



SCHOOL DISTRICT TWO  
**HARRISON**  
*Character Through Diversity, Challenge & Accomplishment*

# **Request for Proposals E-Rate Category 2 Equipment**

## **For Harrison School District #2**

1060 Harrison Road

Colorado Springs, CO 80905

Email: [HSD2ErateAdmin@hsd2.org](mailto:HSD2ErateAdmin@hsd2.org)

FAX (719) 579-2125

Executive Director of Technology: Diana Mitchell Ed.D.

**DUE DATE: 4/21/2017**

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## RFP SECTION #1 (Access Points and Network Switches)

Vendors:

We are finishing-up our submissions to the USAC for E-Rate purchases.  
**Vendors may bid on one or both sections of this RFP document.**

Please provide a bid/proposal (via email-preferred or FAX) for the following items by **April 20, 2017** to allow us Form 471 processing time. Note that this RFP was available to all vendors in accordance with our Form 470 posting of **March 20, 2017**. **The bid will be awarded on April 27<sup>th</sup> 2017.**

RFP distributed to vendors: March 20, 2017

Deadline for RFP responses: April 21<sup>st</sup>, 2017 by 11:59 p.m. **MDT**

Bid opening: April 24<sup>th</sup>, 2017 at 10:00 a.m. **MDT**

Bid award published: April 26<sup>th</sup>, 2017 by 5:00 p.m. **MDT**

Delivery: June 1<sup>st</sup>, **2018**

**Late bids will be returned to the bidder unopened.**

### Bid Opening

At said place and time, bids will be publicly opened and read aloud by an employee or authorized representative of the District. Bids will be opened on April 24<sup>th</sup> 2017 at 10:00 a.m. in the Technology Meeting Room at 2400 Slater Avenue, Colorado Springs, CO 80905. All interested parties are invited to attend. No other public disclosure will be made until after award of contract.

The Harrison School District Two Technology Department, hereto referred to as the District, reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The winning bid will be notified via phone and email, all other bidders will be notified via email.

The contact for coordination and/or proposals at Harrison School District, Technology Department is

Ryan Smith

Email: [HSD2ErateAdmin@hsd2.org](mailto:HSD2ErateAdmin@hsd2.org)

Office Phone: 719-579-2107

Fax: 719-579-2125

**Access Points:**

- 87 AP 315; 1 AP 325 (or equivalent) for Harrison High School
- 82 AP 315; 1 AP 325 (or equivalent) for Sierra High School

Access points must be Aruba(controller-based) or equivalent. We currently have two Aruba 7220 controllers in a master-master pair. We do not have any instant access points.

**Network Switches:**

- 6 Hewlett-Packard/Aruba 2920 48 Port PoE+ (HP part number J9729A) or equivalent for Sand Creek Elementary School
- 3 Hewlett-Packard/Aruba 2920 48 Port PoE+ (HP part number J9729A) or equivalent for Soaring Eagles Elementary School
- 3 Hewlett-Packard/Aruba 2920 48 Port PoE+ (HP part number J9729A) or equivalent for Harrison High School
- 3 Hewlett-Packard/Aruba 2920 48 Port PoE+ (HP part number J9729A) or equivalent for Sierra High School

Please describe how access points and switches integrate well into existing infrastructure and management utilities.

Shipping and Handling must be included and itemized if applicable.

SPI (Service Provider Invoice) billing is required.

Warranties or support: Please indicate the basic warranty included with the purchased equipment. List any optional warranties or support and corresponding itemized costs separate from the equipment pricing.

**Coordination:**

1. Please provide your Service Provider Information Number (SPIN) with your bid submission. If you have not already applied or been issued a SPIN go to the link below to fill out the FCC Form 498:

<http://www.universalservice.org/sp/tools/forms.aspx>

2. Before you submit a bid please ensure you understand and can comply with the E-Rate system as outlined in the link below.

<http://www.usac.org/sl/>

3. RFP Frequently Asked Questions (FAQ) answers will be posted for all vendors/service providers using the email distribution list on these three dates:

March 31, 2017  
April 7, 2017  
April 14, 2017

We will also post answers on our District Website at <http://www.hsd2.org/pages/HSD2/District/Technology> under “E-Rate FY 2017 RFP’s”

FAQ posting will cover all Questions received by any Vendor by 1200 PM the day prior to any given FAQ date listed above. We will not be sending answers privately to any RFP respondent. We will not respond to questions asked after **April 14, 2017**. Inquiries after this date will receive all the questions asked and answered up to this point in time. This will ensure all vendors/service providers get the same information.

A change in the RFP will be sent immediately to all vendors/service providers using an RFP#, Change# format.

4. The Contract to Purchase required for E-Rate services must accompany your bid to ensure timely completion of the entire process. Upon selection as the winning bidder, Harrison School District 2 will execute the agreement only with that winning bidder. Please sign and return as an attachment to your bid the contract that follows this Request for Proposal.

Disclaimers:

Harrison School District reserves the right to modify quantities within reason. The purchase of the above goods or services is contingent upon available funding. A Colorado constitutional amendment prohibits public schools and libraries from entering into multiple-year financial obligations, such as multi-year contracts, without pre-allocation of the funds unless the local voters have previously approved such an obligation. (Colorado Constitution, Article X, Section 20(4)(b)).

However, funding agreements, including multi-year contracts, that are subject to annual appropriations by a governing board, such as a school board, generally are allowed and are not subject to this constitutional provision since the governing board decides each year to make a particular expenditure.

Ryan Smith  
Harrison School District 2  
1060 Harrison Road  
Attn: Technology Department  
Colorado Springs, CO 80905  
Office: (719) 579-2107  
Fax: (719) 579-2125  
email: [HSD2ErateAdmin@hsd2.org](mailto:HSD2ErateAdmin@hsd2.org)



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**Contract to Purchase**

This Contract, dated \_\_\_\_\_, 2017, is intended to convey the understanding between Harrison School District Two (“District”) and \_\_\_\_\_ (“Vendor”) with respect to the purchase and sale of certain items (Network Switches and access points) in 2017-18 Category 2 RFP-SECTION #1 of the RFP named: HSD2-2017-cat2.

The District has made a Request for Proposal (“RFP”) available to vendors to submit bids for RFP-SECTION #1 items, contingent upon the District subsequently receiving funding approval from the Universal Service Administrative Company (“USAC”) sufficient to enable it to purchase said RFP-SECTION #1 items, and it remains a priority item for the District to purchase. However, the District does not yet know if it will receive sufficient funds from USAC.

**This Contract is contingent and only enforceable if the Vendor is awarded the bid based on specification evaluation and the District subsequently signs the contract.**

HARRISON SCHOOL DISTRICT TWO

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 By:\_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

[VENDOR]\_\_\_\_  
 By:\_\_\_\_\_

Title: \_\_\_\_\_

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Technology Dept., 1060 Harrison Rd, Colorado Springs, CO 80905; (719) 579-2000; fax (719) 579-2125

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## RFP-SECTION #2 (Network Wiring)

Vendors:

We are finishing-up our submissions to the USAC for E-Rate purchases.

**Vendors may bid on one or both sections of this RFP document**

Please provide a bid/proposal (via email-preferred or FAX) for the following items by **April 20, 2017** to allow us Form 471 processing time. Note that this RFP was available to all vendors in accordance with our Form 470 posting of **March 20, 2017**.

RFP distributed to vendors: March 20, 2017

Deadline for RFP responses: April 21<sup>st</sup>, 2017 by 11:59 p.m. MDT

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The Harrison School District Two Technology Department, hereto referred to as the District, reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The winning bid will be notified via phone and email, all other bidders will be notified via email.



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Ryan Smith  
Email: HSD2ErateAdmin@hsd2.org  
Office Phone: 719-579-2107  
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**Service: Wiring**

Soaring Eagles Elementary:

100 Cat6 drops (including 6 drops in power pole below)  
1 power pole network only with 6 drops  
100 5' Cat6 patch cables  
100 10' Cat6 patch cables  
Wall mounted ½ network rack

Sand Creek Elementary:

247 Cat6 drops (including 12 drops in 2 power poles below - 6 each)  
2 power poles network only with 6 drops each  
247 5' Cat6 patch cables  
30 14' Cat6 patch cables  
217 10' Cat6 patch cables

Harrison High School:

120 Cat6 network drops (power poles may be necessary for this job depending on room placement)  
120 5' Cat6 Patch Cables  
90 10' Cat6 Patch Cables  
30 14' Cat6 Patch Cables  
1 Cat6 network drop for one access point (Superior-Essex plenum purple colored cable or equivalent)  
87 3' Cat6 plenum purple colored patch cables for access point drops  
87 1 port Cat6 biscuits and swapping old access points with new access points

Sierra High School:

120 Cat6 network drops (power poles may be necessary for this job depending on room placement)  
120 5' Cat6 Patch Cables  
90 10' Cat6 Patch Cables  
30 14' Cat6 Patch Cables  
1 Cat6 network drop for one access point (Superior-Essex plenum purple colored cable or equivalent)  
83 3' Cat6 plenum purple colored patch cables for access point drops  
83 1 port Cat6 biscuits and swapping old access points with new access points

Shipping and Handling must be included and itemized if applicable.

SPI (Service Provider Invoice) billing is required.

Warranties or support: Please indicate the basic warranty included with the purchased equipment. List any optional warranties or support and corresponding itemized costs separate from the equipment pricing.

Coordination:

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approved such an obligation. (Colorado Constitution, Article X, Section 20(4)(b)).

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**Contract to Purchase**

This Contract, dated \_\_\_\_\_, 2017, is intended to convey the understanding between Harrison School District Two ("District") and \_\_\_\_\_ ("Vendor") with respect to the purchase and sale of certain items (network cabling) in 2017-18 Category 2 RFP-SECTION #2 of the RFP named: HSD2-2017-cat2.

The District has made a Request for Proposal ("RFP") available to vendors to submit bids for RFP-SECTION #2 items, contingent upon the District subsequently receiving funding approval from the Universal Service Administrative Company ("USAC") sufficient to enable it to purchase said RFP-SECTION #2 items, and it remains a priority item for the District to purchase. However, the District does not yet know if it will receive sufficient funds from USAC.

**This Contract is contingent and only enforceable if the Vendor is awarded the bid based on specification evaluation and the District subsequently signs the contract.**

HARRISON SCHOOL DISTRICT TWO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

[VENDOR]\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

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