**Bid 12-01**

**REQUEST FOR SEALED PROPOSAL**

 **INVITATION AND SPECIFICATIONS**

 **FOR**

**ELIZABETHTOWN INDEPENDENT SCHOOLS**

**GIGABIT WIDE-AREA NETWORK SERVICE**

SEALED PROPOSAL OPENING DATE: March 5, 2012

TIME OF OPENING: 8:30 A.M.

# PLACE: SUPERINTENDENT’S OFFICE

ELIZABETHTOWN BOARD OF EDUCATION

219 HELM STREET

ELIZABETHTOWN, KY 42701

REQUEST FOR SEALED PROPOSAL

ELIZABETHTOWN BOARD OF EDUCAION

“An Equal Opportunity Employer

Offering Equal Education Opportunity”

Administrative Office

219 Helm Street

Elizabethtown, KY 42701

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The Elizabethtown Board of Education of Elizabethtown, KY will receive sealed proposals on providing fiber-optic cabling service for the Elizabethtown Independent Schools as listed herein. You are invited to submit a sealed proposal, subject to the terms and conditions of this invitation. Please read the instructions and specifications carefully. Failure to comply with these instructions may disqualify your proposal.

Proposals must be mailed or delivered to Mike Selvitelle, Director of Technology and Assessment, Administrative Offices, 219 Helm Street, Elizabethtown, KY 42701 in a sealed envelope. Faxed or E-mailed proposals will not be accepted.

SEALED PROPOSAL ITEMS: Fiber-optic cabling service per attached specifications.

TIME OF PROPOSAL OPENING:

All proposals must be received by 8:30 a.m. on March 5, 2012 and none will be considered thereafter. Failure to have the proposal in prior to proposal opening will automatically prevent the reading of your proposal. The Board of Education cannot be responsible for failure of the mail to deliver the proposal on time.

LOCATION OF PROPOSAL OPENING:

Proposals will be opened and read in the Administrative Office building of the Elizabethtown Board of Education, 219 Helm Street, Elizabethtown, KY at 8:30 AM on March 5, 2012. You are invited to be present at the proposal opening. Board representatives will contact bidders for additional details and clarification after proposal openings. Final decision to award a contract will be made by the Board of Education.

ADDITIONAL INFORMATION:

For additional information regarding this proposal or to obtain a site walkthrough, contact Mike Selvitelle, Director of Technology and Assessment, at (270) 765-6146.

**PROPOSAL**

The Elizabethtown Board of Education reserves the right to purchase all or part of the desired quantities of individual products at the stated proposed price. All products may not be purchased in one lot.

The proposal will be awarded on best proposal basis and the Elizabethtown Board of Education reserves the right to accept or reject any or all proposals or to accept any portion of a proposal that it may deem to be in its best interest.

The item list and the corresponding specifications are based on the manufacturers specified. The manufacturers listed are to be considered an integral part of this proposal invitation. Other manufacturers will be considered equally if the bidder can show that they are equal or better quality. Wherever a manufacturers’ name is specified, the addition of the terms “equal or better than” is implied.

This proposal has no total dollar guarantee. The Board of Education shall be obligated only to the extent of such purchases that are actually made.

PERFORMANCE BOND: Please take note of the requirements for a performance bond on all projects, which exceed $25,000.00. Refer to section D, page C-2 of “General Bid Instructions and Conditions.”

PROOF OF INSURANCE: The successful bidder must carry liability and worker’s compensation insurance and be prepared to provide the Elizabethtown Board of Education with a certificate of coverage prior to beginning any installation work on school premises.

The purchase installation contract for fiber-optic cabling service for Elizabethtown Independent Schools and will only be used for EIS purposes This service will not be resold to any individual or company outside of the EIS organization.

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REQUEST FOR PROPOSAL

GIGABIT WIDE-AREA-NETWORK SERVICE

 For THE ELIZABETHTOWN INDEPENDENT SCHOOLS

**SPECIFICATIONS**

1. Provide hub and spoke dedicated (non-shared) gigabit ‘lit’ fiber-optic links from five building locations (see attachment) to a central hub location (Elizabethtown High School). Provide fiber connection to customer (Elizabethtown Independent Schools) via at least one Gb switch at each location with at least one Gb copper or SC-LC d copper connection. Specify type of connections to be furnished.
2. Customer will provide all routing services for network connections.
3. A direct service contact person, responsible for oversight and management of project installation is required.
4. Billing provider MUST have valid Telecommunications SPIN (Service Provider Identification Number) for Universal Service Fund (USF) / E-Rate purposes.
5. Provide 24/7 Network Operations Call/Service center.
6. Provide a maximum of 4-hour on-site response time for trouble calls.
7. Service to begin no earlier than July 1, 2012.
8. Provide estimated time for completion from start of project.
9. Provider MUST supply connectivity to all locations. Connectivity will be to a location provided by customer in each building.
10. Contract will be for five years. Two additional one-year extensions available with agreement by both parties.
11. Board has the right to give 30 day cancellation of contract for non compliance with the above terms.

Questions regarding this proposal – contact Mike Selvitelle, Director of Technology & Assessment at 270-765-6146, or e-mail at Mike.Selvitelle@etown.kyschools.us

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**CERTIFICATE TO BE EXECUTED BY BIDDER**

In compliance with this invitation for proposal, in consideration of the detailed description attached hereto and subject to all conditions thereof, the undersigned agrees if this proposal be accepted within the time stipulated, to furnish any or all of the items upon which prices are quoted in accordance with the specifications applying at the price set opposite each item.

All items shall be shipped prepaid and delivery will be completed within days after receipt of the purchase order.

Terms of % cash discount to apply if invoices are paid within days after delivery and acceptance of goods.

The undersigned further declares that this proposal is in all respects fair and without collusion of fraud, that no member of this Board of Education of the Elizabethtown Independent School District or other officer of said school district or any person in the employ of said school district is directly or indirectly interested in this proposal or any portion of the profits thereof, pursuant to KRS. 156.480.

It is to be understood that the bidder agrees to abide by the Kentucky Equal Employment Opportunity Act (KRS 45.570 - 45.640) that during the performance of this contract they will not discriminate against employees or applicant because of race, color, religion, sex, age or national origin.

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**BINDING AUTHORIZATION**

The undersigned further declares that he is authorized to bind the company, which he represents, and guarantees that prices on this proposal are firm.

Firm Name

By

Title

Address

Telephone Date

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**COST OPTIONS**

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EIS will select from one of two options. Option 1 separates installation charges from monthly recurring costs. Provider will be paid Installation charges when the installs are completed. Recurring costs will be paid monthly. Option 2 has the installation costs included in the monthly recurring charges.

Provider may submit costs for one or both options.

Bidder should not include any USF discounts in pricing.

Maintenance costs must be included as part of monthly recurring costs.

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| PROPOSAL OPTIONS: |  |  |
| OPTION 1: |  |  |
| 1. Non-recurring Installation charges

Monthly Recurring Costs Total costs for 5 yearsOPTION 2:  | $\_\_\_\_\_\_\_\_\_\_\_\_(Installation)$\_\_\_\_\_\_\_\_\_\_\_\_(Per month)$\_\_\_\_\_\_\_\_\_\_\_\_\_(5 yrs. Recurring cost plus install costs) |  |
| 1. No Installation charges

 Full cost in recurring charge based on 5-year  commitment. Total costs for 5 years | $\_\_\_\_\_$0\_\_\_\_\_\_\_(Installation)$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Per Month)$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(5 yrs. Recurring costs) |  |

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**PROPOSAL INFORMATION**

LABOR & MATERIALS (Provide breakdown of costs for labor and material)

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EQUIPMENT SPECIFICATIONS (As minimum –Provide details on switches for schools and hub. Include any warranty information):

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MAINTENANCE: (As minimum, name, location and phone number of Call Center; name and location from which maintenance support will originate (if to be subcontracted, provide subcontractor name and contact information).

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MAINTENEANCE COSTS

Cost (Hourly) for troubleshooting visits when trouble is in providers line, equipment, software, etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAINTENEANCE COSTS

Cost (Hourly) for troubleshooting visits when trouble is not in providers line, equipment, software, etc. (separate first hour from subsequent hours, if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFERENCES: (Provide three references for similar fiber services your organization has provided.)

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**SITE LOCATIONS**

HUB SITE:

Elizabethtown High School

620 N. Mulberry Street

Elizabethtown, KY 42701

CONNECTING SITES:

TK Stone Middle School/Morningside Elementary School

323 Morningside Drive

Elizabethtown, KY 42701

Helmwood Heights Elementary School

307 Cardinal Drive

Elizabethtown, KY 42701

Valley View Education Center

701 Hawkins Drive

Elizabethtown, KY 42701

Elizabethtown Independent Schools

Central Office

219 Helm Street

Elizabethtown, KY 42701

Panther Academy

634 N Mulberry Street

Elizabethtown, KY 42701