
HARPER CREEK COMMUNITY SCHOOLS

Request for Proposal

Harper Creek Community Schools Network Switching **Upgrade**

NetworkFY16

1/28/2016

PROPOSALS DUE BY 10:00 AM EST MARCH 16, 2016

Notice of Nondiscrimination

Harper Creek Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its educational programs and activities.

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RFP: Harper Creek Community Schools Network Switching Upgrade

Section I. Summary and Background

Harper Creek Community Schools Technology Services is in the process of upgrading existing technology services to better support teaching and learning through the increased use of both wired and wireless devices throughout the school district. Increasing bandwidth needs at the desktop are requiring reliable higher speed access to network services and the Internet.

The school district recently completed upgrades to the network core and distribution layers and approximately 50% of the access layer. This upgrade included 10Gbps trunks between the District Technology Center (DTC) and all academic buildings and 10Gbps trunks between network closets within each building. The upgrades also included two or more Cisco 2960X switches in each closet replacing some existing of the outdated access switches and providing 1Gbps and PoE to end devices. Stacking modules were used to improve backbone throughput and streamline management.

The school district is seeking proposals to upgrade the remaining outdated network switches in all academic buildings. It is critical for new systems to be scalable, manageable and sustainable well into the future.

Section II. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. All proposals must be on company letterhead and signed by an official agent or representative of the company submitting the proposal. Proposals will be accepted until 10:00 a.m. Wednesday, March 16th, 2016. Any proposal received after this date and time may be rejected.

- 1) Proposals must represent the entire cost of completing the project, no hidden fees will be incurred by Harper Creek Community Schools. All equipment costs must be itemized in detail including quantity, model number, and description.
- 2) Equipment costs must be quoted separately from installation and programming costs. Equipment costs must include all SFP and SFP+ modules, stacking modules and cables, patch cables, and shipping and handling fees. Provide an itemized list, with individual part numbers and costs, of all equipment included in the proposal. See Appendix B for a sample form.
- 3) Installation must be included and noted as a separate line on the bid proposal. Installation will include the relocation and removal of existing equipment (to be retained by owner) and the installation, setup, and configuration of the new and relocated systems. The vendor is responsible for cleanup including the removal of all packaging and installation materials.
- 4) The selected vendor will be responsible for participating in the Federal Erate program. In addition, Harper Creek Community Schools may use this bid to issue purchase orders and pay for items on a purchase order that are not eligible for Erate discounts. The District will pay the Vendor using District funds for these purchases. Proposals must clearly identify costs associated in items/services that are not eligible for Erate discount.
- 5) All bids are required to be accompanied by a sworn and notarized Affidavit of Bidder disclosing any familial relationship that exists between the owner and school district personnel or Board members.
- 6) The laws of the State of Michigan shall govern the rights, obligations, and remedies of the parties under this bid and any agreement reached through this process.

Required Bid Documentation

- 1) Bid Pricing - All costs must be itemized to include an explanation of all fees and costs.
- 2) References
- 3) Valid Service Provider Identification Number (“SPIN”) and a valid Federal Communications Commission Registration Number (“FCCRN”).
- 4) Notarized Affidavit of Bidder Familial Relationship
- 5) Notarized Affidavit of Bidder - Compliance with School Safety Initiative Legislation
- 6) Notarized Affidavit of Compliance – Iran Economic Sanctions Act (if applicable)

Seal Bids and Deliver to:
Mr. Rob Ridgeway, Superintendent
Harper Creek Community Schools
7454 B DR N
Battle Creek, MI 49014

This RFP, addendums, and answers to questions can be found on our website at:

<http://www.harpercreek.net/departments/technology/projects>

Any exceptions to the terms and conditions contained in this RFP or any other special consideration or condition requested or required by the Bidder shall be detailed by the Bidder and be submitted as part of its bid, together with an explanation of the reason such terms and conditions cannot be met. Each Bidder shall be required and expected to meet the RFP requirements, in their entirety, except to the extent exceptions are expressly noted in the bid and accepted by the school district as part of the award agreement and documented accordingly.

It is the responsibility of the Bidder to inquire about any requirement of this RFP that is not understood. All questions should be in the form of E-mail whenever possible. During the bidding period, Bidders may be furnished written addenda to clarify or supplement the RFP. The information included in these addenda is to be included in the bid and will become part of the contract. Harper Creek Community Schools will not be bound by oral responses to inquiries or written responses other than the addenda.

1. Bidders can schedule site visits from February 3 through February 17, 2016.
2. All questions must be received by 10:00 a.m. EST on February 19, 2016.
3. All responses to questions will be posted by 4:00 p.m. EST on February 26, 2016.
4. Proposals are due no later than 10:00 a.m. EST March 16, 2016.

Use the contact information in section IX for submitting questions and scheduling a site visit.

Section III. Purpose and Intent

The purpose of this Request for Proposal (RFP) is to obtain proposals for upgrading the remaining outdated network switches within the district providing 1Gbps connections to all classroom devices. The proposal must include all required electronics, the installation and programming of the new devices and relocation of existing devices as necessary. The successful proposal must seamlessly integrate with our existing network system and support future growth objectives.

Section IV. Project Scope

The primary objective of this project is to upgrade outdated network switches in all academic areas thus providing 1Gbps connections to the classroom. All closets should utilize Flex Stack or Flex Stack Plus technologies, or equivalent, to maximize backbone throughput and streamline management. It is also a long-term goal to reduce the logical switch footprint in closets by utilizing higher density switches and stacking technology. The successful proposal will address primary project objectives while maintaining a continued upgrade path to achieve long-term goals.

Due to the need for Power over Ethernet (PoE) for telephones, security cameras, access points, and other future devices, it is desired that at least 50% of installed ports support PoE. Additionally, for optimal compatibility with our existing Cisco network, it is desired that similar Cisco devices be specified in the proposal. Although all alternative options that meet the specified requirements will be considered.

The following is a description of new equipment and equipment relocation the school district believes is necessary to complete the primary scope of this project in the most cost effective manner. Please identify any deviations, additions, omissions, or substitutions, including non-OEM parts with an explanation for the change.

Middle School

MS-DTC

| Qty. | Description |
|------|---|
| 2 | WS-C2960X-48LPD-L |
| 2 | WS-C2960X-48LPS-L |
| 4 | C2960X-STACK |
| 4 | CAB-STK-E-1M |
| 4 | SFP-10G-LRM |
| 4 | Fiber Patch Cables |
| | <ul style="list-style-type: none"> Retire existing (5) C2950T-24, C2960-24PC, and WS-C3560-24PS Stack new switches Connect stack to C4500X using 2 10Gbps trunks |

MS-I1A

| Qty. | Description |
|------|---|
| 1 | C2960S-STACK |
| 1 | CAB-STK-E-1M |
| | <ul style="list-style-type: none"> Retire existing WS-C2960-24PC and WS-C3560-24PS Relocate 1 WS-C2960S-48FPS from Sonoma Elementary and stack with existing C2960X stack |

MS-I1B

| Qty. | Description |
|------|--|
| 2 | C2960S-STACK |
| 2 | CAB-STK-E-1M |
| | <ul style="list-style-type: none"> Retire existing WS-C2960-24PC and C3560-24PS |

- Relocate 1 WS-C2950S-48LPS from Beadle Lake Elementary and stack with existing C2960S-24PS and C2960X stack

MS-I1C

| Qty. | Description |
|------|--------------|
| 2 | C2960S-STACK |
| 2 | CAB-STK-E-1M |

- Retire existing WS-C2960-24PC and C3560-24PS
- Relocate 1 WS-C2950S-48LPS from Wattles Park Elementary and stack with existing C2960S-48LPS and C2960X stack

MS-Admin Lab

| Qty. | Description |
|------|-------------------|
| 1 | WS-C2960X-48LPS-L |
| 1 | C2960X-STACK |
| 1 | CAB-STK-E-1M |

- Retire existing WS-C2960-24PC and C3560G-24PS

Beadle Lake Elementary

| Qty. | Description |
|------|--------------|
| 3 | C2960X-48LPS |
| 3 | C2960X-STACK |
| 3 | CAB-STK-E-1M |

- Retire existing C2960-24PC and (2) C3560-24PS
- Relocate 1 WS-C2950S-48LPS for use in middle school MS-I1B closet
- Add new switches to existing C2960X stack

Sonoma Elementary

| Qty. | Description |
|------|--------------|
| 3 | C2960X-48LPS |
| 3 | C2960X-STACK |
| 3 | CAB-STK-E-1M |

- Retire existing C2960-24PC and (3) C3560-24PS
- Relocate 1 WS-C2950S-48LPS for use in middle school MS-I1A closet
- Add new switches to existing C2960X stack

Wattles Park Elementary

| Qty. | Description |
|------|--------------|
| 3 | C2960X-48LPS |
| 3 | C2960X-STACK |
| 3 | CAB-STK-E-1M |

- Retire existing C2960-24PC and (3) C3560-24PS
- Relocate 1 WS-C2950S-48LPS for use in middle school MS-I1C closet
- Add new switches to existing C2960X stack

High School

I2E

| Qty. | Description |
|------|---|
| 2 | C2960X-48LPS |
| 2 | C2960X-STACK |
| 2 | CAB-STK-E-3M (Note 3 meter cables) |
| | <ul style="list-style-type: none"> Retire existing C2960G-48TC and (2) C3560-24PS Add new switches to existing C2960X stack Connect C2960X stack to C2960S stack with four 1Gbps link port channel |

I2G

| Qty. | Description |
|------|---|
| 1 | C2960X-24PS |
| 1 | C2960X-STACK |
| 1 | CAB-STK-E-1M |
| | <ul style="list-style-type: none"> Retire existing C3560-24PS Add new switch to existing C2960X stack Connect C2960X stack to C2960S stack with four 1Gbps link port channel |

Summary of equipment by location:

| Location | Qty. | Part | Location | Qty. | Part | |
|----------|--------------|-------------------|--------------------|------------------|-------------------|----------------|
| MS-DTC | 2 | WS-C2960X-48LPD-L | BLE-M1 | 3 | WS-C2960X-48LPS-L | |
| | 2 | WS-C2960X-48LPS-L | | 3 | C2960X-STACK | |
| | 4 | C2960X-STACK | | 3 | CAB-STK-E-1M | |
| | MS-I1A | 4 | CAB-STK-E-1M | SON-M1 | 3 | C2960X-48LPS-L |
| | | 4 | SFP-10G-LRM | | 3 | C2960X-STACK |
| | | 4 | Fiber Patch Cables | | 3 | CAB-STK-E-1M |
| 1 | | C2960S-STACK | WPE-M1 | | 3 | C2960X-48LPS-L |
| 1 | CAB-STK-E-1M | 3 | | C2960X-STACK | | |
| MS-I1B | 2 | C2960S-STACK | HS-I2E | 3 | CAB-STK-E-1M | |
| | 2 | CAB-STK-E-1M | | 2 | WS-C2960X-48LPS-L | |
| MS-I1C | 2 | C2960S-STACK | HS-I2G | 2 | C2960X-STACK | |
| | 2 | CAB-STK-E-1M | | 2 | CAB-STK-E-3M | |
| MS-LAB | 1 | WS-C2960X-48LPS-L | 1 | WS-C2960X-24PS-L | | |
| | 1 | C2960X-STACK | 1 | C2960X-STACK | | |
| | 1 | CAB-STK-E-1M | 1 | CAB-STK-E-1M | | |

Summary of equipment by part:

| Qty. | Part |
|------|------|
|------|------|

| | |
|----|--------------------|
| 2 | WS-C2960X-48LPD-L |
| 14 | WS-C2960X-48LPS-L |
| 1 | WS-C2960X-24PS-L |
| 17 | C2960X-STACK |
| 5 | C2960S-STACK |
| 20 | CAB-STK-E-1M |
| 2 | CAB-STK-E-3M |
| 4 | SFP-10G-LRM |
| 4 | Fiber Patch Cables |

A second quote for installation and programming services must be included in the proposal. See Appendix C for a sample installation bid form.

Installation and programming must include:

- Unpacking and inspection of equipment
- Disposal of packing materials
- Review of current switch, trunk, and access port programming
- Mapping of current drop configurations
- Preprogramming of new equipment
- Removal of retired equipment (owner maintains possession of retired equipment)
- Installation of new equipment
- Making all trunk and access port connections
- Configuration testing
- Cleanup and removal of all installation materials

Section V. Project Timeline

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 10:00 a.m. EST Wednesday, March 16, 2016.

Project start date: Mutually agreed upon, during summer of 2016

Project end date: No later than Friday, August 19th, 2016

Section VI. Financing of Project

This is intended to be a Universal Service Fund (USF) category 2 funded project and is subject to the approval of USF funding and Board of Education approval. The district is eligible for a 60% or 70% discount depending upon Free and Reduced lunch status and USF Urban/Rural designation. The district reserves the right to negotiate the project scope or other terms beneficial to the school district with the selected vendor. The district reserves the right to reject any or all proposals in part or whole at its sole discretion.

Section VII: Contractual Terms and Conditions

Terms and conditions are requirements that are binding upon the vendor awarded the proposal and form a part of all contract documents and a part of the terms of all purchase orders for items included in the specifications and proposal forms issued herewith. They communicate the school district's expectations in regards to the vendor's performance in connection with any Harper Creek Community Schools purchase.

- a) **Negligence:** The vendor will be responsible for any mishap or accident during the installation / maintenance of the equipment which may occur due to negligence on the part of the vendor.
- b) **Insurance:** The vendor must show proof of General Liability, Professional Liability and Property Damage insurance. This insurance must be adequate to cover claims for damages caused by the contractor(s) and must remain in force throughout the duration of the project.
- c) **Obligations:** Bidder must represent to the District that it provides for its own employee withholding for state and federal taxes, unemployment and workers' disability compensation, and all other tax and regulatory requirements, whether federal, state or local, with respect to its business or employees.
- d) **Universal Service Fund:** These services depend upon partial funding from the E-rate program. Bidders must comply with the following:
 - a. Vendor shall have, at a minimum, a working knowledge of the Federal Universal Service Support Mechanism for Schools and Libraries (commonly known as "E-Rate"). The district expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-Rate program.
 - b. Vendor shall agree to participate in the Erate Program and to cooperate fully and in all respects with the District, the Universal Service Administrative Company ("USAC"), and any agency or organization administering the Erate Program to ensure that the District receives all of the Erate funding for which it has applied and to which it is entitled in connection with the Vendor's services and/or products.
- e) **Purchase Orders:** Contracts for purchase will be put into effect by means of a written purchase order executed by Harper Creek Community Schools Business Office. Any deviations from this must be preapproved in writing through the Harper Creek Community Schools Business Office only.
- f) **Invoices and Payments**
 - a. The vendor shall submit separate invoices on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if authorized, shall be listed separately. A copy of the bill of lading, and the freight weight bill, when applicable, should be attached to the invoice.
 - b. **Do not include Federal Excise, State or City Sales Tax. Harper Creek Community Schools shall furnish tax exemption certificate, if required.**
 - c. Invoices are Mailed to:

| |
|---|
| Harper Creek Community Schools Attn: Daniel Hubbell, Director of Technology 7454 B Drive North Battle Creek, MI 49014 |
|---|

- g) **Termination:** The performance of work under this order may be terminated in whole or in part by Harper Creek Community Schools in accordance with this provision. Termination of work hereunder

shall be effected to the vendor with a “notice of Termination” specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective.

h) **Warranties**

- a. Please include written explanation of warranty terms from each manufacture, software supplier and service vendor(s). This must include any and all time lengths, any extension at no-charge, when the warranty period begins and ends. All hardware must have the ability to extend warranties an additional three years beyond the specified three year minimum.
- b. Hardware warranties on product replacement must be 4 hours for equipment deemed critical to business continuance and next business day for non-critical equipment.

i) **Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the parties under this bid and any agreement reached through this process.

j) **Vendor Qualification:** Vendors not on Harper Creek Community Schools approved vendor list shall be required to prove their qualifications concerning the following criteria:

- a. Financial capabilities
- b. Bonding status
- c. Ability to fulfill and abide by the terms and specifications
- d. Quality and stability of product and sources
- e. Vendor must provide copies of current certification and/or licenses with proposal.

Transparency Clause:

Vendors must include on their company letterhead an exact list of product(s) or service(s) for this RFP that are to be delivered to the school district.

Vendor must include on their company letterhead their hourly rate for repairs not covered under warranty. i.e. – dispatch time, materials and or extra service.

- No hidden fees will be incurred by Harper Creek Community Schools
- Project(s) subject to board of education approval after receipt of USF funding approval

Section VIII: Evaluation and Award Process

“Most Advantageous Proposal”. Harper Creek Community Schools will evaluate and select vendor(s) for their ability to supply as necessary in RFP and per any addendums. In evaluating submitted proposal, the following considerations will be taken into account for the award recommendations:

- The Purchase price
- The reputation of the vendor and of the vendor’s goods or services.
- The quality of the vendor’s goods or services.
- The extent to which the goods or services meet the needs of Harper Creek Community Schools.
- The total long-term cost to Harper Creek Community Schools to acquire the vendor’s goods or services.
- Vendor’s service and delivery capabilities.
- Warranty and warranty service history.
- Probability of continuous availability.

- Any other relevant factor specifically listed in the Request for Proposal.
- The school district reserves the right to reject any and all bids if it feels none of these meet the school district's objectives.
- The school district reserves the right to reject any and all bids if there is deemed to be an error in either the RFP or bidding process.
- The school district reserves the right to extend the bidding process if vendor questions or ideas change the direction of the school district.
- The school district is not obligated to pursue the lowest bid and may freely choose the response/vendor that best meets the school district's overall needs.

Section IX: Points of Contact for Future Correspondence

Please direct any question concerning this Request for Proposal to:

Harper Creek Community Schools
Attention: Daniel Hubbell, Director of Technology
7454 B Drive North
Battle Creek, MI 49014
Phone: 269-441-6560
FAX: 269-979-5310
hubbelld@harpercreek.net

Appendix A: Switch Inventory by Closet

| Location | Model | Qty. | Description | Location | Model | Qty. | Description |
|----------|-------------------|------|-------------|----------|-------------------|------|-------------|
| MS-DTC | WS-C4500X-16 | 2 | Core | HS-MDF | WS-C2960X-48FPD-L | 1 | Access |
| MS-DTC | WS-C2960X-48LPD-L | 2 | Access | HS-MDF | WS-C2960X-24PD-L | 5 | Access |
| MS-DTC | WS-C2960-24PC-L | 1 | Access | HS-I2A | WS-C2960X-24PD-L | 2 | Access |
| MS-DTC | WS-C2950T-24 | 5 | Access | HS-I2B | WS-C2960X-24PD-L | 2 | Access |
| MS-DTC | WS-C3560-24PS | 1 | Access | HS-I1D | WS-C2960X-24PD-L | 2 | Access |
| MS-1A | WS-C2960X-48LPD-L | 2 | Access | HS-I2E | WS-C2960X-48LPD-L | 2 | Access |
| MS-1A | WS-C2960-24PC-L | 1 | Access | HS-I2E | WS-C2960X-48FPD-L | 1 | Access |
| MS-1A | WS-C3560-24PS | 1 | Access | HS-I2E | WS-C2960X-24PS-L | 2 | Access |
| MS-1B | WS-C2960X-48LPD-L | 2 | Access | HS-I2E | WS-C2960S-48LPS-L | 1 | Access |
| MS-1B | WS-C2960S-24PC-L | 1 | Access | HS-I2E | WS-C2960S-24PS-L | 1 | Access |
| MS-1B | WS-C2960-24PC-L | 1 | Access | HS-I2E | WS-2960G-48TC-L | 1 | Access |
| MS-1B | WS-C3560-24PS | 1 | Access | HS-I2E | WS-C3560-24PS | 2 | Access |
| MS-1C | WS-C2960X-48LPD-L | 2 | Access | HS-G2 | WS-2960X-48LPD-L | 2 | Access |
| MS-1C | WS-C2960S-48LPS-L | 1 | Access | HS-G2 | WS-2960S-48LPS-L | 1 | Access |
| MS-1C | WS-C2960-24PC | 1 | Access | HS-G2 | WS-C2960S-24PS-L | 2 | Access |
| MS-1C | WS-C3560-24PS | 1 | Access | HS-G2 | WS-C3560-24PS | 1 | Access |
| MS-1D | WS-C2960X-24PD-L | 2 | Access | | | | |
| Location | Model | Qty. | Description | Location | Model | Qty. | Description |
| BLE-M1 | WS-C2960X-48LPD-L | 2 | Access | ADM-M1 | WS-C2960X-48LPD-L | 2 | Access |
| BLE-M1 | WS-C2960S-48LPS-L | 1 | Access | ADM-M1 | WS-C2960-24PC-L | 1 | Access |
| BLE-M1 | WS-C2960-24PC-L | 1 | Access | ADM-M1 | WS-C3560G-24PS | 1 | Access |
| BLE-M1 | WS-C3560-24PS | 2 | Access | ADM-A1 | WS-C2960S-48FPS-L | 1 | Access |
| SON-M1 | WS-C2960X-48LPD-L | 2 | Access | ADM-A1 | WS-C2960S-24PS-L | 1 | Access |
| SON-M1 | WS-C2960X-24PS-L | 1 | Access | ADM-B1 | WS-C2960X-24PS-L | 2 | Access |
| SON-M1 | WS-C2960S-48LPS-L | 1 | Access | FH | WS-C2950G-24-EI | 1 | Access |
| SON-M1 | WS-C2960-24PC-L | 1 | Access | PRESS | WS-C2960-24PC-L | 1 | Access |
| SON-M1 | WS-C3560-24PS | 3 | Access | CONS | WS-C2960-24PC-L | 1 | Access |
| WPE-M1 | WS-C2960X-48LPD-L | 2 | Access | TRANS | WS-C3512-XL | 1 | Access |
| WPE-M1 | WS-C2960X-24PS-L | 1 | Access | BUS | WS-C2960-24TC-L | 1 | Access |
| WPE-M1 | WS-C2960S-48LPS-L | 1 | Access | | | | |
| WPE-M1 | WS-C2960-24PC-L | 1 | Access | | | | |
| WPE-M1 | WS-C3560-24PS | 3 | Access | | | | |

Appendix B: Sample Equipment Bid Form

To be completed on company letterhead.

| Location / Part | Alternative | Qty. | Cost | Extended |
|-------------------------------|-------------|------|------|----------|
| Middle School DTC | | | | |
| WS-C2960X-48FPD | | | | |
| SFP-10G-LR | | | | |
| | | | | |
| High School I2A | | | | |
| WS-C2960X-24PD-L | | | | |
| C2960X-STACK | | | | |
| | | | | |
| | | | | |
| | | | | |
| Beadle Lake Elementary | | | | |
| WS-C2960X-48FPS-L | | | | |
| C2960X-STACK | | | | |
| CAB-STK-E-0.5M | | | | |
| | | | | |
| | | | | |

Identify any deviations, additions, omissions, or substitutions, including non-OEM parts with an explanation for the change.

Appendix C: Sample Installation Bid Form

To be completed on company letterhead.

Provide a detailed description of your proposed installation services including the estimated length of time needed to complete the installation. Describe necessary network outages by location and duration. Identify and itemize additional materials necessary to complete the installation.

Total installation cost _____

Appendix D: Familial Disclosure Form

To be completed on company letterhead.

Public Act 232 Statement

All bids must be accompanied by a sworn and notarized statement disclosing any familial or other business relationship existing between the bidder and all employees of the bidder and any member of the Board of Education of Harper Creek Community Schools or the Superintendent of the School District. Any bids that do not include this sworn and notarized statement shall not be accepted. This form must be completed as required by State Law and included in the Bidder's Proposal package.

Owner's Name and Address:

Harper Creek Community Schools
7454 B Drive North
Battle Creek, MI 49014

Bidder/Contractor/Vendor's Name, Address and Phone Number:

Name: _____

Address: _____

Phone: _____

Statement of Business or Familial Relationship:

Signature of the person authorized to bind the Bidder/Contractor/Vendor:

Signature

Date

Print Name

Notary Public

_____ County, State _____

My Commission Expires _____