

**McNairy County Schools  
BEN #128490**

**March 1, 2017  
E-Rate Year 2017  
470 #170068728**

**Network Component and Infrastructure Upgrade**

**Proposals due no later than March 30th, 12:00 Noon (CST)  
Proposals should be delivered to:**

**McNairy County School District  
530 Mulberry Ave. Suite 2  
Selmer, TN 38375  
Attn: Matt Wood  
731-645-3267**

**Proposals must be clearly labeled:**

**“Proposal for E-Rate 2017 Network Bid”**

## **Introduction**

McNairy County School District is soliciting bids from reputable service providers. The selected vendor will be our primary source for the following:

- Installation and configuration services for Universal Service Fund eligible products.
- Universal Service Fund-approved purchased and installed equipment and software.
- System improvements and upgrades to the Universal Service Fund-approved installed equipment and software as necessary.

Please note that the term Universal Service Fund (hereafter to be called USF or E-Rate) is used throughout this RFP for defining all eligible products and services for which school systems can receive discounts from the providers of these products and services.

If McNairy County School District fails to receive any funding from the Universal Service Fund, this project and any contracts related to this project will be null and void.

McNairy County School District expects each Service Provider to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

The contractor is responsible for providing a valid SPIN (Service Provider Identification Number).

All work is subject to the 100% approval of the project or purchase under the E-rate program.

All Service Providers will be responsible for procuring the discounted amount from the SLD using Form 474. Applicant will not utilize the form 472 (BEAR form reimbursement process).

The successful bidder must be able to help in the preparation all the necessary documents for the Schools and Library Division.

## **Walk-Through**

All bidders are required to attend the walk-through which will begin on at 8:00 on March 9th at Bethel Elementary. While subject to change, the order will be Bethel Elementary, Selmer Elementary, Selmer Middle School, McNairy Central, Ramer Elementary, Michie Elementary, Adamsville High School, Adamsville Elementary.

Floor plans will be provided to vendors on the day of the walkthrough.

## RFP Instructions

### A. *Completing the RFP*

Please provide pricing in the form of a per unit price for components and services provided.

Quoted prices must be planned to be effective starting July 1, 2017 and extend through September 30, 2018, and McNairy County School District retains the right to extend this contract for up to three (3) more years in one year increments from July 1, 2018 if applicable.

The successful vendor will be required to participate in the Universal Service Fund and will provide the appropriate discounts applicable to this project.

### B. *Format, Due Date*

Proposals are due no later than 12:00 noon, CST, March 30th, 2017. Late responses may not be considered. Submit responses to:

McNairy County School District  
Matt Wood  
530 Mulberry Ave, Suite 2  
Selmer, TN 38375

Sealed documents of completed proposal with two (2) copies and one electronic copy (jump drive) must be submitted. Proposals must be labeled on the outside of sealed envelope with "Proposal for E-Rate 2017 Network Bid."

Name one person to be the coordinator for your RFP response and for any clarification activities that might be necessary. Complete company information must be provided, including company's E-Rate spin number.

All submitted proposals will be considered the property of the McNairy County School District.

### C. *Contract*

The proposal should include a contract for all proposed components and services. The right to extend contract provision must appear in all contracts. If the vendor does not wish to submit an actual contract with the proposal, due to different alternatives proposed and pending choices from those alternatives, a sample contract should be submitted with the proposal.

### D. *Confidentiality*

All material submitted to McNairy County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by any vendor will be considered confidential to McNairy County School District and will not be used for any other purpose than evaluating vendor responses.

*E. Selection Process*

Several factors will influence McNairy County School’s decision in selecting the vendor. These factors include a technical evaluation based upon the vendor’s ability to deliver these services in a timely manner. Equally important is a vendor evaluation based upon vendor reputation, service and support resources, knowledge of USF policies and procedures, knowledge of State policies and procedures, etc.

Please note that McNairy County School District will select the vendor based upon the best overall solution and value, and is not obligated to select the lowest price bidder.

McNairy County School District reserves the right to reject any or all bids or proposals. Contracts shall be awarded on the best value as defined by the evaluation criteria outlined below:

*F. Disclaimer*

This RFP does not commit McNairy County School District to any specific course of action. McNairy County School District reserves the right to not select any vendor or purchase any goods or services resulting from this RFP.

**Terms and Conditions**

**A. Specifications/Alternate Brands**

When a brand name is specified it is meant to establish a standard and bids are invited on equal brands, unless otherwise specified. Bidders may bid on brands they consider to be equal by marking through the specified brand and inserting those brand names, models, etc., which they are bidding. Bidders proposing alternate brand must enclose the descriptive literature with their bids so that quality can be verified. Failure to do so may result in rejection of bid. Bids offering equal products will be considered for an award if they are so marked in the bid and McNairy County School District determines that said product meets or exceeds fully the minimum essentials specification of the bid.

**B. Equipment**

All equipment/ products must be new and current models.

**C. Warranties**

The manufacturers most favorable warranty offered to preferred customers shall apply to all items. A copy of such warranty shall be furnished to McNairy County Schools upon the delivery of the equipment or product.

**D. Late Bids**

Offers and modifications of offers or withdrawals received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

**E. Tennessee State Tax**

McNairy County School District is not subject to state sales or use tax. Tax number will be furnished for all McNairy County School District Purchase Orders, unless otherwise specified.

**F. Compliance State Laws**

It is agreed and understood that state laws shall govern any contract and/or order placed as a result of this proposal. The rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of Tennessee.

### G. **Contract Changes**

During the period of this contract, no change will be permitted in any of its conditions and specifications unless the Contractor receives written approval from McNairy County School District.

### H. **Confidentiality**

All material submitted to McNairy County School District must be treated as confidential and cannot be used for any other purpose than the response to this RFP. Information submitted by any vendor will be considered confidential to McNairy County School District and will not be used for any other purpose than evaluating vendor responses.

- I. **Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.
- J. **Award of Contract:** The Owner (McNairy County School District) further reserves the right to reject all bids, to waive allca informalities and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive or conditional bids. McNairy County Schools may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder's, proposed subcontractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to best and most responsible bidder, whose evaluation by the Owner indicates that the award will be in the best interest of McNairy County Schools. In addition, the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. McNairy County Schools does not enter contracts, which provide for mediation or arbitration.
- K. **Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." McNairy County Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.
- L. **Contractors, Subcontractors and Employees:** If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

## Vendor Requirements

### The contractor must:

.....provide brief project descriptions for a minimum of three (3) K-12 or higher education network wiring projects in the past three years.

.....provide minimum of five (5) references with contact name and telephone number.

.....provide detailed company qualifications and certifications, including Category 6 UTP (or greater) and Fiber-Optic Certifications.

.....must have at least one installer certified by the proposed manufacturer.

.....provide a list of all sub-contractors that your firm will be using for this contract, along with their qualifications and certifications.

.....be contractors with experience in this type of work to bid.

.....demonstrate that all technicians working on the projects have appropriate training and experience.

.....be duly licensed to do business in the State of Tennessee. The contractor's license number must be displayed on the outside of the bid document.

.....Travel, services, and project management charges are to be included in the response.

### Installation Practices:

.....install materials in accordance with all current applicable TN OSHA, TN building codes, and any other state, local, or Federal Codes. All services performed will follow, but will not be limited to, National Electrical Standards and ANSI EIA/TIA 568,569,606 and 607 standards.

.....shall adhere to all project specifications provided by school district.

.....shall install all materials as per the manufacturer's specifications.

.....supply all necessary equipment, such as ladders, hand tools, small power tools, benders wire pulling aides, etc.

.....daily, leave work areas broom clean and free of materials.

.....Contractor and/or on-site representative shall be required to give periodic progress reports to the McNairy County Schools Technology Director. Also, all issues or changes will be discussed with before any action is taken. If change affects cost/schedule/ performance, the change must be submitted in writing for approval and a written change order will be issued.

.....Documentation must be provided after the installations to McNairy County School District.

## Universal Service Fund

If McNairy County School District fails to receive any funding from the Universal Service Fund, this project and any contracts related to this project will be null and void.

The successful bidder must be able to help in the preparation all the necessary documents for the Schools and Library Division.

**Failure to respond to any of these could result in disqualification of bid.**

### **Evaluation Criteria**

Contracts shall be awarded on the best value as defined by the evaluation criteria outlined below:

Factor	Weight
Price	40%
Prior Experience with District	20%
Compatibility of proposed solution(s) with stated network protocols.	25%
Industry Credentials & Certifications	5%
Prior Experience with E-rate	10%

### **PROJECTED TIMETABLE**

The following projected timetable should be used as a working guide for planning purposes. McNairy County School District reserves the right to adjust this timetable as required during the RFP process.

<b><u>Event</u></b>	<b><u>Date</u></b>
RFP Issued	March 1, 2017
Walk-Through	March 9, 2017
Deadline for submittal of questions	March 15, 2017
Addendum for Questions & Answers	March 17, 2017
Proposals Due	March 30, 2017
Evaluation of Criteria Begins	March 30, 2017
Complete Contract Negotiations/Execute Contract	TBD

All technical questions about the RFP must be directed to Matt Wood, Technology Coordinator, [woodm@mcnairy.org](mailto:woodm@mcnairy.org), through e-mail. **ONLY EMAIL QUESTIONS WILL BE ANSWERED.**

**As listed above all questions will be answered in the Addendum posted to the webpage no later than March 17, 2017. Website is [www.mcnairycountyschools.com](http://www.mcnairycountyschools.com)**

## **McNairy County Schools Proposal Requirements**

### **Scope of Work**

The McNairy County Schools project consist of a network infrastructure upgrade to provide for a robust, high capacity wireless network which can handle demanding situations such as online testing, web based student progress monitoring, streaming video, one-to-one computing, BYOD initiatives and the ever-growing need to bandwidth in the classroom.

The project includes the installation of network equipment at each school in the district: Adamsville Elementary School, Adamsville High School, Bethel Elementary School, McNairy Central High School, Michie Elementary School, Ramer Elementary School, Selmer Elementary School, and Selmer Middle School.

The proposed solution will be an overlay to the existing legacy local area network (LAN). Proposed solution should include prices for installation of fiber runs connecting switches back to the MDF in each school. The solution will provide for cabling for wireless access points, wireless controller or licensed management console with minimum of 5 years of service, POE+ switching equipment required to power and operate the wireless network and pass off traffic to existing LAN for routing. This solution will require reconfiguration of each sites network once the installation is complete.

The proposed solution will include all necessary terminations, connections, panels, patch cables, etc. Please see the below site specific projects required for the solution.

### **Adamsville Elementary School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **Adamsville Jr/Sr High School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. Some switches are installed in external buildings and will require cabling to meet outdoor specification. The cable will be run in two inch PVC conduit underground to buildings detached from main building. Conduit will need to be buried at least 18 inches below the surface. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

Installation of 42 U standing rack for relocating existing networking equipment in MDF. Extending some CAT5e and CAT6 cabling.

### **Bethel Springs Elementary School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **McNairy Central High School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. All cable must be run inside the wall or with surface mount raceway. Some switches are installed in external buildings and will require cabling to meet outdoor specification. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **Michie Elementary School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **Ramer Elementary School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. Some switches are installed in external buildings and will require cabling to meet outdoor specification. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **Selmer Elementary School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. Some switches are installed in external buildings and will require cabling to meet outdoor specification. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

### **Selmer Middle School**

Installation of a six-strand fiber from the existing MDF to each switch in the school. All cable must be run inside the wall or with surface mount raceway. No exposed cabling. All cables and faceplates must be labeled with a machine-generated label.

## **LAN REQUIREMENTS**

- Proposed solution must be compatible with current Wide Area Network which allows DHCP, TCP/IP and other network traffic to be passed to other subnets in the district.
- Cabling required by the proposed solution must be an end-to-end CAT 6 solution including Switches, Patch Panels, Cabling, Face Plates, and Patch Panels from IDF closet to endpoint destination. Allowing connected Access Points to establish a minimum of a one gigabit network link. Installer must also warranty the installation for at least 15 years or more. A statement of warranty must be included in the bid proposal. All cables must be certified and as built drawings supplied to the school district.
- The proposed solution should include new Power-over-Ethernet Plus (POE+) switches with enough ports available to power all access points required by the proposal.
- Proposed solution must support VLAN's.
- Proposed solution must guarantee each cable is terminated and tested by certified technicians.
- Fiber must shall be 50/125 Multimode 100GB and include all necessary termination hardware.

## **WLAN REQUIREMENTS**

- Vender must have experience in designing high capacity wireless networks and minimizing co-channel interference.
- Proposed solution must be designed for centralized management with controller located in the Technology Office or cloud management capable that can manage access points across multiple subnets via the district wide area network (WAN)
- Proposed solution must be designed for a high capacity wireless environment and must support a minimum number of 50 clients for each area as follows:
- Wireless access points supporting classrooms should be mounted inside the room. Hallway installation should only be considered when providing coverage to a cluster of offices.
- Proposed solution must support managed access points supporting both 2.4 and 5 GHz wireless clients and load balance the two for quality of service.
- Proposed solution must support a minimum of a -65 db signal strength in all classrooms and testing centers.
- Proposed solution must support segmented traffic to allow internet only traffic on guest network, and full network access to secure wireless network.
- Proposed solution must provide basic training and as built drawings on new network equipment to McNairy County Schools IT Department.
- Claiming devices on the console and setting up required licenses should be completed at each site.
- Since this is an overlay at some sites bidder is responsible for naming and tagging devices as directed by MCS IT department so to coincide with current network environment.

## Service Requirements and Pricing

### Wireless Access Point and Network Component Installation

A unit price for the installation of WAP's will need to be established. The unit price should include one WAP, one 200' average length CAT 6 cable drop to classrooms and testing center locations, which may include, libraries, cafeterias and or gymnasium. Depending on the size of the room, an additional access point may need to be installed. All cabling must be installed with J-hooks when not routed in a cable tray. Cable tray will be installed as part of the cabling project listed above. All cabling for the WAP's must receive a minimum of a 25-year warranty. Patch cables should be provided and installed in all WAP's.

Fiber runs will vary in length and should be quoted at distances of 300, 500 and 800 feet. Some sites will require exterior fiber runs and shall be quoted separately.

The selected vendor shall work with McNairy County's IT department to confirm that each WAP is functional. Programming of the WAP's will be performed by bidder implementing network equipment. WAP, switches and battery backups quantities are listed in the table above.

Proposed battery backups should be a rack mounted Uninterruptible Power Supplies (UPS). UPS's must can support a minimum of 30 minutes of uptime in the event of power loss.

All required racks and mounting equipment pricing should include installation.

**Each bidder should submit a per unit price for each item from the below price worksheet. The price submitted must include installation.**

**The following Price Worksheet must be submitted as part of the bid.**

If an equivalent or equal brand is bid, proof of certifications must be provided.

McNairy County School District		
Price Worksheet		
Equipment	Required Specs	Unit Price Installed
Indoor Access Point	Meraki or Equivalent	
	3-Stream 802.11 ac Dual Band Enterprise	
	100% Cloud Managed	
	Indoor	
Outdoor Access Point	Meraki or Equivalent	
	3-Stream 802.11 ac Dual Band Enterprise	
	100% Cloud Managed	
	Outdoor	
Patch Panel	Modular Patch Panel Design	
	48 Port Patch Panel	
Racks/Enclosures	Approved Tripp Lite or Equivalent	
	Wall-Mount/Floor Standing	
	Minimum Load Capacity of 200 Lbs.	
	Minimum Depth 20.5 in	
	Wall Mount 6U	
	Wall Mount 9U	
	Wall Mount 12U	
	Wall Mount 18U	
	Floor Standing Enclosure Cabinet 42U	
	Rack Fans	
Rack Bracket	Vertical 2U Wall Mount Bracket	

Switch	Meraki or Equivalent	
	100% Cloud Managed	
	4 x 10 GB SPF+	
	Rack Mountable	
	PoE+	
	Standards - IEEE 802.1ab (LLDP) , IEEE 802.1D , IEEE 802.1p , IEEE 802.1Q , IEEE 802.1w , IEEE 802.1x , IEEE 802.3ad (LACP) , IEEE 802.3af , IEEE 802.3at	
	24 Port x 10/100/1000	
	48 Port x 10/100/1000	
Battery Backup	APC or Equivalent	
	3 Year Warranty	
	AC 120V, Min 1000VA Power Capacity	
	19" Rack Mountable	
SFP	Cisco or Equivalent	
	10GB SFP+ Transceiver Module	
	LC/PC Multi-Mode	
<b>Project</b>		<b>Project Price</b>
Adamsville Elementary School		
Adamsville High School		
Bethel Springs Elementary School		
McNairy Central High School		
Michie Elementary School		
Ramer Elementary School		
Selmer Elementary School		
Selmer Middle School		

\_\_\_\_\_

Company Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Title

SPIN # \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017

**Name and Contact Information for Project Manager:**

\_\_\_\_\_

## School Location

### **Adamsville Elementary School**

220 S. Elm Street  
Adamsville, TN 38310

### **Adamsville High School**

815 West Main Street  
Adamsville, TN 38310

### **Bethel Elementary School**

4733 Main Street  
Bethel Springs, TN 38395

### **McNairy Central High School**

493 High School Road  
Selmer, TN 38375

### **Michie Elementary School**

6418 HWY 57E  
Michie, TN 38357

### **Ramer Elementary School**

4173 HWY 57W  
Ramer, TN 38367

### **Selmer Elementary School**

533 East Poplar Ave.  
Selmer, TN 38375

### **Selmer Middle School**

635 East Poplar Ave.  
Selmer, TN 3837