

Bid Number 2023-02

Request for Proposal (RFP): USAC E-rate Eligible Telecommunications, Managed Internal Broadband Services

Ford Heights School District #169 is seeking sealed bids for the Universal Service Administrative Company (USAC) E-rate funded Telecommunication Managed Internal Broadband Services and Basic Maintenance of Internal Connections throughout the District's three schools and Central Office.

All services must include 24 x 7 x 365 remote monitoring, diagnosis and repair of all network components. In addition, these management services are required, but not limited to the following:

All network hardware

All network operating software

All circuit status

WAN/LAN analysis

Circuit performance

Multi-system configurations and back-ups

Wireless components

Device administration functions

Carrier incident handling

Maintenance of software, patching and security

Preventative maintenance

Authorized District Contact Personnel are to be notified immediately about any issues that arise

Written reports, documentation of services rendered, and any components/software installed are **mandatory** before invoicing for any services

All work must be performed in a professional and workman like manner consistent within the industry standards at the time of installation. **Strict social distancing, all CDC and IDPH guidelines, will be adhered to. Non-compliance will result in the termination of the contract.**

The vendor also acknowledges that new models and software may be available at the time of the installation in the network. The vendor must inform the District if new

upgrades are being installed. The District must approve all substitutions from the original bid.

Any questions concerning this bid may be directed to Mrs. Coretta Jackson, Assistant Superintendent of Business Administration and Operations at 708-758-1370 ext. 1101.

Costs are to be itemized as follows:

Total Proposal cost for all new required hardware, software and configuration.

Total Proposal cost for any required new cabling.

Total for all one-time service/equipment/installation/activation/or other costs.

The **GRAND** total cost for **ALL** services must be stated.

Prices are to be given for a one (1) year contract

Contract start/end dates: 7/1/2023 to 6/30/2024

Bidder's Walk Thru

There will be one **Bidder's Walk Thru**. This will be held on **Thursday, February 9, 2023, at 10:00 a.m.** Central Standard Time for any interested bidders. Bidders are to report to the District Administrative Building.

ATTENDANCE AT THE BIDDERS WALK THRU IS OPTIONAL.

BID CLOSING

Sealed bids will be accepted until 9:00 a.m. Central Standard Time on Thursday, February 23, 2023. No bids will be accepted by Fax or E-mail. All bids MUST be in a sealed opaque envelope/package and delivered to the Administrative Building at:

Ford Heights School District 169

Administrative Building

910 Woodlawn Avenue

Ford Heights, Illinois 60411

Attention: Mrs. Coretta Jackson

Assistant Superintendent of Business Administration and Operations

In addition, each sealed bid should be clearly labeled with the following information:

Bid Number 2023-02

Vendor name and address

BID OPENING

No bids will be accepted by Fax or E-mail. Sealed bids will be opened at **9:30 a.m.** Central Standard Time, on **Thursday, February 23, 2023**, in the conference room of the District Administrative Building. Bidders may attend the bid opening if desired.

THIS PROJECT IS SUBJECT TO, AND CONTINGENT ON, E-RATE FUNDING APPROVAL BY THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY, SCHOOLS AND LIBRARIES PROGRAM (USAC). DENIAL OF USAC FUNDING TO THE DISTRICT WILL CANCEL THIS ORDER.

WORK SHALL NOT COMMENCE UNTIL USAC FUNDING HAS BEEN APPROVED.

Any substitutions, deletions or changes to this RFP must be disclosed at the time of the letting of the contract for this RFP. Any hardware, software, configuration, cabling, labor or installation costs required to implement compatibility or interfacing with the District's existing networks hardware, software, cabling or operating systems are the responsibility of the vendor.

The District strongly recommends the vendor complete a site visit to identify any possible configuration/interfacing issues. The RFP contract will not be considered completed nor will funds be released until the District's network is fully functional.

The Board of Education of Ford Heights School District 169 reserves the right to waive, modify or reject any bid specifications, which are in the best interests of the District, on any or all bid submittals.

Please supply the following information, PLEASE PRINT

Company Name

Address, Street

City, State, Zip

Contact person

Title

Office Phone number

Cell phone number

E-mail address

Company SPIN No.

REFERENCES:

Company

Contact person/Title

Phone number

Company

Contact person/Title

Phone number

Company

Contact person/Title

Phone number

Company

Contact person/Title

Phone number

Please provide any other information that will add clarity or enhance your bid.

IN ADDITION:

THE FOLLOWING BIDDERS FACT SHEET MUST BE COMPLETED AND INCLUDED IN YOUR BID.

Bidders Fact Sheet

ITEM	1 YEAR CONTRACT	COMMENTS
Total E-rate base bid price	\$ _____	
Any one-time costs	\$ _____	Software, configuration, installation, cabling, hardware, or any one-time costs
GRAND TOTAL	\$ _____	ALL COSTS
Minority contractor	YES NO	Include minority firm certification form
Years in business, in this field	Years _____	Include the years in business working in this technical field ONLY
Vendor agrees to be paid through E-rate SPI Process	YES NO	
Have you ever done business with the District before?	YES NO	Include a list of the projects, the year awarded the contract and the approximate cost

I acknowledge and agree that this RFP shall be added as an addendum to the specifications, terms and conditions for this contract.

Signature _____

Title _____ Date _____