

IRVING INDEPENDENT SCHOOL DISTRICT
PURCHASING DEPARTMENT
2621 West Airport Freeway IRVING, TX 75062
PHONE: (972) 215-5440 FAX: (972) 215-5442

REQUEST FOR COMPETITIVE SEALED PROPOSALS

CSP # 09-02 Cisco Network Equipment for the Academy of IISD

Please RESPOND on the following not later **than 2:00 PM, October 30, 2008"**

SUBMIT ONE ORIGINAL AND TWO COPIES OF BID.

Mark sealed envelope: "CSP # 09-02 Cisco Network Equipment for the Academy of IISD"

This **proposal will open at 2:00 PM, October 30, 2008"** and deliver to the Purchasing Office address at the top of this form or mail to:

MAIL TO:

Rick Powell, Director of Purchasing
Irving ISD
P.O. Box 152637
Irving, TX 75015-2637

OR DELIVER TO: 2621 West Airport Freeway, Irving, TX 75062

Any submissions of information or documents to Irving ISD (District) pursuant to this bid or proposal is deemed public information by the District unless the Director of Purchasing of the District is otherwise noticed in writing and responds to vendor in writing receiving said notice.

In determining the award of contracts, the District shall consider factors in accordance with Section 44 Texas Education Code.

The right is reserved to accept or reject quotations on each item separately or as a whole.

IRVING INDEPENDENT SCHOOL DISTRICT

By:



Richard Powell, Director of Purchasing

Vendor legal name: _____

Signature of vendor's authorized representative _____ Date _____

Printed name _____ Email _____

Phone () _____ Fax () _____

Vendors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. Bidder certifies that the company complies with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential Competitor;
- c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

Texas Education Code Section 44.034.
Notification of Criminal History of Contractor

a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Vendor response (initial): negative _____ or see attached information _____

b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

c) This section does not apply to a publicly held corporation. Initial if (c) applies _____

Is the vendor licensed to do business in the state of Texas? yes _____ no _____

If awarded under this CSP # 09-03, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services for Irving ISD. yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Signature _____

Printed Name _____

Company Name _____

Telephone Number () _____ Date _____

CONFLICT OF INTEREST

Effective May 25, 2007, Section 176.006, Local Government Code requires that persons or agents who enter or seek to enter into a contract with a local government entity shall file a completed conflict of interest questionnaire (Form CIQ), if they have an employment or other business relationship with an officer or family member of an officer of the entity or have given the officer or family member gifts in excess of \$250 aggregated over a twelve-month period. Failure to disclose this information is a Class C misdemeanor. This requirement will be addressed in all request for bids or proposals but vendors doing business with the district by purchase orders must also complete this form. Negative responses are not required.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT

Approximately 52 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). Should any of these entities decide to participate in this bid, would you (the vendor) agree that all terms, conditions and specifications apply?

_____NO, _____YES

Terms and conditions and pricing will be the same as Irving ISD.

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.

Signature _____

Printed Name _____

Company Name _____

Date _____

**Irving Independent School District
CSP # 09-02**

Competitive Sealed Proposal: Cisco Network Equipment for the Academy of IISD

1 Requirement

- a. The intent of this Competitive Sealed Proposal (CSP) is to provide a turn-key installation of switches and IEEE 802.11n wireless Ethernet networks at the Academy of Irving ISD. The following specific Cisco equipment is required:

Part Number	Description	Qty.
Academy HS Wireless		
AIR-LAP1252AG-A-K9	802.11A/G/N-D2.0 2.4/5-ghZ Mod Unified AP; 6 RP-TNC;FCC	47
AIR-ANT2422DW-R	2.4-GHz 2.2 dBi Dipole Antenna RP-TNC White Qty 1	141
AIR-ANT5135DW-R	5GHz dBi Dipole Antenna RP-TNC White Qty 1	141
AIR-NO-PWR-SUPPLY	Power Supply Not Shipped	47
S125RK9W-12410JA	Cisco 1250 Series IOS WIRELESS LAN LWAPP RECOVERY	47
CON-SNT-LAP1252A	SMARTNET 8X5XNBD 802.11a/g/n-d2.0 2.4/5-GHz Mod Unified A	47
AIR-WLC4404-100-K9	4400 Series WLAN Controller for up to 100 Lightweight APs	1
GLC-SX-MM	GE SFP, LC connector SX transceiver	12
AIR-PWR-CORD-NA	AIR Line Cord North America	1
SWLC4400K9-42	Cisco Unified WLAN Controller SW Release 4.2	1
SWLC4400K9-42-ER	Cisco Unified WLAN Controller Emergency SW Release 4.2	1
CON-SNT-WC440410	SMARTNET 8x5xNBD 4404-100 WLAN Controller	1
Academy HS Switches		
WS-C3750E-24PD-S	Catalyst 3750E 24 10/100/1000 PoE+2*10GE(X2), 750W, IPB s/w	11
CON-SNT-3750E2TS	SMARTNET 8x5xNBD WS-3750E-24PD-S	11
CVR-X2-SFP	Twin Converter Module	11

- b. The Academy has inline power switches already available in each closet. The District will provide individual Cat 5e wiring to each AP from the designated wiring closets.
- c. IISD will apply for discounts from the Schools and Libraries Division (SLD) of the [Universal Service Administrative Company](#) (USAC) to offset the direct cost to the district for the 90% schools listed above. As such, the vendor shall guarantee all costs until final funding approval is provided by SLD, and a final installation date is negotiated between IISD and the vendor. If E-Rate discounts are not provided, the District reserves the right to cancel the selection of a vendor at no cost to the District.
- d. Each vendor must provide their USAC Service Provider Identification Number with each proposal response.
- e. Installation, configuration, testing and documentation must be completed, and all systems should be fully operational by August 15, 2009 or as agreed upon based on the approval and release of E-Rate discounts.
- f. The vendor shall use the results of site surveys to be provided by the Irving ISD to install and configure this wireless network. The IEEE 802.11n wireless Ethernet network will include installation, configuration and maintenance.

2. **Contract Process:** Proposals shall be reviewed and evaluated based upon the factors that are listed below in the order of their relative importance:

- a. Purchase price (weighted x5), **the primary criteria for purchase**
- b. Extent to which the goods and services meet district's needs. (weighted x3)
- c. Quality of vendor's goods and services. (weighted x3)
- d. Total long term cost to the district to acquire the vendor's goods or services. (weighted x3)
- e. Vendor's past relationship with the district. (weighted x2)
- f. Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses. (weighted x1)
- g. Reputation of vendor and vendor's goods or services. (weighted x1)

The raw score will be 1 through 4 and may be infractional increments, and will be multiplied by the weight to give the total score. The performance criteria are listed in the attached Evaluation Form. Vendor may include its proposed contract in its response to this CSP. The contract form should already have been used, and approved with other Texas school districts, other units of local government, and/or State Agencies. Purchase orders will be issued to the successful Vendor for the specific requirements identified in this CSP. This request for proposal and the Vendor's response will be added by reference as an Addendum to the contract.

3. **Format of Response:**

- a. Offers will be received and publicly acknowledged at the Irving Independent School District Purchasing Conference Room, at 2:00 PM on October 30, 2008. All proposals shall be received by the 2:00 PM deadline. Late proposals shall be returned unopened. The School District shall not be responsible for delays due to the mail service or any public carriers.
- b. All responses must include references of three similar installations. The references must include contact name, telephone number, and a description of the project. Along with all itemized pricing information, the response will specify the anticipated delivery date for all equipment and anticipated completion of installation by location.
- c. **Itemized Pricing:** The vendor shall provide a price for each item specified in paragraph 1a, and include an installation cost.
- d. The vendor may **not** propose equipment other than the Cisco products specified. The District has standardized on the Cisco platform to minimize the impact on District-wide maintenance, reduce the requirement for training and varied skill sets for a limited network staff, ensure equipment compatibility and interoperability, simplify local and vendor technical support, and alleviate the requirement for multi-vendor on-site spares.
- e. All equipment must be new. No reconditioned equipment may be substituted or proposed.
- f. One signed original and two copies of the response will be submitted to:

Irving Independent School District
Attn: Director of Purchasing
2621 Airport Freeway
Irving, TX 75062
- g. Any and all questions prior to the closing date should be directed to:

Lee Watts
Irving Independent School District
2621 Airport Freeway
Irving, TX 75062
(972) 215-5288 lee@irvingisd.net

h. No other District employee, School Board member or District consultant shall be contacted during this proposal process without prior approval of Mr. Watts. Failure to comply may result in disqualification.

i. The School District reserves the right to reject any or all proposals. The School District also reserves the right to award a partial contract in the event that they deem it in the School District's best interest.

4. **Project Cost:** Cost is to include all materials, labor, permits, insurance, document preparation costs, and any other charges or fees that may be required for project completion. Itemized estimates for the total project shall be provided as part of this proposal response.

5. **Other:** The Contractor is to provide any other information that may be beneficial to aid the District in the vendor selection process.

6. **Scope of Work**

a. The vendor will perform the following installation services for the **network switches** listed on the product list at paragraph 1a.

- Disconnect all cabling connecting equipments to be replaced
- Remove original equipment to be replaced
- Inventory and document the equipment being replaced including make, model and serial number, and provide the inventory as a deliverable to Irving ISD
- Transport the replaced equipment to a local Irving ISD warehouse.
- Unpack and inventory all new equipment.
- Remove all packing material from campus and transport to an acceptable location.
- Record serial numbers of all equipment and attach a District-provided fixed asset tag to each piece of equipment. Provide a listing of the serial numbers and associated fixed asset tag to the District as a deliverable.
- Affix a mechanically printed label, ½ inch in height, white background with black text. Individual label markings will be consistent with Visio drawings provided by IISD.
- Assemble and install chassis components.
- Verify correct voltage setting.
- Perform power-on self-test.
- Check revision of operating system where applicable.
- Install equipment into pre-installed racks within an environmentally sound location as per the requirements provided with the equipment.
- Connect any cables provided by the Customer that adjoin two networking devices.
- Reconnect Cat 5 cabling from patch panels to new equipments using cables previously disconnected.
- Dress Cat 5 cabling in a manner that provides security, functionality, and is aesthetically acceptable as per the wire management manufacturers intended use.
- Provide and install appropriate quantity of ½ inch double sided Velcro for dressing Cat 5 cabling.
- Have qualified personnel present during functional test verification of newly installed equipment.
- Replace defective equipment within three (3) business days.

- b. The vendor will perform the following installation services for the **IEEE 802.11n wireless Ethernet access points** listed on the product list at paragraph 1a.
- Disconnect all cabling connecting equipments to be replaced
 - Remove original equipment to be replaced
 - Transport the replaced equipment to a local Irving ISD warehouse.
 - Wireless IEEE 802.11n Ethernet Access Points (AP) – The vendor shall provide and install Cisco Aironet series as specified in the site survey to be provided. These Aironet APs must be backwards compatible with the installed base of IEEE 802.11a/b/g network interface cards that are currently used.
 - The AP will be ceiling mounted. The District will provide a Cat 5e cable to each access point. The vendor shall connect the AP to the cable provided.
 - The AP will be capable of configuring both the power and the frequency. The power and frequency will be preset as per the site survey.
 - The AP will include the proper mounting kit and antenna for each access point. The vendor shall install the AP on this mounting kit as per mounting kit instructions.
 - The IISD will provide the appropriate IP addresses and configuration information to the vendor for the APs provided as a part of this proposal. The vendor shall configure each AP as required.
 - Any ceiling tiles that are damaged during the installation shall be replaced at installer's expense.
 - The vendor shall unpack each AP and discard all excess materials.
 - The vendor shall record serial numbers of all equipment and provide it to the District as a deliverable.
- c. **Irving Independent School District will:**
- Approve and supply proper purchase order for hardware, software, maintenance and service installation as needed.
 - Verify receipt of all equipment and cables prior to installation scheduling.
 - Provide Visio 2003 compatible drawings of MDF and IDF closets, including locations, for the purpose of physical mounting and connection of equipment by the Vendor.
 - Configure all newly installed equipment after installation.
 - Verify interface specifications and requirements.
 - Verify AC or DC power requirements and site environmental specifications.
 - Provide for scheduling of network cutover downtime where applicable.
- d. **Acceptance Testing** - The acceptance test shall consist of a successful one hour IEEE 802.11n wireless connection between a laptop with one of the District's wireless NICs installed connecting to the Internet as the initial test.
- a. The vendor will display the connection statistics between the APs and the Ethernet switches showing no packet loss, or CRC errors.
 - b. The vendor will demonstrate a successful connection between a laptop computer and each AP installed in the school. This test will indicate the AP that is hosting the connection and demonstrate a successful a connection.

EVALUATION FORM FOR BIDS/PROPOSALS

Bid/Proposal # _____

Title _____

Vendor's Name _____ Evaluator's Initials _____

Weights: 2-5 weights are used only if included in Request for Bids or Proposal, otherwise all 1s. Point Scoring is indicated below:

Criteria	Justification for ± rating				Points	Weight	Total Score
1. Purchase price	Lowest price vendor will receive the highest rank points and the remaining vendors will be ranked in order from lowest to highest price.					x5	
Points	4	3	2	1			
2. Reputation of vendor and vendor's goods or services	Vendor provides at least 3 letters of reference from similar districts; is regarded by other districts for quality work and excellent support	Vendor provides at least 3 letters of reference; is regarded by other districts for quality work and good support	Vendor provides less than 3 letters of support; is regarded by other districts as providing adequate service	Vendor provides no letters of reference; is known to have issues with other districts or provides poor service and support		x1	
3. Quality of vendor's goods and services.	Vendor has provided excellent service in the past	Vendor has provided good service in the past	Vendor has provided adequate service in the past	Vendor has provided poor service in the past		x3	
4. Extent to which the goods and services meet district's needs.	Product meets all of the district's specifications and/or needs; vendor has value-added product or service	Product meets all of the district's specifications and/or needs	Product meets most of the district's specifications and/or needs	Product does not adequately meet district's specifications and/or needs		X3	
5. Vendor's past relationship with the district.	Vendor has worked with district on more than 3 occasions in the past; Vendor has had excellent working relationship with district in the past	Vendor has worked with district on 2 or 3 occasions in the past; Vendor has had a good working relationship with district in the past	Vendor has worked with district on only 1 occasion in the past; Vendor has had an adequate working relationship with district in the past	Vendor has never worked with district before		x2	
6. Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses	Vendor has submitted an HUB form and if an HUB company, has demonstrated compliance with all laws and rules	-	-	Vendor has not submitted HUB form and could not comply with all laws and rules		x1	
7. Total long term cost to the district to acquire the vendor's goods or services	Vendor with lowest long term costs will receive the highest rank points and the remaining vendors will be ranked in order from lowest to highest price.					x3	
8. Any other relevant factor specifically listed in the request for bids or proposals.						n/a	
Grand Total Score							