REQUEST FOR PROPOSALS

FOR

TELECOMMUNICATIONS SERVICE

Ethernet Service

(RFP 2012-01)

II. INSTRUCTIONS

Interested firms are invited to submit one (1) original signed proposal, two (2) hard copies, and one (1) digital copy (CD or flash drive). The proposal shall be made in the format provided and the complete proposal, together with any and all additional materials, shall be enclosed in a sealed envelope addressed and delivered no later than 4:30 p.m. on Friday, February 24, 2012 to the following address:

Sacramento City Unified School District
Contracts Office
5735 47th Avenue
Sacramento, CA 95824

The sealed envelope shall be marked on the outside lower left corner with the words
Telecommunications Services (Ethernet)
their proposal is received prior to the scheduled closing time for receipt of proposals. No corrected or resubmitted proposals will be accepted after the deadline.

This Request for Proposals does not commit the Sacramento City Unified School District (District) to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. The District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

Requests for Information

Questions related to this RFP should be submitted in writing

IV. MULTI-YEAR CONTRACT

The Sacramento City Unified School District is requesting that the selected vendor enter into a minimum three year contract for E-Rate Eligible Equipment and Services. The contract shall begin on July 1, 2012 and can be extended for a maximum of five (5) years at the sole discretion of the Sacramento City Unified School District.

V. VENDOR REQUIREMENTS

Vendor must meet or exceed all minimum qualification requirements.

All submitted quotes must provide at a minimum, all requested information in this document. Each response will be reviewed to determine if it is complete prior to evaluation. The information should be organized as indicated in the requirements. Any portions of the proposal, which are to be treated by the Sacramento City Unified School District as proprietary and confidential information, must be clearly marked as such.

The Sacramento City Unified School District

VII. PROCESS FOR SELECTING FIRM

A Selection Advisory Committee will select and rank in the order of their qualifications those companies deemed to be the most highly qualified to perform the required work.

The Selection Advisory Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the District. If interviews are held, the chairperson will notify those companies selected as to place, date, and time. The District will make investigations as necessary regarding the

The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments and evaluation scores as well as the contents of all proposals become public information. Firms that have not been selected shall be so notified in writing after the conclusion of the selection process.

VIII. ADDITIONAL

bidder from obligations with respect to his proposal or the contract. The submission of a

7. ERROR IN PROPOSAL: Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his/her proposal at any time before the proposals are due; and, having done so, no bidder will be permitted to resubmit a proposal.

8. WITHDRAWAL OF PROPOSAL: Any bidder may withdraw his proposal by written request. All proposals received by the District shall remain subject to the acceptance for a period of ninety (90) calendar days after the date of the proposal opening.

9. AWARD OF CONTRACT LIMITATION: No proposal will be accepted from or contract awarded to any party or firm in arrears to the District, or

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22. EQUAL OPPORTUNITY EMPLOYMENT: Bidder, in submitting his proposal certifies that he is an Equal Opportunity Employer, and certi

proposal and the contract negotiated implementing this proposal, are conditional and subject to full E-Rate funding by the SLD. The District reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.

26. SPIN: Each vendor providing services to the District as part of the E-Rate program must

APPENDIX A

Sacramento City Unified School District Schools

School	Address	Zip
District Office (Host)	**5735 47th Ave**	**95824**
A. M. Winn Elementary	3351 Explorer Drive	95827
A. Warren McClaskey Adult	5241 J Street	95810
Abraham Lincoln Elementary	3324 Glenmoor Drive	95827
Albert Einstein Middle	9325 Mirandy Drive	95826
Alice Birney Waldorf	6251 13th Street	95831
American Legion	3801 Broadway	95817
Arthur A. Benjamin Health Professions High	451 McClatchy Way	95818
Bowling Green - Chacon Lang & Science	6807 Franklin Blvd.	95823
Bowling Green - McCoy Academy	4211 Turnbridge Drive	95823
Bret Harte Elementary	2751 - 9th Avenue	95818
C. K. McClatchy High	3066 Freeport Boulevard	95818
Caesar Chavez Elementary	7500 - 32nd Street	95822
Caleb Greenwood K-8	5457 Carlson Drive	95819
California Middle	1600 Vallejo Way	95818
Camellia Basic	6600 Cougar Drive	95828
Caroline Wenzel Elementary	6870 Greenhaven Drive	95831

Hollywood Park Elementary	4915 Harte Way	95822
Hubert H. Bancroft Elementary	2929 Belmar Street	95826
Isador Cohen Elementary	9025 Salmon Falls Drive	95826

The Met High	810 V Street	95818
Theodore Judah Elementary		

APPENDIX B

BID FORM (RFP 2012-01)

ETHERNET SERVICE
FISCAL YEAR 2012-2013

Vendor Name:_____

Printed Name & Title of Person Authorized to Submit Bid:

_____

Vendor SPIN:_____

Vendor Phone:_____

District is looking for two, three and five year terms on all listed below.

EXISTING SERVICES (highlighted below) and PROPOSED SERVICES

Item no.	Site		20 Mbps	50 Mbps	100 Mbps	250 Mbps	500 Mbps	1000 Mbps	One-time Install
1.	**District Office (Host)**							Upgrade to 7	
2.	A. M. Winn				Upgrade				

20.

62.	Transportation				New				

BIDS DUE: FRIDAY, FEBRUARY 24, 2012
NO LATER THAN 4:30 P.M.

E-rate Service Provider Contact Information
Fiscal Year 2012-13

Vendor must provide the following information

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and Sacramento City Unified School District:

Name: _____

Title:_____

Company:_____

Address:_____

City, State, Zip code:_____

_____

Phone:_____

Fax:_____

Email:_____

Include other important contact info