



Pekin Community High School District #303

-Technology Department-

Request for Proposal:

PCHS "F BUILDING" NETWORK CABLING

Low Voltage Network Cabling Installation

(ERATE Category II)

Bid Reference: PCHS_F-BLDG-WIRING_ERATE19

Issued: January 29th, 2019

Proposal due by: March 1st, 2019 1:00 PM CT

SEND PROPOSALS TO THE FOLLOWING ADDRESS:

Pekin Community High School

C/O Eric Lind

320 Stadium Drive

Pekin, Illinois 61554

elind@pekinhigh.net

A Copy of this RFP has been published at www.pekinhigh.net and in the Pekin Daily Times

GENERAL CONDITIONS

1. The Technology Department of Pekin Community High School District #303 (hereafter "District") will receive sealed proposals for providing network cabling and installation qualified installers and their distribution partners (hereafter "Vendor").
2. Funding for this project is dependent upon approval by the PCHS Board of education and funding/ reimbursement through the Universal Schools and Libraries (USAC) E-Rate Category 2 equipment program.
3. The Vendor must submit a complete Proposal covering all requirements identified in this RFP package in order to be considered. All proposals will be carefully scrutinized to ensure that such requirements can be met. Proposals submitted must be the original work product of the Vendor.
4. The Vendor must submit one original copy and one electronic copy (Flash drives non-returnable) of the Proposal in sealed envelopes plainly marked with the name "[RFP:PCHS_FBLDG-WIRING_ERATE19](#)". Proposals should be delivered to:

Eric Lind
 Network/Systems Administrator
 Pekin Community High School
 320 Stadium Drive
 Pekin, IL 61554

5. Proposals will be received until **March 1st, 2019 3:00 PM CT**. Facsimile offers will not be considered in response to this RFP, nor will modifications by facsimile notice be accepted.
6. Proposals may be modified or withdrawn by written notice or in person by the Vendor or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the deadline.
7. The information presented in the RFP is not to be construed as a commitment of any kind of the part of the District. There is not expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing Proposals in response to this request.
8. Any explanation or statement that the Vendor wishes to make must be contained with the Proposal but shall be written separately and independently of the Proposal proper and attached thereto. Unless the Vendor so indicates, it is understood that the Vendor has proposed in strict accordance with the RFP requirements.
9. The District reserves the right to reject any or all Proposals that do not adhere to these "General Conditions"
10. All Proposals shall be deemed final, conclusive and irrevocable and no Proposal shall be subject to correction or amendment for any error or miscalculation. No Proposal shall be withdrawn without the consent of the District after the scheduled closing time for the receipt of Proposals.

11. Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until that time when the District takes official action on the Proposals.
12. The Vendor is responsible for its own verification of all information provided to it. The Vendor must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
13. No oral interpretation will be made to any Vendor as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Vendor with other District employees or Board members regarding the RFP may result in disqualification.
14. Requests for interpretation must be made in writing or by electronic mail to the Network Administrator of Pekin Community High School. Eric Lind elind@pekinhigh.net. Any information given to a Vendor concerning the RFP will be furnished to all Vendors as an addendum to the RFP, if in the District's sole discretion, such information is deemed necessary to all vendors in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed vendors. The Vendor should rely only on written statements issued by the District in the form of an addendum to the RFP.
15. Proposals may contain data that the Vendor does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Vendor marks the cover sheet of the Proposal with the following legend: "Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposal of the Alton School District shall not be used nor disclosed except for evaluation purposes, provided that , if a Contract is awarded to this Vendor as a result of or in connection with the submission of this Proposal, Alton School District shall have the right to use or disclose technical data to substantiate the award of a Contract."
16. The above restriction does not limit the District's rights to use or disclose without the Vendor's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
17. The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Vendor specifically qualifies its offer by stating that the Proposal must be taken as a whole.
18. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.
19. To facilitate consideration of the Proposals, the District may, at its option, conduct interviews and evaluations after receipt of the Proposal. If this is necessary, the Vendor will be contacted to arrange a time for an interview and product evaluation.

20. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal.
21. The District reserves the right to negotiate final contract terms with any vendor, regardless of whether such vendor was interviewed or submitted a best and final Proposal.
22. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties.
23. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.
24. The Vendor shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.
25. No vendor shall engage in any activity or practice, by itself or with other vendors, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Vendor's Proposal.
26. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Vendor agrees to abide by the decisions of the District.
27. The District, in its discretion, may terminate the Agreement in whole or in part at any time, whenever it is determined that the successful Vendor has failed to comply with or breached one or more of the terms and conditions of the Agreement or specifications incorporated therein and the successful Vendor has failed to correct such failure or breach to the District's satisfaction within a period of 15 days after receiving written notice thereof from the District. In the event of the partial or total termination of the Agreement, it is hereby agreed that the District shall only be obligated to pay in accordance with the terms of the Agreement for materials and services, which have been accepted by the District.
28. The District may terminate the Agreement without cause by notifying the successful Vendor in writing 30 days prior to the effective date of termination. The successful Vendor shall not incur new obligations after the effective date of termination and shall cancel as many outstanding obligations as possible.
29. In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Vendor and the District will thereby be relieved from all further obligations under the Agreement.
30. In the event that ERATE Category II funding is withdrawn, withheld, or otherwise not provided to District, the District shall have the right to terminate the Agreement by providing written notice to the successful Vendor and the District will thereby be relieved from all further obligations under the Agreement.

31. The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Vendor; liquidation or dissolution of successful Vendor; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Vendor; assignment by successful Vendor for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Vendor.
32. Initial Proposals may not be withdrawn for 90 calendar days from the due date for Proposals except with the express written consent of the District. If a Proposal is accepted as submitted, the negotiated final Agreement shall consist of the Agreement, this RFP, plus any addenda thereto, and the Vendor's Proposal.
33. In the event the Agreement initially awarded by the District is terminated for any reason within 120 days of the due date for Proposals, the District reserves the right to negotiate and accept any other submitted Proposal.
34. The District shall not be responsible for any pre-Agreement expenses of any vendor, including the successful Vendor, incurred prior to the commencement of the Agreement.
35. Selected vendor is responsible for breaking out non E-Rate eligible charges, and billing these charges separate.
36. **All Vendors must fully comply with all USAC Schools and Libraries E-Rate rules and regulations.**

OVERVIEW OF PROJECT

The District is planning to utilize E-Rate Category II funding to upgrade Low Voltage Network Cabling at Pekin Community High School, (320 Stadium Drive, Pekin, IL 61554) specifically building "F". This project will involve re-locating an existing IDF, as well as pulling a new Fiber backbone from the Data Center to the new IDF.

We are seeking vendors who can remove existing and old network cabling and provide installation, Documentation, and Support of new network wiring.

Schedule and Deadlines:

RFP Released: January 29th, 2019

Walk-through: February 15th, 2019 9:30 AM CT

Responses Due: March 1st, 2019 1:00 PM CT

Bid Award Date: March 8th, 2018

Project Start Date: June 1st, 2019*

Project Completion Date: July 15th, 2019*

*Tentative Start and End Dates (Summer 2019)

Additional Notes:

- 1) This project will require prevailing wages to be paid.
- 2) There will be a **mandatory information meeting with project walk-through**. Attendance will be required for those wishing to submit a proposal. This meeting is scheduled for FEBRUARY 15th, 2019.
- 3) All Proposals shall be written with line-item pricing separating labor and materials to ensure a fair and honest evaluation of proposals between Vendors.

The final decision will be made and proposals will be judged based on the following scoring rubric.

| Category | Weight |
|---|--------|
| Total Price and Cost Effectiveness of Solution | 40% |
| Meeting overall Requirements | 20% |
| Vendor's Experience and Demonstrated Support Expertise | 20% |
| Vendor's Demonstrated ability to work with the District | 10% |
| Vendor's attendance at Pre-Bid walkthrough | 5% |
| Vendors Demonstrated Ability to work with E-Rate | 5% |

SCOPE AND SPECIFICATIONS OF PROJECT

We are accepting proposals to remove old low voltage network cabling (Ethernet, Phone, and Fiber) and install new Cat6 (minimum) Ethernet cabling and fiber optic cabling (rated for 10Gb Data transmission)

Location: Pekin Community High School (320 Stadium Drive, Pekin, IL 61554), "F BLDG".

Key Specifications

1. Install, not to exceed 365 total Cat6/Cat6a drops.
2. Commscope Uniprise CS34P or CS34R Cabling to all data/camera drops, Commscope CS44P or CS44R to all Access Points (Blue Cable: Data/Access Points. Yellow Cable: Cameras.
3. Fiber (10Gb transmission) matching current building fiber. (Vendor should assess current fiber to properly determine and ensure matching product.)
4. Pull 48 Strands of new Fiber from Existing Data Center to Library IDF: terminating and labeling
5. Move existing 50 pair from current IDF to new IDF, terminating and labeling
6. Labeling all new wire, patch panels, and data jacks.
7. Use of industry standard cable management throughout the building, keeping wire off the ceiling tile grid and to the sides of the hallway. Vendor will install new cable management when necessary.

Additional Specifications:

1. The vendor will terminate all runs with Cat 6 jacks that match the cabling type at the end-user location and will similarly terminate at the patch panels in IDF and wiring closets.
2. The vendor will label jacks according to the existing building scheme or as otherwise requested at time of installation by the School District
3. The vendor will test all runs for continuity and provide verification of testing.
4. The vendor will use shielded cable for runs with may experience interference from other equipment along the run's path.
5. The vendor will provide appropriate wire management components as approved by the School District and in some cases may be required to create new cable pathways.
6. The vendor must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the customer has been denoted.
7. The vendor shall be responsible for obtaining all permits and appropriate inspections/approvals as required by law.
8. The vendor will be responsible for repair of all damage to the building due to the negligence of its workers or subcontractors.

9. The vendor shall utilize wiring that is appropriately fire-rated and in compliance with all fire and electrical codes.
10. The vendor shall ensure that the cabling is covered under warranty against defect for a minimum of one (1) year from the date of installation. Such warranty shall fully cover all repair/replacement costs, as well as time/labor/material cost associated with executing the warranty process.
11. All materials supplied must be new and manufactures approved by school district, no refurbished, remanufactured, or remnants will be accepted.

Additional information and floor plans will be available at the mandatory project walk-through and Q/A meeting currently scheduled for February 15th 2019 at 9:30 AM CT

Unit Pricing

Cost per cable drops shall include all Labor/material required to complete the drop. (Including but not limited to- Labor, Cable, Termination, Patch Panel, Jacks, Faceplates, Wiremold, surface mount box, etc)

| Material | Add Price | Deduct Price |
|------------------------------|-----------|--------------|
| One (1) Cat6 Drop at 225 Ft | | |
| One (1) Cat6a Drop at 225 Ft | | |

GENERAL PROVISIONS

1. CERTIFICATION

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as result of a violation of either the bid-rigging or bid rotation provision of Article 33E of the Criminal Code of 1961, as amended. He also certifies that he has read, understands, and agrees that acceptance by Pekin Community High School District #303 of the bidders offer by issuance of a purchase order (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

2. NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to the refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

3. SEXUAL HARASSMENT

Each bidder certifies that he has complied with the requirements of §2-105 of the Illinois Human Rights Act (Public Act 87-1257) effective July 1, 1993, with respect to sexual harassment policies.

The terms of that law, as applicable, are hereby incorporated into this contract. The Pekin Community High School District #303 Board of Education states that it is in compliance with said law.

4. NO SMOKING

Bidder agrees that he, his employees and sub-contractors, will abide by the District no smoking policy on all District #303 properties.

5. CONTRACTOR'S PERSONNEL/SUBCONTRACTORS

- a. The bidder understands that any and all employees or subcontracts working in any capacity under this contract must submit to and pass a background and fingerprinting check at the Tazewell Country Regional Office of Education prior to performing any service within any District #303 facility. The cost of the background checks and fingerprinting are the sole responsibility of the winning bidder.
- b. If any person employed on the work site, in the opinion of the building staff or District Administration, is intemperate, disorderly, incompetent, willfully negligent or dishonest in the performance of his/her duties, he or she shall be directed, by the Contractor, to cease work and vacate the job site immediately.

6. PERFORMANCE BOND

Not required

7. INSURANCE

The successful Bidder shall expressly bind himself/herself to defend and hold the District harmless from all suites or actions of every name and description. Successful Bidder shall carry coverage with insurance companies filed in the state of Illinois with ratings of at least A- (Excellent) VII in the areas of General Liability, Auto, Workers Compensation and Umbrella.

- a. General Liability Insurance: The successful Bidder shall maintain at all times during the contract Comprehensive Liability Insurance with limits not less than \$1,000,000 for each occurrence and not less than \$2,000,000 aggregate. In addition, a Waiver of Subrogation shall be endorsed on the policy in favor of and naming Pekin Community High School District #303.
- b. Auto Liability Insurance: The successful Bidder shall maintain at all times during the contract Auto Liability with limits for combined bodily injury and property damage of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 aggregate.
- c. Excess Liability: An umbrella policy is required with minimum limit of \$3,000,000 per occurrence and will apply to both bodily injury and property damage. The umbrella policy shall apply over all primary coverage and limits of the liability as listed in the preceding section. The umbrella coverage must be as broad as the primary policies and must be free of any restrictions that do not appear in the underlying policies.
- d. Workers Compensation | Employers Liability: The Successful Bidder shall maintain at all times during the contact Workers Compensation coverage

benefits with statutory limits required in the state of Illinois. Employers Liability coverage shall also be in place in the amount of \$500,000 for coverage for accident and disease per occurrence and per person. A Waiver of Subrogation shall be endorsed in favor of Pekin Community High School District #303

- e. Owned/Rented Equipment Insurance: The Contractor shall secure, pay for and maintain whatever Fire or Extended Coverage Insurance deemed necessary to protect the Contractor against loss of owned or rented capital equipment and tools, including any tools owned by mechanics, and any tools, equipment, scaffoldings, staging, towers and forms owned or rented by the Contractor. The Contractor shall require same coverage of Subcontractor. Failure of the Contractor to secure such insurance or to maintain adequate levels of coverage shall not obligate Pekin Community High School District #303, or their agents and employees for any losses of owned or rented requirement.
- f. Contractor's Obligations: The procuring of the insurance required under this Contract shall be considered solely as securing Contractor's obligation or liabilities assumed under the Contract. Contract shall remain fully liable and responsible for all such obligations, whether or not the insurance provided by the Contractor is approved by Pekin Community High School District #303

The winning bidder shall submit, with 10 days of the bid award, a certification of insurance in force to meet the above specifications. The certificate shall list Pekin Community High School District #303 as an additional insured and shall state that all insurance listed above is primary. Pekin Community High School District #303 shall be notified 30 days prior to any material change in the insurance.

9. DISTRICT EMPLOYEES/OFFICERS

Each bidder shall affirm that no Board of Education member, officer or employee of the District, or their immediate family members, is interested financially in the proposed contract.

10. WAGE RATES

The general prevailing rate of wages in the locality in which the work is to be performed for each craft or type of work needed to execute the contract will adhere to all Federal Laws and Laws of the State, and to all local ordinances and regulations applicable to the work hereunder, and having the force of law.

11. OSHA COMPLIANCE

The contractor while on the premises of Pekin Community High School District #303 shall be responsible for conducting all activities on said premises in accordance with the current provisions of the Occupational Safety and Health Act. Contractor agrees to indemnify and hold harmless Pekin Community High School District #303 for all claims and damages resulting from Contractor's failure to conduct his/her activities on Pekin Community High School District #303's premises in accordance with said Act and the related standards.

12. LIEN WAIVERS

Where applicable, supporting partial Waivers of Lien for each subcontractor, Supplier and prime contractor must accompany each request for payment. Waivers must spell out exact description of work performed for which Waiver is issued and state whether dollar amount received or amount of work less amount of the contracts for all sub-contractors, supplies and prime contractors. A sworn statement listing sub-contractors and suppliers, the amounts of the contracts must accompany waivers and the amounts requested.

Signature below signifies bidder’s compliance with the requirements above, as well as the requirements of this bid. Signature below also signifies that the contractor agrees with all terms of this document.

Submitted by:

SIGNED _____

PRINT NAME _____

TITLE _____

TELEPHONE _____

FAX _____

BIDDER'S QUALIFICATIONS AND SUPPORT CAPABILITES

Company Name _____

Legal Name (if different) _____

Service Provider Identification Number (SPIN): _____

Years in Business _____

Number of years installing/supporting systems similar to this bid _____

Contact Person _____

Full Mailing Address _____

Telephone Number _____

Email Address _____

Distance from Pekin, IL _____

Able to provide same-day support? (Yes/No) _____

REFERENCES

To be a qualified Bidder, if Vendor has not done similar work for the District in the past 5 years, the Bidder must include below three (3) references with similar scope of work. Preference will be given to Bidders with references for implementations at organizations most similar to the client. **References will be contacted- please verify information before submitting.** All references will be called. Please inform your contacts that a 10-15 minute call may be anticipated.

Reference 1

Organization Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone Number: _____

Dates of Installation or Service: _____

Description of Systems/Services Provided: _____

Reference 2

Organization Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone Number: _____

Dates of Installation or Service: _____

Description of Systems/Services Provided: _____

Reference 3

Organization Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone Number: _____

Dates of Installation or Service: _____

Description of Systems/Services Provided: _____
