

Request for Proposal
Croswell-Lexington Schools

For E-Rate eligible Category 1 & 2 items including wireless access points with licensing and maintenance and battery backup (UPS) devices.

Introduction:

This Request for Proposal (RFP) is being Croswell-Lexington Community Schools to upgrade Wi-Fi gear and UPS.

Purchase Orders:

The purchase order timing primarily depends on the E-Rate application approval process and timelines, if the districts/libraries e-rate applications are approved for funding on or prior to July 1, 2024, then it is likely that the purchase orders will be issued during the month of July 2024. It is important to note that the entities have no control over the timing of the E-Rate approval process. Funding for the items contained in this RFP is contingent on E-Rate approval, without which little or no equipment or services contained herein may be purchased. The items in the RFP that are specific to each entity will be ordered directly by that entity..

E-Rate Participation and Funding:

Any vendors submitting bid responses must have an E-Rate SPIN number and provide the number with their bid response. The vendor must be an eligible category 2 vendor under E-Rate rules. The vendor must follow all relevant E-Rate rules throughout the bidding, purchasing, delivery, installation, and invoicing process as well as at all other times related to this RFP. Vendors also must adhere to Croswell-Lexington Board of Education policies located at <https://5il.co/10q9b> or croswelllex.org/boe

The vendor must be willing to directly invoice USAC for the E-rate discounted portion of the equipment and/or services costs. The vendor will invoice the individual entities for only their non E-Rate discounted portion of the equipment and/or services costs as well as for any non E-Rate eligible costs. The invoice to the school and libraries must clearly show the full cost of each item as well as the portion invoiced to USAC and the portion invoiced to the school and libraries.

Per E-Rate rules, the vendor must keep all related documentation for a retention period of 10 years.

Rejection of Bids:

The school districts and libraries reserve the right to reject any or all bids for any reason.

Bid Awards:

While price will be a primary factor, it is not the only factor that will be considered in the bid award. Past experience with the vendor, districts and libraries experience with products being bid by the vendor, conformity to the districts and libraries standards, vendor status as a REMC SAVE Awarded Vendor for the products being bid, as well as several other factors will be considered.

Up to three separate bid awards may be made. This separation is to allow vendors that specialize in sections of this RFP to respond to only those sections that they deal with and to allow the participating entities to achieve the lowest possible cost. The awards may be split as follows:

1. Wireless networking equipment such as access points, controller licenses, and maintenance of wireless access points.
2. Battery Backup (UPS) devices.

Bid awards will be made as soon as possible following the bid opening but as stated under the purchase orders section, no actual orders will be done until July 1, 2024. A simple contract will be required between each of the participating school districts and libraries and the awarded vendor(s) to meet E-Rate rules. The contract must be signed and dated before the school districts and libraries can file their E-Rate form 471 (no later than March 27, 2024) with a contract effective date no earlier than July 1, 2024.

Vendors must agree to hold their pricing firm for a minimum of 6 months to allow for the E-Rate award process timelines.

Equipment Substitutions:

In several cases throughout this document we have listed specific makes, models and equipment configurations, i.e. Cisco 9300 switch. While we have listed our preference in each of these cases we are open to and will consider other makes, models and configurations in making the bid award. Any substitutions must be clearly stated and an explanation given of the differences. Any substitutions must meet or exceed the capacity, capability and warranty of the item being substituted for and be 100% compatible with our existing Cisco & Ruckus infrastructure.

Vendor Questions:

Any questions on the contents of this RFP should be directed to:

Dallas Schell, Cros-Lex Community Schools, Director of Technology

Preferred contact method: dschell@croslex.org

Secondary contact method: 810-679-1596

Questions will be responded to as quickly and thoroughly as possible.

Vendor and product documentation:

Vendors should submit a company profile along with a minimum of 3 school or library references in MI. Product documentation is only required in the case of product substitutions. Vendors bidding on the specific products outlined within this RFP do not need to submit cut sheets on those products.

Bid Submission and Deadline:

All bid responses must be submitted in person or by delivery services, i.e. Fed Ex, UPS, USPS to:

Cros-Lex Community Schools
Attn: Dallas Schell – E-Rate Networking Bid
5461 Peck RD
Croswell, MI 48422

Any faxed and emailed bids will be rejected.

All bid responses must be submitted by **Wednesday, March 19, 2024, 9:00am** Eastern Time at which time they will be opened publicly in the Cros-Lex High School Conference Room at the address above and reviewed. Vendors are welcome, but not required, to attend the bid opening.

Equipment and- product overview:

Wireless

We currently maintain a Cisco 5520 Wireless controller and 175 2802i Access Points. Since the wireless controller is EOL, we are considering On-Premise and Cloud based solutions. All responses must include support for WiFi 6. Seeking a 5-year warranty, service, and software licensing. Cloud solutions must be fully cloud managed with AI-based troubleshooting. Vendors are encouraged to include engineering and Cat6a drops and installation, all Cat6 drops would be existing paths and drop ceiling.

Battery Backup (UPS)

This section includes Lithium-Ion based 1500VA battery backup devices with SNMP/IP Management. Provide continuous conditioned power to the networking equipment in IDF and MDF closets/racks. Installation options are welcome.

Equipment, product and services detail:

| Qty | Description | Unit Cost | Extended Cost |
|-----|--|-----------|---------------|
| 175 | WiFi 6 APs Controller/License | _____ | _____ |
| | Wifi 6 AP Installation and Engineering | _____ | _____ |
| 175 | Cat 6a Drops | _____ | _____ |
| 25 | 1500KVA RackLi-ion, Net/SNMP | _____ | _____ |