INSTRUCTIONS TO VENDORS

North Monterey County Unified School District
13994 Castroville Blvd., Castroville, CA 95012

E-RATE CABLING PROJECT — FUNDING YEAR 2027

California Public Works / School District Procurement Requirements

Project	NMCUSD FY27 C2 Cabling
FCC Form 470	270000915
Bid Due Date	**December 11, 2026, 10:00 AM PST**
Mandatory Walk-Through	**November 4, 2026, 3:45 PM, North Monterey County High School, 13990 Castroville Blvd., Castroville, CA 95012**

1. PURPOSE AND PROCUREMENT BASIS

The North Monterey County Unified School District is soliciting responsive proposals/bids for the furnishing and installation of structured cabling and related infrastructure described in this solicitation. The work is being procured in connection with the District's E-Rate program application for Funding Year 2027.

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. Vendors 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.

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.

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 will observe the E-Rate minimum 28-day waiting period after FCC Form 470 certification before selecting a service provider or executing a contract 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 received in accordance with the evaluation criteria stated in the solicitation.
- Price of eligible E-Rate products and services will be weighted more heavily than any other single evaluation factor.
- 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.

- The District may request clarification of a bid when permitted by applicable procurement rules, but no bidder may receive an unfair competitive advantage or an opportunity to materially alter its proposal after the bid deadline.
- Bidders shall not provide gifts, gratuities, meals, entertainment, free services, or other things of value to District personnel, consultants, or decisionmakers 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 contractor 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.

Detailed quantities and site-specific requirements are provided in the project plans, specifications, drawings, walk-through materials, and/or appendices issued with this solicitation. Vendors shall inspect all available documents and verify field conditions before submitting a bid.

- Category 6/6A horizontal copper cabling, outlets, faceplates, jacks, patch panels, and associated hardware.
- Fiber optic backbone cabling, termination, enclosures, splice work, and associated hardware.
- MDF/IDF rack or cabinet installation, cable management, grounding/bonding where applicable, and patching.
- Pathways, supports, sleeves, J-hooks, conduit, raceway, bushings, fittings, firestopping, and other components necessary for a complete installation.
- Removal of abandoned cabling or equipment only when specifically included in the scope.
- Labeling, certification testing, test reports, as-built documentation, and closeout materials.
- Coordination with District technology staff, site administrators, other contractors, and the District's project manager.

The contractor 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.

4. MANDATORY WALK-THROUGH / SITE INSPECTION

Attendance at the complete mandatory walk-through is a strict condition of submitting a responsive bid for this cabling project. Request for proposal and full scope will be provided at the job walk. Please see job walk details on Page 1. **Late arrivals or early departures will result in immediate disqualification from the bidding process.**

Bidders are responsible for inspecting accessible conditions, routes, ceiling spaces, MDF/IDF locations, pathways, existing cabling, rack/cabinet conditions, work-hour constraints, and other conditions that could affect cost or schedule. Questions identified during the walk-through shall be submitted through the District's designated procurement contact.

No bidder may rely on information obtained privately from District personnel, another bidder, or a service provider. Material clarifications will be issued by the District to all prospective bidders in accordance with the procurement process.

5. BID SUBMITTAL REQUIREMENTS

Each bidder shall submit one complete proposal unless the solicitation expressly permits alternatives. The proposal shall be signed by an authorized representative and shall remain valid for [60/90] days after the bid opening unless otherwise stated.

- Completed pricing schedule identifying each site, quantity, unit price, extended price, and total.
- **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 if the project is subject to public works requirements.
- List of all proposed subcontractors, including required license and DIR registration information, where applicable.
- References for comparable K-12 structured cabling projects.
- Evidence of insurance and bonding capacity when requested.
- Exceptions to the solicitation: Any proposed exceptions, modifications, or deviations regarding the solicitation terms, specifications, or contract language must be submitted in writing prior to the Request for Information (RFI) deadline.
- Confirmation of attendance at the mandatory walk-through, if applicable.

A bidder's failure to identify an exception before the bid deadline may be deemed a waiver of that exception. The District is not responsible for costs incurred by bidders in preparing or submitting proposals.

6. COST BREAKDOWN AND E-RATE ELIGIBILITY

Pricing must be sufficiently detailed for the District to determine the cost of eligible and ineligible components and to administer the E-Rate funding request. Do not combine eligible and ineligible costs into an undifferentiated lump sum.

Site	Item / Description	Qty	Unit Price	E-Rate Eligible	Ineligible
			$	Yes/No	$
			$	Yes/No	$
			$	Yes/No	$
			$	Yes/No	$

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 contractor 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 bidder shall provide a reasonable, supportable allocation methodology **and** separate pricing. The District may require revisions to pricing or cost allocation before award.

7. EVALUATION OF PROPOSALS

Unless the District's procurement documents specify different criteria, proposals will be evaluated using the following matrix

Evaluation Factor	Maximum Weight	Notes
Price of eligible E-Rate goods and services	30	Must be weighted more heavily than any other single factor.
Price of ineligible goods and services	15	Completeness, accuracy, and adherence to all RFP requirements.
Vendor quote meets districts minimum specifications	15	Comparable K-12 structured cabling/public works experience.
Relevant experience / references	15	Ability to meet District schedule and site constraints.
Ability to deliver services at start of funding year	15	License, staffing, supervision, and project management.
Financial Stability	10	Must be separately identified and weighted less than eligible-price factor.

8. CONTRACTOR LICENSING AND RESPONSIBILITY

The bidder shall hold and maintain all California contractor licenses required for the work. For structured cabling, the applicable classification may include a C-7 Low Voltage Systems contractor license; C-10 Electrical Contractor licensing may be required for electrical work within the scope. The bidder is responsible for determining and maintaining the classification(s) required for its actual scope.

The District may require evidence that the bidder is properly licensed, experienced, financially responsible, insured, and otherwise capable of completing the work. Licenses shall remain active throughout performance.

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

9. CALIFORNIA PUBLIC WORKS REQUIREMENTS

To the extent the project is a public works project under California law, the contractor 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 contractor 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: Contractors 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, subject to statutory exemptions. Contractors 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 bidder shall include all prevailing wage, apprenticeship, payroll, registration, compliance, and related labor costs in its proposal.

The bidder shall use the prevailing wage determination applicable to the project's advertisement date, locality, and classification. The District's procurement documents should identify or incorporate the applicable determination(s).

10. PUBLIC WORKS CONTRACTOR REGISTRATION AND SUBCONTRACTORS

Where public works requirements apply, the bidder 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.

Subcontractors subject to California Public Contract Code Section 4104 shall be listed in the bid as required by law, including applicable license and registration information. The contractor shall be fully responsible for the acts and omissions of its subcontractors.

No substitution or addition of a subcontractor may occur except as permitted by the applicable California Public Contract Code, Labor Code, solicitation, and contract. Unauthorized substitution may result in rejection, contract remedies, or other action allowed by law.

11. SCHOOL SITE / PUPIL SAFETY REQUIREMENTS

Because work will occur at K-12 school facilities, the contractor 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.

- Contractor 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.
- For construction, reconstruction, rehabilitation, or repair of school facilities where workers may have contact with pupils, the District may require physical barriers, continuous supervision, surveillance, or other legally permitted safeguards.
- Workers shall not photograph, record, interview, or otherwise collect student information without express District authorization.
- Contractor 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 contractor shall immediately report accidents, injuries, property damage, security incidents, or unsafe conditions to the District project manager.

12. PRECONSTRUCTION CONFERENCE AND NOTICE TO PROCEED

The successful contractor 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 contractor receives a written Notice to Proceed from the District. Contractor mobilization, material ordering, or other activity performed before authorization shall be at the contractor's risk unless expressly authorized in writing.

13. SCHEDULE AND COMPLETION

The bidder 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 contractor shall promptly notify the District of any condition that may delay completion.

14. 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 bidder 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.

15. SUBMITTALS AND APPROVALS

Before installation, the contractor 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 contractor of responsibility for compliance with the contract, applicable codes, manufacturer requirements, or proper installation. The contractor remains responsible for correcting deficient work at no additional cost to the District.

16. 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.

17. LABELING AND CLOSEOUT DOCUMENTATION

The contractor 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 and product documentation.
- 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.

18. SAFETY, HAZARD COMMUNICATION, AND SITE CONDITIONS

The contractor 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 contractor 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.

19. KEYS, ACCESS, AND SECURITY

Keys, access cards, badges, and other District property shall be controlled by the contractor 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.

Contractor 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.

20. INSURANCE, BONDS, AND SECURITY

The successful bidder shall provide the insurance, bonds, and other security required by the District's procurement documents and contract. Requirements may include general liability, automobile liability, workers' compensation, employer's liability, builder's risk where applicable, payment bond, performance bond, and bidder's security.

Where the project is subject to California Public Contract Code bidding requirements, the District will specify the required bidder security and contract bonds in the formal bid documents. Do not assume that a particular bond percentage applies unless stated in the solicitation or required by law.

21. 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 contractor shall promptly notify the District of conditions that may require a change.

The contractor 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.

22. INVOICING AND E-RATE FUNDING

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 the FCC Form 471 certification, or to change methods later as permitted by the program.

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.

All service provider invoicing to USAC must be completed within 120 days from the last day of service. Should the service provider fail to invoice USAC in a timely manner, the applicant will only be responsible for paying its non-discounted share.

E-Rate funding is subject to FCC/USAC review and funding decisions. The District's obligation to pay is governed by the executed contract and applicable District procurement rules. Unless the contract expressly provides otherwise, the contractor shall not condition performance on the District receiving a particular E-Rate funding amount.

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

23. RECORDS, AUDITS, AND RETENTION

The contractor shall maintain records supporting its performance, pricing, labor compliance, subcontractors, testing, invoices, and other contract obligations and shall make such records available to the District, USAC, FCC, DIR, or other authorized governmental entity as required by law or contract.

Nothing in the contract shall limit a governmental agency's lawful audit, inspection, investigation, or enforcement authority.

24. 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, request clarifications, award by site or line item where permitted, or award all or part of the scope.

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.