

Shikellamy School District

200 Island Blvd Sunbury, PA 17801 • 570-286-3721 • (fax) 570-286-3776

www.shikbraves.org

BID: WIDE AREA NETWORK, INTERNET ACCESS SERVICE AND TELEPHONE SERVICE

DUE: January 20, 2022 11:00 AM

General Terms and Conditions to Bidders

I. Receipt and Opening Bids. Sealed proposals for the furnishing, delivering, and installing, where called for, of the services, materials, implements and supplies, as required by the Board of Directors of the Shikellamy School District, will be opened as outlined on the specific bid instructions. The person, firm, or corporation making such proposals shall mail it in a sealed envelope addressed to Mr. Brian Manning Business Manager, Shikellamy School District, 200 Island Blvd, Sunbury, PA 17801. The envelope shall be endorsed on the face with the name of the person, firm, or corporation making such proposal; the date of presentation; and the title of the service, material, equipment, or supplies for which the proposal is made. This last provision may be further outlined in specific directions to bidders. The owner reserves the right to reject any or all bids not prepared in accordance with instructions or to waive any such informalities. Any bid may be withdrawn before the scheduled time for opening bids. After the bid has been opened, it may not be withdrawn, and the bidder must supply at the bid price.

II. Time for Receiving Bids. Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the School District or their representatives for the premature opening of a bid not properly addressed and identified. Bids will be opened on the hour and day as designated in the specific directions.

III. Award or Rejection of Bids. The contract will be awarded to the lowest responsible bidder complying with all provisions and limitations, providing the bid price is reasonable and it is to the interest of the Board of Directors to accept it. The Board of Directors reserves the right to reject any or all bids. It reserves the right to reject the bid of a bidder who has previously failed to perform properly or to complete contracts of a similar nature on time, or the bid of a bidder where investigation shows it is not in a position to acceptably perform the contract.

IV. Quotation. The bidder shall insert the price per stated unit and the extension against each item in the proposal form for which he proposes to furnish, deliver and install. In the event of a discrepancy between the unit price and the extension, the unit price will govern. All prices must be FOB Destination, with shipment prepaid and added to the unit price, and shall be firm for a period of sixty (60) days unless otherwise stated on the proposal form. The purchaser will not consider any proposal with escalator clauses, unbalanced or irregular features, or other provisions not in accordance with the specifications or bid sheets.

V. Taxes. No charge will be allowed for federal, state, or local taxes from which the Board of Directors is exempt. Bids shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.

VI. Standards of Quality or "Equal Clauses". Unless otherwise specified, all materials used for the manufacture or construction of any supplies covered by this bid shall be new and of the best quality, and the workmanship shall be of the highest grade. The use of the name of a manufacturer or of any special brand or make in describing any item in this bid does not restrict bidders to that manufacturer or specific brand or make; the reference indicates the character or quality of article desired, but articles on which bids are submitted must be equal to those referenced. Bidders offering any article other than the specific make, brand or manufacturer named in this bid must so state in each instance; otherwise, their bids will be considered as being based upon furnishing the specific make, brand, or manufacturer named in this bid.

VII. Samples, Catalogs, Cuts, etc. Do not submit samples when none are called for. When the bid is based upon furnishing the articles exactly as named in specification of the standard, a sample is not required. When the bid is based on alternates, a sample may be submitted at the discretion of the bidder prior to the opening. All samples must be delivered, with all charges prepaid, to the Shikellamy School District office, 200 Island Blvd Sunbury, PA 17801, plainly marked to indicate the name of the bidder, the fact that it is a sample, the item number of the sample, and article bid. All samples become the property of the Shikellamy School District, unless otherwise noted in another part of the bid document.

VIII. Purchaser's Right of Selection. The Board of Directors reserves the right to accept its bid by items, or as a whole, or at its discretion reject any and all bids and re advertise. The Board of Directors reserves the right to increase or decrease the estimated quantities by not more than 20 percent (20%). The purchaser reserves the right to reject any or all proposals which do not comply with these specifications.

IX. Delivery. Delivery will be required to be made to the receiving platform or place designated on each purchase order. Direct delivery to buildings must be placed at a point in the building as directed at the place of delivery. Weight, color, count, measure, etc., will be determined at the point of delivery. The vendor will be required to furnish proof of delivery in every instance. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents, purchase order number, and delivered without damage or breakage such units, as are specified.

X. Billing. Each bill shall carry the purchase order number of the purchaser. Bills must be sent to the address above. Payment will be made only upon final acceptance by the Board of Directors. Payment will be made on properly delivered and invoiced partial orders, but full shipments are preferable on all orders.

XI. Errors in Bids. Bidders, and their authorized representatives, are expected to fully inform themselves as to the conditions, requirements, and specifications for submitting bids.

XII. Warranties and Published Specifications. The bidder shall warrant that each Product bid shall be free from defects in material and workmanship and shall conform to the published specifications for such Product and bidder's representations regarding the functions and uses for which each Product is marketed.

**SPECIFIC INSTRUCTION ON CERTAIN ITEMS WHICH ACCOMPANY THIS DIRECTIVE
WILL SUPERSEDE ANY INSTRUCTIONS GIVEN ABOVE.**

Invitation to Submit Proposals

The Shikellamy School District invites computer manufacturers, dealers, telecommunications providers, and networking firms in accordance with the specifications and instructions set forth herein to submit their proposals. Proposals are to be submitted in accordance with the rules and regulations as set down by the Universal Service Fund (E-Rate) and state and local rules and regulations. Proposals will be due at the Administration Office in Sunbury by 11:00 AM on **January 20, 2022. No bids will be accepted electronically or in person after this date.**

Two complete copies of the proposal shall be delivered in a sealed envelope clearly marked, "Sealed Proposal – WAN Network/Internet Access/Telephone Service". All proposals will remain sealed and will be publicly opened at the Administration Office. **Electronic or faxed proposal submissions will not be accepted.** The school district retains the right to reject any or all proposals.

Any and all questions about this Invitation for Proposal should be directed to Dale Martin Director of Technology for the district at Email: martind@shikbraves.org. All questions should be submitted no later than by 4:00 PM December 17th, 2021. If a bid addendum is required, it will then be shared with all at that time.

Mailing Address for Bid Proposals:

Shikellamy School District
200 Island Blvd
Sunbury, PA 17801

Information and General Requirements

- IN ACCORDANCE WITH E-RATE, THE ACTUAL SERVICE DATE FOR THIS CONTRACT WILL BEGIN JULY 1, 2022 AND WILL TERMINATE ON JUNE 30, 2025 WITH 2 ADDITIONAL 1 YEAR EXTENSIONS IF EXERCISED BY THE DISTRICT.
- THE SUCCESSFUL CONTRACTOR WILL BE REQUIRED TO COORDINATE INSTALLATION WITH ANY PRE-EXISTING CONTRACTS AND SERVICE PROVIDERS THAT MAY ALREADY BE IN PLACE.
- PORTIONS OF THIS PROJECT QUALIFIES UNDER THE REQUIREMENTS OF THE FEDERAL E-RATE PROGRAM AND THE SUCCESSFUL CONTRACTOR MUST BE AN APPROVED SERVICE PROVIDER AND ABIDE BY THE REQUIREMENTS OF THIS PROGRAM, EXTENDING DISCOUNTS AS APPROPRIATE.
- ADDITIONAL INFORMATION ON THE UNIVERSAL SERVICE FUND/E-RATE CAN BE FOUND AT THE SCHOOL AND LIBRARIES CORPORATION SITE www.sl.universalservice.org..
- ANY COSTS INCURRED IN PREPARING OR RESPONDING TO THIS PROPOSAL WILL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- THE SCHOOL DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS IF IT IS IN THE DISTRICT'S BEST INTEREST TO DO SO.

PLEASE NOTE: IN ACCORDANCE WITH E-RATE GUIDELINES - VENDORS WHO HAVE BEEN BARRED FROM THE E_RATE PROGRAM OR ARE DELINQUENT IN PAYMENTS TO USAC OR THE FCC WILL NOT BE CONSIDERED.

THE FCC PROHIBITS THE USE OF UNIVERSAL SERVICE FUNDING, INCLUDING E-RATE FUNDS, TO PURCHASE EQUIPMENT AND SERVICES FROM COMPANIES DEEMED A NATIONAL SECURITY RISK AND PROPOSALS THAT INCLUDE HUAWEI or ZTE EQUIPMENT WILL NOT BE CONSIDERED.

Proposal Requirements

VENDORS MUST SUBMIT A COMPLETE PROPOSAL including the following items:

- **A COMPLETE DESCRIPTION** of the service to be provided including any specification sheets, warranty and support/maintenance information for any leased equipment that may be provided as part of this service.
- **MINIMUM EQUIPMENT SPECIFICATIONS AND REQUIREMENTS** for any district-owned network equipment that may be required.
- **TECHNICAL SPECIFICATIONS OF THE PROPOSED SOLUTION**, including FCC licensing if required, technology used to deliver Internet Access and Wide Area Network, how Internet bandwidth is managed and monitored.
- **A NETWORK DESIGN**, detailing bandwidth rates, and vendor backbone networks must accompany the vendor's proposal.
- **A COMPANY PROFILE**, showing number of employees, years in business.
- **3 CLIENT REFERENCES FROM SIMILAR PROJECTS IN SIZE AND SCOPE.**
- **TIMELINE FOR COMPLETION AND INSTALLATION FOR THIS PROJECT.**
- **A COPY OF THE CONTRACT/SERVICE AGREEMENT INCLUDING TERMS AND CONDITIONS** must accompany the vendor's proposal.

Contractor/Installation Requirements

- **THE CONTRACTOR** is responsible for becoming familiar with the conditions and technology capabilities used at each location and allowing for them in the proposal.
- **ANY PERMITS, INSPECTIONS, POLE RIGHTS, LICENSES** required for the proper installation of the specified project shall be furnished and coordinated by the contractor at his sole expense.
- **ANY DISRUPTIVE INTERNAL BUILDING WORK** that must be performed during the normal school year should be coordinated with the school district to avoid disruption to students and staff. All work areas and materials must be secured and a safe environment maintained for students and staff.
- **THE COMPLETED INSTALLATION** must be installed in accordance with all state and local codes and requirements.
- **ALL CONTRACTORS** shall carry Worker's Compensation Insurance, in addition to Public Liability Insurance.

- **THE CONTRACTOR** shall remove from the premises any resultant debris and return the surrounding areas to previous condition.

Proposal Evaluation Requirements

- **PROPOSALS SHALL BE EVALUATED** using the following guidelines:
 - ✓ Total Project Cost
 - 30%
 - ✓ Understanding of Needs, including technical merit, network backbone bandwidth
 - 20%
 - ✓ Financial Stability, years in Business
 - 20%
 - ✓ Past Experience on Related Projects
 - 20%
 - ✓ Number of Personnel and Qualifications
 - 10%
- ✓ **EACH VENDOR must submit the following information in addition to the Vendor Bid Response sheets.**
 1. Complete description including technical specifications of solution provided.
 2. 3 References of similar projects in size and scope
 3. Minimum Equipment and technical specifications required for district-owned equipment.
 4. Network map, indicating proposed solution and core backbone bandwidth for Internet Access
 5. Company Profile
 6. Copy of Proposed Contract/Service Agreement including Terms and Conditions.

Background Information

Wide Area Network and Internet Access

The Shikellamy School District is interested in securing proposals for providing a Wide Area Network and high-speed Internet Access service at various levels of service. Currently the district has Internet Service of 1 GB that is delivered to the high school building and distributed throughout the district on a leased 1 GB network through Service Electric Cable Television. All WAN connections are terminated at district owned equipment located at SECTV and District Wide Internet is provided from the High School Building.

Because of grade re-alignment and changes to district buildings the proposed WAN infrastructure and Internet Access will terminate at the HS building.

Currently the district maintains it's own block of IP addresses and utilizes a Sonic Firewall and Juniper Network Switches for its internal networks. The district currently utilizes SECTV/Ironton Telephone for it's voice services – the proposed solution should include optional costs for providing voice over this network. (Please note this option should be completely priced separate of the WAN and Internet for E-Rate purposes)

The district is seeking the following services:

- 5GB of Internet Access, with option to upgrade to 10GB
 - 10 GB of Wide Area Network connectivity between buildings
 - Option 1 – Leased WAN network that has dedicated 10 GB transport from each remote building to the high school.
 - Option 2 (Alternative) – Leased WAN network leasing dark fiber 10 GB connection between each remote building to the high school.

The proposed network and Internet access must be turn-key solutions that include all installation and “build-out” charges that may be required.

If the proposed Wide Area Network solution is leased, the bidder should provide information on leased network equipment that will be maintained and supported by the bidder to deliver this service.

Internet Access Network Backbone/Support Information

Since multi-media, distance learning, and streaming media content has become a key element in the educational process – it is important that the vendor have a substantial and reliable backbone to support these educational applications.

The proposed service **MUST INCLUDE THE FOLLOWING CAPABILITIES:**

- A substantial network backbone of a minimum of 10 GB for multi-media technologies.
- 24 X 7 technical support operation with Free Technical Support
- Trouble Reporting/Network Status system viewable via web or 800#..

- Dedicated Contact/Support person assigned as a sole contact for support for this project.
- Domain Name Services at NO ADDITIONAL CHARGE

Vendors should include a network diagram, showing service tiers, (Level 1, Level 2 Provider, etc.), network redundancy, and available bandwidth for expansion.

E-Rate Overview

The Universal Service Fund (E-Rate) offers discounts to schools for network equipment and services based upon the district's location and the number of students eligible for Free and Reduced Lunches. This program is currently administered by School and Libraries Division (formerly SLC) and consists basically of 3 forms (470, 471, 486). Currently the Central Susquehanna Intermediate Unit (CSIU) provides E-Rate application services and will file the appropriate forms for this service on behalf of the school district. Below is a brief outline of the E-Rate procedure that the CSIU will follow:

1. CSIU Files Form 470 on behalf of district and RFP is released
2. RFP is due January 20, 2022 and vendor/pricing is reviewed by district and network consultant
3. District awards contract to successful bidder and CSIU files Form 471 requesting discounts.
4. 471 is reviewed by SLD and is approved.
5. Beginning July 1, 2022 - Service Provider extends discounts to the district, and invoices the SLD for the discounted amount as instructed by the SLD.

School District Service Locations

The following district/school locations and contract information are provided for vendor reference. The proposed solution must include all costs, installation and configuration fees to deliver the desired bandwidth to these locations (as noted).

Administrative Offices, Non-Instructional Facilities

****District Administration Office***

200 Island Blvd
Sunbury, PA 17801
570-286-3721

High School Stadium Complex

Stadium Drive/Spruce St
Sunbury, PA 17801

* Depending on construction progress, this facility may need temporary service on a month to month basis.

Secondary Schools

Shikellamy Middle School

545 Permastone Drive
Northumberland, PA 17857

Shikellamy High School

600 Walnut Street
Sunbury, PA 17801

Elementary Schools

Priestley Elementary School

423 Cannery Road
Northumberland, PA 17857

Chief Shikellamy Elementary School

338 Memorial Drive
Sunbury, PA 17801

Oaklyn Elementary School

115 Oak Street
Sunbury, PA 17801

Beck Elementary/*New Admin Office*

600 Arch Street
Sunbury, PA 17801

Vendor Bid Response Sheet

Wide Area Network Option 1 – Leased Fiber Network

Using district owned and maintained Equipment

Each remote building shall be connected and terminated at the high school facility using dedicated 10 GB network connections. This will help reduce any potential single point of failures that could result from using a single aggregated connection.

Pricing should include all installation, transport, backbone configuration and engineering charges.

Wide Area Network Option 1 – Leased Fiber Network (Dedicated Individual Building Connections)

District Location	10 GB Install	10GB Annual	20 GB Install	20GB Annual
Shikellamy High School				
Shikellamy Middle School				
Chief Shikellamy Elementary				
Priestley Elementary				
Oaklyn Elementary				
Beck Elementary Admin Office				
Existing Admin Office				
High School Stadium Complex				

Submitted by: _____

Date: _____

Title: _____

Company: _____

Vendor Bid Response Sheet

Wide Area Network Option 2 (Alternative) – Leased Dark Fiber Network

Using leased dark fiber (aggregated single connection to high school building)

Pricing should include all installation, transport, backbone configuration and engineering charges.

District Location	10 GB Install	10GB Annual	20 GB Install	20GB Annual
Shikellamy High School				
Shikellamy Middle School				
Chief Shikellamy Elementary				
Priestley Elementary				
Oaklyn Elementary				
Beck Elementary Admin Office				
Existing Admin Office				
High School Stadium Complex				

Submitted by: _____

Date: _____

Title: _____

Company: _____

Internet Access Service Delivered to Shikellamy High School

Must interface with district owned network equipment at Shikellamy High School

Vendors should complete pricing for each option including all installation, transport, backbone, configuration and engineering charge

High Speed Internet Bandwidth – delivered to the Shikellamy High School Server Room

Location	5 GB Install	5 GB Annual	10 GB Install	10 GB Annual
Shikellamy High School Building				

Submitted by: _____

Date: _____

Title: _____

Company: _____

Telephone Service (non E-Rateable)

Currently the district is receiving telephone service from Ironton Telephone Company through Service Electric it's current WAN provider. This service has been problematic in the past and recent upgrades to district telephony equipment now allow for the use of SIP trunking. Since the successful bidder will be implementing a Wide Area Network throughout the entire district – it only makes sense to seek proposals for telephone service at this time. The successful bidder will be responsible for porting over all current numbers.

Below is a listing of POTS numbers and their locations:

Island Park Administrative Center

286-3756 – Special Education Fax
286-3776 – District Fax Machine
286-3873 – Fire/Security Alarm
286-3876 – Facility Director Fax

Priestley Elementary

473-3261 – Office
473-4489 – Boiler Room
473-4491 – Guidance
473-4492 – Cafeteria-Faculty
473-4494 – Office
473-4495 – Office Fax
473-4496 – Fire Alarm
473-4497 – Fire Alarm
473-4498 – BAS System
473-4499 – Nurse
473-8231 – Library Computer

Beck Elementary

286-3726 – Office
286-3865 – Alarm
286-3866 – Fax

Chief Shikellamy Elementary

286-3728 – Office
286-3729 – Office
286-3730 – Office
286-3735 – Principal
286-3867 – Kitchen
286-3869 – Library
286-3878 – Nurse
286-3880 – Fire Alarm
286-3881 – Fire Alarm
286-3882 – Fire Alarm
286-3883 – CSIU Classroom

Oaklyn Elementary

286-3731 – Office
286-3732 – Nurse
286-3733 – Principal
286-3734 – Guidance
286-3742 – CSIU Classroom
286-3762 – Fax
286-3763 – Library/Café
286-3764 – Control Panel
286-3766
286-3799
286-3863

Telephone Numbers (continued)

Shikellamy High School

286-3700 – Receptionist
286-3701 - Office
286-3702 – Home/School
286-3711 – Conf Room
286-3712 - Guidance
286-3713 – Office Conf Room
286-3715 – Elevator
286-3716 – Training Room
286-3717 - Library
286-3746 – Principal’s Secretary
286-3747 – Asst. Principal’s Secretary
286-3748 - Attendance
286-3749 - Attendance
286-3751 – Math Office
286-3753 – Nurse Office
286-3754 – Foreign Language
286-3755 – English Office
286-3757 – Chorus/Choir
286-3758 – Business Ed
286-3759 – Library Fax
286-3760 – Drama/Ticket Off
286-3761 – Quantity Foods
286-3765 – Athletic Director
286-3767 – Band Room
286-3769 – Special Ed Classroom
286-3770 – Gifted Office
286-3771 – Science Office
286-3772 – Locker Rooms
286-3774 - Custodian
286-3775 – Fax Machine
286-3781 – Guidance/Jordan
286-3782 – Guidance/Rob
286-3783 - Principal
286-3784 – Guidance/Jodi
286-3791 – Asst Principal
286-3792 - Alarm
286-3793 - Alarm
286-3797 – English Office
286-3860 – Library Computer
286-3861 – HS Computer
286-3862 – JROTC Office
286-3884 – Facilities Director

286-3714 – Food Service
286-3740 – Food Service Supervisor
286-3750 – Receiving
286-0638
286-0716
286-0745

High School Stadium

286-3773 – Football Stadium

Telephone Service (Non-E-Rate)

Since the district intends to use SIP Trunking where applicable, some locations will require POTS service for alarms, service/fax numbers, etc. Because of impending construction/building realignments, the final quantities could change. Therefore bidders should provide pricing per each SIP Trunk/Line and POTS Service Line using the estimated quantities above. Since telephone service is not eligible for E-Rate Funding, the final quantities and locations will be determined by the district this spring and a separate contract will be signed for this service.

Location	Install	Annual
SIP Trunks/Line		
POTS Service/Line		
Total		

Submitted by: _____

Date: _____

Title: _____

Company: _____

State of _____ :
County of _____ : S.S.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

I state that _____ understands and acknowledges that the
(name of firm)
above representations are material and important, and will be relied on by the Shikellamy School District in
awarding the contract(s) for which this bid is submitted. I understand, and my firm understands, that any
misstatement in this affidavit is and shall be treated as fraudulent concealment from the Shikellamy School
District of the true facts relating to the submission of bids for this contract.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20_____

Non-collusion Affidavit
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_____ If my initial appear on the line, this affidavit shall continue in effect through June 30, 2017, the end of the fiscal year for the Shikellamy School District. During that period, for each bid submitted by me or the entity which I represent, this affidavit shall be deemed to be in full force and effect as if fully re-executed by me on the occasion of each bid, unless a written notice of the revocation of the affidavit had been received by the Shikellamy School District prior to the submission of any particular bid.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antirigging Act, 73 P.S. SS 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-collusion Affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

FINAL BID CHECKLIST IS YOUR BID COMPLETE?

Your bid response should include the following items:

- ☐ Bid Response Sheets for all Options 1, 2 for Wide Area Network Service
- ☐ Bid Response Sheet for Internet Access to Shikellamy High School.
- ☐ Bid Response Sheet for Telephone Service (non E-Rate Eligible Service)
- ☐ Completion of Non-Collusion Agreement.
- ☐ Company Profile, years in Business, Number of Employees
- ☐ 3 References of similar projects in size and scope
- ☐ Network map, indicating proposed solutions and core backbone bandwidth for Internet Access Provider
- ☐ Copy of Contract/Service Agreement including Terms and Conditions
- ☐ Complete description including technical specifications of solution provided
- ☐ Minimum equipment and technical specifications for district-owned equipment

