

2021

Crestwood School District Request for Proposals

TECHNOLOGY DISTRICT CORE REFRESH

DAMIEN BLANCHARD

281 South Mountain Boulevard,, Mountain Top, PA 18707 |

Part 1 – Introduction

1.1 Purpose of RFP

The Crestwood School District is in the process of restructuring the network infrastructure and technology services to support the mission and vision of the school. Integration of 21st Century Teaching methodologies, utilizing digital content as part of regular instruction, and developing a secure environment for student learning are key to the project.

As part of this project, the school district is replacing its core switch for the district. This Request for Proposals will address one key proposal area; Core Refresh.

The school district intends to select a company who demonstrates the highest level of knowledge, experience, technical skills, customer service and cost-efficiency in public school networking equipment. It is our intent to work with the selected company on future projects that arise from the study. However, we may choose to not engage in services with the selected firm or to use other firms in addition to the selected firm on different projects.

The district will evaluate the proposals and make its selection using its sole discretion. We reserve the right to select any company, to select different companies for different projects, to reject any and all proposals and to use companies who have not responded to the RFP.

1.2 The School District

Crestwood School District is comprised of the following municipal subdivisions: White Haven Borough, Penn Lake Park Borough, Nuangola Borough, Slocum Township, Rice Township, Dorrance Township, Wright Township, Fairview Township and Dennison Township. We currently maintain (2) Elementary Schools and (1) Secondary Campus. Our student enrollment is approximately 2,800.

Office of the Superintendent

281 South Mountain Blvd.
Mountaintop, PA 18707
570-474-6888
email: stephanie.otero@csdcomets.org

1.3 Issuing Officer

The Technical Contact for this RFP is:

Damien Blanchard

Technology Director

Crestwood School District

281 South Mountain Boulevard,, Mountain Top, PA 18707 |

Phone: 570-474-6782 ext. 343

Fax: 570-474-2254

Damien.blanchard@csdcomets.org

Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence should be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "FIBER STRUCTURED WIRING" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.

1.4 Security and Pennsylvania Act 34 Clearance/Act 151 Clearances

All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by law (and submit the results thereof) such as:

For Pennsylvania Residents: Form SP4-164-Pennsylvania State Police "Request for Criminal Record Check" – Call 717-783-5494; Act 34

Out-of-State Residents: Pa. Form SP4-164 and FBI Background Check; Act 114

Pennsylvania "Child Abuse History Clearance" – Call 717-783-6211; Act 151

Fingerprints, as required, Act 114

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and each school has cleared the personnel for work in Customer's locations.

1.5 Tax Exempt Status

Customer is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals include all applicable taxes, fees and surcharges from which Customer is not exempt or that is imposed or assessed by Vendor.

1.6 Buildings Subject to Core Refresh

Secondary Campus

Rice Elementary

Fairview Elementary

1.7 Scope of Work / Equipment List:

Quantity	Model	Description
2	MS425-32-HW	Cisco Meraki Cloud Managed Ethernet Aggregation Switch MS425-32 - Switch - managed - 24 x 10 Gigabit SFP+ + 2 x 40 Gigabit QSFP+ (uplink) - front to back airflow - rack-mountable
2	MA-CBL-40G-50CM	Cisco Meraki - Stacking cable - QSFP to QSFP - 1.6 ft
2	LIC-MS425-32-5YR	Cisco Meraki Enterprise - Subscription license (5 years) + 5 Years Enterprise Support - 1 switch
10	CON-RO4-MS42532H	5 years -Cisco Return Material Authorization (RMA) Only - Extended service agreement - advance parts replacement - shipment - 24x7 - response time: 4 h
20	MA-SFP-1GB-TX	Cisco Meraki - SFP (mini-GBIC) transceiver module - GigE - 1000Base-TX
32	MA-SFP-10GB-LRM	Cisco Meraki - SFP+ transceiver module - 10 GigE - 10GBase-LRM - up to 722 ft
4	MA-SFP-10GB-SR	Cisco Meraki - SFP+ transceiver module - 10 GigE - 10GBase-SR - up to 1310 ft

All pricing should include equipment, as well as installation and configuration of the equipment. Vendor will provide training of customer on operation and configuration of all new equipment. (Up to single day)

Proposals must include a description of the warranty for the equipment specified. Descriptions should be specific and include the number of years covered by the warranty for each item.

*ALL LABOR SHOULD BE CALCULATED USING PREVAILING WAGE

Please provide a timeline for installation, including lead-time on equipment, pre configuration, prep time and physical installation. The districts daily work schedule cannot be affected by this project, thus all work pertaining to this RFP may have to be done after school hours or on weekends. The contractor shall make the appropriate arrangements for same.

1.7.1 Compatibility

Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the District's existing equipment and protocols, which are as follows:

- Meraki Dashboard
- Meraki MX600 Firewall
- Meraki MS250-48FP Switches
- Meraki MR52 Access Points

1.7.2 Testing

Customer shall have no obligation to the Vendor for any payment under this Agreement until the appropriate acceptance testing, as described below, is successfully completed.

1. Criteria

The acceptance test shall begin when the Vendor notifies Customer in writing, that the contracted products and services have been installed, tested, and certified by the Vendor and are ready for Customer verification. It will end when the contracted products and services have met all acceptance test requirements by operating in conformance with and satisfying all conditions of the RFP specifications and the Vendor's response to these specifications. Failure to meet or exceed all of these requirements shall constitute failure to successfully complete this acceptance test.

2. Continuation of Acceptance Test

In the event that the products or service do not successfully meet or exceed the requirements of an Acceptance Test, Customer may, at its sole discretion, elect to have the Vendor retest and certify the products or services or repeat any or all acceptance test(s) itself. The Vendor shall be responsible for all direct and reasonable Customer costs incurred related to performing a repetition of the acceptance tests. Such additional costs shall be deducted from the amount owed the Vendor upon successful completion of the additional tests.

3. Failure to Meet Standard of Performance

If the products or services fail to successfully meet all requirements of an Acceptance Test, Customer may, at its sole option, require the Vendor to correct the problem, or may terminate this Agreement and, in addition to pursuing its other remedies, require the Vendor to remove its products and services at the Vendor's expense.

4. Consultant Compensation

Should Customer require additional services to provide monitoring, testing, issue resolution, or attendance or participation in meetings, or other related actions that are not included in the scope of work between Customer and its consultant, the cost for the consultant services will be the responsibility of the Vendor responding to this RFP. By responding, the Vendor agrees to this stipulation.

1.7.3 Facility Preparation

Removal and Replacement of Ceilings

Carefully remove existing ceilings as required to perform the work. Store removed tiles in an area designated by Customer. Modify and augment existing suspension systems as necessary. Restore ceiling systems to their original finish.

Repair any damage to ceilings due to modifications, removal, and replacement of same. Replace damaged ceiling tiles, including tiles with holes or openings left as a result of demolition, with materials of like kind.

Cleaning

Cleaning shall be performed to the satisfaction of Customer's Representative.

Unless otherwise indicated, clean shall mean free of dust, dirt, mud, debris, oil, grease, residues, and contamination. Acceptability shall be determined by sight, touch, and wiping with a clean soft cloth and suitable cleaning agent.

Workmanship

Materials shall be new and shall conform to the standards of UL, Inc., in every case where such a standard has been established for the particular type of material in question. Work shall be executed in a workmanlike manner and a technically competent foreman shall be provided for the entire project.

After wires are pulled in and devices and equipment are installed, the Vendor shall make tests for performance, etc., and shall immediately remedy any defects. The vendor shall provide equipment for tests.

The work performed under this specification shall be good quality and performed in a workmanlike manner. In this context "good quality" means the work shall meet industry technical standards and quality of appearance. Customer's project manager reserves that right to reject all or a portion of the work performed, either on technical or aesthetic grounds.

Work under this Contract must be so performed such that the progress of the entire project, including work of all trades, shall not cause delays or interference. Materials and apparatus shall be installed as fast as the condition of the facility will permit.

Material Storage and Office Space

The Vendor shall maintain at his own expense, where directed on the premises, neat covered storage for material and equipment, Equipment or material damaged during the construction period shall be replaced at the Vendor's expense.

Code Compliance

The Vendor shall ensure that designs, equipment, materials, and installations are in compliance, in proper hierarchy, with applicable local, state, and national codes and regulations; the National Electrical Code (NEC) (NFPA-70) and Uniform Fire Prevention and Building Codes; the requirements and standards of the National Fire Protection Association Life Safety Code (NFPA-101), and applicable Underwriters' Laboratories, Inc. specifications.

If compliance with the above would result in equipment, materials, or installations that do not meet the technical requirements the specification, the Vendor shall inform Customer's project manager that a conflict has been identified.

The Vendor shall be responsible for compliance with state, and local safety regulations, or in the absence thereof, with the provisions of the Manual of Accident Prevention in Construction of the Associated Customers of America, Inc. and the applicable provisions of the Occupational Safety and Health Act of 1970 (OSHA).

Elements of this system associated with twisted-pair copper based data communications must meet the requirements for 1000 Megabits per second (Mbps) transmission over twisted-pair cables. These requirements are identified by the ANSI X3T9.5 standard as Twisted-Pair - Physical Media Dependent (TP-PMD), including cable and cordage in compliance with the ANSI/TIA/EIA-568-B requirements for Category 6 performance for cable and terminations including jacks, and cordage connectors.

1.8 Timeline:

Building Tours (if needed): Wednesday, July 7, 2021 at 9:00am. Must contact Director of Technology (Damien Blanchard) via email damien.blanchard@csdcomets.org or phone 570-474-6782 x343 by Tuesday, July 6, 2021 by 1:00pm.

Deadline for RFP questions: Friday, July 13, 2021 at 1:00pm

RFP responses due: Tuesday, July 20, 2021 at 11:00am

Selection: TBD

1.9 Responses

Three identical, signed hard copy paper proposals in response to this RFP must be received on or before 11:00am E.S.T. on July 20, 2021, and must be addressed to the Office of the Superintendent at the address listed above in Section 1.2. In addition, a complete electronic copy of each proposal must be emailed to the Issuing Officer in Section 1.3 by the deadline.

If you are a COSTARS affiliated company, please provide you COSTARS account number on your bid.

The Crestwood School District intends is to award a contract to the successful bidders following the approval by the school board.

Customer reserves the right to reject late-filed proposals that may be received prior to the opening and review of proposals. Any proposal received after Customer has opened and reviewed proposals will be rejected out of hand.

1.10 Scoring of Proposals

The following evaluation tool will be used to score services:

Service Provider:		
Evaluation Criteria		Possible Score
1. Compliance with General Provisions		10
2. Service Requirements Proposal meets District Needs and Intent		25
3. Business Administration Capabilities Similar Project Experience Desired Company Qualities Qualifications Certifications Other business administration capabilities		25
4. Pricing for Services		40
Total		100

1.11 Additional Information

Customer reserves the right to:

- Amend, modify, cancel this RFP or not award any contract;
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers;
- Award a contract for any or all parts of the RFP to one or more service providers and negotiate terms and conditions to meet requirements consistent with this RFP;
- Utilize any and all ideas submitted in the RFP proposals received;
- Request providers to clarify their RFP proposals.