

BID SPECIFICATIONS: BASIC MAINTENANCE OF INTERNAL CONNECTIONS
Bibb County Board of Education
Bid # 09-10/04

The Bibb County Board of Education is taking sealed bids for **Basic Maintenance of Internal Connections** as listed on the specifications herein. Sealed bids will be received at the office of the Superintendent, 157 SW Davidson Drive, Centreville, Alabama 35042, until **Wednesday, February 3, at 12 noon**, at which time and place they will be publicly opened and read. Bids must be sealed and cannot be received by e-mail or fax.

If further information is needed, contact:

Alesa Judd
Bibb County Board of Education
157 SW Davidson Drive
Centreville, Alabama 35042
(205) 926-9311
judda@bibbed.org

Request for Bid –January 6, 2010
Bids to be Opened – February 3, 2010

Objective

The Bibb County School System intends to acquire basic maintenance of internal connections, pending E-Rate funding, for a period of one (1) year which may be renewed for up to two years with mutual consent of vendor and customer. The Vendor's responsibility is to bid any additional items deemed needed if not covered in the enclosed specifications. The Vendor may submit one or more bids, provided one bid is identified as the primary bid and other bids are identified as alternate bids.

Bibb County School System reserves the right to reject any and all bids, and accept a primary or alternate bid that is deemed to be in the best interest of the school system. Bibb County School System may waive any technicality and award a contract to The Vendor who meets the bid requirements and the bid is deemed to be in the best interest of the Bibb County School System.

Contingency

The acceptance and implementation of the bid is contingent on E-Rate funding for Bibb County School System.

Schedule of Events

The following is the schedule of events for this project.

<u>Event</u>	<u>Date</u>
1. Submission of SLD Form 470	January 6, 2010
2. Release of Bids	January 6, 2010
3. Deadline for submission of bids	February 3, 12:00 noon
4. Selection of Vendor	February 3, 2010, pending response evaluation and Board approval

No bidders conference will be held. The Vendor may request a meeting or address questions to Alesa Judd, at (205) 926-9881, or by e-mail at judda@bibbed.org. All clarifications or changes to the bid specifications will be provided in writing to all prospective bidders.

Vendor Qualifications

A Vendor responding to this bid must meet the following qualifications for response to be accepted.

1. Must have marketing, sales and technical support personnel resident in Alabama offices.
2. Must have technical staff trained in:
 - Wireless WAN products
 - Network Operating Systems
 - WAN Electronics
3. Must complete and enclose a signed contract reflecting criteria contained within proposal ready for signature upon bid opening in the event of bid award. Contract must specifically identify the eligible products and/or services covered, including product name, model number, and location.
4. Must enclose a list (as an appendix) of all of the services that will be provided to the billed entity.
5. Must include a separate list with prices quoted of any E-rate ineligible items or services bid.

Each proposal will be evaluated based on criteria and priorities defined by the Bibb County Board of Education. Proposals will be screened based on compliance with the base requirements. The evaluation criteria include, but are not limited to, the following:

1. The Vendor's ability to provide assistance.
2. The Vendor's overall qualifications based on past performance and company qualifications and certification.
3. The Vendor's ability to meet all the requirements detailed in the bid.
4. Best overall value and in the best interest of the Bibb County Board of Education.

Response Submission

Responses to this bid must be submitted and delivered to the Bibb County Board of Education no later than the deadline specified in Schedule of Events. The bid must be submitted to Alesa Judd, Bibb County Board of Education, 157 SW Davidson Drive, Centreville, Alabama 35042. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Bibb County Board of Education reserves the right to reject all late arrivals. The Vendor must submit one copy of its response along with any required supporting documentation. Bid must be valid until June 30, 2011 for the first year of service, and stated in contract if renewable for up to two additional years when mutually agreed upon by vendor and Bibb County Board of Education.

Envelopes containing bids shall be marked to easily identify those containing Basic Maintenance of Internal Connections proposals. The outside of the envelope shall be identified as follows:

Basic Maintenance of Internal Connections #09-10/04
Bibb County Board of Education
157 SW Davidson Drive
Centreville, Alabama 35042
Attn.: Alesa Judd

Faxed or e-mailed bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed bid shall be without erasures or alteration. Signatures on the bids shall be in longhand and executed by a person duly authorized by The Vendor to enter into a contract.

Primary Vendor

Bibb County School System is seeking Basic Maintenance of Internal Connections from a primary vendor. In the event the primary vendor has subcontractors, Bibb County School System will conduct all business through the primary vendor and will hold the primary vendor responsible for all work of the subcontractors. The Vendor shall indicate all subcontractors in their response.

Evaluation of Responses

Bibb County School System may, at its discretion and at no fee to the Bibb County School System, invite any vendor to appear for questioning during response evaluation for the purpose of clarifying statements in the response.

Right to Reject

Bibb County School System reserves the right to accept or reject all proposals or sections thereof when rejection is in the best interest of the Bibb County School System. Bibb County School System reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that The Vendor can propose. The Vendor must include in this response any limitations to its acceptance of a partial award.

Contracts will be awarded to the highest ranked vendor as determined to be in the best interest of the Bibb County School System.

Evidence of Vendor Qualifications

The Vendor is asked to furnish evidence that it maintains permanent places of business of a type and nature compatible with its proposal and are, in all respects, a competent and eligible vendor to fulfill the terms of this request. Bibb County School System reserves the right to reject any vendor's proposal if evidence fails to indicate The Vendor is qualified to provide the items on this request.

System Wide Area Network

The Bibb County School System has a WAN connecting the district offices and 9 school sites. The current WAN consists of a robust, 100% Cisco powered fiber optic network that connects 8 schools and administrative locations, with one additional school and a transportation facility connected via T1 lines. The current configuration provides WAN connectivity to 7 locations, video to two locations, and voice to 11 locations. It is a fully routed, voice, video and data layer 3 network. There is 50Mbps of Internet bandwidth distributed from a central location.

General Specifications

Bid response must provide for at least 4 days of on-site assistance each month for basic maintenance of internal connections. All on-site days will be at the discretion of the technology coordinator at (205)926-9881, and shall be in increments of one (1) day minimum. Travel must be a part of the daily rate bid.

Bid responses must clearly delineate services to be provided, quantity and duration of services to be provided, and cost of said services. All policies and procedures for engaging the services bid must be included in each bid response. Specific exclusions (if any) must be noted.

The Vendor must indicate in their response the ability to dispatch persons on-site with training and experience on the various components and systems.

Telephone assistance must be available from 7:00 a.m. until 5:00 p.m. (CST), at no additional charge, Monday through Friday each week except for Federal holidays.

Contract period will be for (1) year beginning July 1, 2010, renewable for up to two years, pending mutual agreement between vendor and customer.

Technical Specifications

Technical Support services shall include those tasks deemed necessary to maintain the function of the network to serve its intended purpose with the degree of reliability ordinarily provided in the marketplace. The Vendor shall repair and upkeep eligible components, provide wire and cable maintenance, provide basic technical support and configuration changes. Vendor shall, during the first month of contract, verify with the technology coordinator inventory of all electronic components, including serial number listing.

The Vendor shall advise the customer of needed maintenance, upgrades and support necessary for the functioning of the network. The Vendor shall assist the customer in coordinating technical issues with the WAN Vendor and the ISP necessary for the functioning of the network. The Vendor shall assist the technology coordinator with IP address issues within the limitations of time bid in the vendor response. The Vendor shall assist the technology coordinator or their designee(s) with any technical problem affecting the efficiency of the network upon a request from the technology coordinator within the limitations of time bid in the Vendor response.

Vendor must provide a single point of contact for the customer.

A copy of a standard technical support contract including Vendor proposed exclusions must be a part of the Vendors response.

Equal Opportunity Statement

It is the official policy of the Bibb County Board of Education, including all schools and agencies under the control of the Bibb County Board of Education, that no person shall on the grounds of race, color, handicap, sex, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.