

# Olympia School District No. 111

E-Rate – Fund Year 2020-21  
Request for Proposal: 2020-T101

Pursuant to RCW 39.04.270, the Olympia School District No. 111 (the “School District”) is requesting fixed pricing proposals from qualified vendors to supply E-Rate eligible **network switching and routing equipment**, which the School District may (but is not obligated to) purchase during the 2020–2021 school years as described below.

The School District will accept written proposals until **4:00 p.m. on March 20, 2020**, at the address below.

The School District anticipates awarding a contract and commencing purchase of equipment for supply and installation by July 1, 2020, and anticipates that such supply and installation, if undertaken, be completed such that the entire system is complete and fully operational by June 29, 2021.

Any award under this request for proposal is contingent upon the School District receiving sufficient funding through the E-Rate Program. The School District, however, reserves the right to award a contract and purchase all, part, or none of the anticipated equipment for supply and installation regardless of any funding received.

To receive a copy of the Proposal Documents or for more information, contact:

Olympia School District  
Attn: Marc Elliott, Chief Information Officer  
111 Bethel St NE  
Olympia, WA 98506

(306) 596-6177  
melliott@osd.wednet.edu

## **INSTRUCTIONS TO PROPOSERS**

- 1. PROPOSAL DOCUMENTS:** Proposal Documents consist of this request for proposals (“RFP”) and its attachments, any addenda issued prior to receipt of proposals, and the **attached form purchase order**.
- 2. FORM OF PROPOSAL:** Proposals shall be made on the provided proposal form (Attachment A) with all blank spaces fully completed. The completed form shall be without interlineations, alteration, or recapitulation. The person signing the proposal must initial erasures on the form.
  - a. Oral, telephonic, telegraphic, facsimile or modification of proposals will not be considered.
  - b. Proposer shall also submit a descriptive summary of the equipment and services it will supply along with equipment data and cut sheets for all proposed equipment.
- 3. EVIDENCE OF QUALIFICATION:** Upon the request of the School District, a Proposer whose proposal is under consideration for award, shall submit promptly satisfactory evidence of its financial resources, experience, and organization.
- 4. SUBMITTAL OF PROPOSAL:** Proposals shall be delivered to the School District in the manner designated above, unless modified by an addendum.
- 5. LATE RECEIPT OF PROPOSALS:** Any proposal received after the submittal deadline will generally not be considered. It is the sole responsibility of the Proposer to ensure that its proposal is received at the proper location at or before the submittal deadline.
- 6. REJECTION OF ANY OR ALL PROPOSALS:** The School District reserves the right to reject any proposals for any or no reason, to award a contract in the best interest of the School District, and to waive any irregularities and/or informalities in the proposal process.
- 7. INTENT OF PROPOSAL DOCUMENTS:** The intent of the Proposal Documents is to obtain pricing information that will allow the School District to make purchasing decisions in the best interests of the School District. The School District is under no obligation to make any purchase.
- 8. INTERPRETATION OF PROPOSAL DOCUMENTS:** In the case of a discrepancy or omission in the Proposal Documents, a written request for interpretation shall be made to the School District no later than seven days prior to the submittal deadline. Any interpretation or correction of the Proposal Documents will be made by addendum. The School District will not be responsible for any other explanation or interpretation of the Proposal Documents.

- 9. EXAMINATION OF PROPOSAL DOCUMENTS** All Proposers shall thoroughly examine and be familiar with the Proposal Documents. The failure or omission of a Proposer to receive or examine any Proposal Documents or to acquaint themselves with the conditions existing at the potential installation sites shall in no way relieve any Proposer from obligations.
- 10. ADDENDA:** Each Proposer shall ascertain prior to submitting its proposal that it has received all Addenda issued.
- 11. WITHDRAWAL OF PROPOSAL:** Any Proposer may withdraw its proposal at any time prior to the submittal deadline. Proposals may not be withdrawn after the submittal deadline, nor may any Proposer refuse to contract with the School District based on its proposal for one-hundred fifty (150) calendar days after the submittal deadline.
- 12. TAXES:** State and local retail sales tax shall NOT be included in any unit prices identified in the proposal, but shall be listed separately. The School District will pay sales tax proportionately with each payment request in addition to the amount of the approved payment. Proposer is responsible for including all other taxes in its proposal sum.
- 13. OR EQUAL CLAUSE:** Unless otherwise stated in the Proposal Documents, whenever a process, equipment, or material is specified by giving a manufacturer's name, brand, or number, it is understood that the words "or equal" follow thereafter. Where the phrase "or equal" applies or occurs in the Proposal Documents, Proposer shall not assume that a process, equipment, or material is approved by the School District, unless expressly approved in writing by the School District.
- 14. CONTRACT TIME:** All proposed amounts shall be fixed and open to acceptance by the School District through the anticipated completion date identified below. The time for completion may be extended upon mutual agreement by both parties.
- 15. LICENSED/REGISTERED PROPOSERS:** The School District will only accept proposals from Proposers duly licensed and registered in Washington State.
- 16. ASSIGNMENT OF CONTRACT:** The Proposer shall not assign this contract nor any part thereof, nor any moneys due, or to be due hereunder, without prior written approval of the School District.
- 17. FORM OF CONTRACT:** Any award under this RFP shall be on a properly executed School District purchase order form. The Proposal Documents together with the purchase order signed by the School District shall be the contract between the parties. The School District's standard purchase order terms and conditions are hereby referenced and become a part of the contract between the parties.
- 18. INDEMNIFICATION:** To the maximum extent permitted by law, Proposer agrees to defend, indemnify, and hold harmless the School District, and its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or

suits including attorneys' fees, arising out of or in connection with any performance in connection with this proposal or any equipment supply and installation. Proposer's defense, indemnity, and hold harmless obligations shall not apply in the event the School District is solely negligent. In the event of concurrent negligence, Proposer's defense, indemnify, and hold harmless obligations shall apply only to the proportionate extent of Proposer's negligence.

- 19. PURCHASE ORDER TERMS:** In the case of a conflict between the terms of the purchase order and the Proposal Documents, the Proposal Documents shall govern.
- 20. ENTIRE AGREEMENT:** The School District and Proposer agree to fulfill all obligations required by the Proposal Documents and any purchase order. These documents shall contain the entire Agreement and shall not be modified except in a writing signed by both parties.
- 21. TERMINATION:** The School District reserves the right to terminate the contract, in whole or in part, at any time and for any reason without further liability by giving thirty (30) calendar days written termination notice to Proposer.
- 22. COMPLIANCE WITH LAWS:** Proposed shall comply with all laws applicable to the equipment supply and installation, including all applicable prevailing wage requirements.
- 23. INSURANCE:** Upon award, Proposer shall furnish certificates of insurance covering workers' compensation insurance and commercial general liability insurance. The School District shall be named as an additional insured and the certificate of insurance shall contain all required endorsements.

## **SCOPE AND TECHNICAL REQUIREMENTS**

**GENERALLY:** The School District is requesting proposals from qualified vendors to potentially supply E-Rate eligible wireless network equipment, as described in Attachment B, and install said equipment in the quantities and at the locations described in Attachment C.

The School District seeks a qualified vendor with experience in multi-site installations and the resources to provide responsive service for any wireless network equipment installed.

All proposed equipment must: (1) be E-Rate eligible, to the extent feasible; (2) meet open industry standards; (3) be completely compatible with the Aruba Airwave enterprise network management platform ; and (4) meet any additional requirements of the Proposal Documents.

**PRICING:** Proposer shall provide unit pricing for each piece of equipment, along with any price breaks based on quantities ordered. These prices must remain firm through the anticipated completion date identified in the RFP. The School District makes no guarantee about quantities or dates that purchases will be made.

**EQUIPMENT SOURCING:** The School District reserves the right to accept or reject any portion of a proposal and to purchase equipment from multiple Proposers.

**DISTRICT OBLIGATION:** Any purchase of equipment for supply and installation under this request for proposal is contingent upon the School District receiving sufficient funding through the E-Rate Program. The School District reserves the right to purchase all, part, or none of the anticipated equipment regardless of any funding received.

To the extent an award or purchase is made, the School District will select the proposal, or any portion thereof, from the qualified Proposer that is most advantageous to the School District in accordance with RCW 39.04.270. Furthermore, pursuant to 47 CFR 54.503, when considering the prices submitted for eligible products and services, the School District will consider price as the primary selection factor.

**SCHEDULE:** The anticipated schedule is as follows:

<b>Step</b>	<b>Date</b>
RFP issued along with Form 470	2/21/2020
Deadline for questions	2/26/2020
Proposals due by 4:00 p.m.	3/20/2020
Proposals opened	3/20/2020
Proposals evaluated	3/20/2020
Anticipated Start	7/1/2020
Anticipated Completion	6/29/2021

**PROPOSER QUALIFICATIONS:** All Proposers must have a Service Provider Identification Number (“SPIN”) and be in compliance with all FCC/USAC rules and regulations. The Proposer shall also have a current Washington unified business identifier (UBI) number, excise tax registration number, and be otherwise licensed and registered as required by law.

This RFP is intended to represent a functional description and performance criteria for systems required. The Proposer shall conduct actual system engineering and design activities that will lead to the final system configuration.

Proposer shall provide all supervision, labor, materials, equipment, and/or testing instrumentation required for the work associated with the Proposal Documents. Proposer shall employ a full-time Aruba Wireless engineer. Temporary or contract employees are not acceptable.

Proposer shall secure all permits, inspections, and authorizations required to complete its work under the Proposal Documents, at no additional cost to the District.

Pursuant to RCW 39.12, no worker, laborer, or mechanic employed in the performance of any applicable part of the contract shall be paid less than the “prevailing rate of wage” as determined by the Industrial Statistician of the Department of Labor and Industries.

Anyone working on any School District site shall abide by all District rules and State law. Buildings and grounds are tobacco-free and drug-free areas. In addition, weapons and alcohol are prohibited. Any workers who might come in contact with children on any School District site must have undertaken a criminal background check to be on file with the Proposer. No workers convicted of crimes against children will be allowed on any School District site. All Proposer employees must carry picture ID and wear identification badge at all times.

Proposer shall make NO penetration of walls, floors, or ceilings without the prior consent of the School District.

Proposer will be responsible for all damage caused during installation. This includes ceiling tiles removed for the purpose for any wiring, inspection, or examination above ceiling.

Access hours to School District sites will be negotiated at a later date.

Proposer shall also not be disqualified from bidding on any public works contract for any reason.

**Attachment A**

**Proposal Form**

The undersigned agrees to furnish the enclosed items at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by someone with the authority to legally bind the Proposer.

**Proposer**

System Proposed: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate a person who can be contacted by the School District concerning any part of this RFP or the proposal:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Pricing:** Indicate pricing in the spaces on Attachment B and Attachment C

**Narrative and Product Data:** Attach the required descriptive summary and any equipment data or cut sheets for all proposed equipment.

**Attachment B**

**General Equipment List**

(Please include and price variation based on quantity ordered)

<b>Equipment Specifics</b>		<b>Price Per Unit</b>
8 Port Switch	8 Port switch; HPE Aruba 2930F 8G or compatible PoE+ 2SFP+ Switch; POE 802.3 AT (Plus), minimum 1 GB across all ports with 10 GB uplink	
24 Port Switch	24 Port switch; HPE Aruba 2930F 24G or compatible PoE+ 4SFP+ Switch; POE 802.3 AT (Plus), minimum 1 GB across all ports with 10 GB uplink	
48 Port Switch	48 Port switch; HPE Aruba 2930F 48G or compatible PoE+ 4SFP+ Switch; POE 802.3 AT (Plus), minimum 1 GB across all ports with 10 GB uplink; Layer 2	
48 Port Switch	48 Port switch; HPE Aruba 2930M 40G 8 HPE Smart Rate or compatible PoE+ 1-Slot Switch; POE 802.3 AT (Plus), minimum 1 GB across all ports with 10 GB uplink; Layer 3	
SFP+ Module	HP Aruba 3810M 4SFP+ Module or compatible	
Mounting Hardware	Associated mounting hardware options for listed switches	
Optional Power Supply	Optional power supplies for switches	
Stacking Modules	Stacking modules for listed switches	
Stacking Cables	Stacking cables for listed switches	
Airwave Licensing	Licenses for listed switches for Airwave Management System	
Extended Support	Optional extended support, warranty and annual maintenance options on listed equipment	



**Attachment C**

**Site List and Estimated Quantities per Site**

(These quantities are *estimates*; the School District may order more or less (or none) of the listed quantities as described in the Proposal Documents)

<b>Site Name</b>	<b>Address (Olympia, WA)</b>	<b>Quantity</b>	<b>Price Per Site</b>
Boston Harbor	7300 Zangle Rd NE, 98506	1-48 port layer 3 switch; 4SFP+ Module; 3-48 port, 1-8 port layer 2 switches	
Centennial	2637 45th Ave SE, 98501	3-48 port, 2-24 port; 2-8 port layer 2 switches	
Capital	2707 Conger Ave NW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 22-48 port, 1-24 port, 3-8 port layer 2 switches	
Garfield	325 Plymouth St NW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 5-48 port layer 2 switches	
Hansen	1919 Road Sixty-Five NW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 8-48 port, 4-24 port layer 2 switches	
Lincoln	213 21st Ave SE, 98501	1-48 port layer 3 switch; 4SFP+ Module; 2-48 port, 1-24 port layer 2 switches	
LP Brown	2000 26th Ave NW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 5-48 port, 2-24 port, 2-8 port layer 2 switches	
McKenny	3250 Morse-Merryman Ave SE,	1-48 port layer 3	

	98501	switch; 4SFP+ Module; 6-48 port, 2-8 port layer 2 switches	
McLane	200 Delphi Rd SW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 9-48 port, 2-24 port, 1-8 port layer 2 switches	
Marshall MS	3939 20th Ave NW, 98502	1-48 port layer 3 switch; 4SFP+ Module; 4-48 port, 2-24 port layer 2 switches	
Olympia	1302 North St SE, 98501	1-48 port layer 3 switch; 4SFP+ Module; 23-48 port, 2-24 port, 4-8 port layer 2 switches	
Pioneer	1655 Carlyon Ave SE, 98501	1-48 port layer 3 switch; 4SFP+ Module; 6-48 port layer 2 switches	
Roosevelt	1417 San Francisco St NE, 98506	2-48 port layer 2 switches	
Reeves MS	2200 Quince St NE, 98506	1-48 port layer 3 switch; 4SFP+ Module; 7-48 port, 1-8 port layer 2 switches	
Washington MS	3100 Cain Rd SE, 98501	1-8 port layer 2 switch	

Please provide total non-recurring costs required to install and deliver system:

\$ \_\_\_\_\_

Provide monthly, recurring costs for the duration of the proposed contract period:

\$ \_\_\_\_\_

Please provide costs associated with installation at any additional sites:

Non-recurring: \$ \_\_\_\_\_ Recurring Monthly: \$ \_\_\_\_\_

Please provide estimated taxes, surcharges and fees:

Sales tax: \$ \_\_\_\_\_ City Tax: \$ \_\_\_\_\_

Other fees: \$ \_\_\_\_\_