

**LASARA INDEPENDENT SCHOOL DISTRICT
E-RATE 12 REQUEST FOR PROPOSALS**

FOR: Telecommunication, Internet Access and Basic Maintenance Services for Internal Connections for E-Rate eligible equipment for E-Rate-12, Year 2009.

DESCRIPTION: It is the intent of Lasara ISD to solicit written proposals from service providers, with significant networking experience to assist the Lasara ISD to maintain and enhance its infrastructure. It is our intent to procure standalone turnkey jobs involving telecommunication and Internet Access (priority 1), Basic Maintenance for Internal Connection (priority 2) services to support the district's infrastructure. This RFP is pertinent to The Schools and Libraries Program of the Universal Service Fund (E-Rate-12, Year 2009). It will be for the period of July 1, 2009 to June 30, 2010.

PROPOSAL DEADLINE: Friday, January 16, 2009
2:00 p.m

The Lasara Independent School District (Lasara ISD) intends to procure projects with funds available through the Universal Service Funds E-rate-12 program for LAN/WAN cabling and network hardware, for data, voice, video and innovative solutions for the enhancement of the existing network infrastructure system. It is our intent to procure standalone turnkey jobs involving cabling and network hardware installation, telecommunication services and Internet Access that will support the district and interface with the existing infrastructure. Lasara ISD is always seeking innovative ideas to reduce costs and deploy technology that supports the district's Technology Plan. Each project is independent and can be proposed independently.

Vendors must itemize in details all equipment, installation and maintenance support costs. Also, E-rate eligible and non-eligible items and costs must be separated. Vendors Spin Number must be included on quotes. Walkthroughs are required for all vendors making a bid.

The Lasara ISD reserves the right to prioritize all projects and to modify the schedules as required. Vendor(s) must work closely with the Lasara ISD to accommodate timelines and other factors.

DESCRIPTION OF PROJECT

The Lasara ISD desires to purchase:

E-Rate Year-12 eligible services for district-wide Telecommunication, Internet Access and Basic Maintenance Services for Internal Connections for E-rate eligible equipment.

LASARA ISD AUTHORITATIVE CONTACT PERSON

All questions, information and correspondence relative to this Request for Proposals shall be directed to:

Betsabe Z. Vela, Technology Specialist
Lasara ISD Technology Department
PO Box 57
11932 Jones St
Lasara, Texas 78561
Phone: (956) 642-5115
Fax: (956) 642-3751
E-Mail: bvela@lasaraisd.net

SUBMITTALS

Proposals submitted must be signed by the Authorized Legal Representative of the Proposing entity in order for the bid to be considered valid.

The proposals must include the complete legal name of the proposing entity, complete address, telephone and fax numbers, e-mail address and title of the agent who submitted the proposal. The SPIN number is also required.

All Proposals must include a Proposal Response Summary. All items listed on the Proposal Response Summary must be included within each proposal unless an exception had been taken thereto and is clearly and specifically indicated within the proposal.

Service Providers may be required to provide Manufacturers Specification Sheets, General Descriptions, Operating Manuals, System Layout Drawings and/or other support documentation so as to insure a clear understanding of the project offered.

Evaluation Criteria

The Lasara ISD will evaluate vendors on:

- 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 vendor's past relationship with the Lasara Independent School District
- Capability of providing support services and training
- Level of technical expertise with the proposed equipment
- Extensive and reliable K-12 educational background and experience
- Warranty coverage
- Feedback provided by references
- Turnaround time
- Delivery time
- Technical support hours and timeliness of service calls
- Financial condition

PRE-PROPOSAL CONFERENCE AND SITE SURVEY

There will be no formal pre-proposal conference. Service Providers are expected to familiarize themselves with the existing sites.

Vendor Qualifications

Experience

- The selected vendor shall be fully capable and experienced in the scope of work specified in the projects. To ensure the system has continued support, the Lasara ISD will contract with vendors having a successful history of sales, installation, service, and support. During the evaluation process, the Lasara ISD may, with full cooperation of the vendors, visit the vendors' places of business, observe operations, inspect similar project-related information, and request financial information in order to show capability to perform the project. The vendor must have a minimum of five (5) years of experience.

Cisco Certified Internetworking Engineer Preferred

- The Lasara ISD prefers that the vendor have a Cisco Certified Internetworking Engineer (CCIE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a CCIE is not on staff, the vendor must provide the name of the CCIE that will work on the project at the vendor's expense. The Lasara ISD will require that a CCIE be accessible.
- Any vendor responding to the network maintenance item on this request for quote must have a Cisco Certified Internetworking Engineer (CCIE) stationed within four (4) hours of the District.
- Any vendor submitting a quote for networking equipment must be a Cisco Gold partner. The vendor must submit proof of their current Cisco Gold partner status.

Microsoft Certified Engineer Preferred

- The Lasara ISD prefers that the vendor have a Microsoft Certified Engineer (MCSA/MCSE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a MCSA/MCSE is not on staff, the vendor must provide the name of the MCSA/MCSE that will work on the project at the vendor's expense. The Lasara ISD will require that a MCSA/MCSE be accessible.
- Any vendor responding to the network maintenance item on this request for quote must have a Microsoft Certified Engineer (MCSA/MCSE) stationed within four (4) hours of the District.

General Terms and Conditions

- The Lasara ISD reserves the right to request clarification of information submitted and to request additional information of any Proposer.
- Unsigned proposals will not be considered. Person signing the offer must be authorized to bind their company to a contract.
- Proposals received after the deadline will not be considered.
- Any change to the quote must be in written addendum.
- Any agreement or contract resulting from the acceptance of a proposal shall be supplied by or subject to the approval of the Lasara Independent School District.
- Lasara ISD reserves the right to accept or reject any or all proposals.
- No quotes may be withdrawn without written approval after a contract has been signed or partial performance of any project has begun.
- Prices quoted in the vendor's response for all labor and materials will remain in effect through June 30, 2009. The Lasara ISD reserves the right to refresh proposals for current pricing, and models. Equipment and capacity requirements are the best estimates currently available. The Lasara ISD reserves the right to modify quantity and configuration requirements. The vendor agrees to sell to the Lasara ISD the revised quantity of items at the unit price (or lower) as stated in the RFP regardless of quantity changes. In case of error in extensions, unit price shall govern.
- All purchases will be made contingent on the availability of funds.
- During the performance of this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of race, color, national origin, age religion, gender, marital or veteran status, or handicapping conditions.

- Due to compatibility requirements, no substitutions will be allowed when a brand name and manufacturer are listed in the specifications unless “or equal” is specified. If proposing on other than reference, quote must list manufacturer, brand, model, etc. of item proposed. If brand other than specified or proposed, complete descriptive information of item must be included. The District reserves the right to make final decisions on comparable items. Equipment, supplies, and materials that are not equal shall be returned to the vendor transportation charges collect.
- All items are to be net F.O.B., DESTINATION, Freight Prepaid (inside delivery) either to Lasara Independent School District. The vendor will not add any charges for shipping to multiple destinations that are not detailed in the quotation.
- The District is exempt from Federal Excise Tax, State Tax, and Local Tax. Do not include tax in quote. If it is determined that tax was included in the quote, it will not be included in the tabulation or any awards. Tax exemption certificates will be furnished upon request.
- All items proposed must be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated in the offer. No reconditioned or used products can be proposed.
- All goods are subject to inspection and return at the expense of the vendor if found to be inferior to those specified. The Lasara ISD will not pay for equipment, software, supplies, materials, or services that are unsatisfactory. Vendors will be given a reasonable opportunity (30 calendar days) before termination, to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.
- No cash advance discount will be considered.
- Vendor is responsible for obtaining all permits associated with the project.
- Vendor is responsible for supplying a list of all proposed contractors and sub-contractors. The District reserves the right to suggest or modify contractors or sub-contractors based upon previous experience and references.
- The District will evaluate and award the quote based on the criteria set forth in Texas Education Code, Section 44.031 Purchasing Contracts, as discussed herein. This is not an all or none proposal.
- Invoices must include purchase order number.
- If, through any cause, the Lasara ISD determines that the successful vendor has failed to fulfill in a timely manner Lasara ISD shall have the right to terminate the contract by specifying the date of termination in a written notice to the vendor at least thirty (30) days before the termination date. Lasara ISD shall have the right to cancel for default all or any part of the undelivered portion of this order if vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies that the District may have in law or equity.

Additional Terms and Conditions

- Vendors must return phone calls from Lasara ISD staff within 24 hours maximum of receiving the call. This does not necessarily mean that vendor must have the requested information. Not returning phone calls within this minimum time frame will serve as grounds for the Lasara ISD to drop vendor from the approved list and select another vendor.
- Lasara ISD will assume that the vendor will process the Lasara ISD orders within 3 days, without any increase in price to the District.
- When on-site maintenance is specified, the Lasara ISD will not spend more than 30 minutes diagnosing problems with equipment. The District will expect vendor or designee to come to the site to troubleshoot and repair the equipment on-site.
- The Lasara ISD will require that vendors pass along any price cuts to the District immediately and that the vendor work continuously to enhance services, products, and pricing.
- The Lasara ISD will not be liable for any cost incurred by the respondents in preparing responses to this RFP or negotiations associated with award of a contract.
- Vendor must be authorized by manufacturer to resell equipment listed in this quote.
- Design and installation of network equipment will include compliance with any zoning, design, regulation or code within the State of Texas, and the County or City of each installation site.

References

- Vendors must provide a minimum of five educationally related references. These references must be for projects that are similar in scope and design, and have been completed by the vendor within the last three (3) years. References that are not positive will be grounds for vendor disqualification.
- The Lasara ISD may, with full cooperation of the vendors, may visit client installation to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through the vendors; however, the vendor personnel shall not be present during discussions with references.

FELONY CONVICTION AFFIDAVIT

Statutory Citation covering notification of criminal history of contractor is required by State of Texas Legislative Senate Bill-1, Section 44.034, The Felony Conviction Affidavit included herein must be completed, signed by the Firm's Agent, notarized and returned as part of the required proposal submittal. *(Form at the end of RFP)*

INSTALLATION, WORKMANSHIP AND SUPERVISION

Bidders shall provide with proposals, an accurate time frame estimate of project commencement dates, installation scheduling, and the anticipated final completion date of the project. Lasara ISD expects final completion of the project to be no later than June 30, 2010, unless authorized by the Lasara ISD in writing. Certified technicians, capable and competent to perform the work specified herein, shall perform all work.

INDUSTRY STANDARDS AND SCOPES

All cabling, network and hardware, equipment and accessories proposed and furnished shall be manufactured, assembled, installed and tested in accordance with current industry standards, the minimum of which shall conform to the: American National Standards Institute (ANSI), Institute of Electrical and Electronic Engineers (IEEE), National Fire Protection Association (NFPA), National Electrical Manufacturers Association (NEMA), Insulated Power Cable Engineers Association (IPECA), National Electrical Code, (NEC) and the Texas State Electrical Code (TSEC). In addition, where test standards exists, all materials and/or equipment furnished relative to electrical components, shall bear the Underwriters Laboratories (UL) label.

CONTRACTOR USE OF PREMISES

- The contractor shall coordinate the allocation of work areas in such a manner as to not interfere with the schedules of the Lasara ISD.
- Contractor shall assume full responsibility for protection and safekeeping of products and equipment stored on premises.
- The Contractor agrees to hold the Lasara ISD harmless in any and all liability of every nature and description which may be suffered through bodily injuries, including the death of any persons, by reasons of negligence of the contractor, his agents, employees or his subcontractors.

THE PROTECTION

The Contractor shall protect all his materials and work, whether incorporated in the buildings or not and replace all work damaged during his operations.

SAFETY

Lasara ISD agrees to exonerate, indemnify, defend, and hold harmless contractor from and against all claims, demands, lawsuits, damages, expenses and losses incurred by Contractor's removal of asbestos containing materials from owner's buildings and work site provided Contractor conducts its operation according to applicable requirements established by:

- Occupation Safety and Health Administration (OSHA)
- Environmental Protection Agency (EPA)

INSTALLATION DELAY PENALTY

At the sole discretion of Lasara ISD a penalty of one hundred dollars (\$100.00) per day may be imposed against the successful bidder should completion and final acceptance of the project, excluding causes beyond the reasonable control of the successful Service Provider, exceed the installation time frames presented within the successful Service Providers proposal.

In such an occurrence, any penalty amounts will be withheld from the successful Service Provider's final funding amounts and if not fully satisfied there from, shall be billed, along with interest at a maximum rate allowed by law until collected and paid. Should legal means be required to collect any such unpaid penalty and interest amounts, the successful Service Provider hereby agrees to pay reasonable legal fees associated therewith.

TRAINING

Prior to acceptance, the successful Service Provider shall be required to provide in-depth operational and basic programming instructions relative to major components of the systems to operators and other designated key personnel of the Lasara ISD.

The successful bidder prior shall perform this training, during and immediately following cutover of the system, according to training schedules as designated and approved by the Lasara ISD.

AS-INSTALLED DRAWINGS AND MANUALS

The successful Service Provider shall provide, two (2) complete sets of "As Installed" CAD drawings, or equivalent, indicating the installed location of all cabling and network hardware equipment, feeder boxes and schematics which comprise the completed system(s) prior to the final acceptance.

In addition, the successful Service Provider shall provide two (2) copies of each respective Manufacturers Maintenance, Operations and/or Programming Manuals relative to any installed equipment, including Station Operations Instruction Manuals relative to the installed Equipment, in sufficient quantities to satisfy the Customers requirements thereof.

FINAL ACCEPTANCE

Until all submittals have been processed and the successful Service Provider has demonstrated that the equipment and installation fulfills all of the requirements and the specifications of the Contract Documents, thus Final Acceptance shall occur.

PAYMENT

No progress or advance payments will be made for these or any proposals. A walk through with the Lasara ISD designated personnel will be made at the time of completion of installation of the project. The contractor will provide a punch list for the walk through. After final walk through, acceptance documents will be forwarded to the Superintendent for final approval and payment authorization. A check will be issued within 30 days of final acceptance by Lasara ISD.

Lasara ISD will do payments in accordance with the rules, regulations and policies of the E-Rate Program.

Customer Responsibilities

Lasara ISD is responsible for the following:

- Allowing the contractor's employees free access to the premises and facilities at all reasonable hours during the installation.
- Providing access to 120 volt, 20 AMP, 60 Hz commercial power necessary for the installation and for future telecommunications equipment, or comparable 240 volt power.

- Making alterations and repairs to the building, equipment or services if it is determined by the company to be desirable or necessary for safe operation.
- Making inspections when notified by the contractor that the equipment or any part thereof is ready for acceptance.
- Participation in a joint communications plan.

Contractor Responsibilities

- Maintain a Certified System Integrator Certification Prior to and throughout the bid process and work being preformed.
- Providing all supervision, labor, tools, equipment, materials, transportation, erection, construction, unloading, inspection and inventory housing. Must also return spare material as specified.
- Furnishing and installing materials for a complete structured cabling system unless specific provisioning or installation of materials is denoted in this RFP.
- Obtaining Lasara ISD permission before proceeding with any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.
- Promptly repairing all damage to the building due to carelessness of contractor employees and exercising reasonable care to avoid any damage to the building. Reporting to Lasara ISD any damage to the building that may exist or may occur during the contractor's occupancy of the building.
- Taking necessary steps to ensure that required fire fighting apparatus is accessible at all times. Flammable materials shall be kept in suitable places outside the building.
- Installing the wire, cable and hardware in accordance with the specifications outlined herein.
- Conducting tests and inspections as specified post-installation.
- Promptly notifying Lasara ISD at least one week prior to completion of work on equipment wherein such portions are ready for inspection.
- Promptly correcting all defects for which contractor is responsible as determined by Lasara ISD.
- Coordinating all work with Lasara ISD representative that may be designated at a future date before the commencement of the installation.
- Maintaining insurance and appropriate warranty bonds on the proposed distribution system until it is accepted by Lasara ISD.
- Removing all tools, equipment, rubbish and debris from the premises and leaving the premises clean and neat upon completion of the work.
- Abiding by the safety and security rules in force on the work site per local and governmental regulation.
- Following industry standard installation practices and as defined by Section 8.
- Must notify the school's front office, sign-in & sign-out and validate security procedure before entering / leaving the premises.
- Call the Lasara ISD Technology Department 956-642-5115 and notify the plan of work for the day. Report any problems and update progress to the Technology Department on daily / regular basis.

E-RATE Eligible Services for Lasara Independent School District

Internet Access

"Internet access" provides access to the world-wide information resource of the Internet, and includes features typically provided for adequate functionality and performance, when included as a standard component of a vendor's Internet access service.

Internet access, regardless of technology platform, is eligible for discount. Such access may include transport of digital communication using any Internet-based protocols, including encapsulation of data, video, or voice so long as this is the most cost effective way to access the Internet.

LASARA ISD AUTHORITATIVE CONTACT PERSON

All questions, information and correspondence relative to this Request for Proposals shall be directed to:

Betsabe Z. Vela, Technology Specialist
Lasara ISD Technology Department
PO Box 57
11932 Jones St.
Lasara, Texas 78561
Phone: (956) 642-5115
Fax: (956) 642-3751
E-Mail: bvela@lasaraisd.net

PROPOSAL DUE DATE

Proposals will be received until the below mentioned date. Any proposal(s) received after this time and date will be rejected. It is the sole responsibility of the proposer to ensure the proposal is received in the appropriate department as designated in the specifications herein. No excuses are acceptable and the determination of the Superintendent is final.

One (1) original and two (2) copies of each Proposal are required.

Faxed Proposals will NOT be accepted.

Proposal Accepted: December 15, 2008 Request for Proposal (E-Rate 2009-Year 12)

Deadline: January 16, 2009 at 2:00 PM

FELONY CONVICTION NOTICE

Senate Bill I passed by the State of Texas Legislators, Section 44.034 Notification of Criminal History, Subsection (a) states a person or business entity that enter into a contract with a school district must give advance notice to the district if the person or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

The notice is not required for a publicly held corporation.

Example format may be found on page 125 of the Texas Education Agency Financial Accountability System Resource Guide.

I, the undersigned agent for the firm named below, certify that the information on concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name _____

Authorized Company
Official’s Name (please print) _____

A. My firm is a publicly held corporation, therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

B. My firm is owned not operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

C. My firm is owned or operated by the following individuals who has/have been convicted of a felony.

