

Lasara Independent School District
C/O Mr. Roger Cantu, Business Manager
P.O. Box 57, 6160 E. 6th St. Lasara, Tx 78561
6160 E. 6th St. Lasara, Tx 78561
Phone: (956) 642-3598 Fax: (956) 642-3546

RFP # 2021 – LAS002
E-Rate Year 2021-2022
Internal Connections
Network and Cabling Project

Scope of Work

Respondent Instructions:

1. Vendors responding to RFP # 2021 – LAS002 via overnight services must submit using
6160 E. 6th St., Texas 78561
2. Vendors must clearly include the RFP # 2021 – LAV002 when submitting their response
on the envelope or box.

Corresponding with district:

1. All vendor inquires during RFP period must be via email to Roger Cantu –
rocantu@lasaraisd.net and Roy Lanier - rlanier@stx.rr.com .

Part 1:E-Rate Category 2:

Lasara ISD is requesting that respondents must include in their proposal all required documentation and preferably attend the **walk-through**.

The District reserves the right to down size the project as needed.

Vendor **must** use format for cost sheets and all other pricing sheets.

This project includes hardware, cabling and services as per specifications.

Vendor Grading Table:

Factor	Weight
Price	30
Meets District Standards	25
Prior experience	15
Personnel qualifications	10
Local Network Engineers	15
Attended walk-through	05
Total	100

*Note: The district will also consider appropriate State of Texas criteria.

Table 1

Summary and General Information for each Project ERATE - YEAR 2021-2022

Network Hardware and Cabling.

This section is for network hardware and cabling for district campus. The specifications will be on spread sheets. The approval of the section is dependent on the District Erate budget that is available. Refer to District Instructional Locations. All grade levels are housed on one campus and additional buildings that are used for student instruction.

District requires the Vendor that is selected to help District Staff with Erate Budget and options to purchase hardware that exceeds the Erate budget using local funds

Quantities may change based on walk-through

Location : **Lasara ISD Student Campus Instructional Network needs.**
Scope of Work: Switches – 1-14
Switch and Access Point License
SFP Fiber Module – 1-12
Wireless Bridge - 2
Access Points – 1-21 indoor and outdoor
Wireless Antennas 1-6 sets
Fiber Stacking Cables -1 - 8
Cabling Cat 6 – 1-60 drops
Cabling Cat 6 – 1 – 6 Outdoor
Cabling fiber – 1 600 ft 6 strand 10 gig fiber outdoor
Cabling Fiber – 1- 6 6 strand 10gig fiber MDF to IDF
Patch Cables – 1-60 Cat 6
Patch Cables – 1- 8 Fiber
Wall Mounted Cabinet – 1- 4
Move wall mounted Cabinet
2 Post Racks -1 2
Patch Panels –1- 14
UPS – 1-13
Installation and configuration of all hardware

Non-Erate Network Hardware and Maintenance Hours

Location : **Lasara Administration Building**
Scope of Work: Switches – 1 – 5
Switches and Access point License

SFP Fiber Module – 1-3
Access Points -1-6 Indoor and outdoor
Wireless Antennas 1-2 sets
Fiber Staking Cables -1 - 2
Cabling Cat 6 – 1-20 drops
Cabling Cat 6 – 1 – 6 Outdoor
Cabling Fiber – 1- 6 10gig fiber
Patch Cables – 1-20 Cat 6
Patch Cables – 1- 5 Fiber
UPS – 1-5
Web base Call Manager
License if needed
Receptionist IP phones -1- 2
IP Phones –1- 18
Installation and configuration of IP phone and Web base phone system
Installation of UPS
Installation and configuration of switches and Access points
Annual Maintenance for Phone system
Maintenance 100 hours for Network issues/hardware

Lasara ISD reserves the right not to proceed with any part or the entire project.

Vendor must provide 1 original and 3 copies of RFP with tabs. Original must state it is the original. Include name and contract information of person that the district can contact with questions. Make sure original and copies of RFP have a table of contents, **page numbers and tabs. Also include a signed contract.**

1. *DISTRICT PREFERS VENDORS THAT ARE STATE OF TEXAS DIR VENDORS FOR CISCO AND MERAKI. VENDOR MUST ALSO PROVIDE AN E-RATE SPIN NO. AND FCC REGISTRATION NUMBER WITH RFP.*
2. This RFP requests manufacturer specific equipment (ex. Meraki/Cisco) or equivalent. Lasara ISD has standardized on this equipment throughout all campuses and is providing these manufacturer specific parts lists as they insure the maximum interoperability with the rest of the District's infrastructure. Lasara ISD will consider proposals for equipment that is equivalent to the makes and models of the equipment in this RFP.
3. **Vendors will have to coordinate work schedule with the Rey Garza. Work schedule may vary; during school hours, after school, weekends and district holidays.**

4. **Signing of contracts with vendor is non-binding until determination of award from the SLD and Lasara ISD budget availability. Scope may change depending upon the amount of money granted by the SLD. Lasara ISD has the right to downsize any or all projects.**
5. **Vendor must give at least 5 references for District of similar scope with dollar amount of project with in the last three Erate. Please provide contact person and phone number.**
6. **Vendor must provide a list of all districts that have been awarded Erate projects with vendor in the last 3 years. The list must include the district name, dollar amount, and Erate year.**
7. **Vendor must provide a list of staff with certifications that will be working with this project. As well as distance to travel to district for service call issues**
8. **Vendor must provide all tools and equipment to complete project.**
9. **Engineer Qualifications: Vendor must submit proof of qualifications.**
 - A. Lasara ISD currently has all Meraki hardware
 - B. Lasara ISD prefers that the vendor has Meraki and or Cisco certifications.
 - C. Vendor must list certifications of staff that will be working with Lasara ISD
10. **Vendor must provide distance and location of engineers what will be dispatched for maintenance work or to work on this project. Lasara ISD prefers that Engineers should be dispatched within 50 miles from Lasara ISD with a response time of 4 hours. If not please list distance and response time.**
11. **Vendor must provide a signed contract with RFP.**
12. **By vendor signing contract, vendor agrees to extent pricing of this RFP once district is funded by the SLD and agree to hold pricing and agree to extend the contract past the Erate funding year with approved extensions from the SLD.**
13. **Vendor must sign all district documents that are included in this RFP**
14. **This calls for an “all or none” RFP, this will be a turn-key project.**
15. **Vendor must be available during the evaluation process should there be any questions or should the district request a best and final offer.**
16. **Vendor must bring their own copy of RFP for the walk-through.**
17. **All questions before and after walk-through must be via email addressed to the contact persons listed on RFP.**

18. **Proposed Timeline (subject to revision):**

- Release of RFP and Posting of F-470 January 29, 2021
- **Vendor meeting/walk-through Perfered** February 16, 2021 at 1:30 pm
6160 E. 6th St., Lasara, TX 78561 at the Administrative Building
- Deadlines for Receiving RFP: February 26, 2021 at 10:00 am
- Evaluate and Negotiate: TBA

*** **Lasara ISD prefers that vendors attend Walk-Through**

Those who attend must wear face mask at all times and social distancing is required

- 19. Proposals received after the deadline will not be considered.
- 20. Unsigned proposals will not be considered. Person signing the offer must be authorized to bind their company to the contract.
- 21. All items are to be F.O.B., destination, Freight Prepaid (inside delivery) either to Lasara ISD.
- 22. Vendor is responsible obtaining all permits associated with the project.

- 23. If, through any cause, the Lasara ISD determines that the successful Vendor has failed to fulfill, in a timely and proper manner, the obligations agreed to, the 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.

III. GENERAL REQUIREMENTS: (Applicable to Parts 1 of this RFP as applicable and as required).

Payment Conditions

- 1.1 All payments will be made in accordance with Chapter 2251 of the Texas Government Code. The project(s) will be deemed acceptable when the vendor delivers to the Lasara ISD that is fully functional to the District's specifications and satisfaction.
- 1.1. On Universal Service Fund projects, the Lasara ISD is responsible only for the Lasara ISD's portion of the discounted cost. The Lasara ISD will submit appropriate documentation to the Schools and Libraries Division (SLD) so that the vendor can be paid for the portion that the Lasara ISD is not responsible for paying directly. The vendor is responsible for requesting their portion of payment from the SLD. In the case where subcontractors or shared billing is in place, the vendor is responsible for insuring that all parties are promptly paid (within 10 days of receiving SLD reimbursement).

- 1.2. Acceptance shall be further defined as beneficial use by the Lasara ISD.

WARRANTY

If the vendor procures equipment and material under the contract, the vendor shall obtain for the benefit of the District's equipment and material, warranties against defects in material and workmanship to the extent such warranties are reasonably obtainable.

The vendor shall pass along to the District any additional warranties offered by the manufacturers, at no additional cost to LASARA ISD. This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse acts of vandalism or tampering by the district or anyone other than employees or agents of the vendor.

The vendor's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at the vendor's option. Insurance covering said equipment from damage or loss is to be paid by the vendor until full acceptance of equipment and services:

- Vendor must install and configure new or current hardware, as required.
- Vendor must provide electronic schematic drawings by room and campuses building of all hardware with model number of hardware including Access Points. All network hardware (Switches, Access Points and UPS) must be labeled with (ERATE 2021) All cable drops must be labeled at the MDF and IDF's and where drop is terminated (PAYMENT WILL BE MADE ONCE DRAWINGS ARE TURNED IN TO IT STAFF)

Project will be considered complete upon:

- Completion of all "Punch List" items as noted during a "Walk Through" of campus upon the Contractor indicating Substantial Completion. **All punch list items must be completed within 15 days or payment will not be released.**
Warranty paperwork, test results and As-Builds have been turned in to Technology Department to the attention of Roy Lanier.

SUPPORT AGREEMENT COSTS

- List all support agreement cost by type of hardware / software.
- List cost for after hour support.
- A list discount maintenance charges for every hour hardware is out of service or for every hour that the maintenance personnel are late according to contract response time.
- List onsite response time.
- List if there is a "depot" agreement.
- List of telephone support hours.
- List date when warranties starts and date when warranties ends. (This is the warranty that is at no cost to the district)
- Include copies of support contracts with start dates and end dates.

TRAINING

Vendor must provide on-site training and manuals to LASARA ISD at no cost to personnel selected by the District network operating system, routers and switches. Include schedule and time length of training.

VARIATION IN QUANTITIES AND CONFIGURATIONS

Equipment and capacity requirements are the best estimates currently available. The district reserves the right to modify quantity and configuration requirements. The vendor agrees to sell the district the revised quantity of items at the unit price or lower as stated in the RFP.

PROJECT MANAGER

The vendor will provide a full-time Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make on-site decisions regarding the scope of the work and implement any changes required. The Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation on changes to the work with approval of the School District Project Manager. Project Manager must submit a mandatory written report on a weekly basis on the progress of the project and meet with District Staff and or District Technology Consultant.

VENDOR REFERENCES

Vendors must provide a minimum of five school district 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 which cannot be confirmed will be grounds for vendor disqualification. References must include company name, address, and phone number contact person. Also a brief summary of the actual projects performed for the customer should be included as well as the total cost of the last project.

The District may, with full cooperation of the vendors, visit client installations 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.

LICENSING

The vendor must provide a list of all applicable licenses currently held by installation personnel or certifications.

WORKING HOURS

Vendor must be **prepared to work on weekends and after school hours** in order to complete job or meet deadlines as needed.

MANPOWER

Due to the implementation plan of this project, a large contingent of manpower may be required for limited durations. Provide a description of manpower availability and how this requirement will be met.

COMPLIANCE WITH LAWS AND REGULATIONS

The vendor's performance of work shall comply with applicable federal, state, and local laws, rules, and regulations. In the event of violation, the vendor shall pay all fines and penalties, including attorney's fees, other defense costs, and expenses in connection: including any expense in cabling or hardware. **Vendor must also comply with all ERATE requirements and regulations.**

FEDERAL COMMUNICATIONS COMMISSION:

Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified prior to installation in the District's property and/or final acceptance by the District.

SAFETY

The vendor shall take the necessary precaution and bear the sole responsibility for the safety methods employed in performing the work. The vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The vendor shall identify and hold harmless the District from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on the district because of the vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

Part 1:
NETWORK AND
CABLING
Refer to E-RATE YR
2021-2022 RFP
Spread Sheet
Is in another attachment