

NOTICE TO BIDDERS

The Grand Prairie Independent School District will receive sealed bids/proposals until:

April 18, 2016 AT 10:00 A.M. CST

at which time all responses will be publicly opened

FOR: **Cabling Services**

BID #15-15

Prospective bidders may secure further information and specifications at <http://www.gpisd.org/Page/3289>
The school district reserves the right to reject any and/or all bids and to waive all formalities and irregularities in bidding.

BID ENVELOPE MUST BE ADDRESSED TO:

Grand Prairie ISD
Purchasing Department
2602 South Belt Line Road
Grand Prairie, TX 75052

AND

PLAINLY MARKED:

BID NO. 15-15

RFP 15-15

Cabling Services

*Deadline for all questions	April 13, 2016	Noon
Addendum Released	April 15, 2016	
Proposal Due	April 18, 2016	Noon
Award	May 12, 2016	

*ALL questions must be submitted via email to: RFP@gpisd.org. NO EXCEPTIONS

Subject line MUST state "Questions – RFP 15-15"

All questions and answers will be released and posted in a single addendum that will be posted to the GPISD website to all parties on or before COB 4/15/2016.

I. GENERAL CONDITIONS

A. Overview

This is a formal Request for Proposal (RFP) by Grand Prairie Independent School District (GPISD) for the submission of price quotes for providing construction components necessary for the operation of managed data networks within GPISD. Network construction will be requested as part of remodeling, refurbishing, and new construction projects as necessary to implement various projects.

The construction components for which pricing is requested include:

- Individual site engineering specifications
- Installation and testing of Structured Cabling System (SCS)
- Network documentation

The component pricing quotation is to include all materials and labor necessary for the construction of each specified network component.

The contractor or contractors selected to provide these services will receive work from GPISD via two methods:

- Simple Moves, Adds, and Changes (MAC's) will be requested and processed via the GPISD Service Ticket System and paid via an approved blanket Purchase Order.
- GPISD will request a proposal for other work. The contractor will submit a proposal to GPISD for the specific project. A GPISD Purchase Order will be issued for specific projects that are accepted and approved by GPISD. The Purchase Order will constitute the acceptance of the contractor's proposal for the specific work and authorization to begin the work as specified.

All pricing by the vendor must conform to component pricing submitted by the contractor in response to this RFP.

GPISD reserves the right to accept or reject in part or in whole any quotations and/or proposals submitted and to waive any technicalities for the best interest of GPISD.

B. Building Access

Construction jobs will not interfere with the instructional process ongoing in GPISD building sites. Construction work occurring during the instructional day will be limited to areas and locations where there will be no disruption to instruction or the flow of student traffic within the buildings. Access to building sites will be made available during after-school hours and on weekends when necessary.

C. Duration of Quote

This quote shall become effective May 12, 2016, and shall remain in effect for one (1) year, until May 12, 2017. The GPISD reserves the right to extend the quote for an additional four, one-year periods. Any request for price increase or decrease should be

submitted to GPISD on or before March 1 before each extension is considered. Each price increase or decrease will be considered by GPISD based upon an increase or decrease of the Regional (DFW) Consumer Price Index ending in the July prior to the time of the request.

D. Non-appropriation of Funds

In the event funds are not appropriated by GPISD's governing body in any fiscal period for payments due under a contract executed as a result of this proposal, the Director of Logistics and Document Services will immediately notify the contractor, or their designee, of such occurrence and this contract shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to GPISD of any kind whatsoever, except as to the portions of the contract or other payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

II. STANDARDS

A. Industry Standards

Design, manufacture, testing, and installation shall follow all manufacturer's requirements as well as the following industry standards:

- National Electrical Code®, 2008 Edition
- ANSI/NECA/BICSI-568-2006 - *Standard for Installing Commercial Building Telecommunications Cabling*
- ANSI/TIA/EIA-568-B.1 – *Commercial Building Telecommunications Cabling Standard, Part 1: General Requirements*
- ANSI/TIA/EIA-568-B.2 – *Commercial Building Telecommunications Cabling Standard, Part 2: Balanced Twisted Pair Cabling Components*
- ANSI/TIA/EIA-568-B.3 – *Optical Fiber Cabling Components Standard*
- ANSI/TIA/EIA-569-B – *Commercial Building Standard for Telecommunications Pathways and Spaces*
- ANSI/TIA/EIA-606(A) – *The Administration Standard for the Telecommunications Infrastructure of Commercial Buildings*
- ANSI-J-STD-607(A) – *Commercial Building Grounding and Bonding Requirements for Telecommunications*
- TIA-526-7-OFSTP-7 – *Measurement of Optical Power Loss of Installed Single-Mode Fiber Cable Plant*
- TIA-526-14A-OFSTP-14 – *Optical Power Loss Management of Installed Multi-Mode Fiber Cable Plant*
- ANSI/TIA/EIA-758(A) – *Customer-Owned Outside Plant Telecommunications Cabling Standard*
- TIA TSB-140 – *Additional Guidelines for Field Testing Length, Loss and Polarity of Optical Fiber Cabling Systems*

B. BICSI Standards

Cabling installation shall be according to the most recent edition of BICSI® publications:

- BICSI – *Telecommunications Distribution Methods Manual*
- BICSI – *Installation Transport Systems Information Manual*
- BICSI – *Network Design Reference Design Manual*
- BICSI – *Outside Plant Design Reference Manual*
- BICSI – *Wireless Design Reference Manual*
- BICSI – *Electronic Safety and Security Design Reference Manual*
- Infocomm/BICSI – *AV Design Reference Manual*

C. Governing Standards

Federal, state, and local codes, rules, regulations, and ordinances governing the work are as fully part of the specifications as if herein repeated and hereto attached. If the contractor should note items in the drawings or specifications, construction of which would be code violations, promptly call them to the attention of GPISD in writing. Where the requirements of other sections of the specifications are more stringent than applicable codes, rules, regulations, and ordinances, the specifications shall apply.

III. APPROVED MATERIALS

A. Manufacturers

Contractor shall use products of manufacturers named in this RFP. Products shall meet or exceed all standards of this RFP. Where no manufacturer is specified, contractor shall use products of manufacturers in compliance with the requirements of this RFP.

B. Fabrication

Custom-made equipment shall be fabricated with careful consideration given to aesthetic, technical, and functional aspects of equipment and its installation.

C. Suitability

Provided products shall be suitable for intended use, including, but not limited to, environmental, regulatory, and electrical needs. All horizontal cable shall be rated for use in a plenum environment.

D. Fiber Optical Cable

General six strand multi-mode 50/125 µm diameter tight-buffered, interlocking armored plenum rated optical fiber.

General P/N BE0061PNU-ILPA

CommScope six strand multi-mode 50/125 µm diameter tight-buffered, interlocking armored plenum rated optical fiber.

CommScope P/N P-006-DZ-5L-FSUOR

E. Work Area Outlets

Work Area Outlets (WAO), including cabling to the WAO, shall use the following:

- **Cable** – Panduit P/N 7131940 (Blue Jacket)
- **Cable** – CommScope P/N 7504-BL (Blue Jacket)
- **Face Plate** – Panduit P/N CFPLXEIY (2 port or 4 port as required)
- **Face Plate** – CommScope P/N UNF-D-4P (Ivory)
- **Outlet Jack** – Panduit P/N CJ688TGEI
- **Outlet Jack** – CommScope P/N UNJ-600-IV
- **Surface Mount Box** (where required) – Panduit P/N CBX1EI-A
- **Surface Mount Box** (where required) – CommScope P/N UNMMB-4P-IV or UNMMB-2P-IV
- **Blank Modules** – Panduit P/N CMBEI-X
- **Blank Modules** – CommScope P/N LJ-6C
- **Surface Mount Raceway** (where required) – Panduit LD3, LD5, or LD10 plus associated fittings as required.

F. Patch Panels (Copper)

19" rack mountable, 24- or 48- port, depending upon requirements of the proposal:

- **24-port** – Panduit P/N CPPL24WBLY
- **24-port** – CommScope P/N HFTP-HD6B-1U-24
- **48-port** – Panduit P/N CPPL48WBLY
- **48-port** – CommScope P/N HFTP-HD6B-2U-48

G. Patch Cords (Copper)

Panduit P/N UTPSPXXBU (where "xx" = length in feet)

CommScope P/N UNC6-XX-XXF (where "xx" = length in feet & Color)

H. Distribution Panels (Optical Fiber)

1. Wall mounted

Wall-mounted optical fiber termination panel with minimum 12-fiber capacity, hinged door, cable strain relief, slack storage, and provisions for two splice trays.

6-port (6 fiber) **LC connector panels** – Corning P/N CCH-CP06-2E4

2. Rack Mounted

19" rack mountable fiber termination panel with cable strain relief, grounding lugs, slack storage, and accommodates duplex LC or approved alternative connector panels with adapters and provisions for splice trays.

- **Termination Panel** – Panduit P/N OR-625MMC-24PA1RB
- **Coupler Panel** – Panduit P/N OR-OFP-ST06NB
- **Blank Panel** – Panduit P/N OR-OFP-Blank

I. Splice Trays

Sized for single multi-mode fibers, nonmetallic with clear plastic cover, 12-fiber splice capacity, compatible with splice enclosure and splicing method.

J. Optical Fiber Connectors

LC Fiber Connector - Panduit P/N FLCSEMBLY

LC Fiber Connector – CommScope P/N MFC-LCR-09

K. Open Frame Equipment Rack

Open frame, 19” equipment rack, 85” overall height with flange base, mounting rails drilled front and back and tapped to EIA-310-D standards in black anodized finish. Provide and install vertical wire management on both sides of each rack. Provide and install horizontal wire management above and below each patch panel.

- **Relay Rack** – Chatsworth P/N 55053-703
- **Vertical Wire Manager** – Panduit P/N WMPV45E
- **Horizontal Wire Manager** – Panduit P/N WMPF1E

L. Equipment Room Fittings

Floor mounted open racks shall be secured from the top rail to the backboard in the room with a length of cable runway. Additional ladder rack will be installed if required to adequately support all cable within the room.

- **12” ladder rack** – CPI P/N 10250-712
- **Wall angle bracket** – CPI P/N 11421-712
- **Rack to Runway plate** – CPI P/N 10595-712

M. Building Entrance Protectors

Building entrance terminal utilizing a two (2) foot fuse link between the outside cable plant splice and the protector module with IDC type input and output terminals, 100-pair (or multiples thereof) capacity and female mounting base, equipped with 230 volt solid state protector modules.

N. Splice Housing

Encapsulated, re-enterable splice housing, sized as required with bonding straps, accessories, end caps and encapsulation as required.

O. Wireless Communications

All wireless access shall adhere to the following:

- Positioned so as to avoid sources of EMI and RFI
- Placed to be aesthetically compatible with their environment
- Enclosures shall be UL Listed for use within a plenum space

P. Fire stopping

Products may be in the form of caulk, putty, strip, sheet, or devices that shall be specifically designed to fill holes, spaces, voids, and cavities at communications penetrations. Fire stopping materials shall also provide adhesion to substrates and maintain fire and smoke seal under normal expected movements of substrates, conduits, and cables.

IV. SCOPE OF WORK

A. Overview

The work to be requested shall include construction of new and modifications to existing managed data networks within buildings in GPISD.

The data network in GPISD currently consists of a Wide Area Network (WAN) utilizing owned lines connecting Local Area Networks (LAN) at each building site within the district. At each building site there is a router or switch in place that functions as the gateway between the building LAN and the district WAN.

Each LAN consists of network switches that provide Ethernet connections and access points that provide wired & wireless connections to all computer and telephone hardware. Portable buildings are connected to the nearest LAN via an outdoor fiber LAN extension.

B. System Description

Cabling utilized for data communications shall originate at switches in equipment racks located at the Main Distribution Frame (MDF) and Intermediate Distribution Frames (IDF) within a building & within network enclosures located within classrooms. The cable system shall utilize a network of fiber optic and unshielded twist pair cables.

Backbone cable connection within a building, both riser and horizontal, shall be installed in a star topology radiating from the MDF to each individual IDF. All backbone cable shall be fiber unless otherwise specified.

All station cable running between Work Area Outlets (WAO) and switch shall be copper that meets the standards and requirements in this RFP, unless otherwise specified. Station cables shall terminate on two or four gang wall plates in work areas and at patch panels in the distribution frames. All cables and terminations shall be identified at all locations. All cables shall be terminated in an alpha-numeric sequence at all termination locations.

C. Provisions By GPISD

GPISD will submit to the contractor a request for proposal containing basic design specifications for each data network construction project. These specifications will contain the following:

- Data drop layout, distribution frame locations, and the desired timeline for the project.
- Electrical drawings or blue prints with outlet and panel locations for the construction site.

GPISD will be responsible for any of the following that may apply to a proposal:

- Off-site services
- Electrical wiring and outlets
- Data switches, servers, computers, and other active devices.
- Removal of asbestos or other environmental contaminants.
- Application and payment for any applicable building permits.
- Shutdown of any operating systems necessary for work to be completed.

D. Provisions By Contractor

Contractor will provide any of the following that may apply to a proposal:

- Conduct a survey of the proposed construction site for the purposes of engineering as requested by GPISD.
- Evaluate locations for new distribution frames and electrical/grounding needs; evaluate suitability of existing distribution frames and necessary modifications.
- Assist GPISD to engineer cable pathways between work areas and distribution frames.
- Supply all cabling, hardware and equipment, and labor as specified and approved by GPISD for completion of the construction project, while ensuring they are all in compliance with requirements stated or reasonably inferred by contract documents.
- Protect equipment during transit, storage, and handling to prevent damage, theft, soiling, and misalignment.
- Coordinate with GPISD in building access and continuity of service.

E. Project Direction

Contractor will provide a single point of contact, hereafter referred to as “Project Manager”, (this individual may also be the onsite contact if deemed appropriate) to speak for the contractor and provide the following functions:

- Initiate and coordinate tasks with GPISD, its General Contractor, Architect, and others as specified by GPISD.
- Provide day-to-day direction and on-site supervision of contractor personnel.
- Ensure conformance with all contract provisions.

F. Construction Proposal

Contractor shall submit a proposal to GPISD for engineering, management, and execution of the specific project request for proposal issued by GPISD. The contractor, by submitting the proposal, represents and warrants the proposal on the basis of its own independent review of the premises and interpretation of GPISD’s specifications, in

conjunction with the contractor's interpretation of requirements imposed by applicable laws, rules, regulations, standards, and code.

All pricing specified in the proposal and the total proposal contract price must conform to pricing submitted by the contractor in response to this RFP.

Each proposal submitted by the contractor for a specific construction project will constitute an offer by the contractor to do the work.

G. Proposal Evaluation

Each proposal submitted to GPISD will be evaluated and, when accepted by GPISD, a Purchase Order will be issued for the contractor to proceed with the work.

H. Installation and Testing

Materials, installation methods, and procedures for construction shall conform to specifications of this RFP. All materials shall be supplied, installed, configured, tested, and certified by the contractor to form a fully operational system.

I. Field Quality Control

The contractor's Project Manager shall perform periodic inspections of the work during construction to verify conditions and standards of this contract are being met. GPISD personnel may also review the work for compliance. Any discrepancies or questions pertaining to the work shall be directed to the contractor's Project Manager for correction. Any corrective action necessary to meet the standards of this RFP shall be completed at no charge to GPISD.

Following is a list of procedures and areas that will be checked for compliance with this RFP:

- Installation – approved wire, cable and devices. Neat and uncluttered wire terminations. Acceptable pulling tensions, sidewall pressure, and bending radii have been maintained. Penetrations are neat and correct.
- Retrofits/cutovers – removal of equipment and materials no longer desired by GPISD has been completed. Reuse of only existing materials approved by GPISD.
- Ceiling Tiles – properly replaced. Restored to original state. Replacement of any ceiling tiles damaged by contractor during construction.
- Cutting and Patching – Meets code as to not interfere with structural integrity.
- Cleaning – Work area restored to original state after completion of project.
- Fire stopping – Meets or exceeds all applicable codes and standards
- Sleeves – Proper installation for all penetrations
- Grounding – Meets or exceeds all applicable codes and standards
- Labeling – Conforms to standards and meets requirements of GPISD
- Testing – Proper completion to verify a working system

J. Warranty

Unless otherwise specified, contractor shall unconditionally guarantee in writing the materials, equipment, and workmanship for a period of not less than fifteen (15) years from date of acceptance by GPISD.

Contractor shall transfer any applicable manufacturer's warranties to GPISD.

V. CONDITIONS OF ACCEPTANCE AND PAYMENT

A. Completion of Work

At the completion of the project, the contractor shall restore to its former condition all aspects of the project site and on a daily basis shall remove all waste and excess materials, rubbish, debris, tools, and equipment resulting from or used in the services provided under this RFP. All clean up, restoration, and removal will be by the contractor and at no cost to GPISD. If the contractor fails in its duties under this paragraph, GPISD may upon notice to the contractor perform the necessary clean up and deduct the costs thereof from any amounts due or to become due to the contractor. The contractor will not use the dumpsters of any General Contractor for trash disposal without prior approval of the General Contractor.

On-going inspections shall be performed during construction by GPISD and the contractor's Project Manager.

A final inspection and evaluation will be made by GPISD upon notification by the contractor that a particular phase of the project is complete, unless otherwise waived by GPISD. If deficiencies are identified the contractor will correct these within three (3) days of notification by GPISD.

No phase of construction will be considered completed until the inspection or waiver of inspection has been satisfied and all required documentation have been received and verified by GPISD.

B. Damages

The contractor will be held responsible for any and all damages to portions of the building caused by it, its employees, or subcontractors, including but not limited to:

- Damage to any portion of the building caused by the movement of tools, materials, or equipment.
- Damage to any components of the construction of spaces "turned over" by the contractor.
- Damage to the electrical, mechanical, and/or life safety or other systems caused by inappropriate operation or connections made by the contractor or other actions of the contractor.
- Other damage to the materials, tools, and/or equipment of GPISD or anyone else acting on behalf of GPISD.

C. **Payment for Services Performed**

The contractor may invoice for each separate construction phase identified and categorized in the accepted proposal for which a Purchase Order has been issued.

The following conditions must be met for payment of invoices to be approved:

- The project phase being invoiced must have received final inspection and acceptance or waiver of such by GPISD.
- The invoice must reference the GPISD Purchase Order (PO) number for which billing is being submitted.
- The invoice must include the line item and description as it appears on the PO.
- The invoiced price for each line item must be equal or less to each corresponding line item on the PO.

Any expenses incurred by GPISD as a result of unauthorized deviations from project specifications and/or damages will be deducted from the contractor's invoice.

VI. **SUBMISSION REQUIREMENTS**

A. **Overview**

Due to the nature of the requested work and the need for continuity of service provided by GPISD, the following items are considered requirements for the contractor. GPISD reserves the right to utilize any or all of the requirements from the contractors.

B. **Contractor Location**

Response time is a critical factor. The contractor must be currently located in the Dallas/Fort Worth metroplex area. This is hereby defined as located in one of the following counties in Texas: Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall, Tarrant, or Wise.

CONFIRM location is within the D/FW metroplex.

C. **Contractor Experience with GPISD**

Continuity of service is also considered beneficial in the type of work described in this RFP.

PROVIDE how many years, in the past four (4) years, your company has performed this type of work for GPISD.

D. **Contractor Qualifications**

1. **Certifications**

The contractor must be certified by the manufacturer(s) of the approved products in all aspects of design, installation, and testing of the products described herein, and utilize authorized manufacturer components and distribution channels in provisioning projects.

PROVIDE appropriate certificates.

2. Experience

The contractor must have a minimum of five (5) years of experience on similar SCS. The contractor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size.

CONFIRM years of experience on similar SCS.

3. Staff

The contractor must have a full time Registered Communications Distribution Designer (RCDD) on staff.

PROVIDE employee names that hold this certification.

The contractor will staff all projects with full time employees of the company that have been properly and qualified for each assigned task.

CONFIRM this requirement will be met.

4. Insurance

The contractor has required insurance for the type of work described in this RFP, including Texas Workers' Compensation coverage, as it is detailed on the enclosed ACORD form.

PROVIDE the ACORD certification. It must be issued and signed by companies authorized to sell insurance in the State of Texas. Insurance which is underwritten by admitted carriers with less than an A+. Best rating of B+ VIII will not be accepted. Non-admitted carriers are not backed by the State Guaranty Fund.

The successful contractor will furnish an ACORD certificate which names Grand Prairie Independent School District as certificate holder. All subcontractors must provide written proof of Texas Workers' Compensation coverage to the Purchasing Department before beginning any work. All contractors will use ACORD form showing GPISD as the certificate holder. A Waiver of Subrogation is required with the CGL, Business Auto and Workers' Compensation coverage.

5. Warranties

Contractor will provide and maintain any and all applicable warranties that apply to products and services described in this RFP.

PROVIDE copies of applicable warranties. MUST include a current Panduit & Commscope Manufacturer's Warranty Certificate.

6. References

PROVIDE References as described in Section VIII, "References"

7. **Pricing**

PROVIDE Unit Pricing as requested in Section IX, “Price Sampling”

PROVIDE the complete current pricing catalogue for consideration for this RFP. The pricing provided in the “Price Sampling” MUST correspond to the pricing in the catalogue.

The catalogue should include all product and services normally associated with work described in this RFP. Labor categories in the catalogue should specifically state any differences in business-day hours and after-hours labor. Travel charges, such as Trip Charges, shall also be included. MAC tickets worked consecutively will be subject to a single trip charge. Exclusion of these fees and charges from the catalogue will be interpreted as none of these fees will apply for work completed within this RFP.

VII. SELECTION PROCESS

The following criteria will be used in selecting the contractor for this RFP.

A. Requirements

Each item listed under “Submission Requirements” MUST be included in the contractor’s submission. Failure to do so will eliminate the contractor’s submission.

B. Criteria

The following criteria shall be applied to all responses that include all required material:

1. **Price (60%)**

GPISD will use the contractor’s submitted pricing catalogue to apply pricing to an accumulation of Moves, Adds, and Changes (MAC) work performed in the last six (6) months for GPISD. This amount will be combined with the total for the submitted “Price Sampling” section for an estimated total for cost comparison.

2. **References (26%)**

References will be weighed according to the “References” section.

3. **Prior Experience with GPISD (12%)**

3% credit will be given for each year of prior experience with GPISD, as requested in the “Submission Requirements” section.

4. **Impact of the ability of the District to comply with laws and rules relating to historically underutilized businesses (2%)**

VIII. REFERENCES

Four references are requested. Following is the breakdown of how credit will be awarded:

- 3% - Multi-site customer
- 2% - Volume of work equal/greater than "Price Sampling" form over the past 6 months.
- 2% - Government or Educational entity. (Only credited when the contractor has worked directly with the entity, not as a sub-contractor through a General Contractor)

A. Reference 1

Reference Company Name: _____

Contact Person's Name: _____

Contact's Phone Number: _____ Number of sites: _____

Amount of work equal/greater than "Price Sampling"? (Yes/No) _____

Government/Educational entity? (Yes/No) _____

B. Reference 2

Reference Company Name: _____

Contact Person's Name: _____

Contact's Phone Number: _____ Number of sites: _____

Amount of work equal/greater than "Price Sampling"? (Yes/No) _____

Government/Educational entity? (Yes/No) _____

C. Reference 3

Reference Company Name: _____

Contact Person's Name: _____

Contact's Phone Number: _____ Number of sites: _____

Amount of work equal/greater than "Price Sampling"? (Yes/No) _____

Government/Educational entity? (Yes/No) _____

D. Reference 4

Reference Company Name: _____

Contact Person's Name: _____

Contact's Phone Number: _____ Number of sites: _____

Amount of work equal/greater than "Price Sampling"? (Yes/No) _____

Government/Educational entity? (Yes/No) _____

IX. PRICE SAMPLING

Provide a separate Pricing in the form below - one for Panduit product and one for Commscope.

Description	Price Per
Provide, install, terminate, test, label & document Cat 6 Plenum Cable (250')	
Provide/install Cat 6 patch cable (24 port)	
Provide/Install GPISD provide WAP	
Provide/Install GPISD provide switch (48 port)	
Provide/install horizontal wire manager	
Provide/install vertical wire manager (6')	
Provide/install 0.5" raceway & cover (6')	
Provide/Install 12" x 10' ladder rack	
Provide/install wall angle kit	
Provide/Install rack to runway kit	
Provide/Install grounding wire (enter per foot price)	
Provide/ install grounding lug	
Provide/Install grounding rod	
Provide/Install grounding Rod Clamp	
Provide, install, terminate, test, label & document 12 strand armor fiber (750')	
Provide/Install 6 strand fan out kit	
Provide/Install 19" free standing rack	
Provide/Install rack mount 24 port fiber patch panel	
Trip Charge (each)	
Project Management Hours (per hour)	
Technician Hours – Regular Day Shift (per hour)	
Technician Hours – After hours/weekend (per hour)	

GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

PROCEDURES FOR SEALED BIDS OR PROPOSALS

1.0.0 GENERAL CONDITIONS

- 1.1.0 APPLICABILITY - These conditions are applicable and form a part of the contract documents in each equipment and/or service contract and a part of the terms of each purchase order for items of equipment and/or service included in the specifications and bid forms issued herewith.
- 1.2.0 WITHDRAWAL OF BIDS/PROPOSALS – Any bid/proposal may be withdrawn by the bidder prior to the scheduled time for opening. Any request by a bidder to withdraw a bid/proposal must be in person or in writing and submitted to the Director of Purchasing prior to the scheduled time for opening. Any bid/proposal that is received after the time specified shall not be considered and may be returned unopened to the bidder.
- 1.3.0 BIDS SHALL BE SUBMITTED ON THESE FORMS - Deviations to the General Conditions and/or Specifications shall be **conspicuously noted in writing** by the bidder and shall be included in the bid/proposal.
- 1.4.0 BIDDERS WHO DO NOT BID are requested to notify the Grand Prairie Independent School District (GPISD) Purchasing Department in writing if they wish to receive future bids. Failure to do so **will** result in their being deleted from our bidder list.
- 1.5.0 GPISD reserves the right to waive any or all bid/proposal irregularities, formalities, or other technicalities; to be the sole and independent judge of quality and suitability of any products offered; and may accept or reject any bid/proposal in its entirety, or may reject any part of any bid/proposal without affecting the remainder of that bid/proposal, and may award the individual items on this bid/proposal in any combination or in any way to best serve the interests of GPISD as it perceived those interests to be in its sole discretion.
- 1.6.0 GPISD will enter into contractual relationships only with those bidders who have, through word and action, affirmed that they comply with all applicable existing laws or executive orders to insure equal employment opportunities, without regard to race, creed, color, sex, or national origin. Minority owned or HUB companies are encouraged to compete in providing goods and services to the district. GPISD does not operate under a set-aside program.

- 1.7.0 Quantities shown are estimates only, based on prior usage. GPISD reserves the right to increase or decrease quantities with the selected supplier, both at the time of acceptance of this quotation offer as so modified, and subsequent thereto. GPISD will purchase supplies and materials during the bid period as-needed.
- 1.8.0 DELIVERIES required in this bid/proposal shall be freight prepaid, F.O.B. actual destination detailed in specifications, between 7:00 a.m. and 2:00 p.m., inside delivery. Bid prices shall include all freight and delivery charges.
- 2.0.0 SPECIFICATIONS may be those developed by the Using Department or by the Manufacturer to represent items of regularly manufactured products, materials, or equipment.
- 2.1.0 DISTRICT SPECIFICATIONS have been developed by the Using Department to show minimal standards as to the usage, materials, and contents based on their needs.
- 2.2.0 MANUFACTURER'S SPECIFICATIONS (Design Guide), when used by the District, are to give the bidder information as to the type and kind requested. Bids/Proposals on any reputable manufacturer's regularly produced product of such items similar and substantially equivalent will be considered.
- 2.3.0 Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer or brand name, the term "*or equal*" if not inserted *shall be implied*. The specified article or material shall be understood as indicating the type, function; minimum standard of design, efficiency and quality desired and shall not be construed as to exclude other manufactured products of comparable quality, design and efficiency. GPISD reserves the right to make final decisions as comparable items. Be very certain that items upon which you bid and deliver are equal to items listed. Materials, which are not equal, will be returned to the bidder, transportation charges collect. Bidder will reimburse GPISD for items returned at invoice cost within 30 days.
- 2.4.0 WARRANTY CONDITIONS for all supplies and/or equipment shall be considered manufacturer's minimum standard warranty unless otherwise agreed to in writing. Bidder shall be an authorized dealer, distributor or manufacturer for the product. Seller shall not limit or exclude any implied warranties, any attempt to do so shall render this contract void at the option of the Buyer.
- 2.5.0 GPISD, any of its departments, divisions or campus, is one user and reserves the right to select products and/or supplies from any bid/proposal, interlocal or cooperatives.

3.0.0 EVALUATION OF BIDS/PROPOSALS, in accordance with Article 2368a.3, Section 5, takes into account the following considerations:

- 3.0.1 Purchase Price;
- 3.0.2 Reputation of the vendor, vendor's goods and services;
- 3.0.3 Quality of vendor's goods or services;
- 3.0.4 Extent to which the goods or services meets district's needs;
- 3.0.5 Vendor's past relationship with the district;
- 3.0.6 Impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
- 3.0.7 Total long-term cost to the district to acquire the vendor's goods or services;
- 3.0.8 For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - (a) Has its principal place of business in this state; or
 - (b) Employs at least 500 persons in this state; and
- 3.0.9 Any other relevant factor specifically listed in the request for bids and proposals, such as vendor response time and compatibility of goods/products purchased.

3.1.0 PREFERENTIAL REQUIREMENT - GPISD, as a governmental agency of the State of Texas, may not award a contract for general construction, improvements, services or public works projects or purchases of supplies, materials, or equipment to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Article 601g V.T.C.S.).

3.2.0 IDENTICAL BIDS/PROPOSALS - In cases where bidding is required for proposed contracts, and more than one bidder submitted the lowest and best bids (identical bids), the bidder who is a resident of the district shall be selected by the governing body. If two or more bidders submitting the lowest and best bids/proposals are residents of the district, one of the resident bidders shall be selected by the casting of lots.

3.3.0 AWARD of BID/PROPOSALS; BID/PROPOSAL SUMMARY: The GPISD reserves the right to award a separate contract to more than one bidder for each item/group/service or to award on contract for the entire bid/proposal. All bidders will receive a statement of bid/proposal award. Tabulations will be posted on the district Purchasing webpage.

<http://www.gpisd.org/Page/3289>

4.0.0 CONTRACTS

4.1.0 CONTRACTS FOR PURCHASE will be put into effect by means of a purchase order(s) executed by the Purchasing Department after bids/proposals have been awarded.

4.2.0 ALL CONTRACTS AND AGREEMENTS between bidders and the GPISD shall strictly adhere to the statutes as set forth in the Uniform Commercial Code as last amended in 1977 by the American Law Institute in the National Conference of Commissioners on uniform state laws.

4.3.0 Buyer's obligation is payable only and solely from the funds available for the purpose of this purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to the Seller by the Buyer. Do not include Federal Excise, State or City Sales Tax. Entity shall furnish exemption certificate.

4.4.0 If vendor performance becomes an issue during the contract term, GPISD has the right to terminate the contract with said vendor prior to the original expiration term noted in original contract.

5.0.0 DISCLOSURES - By signing this bid/proposal, a bidder affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the bid/proposal submitted, and

5.1.0 affirms that, to the best of his/her knowledge, the bid/proposal has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this bid/proposal. (See NON-COLLUSION STATEMENT)

5.2.0 Upon notification of potential selections for award, the person or entity submitting this bid/proposal must give notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in this conviction of a felony (See FELONY CONVICTION NOTICE).

5.3.0 BIDDER SHALL NOTE any and all relationships that might be a conflict of interest and include such information with the bid/proposal. A list of current board members and the superintendent may be reviewed at:

5.4.0 The price to be paid by the Buyer shall be that contained in Seller's bid/proposal which Seller warrants to be no higher than Seller's current prices on orders by others for products of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller's current prices on orders by others and overpricing refunded within 30 days to GPISD, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller's actual expense.

5.5.0 In the event of a price decrease to the general trade during the full term of the contract, such decrease must be allowed the District for all configurations and components included in this contract.

6.0.0 CONDUCT WHILE ON DISTRICT PREMISES

6.1.0 Successful bidder or contractor, and all employees, will be required to comply with the same standards applicable to the employees of the GPISD with regard to Employee Conduct and Welfare of the Auxiliary Employee Handbook at:

7.0.0 STATEMENT OF QUALIFICATIONS, when required, must include a description of organizational experience, references and capabilities.

7.1.0 *Organizational Experience:* Bidder must describe their qualifications and experience to perform the work described in this invitation.

7.2.0 *References:* Bids/Proposals must include at least three references, preferably state and local government organizations where the bidder currently provides the type of services and/or products requested. Reference listings must include organization names, addresses, and contact person and telephone number.

SECTION 8.0.0 – 10.0.0 (SECURITY; BID SECURITY; PAYMENT BONDS; AND INSURANCE) do not apply to this bid.

11.0.0 PRESENTATION OF BIDS/PROPOSALS: All bids/proposals must be received at the Purchasing Office in a sealed document. No oral, telegraphic, telephonic, or facsimile bids will be accepted. ALL correspondence, including freight bills, packing slips, invoices and statements must reference the district purchase order assigned as a result of this bid.

12.0.0 INTERLOCAL AGREEMENT

The Grand Prairie ISD participates in the Educational Purchasing Cooperative of North Texas (EPCNT). There are several governmental entities which utilize this organization for potential purchases. A complete list may be viewed at

http://www.epcnt.com/Current_members.htm

Governmental entities utilizing Internal Governmental contracts with the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract(s) awarded as a result of this solicitation. All purchases by governmental entity other than Grand Prairie ISD will be billed directly to that governmental entity and paid by that governmental entity. Grand Prairie ISD will not be responsible for another governmental entity's debts. Each governmental entity will order material/service as needed and issue the appropriate purchasing documents/contracts.

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Non-Collusion Statement

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal.

It is agreed by the undersigned bidder that the signed delivery of this bid/proposal represents the bidder's acceptance of the terms and conditions of this invitation to bid/offer a proposal including all specifications and special provisions.

Note: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the Grand Prairie Independent School District.

FIRM'S NAME

NAME OF AUTHORIZED INDIVIDUAL (printed or typed)

AUTHORIZED SIGNATURE

DATE

POSITION WITH COMPANY

Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.”

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination contract.”

This Notice Is Not Required of a Publicly Held Corporation

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME:

Check the appropriate box and sign the form.

- My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: _____

- My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: _____

- My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: _____

Details of Conviction(s):

AUTHORIZED SIGNATURE: _____

DATE: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM
For vendor or other person doing business with local governmental entity

CIQ Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the governmental entity

Date

VENDOR PROFILE

Company Name: _____

Company Address: _____

Website Address: _____

E-Mail Address:

To place Orders: _____

To send bid documents: _____

Telephone Numbers:

To check on orders:

Fax Number:

Contacts: Corporate contact for this proposal:

Name:

Address:

City, State, Zip:

Phone: _____

Fax: _____

E-Mail: _____

Authorized Signature: _____

Local contact for this proposal (if applicable):

Name:

Address:

City, State, Zip:

Phone: _____

Fax: _____

E-Mail: _____

Remit to Address (if different than above):

Address: _____

City, State, Zip: _____

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Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for

\$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the proposer:

- Certifies the owner/operator has not been convicted of a felony except as indicated on a separate attachment to this offer, in accordance with Sec.

44.034 Texas Education Code, and

- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (Sec. 36)

Vendor Name _____

Authorized Company Official's Name _____

Authorized Company Official's Signature _____

Email Address _____

Date _____

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GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT

RESIDENCE CERTIFICATION

In accordance with Article 601g. as adopted by the 1985 Texas Legislature, the following will apply. The pertinent portion of the Act has been extracted and is as follows:

Article 601g. State of Political Contracts for Construction, Supplies, Services, Bids by
Nonresident, Section (a) in this Act:

(1) "Government agency of the state" means:

an incorporated city or town, a county, a public school district, a special-purpose district or authority, or a district, county, or justice of the peace court;

(2) "Non-resident bidder" means a bidder whose principal place of business is not in this state, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(3) "Texas residential bidder" means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

(B) The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchase of supplies, material, or equipment to a non-resident bidder unless the non-residents bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid the non-resident bidder to obtain a comparable contract in the state in which the non resident's principal place of business is located.

I certify that as defined in Article 601g. that:

COMPANY NAME:

Yes, I am a Texas Resident Bidder.

**No, I am a
Residence Bidder.**

SIGNATURE _____

PRINTED NAME _____

DATE: _____

Form **W-9**
(Rev. August 2013)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.) **Requester's name and address (optional)**

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

			-				-				
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Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number

			-								
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below), and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.