

**Jenkins County Schools**  
**Technology Department**  
**1152 E. Winthrope Avenue**  
**Millen, GA 30442**

**REQUEST FOR PROPOSAL (RFP) COVER PAGE**

<b><u>ISSUE DATE:</u></b> <u>Tuesday, January 30, 2018</u>	<b><u>RFP NUMBER:</u></b> <u>JCSS-Wireless</u>	<b><u>FOR:</u></b> <u>Wireless Upgrade</u>
<b><u>DEPARTMENT:</u></b> <u>Information Systems</u>	<b><u>DATE/TIME OF CLOSING:</u></b> <u>Wednesday, February 28, 2018</u> <u>at 3:00 pm local time</u>	<b><u>CONTRACT ADMINISTRATOR:</u></b> <u>Burton Carter</u> <u>Technology Director</u>
<b><u>DATE/TIME LAST DAY FOR QUESTIONS:</u></b> <u>Friday, February 16, 2018</u> <u>at 12:00pm noon local time</u>		

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Jenkins County Schools (JCS) the items or services offered and accompanying attachments shall constitute a contract.

Sealed proposals, subject to terms and conditions of this Request for Proposal will be received by Jenkins County Schools Technology Department, 1152 E. Winthrope Avenue, Millen, Georgia 30442 until the date/ time specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the vendor(s).

JCS does not discriminate against small and minority businesses or faith-based organizations.

By signing this bid, Vendor(s) certifies, acknowledges, understands and agrees to be bound by the conditions set forth in this RFP.

<b><u>VENDOR'S LEGALLY AUTHORIZED SIGNATURE</u></b>	<b><u>DATE</u></b>
<b><u>PRINT NAME</u></b>	<b><u>TITLE</u></b>

***\*This document must be completed & returned with proposal submission.***

*This page intentionally left blank*

**REQUEST FOR PROPOSAL (RFP)  
FOR  
DISTRICT WIDE CORE SWITCH UPGRADE  
FOR JENKINS COUNTY SCHOOLS**

TO: All Interested Vendors

You are invited to submit a formal proposal for Wireless Access Technology for the Jenkins County School System in accordance to the attached General Conditions and Specifications.

RFP Identifier: JCSS-Wireless

This package consists of:

- General Conditions
- Vendor's Statement of Qualifications
- Affidavit
- School District Responsibilities
- Vendor Responsibilities
- Scope of Work
- Detail Sheet
- Detail Scope of Work
- Bidder Response Sheet
- Bidder Response Form
- Bill of Materials (Wireless Access Points)
- Bill of Materials (Switches)

Send all questions via Email to Burton Carter ([bcarter@jchs.com](mailto:bcarter@jchs.com)) with the message subject set as "Wireless RFP Questions". Only questions that are received prior to Friday, February 16, 2018 will be answered. Questions and answers will be posted at <http://www.jchs.com/rfp/wireless-faq.html>

**Proposals must be received by 3:00pm on Wednesday, February 28, 2018 at the following address:**

Jenkins County Bus Garage  
ATTN: Burton Carter  
Re: JCSS-Wireless  
1152 E. Wintroe Avenue  
Millen, GA 30442  
(478) 982-1024

**Please do not fax your proposal!**

Basis of Award:	Weight
1. Price	50%
2. Expertise, Qualifications & Experience with proposed solution	30%
3. References (including K12, Business & Government)	10%
4. Prior experience	10%

All interpretations of this invitation must be in writing from the undersigned.

Sincerely,  
Burton Carter

## **GENERAL CONDITIONS**

1. Change in Contract

The Owner will not be responsible for any change in the or work involving extra cost unless approval in writing is furnished by the Owner before such work is begun.

2. Existing Conditions

The Vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions that might affect his work. No consideration will be given any claims based on lack of knowledge of existing conditions.

3. Affidavits

Before acceptance of work by Jenkins County School System, the Vendor will be required to furnish affidavits on enclosed forms.

4. Application for Payment

All applications for payment shall be submitted, signed by the Vendor and mailed to:

Accounting Department  
ATTN: Janet Fields  
Jenkins County Schools  
1152 East Winthrope Avenue  
Millen, GA 30442

5. Addenda

Any addenda issued during the time of the request for proposal shall be covered in the proposal, and in closing the contract they shall become part thereof.

6. Contract Award and Interpretations

Jenkins County Schools may accept any RFP offered on an all, part or none basis, within funds available depending on approval, whichever is in the best interest of the School System. The JCS may elect to divide the contract among vendors.

7. Proposal Form

All responses must be submitted in the following format:

- I. Contractors Qualifications
- II. Completed Statement of Vendor's Qualifications Sheet
- III. Pricing Summary
  - a. Two Bill of Materials, one for access points, one for switches
  - b. Individual Item Cost
  - c. Subtotals of items

- d. Total for each project
  - e. Annual Cost for Warranty, Support & Licensing
  - f. Value Added Components
- IV. Materials List

14. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless Vendor makes a request in writing to the Jenkins County School System prior to time set for opening of RFP, unless Jenkins County School System fails to accept bid within one hundred and twenty (120) days after date fixed for opening of RFP.

15. Vendor's Qualifications

Vendors may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Jenkins County School System, that vendor has the necessary facilities, ability and financial resources to execute the work in a satisfactory manner and within the time specified; that vendor has had experience in construction work as same or similar nature; that vendor has past history and references which will assure the Jenkins County School System of his qualifications for executing the work.

20. Contract Form

Upon Contract award, the standard written Purchase Order form or completely executed contract mailed, or otherwise furnished, to the successful vendor results in a binding contract.

21. Indemnification

Vendor agrees to hold the Jenkins County School System harmless and to indemnify the Jenkins County School System from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or subcontractor.

22. Vendor's Representative

Jenkins County School System reserves the right, with sole discretion, to refuse to allow any representative of the Vendor to service the contract in any manner. In this event the Vendor shall furnish another representative that is acceptable to Jenkins County School System.

23. School District Regulations

The Vendor and his representatives shall follow all applicable Jenkins County School System regulations while on school district property, including the no smoking, no weapons and drug-free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or an approved Jenkins County Board of Education employee assigned by the Superintendent.

24. Governing Law

All RFPs and related documents submitted to the Jenkins County School System by vendors are governed under the laws of the state of Georgia.

25. Special Stipulations

Attached to these General Conditions are certain conditions specific to the job to be performed.

26. Comprehensive List of References

Attach a detailed list of references along with contact person, dates of work, mailing address, and telephone numbers.

27. The evaluation process will involve review of the submitted BID by committee and completion of an evaluation-rating sheet. Items to be considered in the evaluation include, but, are not limited to: completion of all required items, service and support requirements, financial stability of vendor, customer references, capacity of vendor, hardware specifications, price, and any additional/unique features offered (that are of value to JCS).

**STATEMENT OF VENDOR'S QUALIFICATIONS**

To accompany proposals submitted for installing a data communications network for Jenkins County School System.

Name of Vendor \_\_\_\_\_

Telephone Number \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

When Organized? \_\_\_\_\_

Where Organized? \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Product Certifications of Network Engineers: \_\_\_\_\_  
\_\_\_\_\_

Product Certifications of Electronics Installers: \_\_\_\_\_  
\_\_\_\_\_

How many years have you been engaged in this business under the present firm name? \_\_\_\_\_

Please attach to this statement at least five references, including name, address, title, phone number and brief description of work, products, or services provided.)

Remarks: \_\_\_\_\_  
\_\_\_\_\_



**AFFIDAVIT**

In accordance with the Laws of Georgia, the following affidavit is required by all vendors submitting sealed proposals.

Fill out the affidavit below and return with this proposal.

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, an officer of said state, authorized by law to administer oaths, personally come the undersigned affiant, who on oath says that the attached proposal is submitted independently of any other proposal, and that this vendor has no interest, directly or indirectly, in any other request for proposal for said material, equipment, or services, and that this vendor will not receive any commission or any sum whatsoever, directly or indirectly, on the sale of said material, equipment, or services, in the event some other person, association, firm, or corporation should be awarded the contract or sale for said material, equipment, or services.

\_\_\_\_\_  
Affiant L.S.

Sworn to and subscribed before me on this  
the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Notary Public

Failure to properly execute the above affidavit must be considered grounds for rejecting this proposal.

## **SCHOOL DISTRICT RESPONSIBILITIES**

### **Access for Installation**

The school district will, during the progress of the installation allow the vendor and its employees access to the premises and facilities at all reasonable hours or at such hours as the school district and vendor agree.

Provide free and clear access to existing conduit or the placement of new conduit if necessary to all work locations, floors, buildings, etc., to support the media installation and provide vendor access to these adjacent areas where and when required.

### **Hazardous Conditions**

Take such action as necessary to ensure that the premises are dry and free from dust and hazardous materials or chemicals, (i.e., asbestos) and in such condition as not to be hazardous to the installation personnel or the material to be installed.

### **Heating/Cooling**

Provide heat or cooling when required and general illumination in rooms in which work is to be performed by the vendor.

### **Building Plans**

If available, furnish adequate detailed drawings of the buildings to allow installation of equipment and cables by the vendor.

### **Inspections**

Promptly make inspections when notified by the vendor that the work is ready for acceptance.

## **VENDOR RESPONSIBILITIES**

### **Provision**

The vendor must: provide all supervision, labor construction tools, equipment, hardware and wiring materials as specified, transportation, erection, construction, unloading, inspecting, keeping inventory, and returning spare or unused material as specified in attached contract documents. Whenever in this RFP the terms "provide," "furnish," "supply," or "install," etc., can be interpreted as requiring the vendor to both furnish and/or install materials, unless specific provisioning/installation of the materials by the school district is denoted.

### **Permits**

The vendor shall obtain all necessary county, municipal or state work/building permits.

### **Damage**

The vendor will be responsible for and repair all damage to the building due to negligence of its workmen, and report to the school district any such damage to the building that may exist or may occur during the occupancy of the facilities.

### **Tests and Expectations**

Conduct tests and inspections in the presence of the school district after installation has been completed in order that the school district may be assured that the requirements for the installation are met.

### **Completion Notification**

Promptly notify the school district of the completion of work on equipment of such portions thereof that is ready for inspection.

### **Intended Completion**

Give the school district notice of intended completion of the installation at least one week prior to completion.

### **Defects**

The vendor will promptly correct all defects for which the vendor is responsible.

### **School District Contact**

The vendor must coordinate all work with the school district contact that will be designated at a future date before the commencement of the installation.

### **Subcontractors**

Should a Contractor use subcontractors for portions of the work, Jenkins County Board of Education reserves the right to reject any subcontractor without explanation or recourse by the Contractor or subcontractor.

## **SCOPE OF WORK**

### **INTRODUCTION**

Jenkins County School System is a public K-12 school system in Jenkins County, Georgia that serves nearly 1200 students at three schools. The school system has approximately 250 employees located at four sites.

#### ***OBJECTIVE***

Jenkins County Schools (JCS) is requesting written proposals from experienced and highly qualified resellers or service providers for quotes on the specified Bill of Materials.

Jenkins County Schools is seeking to upgrade its existing wireless switch infrastructure which is reaching end of life, for a new consolidated school coming online in August of 2018. JCS is asking offerors to provide the specified switches, wireless access points, connectivity modules, and licensing specified in each Bill of Materials. JCS desires unit prices for all network switches, accessories and services for the upgrade and expansion of our new network. JCS seeks two proposals, one for the Bill of Materials on new wireless access points with the specified licensing (WAP Proposal) and a separate proposal for the Bill of Materials on the specified Switches. No vendor installation is required.

Awarded Offeror shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all licensing, shipping, and any other charges, and all things and services necessary to provide the items on each Bill of Materials.

#### **SCOPE OF WORK AND EXPECTATIONS**

- Hardware Deliverables
  - Core Switches
  - Edge Switches
  - Core & Edge Switch Licensing
  - Switch accessories (power supplies, GBIC's, stacking cables, fiber patch cables, power cables, etc.)
  - Uninterruptable Power Supply (UPS) with Network Card
  - Switch Management Software
  - Specify warranty included and provide additional pricing to include a 3-year warranty and a 5-year warranty.
- Services
  - None

#### **KEY FUNCTIONALITY**

JCS currently uses HP / Aruba switching hardware for our WAN. HP Switches are the reference point for our Technical Specifications. Proposals are limited to HP / Aruba Equipment. The Wireless Access Point Bill of Materials will consist of Aruba Wireless Access Points and Licensing. The Switch Bill of Materials will consist of HP / Aruba Switches, GBIC's, and UPS's. The network topology will consist of 6 IDF's and 1 MDF. Each IDF will require 1 switch and 1 UPS.

## **Detail Sheet**

The Jenkins County Board of Education is soliciting sealed bids for network switches and APCs to be installed at all school system sites. Sealed bids can be mailed or hand delivered to Burton Carter at 1152 E. Wintrope Avenue, Millen, GA 30442. Bids must be received by Wednesday, February 28, 2018 before 3:00 pm at the specified address. Purchase dates will range for March 5, 2018 through June 30, 2018 depending on funding approval. Jenkins County Schools has the right to accept or reject all or any portion of the bid provided.

**Questions may be submitted to:**

Jenkins County Technology Department  
Att: Burton Carter (bcarter@jchs.com)  
Re: JCSS-Wireless  
1152 E. Wintrope Avenue  
Millen, GA 30442  
(478) 982-1024

**Please provide a bid for the following:**

For the district wide Switch installation please provide a single quote for each Bill of Materials:

Pricing Summary

1. Individual Item Cost
2. Subtotals items
3. Total Cost
4. Annual Cost for Warranty, Support & Licensing
5. Added Value Provided in conjunction with this bid

**VENDOR RESPONSE SHEET**

**Request for Proposal:**  
**Jenkins County Schools District Wide Core & Edge Upgrade**

Vendors must provide pricing in the following format:

- One (1) for each Bill of Materials
- One (1) for the entire project

Part Description	Proposed Items (Make/Model)	Qty	Unit Cost
<b>Total Costs For Project</b>			

Please provide pricing for any additional annual costs for the proposed solution.

---

*Company Name* *Vendor Signature* *Date*

**VENDOR RESPONSE FORM**  
**Request for Proposal:**  
**Jenkins County Schools District Wide Switch Upgrade**

We propose to furnish and deliver any and all of the deliverables and/or services named in the attached Request for Proposal (RFP) for which prices have been set. The price or prices offered herein shall apply for the period of time stated in the RFP.

We further agree to strictly abide by all specifications, terms and conditions contained in the RFP, all of which are made a part hereof. Any exceptions are noted in writing and included with this proposal.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by the Jenkins County School System, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the Jenkins County School System.

It is understood and agreed that we have read the Jenkins County School System's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our written signature on this proposal, we guarantee and certify that all items included in this bid/proposal meet or exceed any and all such Jenkins County School System specifications. We further agree, if awarded a contract, to deliver goods and services that meet or exceed the specification.

It is understood that purchase dates will range for March 5, 2018 through June 30, 2018 depending on Board approval and if approved by E-Rate for Reimbursement. Jenkins County Schools has the right to accept or reject all or any portion of the bid provided.

Total Contract Value for ALL Requirements including All Equipment, Materials, Deliveries, Installation, and any other costs Associated with this Contract is:

\_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_)

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

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSAL SIGNATURE AND CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, Contractor, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the proposer. I further certify that the Official Code of Georgia Annotated, Sections 45-10-20 et.seq. have not been violated and will not be violated in any respect.

Authorized Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Print/Type Company Name \_\_\_\_\_

Vendor SLD SPIN# (required) \_\_\_\_\_

## Bill of Materials (Wireless)

Description	Part Number	Quantity
Aruba AP-305 Integrated Antenna AP	JX936A	40
Aruba AP-325 Integrated Antenna AP	JW186A	2
Aruba AP-220-Flat Surface Mount	JW047A	3
Aruba LIC-AP AP License	JW472AAE	17
Aruba 1Y FC 24x7 AP SVC	H2YU3E	17
Aruba LIC-PEF Enforcement Firewall License	JW473AAE	17
Aruba 1Y FC 24x7 PEF SVC	H2XX3E	17
APC SMT3000RM2UNC Smart UPS 2U 120V with Network Card		6

## Bill of Materials (Switches)

Description	Part Number	Quantity
Aruba 5406R z12 Core Switch	J9821A	3
Aruba 5400R 100W POE+ PSU	J9828A	6
Aruba 8port 1G/10GbE SFP+ v3 z12 Module	J9993A	6
HPE X132 10G SFP+ LC SR Transceiver	J9150A	16
HPE X121 1G SFP RJ45	J8177C	12
Aruba 8p 1/25/5/XGT POE+ v3 z12 Mod	J9995A	3
HPE X242 10G SFP+ to SFP+ 1m DAC Cable	J9281B	2
Aruba 2930M 24G POE+	JL320A	6
Aruba X372 54VDC 680W PS	JL086A	12
Aruba 2930M 4 SFP+ MACsec Module	JL083A	6
HPE X132 10G SFP+ LC SR Transceiver	J9150A	6