INSTRUCTIONS TO SERVICE PROVIDERS

SUPPLEMENTAL REQUIREMENTS —CABLING PROJECT

MOUNTAIN ELEMENTARY SCHOOL DISTRICT | FY2027 E-RATE CABLING | FCC FORM 470 270004896

1. Additional bidder qualifications and submissions

Provide a brief description of the firm, including its size, location, nature of work, years in business, proposed approach and capacity to perform the work.

Provide résumés or profiles of key assigned personnel, relevant certifications or licenses, staffing levels, and recent comparable experience.

Provide information about comparable structured-cabling projects completed within the past five (5) years, including K–12 projects. Include at least three (3) verifiable references with project name, scope, completion date, contract value, and client contact information.

Disclose disciplinary actions taken or pending against the firm during the past three (3) years by state regulatory agencies or professional organizations, and professional relationships involving the District during the preceding three (3) years, with an explanation of any potential conflicts of interest.

Provide a customer-service commitment and a description of the resources available to support the District. Include the firm financial statement requested in the original instructions.

2. Supplemental bid-format requirements

Identify proposed materials with manufacturer, model or part number, quantities, and descriptions. Provide a proposed construction schedule with estimated start and completion dates.

Include an unlocked Excel copy of the required pricing schedules on a USB flash drive inside the sealed bid package; a PDF does not substitute for the Excel pricing file. The workbook must show a single unconditional project-package total and supporting campus-level E-Rate eligible/ineligible allocations, consistent with Exhibit D of the RFP.

Any corrections made on a submitted paper bid must be clearly authenticated by the authorized signer. Exceptions or proposed deviations must be submitted in writing before the published RFI deadline, and shall not be used to materially change a bid after the deadline.

The District may request appropriate clarifications but no post-deadline change to material price, scope, specifications, or other substantive bid terms is permitted.

3. Contingency allowance — subject to District confirmation

The original Instructions require a contingency allowance equal to ten percent (10%) of the cost of the work, separately identified in the bid. If the District intends to require this allowance, the RFP pricing schedule and total-package bid form must be made consistent with it before publication.

Contingency funds may be used only for unforeseen construction conditions and only with prior written District authorization. Approved costs must be documented. Unused amounts are deducted or reconciled under the executed contract. The allowance is not authority for unilateral scope or price changes.

4. Preconstruction, mobilization, and site coordination

Before work begins, the successful Service Provider shall attend a preconstruction meeting to coordinate site access, work hours, pupil protection, keys and badges, storage, shutdowns, fire/life safety, asbestos information, communications, testing, invoicing, and closeout.

No work may begin without a written Notice to Proceed. Mobilization or material ordering before authorization is at the Service Provider's risk unless expressly authorized in writing.

Designate one individual authorized to receive construction change documents and communicate them to employees and subcontractors.

Within five (5) business days after the Notice to Proceed, submit a detailed schedule and anticipated start date for each campus. Coordinate outages, room access, ceiling work, and activities in occupied spaces with the District. Promptly report conditions likely to cause delay.

5. Student protection, security, and site safety

Comply with District pupil-safety and site-security procedures, including any required background screening, physical barriers, supervision, escorts, identification badges, restricted areas, and work-hour limitations.

Do not photograph, record, interview, or otherwise collect student information without express District authorization. Observe the District's emergency procedures, parking rules, and access routes.

Immediately report accidents, injuries, property damage, security incidents, and unsafe conditions. Control and return keys, access cards, and badges; unauthorized entry into classrooms, offices, or other restricted spaces is prohibited.

Maintain appropriate housekeeping, warning signs, barricades, dust control, and safe material storage. Keep exits, fire lanes, accessible routes, and emergency equipment clear.

Review District asbestos-management information before disturbing building materials. If suspected asbestos, lead, or another hazardous condition is encountered, stop affected work and notify the District immediately.

6. Submittals, products, and work approvals

Before installation, submit requested product data, manufacturer and model information, specifications, proposed equivalents, rack/cabinet layouts, and labeling conventions for District review.

Where substitutions are expressly permitted, identify the proposed manufacturer, model, part number, and supporting evidence of equivalent or better performance.

Submittal approval does not relieve the Service Provider of responsibility to comply with the contract or to correct deficient work without additional cost to the District.

7. E-Rate administration and invoicing details

Invoices must identify the project, campus, purchase order/contract number, work performed, service dates, quantities and amounts. Keep E-Rate eligible and ineligible costs separately identifiable, while maintaining the entire three-campus package as the contract award unit.

The Applicant selects the E-Rate reimbursement method (BEAR/Form 472 or SPI/Form 474). When SPI is selected, the Service Provider invoices USAC for the funded eligible portion and the District pays its non-discounted eligible share and ineligible costs under the executed contract.

Provide the District copies of E-Rate invoices and supporting documentation submitted to USAC. Supply a completed Bulk Upload worksheet with required product, price and campus information in the District-requested format for Form 471 preparation.

Do not invoice for undelivered products or services or before the applicable funding year begins. Observe USAC invoice filing deadlines and approved extensions.

8. Audits, records, and response time

Cooperate with District requests for information relating to PIA reviews, audits, funding requests, installation, testing, invoicing, and labor compliance.

Respond to E-Rate pre-commitment, post-commitment, or audit questions relating to the bid within three (3) days of receiving the request.

Retain E-Rate project records for at least ten (10) years after the later of the last date of service or the applicable service delivery deadline, or longer when required by law or contract.

9. Contract term and extension requests

The Service Provider shall make any requested contract extension in writing at least thirty (30) calendar days before expiration, stating the reason, additional time needed, and impact on each campus.

An extension must be approved in writing by the District, may not add scope outside the advertised project, and does not itself extend an E-Rate service delivery deadline. Cooperate with District requests for any necessary USAC extension.

Throughout any approved extension, maintain applicable licenses, DIR registration, labor compliance, SPIN/FRN status, insurance, bonds and warranties.