

MENDOCINO UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL
for
Uninterrupted Power Supplies/Battery Back-up 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 to 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 upgrade Uninterrupted Power Supplies at District locations 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	35%
UPS Run-time, Warranty, Battery Life	20%
Completeness and Accuracy of Proposal	20%
District Equipment Preference	15%
Prior Vendor Performance	10%

2.1 EVALUATION CRITERIA CLARIFICATION

- 2.1.1 Cost for E-Rate Eligible Equipment and Services – Pre-discounted Equipment Costs
- 2.1.2 UPS Run-Time, Warranty, Battery Life – UPS Run-time cost per minute. Includes consideration of Warranty term and Battery Life.
- 2.1.3 Completeness and Accuracy of Proposal – Recognition of District specific requirements, includes identification of optional installation charges, validation of run-time estimates, E-Rate ineligible equipment/services cost, sales tax and miscellaneous fees.
- 2.1.4 District Equipment Preference – District prefers UPS with Lithium batteries. Responses with Lithium batteries will receive high evaluation marks.

3 GENERAL REQUIREMENTS AND INFORMATION

3.1 SITES

- 3.1.1 Mendocino K-8, District Office Campus
44261 Little Lake Road, Mendocino
- 3.1.2 Mendocino High School
10700 Ford Street, Mendocino
- 3.1.3 Albion School
30400 Albion Ridge Road, Albion
- 3.1.4 Comptche School
31301 Comptche Ukiah Road, Comptche
- 3.1.5 Greenwood School
5700 Highway 1, Elk

3.2 GENERAL INFORMATION

- Total of 11 Uninterrupted Power Supplies with Battery Back-up
- Load (Watts) Estimates by site:
 - Mendocino High School NOC – 2000 Watts
 - Mendocino High School MDF – 2000 Watts
 - Mendocino K-8 MDF – 2000 Watts
 - Mendocino K-8 Large IDF – 2000 Watts
 - Mendocino District Office IDF – 1000 Watts
 - Mendocino High School Tech IDF – 1000 Watts
 - Mendocino High School Gym IDF – 1000 Watts

- Mendocino K-8 Building C IDF – 1000 Watts
- Albion School – 800 Watts
- Comptche School – 800 Watts
- Greenwood School – 800 Watts

3.3 DISTRICT REQUIREMENTS

- Uninterrupted Power Supply/Battery Back-up Module equipment configured for each site to provide a minimum run-time of 60 minutes.
- Lithium batteries are preferred
- Network card costs, if applicable, to be bundled with UPS equipment costs.
- Tower or rack configurations are acceptable.
- Warranty/Basic Maintenance to be included
- Optional installation based upon normal business hours with charges to include:
 - o Removal of existing UPS equipment
 - o Installation of replacement UPS equipment

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@aagiconsulting.com**
 - o Hard copy responses are not required.
- Confirm that proposer has completed or provide commitment to complete FCC Form 473 Service Provider Annual Certification Form for Funding Year 2027-2028.
- Specify equipment/capabilities:
 - o Run time estimates by site.
- Pricing shall be itemized by site and identify:
 - o E-Rate eligible costs
 - o E-Rate ineligible costs
 - o Warranty/Basic Maintenance (if applicable)
 - Provide description of maintenance/support to be provided during warranty period.
 - o Licensing (if applicable)
 - o Sales Tax @ 7.875%
 - o Shipping/Freight charges as applicable
 - o Optional one-time installation costs
 - If installation not available, so state.
- Identify three school districts as references
 - o Include contact information (name, phone and email)

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 responses 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 a written notice 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 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.

The contract is contingent upon full E-Rate funding approval.

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.