Kings County Office of Education
1144 W. Lacey Blvd, Hanford, CA 93230
+1 (559) 589 1441

REQUEST FOR PROPOSAL

SHELLY BAIRD CABLING UPGRADE: INTERNAL CONNECTIONS E-RATE FUNDING YEAR 2027-2028 (E-rate Year 30)

RFP NO. 2027-03
470# 270003800

LEGAL NOTICE

NOTICE TO VENDOR'S – REQUEST FOR PROPOSALS

Notice is hereby given that the Board of Education of the **Kings County Office of Education School District** (herein after referred to as the "District") of Kings County, California, will receive proposals for:

E-RATE YEAR 30

Kings County Office of Education
SHELLY BAIRD CABLING UPGRADE:
INTERNAL CONNECTIONS, RFP NO. 2027-03

Each proposal is to be in accordance with the format specified by the Kings County Office of Education, copies of which may be examined and obtained, by written request, to Business Services, Kings County Office of Education, attention: Jamie Dial, 1144 W. Lacey Blvd, Hanford, CA 93230; or may be viewed on website located at www.kingscoe.org.

Each proposal must be filed with the Kings County Office of Education on or before ***2:00 p.m., on January 8, 2027***. All proposals shall be submitted separately and sealed in a package plainly marked with the appropriate title for each proposal. The Board reserves the right to reject any or all proposals and to waive informality in any proposals received. No vendor may withdraw his proposal for a period of Ninety (***90***) calendar days after the date set for the receipt of proposals.

Vendor must participate in the E-Rate Program and must provide a Service Provider Identification Number (SPIN) and Federal Registration Number (FCC-FRN) with the proposal.

A **Mandatory Pre-Bid Conference/Job Walk,** at which time interested vendors may acquaint themselves with the District's requirements/sites in the RFP's, is scheduled for ***3:00 P.M., on November 30, 2026***; at Shelly Baird School, 959 Katie Hammond Lane, Hanford, CA 93230.

VENDOR'S WILL BE REQUIRED TO COMPLETE THE MANDATORY PRE-BID CONFERENCE AND JOB WALK IN ITS ENTIRETY.

Date:

Kings County Office of Education County, California

_____

Published: November 18 & 25, 2026

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For

SHELLY BAIRD CABLING UPGRADE:
INTERNAL CONNECTIONS
E-RATE YEAR 30

RFP NO. 2027-03

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A. PURPOSE

The Kings County Office of Education ("District") purpose for this Request For Proposal (*"RFP*") is to solicit proposals from qualified vendors to provide a solution to meet the objective stated in the RFP. The solution is subject to all terms, conditions, and specifications in this RFP. All proposal(s) submitted will be reviewed and chosen based on the matrix included in the proposal documents.

The District reserves the right to procure these services based on the District's ability to fund their portion of the project.

B. OBJECTIVE

Decommission and replace legacy copper lines with High-Performance Category 6a (Cat6a) wiring matching KCOE color specifications, perform 100% removal and disposal of all old copper wire, replace two (2) existing vertical IDF cabinets with wall-mount enclosures meeting or exceeding Chatsworth Products (CPI) CUBE-iT® specifications, expand internal fiber pathways, and install supporting communication drops (InformaCast emergency speakers, Wireless Access Points, and interactive display boards).

C. REQUEST FOR PROPOSAL (RFP) RESPONSE

All times listed in this RFP are stated as the time reference that is appropriate as of the date in question for Kings County, CA.

To be considered a Vendor, the candidate must submit the complete original proposal, in the format stated below, and provide fully executed copies of any and all addenda[s] required to be returned, in a sealed envelope on or before ***2:00 p.m., January 8, 2027***, to the following address:

Kings County Office of Education
Attn: Jamie Dial, Assistant Superintendent, Business Services
1144 W. Lacey Blvd, Hanford, CA 93230

All proposals shall be sealed in a package plainly marked "***KCOE-SHELLY BAIRD CABLING UPGRADE: Internal Connections, RFP NO. 2027-03***."

The Vendor is required to submit an Original plus three (*3*) bound copies of the proposal and any required addenda(s). All proposals shall be prepared by and at the expense of the Vendor.

Each proposal submission package should be presented so that it can be readily reviewed and labeled in the following tab order:

A	Proposal Form Cover Sheet, Completed Proposal Form and Vendor Proposal
B	Required Bid Bond and Bid Security
C	Required Certifications, Affidavits and Vendor Information
D	Signed E-Rate Supplemental Terms and Conditions
E	Addenda, if applicable
F	Exceptions/Deviations, if applicable
G	Specifications and Supporting/Miscellaneous Information, if applicable

All forms and documents identified in this RFP as required to be returned with this proposal must be completed and included in the proposal submission package

PROPOSALS SUBMITTED IN ANY OTHER FORMAT, OR THAT FAIL TO INCLUDE ALL REQUIRED INFORMATION, FORMS, CERTIFICATIONS, AND DOCUMENTATION, MAY BE CONSIDERED NON-RESPONSIVE.

It is the sole responsibility of the Vendor to be sure that the proposal is delivered to the Kings County Office of Education. Please be advised that if the submittal of the proposal is received in a department other than the District Office, located at 1144 W. Lacey Blvd, Hanford, CA 93230, it is not the responsibility of that department to make sure that the proposal is received in the District Office before the time indicated in the Notice to Vendor's.

Vendor should not assume that their past and/or current experience with the District demonstrates knowledge of the District's current needs or that the Kings County Office of Education possesses knowledge of this experience. The evaluation of each proposal will be based upon the criteria outlined in this proposal request.

The District reserves the right to reject any or all responses. The District also reserves the right to waive any minor irregularities or defects in any response shall a waiver be in its best interest. No Vendor may withdraw his proposal for a period of Ninety (***90***) calendar days after the date set for the receipt of proposals.

PROPOSALS SUBMITTED BY FAX OR E-MAIL ARE NOT ACCEPTABLE.

D. RESPONSE TIMELINE

EVENT	DATE
RFP and E-rate Form 470 Issued:	November 18, 2026
Advertisement #1	November 18, 2026
Advertisement #2	November 25, 2026
Mandatory Pre-Bid Job Walk & Site Survey	November 30, 2026, 3:00 PM PST
Deadline for Vendor Requests for Information (RFI)	December 4, 2026, 2:00 PM PST

KCOE RFI Responses & Addenda Posting	December 7, 2026, 2:00 PM PST
Sealed Proposal Submission Deadline	January 8, 2027, 2:00 PM PST
Summer Installation Execution Window	July 1, 2027 – July 31, 2027 (STRICT WINDOW; ZERO DELAY TOLERANCE)

E. REQUEST FOR INFORMATION (RFI) AND/OR CLARIFICATION

Request for information, regarding this proposal, must be submitted in writing and to the attention of: ***Jamie Dial, Assistant Superintendent, Business Services*** via email at rfp@kingscoe.org within the timeframe indicated in the response timeline. Questions received after the deadline will not be responded to. The District will not respond to phone inquiries. Questions and responses will be posted on the district's website www.kingscoe.org and the EPC portal site https://portal.usac.org/suite/ in the form of an addendum. In the event that there is a discrepancy between documentation posted in multiple locations, the controlling (master) document will always be located in the EPC portal/District website.

The Kings County Office of Education Business Department will not be responsible for RFI's sent to the wrong department, nor will it be the responsibility of the receiving department to forward your request to the District Business Department.

F. PRE-BID CONFERENCE/JOB WALK

A **Mandatory Pre-Bid Conference/Job Walk,** at which time interested vendors may acquaint themselves with the District's requirements/sites in the RFP's, is scheduled for ***November 30, 2026 at 3:00 PM***; at Shelly Baird School, 959 Katie Hammond Lane, Hanford, CA 93230.

VENDOR'S WILL BE REQUIRED TO COMPLETE THE MANDATORY PRE-BID CONFERENCE AND JOB WALK IN ITS ENTIRETY.

G. REFERENCES

Provide at least three (***3***) references of similar size and scope, preferably school districts, with the following information:

- Name of Site, address and phone number
- Director of Information Technology Services Contact
- Brief description of project, including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP.
- The ERATE SITE Billed Entity Number ("BEN") that was approved by USAC

H. EVALUATION PROCESS

The District, in compliance with Federal Communications Commission (FCC) rules, will award to the vendor(s) providing the most cost-effective service offering. Per the Sixth Report and Order, FCC 10-175, FCC rules dictate the following:

§ 54.503 (c)(2)(vii) All bids submitted for eligible products and services will be carefully considered, with price being the primary factor, and the bid selected will be for the most cost-effective service offering consistent with § 54.511.

§ 54.511 Ordering Services (a) Selecting a provider of eligible services. In selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.

Therefore, the District may consider factors other than price alone in the consideration of bids; price for E-rate eligible goods and services will be the primary factor considered.

No commitment will be made to select a Vendor's system solely on the basis of price. Selection will be made on a combination of factors that may include: price; the degree to which the proposed services to meet functional and service level requirements; the quality of the service architecture, particularly in regards to business continuity and achievement of service level objectives; support procedures and service levels; our ability to understand and work with service billing; competence and reputation of the vendor; as well as any other factors that the District deems appropriate and in the best interest of the District. Points will be awarded based on certain criteria for a total sum of 100 points. Reference the "Basis Selection" item below for the breakdown on the points system.

Proposals found to be incomplete may be rejected as non-responsive; and proposal not deemed to be competitive will be rejected.

The Kings County Office of Education may choose to ask clarification questions or request additional information. All responses will be required in writing; incomplete or unclear responses will result in rejection of proposal.

Basis of Selection

Factor	**Weight Percentage**
Price of E-Rate ELIGIBLE Goods & Services (Primary Factor)	35%
Previous interactions with educational organizations	25%
Understanding of District needs	15%
Quote that meets specifications	15%
Past e-rate experiences	10%

GENERAL TERMS AND CONDITIONS

Contracts awarded under this RFP are subject to California Public Contract Code, Education Code, and Labor Code mandates:

DOJ Fingerprinting & Background Checks (Ed Code § 45125.1):
Contractor certifies that background checks have been conducted for all personnel per California Education Code Section 45125.1. No personnel with serious or violent felony convictions shall set foot on campus.

Tuberculosis Risk Assessment & Testing (Ed Code § 49406):
All contractor personnel on campus must submit proof of tuberculosis clearance within 60 days prior to initial project placement.

Public Works Registration & Prevailing Wage (Labor Code §§ 1725.5 & 1771.1):
Contractor and all subcontractors must be actively registered with the DIR and pay general prevailing wages as determined by the DIR Director.

Insurance Requirements:
Contractor must maintain Commercial General Liability insurance of not less than $1,000,000 per occurrence, naming KCOE as an additional insured.

Drug-Free & Tobacco-Free Campus (Gov Code § 8350):
Shelly Baird is a drug-free and tobacco-free campus. Use of alcohol, tobacco, e-cigarettes, or illegal substances is strictly prohibited.

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with proposal and/or bid response ("Proposal') in response to this Solicitation ("RFP/RFB/RFQ").

The Telecommunications Act of 1996 established a fund by which Schools and Libraries ("Applicant" or "Applicants") across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-Rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission ("FCC"). Funding is made available upon application approval by the Universal Service Administrative Company ("USAC"), which was established by the Act. The amount of the discount is based on the number of students eligible to receive free and reduced-price meals.

1) E-RATE CONTINGENCY

The project herein is contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-Rate. Even after award of Agreement(s) and/or E-Rate funding approval is approved, the Applicant may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the Applicant.

2) SERVICE PROVIDER REQUIREMENTS

The Applicant expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-Rate program.

(a) Service Providers are required to be in full compliance with all current rules and requirements and future rules and requirements issued by the FCC and USAC throughout the agreement period of any Agreement entered as a result of this RFP/RFB/RFQ.
(b) Service Providers are responsible for providing a valid Service Provider Identification Number ("SPIN"). More information about obtaining a SPIN may be found at this website: https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/
(c) Service Providers are responsible for providing a valid Federal Communications Commission Registration Number ("FRN") at the time the Proposal is submitted. More information about obtaining an FRN may be found at this website: Providers are responsible for providing a valid Federal Communications Commission Registration Number ("FRN") at the time the Proposal is submitted. More information about obtaining an FRN may be found at this website: https://www.fcc.gov/licensing-databases/commission-registration-system-fcc?utm_source
(d) Service Providers are responsible for providing evidence of FCC Green Light Status at the time the proposal is submitted. Any potential Service Provider found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for termination of the Agreement as it could prohibit the Service Provider from providing E-Rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website: http://www.fcc.gov/debt_collection/welcome.html
(e) Products and services must be delivered before billing and E-Rate discounting can commence. At no time may the Service Provider invoice before July 1, 2027.
(f) Prices must be held firm for the duration of the associated E-Rate Funding Year(s) or until all work associated with the project is complete (including any Agreement and USAC-approved extensions).
(g) Goods and services provided shall be clearly designated as "E-Rate Eligible." Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per USAC guidelines.
(h) For Category 2 equipment or services, within one (1) week of notification of award, the awarded Service Provider must provide the Applicant a bill of materials using a completed and most current and appropriate version of USACs "Bulk Upload Template" (formerly known as the Item 21 attachment) located at https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/. Subsequent schedules of values and invoices must match the Bulk Upload Template and approved Funding Request Line Items or subsequent approved service substitutions. If the service provider's proposal consisted of pricing per eligible location, a summary sheet and summary Bulk Upload Template must be provided to describe the cumulative amount for all sites.
(i) In the event of questions during an E-Rate pre-commitment review, post-commitment review, and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
(j) The awarded Service Provider is required to send copies of all forms and invoices to the Applicant prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the

Applicant placing the vendor on an "Invoice Check" with the USAC: https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/.

(k) Service providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/.

(l) Service providers must not propose any equipment or services produced or provided by companies, their parents, affiliates, and subsidiaries, found to pose a national security threat to the integrity of communications networks or the communications supply chain as required by FCC rules. See https://www.usac.org/about/reports-orders/supply-chain/. Any proposed solution including Covered Equipment or Services as defined by the FCC will be disqualified. If, after award of the project it is found Covered Equipment or Services are included, the award and/or Agreement will be considered to be null and void. See https://www.fcc.gov/supplychain.

(m) SPAM and/or robotic responses will not be considered valid Proposals and will be disqualified from consideration.

(n) Any Service Provider proposals identifying contingency fees such as allocations for change orders, tariffs, or other speculative fees not specifically called out for in the scope and/or terms of the RFP/RFB/RFQ may be included in the Proposal price and subject to evaluation unless otherwise specified in the RFP/RFB/RFQ. Contingency fees not pre-approved by the Applicant will not be allowed.

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

(a) The Service Provider acknowledges that no change in the products and/or services specified in its proposal will be allowed without prior written approval from the Applicant and a USAC service substitution approval except for a Global Service Substitutions. See https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/.

(b) The Service Provider acknowledges that all pricing and technology infrastructure information in its Proposal shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

(c) The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Service Providers found not to be providing Lowest Corresponding Price (LCP) may be required to repay any identified overcharges to USAC. The Service Provider acknowledges that LCP is solely the service provider's responsibility and it will not hold the Applicant liable, or seek reimbursement from any applicant, for any appeals, commitment adjustments or funding recoveries.

(d) The Service Provider attests that its offer does not violate the FCC's Supply Chain certifications included in the FCC Form 473. Supply Chain requirements and certifications can be viewed at USAC's Website: https://www.usac.org/about/reports-orders/supply-chain/.

(e) This offer is in full compliance with USAC's Free Services Advisory https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The Service Provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION

Category 1 Services

The annual E-Rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the Agreement's "effective date," E-Rate eligible goods and/or services requested in this RFP/RFB/RFQ shall be delivered no earlier than the start of the 2027 funding year (July 1, 2027). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

Early Funding Conditions

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority/ Category 1 services (telecommunications services and Internet access).

https://docs.fcc.gov/public/attachments/DA-02-3365A1_Rcd.pdf

The complete text can be found at the following URL:

https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/

Category 2

There are two conditions that allow USAC to provide support in a funding year for Category 2 Internal Connections (equipment and services) incurred prior to that funding year.

- *Applicants may seek support for Category 2 eligible services purchased on or after April 1, three months prior to the start of the funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99, released July 23, 2014). https://www.fcc.gov/document/fcc-releases-e-rate-modernization-order

It is important to note NO FCC FORM 474 INVOICING can take place before the Funding Commitment Decision Letter is issued, the FCC Form 486 is approved, and/or prior to July 1 of the funding year.

5) INVOICING

(a) The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the FCC Form 474 Service Provider Invoice (SPI). The Applicant will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (FCC Form 472). The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Funding Request Number ("FRN") and associated FRN Line Items and any identified ineligible costs. Upon successful receipt or posting of a Funding Commitment Decision Letter from USAC and submission, certification and USAC approval of FCC Form 486, the Applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the Applicant decide that it is in the best interest of the Applicant to file an FCC Form 472, the Applicant will inform the Service Provider of its intent.

(b) The Service Provider agrees that it will not invoice USAC for equipment or services that have not been delivered to and accepted by the Applicant and installed. If equipment is being drop-shipped to the Applicant and the Applicant is responsible for installing the equipment, the Service Provider may not invoice USAC until equipment is received and accepted by the Applicant.

(c) 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.

6) FCC/USAC AUDITS

The E-Rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. The Service Provider hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP/RFB/RFQ for ten (10) years after final payment. The Applicant, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Service Provider and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES AND AGREEMENT TERM

During the term of any Agreement resulting from this RFP/RFB/RFQ, the Applicant may elect to procure additional or like goods and/or services offered by the Service Provider. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the Applicant's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The Applicant shall not enter into a separate Agreement for said goods or services. Service Providers must state in their proposal that they acknowledge, accept and agree with coterminous expiration conditions.

8) TARIFFS

In anticipation of the possible tariff imposed on imported products, Applicant expects that the Service Provider will familiarize themselves with the impact that any unknown tariff(s) on manufacturer's products are appropriately accounted for in the respondent's fee proposal. The Applicant presumes a tariff will be imposed on any manufacturer's networking equipment manufactured abroad and will be applicable at the time of purchase throughout the term of any agreement resulting from this solicitation (including and mutually agreed upon extensions).

THE SERVICE PROVIDER IS TO IDENTIFY ANY TARIFFS WHEN COMPLETING ANY PRICING ATTACHMENTS AS PART OF THIS SOLICITATION AND IDENTIFY THE PRODUCTS' COUNTRY(IES) OF ORIGIN.

It is also the expectation of the Applicant that the presumed tariff should be LESS than what is identified or if it is not ultimately imposed upon the manufacturer's product, the cost saving will be passed along to the Applicant and, in turn, the FCC's E-Rate program. It should also be presumed by respondents that should any tariff imposed upon a particular manufacturer's product be higher than what was identified in the Service Provider's proposal at the time of purchase, the Applicant will appropriately compensate the service provider for the full cost incurred at the time of purchase without regard to E-Rate eligible invoices.

I, the undersigned, as an authorized agent of _____ (Service Provider Name), hereby certify that I have read the E-Rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-Rate process as outlined above.

Signature: _____**Title**: _____

Phone Number: _____ **Email**: _____

Service Provider Name: _____

Service Provider FCC Registration Number: _____

Service Provider Identification Number: _____

KINGS COUNTY OFFICE OF EDUCATION
SPECIAL CONDITIONS

For

RFP NO. 2027-03

STARTING AND COMPLETION DATES

All work to be done as specified in RFP NO. **2027-03**, will be specified in the District's "Notice to Proceed" letter to the Vendor.

SUSPENSION AND DEBARMENT CERTIFICATION

The Vendor will be required to complete the Suspension and Debarment Certification U.S. Department of Agriculture form (enclosed) and **must be submitted with your proposal**. Review the attached Debarment Instruction for Certification and Certification and Disclosure Statement.

AND/OR

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part, 85, Sections 85, 105 and 85.110— The applicant certifies that it and its principles: Are not presently debarred, suspended, proposed for debarment, declared intelligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery bribery, falsification or destruction of records, making false statements or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of the certification; and Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this.

PREVAILING WAGES & DAVIS BACON WAGES

The District has obtained from the Director of the Department of Industrial Relations the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work in the locality in which the work is to be performed for each craft, classification or type of work needed to execute the contract. These per diem rates, including holidays and overtime work, as well as employer payments for health and welfare, pension, vacation, and similar purposes, are on file at the District, and

are also available from the Director of the Department of Industrial Relations. Pursuant to California Labor Code Sections 1720 et seq., it shall be mandatory upon the Contractor to whom the contract is awarded, and upon any subcontractor under such Contractor, to pay not less than the said specified rates to all workers employed by them in the execution of the contract and to comply with the District's Labor Compliance Program. In accordance with 1773.2 of the California Labor Code, the Contractor shall post a copy of the determination of prevailing rate of wages at each job site.

Davis Bacon Act – The Contractor and/or Subcontractor(s) will be required to pay the higher prevailing wage between the State Prevailing Wage Determination and the Davis Bacon Wage Determination for Federal funded projects. Refer to the SAM.gov Wage Determinations website: **https://sam.gov/wage-determinations?utm_source=** for more information**.**

CERTIFIED PAYROLL RECORDS REQUIRED

(a) The Contractor and each subcontractor shall maintain Certified Payroll and basic records required under the Labor Code and applicable Industrial Welfare Commission and shall preserve them for a period of three (3) years thereafter for all trade workers working on District project for submittal to the District at times designated in the contract or within ten (**10**) days upon request. The Contractor shall be responsible for all submittal of payroll records of all its subcontractors. All Certified Payroll Records shall be accompanied by a statement of compliance signed by the Contractor or each subcontractor indicating that the payroll records are correct and complete, that the wage rates contained therein are not less than those determined by the Director of the employee conform with the work performed.

(b) **Certified Payroll Records must be submitted with the pay requests.**

(c) In accordance with the California Labor Code Section 1776 (g), if the Contractor fails to comply within the ten (**10**) day period, he or she shall, as a penalty to the State or Political Subdivision on whose behalf the contract is made or awarded, forfeit twenty-five dollars (**$25**) for each calendar day, or portion thereof, for each worker until strict compliance is effectuated.

NOTE: Faxed copies of the Proposal Form or any portion of this bid will not be accepted.

TECHNICAL SPECIFICATIONS

RFP NO. 2027-03

Agency Background & Project Purpose

The Kings County Office of Education (KCOE) provides instructional support, regional educational leadership, and administrative technology services across Kings County, California. Shelly Baird School serves students requiring specialized educational programs across multiple campus buildings.

The primary purpose of this Request for Proposals is to secure a qualified network infrastructure contractor to execute a total copper cabling overhaul across the entire Shelly Baird campus. The objective is to decommission and replace legacy copper lines with High-Performance Category 6a (Cat6a) wiring matching KCOE color specifications, perform 100% removal and disposal of all old copper wire, replace two (2) existing vertical IDF cabinets with wall-mount enclosures meeting or exceeding Chatsworth Products (CPI) CUBE-iT® specifications, expand internal fiber pathways, and install supporting communication drops (InformaCast emergency speakers, Wireless Access Points, and interactive display boards).

Detailed Scope of Work & Technical Specifications

Campus-Wide Technical Directives

The awarded contractor shall furnish all labor, Cat6a cabling, conduit, patch panels, jacks, faceplates, fiber optic lines, wall-mount cabinets, mounting hardware, and testing equipment necessary for a turnkey installation adhering to the following strict campus directives:

- **Cat6a Cable Standard:** All existing copper cabling across all campus facilities shall be fully replaced with High-Performance Category 6a (Cat6a) plenum cabling. Cable installation must adhere strictly to TIA/EIA Category 6A standards.
- **Complete Removal & Disposal of Old Copper Wire:** The contractor shall execute complete removal, extraction, hauling, and e-waste recycling of EVERY piece of old/legacy copper wire (Cat5, Cat5e, inactive Cat6), abandoned raceways, obsolete wall jacks, and faceplates across the entire campus. Only copper cabling currently actively utilized for security camera systems shall remain in place.
- **Replacement of 2 Vertical Cabinets:** The contractor shall replace two (2) existing vertical cabinets (at the DIS Office and Classrooms 13 & 14 / Admin area) with new wall-mount cabinets having equal or superior specifications to the Chatsworth Products (CPI) CUBE-iT® Wall-Mount Cabinet (24"H x 24"W x 24"D, Black Finish, SKU: 99565474). Each replacement enclosure MUST features a solid metal door (keyed lock) and forced ventilation (dual fan and filter assembly).
- **Aesthetic Integrity & Concealed Routing:** Surface-mounted raceway must be avoided at all costs. Cables must be routed internally through wall cavities, existing conduits, or newly installed internal pathways. If surface raceway is evaluated as strictly unavoidable in specific DIS office areas, it must be a 2-channel raceway pre-approved by KCOE IT.
- **Standard Drop Configuration:** All standard workstation, office, and classroom drops shall consist of two (2) Cat6a cables and dual-port faceplates, unless specifically detailed otherwise in the zone schedule.

- **WAP Wire Drop Specifications:** Dedicated WAP riser drops must be white in color, terminated into white keystone jacks, and clearly labeled per KCOE naming conventions. (NO WAP will be needed, just the wiring for them)

Cat6a Cabling Device Color-Coding Specification

All newly installed Cat6a cable runs, patch cords, and jack terminations must strictly match KCOE's standard color-coding matrix detailed below:

Cable Type	Cable Color	Designated Device	Patch Sizes	Deployment Notes
CAT 6A	**Black**	Cameras	1ft, 2ft	For UPOE/POE++ Cameras
CAT 6A	**White**	Access Points	1ft, 2ft	For UPOE/POE++ APs
CAT 6A	**Yellow**	NMS	3ft, 4ft	For UPS, MasterSwitch, or Managed Devices
CAT 6A	**Orange**	DAC	1ft, 2ft, 3ft, 4ft	For Door Access Control
CAT 6A	**Blue**	DATA	1ft, 2ft	For Phones, Printers, PCs
CAT 6A	**Red**	Firewall	3ft, 4ft	Reserved for Firewall
CAT 6A	**Purple**	Clock & Bell	1ft, 2ft	For Clock and Bell
CAT 6A	**Green**	LAB	1ft, 2ft, 3ft, 4ft	For Patch to Patch or Lab Connections
CAT 6A	**Grey**	Open	1ft, 2ft	For Future Expansion

Table 1: Official KCOE Cat6a Cabling Color-Coding Reference Matrix

Detailed Campus Zone Scope Requirements

The project scope is organized into distinct functional campus zones as detailed below:

Campus Zone / Location	Required Cabling & Infrastructure Tasks	Specific Drop & Hardware Details
Front Office (Office 1 & 2)	Add new IDF enclosure above front door using a model Chatsworth CPI CUBE-iT 99565474. Perform standard Cat6a cable replacement.Install new conduit path leaving a pull string in it, from Office 1 to Nurse Office (New Fiber path).	Secretary stations, Camera TV, Paz station & Paz TV, WAP drop, InformaCast Speaker and printer/copier.
Small Offices (Office 3 & 4)	Standard Cat6a cable replacement throughout office space.	Office 3 station, Office 3 TV, new WAP drop, Office 4 stations (4 total; 2 in each corner).
Admin Hallway	Rewire hallway connection runs directly to IDF-Rm14.	Staff administrative stations.
Conference Room 1	Standard Cat6a cable replacement.	WAP (drops only), ViewSonic Board, 1 extra set on wall.
Cafeteria & Kitchen	Remove exposed corner wires.	Kitchen phone, WAP (relocation to room center), InformaCast Speaker.
Nurses Office	Standard Cat6a cable replacement.	Nurse stations, InformaCast Speaker.
Staff Break Room	Standard Cat6a cable replacement.	New WAP drop, InformaCast Speaker.
Conference Room 2	Standard Cat6a cable replacement.	Wireless phone drop.
MTU Office & Space	Standard Cat6a cable replacement.	MTU staff stations, WAP (drops only).
DIS Office	Replace existing vertical IDF Cabinet with Chatsworth CPI CUBE-iT 99565474 (solid door, ventilated). Evaluate/install 2-channel raceway if required.	Staff stations, new WAP drop, InformaCast Speaker.
Classrooms 1–3	Install 2-inch conduit pathways interconnecting rooms. In Room 2 Remove old vertical IDF enclosure and replace it with Chatsworth CPI CUBE-iT 99565474 (solid door, ventilated).	Room corners, SRO Room, WAPs, Newline Boards/PC, InformaCast Speakers.
Classrooms 4–6	Standard Cat6a cable replacement.	Available room corners, WAPs, Newline Boards/PC, InformaCast Speakers.
Classrooms 7–12	Install 2-inch conduit pathways interconnecting rooms.	All room corners, WAPs, Newline Boards/PC, InformaCast Speakers.
Classrooms 13 & 14	Relocate IDF electrical power. Standard Cat6a cable replacement.	Teacher stations, WAPs, InformaCast Speakers.

Cable Installation & Workmanship Standards

Termination Standard: Pin-out termination for all Cat6a drops shall adhere to T568A standards strictly.

Distance Limits: Maximum horizontal cable distance shall not exceed 55 meters (180 feet).

Service Loops: A 10-foot service loop must be provided within 10 feet of each termination point.

Routing & Bundling: A minimum bend radius of 1 inch must be maintained. Maximum cable bundle size is 24 cables. Bundles must be secured using Velcro ties; nylon zip ties are prohibited.

Testing & Certification: 100% of newly installed Cat6a runs must be tested and certified to Category 6A standards. Soft copies and searchable PDF test reports showing 'PASS' status must be delivered within 2 weeks of substantial completion.

Workmanship Warranty: The contractor must provide a minimum 10-year workmanship warranty from the date of final KCOE sign-off.

FIRM NAME: _____

ADDRESS: _____

_____

TELEPHONE: (_____) _____ **FAX**: (_____) _____

E-MAIL ADDRESS: _____

PROPOSAL FORM

FOR

SHELLY BAIRD CABLING UPGRADE: INTERNAL CONNECTIONS E-RATE YEAR 30

RFP NO. 2027-03

PROPOSAL FORM

TO: **Kings County Office of Education,**

Acting by and through its Governing Board, herein call the "District":

1. Pursuant to and in compliance with your Notice to Vendor's and the other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the contract, the local conditions affecting the performance of contract and the cost of the work at the place where the services are to be done and with the specifications and other contract documents, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed, and to provide and furnish any and all of the labor, materials, tools, expendable equipment, and all applicable taxes, utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the services required in connection with the following:

SHELLY BAIRD CABLING UPGRADE:
INTERNAL CONNECTION
E-RATE YEAR 30

RFP NO. 2027-03

COST PROPOSAL PRICING MATRIX

Proposers must complete and submit this itemized pricing table with their sealed submittal. All pricing must reflect turnkey labor, materials, equipment, and e-waste disposal:

Item Description	Estimated Qty	E-Rate Eligible Price	E-Rate Ineligible Price	Labor & Installation	Total Proposed Price
High-Performance Cat6a Plenum Cable Drops	Approx. 120 Drops	$_____	$_____	$_____	$_____
2-Inch Interconnecting Room Conduit Pathways	Lot / Classrooms	$_____	$_____	$_____	$_____
Front Office IDF Enclosure & Vertical Cabinet Replacements (CPI CUBE-iT 99565474)	3 Units	$_____	$_____	$_____	$_____
Office 1-to-Nurse Office Conduit for Fiber Cable Path	1 Run	$_____	$_____	$_____	$_____
InformaCast Speaker & WAP Cabling Drops	Lot / Campus	$_____	$_____	$_____	$_____
Legacy Copper Removal & E-Waste Disposal	Campus-Wide	$_____	$_____	$_____	$_____

*Prices must include applicable taxes, fees and licenses.

Bidders must include complete bill of materials, including manufacturer make, model, quantity, unit price, extended price, installation and sales tax. Any E-rate ineligible costs must be identified and submitted on a separate bill of materials.

1. Signature of Bidder further confirms that the bidder is binding specified product with no exceptions.

2. It is understood that the District reserves the right to reject this proposal and that this proposal shall remain open and not be withdrawn for the period specified in the Notice to Vendor's - Request for Proposal.

3. Each individual proposal term shall be determined from the specifications and all other portions of the proposal documents and shall include all items necessary to complete the work. The proposal shall include all labor, materials, equipment, tools, supplies, transportation, supervision, testing, labeling, documentation, permits, fees, bonds, insurance, and other services necessary for the successful completion of the project in accordance with the Contract Documents and Technical Specifications, whether or not every item is expressly listed or designated.

4. In submitting this proposal, the Vendor acknowledges that the General Terms and Conditions for the SHELLY BAIRD CABLING UPGRADE: Internal Connections are an integral part of the contract documents and that the General Terms and Conditions have been read, understood and accepted by bidder. The bidder understands and agrees not to disclaim knowledge of the meaning and effect of any term or provision of the General Conditions and agrees to strictly abide by their meaning and intent.

5. The required Bid Bond is hereto attached.

6. The required Non-Collusion Affidavit is hereto attached

7. The required Vendor's Certificate Regarding Workers' Compensation is hereto attached.

8. It is understood and agreed that if written notice of intent to award this proposal is mailed, telegraphed, or delivered to the undersigned after the evaluation of proposals within the time this proposal is required to remain open, or at any time thereafter before the proposal is withdrawn, the undersigned will execute and deliver to the District a contract in accordance with the documents as accepted, and that he will also furnish and deliver to the District the Performance and Payment Bond as specified, all within Five (***5***) days after receipt of notification of award, and that the work under the contract shall be commenced by the undersigned bidder, if awarded the contract, on the date to be stated in the District's notice to the Vendor to proceed, and shall be completed by the Vendor in the time specified in the contract documents.

9. All notices or other correspondence should be addressed to the undersigned at the address stated below.

_____

_____

10. The names of all persons interested in the foregoing proposal as principals are as follows:

_____

_____

_____

(**IMPORTANT NOTICE**: If Vendor or other interested person is a **corporation**, state legal name of corporation, also names of the president, secretary treasurer, and manager thereof; if a **co-partnership**, state true name of firm, also names of all individual co-partners composing firm; if Vendor or other interested person is an **individual**, state first and last names in full).

11. If the Vendor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and is in good standing in the State of _____ and that whose title is _____ and _____ whose title is _____ is/are authorized to act for and bind the corporation.

12. The undersigned bidder shall be licensed and shall provide the following information:

Bidder's California Contractor's
License Number: _____
License Expiration date: _____
Name on License: _____
Type of License: _____

13. It is understood and agreed that if requested by the District, the Vendor shall furnish a notarized financial statement, references, and other information sufficiently comprehensive to permit an appraisal of its current financial condition.

14. Service Provider Identification Number (**SPIN**) _____

Federal Registration Number **(FCC-FRN)** _____

I, the below-indicated bidder, declare under penalty of perjury under the laws of the State of California, that the information provided and representations made in the proposal are true and correct.

_____

Name of Bidder Firm– please print

_____

Proper Name of Bidder – please print

_____

Address

By: _____ Date: _____

Signature of Bidder

(**Corporate Seal**)

BID BOND

KNOW ALL MEN BY THESE PRESENT that we, the undersigned, (hereafter called "Principal"), and _____ (hereinafter called "Surety"), are hereby held and firmly bound unto the Kings County Office of Education District (hereafter called "Owner"), in the sum of _____ ($_____) which will and truly to be made, we hereby jointly and severally bind ourselves, successors, and assigns.

SIGNED this _____ day of _____, 20___.

The condition of the above obligation is such that whereas the Principle has submitted to the Owner a certain Bid, attached hereto and herby made a part hereof, to enter into a contract in writing for the construction of **SHELLY BAIRD CABLING UPGRADE: Internal Connections, RFP NO. 2027-03**.

NOW, THEREFORE,

a. If said Bid is rejected, or

b. If said Bid is accepted and the Principal executes and delivers a contract or the attached Agreement form within **five** (**5) days** after acceptance (properly completed in accordance with said Bid), and furnished bonds for his faithful performance of said Contract and for payment of all persons performing labor or furnished materials in connection therewith,

Then this obligation shall be void; otherwise, the same shall remain in force and effect.

Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the contract, or the call for bids, or the work to be performed hereunder, or the specifications accompanying the same, shall in anyway affect its obligation under this bond, and it does hereby waive notice of any such change, extension of time, alternation, or addition to the terms of said contract, or the call for bids, or the work, or to the specifications.

In the event suit is brought upon this bond by the OWNER and judgment is recovered, the Surety shall pay all costs incurred by the OWNER in such suit, including without limitation, attorney's fees to be fixed by the court.

IN WITNESS WHEREOF, Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, on the day and year first set forth above.

PRINCIPAL: _____

_____

ATTEST: (if individual, two witnesses are required)

By: _____ By: _____

Title: _____ Title: _____

ATTEST: (if corporation)

By: _____

Title: _____
(Corporate Seal)

SURETY: _____

ATTEST: (if individual, two witnesses are required)

By: _____ By: _____

Title: _____ Title: _____
(Corporate Seal)

IMPORTANT: **THIS IS A REQUIRED FORM**.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant, or loan funds, it must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(**Name and Address of Surety**)

_____

_____

_____

(**Name and Address of agent or representative for service of process in California if different from above**)

_____

_____

_____

(**Telephone Number of Surety and agent/representative for service of process in California**).

_____

_____

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA

County of _____, _____, being first duly
(***Print Name***)
sworn, depose and says that he or she is _____ of the party
(***Title***)
making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other overhead, profit, or cost element of the bid price, or of that any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, of divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty or perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____ _____
Print name

_____
Signature

State of California
County of _____

On _____, before me, _____(Notary Public), personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under **PENALTY OF PERJURY** under the laws of the State of California that the foregoing paragraph is true and correct.
WITNESS my hand and official seal,

_____
(Signature of Notary) (Seal of Notary)

VENDOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 in relevant part provides:

> "Every employer except the State shall secure the payment of compensation in one or more of the following ways:
>
> (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
>
> (b) By securing from the Director of Industrial Relations a certificate, consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

_____
Proper Firm Name of Bidder

_____
Proper Name of Bidder – print name

By: _____
Signature of Bidder

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.

CONDUCT RULES FOR VENDORS

Each Vendor/subcontractors, when performing work on Shelly Baird School Site properties shall adhere to the following rules of conduct:

1. Professional and courteous conduct is expected and will be displayed at all times.
2. Interaction with students, staff, and/or other visitors is prohibited with the exception of designated administrators.
3. The use of profanity and/or disparaging language will not be tolerated.
4. All vendors/subcontractors shall wear a means of identification on site when school is in session which must be approved by the District prior to commencement.
5. All vendors/subcontractors shall remain in the vicinity of his/her work and will not stray to other areas of the property not involved in the proposal, including student and staff toilet facilities.
6. Pursuant to Government Code Section 8350 etc. seq., the Kings County Office of Education is a drug free workplace. This policy shall be strictly enforced.
7. Alcoholic beverages are prohibited from being consumed or brought on any District property.
8. The use of any tobacco products on District property is strictly prohibited.
9. Any lewd, obscene or otherwise indecent acts, words, or behavior by any vendor/subcontractors shall not be tolerated.
10. All vendors/subcontractors shall conform to a dress code whereby:
    (a) No clothing that contains violent, suggestive, derogatory, obscene or racially biased material may be worn.
    (b) Garments, accessories or personal grooming artifacts with slogans, graphics, or pictures promoting drugs, alcohol, tobacco, or any other substances which are prohibited to minors will not be allowed.
11. No firearms are allowed on campuses/District property.

Non-compliance with any of the above-stated rules of conduct by any vendor/subcontractors may be sufficient grounds for immediate removal from the job-site and termination of the contract.

I acknowledge that I am aware of the above-stated rules of conduct and hereby certify that all of my Company's employees, consultants, suppliers, and/or any subcontractors will adhere to these provisions.

_____ _____

Date Print Firm Name

_____

Signature

_____

Print Name Title

REFERENCES

Provide at least five (***5***) current references, which include comparable work that has been performed as specified in RFP NO. **2027-03**, preferably school districts utilizing the proposed SHELLY BAIRD CABLING UPGRADE: Internal Connections, include the following information:

1. Name of Site:
Name of Director of I.T.S. Contract:
Business Address:
Telephone Number:
Brief description of project including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP:

2. Name of Site:
Name of Director of I.T.S. Contract:
Business Address:
Telephone Number:
Brief description of project including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP:

3. Name of Site:
Name of Director of I.T.S. Contract:
Business Address:
Telephone Number:
Brief description of project including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP:

4. Name of Site:
Name of Director of I.T.S. Contract:
Business Address:
Telephone Number:
Brief description of project including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP:

5. Name of Site:
Name of Director of I.T.S. Contract:
Business Address:
Telephone Number:
Brief description of project including cost and demonstrate how the project met or exceeded all aspects of the Objective in Section B of this RFP:

DEBARMENT AND SUSPENSION CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the U.S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 Code of Federal Regulations Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department Agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Kings County Office of Education

_____
Name of School District

Potential Vendor or Existing Contractor (Lower Tier Participant):

_____ _____
Printed Name Title Signature

_____ _____
Name of Company Date

RETAIN WITH THE APPLICABLE CONTRACT OR PROPOSAL RESPONSES

DEBARMENT INSTRUCTION FOR CERTIFICATION

1. By signing and submitting this form/proposal, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that it's certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposed," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form/proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

AFTER AWARD:

AGREEMENT & BOND'S

AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 2027, in the County of Kings, State of California, by and between Kings County Office of Education; hereinafter called the District, and herein after call the Contractor,

WITNESSETH that the District and the Contractor for the considerations stated herein agree as follows:

ARTICLE 1 – SCOPE OF WORK.

The Contractor shall perform within the time stipulated the contract as herein defined, and shall provide all labor, materials, tools, utility services, and transportation to complete in a workmanlike manner all of the work required in connection with the following titled project:

SHELLY BAIRD CABLING UPGRADE:
INTERNAL CONNECTIONS
ERATE YEAR 30
(E-Rate Funding Year of July 1, 2027 through September 30, 2028)

RFP NO. 2027-03

IT IS THE DUTY OF THE Contractor to complete the work covered by this contract in exact accordance with the approved plans, specifications and other contract documents as specified in Article 6 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by any act or omission of the District, Architect, Inspector, the State of California and their officers, employees, agents, and Independent Contractor of any of them, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the documents, and unless the Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the contract documents. Such protest shall not be effective unless reduced to writing and filed with the District office within three (3) working days of the date of occurrence of the act or omission preventing the Contractor from fully complying with the contract documents.

ARTICLE 2 – ORDER TERM AND CONTRACT TERM

District reserves the right to order quantities in any size lot or lots of quantities. Pricing must remain firm for the period of April 1, 2027, through September 30, 2028. The District reserves the right to extend the intent to purchase for four additional annual terms through September 30, 2032

Work performed will be for the term of 18 months from April 1, 2027, or from the start date of the project, whatever is later. The start date of the project is predicated upon the receipt of the Funding Commitment Decision Letter (FCDL) from the Universal Service Administrative Company. The District has the option to extend the term annually for an additional 48-month period total, if required.

ARTICLE 3 - TIME FOR COMPLETION.

The work shall be commenced on the date stated in the District's Notice to Proceed, as specified therein, shall be completed within **120** calendar days from and after the date in such notice.

ARTICLE 4 – CONTRACT PRICE.

The District shall pay to the Contractor as full consideration for the faithful performance of the contract, subject to any additions or deductions as provided in the contract documents, the sum of Dollars (**$**_____), said sum being the total amount of the following amounts stipulated in the proposal:

_____

_____

_____

_____

_____

ARTICLE 5 – HOLD HARMLESS AGREEMENT.

Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorneys fees or other proceeding based upon such act, omission, or breach.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorneys fees of any nature whatsoever, which may be incurred by reason of:

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work

called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to, loss (including theft), or loss of use of, any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and Contractor's subcontractors/supplies/sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

ARTICLE 6 – PROVISIONS REQUIRED BY LAW.

Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction.

ARTICLE 7 – COMPONENT PARTS OF THE CONTRACT.

The contract entered into by this Agreement consists of the following contract documents, all of which are component parts of the contract as if herein set out in full or attached hereto:

Notice to Vendor's – Request for Proposals;
General Terms and Conditions;
Special Conditions;
Proposal Form and Contractor's accepted Proposal;
Bid Bond ;
Non-collusion Affidavit;
Vendor's Certificate Regarding Workers' Compensation;
Conduct Rules for Vendor's
References and Required certifications;
Debarment and Suspension Certification;

E-Rate Supplemental Terms and Conditions;
Agreement;
Performance Bond;
Payment Bond;
Insurance Documents and Endorsements;
Contractor Certification Regarding Background Check
Addenda, if any;
Specifications;
Drawings and/or school site maps, if applicable

All of the above-named contract documents are intended to be complementary. Work required by one of the above-named contract documents and not by others shall be done as if required by all.

IN WITNESS WHEREOF, this Agreement has been dully executed by the above-named parties, on the day and year first above written.

DISTRICT:

Kings County Office of Education

By _____
Todd Barlow, Superintendent

CONTRACTOR:

_____

By _____

Title: _____

Authorized Officers
or Agents

(***CORPORATE SEAL***)

CONTRACT PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENT:

THAT WHEREAS, Kings County Office of Education (referred to hereinafter as "Obligee") has awarded to _____. (hereinafter designated as the "PRINCIPAL"), an agreement for the work described as follows: **SHELLY BAIRD CABLING UPGRADE: Internal Connections, RFP NO. 2027-03**; and

WHEREAS, the work to be performed by the PRINCIPAL is more particularly set forth in that certain contract dated _____, (hereinafter referred to as the "Contract"), which Contract is incorporated herein by this reference; and

WHEREAS, the CONTRACTOR is required by said PRINCIPAL to perform the terms thereof and to provide a bond both for the faithful performance and guaranty thereof.

NOW, THEREFORE, we, _____, the undersigned, as PRINCIPAL, and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Kings County Office of Education in the sum of _____Dollars ($_____), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which amount well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded PRINCIPAL, his or her heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions, and agreements in said Contract and any alteration thereof made as therein provided, on his or her part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their intent and meaning; and shall faithfully fulfill guarantees of all materials and workmanship; and indemnify, defend and save harmless the Obligee, its officers and agents, as stipulated in said Contract, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

For value received, the Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract, or to the work to be performed there under, or the Specifications accompanying the same shall in any way affect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract, or to the work, or to the Specifications.

No final settlement between the Obligee and the PRINCIPAL shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

PRINCIPAL and Surety agree that if the Obligee is required to engage the services of an attorney in connection with enforcement of the bond, PRINCIPAL and Surety shall pay Obligee's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the DISTRICT and judgment is recovered, the Surety shall pay all costs incurred by the DISTRICT in such suit, including reasonable attorneys' fees to be fixed by the Court.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20___.

PRINCIPAL:

_____
Signature

(Corporate Seal)

By: _____
Print Name Title

SURETY:

_____

(Corporate Seal)

By: _____
Attorney-in-Fact

The rate of premium on this bond is _____ per thousand.

The total amount of premium charged: $_____
(**This must be filled in by a corporate surety**).

IMPORTANT: **THIS IS A REQUIRED FORM**.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(**Name and Address of Surety**)

_____

_____

Contact Name (***please print***) _____

Telephone Number (_____) _____

Fax Number (_____) _____

(**Name and Address of agent or representative for service of process in California**)

_____

_____

Contact Name (***please print***) _____

Telephone Number (_____) _____

Fax Number (_____) _____

STATE OF CALIFORNIA_____) ss.
COUNTY OF _____)

On this _____day of _____, in the year _____, before me, _____, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed within the instrument as the Attorney-in-Fact of the (Surety) and acknowledged to me that he subscribed the name of the (Surety) thereto and his own name as Attorney-in-Fact.

_____
Notary Public in and for said State (Seal of Notary)

Commission expires: _____

NOTE: A copy of the power-of-attorney to local representatives of the bonding company must be attached hereto

PAYMENT BOND

(CALIFORNIA PUBLIC WORK – LABOR & MATERIAL)

KNOW ALL MEN BY THESE PRESENT:

THAT WHEREAS, Kings County Office of Education School District (sometimes referred to hereinafter as "Obligee") has awarded to _____. (hereinafter designated as the "CONTRACTOR"), an agreement for the work described as follows **SHELLY BAIRD CABLING UPGRADE: Internal Connections, RFP NO. 2027-03** (hereinafter referred to as the "Public Work"); and

WHEREAS, said CONTRACTOR is required to furnish a bond in connection with said Contract, and pursuant to California Civil Code Section 3247;

NOW, THEREFORE, We, _____, the undersigned CONTRACTOR, as Principal; and _____, a corporation organized and existing under the laws of the State of _____, and duly authorized to transact business under the laws of the State of California, as Surety, are held and firmly bound unto the Kings County Office of Education School District and to any and all persons, companies, or corporations entitled by law to file stop notices under California Civil Code Section 3181, or any person, company, or corporation entitled to make a claim on this bond, in the sum of _____ Dollars ($_____), said sum being not less than one hundred percent (100%) of the total amount payable by said Obligee under the terms of said Contract, for which payment will and truly to be made, we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if said Principal, its heirs, executors, administrators, successors, or assigns, or subcontractor, shall fail to pay any person or persons named in Civil Code Section 3181; or fail to pay for any materials, provisions, or other supplies, used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code, with respect to work or labor thereon of any kind; or shall fail to deduct, withhold, and pay over to the Employment Development Department, any amounts required to be deducted, withheld, and paid over by Unemployment Insurance Code Section 13020 with respect to work and labor thereon of any kind, then said Surety will pay for the same, in an amount not exceeding the amount herein above set forth, and in the event suit is brought upon this bond, also will pay such reasonable attorneys' fees as shall be fixed by the court, awarded and taxed as provided in California Civil Code Sections 3247 et. seq.

This bond shall inure to the benefit of any person named in Civil Code Section 3181 giving such person or his/her assigns a right of action in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration or modification in, to, or of any contract, plans, or specifications, or agreement pertaining or relating to any scheme or work of improvement herein above described; or pertaining or relating to the furnishing of labor, materials, or equipment therefore; nor by any change or modification of any terms of payment or extension of time for payment pertaining or relating to any scheme or work of improvement herein above described; nor by any rescission or attempted rescission of the contract, agreement or bond; nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond; nor by any fraud practiced by any person other than the claimant seeking to recover on the bond; and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given; and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the DISTRICT and the CONTRACTOR or on the part of any obligee named in such bond; that the sole condition of recovery shall be that the claimant is a person described in California Civil Code Sections 3110 and 3112, and who has not been paid the full amount of his or her claim; and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration or modification herein mentioned.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of _____, 20___.

PRINCIPAL/CONTRACTOR:

_____

(*Corporate Seal*)

By: _____

SURETY:

_____

(*Corporate Seal*)

By: _____
Attorney-in-Fact

IMPORTANT: **THIS IS A REQUIRED FORM**.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance defined in California Insurance Code Section 105, and if the work or project is financed, in whole or in part, with federal, grant or loan funds, Surety's name must also appear on the Treasury Department's most current list (Circular 570 as amended).

Any claims under this bond may be addressed to:

(**Name and Address of Surety**)

_____

_____

_____
Contact Name (***please print***)

(_____)_____
Telephone Number

(_____)_____
Fax Number

(**Name and Address of agent or representative for service of process in California**)

_____

_____

_____
Contact Name (***please print***)

(_____)_____
Telephone Number

(_____)_____
Fax Number

INSURANCE DOCUMENTS & ENDORSEMENTS

The following insurance endorsements and documents must be provided to the District within five (***5***) calendar days after receipt of notification of award. If the awarded Vendor fails to provide the documents required bellow, the District may award the contract to the next responsible and responsive Vendor. All insurance provided by the bidder shall fully comply with the requirements set forth in Item No. 28 of the General Terms and Conditions of the contract documents.

1. **General Liability Insurance**: Certificate of Insurance with all specific insurance coverage's set forth in Item No. 28 of the General Terms and Conditions, proper Proposal description, designation of the Kings County Office of Education as the Certificate Holder, a statement that the insurance provided is primary to any insurance obtained by the District and minimum of 30 days' cancellation notice. Bidder shall also provide required additional insured endorsement(s) designating all parties required in the General Terms and Conditions. The additional insured endorsement shall be an ISO CG20 10 (11/85) or ISO CG 20 10 (10/93) or their equivalent as determined by the District.

   Incidents and claims are to be reported to the insurer at:

Attn:	_____ _____ (**Contact Name**) (**Title**)
	_____ (**Company**)
	_____ (**Street Address**)
	_____ _____ _____ (**City**) (**State**) (**Zip Code**)
	(_____) _____ (_____) _____ (**Telephone Number**) (**Fax Number**)

2. **Workers' Compensation / Employer's Liability Insurance**: Certificate of Workers' Compensation Insurance meeting the coverage's and requirements set for in the General Terms and Conditions, minimum of 30 days' cancellation notice, proper Proposal description, waiver of subrogation and any applicable endorsements.

3. **Automobile Liability Insurance**: Certificate of Automobile Insurance meeting the coverage's and requirements set forth in the General Terms and Conditions, minimum 30 days' cancellation notice, any applicable endorsements and a statement that the insurance provided is primary to any insurance obtained by the District.

   Incidents and claims are to be reported to the insurer at:

Attn:	_____ _____ (**Contact Name**) (**Title**)
	_____ (**Company**)
	_____ (**Street Address**)
	_____ _____ _____ (**City**) (**State**) (**Zip Code**)
	(_____) _____ (_____) _____ (**Telephone Number**) (**Fax Number**)

_____ _____
Date Vendor's Firm Name

By: _____
Signature

_____
Title

VENDOR'S/CONTRACTOR'S CERTIFICATION REGARDING BACKGROUND CHECKS

_____ certifies that it has performed one of the following:
[**Name of Vendor**]

Pursuant to Education Code Section 45125.1, Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the **Kings County Office of Education**, pursuant to the contract/purchase order dated _____, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

Pursuant to Education Code Section 45125.2, Vendor will ensure the safety of pupils by one or more of the following methods:

1) The installation of a physical barrier at the worksite to limit contact with pupils.

2) Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Date: _____, 20 ___

_____
[Name of Vendor]

_____
Signature

By its: _____
Print Name Title

ATTACHMENT "A"

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

Kings County Office of Education
CONSTRUCTION CONTRACTOR
FORMS AND AGREEMENT

STEP 1 – Employee Verification

Are you a part-time or full-time employee of the:
Kings County Office of Education School District? ☐ **Yes** ☐ **No**

- If you responded affirmatively, **STOP**, you cannot be hired as a Contractor. Contact the Kings County Office of Education School District Office immediately for further assistance.
- If you responded negatively, please continue to Step II.

STEP II – Form W-9

As instructed by the Internal Revenue Service and the California Franchise Tax Board, the Kings County Office of Education School District must obtain Taxpayer Identification Numbers for every person or entity (other than Corporations) that performs services for the District.

Are you incorporated? **Yes** ☐ **No** ☐

- If you responded affirmatively, please continue to Step III and disregard Form W-9 (attached).
- If you responded negatively, please complete Form W-9 and continue to Step III.

STEP III – Form 590

As directed by California Revenue and Taxation Code, Section 18662, the Kings County Office of Education School District is required to withhold income or franchise tax on payment of California source income made to nonresidents of California.

Are you a resident of California, or
Do you have a permanent place of business
in California? ☐ **Yes** ☐ **No**

All nonresidents who respond negatively and who do not complete and return Form 590 will be subject to the seven percent (7%) tax withholding.

- If you responded affirmatively, please disregard Form 590 (attached).
- If you responded negatively, please complete Form 590.

_____ _____
Signature **Date**

_____ _____
Print Name **Title** **Phone Number**

_____
Name of Company

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