



Colusa Unified School District

Request for Proposals

for

E-Rate Funding Year 2016 Request

Cabling Infrastructure Upgrade

The Colusa Unified School District (CUSD) is requesting proposals for the following scope of work to be completed at Colusa High School, 901 Colus Avenue, Colusa, CA 95932; Egling Middle School, 813 Webster St, Colusa, CA 95932; and Burchfield Primary School, 400 Fremont St, Colusa, CA 95932.

SERVICES REQUESTED:

Cabling infrastructure upgrade

BASIC SCOPE OF WORK:

CUSD is looking for a turnkey cabling solution at Colusa High School, Egling Middle School and Burchfield Primary School campuses (See Attachment B – Site Plans) to upgrade the office, classrooms, computer labs, libraries, as well as to provide new cable infrastructure for wireless access points, network projectors, and IP Intercom / paging network interface boxes. All cabling will be CAT6 or better and be run in new surface mounted raceways or in the wall with flush mount face plates. In each classroom, jacks will be distributed on two walls. The ceiling drops for the Wireless Access Points, Projectors, and IP Intercom / Paging Network Interface boxes are to be placed above the drop tile and should each include 20' of additional cable to allow the jack to be easily moved if necessary. The RJ45 outlet shall be exposed below the drop tile ceiling so that patch cables may be plugged in without moving the ceiling tiles. Computer labs have existing poles that shall be re-used for routing of new data cables. There are IDF's identified on Attachment A that have a copper link that will be replaced with new 6 strand single mode fiber optic cable to the MDF.

See Attachment A for schedule of cable quantities by site/location

See Attachment B for site plans

See Attachment C for specifications

Cables will be labeled at each end per TIA/EIA -606A for class 4 administration.

The RFP reflects the current proposed services requested on the Erate 470 forms. The proposal embodies: Removal of existing cabling and jacks and installation of new cable infrastructure and surface mounted raceways at Colusa High School, Egling Middle School, and Burchfield Primary School.

Wireless Access Points and projector data cables shall be small diameter CAT6A. All other data cables shall be CAT6.

Classrooms have drop tile suspended ceilings. New J-hooks and surface mounted raceways shall be installed and used for routing of the new cabling. Sleeves through fire walls and conduits above non-accessible ceiling spaces will be provided by others.

Colusa Unified School District (CUSD) wishes to take advantage of E-Rate funding discounts.

The successful bidder(s) will be responsible for qualifying in the Federal E-Rate program. Items not eligible for E-rate shall be itemized in the proposal. CUSD will pay the vendor using bond funds for these projects and services. CUSD will seek reimbursement from the E-rate program for these projects and services.

- Applicant expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.
- The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the form 471 Block 5. The Service Provider will NOT be responsible for invoicing the Schools and Libraries Division for the funded amount. Applicant will provide the form 472 (BEAR form reimbursement process).
- In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their proposal.
- The contractor is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the proposal is submitted
- The contractor is responsible for providing an FCC Registration Number (FRN) with their proposal. Any potential bidder found to be in Red-Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
- All work is subject to the 100% approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.
- No change orders will be allowed for the work resulting from this posting.
- CUSD requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with California law.
- Vendor understands that they shall coordinate with other contractors performing work at the school campuses for fire alarm, paving, and lighting replacement projects running concurrently.

The Applicant reserves the right to deny any or all proposals associated with this RFP.

Failure to follow the above criteria and requirements may be considered grounds for disqualification.

PROPOSALS DUE:

Proposals are due no later than **Tuesday, April 5th at 2:00:00 p.m.** No late, or proposals delivered other than via email, will be accepted. RFP to be addressed to:

RFP Coordinator
Michael Vonasek, Program Manager, Consultant
Address: Colusa Unified School District
745 Tenth Street
Colusa, CA 95932
Telephone: 916-553-4400
Fax: 916-553-4200
E-mail: michaelv@capitalpm.com

The proposal shall include:

1. Breakdown of costs separately per school site, cabling, surface mounted raceways, J-hooks
2. Delivery of each component to its designated secured location.
3. Vendor to propose and coordinate labeling scheme for MDF/IDF's and outlets prior to installation.
4. Terminate cables into existing wall mounted or free standing electronic equipment racks at IDF / MDF
5. Perform cable testing on each drop. Provide test results in PDF format.
6. Provide as-built diagram in AutoCAD, MS Visio, or Adobe PDF format that shows all jack locations and numbers.
7. Vendor is to indicate the E-rate eligibility of each part.
Tax and shipping is to be included on all quotes.

SCHEDULE:**The schedule for this project is as follows:**

First advertisement 3/15/2016
Second advertisement 3/22/2016
Pre-bid meeting 3/30/2016 at 3:00 pm
Clarifications 3/31/2016 by 12:00 pm
Final Addenda issued 3/31/2016
Proposals Due 4/5/2016 no later than 2:00:00pm
Notice of Intent to Award 4/07/2016
Board Approval of Contract 4/12/2016
Notice to Proceed 4/13/2016
Submittals start 4/15/2016
Procurement 5/06/2016
Mobilization 5/30/2016
Construction Start 6/6/2016
Completion no later than 8/4/2016

PROPOSAL EVALUATION:

The evaluation will be performed by the RFP Coordinator and evaluation staff for services proposed. The evaluators will consider how well the vendor's proposed solution meets the needs and criteria set forth in the fair and competitive bidding process using the below matrix. It is important that proposals be clear and complete so that the evaluators can adequately understand all aspects of the proposal. Evaluation results are confidential and the property of CUSD.

CUSD will rank proposals from vendors using a 0 – 10 point scale on the basis of the following matrix:

1. 30% - The vendor's cost proposal.
2. 10% - The vendor's capability to provide a high quality solution as described in the technical documentation supplied by the vendor in response to this RFP.
3. 20% - The vendor's relevant experience, qualifications and success in providing these services and equipment.
4. 15% - The quality of the proposal, specifically: Proposals shall be prepared in a straightforward manner, and shall describe the vendor's offering(s) and equipment capabilities in a format that is reasonably consistent, comprehensible, and appropriate to the purpose.
5. 5% - The quality and duration of the vendor's proposed warranty period, specifically: items covered; period covered; items not covered; preventative maintenance plan; remedial maintenance response time; availability of trained technicians and parts; and any other factor that should be considered in evaluating this area of the vendor's proposal.
6. 10% - The vendor's current references (minimum of three) and written letters of recommendation from institutions which are comparable to CUSD.
7. 10% - The ability of the vendor to provide satisfactory services in this area as determined solely by the SCOE. This includes, but is not limited to, having an office within 2 hours drive of the site.

SITE WALK:

A **mandatory** pre bid walk of the project will take place on Wednesday, March 30th, 2016 starting at 3:00 PM at:

Colusa High School
Maintenance Department Office
901 Colus Avenue
Colusa, CA 95932

Full attendance to this pre bid walk is a requirement to submit a proposal. Failure to attend this pre bid walk may result in the bidder's proposal to be deemed "Non-Responsive" by the School Board of Trustees.

QUESTIONS:

All questions and clarifications must be submitted in writing to Mr. Michael Vonasek no later than March 31st, 2016, 12:00 PM at michaelv@capitalpm.com.

PROPOSAL REQUIREMENTS:

1. Attendance of Mandatory Pre-Bid Walk
2. Signed Proposal with detailed Scope of Work (Proposals must be valid for 30 days)
3. Copies of current Contractor Licenses issued by the State of California and DIR Registration.
4. Listing of any Subcontractors as set forth by PCC Section 4100-4113

The lowest proposal, if acceptable and upon recommendation of staff will be submitted to the School Board for approval, authorize the award of the Contract and authorize the work to begin in or around June 6th, 2016. The School Board reserves all rights to accept or reject any and all proposals for a period of Thirty (30) days, deemed non-responsive or non-responsible of any bid proposal, waive any informality or irregularity in any bid proposal.

Work is expected to begin **June 6th, 2016** with all work required to be completed by **August 4th, 2016**. In the event the project is not completed within the time frame specified, the Contractor may be subject to Liquidated Damages in the amount of One Thousand Dollars per day (\$1,000) until the project is accepted by the School Board or their designee.

END OF REQUEST FOR PROPOSAL