



ADDENDA #2
RFP NO. 5001-2023-2024
E-RATE CORE SWITCH REFRESH

DATE: 1/9/24

A. The purpose of this addendum is to provide additional information as a result of the Mandatory Site Visit on January 4, 2024, including the attachments listed below.

B. The measurements for the gymnasiums are:

Martin County High School (MCHS):

Ceiling - 39ft
Rafters - 35ft
Front to back - 110ft
Side to side - 108ft

Jensen Beach High School (JBHS):

Ceiling - 38ft
Rafters - 26ft
Front to back - 160ft
Side to side - 142ft

C. Specific cable colors are:

Martin County High School (MCHS): Blue
Jensen Beach High School (JBHS): Black
South Fork High School (SFHS): White

D. Attachments:

- Attachment A: Agenda
- Attachment B: Mandatory Site Visit Sign in Log
- Attachment C: Instructions for Preparing Submissions
- Attachment D: Revised Excel spreadsheet (separate) attachment is for calculation purposes only. **As indicated in #4 of RFP Form.** Proposer must submit the RFP Price List forms with required signatures.

E. Please **Note:** Electronic copies of the gym drawings were previously provided to the firms present at the site visit.

F. Section VIII: Sample Agreement removed as Purchase Order will serve as the contract.

G. Replace eight (8) years as designated in #2, Item 5.9 Evaluation Criteria with five (5) years to reflect same language specified on Item 7.6 Reference Form.

All other terms and conditions of this RFP remain unchanged.

This Addendum shall be considered an integral part of the RFP and Contract Documents and this Addendum must be signed and returned with your submittal **by 2:00 p.m. on January 24, 2024**, and acceptance on the RFP Form designated in Section 7.2. Failure to comply may result in disqualification of your bid submittal.

Renee Hayes

Renee Hayes, CPPO, CPPB
Director of Purchasing

Acknowledgement is hereby made of Addenda #2 to RFP# 5001-2023-2024: E-Rate Core Switch Refresh.

Authorized Signature

Firm

Printed, Title

Date

Email Address



AGENDA

MANDATORY SITE VISIT

ITB No.: 5001-2023-2024
Title: E-Rate Core Switch Refresh
Meeting: January 4, 2024 at 9:00am

9:00am MCHS **Call to order Sign in sheet, followed by roll call/introductions**

Contractors that participate in roll call shall announce company name, name of representative and title, followed by other attendees, provide business cards.

Purchasing Overview:

Tentative Schedule

Questions Deadline: 1/8/24 by no later than 2:00pm EST

Due Date: 1/24/24 By No Later Than 2:00pm EST

Anticipated Award Date: 2/20/24

Submission: one (1) electronic file, PDF electronically to

www.DemandStar.com or bids@martinschools.org

Review Scope of Work and Plan Drawings:

Alec Johnson, Network Engineer

Request for clarification to questions: Floor open for questions.

Please announce your name and company when asking a question.

Only responses that are not identified in the solicitation will be addressed by Addenda.

Purchasing Final Comments:

Public Notice Requirements, Cone of Silence, Recording requirement

Site Visit: Renee Hayes, Purchasing Director

JBHS

Adjourn



SITE VISIT SIGN-IN SHEET

MARTIN COUNTY HIGH SCHOOL, 2801 S. KANNER HIGHWAY, STUART, FL 34994

RFP# 5001-2023-2024

PROJECT NAME E-RATE CORE SWITCH REFRESH

DATE: 1/4/2024 @ 9:00 AM

District Dept	District Representative / Title	<input checked="" type="checkbox"/>	Signature	District Representative / Title	<input checked="" type="checkbox"/>
Purchasing Email:	Renee Hayes, Purchasing Director bids@martinschools.org	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Todd Adrian, Educational Technology Director	<input type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Chris Hall, Coordinator of Computer Operations	<input type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Alec Johnson, Network Engineer	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>



SITE VISIT SIGN-IN SHEET

MARTIN COUNTY HIGH SCHOOL, 2801 S. KANNER HIGHWAY, STUART, FL 34994

RFP# 5001-2023-2024

PROJECT NAME E-RATE CORE SWITCH REFRESH

DATE: 1/4/2024 @ 9:00 AM

Registered Firms	Representative / Email	<input checked="" type="checkbox"/>	Registered Name	Representative / Email	<input checked="" type="checkbox"/>	Initial
PCS	DAVID@PUSUSA.NET DAVID RUDWIG	<input checked="" type="checkbox"/>	DAVID RUDWIG		<input type="checkbox"/>	
EXTREME NETWORKS	BEHN CUSTARD BCUSTARD@EXTREMENETWORKS.COM	<input checked="" type="checkbox"/>	BEHN CUSTARD		<input type="checkbox"/>	
EXTREME NETWORKS	MICAH FRISBY mfrisby@extremenetworks.com	<input checked="" type="checkbox"/>	MICAH FRISBY		<input type="checkbox"/>	
Verteks (Consulting)	John Childers jchilders@verteks.com	<input checked="" type="checkbox"/>	John Childers		<input type="checkbox"/>	
Ruckus	Jacob Turner Jacob Turner	<input checked="" type="checkbox"/>	Jacob Turner		<input type="checkbox"/>	
Howard	Matt Colman mcolman@hwd.com	<input checked="" type="checkbox"/>	Matt Colman		<input type="checkbox"/>	
Ruckus	Ruckus ricky.kidd@commscope.com	<input checked="" type="checkbox"/>	Ricky Kidd		<input type="checkbox"/>	
Wesco	James Ackerman James Ackerman@wesco.com	<input checked="" type="checkbox"/>	JAMES ACKERMAN		<input type="checkbox"/>	
L. Ortega	Luis Ortega Luis.ortega@lorlegalan.com	<input checked="" type="checkbox"/>	Luis Ortega		<input type="checkbox"/>	
UDT	Manny Castro mcastro@udtonline.com	<input checked="" type="checkbox"/>	MANNY CASTRO		<input type="checkbox"/>	

Site Visit Sign-In

Bradford Electric
Electric

TEARANCE CONWRI
PICK GLOBS

tre @ bradford electric . net
ofg @ bradford electric. net



SITE VISIT SIGN-IN SHEET

JENSEN BEACH HIGH SCHOOL, 2875 NW GOLDENROD ROAD, JENSEN BEACH, FL 34957

RFP# 5001-2023-2024

PROJECT NAME E-RATE CORE SWITCH REFRESH

DATE: 1/4/2024

District Dept	District Representative / Title	<input checked="" type="checkbox"/>	Signature	District Representative / Title	<input checked="" type="checkbox"/>
Purchasing Email:	Renee Hayes, Purchasing Director bids@martinschools.org	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Todd Adrian, Educational Technology Director	<input type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Chris Hall, Coordinator of Computer Operations	<input type="checkbox"/>			<input type="checkbox"/>
Educational Technology	Alec Johnson, Network Engineer	<input checked="" type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>



SITE VISIT SIGN-IN SHEET

JENSEN BEACH HIGH SCHOOL, 2875 NW GOLDENROD ROAD, JENSEN BEACH, FL 34957

RFP# 5001-2023-2024

PROJECT NAME E-RATE CORE SWITCH REFRESH

DATE: 1/4/2024

Registered Firms	Representative / Email	✓	Registered Name	Representative / Email	✓ Initial
Bradford Gutter	RICH BLOOD - rfg@bradfordgutter.net TRENT ECRANT tre@	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Ruckus	Juan. Turm @ Comscope.com Ricky. Kidd @ Comscope.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Verteks Consulting	John Childers jchilders@verteks.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
WESCO	Jim Ackermann James. Ackermann@wesco.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
L. Ortega	Luis Ortega luis.ordr@lorigga.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Ruckus	Picky. Kidd@comscope.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Extreme Networks	Micha Frisby mfrisby@extremenetworks.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>
Extreme Networks	Boris LUSTARD BLUSTARD@EXTREMENETWORKS.COM	<input checked="" type="checkbox"/>			<input type="checkbox"/>
PLS	DAVID RUDNICK DRUDP@PLSUSA.NET	<input checked="" type="checkbox"/>			<input type="checkbox"/>
UDT	MARINNY CASTRO mcastro@udfonline.com	<input checked="" type="checkbox"/>			<input type="checkbox"/>

Site Visit Sign-In

Howard

Matt Colman
mcolman@howard.com



ATTACHMENT C

INSTRUCTIONS FOR PREPARING SUBMISSIONS

A. RULES FOR SUBMISSIONS

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the RFP.

It is the responsibility of the Proposer to ensure that the Proposal Package is complete and received at the proper time. Proposals, once opened, become the property of the District and shall not be returned to the Proposers. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes. Submittals shall remain subject to acceptance for ninety (90) calendar days after the day of the RFP opening,

Please tab all support documents or attachments according to the order established in the following paragraph. The District reserves the right to deduct points or reject and not consider any proposal not organized and not containing all the information outlined.

B. PROPOSAL FORMAT

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the District has no previous knowledge of their services or capabilities. Proposals should clearly describe the services, specifying where it meets, exceeds or does not comply with the general specifications.

C. LETTER OF TRANSMITTAL

The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Professional's understanding of the RFP identifying the Respondent's competitive strengths and interest in the overall project. An agent authorized to negotiate for the respondent must sign the letter of transmittal. This signature shall certify the veracity of the contents of the submittal and bind the firm to this response to the District's Request for Proposal. The transmittal letter shall not exceed two (2) pages in length.

Tab 1 ~ Proposed Cost

Proposer must provide Total price for the purchase and installation of all equipment listed on the Price List. Indicate if additional/replacement equipment will be necessary for installation of the hardware requested and include equipment specifications and cost RFP Forms, including Price List. All prices are firm for the initial period. All rates quoted shall include travel means, labor and any and all materials/incidental expenses. No additional costs will be allowed.

Tab 2 ~ Experience Building and Designing Enterprise Networks

Proposer must Submit a minimum of three (3) references for similar services within the last five (5) years for school districts or public entities with equal to or greater than the District's requested numbers. Each reference must be for a separate entity/location and contain, name, title, phone number, email, brief explanation of type of work. Responder agrees by completing the enclosed Item 7.6, Reference Form, serves as permission to contact and receive information from references.

Provide a brief (maximum two pages) overview of the references for projects of similar size and scope that have been completed within the past ten years. Schools and School Districts are preferred references. The following information must be included: Job Location; Contact name and phone numbers; Dates of contract;

Project description; Equipment installed; Any past, current or pending suspension and/or debarment from participating as an E-Rate provider. Include what sets your company apart as a provider of requested service.

Tab 3 ~ Statement of Work:

Submit a Statement of Work detailing each site's proposed completion/operational date. The plan should include information on how the Responder proposes to ensure a seamless transfer from the existing connection with minimum downtime and no additional costs. The timeline should reflect information and planning in the event the project is disrupted due to severe weather or Majeure events. Also indicate if there is any lead-time required from issuance of Purchase Order to start of project.

Tab 4 ~ Administrative:

Indicate acceptance of BEAR billing. Indicate whether the District will be provided with a dedicated Point of Contact and if so, provide his/her contact information. Indicate if subcontractors will or are expected to be utilized in the performance of this service. If subcontractors are used, describe the extent of involvement as well as the company names and type of work they would be contracted to perform if utilized. Indicate the level of assistance to be provided by District personnel (i.e., dedicated Point of Contact, disconnect/reconnect of District owned equipment (if allowed for in response, etc.). Provide a sample invoice that will be used during the term of this proposal. At a minimum, the invoice should clearly identify the name and location of the Responder and include the following: Date of invoice; Date(s) of service; FRN #; Detailed description of goods/services provided; Clearly identify the breakdown of eligible/ineligible charges (as applicable); Responder SPIN #; Statement certifying the invoice is accurate with Responder authorized signature.

Tab 5 ~ Previous Vendor Relationship and References: Statements of the following:

Vendor has provided similar equipment to District.
Vendor has assisted District with Network Design
Vendor has provided District with training and support.

Tab 6 ~ Insurance:

Provide proof of ability to obtain insurance coverages as detailed in Section IV. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the District along with their qualification data. Include a properly completed Accord Form as proof. The awarded Contractor shall either cover any sub-contractor on its policy or require the sub-contractors to conform to all requirements for insurance contained herein and submit their certificates to the Purchasing Department prior to starting any work on this project.

Tab 7 ~ Submittal Information & Attachments:

- Florida registration with the Division of Corporations
- Proposer's Qualification Statement
- Subcontractor List
- Non-Collusive Affidavit
- Conflict of Interest
- Drug Free Workplace
- Public Entity Crimes

Tab 8 ~ Optional Information: Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two (2) pages).

Tab 9 ~ Addenda (if applicable): All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.