

MENDOCINO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL
FOR
Main Distribution Frame Relocation to be
Funded by E-Rate Year 30 (2027-2028)
Released September 24, 2026

1 SUMMARY

The purpose of this Request for Proposal (RFP) is to define Mendocino Unified School District's minimum requirements, solicit proposals and gain adequate information by which the Mendocino Unified School District may evaluate the services offered by the Proposer.

Mendocino Unified School District is a small K-12 district located on the rural coast of northern California, approximately three and half hours north of San Francisco. The district covers 420 square miles and serves the communities from Caspar on the north to Elk in the south and inland to Comptche. The schools in our district include three of the remaining twelve one room schoolhouses in California as well as a K-8 campus in the town of Mendocino, three small and distinctive high school programs renowned for the quality of their programs, and a K-12 independent study program.

Mendocino Unified School District, herein after referred to as District, seeks contractual agreement to relocate Mendocino High School Main Distribution Frame as identified in Section 3 of this RFP.

The District discourages lengthy and costly proposals. Proposals should be prepared simply, economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

For a proposal to be valid, it must address all aspects of desired Infrastructure Upgrade and be received by the District's representative no later than 5:00pm, Friday, October 30, 2026.

2 PROPOSAL EVALUATION

All valid proposals will be evaluated using the following scale:

E-Rate Eligible costs	40%
Completeness and Accuracy of Response	35%
Prior vendor performance	15%
References	10%

3 GENERAL REQUIREMENTS AND INFORMATION

3.1 SITES

- 3.1.1 Mendocino High School
10700 Ford Street, Mendocino

3.2 GENERAL INFORMATION

The District has scheduled a mandatory site walk for Thursday October 1, 2026, to begin at 9:30am. Interested prospective structured cable providers are to meet at the Mendocino High School Office located at 10700 Ford Street, Mendocino CA. 95460.

3.3 DISTRICT REQUIREMENTS

- Relocate existing fiber drops approximately 100 feet to existing MDF building to new location of MDF.
- Relocate network racks and equipment, including...
 - o Removing equipment network equipment from existing racks
 - o Removing racks from existing MDF
 - o Re-install racks in new MDF location
 - o Install network equipment in relocated racks.
- Quantities and any other requirements to be specified during site walk.

4 PROPOSER'S REPONSE REQUIREMENTS AND COMMITMENTS

4.1 PROPOSER'S RESPONSE REQUIREMENTS AND COMMITMENTS

- **Proposer's responses are required in PDF file format and shall be emailed to the School's Consultant: rich@aaagiconsulting.com**
 - o Hard copy responses are not required.
- Confirm that proposer has completed or will complete FCC Form 473 Service Provider Annual Certification Form for Funding Year 2027-2028..
- Proposal pricing to include:
 - o Materials that identify:
 - E-Rate eligible costs
 - o Labor
 - Based upon normal business hours.
 - o Shipping (if applicable)
 - o Sales Tax @ 7.875%
- Provide a minimum of three references

- SPIN Number
- Confirmation of ability to provide SIP discounting.

5 RFP TERMS

The District requires RFP submittals no later than 5:00pm, Friday, October 30, 2026. Proposals must be valid through the E-Rate Funding Year 2027-2028.

District requests email responses to this RFP.

Email responses to: rich@aagiconsulting.com

No hard copy response is required.

Received response's will be opened and read by the District's evaluation team, privately, following the close of the submission window.

The District reserves the right to make an award without further discussion of any proposal submitted. There shall be no best and final offer procedure. Therefore, each proposal should be initially submitted on the most favorable terms the vendor can offer.

After the evaluation of proposals and final consideration of all pertinent information available, District shall issue an email notification which shall identify the apparent best evaluated Proposer. The notice shall not create rights, interests or claims of entitlement in the apparent best evaluated Proposer or any vendor.

The District reserves the right to reject any or all proposals submitted and waive any formality in the proposals received.

The contract, if awarded, will be to the vendor considered to be the best value to District. Best value will be considered based upon the proposal evaluation matrix identified in Section 2 of this document

6 CONTRACTS

The contract shall be for E-Rate Funding Year 2027-2028 and restate provider's commitments as identified in Section 4.1 of this RFP. The contract is contingent upon full E-Rate funding approval.

The District requires all contractual agreements to be reviewed by the District's legal representative and approval of the Mendocino Unified School District's Board of Education.

Direct contact with District personnel during RFP process is prohibited and will result in disqualification of potential service providers that ignore this prohibition.

Direct contact between District personnel and existing service providers to discuss ongoing projects initiated prior to the release of this RFP does not constitute a violation of the previously stated prohibition.

Submit questions regarding this RFP via email to District Consultant:

Rich Tunheim
Aarrestad-Gjervik Consulting
4763 Saddle Club Lane
Santa Rosa, CA. 95409
rich@aagiconsulting.com

P. 707-228-9357
F. 707-490-1547

Final date to submit questions is Friday, October 2, 2026.