

Arcadia Valley R-II School District
Local Area Network (LAN) Upgrade
Informational Packet

Date
January 4, 2010

Prepared by:
Dr. Jim Carver

GENERAL INFORMATION AND PROPOSAL SUBMISSION

Important Dates

Proposal Publication Date: January 4, 2010

Questions due in writing by: Monday, January 18, 2010

Proposal due Date and Time: Monday, February 1, 2010 by 12:00p.m.

Bids will be due on February 1, 2010 by 12:00 p.m. Central Standard Time. Bids will be opened publicly in the Superintendent's Office at 2:00p.m. All questions and inquiries should be addressed to the Technology Director between the hours of 8:00 a.m. and 4:00 p.m. Monday – Friday.

Questions about this project

Questions or inquiries concerning this design should be directed first to:

Mr. Jim Wagner, Technology Director
Arcadia Valley Career Technology
650 Park Drive
Ironton, MO 63650
PH: (573) 546-9700, Ext 4
Fax: (573) 546-6956
jwagner@mail.av.k12.mo.us

no later than Monday, January 18, 2010 at **12:00 p.m.**

General Information - Scope of the Project

The Arcadia Valley R-II School District is accepting bids for Universal Service Discounts (e-Rates) for six different components of upgrading the district technology. These components consist of a) a maintenance agreement for our current phone system Nortel Networks Norstar MICS, b) upgrading the district's network backbone which connects all of its buildings to enable data communications, as well as the rest of our LAN, c) Providing Unmanaged 10/100/1000 switches for endpoint locations (we will install), d) Providing Cat 6 patch cables for endpoint locations (we will install), e) Providing Novell School License Agreement software bundle with Open Enterprise Server/NetWare/SLES, BorderManager, and ZENworks for Desktops and e) 750 Client Access Licenses for Windows Server. (See Appendix A for detailed information)

A.V. Request for Proposal

The Arcadia Valley R-II School District is looking for a provider to offer managed services based on USAC (e-rates discounts) to upgrade its' buildings connections via aforementioned LAN. The Arcadia Valley R-II School District is interested in increasing the bandwidth between its locations and will evaluate differing solutions with criteria such as cost, bandwidth reliability, etc.

See APPENDIX A for more detailed specifications – The list of specification in the Appendix is for the purpose of assisting vendors in the bidding process. More exact specification can be obtained by contacting Jim Wagner, Technology Director.

Interested Bidders may submit proposals on any or all of the six (6) numbered sections in Appendix A. The bid on any section must pertain to the complete section.

Proposal Document Submission

Two sealed copies of the proposal (one original and one copy), appropriate proposal forms, and any other documents submitted with the proposal shall be mailed or submitted to:

Arcadia Valley R-II School District
Attn: Dr. Jim Carver
750 Park Drive
Ironton, MO 63650

All proposals must be received by Monday, February 1, 2010 at 12:00 PM and must be labeled: **RESPONSE TO LAN Project for Arcadia Valley R-II School District**

Proposal Response Format

Each Bidder must respond with their proposal organized in the following four sections:

Section 1 - Required Documents

- Proof of required Insurance
- Cover letter - with overall price and any special conditions
- Network diagram showing Arcadia Valley R-II School District premise equipment and the dedicated circuits from each location to the hub of the network

Section 2 - Summary/Overview

- Written summary of the understanding of the scope of work to be performed
- Overview of installation
- Proposed schedule of work, listing start and completion dates for key milestones, as well as any phases showing differing completion dates for various buildings or areas
- Diagram of proposed Network showing all backbone equipment and connections with connection speeds.

Section 3 - Main Body of Response

- Include a complete copy (all pages) of this document with all sections completed
- Bills of Materials

Section 4 - Exceptions

- It will be assumed that the Bidder accepts all conditions and considerations as outlined within this document unless specifically noted in the Exceptions section.

Incurring Costs

The Arcadia Valley R-II School District is not liable for any costs incurred with replying to this RFP.

Proposal Opening

Proposals received prior to the time of opening will be kept secure and unopened. The office whose duty it is to open proposals shall determine when the specified time has arrived. No proposal received thereafter will be considered and will be returned to the Bidder unopened. No responsibility will attach to the Arcadia Valley R-II School District for premature opening of a proposal not properly addressed and identified.

Proposals misdirected to other district locations or which are otherwise not present at the Administrative Offices location at the time of the opening for any cause will be determined to be late and will not be considered.

Evaluation Criteria

This RFP is not meant to favor any vendor or manufacturer. Instead, it is designed to meet the needs of the Arcadia Valley R-II School District. The

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Arcadia Valley R-II School District will weigh the proposals based on the Bidder's references, qualifications and support as well as technical merit and cost (based on a predefined rubric). In awarding the Contract, the Arcadia Valley R-II School District may take into consideration the Bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standing, the necessity of prompt and efficient completion of work described in the proposal documents, or other factors the Arcadia Valley R-II School District considers relevant. Inability of Bidder to meet these conditions may be cause for rejection of the proposal. The Arcadia Valley R-II School District will review any and all options presented.

Factors for evaluation of Technical Merit may include, but are not limited to equipment expandability, fault tolerance/redundancy of equipment and scalability, bandwidth/capacity, manageability of design, and standards compliance.

Presentations by Finalists

The Arcadia Valley R-II School District may, at its sole option, elect to require presentation(s) by Bidders for clarification in consideration for award.

Proposal Acceptance

The Arcadia Valley R-II School District reserves the right to accept or reject any or all proposals and waive formalities or irregularities in the process. A proposal once submitted shall be deemed final and binding on the Bidder, and shall constitute an option with the Arcadia Valley R-II School District to enter into a contract upon the terms set forth in the proposal.

All bids must be in compliance with the rules and regulations of Schools and Libraries Universal Service. Vendors must be an approved USAC / SLD service provider and have a SPIN number. In addition the Arcadia Valley R-II School District reserves the right to waive technicalities, to select any vendor filing a proposal, and to reject any or all bids. Select bids may be used to file Universal Services Form 471 and will only be activated if the district receives e-rate funding for the Fiscal Year starting July 1, 2010 and ending on June 30, 2011.

Service and Support

Bidder's Qualifications and Support Capabilities
Information about the Bidder

Company Name _____

Legal Name (if different) _____

Years in Business _____

Number of years installing Networks similar to this proposed _____

Contact Person: _____

Full Mailing Address:

Telephone Number: () _____

FAX Number: () _____

E-mail Address: _____

USAC Spin Number: _____

References

To be a qualified Bidder, the Contractor must include at least **two** references with similar equipment installed. Preference will be given to Vendors with references for implementations of similar LAN networks done for similar networks.

Reference #1

Organization Name: _____

Address: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Installation: _____

Description of Network: _____

Reference #2

Organization Name: _____

Address: _____

Contact Person: _____

Telephone and Fax #: _____

Dates of Installation: _____

Description of Network: _____

Terms

Terms and General Requirements

Payment Terms and Retainage

Please indicate all capital and operating costs for the Network or Networks proposed.

Total Costs: _____

LAN Upgrade Specifications

Delivery

During the time between delivery and acceptance, the Arcadia Valley R-II School District cannot be held liable for any damages to or theft of any components. It will, therefore, be the responsibility of the contractor to obtain insurance against loss, theft and damage.

General Installation Requirements

The selected Bidder shall coordinate with the District's Project Contact to determine an installation schedule for the entire project.

The Bidder must re-verify building entrances and main closet locations with the Arcadia Valley R-II School District's Project Contact prior to installation. Prior to the furnishing or installing of any equipment, approval of equipment, locations, layout, and installation shall be obtained from the Arcadia Valley R-II School District.

Bidder will be responsible to install IP addresses in each capable device put in place and ensure network visibility and manageability.

The Bidder is to provide all mounting equipment, including racks, for the equipment as specified by this RFP.

Owner's Responsibilities for Delivery and Installation

Please identify the exact tasks that the Arcadia Valley R-II School District must perform and/or be responsible for in order to accomplish the delivery and installation of the Network, if any. (Attach separate sheet labeled "Delivery and Installation" if needed.)

Access

Site inspections are required for items that involve an onsite installation. (Sections II on Appendix A). Site inspections must occur prior to Monday, January 18, 2010. Potential bidders wishing to schedule site inspections walk thru, or personal visits must schedule appointments 24 hrs. in advance. Fees associated with such inspections will only be payable if awarded the winning bid and approval for e-rate funding for such services. Diagram maps of district backbone will be provided at site inspection.

Terms and Conditions for Maintenance/Repair

Bidder is responsible for all cable maintenance including “locating” of any public or utility buried cables.

“Business days” are defined as Monday through Friday 8 a.m. to 4 p.m., except generally accepted holidays.

All Network equipment maintenance, repair and monitoring will be Bidder’s responsibility 24 hours per day, seven days per week, excepting only major holidays. This equipment includes the main data switching devices at locations specified in Appendix B. The Arcadia Valley R-II School District is responsible for all other network devices on the local area networks.

Bidder shall carry insurance on behalf of district when its employees are on Owner’s property or providing services to district (liability as well as property insurance).

LAN Scope

This project is designed to furnish Arcadia Valley R-II School District with a total turn-key data network. “Turn-key” means a custom designed and managed local area network including provisioning of materials and equipment, installation, configuration, testing, and making minor adjustments to Network as needed.

The intended functionality of the network electronics design is to have 10 GBps of bandwidth for carrying data between each branch and the Career Technology Center building (hub of network). This must be delivered via dedicated packet-switched circuits.

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The LAN connects the following locations:

All located in Ironton MO, 63650:

Location	Address
Superintendent's Office	750 Park Drive
Arcadia Valley High School	520 Park Drive
Arcadia Valley Gymnasium	500 Park Drive
Arcadia Valley Middle School	550 Park Drive
Arcadia Valley Career Technical Center	650 Park Drive
Arcadia Valley Transportation and Maintenance Garage	650 Park Drive
Arcadia Valley Special Education & Food Service Modular Unit	650 Park Drive

Signature

The undersigned certifies he/she is authorized to obligate the represented firm and further agrees with all terms, conditions, and requirements of the Arcadia Valley R-II School District Request for Proposal.

Firm Name: _____

Address: _____

Phone: _____

Signature: _____

Title: _____

Date: _____

APPENDIX A

E-rate Request for Proposal Technical Specifications

- I. 3 year maintenance contract with next business day service on our Norstar MICS phone switch, wiring, and voice mail system
- II. Upgrade of our current LAN -
 - A. Replacement of current infrastructure with 10 Gb/s backbone and 1 Gb/s endpoint links (See Appendix B for details)
 - i. Current 1 Gb/s fiber lines will be upgraded to 10 Gb/s capability. Current fiber and copper lines of 100 Mb/s or less will be upgraded to 1 Gb/s.
 - ii. All fiber endpoints must have managed layer 3 switches with next-business-day replacement warranty for at least 10 years (Lifetime preferred). Switches at locations ES1, HS1, and CT1 must be modular with at least one empty module slot remaining for future expansion. All managed switches must be the same brand - HP is suggested.
 - iii. Managed switch ports must be programmed to clearly name each port based on endpoint location
 - iv. Reuse of current fiber components or replacement as required
 - v. All copper data wiring, patch panels, and jacks will be replaced with Cat6 products
 - vi. Cat6 drops to offices (generally 1 to each) and classrooms (generally 2 to each), including wall channel and boxes as necessary and jacks. In classrooms this will generally mean replacing the existing cable and jack and adding another drop.
 - vii. Patch cables installed at patch panels to support all of these drops
 - viii. Racks, cabinets, connectors and accessories as required to support above
 - ix. All patch panels and jacks must be clearly and consistently labeled
 - x. All items must be installed; copper runs must be Cat 6 certified
 - B. 3 year maintenance contract with next business day service on all fiber connections and backbone switches at locations listed in Appendix B
 - C. Removal of our current cabling infrastructure with an option for us to keep anything that we choose at the time of work. Installer will be responsible for removal of all waste items
 - D. Installation must result in no more than 1 business day of downtime without network connectivity in any office and no more than 2 business days of downtime in any other location
 - E. Once begun installation must be completed in no more than 20 business days

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- III. Unmanaged Ethernet switches with 10/100/1000 ports with autouplink as specified below for endpoint locations (we will install) – Numbers are approximate. At least 10 year warranty required – lifetime preferred.
 - i. 148 8 port switches
 - ii. 39 16 port switches
- IV. Cat 6 patch cables for endpoint locations` (we will install) – numbers are approximate
 - i. 600 10' cables
 - ii. 50 14' cables
 - iii. 25 20' cables
- V. Novell School License Agreement software bundle with Open Enterprise Server/NetWare/SLES, BorderManager, and ZENworks for Desktops
- VI. 750 Client Access Licenses for Windows Server

Interested Bidders may submit proposals on any or all of the six (6) numbered sections in Appendix A. The bid on any section must pertain to the complete section.

Appendix B Detailed Network Infrastructure Requirements by Building

The campus network is divided below into the various areas that are currently connected to each other by fiber. Each of these locations will require a managed switch, each of which must be covered under the maintenance agreement.

All figures given are estimates. Numbers may change depending on the building's room configuration at time of installation and alternate methods of wiring that may be suggested by vendor.

The number of managed copper ports is based on the number that we currently expect to use. However, every fiber-connected switch must either have immediately available or be expandable to accommodate 20% more ports than the required minimums.

	10 Gb fiber	1 Gb fiber	Drops	Managed Gb	Unmanaged Switches		
				Copper ports	Jacks	8-port	16-port
Career Tech w/ maintenance shed (CT1)*	2	2	55	46	117	16	10
Elementary school w/ 2 trailers (ES1) **	1	1	0	86	0	59	10
HS/MS cafeteria, MS gym (HS3)	0	1	3	8	3	0	0
HS main building (HS1)	2	3	101	84	271	48	15
HS gym (HS2)	0	1	16	11	24	3	2
MS 5-6 grade wing (MS1)	1	0	26	25	46	22	2
MS trailer (Bldg. 8)	0	1	4	8	4	0	0
Special Ed./GED trailer	0	1	8	16	10	0	0
Superintendent's office (Bldg. 9)	0	1	6	16	9	0	0
TOTALS	6	11	219	300	484	148	39

* The switch at location CT1 will also require 2 additional 10-G fiber ports or 2 10-G copper ports for connection to servers.

** No copper wiring will be done at the Elementary School as the building is slated to undergo major renovations and expansion beginning in Summer 2010, before this grant could be approved. We do, however, need switches for the building.