

E-Rate FY2023

**CATEGORY 2
INTERNAL CONNECTIONS
WIRELESS LAN SYSTEMS**

RFP # 23-916

POSTED: December 9, 2022

**Deadline for Submittal: January 18, 2023
BEFORE 12:00 P.M.**

ATTN: TECHNOLOGY SERVICES

**Roseville City School District
1050 Main Street
Roseville, CA 95678**

NOTICE INVITING PROPOSALS

Notice is hereby given that the Roseville City School District (RCSD) will accept proposals for the award of contracts for E-rate Funding Year (FY) 2023 up to, but not later than 12:00 P.M., on Wednesday, January 18, 2023 for the following:

- RFP 23-911 ETHERNET SERVICES Wide Area Network / Metropolitan Area Network
(WAN/MAN) Districtwide (Category 1)
- RFP 23-915 Ethernet Switches (Category 2)
- RFP 23-916 Wireless (Category 2)
- RFP 23-917 Uninterruptible Power Supply (Category 2)
- RFP 23-919 Internal Connections - Infrastructure (Category 2)

Additional information, including documents and questions pertaining to the bid can be located on the District's website: www.rcsdk8.org

Proposals shall be delivered in separate sealed envelopes, or boxes and marked on the outside with the respective RFP number, bidder's company name and contact name to the District Office front desk referencing

Roseville City School District
<INSERT NAME OF RFP>
Attention: Technology Services
1050 Main Street
Roseville, CA 95678

prior to Wednesday, January 18, 2023 @ 12:00 P.M. deadline. Bids will be publicly registered at 12:00 P.M. Wednesday, January 18, 2023 at the District Office:

1050 Main Street
Roseville, CA 95678

No faxed proposals will be accepted. Each bid must conform and be responsive to the bid documents, and include one signed original binder, two (2) additional hard copies, and one (1) electronic copy of the RFP on a portable "thumb-drive" containing all documents, and deliverables as outlined in the RFP.

RCSD reserves the right to reject any or all bids or parts thereof, to be the sole judge of the merits and qualifications of all bids, to waive any informality in a bid, not necessarily accept the lowest of any offered and to extend the bidding period. Design, specifications, service, delivery, and quality may be considered in making selections.

Published: December 9 and December 16, 2022 - Press Tribune

SUMMARY

The **ROSEVILLE CITY SCHOOL DISTRICT** (“District”) serves over 12,000 students across 21 schools, 3 support facilities. We utilize 21st century instructional practices to ensure our students are academically confident and ready to navigate a rapidly-changing, technology-rich, global economy. The District is requesting proposals from qualified vendors to upgrade, increase or replace its **WIRELESS LAN SYSTEM**. The District is looking for interested vendors who can provide solutions that will address its current and future needs.

The District is open to all proposals from vendors that meet the District's needs and qualifications based on the information outlined in this Request for Proposal (RFP)

Documents Included in this RFP

School Site/District Facility Information: Appendix A - Facilities Addresses

BID FORM: See Appendix B - Bid Form

Waiver and Agreements: See Appendix C - Waivers and Agreements

BACKGROUND

Since 2016, the District implemented an Aruba Wireless solution as its sole wireless vendor and has a current deployment of over 900 Wireless Access Points (WAPs) throughout the District providing wireless access to its staff and students. In subsequent years, the District has continued to increase its wireless footprint to cover every classroom with a WAP and continues to expand to cover each instructional room with overlapping WAP coverage to support learning even when one WAP fails.

SCOPE OF WORK

The District is always looking to build additional capacity and density into its current wireless network infrastructure. The wireless goals of the District are to provide:

- Install new WAPs as needed throughout the District to fill in gaps
- Increase WAP to 95% of its classrooms allowing education to continue in the event that a single Access Point fails.
- Provide 100% 5 GHz Wireless Connectivity within all classrooms.
- To provide an easy onboarding solution for one-to-one or a Bring Your Own Device (BYOD) initiative.
- Increase outdoor coverage to support mobile staff and students.

Proposed solutions should at a minimum meet the goals as listed above, along with the requirements listed throughout this RFP. Below are the list of requirements that the District has set forth and all projects are required to meet.

Control and Management

The District currently uses a cloud hosted Aruba Central to manage and monitor its wireless and wired infrastructure. Any proposed solutions should work seamlessly with the existing product and newly proposed product OR provide an alternative that is comparative in features. The District prefers to not have a split management platform, so any proposed solution should be able to manage and monitor all WAP's within the District.

Any proposed alternative solution should meet the following requirements listed below:

- Management of platform should be 100% web based
- Solution should be browser agnostic
- Proposed solutions end-user workstation should be OS agnostic.
- Ability to create new wireless networks (SSID's)
- Monitor entire wireless network performance with the ability to drill down to the individual WAPS; notification of down and saturated WAPs
- See connected clients in total at a site and on an individual WAP
- Ability to identify troubles within the network (misconfigurations, radio issues, hardware issues, client health etc) and provide detail resolution suggestions or fix without any interaction with the operator where applicable
- Central Management Authentication via AD and LDAP
- Firmware upgrade and downgrade
- Be able to manage WAP's across Layer 3 that may be placed in geographically diverse locations
- Full WAP configuration
- Minimum of 30 days of logging
- Ability to manage over 1000 WAP's
- Capable of managing WAP's of different models (For example; if a vendor has 10 WAP models, a single controller should be able to manage all of them as one contiguous environment)
- If required, be able to run in a HA pair (Either Active/Active or Active/Standby)
- Configuration synchronization should be fully automatic
- Failover between controllers should be seamless without loss of client's connectivity or require a WAP reboot.

Wireless Access Point's

All WAP's should meet at a minimum, the following requirements:

- Support 802.11a/b/g/n
- Support 802.11ac Wave 2
- Prefer Wifi 6 Compatibility
- Ability to support dual 5ghz radios on one WAP (preferred / not required)
- Ability to control MCS rates per radio and per SSID
- 3x3:3 MIMO
- Support the density of 100 clients

- Must be 802.3at compliant
- Be able to sustain currently connected clients for a minimum of 60 minutes in the event that communication is lost with the controller.
- Ability to be fully configured manually and independently of a controller
- Lifetime Warranty, including firmware
- Video and Voice – Support and ability to prioritize

Network Onboarding

The District is currently using ClearPass Policy Manager as its authentication platform for both its devices and BYOD initiatives. Any alternative solution proposed must be able to support the use of ClearPass Policy Manager.

Alternative Equipment Proposals

Any equipment proposed which differs from the listed equipment within this RFP, must provide additional labor hours at the expense of the vendor to integrate into this solution. These additional hours should be clearly listed and labeled in Appendix B

Training

The District is interested in making sure that its staff is highly competent with the equipment and software that it purchases. Any proposal should include certification training on a specific vendor's equipment.

Labor and Installation

All proposals should include Labor costs and should take into consideration that all work must be done after school operating hours or on weekends. Services requested are:

- Provide a quote for Labor to:
 - Inventory
 - Affix District asset tag
 - Label equipment per district naming scheme
 - Load and customize, as needed, district provided configuration file and firmware
 - Stage equipment at their facilities or at designated locations within the District as listed in Appendix A
 - Provide documentation listing all equipment, part numbers, quantities, serial numbers, IP addressing (as needed), equipment naming and RCSD Asset number. (To be provided in JPEG and CSV formats)
- Provide a quote for Labor to install new equipment:
 - Vendor is to transport equipment from staging point to the site as listed in Appendix A
 - Tag existing cables or replace with district furnished patch cables
 - Remove any existing switch equipment in the same location as identified by the District
 - Install equipment and mounting brackets as needed.

- Connect equipment to the network
- Perform and demonstrate a verification of network connectivity and functionality via on-site or remotely with District technology employee
- Removed equipment returned to the District
 - Create and Provide Inventory based on District Standards, which include S/N, Part Number and District Asset ID and provide via electronic submission to District Technology
 - Loose or small equipment such as smaller switches and AP's should be put into a sealed box with the inventory sheet attached
 - Return all removed equipment to a location determined by the District
 - Please work with Technology Services to determine further details if any
- Provide any appropriate information that is deemed important to maintain the equipment, including knowledge transfer
- Answer any questions the district may have of the installed equipment

ADDITIONAL TASKS

The District reserves the right to select, up to, the top three (3) finalists for oral interviews based on the District's analysis and rating of the proposal package. These interviews will have an additional point rating of up to 15 points. These interviews will be conducted in order to evaluate company expertise, qualifications, operations and services deemed by the District to be in its best interests. The key proposed Project staff will be expected to attend the interview. The interview will be an opportunity for the District's evaluation committee to review the firm's proposal and other matters the committee deems relevant to its evaluation. Upon announcement of recommendation for contractor award, terms and conditions for service submitted by proposers may be subject to negotiation, as well as any specific terms in the proposals submitted.

In addition to oral interviews, the District reserves the right to request as part of the evaluation process, a fully functional and working evaluation system for 2 weeks that the District can use to build a Proof-of-Concept (POC) of the proposed solution in a lab or within its existing network. Vendor and/or Manufacture will provide support during the POC, on-site for the first day with a systems engineer to ease setup, answer questions and assist with adjustments. Quantities of the equipment needed and additional information are based on the solutions proposed.

ADDITIONAL INFORMATION

The intent of this RFP is to define specifications for the equipment and requirements to upgrade or installation of a complete system. All plans proposed should include a project deployment plan, detailed billing and include hardware, installation, shipping and taxes. A service provider must label all E-Rate eligible equipment with a district issued Asset Tag that identifies the funding year the equipment was purchased.

The District prefers services to be provided solely by a single vendor, any proposals that differ from this preference must clearly state this in their proposal. Please see **Appendix**

B for a list of requested services to be bid per school site. All proposals received will also be required to have **Appendix C** completed and submitted as part of their submission.

All vendors are encouraged to respond and are allowed to submit a total of one proposal.

School District Information: All services must be rendered at any designated District site. Please see **appendix A** for a non-exclusive list of sites.

Equipment and Services: The District requests bids for its wireless equipment and installation for each school site in **Appendix B**. The District has the right to change the quantities listed at any time until an actual order is written. In total, you must provide bids for the following wireless equipment switch hardware (or equivalent):

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Part #	Description	Manufacture	Qty
1006-ARAP535	Right-Angle Wi-Fi Access Point Wall Bracket for Aruba AP535	Oberon	398
1006-ARAP555	Right-Angle Wi-Fi Access Point Wall Bracket for Aruba AP555	Oberon	398
JW053A	AP-270-MNT-V2 AP-270 Series Outdoor Pole/Wall Short Mount Kit	HPE-Aruba	23
JW055A	AP-270-MNT-H2 AP-270 Series Access Flush Wall or Ceiling Mount for JX974A	HPE-Aruba	23
JW124A	PC-AC-NA North America AC Power Cord	HPE-Aruba	4
JW687A	Aruba 7030 (US) 8p Dual Pers 10/100/1000BASE-T/1GBASE-X SFP 64 AP and 4K Clients Controller	HPE-Aruba	2
JZ088A	Aruba AP-303HR (US) 802.11ac Dual 2x2:2 Radio Remote AP Bundle	HPE-Aruba	10
JZ120AAE	Aruba 70xx Gateway Foundation 5yr Subscription E-STU	HPE-Aruba	2
JW634A	Aruba 7005 (US) 4-port 10/100/1000BASE-T 16 AP and 1K Client Controller	HPE-Aruba	2
JX928A	Aruba 7008 (US) 8p 100W PoE+ 10/100/1000BASE-T 16 AP and 1K Client Controller	HPE-Aruba	2
JX989A	AP-AC-12V30A 12V/30W AC/DC Desktop Style 1.7/4.0/9.5mm Circular 90 Deg Plug DoE Level VI Adapter	HPE-Aruba	2
JX991A	AP-AC-48V36C AC-toDC Power Adapter (48V/36W)	HPE-Aruba	115
Q9Y60AAE	HPE Aruba Central 5-Year E-Rate Bundle E-Stu	HPE-Aruba	945
JZ337A	Aruba AP-535 (US) Dual 4x4 Bi Directional Multi User MiMo	HPE-Aruba	832
JZ357A	Aruba AP-555 (US) Dual Radio 8x8:8 / 4x4:4 802.11ax Internal Antennas Unified Campus AP	HPE-Aruba	832
R1B31A	Aruba 9012 (US) Gateway	HPE-Aruba	2
R3J16ACM	Aruba CM AP-MNT-B Campus AP mount bracket kit (individual) type B: flat rail 15/16 for JZ337A	HPE-Aruba	832
R3J18ACM	Aruba CM AP-MNT-D Campus AP mount bracket kit (individual) type D: solid surface	HPE-Aruba	27
R3V57A	Aruba AP-505HR (US) Remote AP bundle with AP-505H (US) + desk mount + power adapter + NA power cord	HPE-Aruba	10
R4D95AAE	Aruba 90xx Gateway Foundation Base plus Security 5yr Sub E-STU	HPE-Aruba	2
R4G92AAE	Aruba Central WLAN Gateway Foundation 5y Sub E-STU	HPE-Aruba	2
R4W44A	Aruba AP-565 (US) 802.11ax Dual 2x2:2 Radio Integrated Omni Antenna Outdoor AP	HPE-Aruba	92
R4W49A	Aruba AP-567 (US) 802.11ax Dual 2x2:2 Radio Integrated Directional Antenna Outdoor AP	HPE-Aruba	23
R7G97A	Aruba AP-503HR (US) Remote AP bundle with AP-503H (US) + desk mount + power adapter + NA power cord	HPE-Aruba	10
HH9W9E	Aruba 5Y FC NBD Exch HW 7008BranchCntlr SVC [for JX928A]	HPE-Aruba	2
HH9E0E	Aruba 5Y FC NBD Exch HW 7005 Cntlr SVC [for JW634A]	HPE-Aruba	2
HM8B2E	Aruba 5Y FC NBD Exch HW 7030 Cntlr SVC [for JW687A]	HPE-Aruba	2
HQ6F5E	Aruba 5Y FC NBD Exch HW 9012 SVC [for R1B31A]	HPE-Aruba	2

SPECIAL CONDITIONS:

1. Prices to remain firm through SLD approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer or carrier, said decrease shall be passed on to the district and documented with a new price sheet sent to RCSD – Technology Department ATTN: ERATE CONTRACT.
2. All equipment/service costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any staff or Board members in violation of the RFP process, will be disqualified from consideration for the RFP award.
4. The Board of Education and/or the district reserves the right to reject any and all bids/proposals, or any or all items of any bid/proposal
5. Links to the districts E-Rate Bids and RFP’s will be posted to the district’s homepage at www.rcsdk8.org. Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.
6. All questions regarding this RFP should be directed to erate@rcsdk8.org, with the subject of “**ERATE RFP#23-916 INTERNAL CONNECTIONS - Wireless LAN Systems**”.
7. The deadline for questions regarding this RFP will be 12:00 p.m. December 21, 2022.
8. Responses to all questions will be made by 11:59 p.m. December 21, 2022 and will be posted on the district website.
9. It is the responsibility of the prospective bidder to check the website for updates or addenda.
10. The vendor must meet or exceed all requirements. Each response will be reviewed to determine if it is complete prior to actual evaluation.
11. RCSD reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.
12. You must provide one original and two copies of your proposal (3 total). You must also provide one digital copy on a **USB FLASH Drive** of your proposal. Hard copies of the bid **may not be hardbound** and should be in a 3-ring binder or held together in a manner that can be easily taken apart.

VENDOR / SERVICE PROVIDER INFORMATION:

1. Length of time business has provided this type of service.
2. Three reference sites currently using this service (California and K-12 education preferred.).
3. Describe maintenance and trouble notification (to us) procedures.

4. List All Costs: Installation, non-recurring, recurring, and other costs.
5. Show applicable discounts separately for this RFP or if bidding on multiple RFP's.
6. Your E-Rate Service Provider Identification Number (SPIN) on your proposal.
7. Your Green Light Status from the FCC RLDS or CORES system which shows you are in good standing with the FCC and able to bid on projects.
8. An implementation timeline proposal and project plan. It is the goal of the District to not interrupt any services, if downtime is required clearly identify it in the plan. Instruction and school/organizational functions must not be impacted.

VENDOR / SERVICE REQUIREMENTS

The vendor must meet or exceed minimum qualification requirements.

All submitted proposals must provide at a minimum, all requested information in the proposal document. **Any portion not included can be cause for elimination from the quote process.** The information should be organized as indicated in the proposal requirements. The District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the RFP.

All information submitted is to be considered public knowledge and will be subject to The Public Records Act or any other applicable laws.

- a. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD throughout the contractual period of any contract entered into as a result of this RFP.
- b. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number). More information about obtaining a SPIN may be found at this website: <http://www.usac.org/sl/service-providers/step01/default.aspx>
- c. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website: <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. 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. 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 can commence. At no time may the Service Provider invoice before July 1, of the funding year
- f. 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 SLD guidelines.

- g. Within one (1) week of award, the awarded Service Provider must provide the District a bill of materials using a completed USAC “Item 21 Template”. Subsequent schedules of values and invoices for each site must match Item 21 Attachment or subsequent service substitutions. A summary sheet must also be provided to provide the cumulative amount for all sites.
- h. 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.
- i. Service providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website:
<http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>

VENDOR / SERVICE PROVIDER ACKNOWLEDGEMENTS

- a. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions.
- b. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Should it not be the lowest corresponding price, the service provider must disclose the conditions leading to the applicant being charged in excess of the lowest corresponding price.
- c. This offer is in full compliance with USAC’s Free Services Advisory <http://www.usac.org/sl/applicants/step02/free-services-advisory.aspx>. 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.

STARTING SERVICES / ADVANCE INSTALLATION

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the contract “effective date”, E-rate eligible goods and/or services requested in this RFP shall be delivered no earlier than the start of the 2023 funding year (July 1, 2023). 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.

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 1 services (telecommunications services and Internet access).

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 is one condition that allows USAC to provide support in a funding year for Category 2 installation costs incurred prior to that funding year.

- We also amend our rules for category two non-recurring services to permit applicants to seek support for category two eligible services purchased on or after April 1, three months prior to the start of 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.

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking (FCC 14-99 , released July 23, 2014). This FCC decision only applies to Category 2 services (Internal Connections).

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 Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Block 5 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission

and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the District decide that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.

- b. 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 District will only be responsible for paying its non-discounted share.

FCC/SLD AUDITABILITY

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. Respondent hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP for ten (10) years after final payment. The District, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Respondent 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.

PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES/COTERMINOUS EXPIRATION

During the term of any Agreement resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District’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 District shall not enter into a separate Agreement for said goods or services. Respondents must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

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PROPOSAL EVALUATION:

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Vendors may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District's technology needs.

Evaluation Criteria (not necessarily in order)

- 35% Costs, including installation, recurring, upgradability, etc.
- 20% Transition / Implementation / Timelines
- 15% Warranty and Support
- 15% Client references (California K-12 preferred) / Qualifications / prior district work
- 10% RFP Response and Preparation
- 5% For Local Owned (50 mile radius of Roseville, CA) / Veteran Owned / Woman Owned / Black Owned (Must be stated in BID to be awarded this)

The District will also use a scoring process, with an additional 15 points to be awarded, if it exercises its right to require oral interviews and a Proof of Concept as outlined earlier in this RFP.

RFP Schedule

RFP Posting:	December 9, 2022
End of Questions:	December 21, 2022 12:00 P.M. (<i>Final Responses posted by 11:59 p.m.</i>)
Closing:	January 18, 2023 @ 12:00 P.M. (local time)
Submittal Opening:	Date of Closing (Registered)
RFP Selection:	Before 471 filing date
Award of RFP:	Contingent upon funding from E-Rate and Board Approval
Contract/Service	
Start Date:	April 1, 2023, depending on District funding

SPECIFIC INSTRUCTIONS & INFORMATION TO BIDDERS

- 1. PROPOSALS:** Each proposal shall be submitted on forms supplied by the DISTRICT. Each proposal shall conform and be responsive to DISTRICT specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules detailing items listed on the proposal shall be attached to the proposal form

2. **DEADLINE FOR RECEIPT OF PROPOSAL:** One signed original, two hard copies and one digital copy on USB of the proposal must be submitted in sealed envelope(s) and should be properly identified with the proposal number and **Proposals must arrive in the Roseville City School District – District Office Front Desk, 1050 Main Street, Roseville, CA 95678 before 12:00 p.m. (PST), Wednesday, January 18, 2023, local time.** Telephone, telegraphic facsimile, emailed, and late proposals will not be accepted or considered.
3. **PROPOSAL SUBMISSION REQUIREMENTS:** Proposals shall be submitted to the address listed in #2 above and labeled as follows:

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It is the sole responsibility of the bidder so see that the proposal is received in proper time as stated in the Notice to Bidders. Any proposal received after the scheduled closing time for receipt of proposals will be rejected and returned to the bidder.

4. **TYPEWRITTEN/WRITTEN IN INK:** All prices or notations must be typed or written in ink. Proposals written with pencil will not be accepted.
5. **ERASURES:** The proposal submitted must not contain erasures, interlineations, or other corrections unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the proposal.
6. **QUOTE SEPARATELY:** Quote on each item separately. Prices should be stated based on quantities/units specified on the proposal form.
7. **ALL COSTS INCLUDED:** All costs must be included in the bidder's proposal. The bidder shall deliver, install, and complete an integrated system, which may include use of the District's own existing equipment referenced herein. These specifications are meant to outline the District's functional requirements and are not meant to be an exhaustive list of services required to accomplish these requirements.
8. **TAXES AND INSURANCE:** All insurance that may be required shall be included in all bid response quotations. The District is not exempt from California State sales and use taxes. The District is exempt from paying Federal Excise Taxes. California sales tax shall be included in the bid response quotations as a separate line item.
9. **SIGNATURE:** The proposal must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the proposal. In case a proposal is submitted by a corporation, it must be signed in the name of said corporation by a duly authorized officer or agent thereof.
10. **MODIFICATIONS:** Changes in or additions to the proposal form, alternative proposals, or any modifications of the proposal form which is not specifically called for in the contract documents may result in the District's rejection of the proposal as not being responsive to the invitation to proposal. No oral or telephonic (facsimile machine, FAX, inclusive) modifications of any proposal submitted will be considered.
11. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and

be familiar with the Drawing and Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, addenda or other documents or to visit the site and acquaint himself with conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as "Prime Facie" evidence of compliance with this section.

- 12. ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time before the time at which proposals are due and the Request For Proposals is closed and, having done so, no bidder will be permitted to resubmit a proposal.
- 13. WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to acceptance for a period of ninety (90) calendar days after the date of the proposal opening.
- 14. AWARD OF CONTRACT LIMITATION:** No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or who is a defaulter as surety, contractor or otherwise.
- 15. EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
- 16. ACCEPTANCE OR REJECTION OF PROPOSALS:** The Board of Education reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
- 17. THE CONTRACT:** The bidder to whom the award is made shall be required to enter into a written contract with the District. These bid specifications and the bidder's proposal will be attached to, and become a part of, the final contract documents.
- 18. PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
- 19. BRANDS:** When a particular brand or brand and model number are named in connection with any item, it is named as a standard of quality and utility only. A Bidder may submit a bid to furnish an item other than that named, but the item offered by the Bidder must state in the Bid Form the brand with its model number, if any, which he will furnish. The District shall be the sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and model number of the item to be furnished, it is understood the bidder will furnish the item named by the District as the standard of quality and utility.
- 20. SAMPLES:** Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make than that so named, a sample thereof

must be furnished, if requested, or the bid on the item will not be considered. The sample submitted shall be the exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the District.

- 21. FEDERAL OR STATE REGULATIONS:** The Bidder's proposal and any contract entered into are subject to all applicable statutes of the United States or of the State of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
- 22. ASSIGNMENT PROHIBITED:** No contract awarded under this proposal shall be assigned without the approval of the Board of Education.
- 23. PATENT RIGHTS, COPYRIGHTS, AND TRADEMARKS:** The Bidder shall save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for any infringement of the patent rights, copyrights, or trademarks of any person in consequence of the use by the District, or by any of its officers or agents of items to be supplied by the Bidder.
- 24. DELIVERY:** All items shall be delivered in quantities specified in the contract F.O.B., at the points within the District as specified in the contract. Deliveries in advance of the time specified in the contract shall not be accepted unless the Bidder has obtained prior approval from the District. Unless otherwise specified, if an item is not delivered as specified in the contract or if the Bidder delivers an item which does not conform to the Specifications, the Board of Trustees may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.
- 25. INSPECTION OF ITEMS FURNISHED:** All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.
- 26. INABILITY TO PERFORM:** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly known as an act of God, which is not the fault of the Bidder, the Bidder shall not be required to deliver or perform, subject to the following requirements:
- a. The Bidder shall send written notice to the District of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth (5th) day following the date of issuance of a purchase order by the District or no later than the date specified in the contract for delivery or other performance, whichever is applicable.
 - b. The District may cancel the contract or purchase order, entirely or in part.
 - c. The Bidder shall not make any delivery or otherwise attempt to perform under the

contract except on the basis of issuance by the District of a new purchase order or other written instructions.

27. WARRANTY-PRODUCT: Seller warrants that all articles furnished shall be free from all defects in material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully indemnify the District and any of its officers, employees or agents from all damages, or claims for damages, costs or expenses in law or equity that may at any time arise from Buyers normal use.

28. EQUAL OPPORTUNITY EMPLOYMENT: Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.

29. GOVERNING LAW AND VENUE: In the event of litigation, the bid documents and related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate state or federal court located in Placer County.

30. CONTACT WITH BOARD OF EDUCATION: No business entity, including any agent of such entity, shall directly or indirectly contact any board member immediately before or during the bidding process of any project on which the business entity intends to or has submitted a bid. Any vendor violating this policy shall be deemed disqualified from bidding. Should such contact come to light after the bid is awarded and the entity was deemed the successful bidder, the Board reserves the right to cancel any contract awarded.

31. ARBITRATION: All claims of \$375,000 or less which arise between the bidder and the District shall be subject to the settlement and arbitration provisions set forth in the public Contract Code Sections 20104 through 20104.8, which provisions are incorporated hereby by this reference.

32. BID PROTEST. Any bid protest by any Bidder must be submitted in writing to the District before 4:30 p.m. of the **third (3rd)** business day following bid opening.

- a. The protest must contain a complete statement of any and all bases for the protest.
- b. The protest must refer to the specific portions of all documents that form the bases for the protest.
- c. The party filing the protest must have actually submitted a bid. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue his or her own protest.
- d. The protest must include the name, address and telephone number of the person representing the protesting party.
- e. The party filing the protest must concurrently transmit a copy of the protest and any attached documentation to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall

include all other bidders or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

- f. The bidder whose bid has been protested may submit a written response to the bid protest. Such response shall be submitted to the District no later than 5:00 p.m., no later than three (3) working days after the deadline for submission of the bid protest, as set forth above, and shall include all supporting documentation. Such response shall also be transmitted concurrently to the protesting bidder and to all other bidders who appear to have a reasonable prospect of receiving and award depending upon the outcome of the protest.
- g. The procedure and time limits set forth in this paragraph are mandatory and are each bidder's sole and exclusive remedy in the event of bid protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the bid protest, including filing a Government Code Claim or legal proceedings.
- h. A "business day", for purposes of this section, means a weekday during which the District's office is open and conducting business.

33. E-RATE PARTICIPATION: The District is participating in the Federal Universal Service Discount program for schools and libraries (E-Rate), offered by the Federal Communications Commissions (FCC), via the Schools and Libraries Division (SLD). The proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The District reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.

34. SPIN: Each vendor providing services to the District as part of the E-Rate program must have a Service Provider Identification Number (SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. Schools and Libraries Division can be reached online at: <http://www.usac.org/sl>

35. RIGHT TO TERMINATE: District reserves the right to terminate this Request for Proposal and all documents associated with the Request for Proposal, including but not limited to a Letter of Intent/Letter of Agreement, in its sole discretion at any time, with or without cause, upon written notice to the other party. In the event of termination, notice shall be deemed served on the date of mailing and shall be effective immediately. The District shall not be responsible for any costs to Bidder/Contractor prior to termination.

36. CONTRACTOR REGISTRATION SB854: All contractors and subcontractors intending to bid or perform work on public works projects will be required to meet minimum qualifications and register (and annually renew) online for the program. The cost to register for the program is \$300 and is nonrefundable. The DIR will post a list of registered contractors and subcontractors on its website. Duty to notify DIR when awarding a contract for a public works project, using the online PWC-100 form. This requirement, found in Labor Code Section 1773.3, now applies to all public works projects. Previously it applied to projects subject either to apprenticeship or DIR compliance monitoring requirements.