HIGHLAND SCHOOL DISTRICT 203 17000
Summitview Rd
COWICHE, WA. 98923

RFP for

Districtwide UPS Replacement
RFP#UPS_11_12_26
Form 470# 270003331

November 12, 2026

INSTRUCTIONS TO BIDDERS

Sealed proposals will be received by the Highland School District 203 at the District Administration Building, 17000 Summitview Rd, Cowiche, WA. 98923, and no later than **1:00 P.M. Wednesday, December 16**, **2026,** at which time they will be opened.

Request for Proposal for E-Rate Eligible Goods and Services:

Important Dates

Request for Proposal Number:	RFP#: **UPS_11_12_26**
Request for Proposal Name:	Districtwide UPS Replacement
Form 470 Number:	**270003331**
Request for Proposal Release Date:	November 12, 2026
Questions Due:	December 9, 2026, by 1:00 P.M. PST
Proposals Due:	December 16, 2026
Proposal Evaluation Period:	December 17, 2026
Board Meeting:	December 18, 2026
Notice of Intent to Award:	TBD

Appendices

Appendix A: Certifications	Required
Appendix C: Intent to Bid Letter	Required
Appendix D: Pricing Sheet	Required

Robo Bids: Due to the complexity and specific nature of the services requested, we require that all bids be submitted manually by an authorized vendor representative, including the necessary documentation, pricing, and terms. Bids submitted through automated systems without a tailored manual response will not be accepted. All vendors must ensure that their proposals accurately reflect a full understanding of the RFP requirements.

Proposals must be submitted in a sealed envelope addressed to Brian Johnson, Director of Technology, and plainly marked:

"Proposal for Districtwide UPS Upgrades to Highland School District"

For a copy of the RFP or questions related to this bid, please contact Brian Johnson via e-mail at brian@highland.wednet.edu.

The District reserves the right to reject any or all bids or any part thereof, adjust quantities, and to make award in such manner as it deems right and proper.

The Highland School District 203 (HSD 203) is requesting Proposals for the purpose of replacing and upgrading UPSs at all the buildings within the District.

Taxes

The Highland School District is not exempt from Washington State sales and use taxes. Washington sales tax shall be included in the bid response quotation as a separate line item.

Brands

When a particular brand or brand and number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its number, if any, which will be furnished. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility. The Bidder must also provide within the bid response documentation supporting the equivalency to named brand make and model.

Vendor Background

The intention of this RFP is to provide qualified vendors with enough information about the specifications for the desired equipment and to allow them to respond with products identical or equivalent to meet the District's needs.

The scope of this RFP will cover supplying and meeting the specifications for equipment only.

E-rate Requirement

Note that Highland School District 203 will be applying for Universal Service (E-rate) discounts to help support the cost of the eligible services that are the subject of this RFP. Therefore, the successful provider(s) must agree to cooperate fully and in a timely manner with any and all requests for information that Highland School District #203 needs to secure the E-rate discounts.

Note further that the equipment that is the subject of this RFP is mostly eligible for E-rate support. Some however, may not be. Therefore, where applicable, bidders MUST provide separate price quotes for eligible and ineligible equipment.

All inquiries must include the vendor SPIN number and the E-Rate Form 470 request number listed on this proposal form.

Award of this proposal is contingent upon the approval of funding from the Universal Service

Fund's Schools and Libraries Program, otherwise known as E-rate. The Applicant prefers to be billed only for the non-discounted share and for the Respondent to use the Service Provider Invoicing (SPI) process to bill USAC directly for the discounted portion. However, the Applicant understands that the use of the SPI process may not be feasible if not supported by the timing of the Funding Commitment Decision Letter (FCDL).

Within seven (7) days of award, the awarded vendor will provide the District with a bill of materials suitable for the Form 471 Item 21 Attachment. Approval for any deviation from the Item 21 Attachment must be obtained from District. Subsequent schedules of values and invoices must match Item 21 Attachment or subsequent service substitutions.

In the event of questions during the E-Rate audit process, the awarded vendor is expected to reply within 3 days to questions associated with its proposal.

Minimum Requirements

Vendor proposal in response to this RFP will be incorporated into the final agreement between HSD 203 and the selected vendor. The submitted proposal at a minimum should include the following sections, and numbered as such:

- Company information, including number of years in business, office locations, and key personnel that will support the project
- Vendor must submit the bid using the USAC C2 equipment spreadsheet.
- Both electronic and hard copies of proposal shall be submitted.
- Identification of any subcontractors
- Itemized Pricing, including shipping costs, if any
- Exclusions and/or exceptions to RFP and contract terms and conditions
- HSD 203 and Vendor Responsibilities
- Fees, Payments and any applicable Trade-in credits
- References in the K-12 education market
- Evidence of Service Provider Identification Number (SPIN), FCC Registration Number, and proof of Green Light status
- Additional information regarding firm's qualifications such as licensing and certifications

Equipment

All Equipment will be as listed below or provide an equal and equivalent make / model.

Used, refurbished or repurposed equipment or material will not be acceptable.

If alternative products are offered, other than the suggested equipment list provided, the District will entertain proposed solutions from other manufacturers, however, it is the vendor's responsibility and obligation to provide documentation and other evidence that the products specified in the alternative equipment list are functionally equivalent or better. Without such documentation, HSD 203 cannot

accept the argument that the alternate proposed solution is functionally equivalent or better based upon cost alone.

Part #	Manufacturer	Description	Qty
SMT1500RM2UCNC	APC	120v Rackmount UPS	14
SMT3000RMT2UC	APC	240v Rackmount UPS	2
AP9567	APC	Rackmount 120v PDU 15A	1
AR7711	APC	NetShelter Zero U Accessory Mounting Bracket	1

The vendor shall provide all equipment, power cables, and rack mounting hardware required to deliver complete and fully functional equipment.

Evaluation Criteria

RFPs will be evaluated according to the following criteria:

Weight	Category
30%	Cost of eligible services
20%	Ability to meet technical requirements
20%	Compatibility with existing infrastructure
20%	Prior Experience and References with k-12 schools and erate
10%	Quality of support and warranties offered

Questions on the RFP: All questions or inquiries concerning this Request for Proposals must be submitted via email to brian@highland.wednet.edu no later than three (5) business days prior to the proposal deadline and will be responded to via email within 1 day. If it is a clarification to the RFP, a response will be sent to all bidders.

Please provide separate quotes based on the E-rate Eligible List for **FY 2027** with a complete bill of materials for:

1. Eligible equipment
2. Ineligible equipment

TO: Board of School Directors
Highland School District 203

Bidder understands that the District reserves the right to reject any or all bids or any part thereof.

Total Project Cost:

_____

Total Project Cost with Estimated **85%** Discount on Eligible Items and Services:

_____

Submitted by

_____
Company Name

_____
Contact Name

_____
Address

_____
Address

_____
Telephone

_____
Fax

_____
___ Email
___ Email