

To: USAC/FCC Eligible Telecommunication Providers

From: Mark Place—Chief Information Office

Albany City School District

Subject: Request for Proposals for E-Rate

10Gb Ethernet Wide Area Network Transport Services

Date: January 22, 2013

Responses Due: February 26, 2013 2:00 PM EST

**Location for Bid Receipt: Albany City School District
Business Office
Academy Park—Second Floor**

Requirements Summary: Submit Three (3) Copies of Entire Copies

- **Adherence to all technical requirements and equipment specified herein**
- **City of Albany Bid Requirements and forms including cover page, non-collusion and pricing totals sheet along with details on submission**
- **E-Rate Schools and Libraries Division Requirements**

Details:

Find attached a detailed Request for Proposals for a 10 Gb Network Transport service, with attachments and pricing sheet to be used to submit a proposal for under the E-Rate program—Priority 1 funding. Please submit three copies of the accompanying forms, along with three copies of your cost proposal breaking out your proposed cost for each item using the forms supplied, with quantities, unit costs, discounts, and a total cost for these school locations shown in the accompanying detail, based on the quantities and types of items listed in the attachments

KEY FACTS RELATED TO THE BID FOR PROPOSAL SUBMITTERS

City School District of Albany **10GB Ethernet Wide Area Network Transport Services**

1. Three (3) copies of the required forms and all details, along with the pricing summary sheets and pricing detail sheets are due on or before 2 PM EST, February 26, 2013 at the Albany City School District—Business Office, located at Academy Park, Albany, New York. Proposals should be addressed to the attention of Tina Phan, purchasing agent,
2. Opening of proposals to be at 2:01 PM EST, February 26th at the Business Office. All Pricing proposals must be submitted consistent with the accompanying requirements and instructions, Submission is to be on the accompanying forms provided by the District herein.
3. All Pricing proposals received at the Business Office, Academy Park, Albany, New York after 2:00 PM, February 26, 2013 will not be considered and will be returned to the respondent. The respondent assumes the risk of any delay in the mail or in the handling of the mail by employees of the Albany City School District. The respondent assumes responsibility for having their proposal deposited on time at the place specified.
4. Vendor must provide a listing of all components being proposed, including manufacturer, model and type with costs. Vendor may supply additional documentation/worksheets. Note pricing for each project where requested, is to include both supplying and installing/basic configuration of the equipment, as well as any basic warranty included for parts and labor to repair/replace defective item. All equipment is to be new and unused. Note that an award will be made to a single vendor, based on the total cost across school sites.
5. The Bid Proposal Certifications must be signed by an authorized corporate representative and included in the bid response as required by New York State General Municipal Law, Section 103-d.
6. Prices and information should be typewritten or printed for legibility. Illegible or vague pricing proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
7. No charge will be allowed for Federal, State or Municipal sales and excise taxes, since the Albany City School District is exempt from such taxes. Exemption certificates, if required, will be furnished on forms provided by the respondent.
8. All Pricing proposals must be provided in a sealed envelope. Plain or opaque envelopes may be used, clearly marked with the date and time of the Proposal

opening. Also the envelope shall be labeled: **10GB Ethernet Wide Area Network Transport Services**

9. Telephoned quotations or amendments will not be accepted at any time, nor will fax submissions or emailed submissions.
10. **An award will be made to the lowest cost responsible bidder's proposal based on the evaluation criteria**, as will best promote the public interest, taking into consideration the reliability of the respondent, the quality of the material, equipment, and/or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery. The bid awards the project is expected to be made at the next business meeting of the Board of Education Meeting following the bid opening. Following the bid award, the successful bidders will be notified and ordering/work may commence, contingent on E-Rate approval by the SLD of the discount request, commitment by the Board of Education, and available funds.
11. No ordering, provisioning, or installation for this project should be initiated until after formal acceptance by the board of education and receipt of a funding commitment letter.
12. The District reserves the right to waive any informality in or to reject any and all Pricing proposals, in whole or part, or to cancel contracts as the case may be, if in its opinion it is in the best interest of the school district to do so.
13. The District reserves the right to:
 - (a) Accept this proposal in total and/or by section or item,
 - (b) Reject any and all Pricing proposals received,
 - (c) Reject any and all changes in the proposal form or specifications when it is deemed to be in the best interest of the District.
 - (d) Waive any immaterial informalities when deemed to be in the best interest of the District.
14. Prevailing wage rates are to apply.
15. Vendor must be a participant in the E-Rate program with a SPIN number, be a registered USAC/FCC telecommunications provider and be a registered telecommunications provider, able to provide Priority One funded services under E-Rate. Vendor must also be willing to pre-discount all E-Rate eligible purchases.
16. Technical questions about this request can be directed to the District's technology consultant, Dr. Michael Radlick at mradlick@gmail.com

CITY SCHOOL DISTRICT OF ALBANY
ALBANY, NEW YORK

10GB Ethernet Wide Area Network Transport Services

**REQUEST FOR PROPOSALS
E-Rate 2013-14 Submission**

VENDOR COVER PAGE

PRICING PROPOSAL SUBMITTED BY:

Name of Firm: _____

Name of Authorized Contact Person _____

Address _____

City / State / Zip _____

Phone _____

Fax _____

E-Mail Address _____

Dated: _____

CITY SCHOOL DISTRICT OF ALBANY

BID PROPOSAL CERTIFICATIONS

Signature Required at End of Document

Firm Name: _____

Business Address: _____

Telephone Number: _____ Date of Bid: February 23 2013--2:00PM EST

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certifications

By submission of this bid proposal and the signature at the end of this document, the bidder also certifies compliance with all the following herein:

Statement of non-collusion in bids and proposals to political subdivision of the state: Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive

bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to operating, directly or indirectly, to any other bidder to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting completions.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same

prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work of services performed or to be performed or good sold or not to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

PLEASE COMPLETE:

Name: (Authorized): _____

Signature (Authorized): _____

Title: _____

Date: _____