expressly authorized in writing.

Service Provider shall provide the name of the individual authorized to receive construction change documents, and who is responsible for informing others in Service Provider’s employ or subcontractors of changes in the work.

14. SCHEDULE AND COMPLETION

The service provider shall provide a realistic project schedule that accounts for material lead times, school calendars, site access, testing, inspections, and closeout. Work shall be coordinated to minimize disruption to instruction and District operations.

- Within five business days after Notice to Proceed, submit a detailed schedule and anticipated site start dates.
- Coordinate all outages, ceiling access, room access, and work in occupied areas with the District.
- No work shall be performed outside approved hours without written authorization.
- All work shall be completed by the contract completion date and within the applicable E-Rate service implementation deadline. The Service Provider shall account for the post-walk-through bid period, the E-Rate waiting period, District review, and any funding-approval condition in its proposed schedule. No work may begin before the District issues a written Notice to Proceed.
- The service provider shall promptly notify the District of any condition that may delay completion.

15. MATERIALS, STANDARDS, AND WORKMANSHIP

All materials shall be new, unused, commercially standard, and suitable for the intended application unless otherwise specified. Materials shall comply with the project specifications, applicable codes, manufacturer requirements, and recognized industry standards.

- Install cabling in accordance with the manufacturer's requirements and applicable codes.
- Use appropriate supports, J-hooks, cable tray, conduit, bushings, fittings, firestopping, labels, grounding/bonding components, and mounting hardware required for a complete installation.
- Do not attach cabling to sprinkler piping, ceiling grid wires, or other systems where prohibited.
- Maintain required bend radius, separation, pulling tension, pathway fill, support spacing, and other installation requirements.
- Firestop all penetrations as required by code and the District's fire/life-safety requirements.
- Do not leave exposed, unsupported, abandoned, or improperly terminated cabling.

If the specifications identify a manufacturer or model, the service provider shall provide the specified product or an equivalent product only where the solicitation permits equivalent products. Any proposed equivalent shall be clearly identified with manufacturer, model/part number, specifications, and documentation demonstrating equal or better performance.

16. SUBMITTALS AND APPROVALS

Before installation, the service provider shall provide submittals requested by the District, including product data, manufacturer/model information, cable specifications, proposed equivalents, rack/cabinet layouts, labeling conventions, and other documentation necessary to verify compliance.

Submittal approval does not relieve the service provider of responsibility for compliance with the contract, applicable codes, manufacturer requirements, or proper installation. The service provider remains responsible for correcting deficient work at no additional cost to the District.

17. TESTING, CERTIFICATION, AND ACCEPTANCE

All copper and fiber cabling shall be tested and certified in accordance with the applicable cabling standard and project specifications. Testing shall be performed after installation is complete and before final acceptance.

- Provide test results for every installed cable run, identified by the District's labeling scheme.
- Copper test reports shall include the parameters required by the specified category/performance standard.
- Fiber test reports shall include appropriate loss/continuity testing and certification data for the installed fiber type and application.
- Failed links shall be repaired and retested at no additional cost to the District.
- Provide electronic test reports in a searchable, organized format.
- Final acceptance is contingent upon satisfactory testing, labeling, cleanup, punch-list completion, and delivery of closeout documents.

18. LABELING AND CLOSEOUT DOCUMENTATION

The service provider shall label all installed cabling, outlets, patch panels, racks/cabinets, and other components in accordance with the District's approved labeling convention.

Closeout documentation shall include, as applicable:

- Cable test/certification reports.
- Final cable schedules and port maps.
- As-built drawings or marked-up floor plans.
- MDF/IDF rack and patch-panel documentation.
- Manufacturer warranties, workmanship warranties, and applicable warranty documentation covering all installed parts, materials, and equipment.
- Photos requested by the District.
- List of unresolved items and confirmation of punch-list completion.
- Final subcontractor and public works documentation requested by the District.
- All testing, labeling, as-built drawings, and closeout documentation shall comply with the requirements of the Technical Specifications, Sections 11 and 13, and must be completed and approved before final acceptance.

19. SAFETY, HAZARD COMMUNICATION, AND SITE CONDITIONS

The service provider is responsible for the safety of its employees, subcontractors, tools, equipment, and work operations and shall comply with applicable Cal/OSHA requirements and District safety procedures.

- Maintain good housekeeping and remove debris daily.
- Provide barricades, warning signs, dust control, fall protection, and other safeguards required by the work.
- Do not block exits, fire lanes, accessible routes, or emergency equipment.
- Store materials only in areas approved by the District.
- Provide safety data sheets (SDS) for hazardous materials as required.
- Use appropriate ladders, lifts, scaffolding, and electrical safety practices.

Before disturbing building materials, the service provider shall review the District's asbestos management information and follow all applicable procedures. If suspected asbestos-containing material, lead-containing material, or another hazardous condition is encountered, stop work in the affected area and notify the District immediately.

20. KEYS, ACCESS, AND SECURITY

Keys, access cards, badges, and other District property shall be controlled by the service provider and returned promptly when no longer required. Lost keys or access devices may result in charges for rekeying or replacement as permitted by the contract.

Service provider personnel shall access only authorized areas and shall not enter classrooms, offices, storage rooms, or other restricted areas without permission. Subcontractors shall comply with the same requirements.

21. INSURANCE, BONDS, AND SECURITY

Service Providers shall comply with all applicable California public works requirements regarding bid security, payment bonds, performance bonds, and insurance.

Bid security in the form and amount required by the District's bid documents shall be submitted with the bid.

The successful Service Provider shall furnish the payment (labor and material) bond and the faithful performance bond required by the Contract Documents, each in the amount stated in the Notice to Contractors, on the forms included in the Galt Competitive Bidding Packet.

The successful Service Provider may substitute securities or establish an escrow in lieu of retainage pursuant to Public Contract Code section 22300, as provided in the Contract Documents. Additional security, insurance certificates, and endorsements shall be furnished as required by the District's contract documents and applicable law.

The required bonds, executed agreement, and insurance documentation must be submitted within the period stated in the Notice to Contractors and before work begins.

22. CHANGE ORDERS AND EXTRA WORK

No extra work, material substitution, schedule change, or change in scope shall be performed without written authorization from the District's authorized representative. The service provider shall promptly notify the District of conditions that may require a change.

The service provider shall not be entitled to additional compensation for work that was reasonably inferable from the solicitation, site inspection, plans, specifications, or accepted industry practice and was necessary to provide a complete installation, unless otherwise authorized by the contract.

Changes to E-Rate-funded products or services must receive prior written approval from the District and, when required, be processed through the applicable FCC/USAC correction or service substitution procedures. All changes must comply with the District's contract and applicable procurement laws.

23. INVOICING AND E-RATE FUNDING

Invoices shall identify the project, site, purchase order/contract number, work performed, dates of service, quantities, and amounts. Eligible and ineligible costs must remain separately identifiable.

E-Rate funding is subject to FCC/USAC review and funding decisions. The District reserves the right to condition contract award, project commencement, or issuance of a Notice to Proceed upon E-Rate funding approval and the availability of District funds. Once the District has authorized the work in writing, the Service Provider shall perform the authorized work in accordance with the executed contract and shall not suspend or delay performance solely because E-Rate reimbursement has not yet been received. The District's payment obligations shall remain subject to the terms of the executed contract and applicable procurement requirements.

The service provider shall cooperate with reasonable District requests for documentation needed to support E-Rate invoicing, audit, or program compliance. The service provider shall not make representations to USAC on the District's behalf unless authorized.

The invoicing method (either Billed Entity Applicant Reimbursement (BEAR) via FCC Form 472 or Service Provider Invoicing (SPI) via FCC Form 474) shall be the sole choice of the Applicant. The invoicing method will be selected at the time of FCC Form 471 certification, or to change methods later as permitted by the program. If SPI is selected, the Service Provider agrees to invoice USAC for the funded portion of eligible products and services through FCC Form 474. If SPI is selected, the District shall be responsible for its non-discounted share of eligible costs and any applicable ineligible costs, in accordance with the executed contract and E-Rate requirements. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

The Service Provider shall submit all E-Rate invoices within the applicable invoice filing deadline established by FCC and USAC rules, including any approved extensions. The Service Provider shall be responsible for timely submission of its invoices and for providing the District with all documentation necessary to support E-Rate reimbursement. The Service Provider shall provide the District with copies of all E-Rate invoices and supporting documentation submitted to USAC for the project.

The Service Provider shall provide a completed Bulk Upload worksheet, including all required product, pricing, and site information, in the format and timeframe requested by the District for preparation and certification of FCC Form 471. Any subsequent changes must be approved by the District and comply with applicable E-Rate requirements. Invoices and schedules of values must match the approved funding request, including any authorized modifications or service substitutions.

Products and services must be delivered before billing can commence. At no time may the Service Provider invoice before the first day of the applicable E-Rate funding year. The District's E-Rate funding conditions do not alter the procurement procedure applicable to this project. Award of any contract remains subject to Public Contract Code section 22038, and any award contingent on E-Rate funding shall be made to the lowest responsible bidder submitting a responsive bid.

24. RECORDS, AUDITS, AND RETENTION

The service provider shall cooperate with the District in providing documentation reasonably necessary to support E-Rate applications, Program Integrity Assurance (PIA) reviews, audits, funding requests, invoicing, and other E-Rate compliance requirements.

The service provider shall maintain records related to project performance, pricing, labor compliance, subcontractors, testing, invoicing, and other contract obligations. These records shall be made available to the District, USAC, FCC, DIR, or other authorized governmental agencies as required by law or contract.

Nothing in this RFP or any resulting contract shall limit a governmental agency's authority to conduct audits, inspections, investigations, or enforcement activities.

In the event of questions or inquiries during an E-Rate pre-commitment review, post-commitment review, or audit, the awarded Service Provider shall respond to all questions related to its proposal within three (3) days of receiving the request.

The Service Provider shall retain all records related to the E-Rate-funded project for at least ten (10) years after the later of the last date of service or the applicable service delivery deadline, or longer if required by law, contract, audit, or other applicable record-retention requirements.

25. RIGHT TO ACCEPT, REJECT, OR AWARD IN PART

The District reserves the right, subject to applicable law and its procurement policies, to reject any or all bids, waive non-material informalities where permitted, and request clarifications. Responses to this solicitation will be handled as provided in Public Contract Code section 22038, as set out below.

Rejection of all bids and performance by District workforce (Public Contract Code section 22038). If the District determines that the work can be performed more economically by its own workforce, the Board may reject all bids. The Board shall reject all bids in an open hearing and shall give two (2) days' written notice to the apparent low bidder before the hearing. Following rejection of all bids, the District may abandon the project, or re-advertise for bids, or the Board may pass a resolution by a four-fifths vote declaring that the project be performed more economically by the District's workforce.

Award to the lowest responsible bidder (Public Contract Code section 22038). If a contract is awarded, it shall be awarded to the lowest responsible bidder submitting a responsive bid. If two or more bids are the same and the lowest, the District may accept the one that it chooses, in accordance with Public Contract Code sections 20117 and 22038. Each award shall comply with applicable California public works procurement requirements and E-Rate rules.

No bids received (Public Contract Code section 22038). If no bids are received through the formal bidding procedures, the project may be performed by employees of the District by force account, or under a negotiated contract, without further compliance with the bidding requirements of the Act.

The District may award contracts separately by school site to accommodate available E-Rate Category 2 funding, project schedules, and applicable completion deadlines, provided that each award complies with California public works procurement requirements and E-Rate rules.

Any award may be conditioned upon availability of funds, E-Rate funding, governing board approval, completion of required procurement procedures, and execution of an acceptable contract.

Where required by applicable California public works bidding laws, the District shall award each site to the lowest responsible bidder submitting a responsive bid for that site, or reject all bids for that site. All awards shall also comply with applicable E-Rate requirements.

Where the bids received are lower than the District's estimate, and the cost of the work proves to be $75,000 or less, the District may nonetheless award under the formal bidding procedures advertised in this solicitation. Formal bidding procedures are lawful for a public project of any value. Any such award shall be made to the lowest responsible bidder submitting a responsive bid, and the District shall record the variance between its estimate and the bids received in the procurement file. The District shall not award under the informal bidding procedures of Public Contract Code section 22034 after a notice inviting formal bids has been published for this project.

26. EVALUATION AND AWARD METHODOLOGY

Two-stage evaluation.

Bids are evaluated in two stages. Stage 1 is a qualification screen applied to each Service Provider and to each bid. Stage 2 compares eligible price among the bids that passed Stage 1. No bid that fails Stage 1 is scored in Stage 2.

Stage 1 — Qualification screen.

Each criterion below is met or not met. A bid that fails any criterion is nonresponsive, or the Service Provider is not responsible, and is rejected without further evaluation. No points are awarded at Stage 1 and no trade-off against price is permitted.

- Q1. The bid meets all mandatory requirements of the Technical Specifications, including Category 6A performance, fiber type and strand count, termination and labeling, testing and certification, and warranty requirements.
- Q2. The Service Provider holds a valid California contractor license in each classification required for the work, and is not performing or proposing work outside its license classification.
- Q3. The Service Provider and every listed subcontractor hold an active DIR public works contractor registration, and the Service Provider is qualified to perform public work.
- Q4. The Service Provider holds a valid SPIN and FRN, is in active status with USAC, and is not in Red-Light Status.
- Q5. The Service Provider attended the complete mandatory walk-through and completed both sign-in and sign-out for every site bid.
- Q6. The Service Provider has completed at least five (5) structured cabling projects of similar size and scope within the past five (5) years, including experience in K-12 educational facilities, and has at least three (3) years of experience furnishing and installing comparable systems.
- Q7. The Service Provider has provided at least three (3) verifiable references for comparable projects, including project name, scope of completion date, contract value, and client contact.
- Q8. The Service Provider has demonstrated financial stability and the ability to obtain a performance bond and the required insurance.
- Q9. The Service Provider has demonstrated the ability to deliver and service all sites within the District's geographic region for the duration of the contract.
- Q10. The Service Provider has demonstrated the ability to commence and complete the work within the applicable E-Rate service delivery period.
- Q11. The bid includes the complete pricing schedule, separate identification of eligible and ineligible costs, bid security, evidence of insurance and bonding capacity, and all required certifications and forms.
- Q13. Bid includes DVBE Worksheets documenting outreach efforts toward the District's 3% DVBE participation goal — Met / Not Met
- Q12. Service Provider was prequalified by the District and holds a current, active C-7 or General B license in good standing with the CSLB — Met / Not Met

Stage 2 — Price award.

Service Providers that pass Stage 1 are scored on price. The maximum score is one hundred (100) points, allocated as set out in Appendix C. Eligible price carries eighty (80) of those points and is the primary and decisive evaluation factor. A Service Provider cannot overcome a materially higher eligible price by any other factor.

Site-by-site comparison.

Each site is evaluated separately. For each site, the eligible price is compared only against the eligible prices submitted by other Service Providers bidding that site. Aggregate or combined pricing across multiple sites is not the unit of evaluation and is not considered, except that the District may consider a separately identified and documented multi-site discount where the discount is offered in the pricing schedule and does not obscure the per-site eligible price.

Cost-effectiveness determination.

The District will document that the award was made to the Service Provider offering the lowest eligible price among those that passed the qualification screen, or will document the specific basis on which a different award better serves the most cost-effective selection required by E-Rate rules. The evaluation shall be recorded in the District's Bid Evaluation Workbook, which contains the bid log, the qualification screen for each Service Provider, the price comparison, and the award record. That documentation will be retained in the contract file as part of the District's procurement record and made available for USAC Program Integrity Assurance review, audit, or other compliance inquiry.

Tied bids.

If two or more bids for a site are the same and the lowest, the District may accept the one that it chooses, in accordance with Public Contract Code section 22038. The District will document the basis of its selection.

Ineligible costs.

Ineligible goods, services, and costs must be separately identified and priced. Lower ineligible cost is preferred, because ineligible costs are not funded by E-Rate and are borne by the District. Ineligible cost is scored under Appendix C but does not displace eligible price as the primary factor.

Award.

The District will award the contract to the lowest responsible bidder submitting a responsive bid. The Stage 2 score is the mechanism by which the District identifies that bidder, and eligible price controls as provided in Appendix C. Any award remains subject to the reservation of rights in Section 25 and to availability of E-Rate funding, governing board approval, and execution of an acceptable contract.

27. CONTRACT TERM, EXTENSIONS, AND MULTI-YEAR PERFORMANCE

Initial term.

The contract term for each awarded site begins on the date the District issues a Notice to Proceed and ends on the earlier of (a) final written acceptance of the completed work for that site, or (b) the end of the applicable E-Rate service delivery period. The initial term is expected to end within the applicable E-Rate service delivery period, subject to any extension authorized below.

Extension for E-Rate service delivery.

If the work for a site cannot be completed within the applicable E-Rate service delivery period, the District may extend the contract term for that site to the extent of, and consistent with, a service delivery deadline extension requested by the District and approved by USAC. The Service Provider shall cooperate with the District in preparing and supporting any such request, shall provide the documentation required, and shall continue performance without interruption while the request is pending. The Service Provider shall not suspend or delay performance solely because a service delivery extension is pending.

Extension for District-authorized delay.

The District may extend the contract term to account for a delay caused by the District, by site conditions not reasonably discoverable at the walk-through, or by an approved change order within the original scope of work. Any such extension must be authorized in writing by the District's authorized representative before the work is performed.

Limits on extension.

An extension may not be used to add work outside the original scope of the solicitation, to increase the contract value beyond the amount authorized through the change-order process, or to avoid re-bidding where Public Contract Code sections 22032 through 22038 would otherwise require a new solicitation. If additional work is required beyond the original scope, it shall be procured in accordance with the Act and District policy as a separate procurement.

Continuing obligations during any extension.

For the full duration of the contract term, including any extension, the Service Provider shall maintain its California contractor license, DIR public works contractor registration, prevailing wage and certified payroll compliance, apprenticeship compliance where applicable, SPIN and FRN status, insurance, and all bonds and warranties required by the contract. A lapse in any of these requirements is a material breach and a basis for suspension or termination.

Multi-year funding.

E-Rate funding is approved on an annual basis. The District may condition the award, the commencement of work, or the issuance of a Notice to Proceed for any site upon E-Rate funding approval for the applicable funding year and the availability of District funds. A contract extension under this section does not create any obligation on the District to fund work in a subsequent funding year, and the Service Provider has no entitlement to continued work beyond the funded period.

Extension request procedure.

Any request for extension must be submitted in writing to the District's designated procurement contact not less than thirty (30) calendar days before the end of the current contract term, and must state the cause, the additional time required, and the effect on the work for each affected site.

Award to multiple Service Providers. The District may award contracts for individual sites to different Service Providers, and may award all, some, or none of the sites. No Service Provider is entitled to award of all sites, or of any particular site, by virtue of submitting the lowest combined or aggregate price. Each site is evaluated and awarded independently under Section 25A. The District may also reject all bids for any site without affecting the award of any other site.

Clarifications shall not permit changes to bid pricing, scope, specifications, or other material terms after the bid deadline. Negotiations and best-and-final offers will not be permitted. Nothing in this paragraph limits the District's authority under Public Contract Code section 22038 to reject all bids, to re-advertise, or to have the work performed by its own workforce or under a negotiated contract if no bids are received.

The successful Service Provider shall enter into a written agreement with the District using the District's approved contract documents. The agreement shall incorporate the applicable requirements of this RFP, the Instructions to Service Providers, project specifications, and any issued addenda.

All required insurance certificates and bonds shall be provided in accordance with the District's contract requirements and applicable law.

28. APPLICABLE LAWS, CODES, AND REQUIREMENTS

The following is a non-exhaustive list of authorities that may apply based on the project scope, funding, contract value, location, and District policies:

The plans, specifications, and working details for this project, including the Technical Specifications issued with this solicitation and provided at the mandatory walk-through, have been adopted by the District and are on file and available for public examination at the District office during regular business hours. Any person may examine them. Requests for examination should be directed to the District's designated procurement contact identified in Section 7. Any conflict between this solicitation and the adopted plans and specifications shall be brought to the District's attention for clarification before the affected work proceeds.

- Federal Communications Commission E-Rate rules and USAC Schools and Libraries program requirements.
- California Public Contract Code, including applicable school district public works and subcontracting provisions.
- California Education Code provisions applicable to school districts, school sites, pupil safety, and service provider personnel.
- California Labor Code public works, prevailing wage, apprenticeship, and contractor registration requirements.
- California Department of Industrial Relations (DIR) public works requirements and current prevailing wage determinations.
- California Code of Regulations, including applicable Title 8 safety and public works regulations.
- California Contractors State License Law and applicable Contractors State License Board requirements.
- Cal/OSHA requirements and applicable health and safety orders.

- Applicable California Building Code, Electrical Code, Fire Code, Energy Code, accessibility requirements, and local ordinances.
- District board policies, procurement procedures, facility standards, security procedures, and project-specific specifications.
- Any applicable federal, state, county, city, or local requirements imposed by the project or funding source.

This list does not relieve the service provider from independently determining all requirements applicable to its work. If a conflict exists between this template and a later-issued project-specific contract or specification, the controlling document shall be determined under the District's procurement and contract hierarchy.

29. SERVICE PROVIDER CERTIFICATION

By submitting a proposal, the service provider certifies that it has reviewed the solicitation, available plans and specifications, FCC Form 470 information, and mandatory walk-through materials; has independently inspected or investigated conditions reasonably available to it; and has included all costs necessary to perform the proposed work in compliance with the solicitation and applicable law.

The Service Provider further certifies that the information submitted is accurate; the Service Provider is properly licensed and registered as required; proposed subcontractors are properly licensed and registered as required; the Service Provider holds a valid SPIN and FRN and is not in Red-Light Status; the Service Provider is in full compliance with the Immigration Reform and Control Act of 1986 (IRCA) in the hiring of its employees; and the Service Provider will comply with applicable E-Rate, USAC, California public works, prevailing wage, apprenticeship, safety, school site, DVBE, and CUPCCAA procurement requirements. The Service Provider understands that satisfying the USAC E-Rate requirements does not excuse compliance with the CUPCCAA and California public works requirements, and that both must be met to bid on and perform this project.

Service Provider Name

Authorized Representative

Title

Signature / Date

DIR Registration No. / CSLB License No.

APPENDIX A — SERVICE PROVIDER BID CHECKLIST

Service Providers shall submit a complete bid on the forms furnished by the District, including the separate pricing schedule required by the Notice to Contractors.

Bid Requirements

☐ Reviewed FCC Form 470, RFP, Technical Specifications, and all issued addenda.

☐ Attended the complete mandatory walk-through and completed both sign-in and sign-out requirements.

☐ Confirmed that the solicitation was reviewed on the USAC EPC portal and that all addenda issued through EPC have been acknowledged.

☐ Confirmed receipt of the Technical Specifications, site maps, and full scope of work at the mandatory walk-through, and priced the complete scope.

☐ Confirmed that the solicitation was reviewed on the USAC EPC portal and that all addenda issued through EPC have been acknowledged.

☐ Submitted all forms required at bid opening as listed in the Galt Competitive Bidding Packet.

☐ Acknowledged the contract-signing forms required of the successful bidder as listed in the Galt Competitive Bidding Packet, and confirmed ability to execute them.

☐ Provided a signed cover letter acknowledging the solicitation requirements, the bid validity period, the project completion date, and the E-Rate funding contingency.

☐ **Completed and signed the Service Provider Certification in Section 29.**

☐ Submitted a completed Appendix B pricing schedule.

☐ Submitted DVBE Worksheets documenting outreach efforts toward the District's 3% DVBE participation goal.

☐ Provided quantities, unit prices, extended prices, and total costs.

☐ Separately identified E-Rate eligible and ineligible costs.

☐ Separately identified labor, materials, equipment, and other costs as required.

☐ Included the required 10% contingency allowance.

☐ Identified manufacturer, model/part numbers, quantities, and descriptions of proposed materials and equipment.

Service Provider Qualifications

☐ Provided a description of the firm, including location, size, years in business, and relevant experience.

☐ Provided personnel qualifications, certifications, and staffing information.

☐ Provided project approach, capacity, and methodology.

☐ Provided references and past performance information demonstrating at least five (5) comparable K–12 projects and three (3) years of relevant experience.

☐ Disclosed applicable professional relationships with the District and any required disciplinary information.

☐ Provided customer service commitment and supporting information.

☐ Included a firm financial statement, or will furnish a notarized financial statement if requested by the District.

☐ Provided valid Service Provider Identification Number (SPIN) and FCC Registration Number (FRN).

California Licensing and Public Works

☐ Provided California contractor license number(s) and classification(s) appropriate to the proposed work, and confirmed that the individual or firm meets the prequalification and licensing requirements stated in the Notice to Contractors.

☐ Provided current DIR public works contractor registration number, if applicable.

☐ Listed required subcontractors, including license and DIR registration information, as applicable.

☐ Included applicable prevailing wage, certified payroll, apprenticeship, and public works compliance costs.

☐ Included required bid security and supporting insurance/bonding documentation, as specified in the solicitation.

Project Schedule and Additional Requirements

☐ Provided proposed project schedule, estimated start date, and completion date.

☐ Provided proposed project schedule, estimated start date, and completion date.

☐ Submitted any requested exceptions, modifications, or deviations before the RFI deadline, as required by Section 7.

☐ Confirmed that both USAC E-Rate requirements and CUPCCAA requirements are satisfied, and that satisfying one does not excuse the other.

☐ Acknowledged all applicable E-Rate, California public works, safety, and procurement requirements.

APPENDIX B — REQUIRED BID PRICING SCHEDULE (BY SITE)

A separate pricing schedule must be completed for the scope of work. Quantities and the scope to be priced are as stated in the Notice to Contractors and the Technical Specifications; quantities are approximate and shall be verified by the Service Provider at the mandatory walk-through. Pricing from multiple scopes shall not be combined.

Site	Item / Description	Qty	Unit Price	Eligible	E-Rate Ineligible Amount	E-Rate Eligible Amount	Tax/Freight	Extended Total
			$	Yes/No	$	$		
			$	Yes/No	$	$		
			$	Yes/No	$	$		
			$	Yes/No	$	$		
			$	Yes/No	$	$		
			$	Yes/No	$	$		

APPENDIX C — EVALUATION AND AWARD MATRIX

Bids are evaluated in two stages. Stage 1 is a pass/fail qualification screen. Stage 2 scores price for the bids that pass Stage 1. A complete matrix is prepared for the bid evaluated.

Stage 1 — Qualification Screen (pass or fail; no points)

Q1. Meets all mandatory Technical Specifications, including Category 6A performance, fiber type and strand count, labeling, testing, and warranty — Met / Not Met

Q2. Valid California contractor license in required classification(s) — Met / Not Met

Q3. Active DIR public works contractor registration (prime and all listed subcontractors) — Met / Not Met

Q4. Valid SPIN and FRN; active USAC status; not in Red-Light Status — Met / Not Met

Q5. Complete mandatory walk-through attendance, sign-in and sign-out, — Met / Not Met

Q6. At least five (5) comparable structured cabling projects in the past five (5) years, including K-12; at least three (3) years in business — Met / Not Met

Q7. At least three (3) verifiable references for comparable projects — Met / Not Met

Q8. Demonstrated financial stability and ability to obtain a performance bond and required insurance — Met / Not Met

Q9. Ability to deliver and service the site — Met / Not Met

Q10. Ability to commence and complete work within the E-Rate service delivery period — Met / Not Met

Q11. Complete pricing schedule separate eligible and ineligible costs, bid security, insurance, and required certifications — Met / Not Met

Stage 2 — Price Award (100 points, price-dominant)

Points are awarded on price only, per site. Eligible price carries 80 of the 100 points and is the primary and decisive factor. A Service Provider cannot overcome a materially higher eligible price by any other factor.