Request for Proposal
The Archdiocese of Los Angeles
For
E-Rate Category 2
BID PACKAGE

The Archdiocese of Los Angeles reserves the right to accept any bid, in whole or part, or, at its discretion, and reject any or all bids for whatever reason.

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1. INTRODUCTION

1.1. Description of the Archdiocese of Los Angeles C3 Consortium Infrastructure Project

Roman Catholic Archbishop of Los Angeles, a California corporation sole, on behalf of the schools that are participants in the Archdiocese of Los Angeles C3 Consortium Infrastructure Project (“Archdiocese of LA”, “Archdiocese”, or “C3CI Project”) has formed a consortium of 86 elementary schools and high schools that are looking to install new network infrastructure to support the distribution of high speed Internet services throughout their facilities. The C3CI Project has developed this Request for Proposal (RFP) in conjunction with our submission of E-Rate Form 470 to request bids on Category 2 eligible products such as cabling components, switches, and access points and this RFP in its entirety is available on http://archla.org/consortiumrfp (file name: ADLAc3ciSchoolinfrastructureRFP.pdf).

1.2. Demographics

The Archdiocese of LA currently operates approximately 600 parishes and schools. The Archdiocese of LA has approximately 13,000 employees and staff; approximately 7800 at schools and the remainder at parish sites. This RFP only includes E-Rate eligible elementary and high schools.

1.3. General Background

1.3.1. Intent

The Archdiocese of LA is soliciting proposals from qualified firms for installing wired and wireless network infrastructure to support the distribution of high speed Internet services at eligible elementary and high schools.

1.3.2. Scope of Bids

The C3CI Project will consider bids based on scopes defined by “bidding sectors”. See Appendix A for a list of the schools in each bidding sector. The scope of bidding may only be in increments of a bidding sector. Bidders may bid on all bidding sectors or a subset of bidding sectors. Bids for a single school or group of schools not conforming to a bidding sector will be accepted. The preference is to select one bidder to cover all sectors, however the C3CI Project reserves the right to select more than one eligible bidder in order to cover all bidding sectors.

1.3.3. Description of Network Infrastructure Products and Services

This document is issued as a request for proposal for the installation and support of E-Rate Category 2 eligible network infrastructure products and services at schools participating in the C3CI Project. See Section 3 for scope of work.

1.4. Clarifications

Other than the planned Bidders Meeting (see Section 2.2), inquiries related to clarification of the RFP and RFP process must be submitted by email to James R. Celoni at c3providers@la-archdiocese.org. Telephone calls are not allowed and may disqualify the bidder. When bidders ask questions that have been answered in the RFP, they
will be redirected to the RFP. Answers to questions that have not been clearly answered in the RFP will be posted in addenda that will be made available publicly to all bidders on http://archla.org/consortiumrfp.

1.5. Terms and Conditions

This is an invitation to submit a proposal based on the requirements described in this document. All proposals must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by the Archdiocese of LA.

1.5.1. Rights of the Archdiocese of LA

The rights of the Archdiocese of LA include:

a. The Archdiocese of LA reserves the right to accept any proposal, in whole or part, or, at its discretion, reject any or all proposals for whatever reason that the Archdiocese of LA believes is in the best interest of the Archdiocese of LA.

b. Receipt of a proposal does not obligate the Archdiocese of LA to pay any expenses incurred by the bidder in preparation of the proposal or obligate the Archdiocese of LA in any other respect.

c. The Archdiocese of LA reserves the right to modify the specifications contained in the Request for Proposal anytime during the bidding period. Any modifications will be posted at http://archla.org/consortiumrfp.

d. Only changes issued in writing as an addendum will be binding upon the Archdiocese of LA. No verbal instructions or interpretations of requirements shall be accepted.

e. Contracts are contingent on funding approval

1.5.2. Non-discrimination

The successful bidder must agree to comply with all applicable federal and state statutes, rules, and regulations regarding non-discrimination in hiring and employment.

1.5.3. Other

a. Archdiocese of LA approval is required of all personnel provided by vendor. Proof of background check, fingerprinting, and drug testing will be required in accordance with Archdiocese of LA policies.

b. Changes in personnel must be approved by the C3CI Project Manager prior to reporting to a school building.

c. Work shall be performed outside of school hours unless approved by the school principal/C3CI Project Manager.

d. Any planned service outages must coordinated with the school principal/C3CI Project Manager.

e. Any cost encountered, which is not specifically itemized in the bidder’s proposal, shall not be passed on to the Archdiocese of LA without Archdiocese of LA approval.

f. No additional compensation will be allowed for extra work incurred on the part of the vendor due to the bidder’s failure to notice any existing condition which may cause the additional labor.
1.6. Schedule of Events

The schedule below indicates the critical dates that must be satisfied for proposal consideration.

- Release of this RFP - 12/22/2014 (Form 470 filing date)
- Bidders Meeting (optional) - 1/7/2014. The meeting will take place at 10:00 AM Pacific time, at the Archdiocesan Catholic Center, 3424 Wilshire Blvd., Los Angeles, CA 90010
- Bidders Site Visits to All Schools (optional) – 1/8/2015 thru 2/3/2015
- Final Date for Questions – 2/4/2015 5:00 PM Pacific Time
- Proposal Due – 2/9/2015 5:00 PM Pacific Time
- Selection of Eligible Vendor(s) - 2/16/2015 (Expected date). Begin negotiations towards final contract(s).
- Contract Negotiations Complete - 2/26/2015 (Expected date)
- Filing of Form 471 - 3/1/2015 (Expected date)
- Construction Start Date – 4/1/2015 (Earliest construction start. Actual start date contingent on funding approval.)

Form 470 for the C3CI Project will be filed with USAC on 12/22/2014. Bidders Meeting will be conducted on Wednesday, 1/7/2015, at 10:00 AM Pacific time, at the Archdiocesan Catholic Center, 3424 Wilshire Blvd., Los Angeles, CA 90010. The meeting is not mandatory, but bidders are urged to attend. During the time between the Bidders Meeting and the RFP response due date, the Department of Catholic Schools will coordinate the scheduling of bidder visits to schools for site surveys. This activity is also optional, but strongly encouraged.

The C3CI Project expects to announce the selection of one or more eligible bidders on 2/16/2015. At that time the C3CI Project initiate contract negotiations with the goal of completing signed final contract(s) no later than 2/26/2015. The intent is to file Form 471 on 3/1/2015. Actual construction start date is contingent on funding and other approvals, but will be no earlier than 4/1/2015.

1.7. Bidder References, Qualifications, and Liability Insurance Certificate

1.7.1 References

Submit information regarding three comparable projects that the bidder has completed as the Prime Vendor within the last three (3) years, preferably in K-12 schools. The projects shall indicate the start and completion dates, services and equipment provided, project costs, contract term, warranty, and benefits to the owner. Provide the owner’s name, address, telephone number, and contact person for each reference. Bidders must include in their proposal a complete disclosure of any alleged or actual significant prior or ongoing contract failures, any past or current civil or criminal proceedings or investigations which involve the bidder or which the bidder has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The C3CI Project reserves the right to reject any proposal based upon the bidder’s prior history with the Archdiocese of LA or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones, filing of liens or other proceedings, failure to pay their vendors or subcontractors, or other contractual failures.

Bidders must provide the appropriate State Vendor License. Bidders must meet the following qualifications:

a. Bidder shall be a licensed vendor holding at least one of the following State of California licenses; B, C-7, or C-10
b. Bidder must have a USAC Service Provider Identification Number (SPIN)
c. Bidder must hold the required Manufacturer Certifications for the Products/Systems proposed in their bid.
d. Bidder shall provide educational discount pricing or better.
e. Bidder must be able to warrant the equipment for a period of one year plus agree to extend any/all manufacturer warranties at no additional cost to the Archdiocese of LA.

f. Bidder shall work with manufacturers to establish the manufacturer warranty period, starting at the time of delivery or notice of completion (as agreed upon by the Applicant).

1.7.2 Qualifications, Training, and Resumes of Personnel Assigned to Project

The vendor shall be fully conversant and capable in any and all of the areas of response. The bidder shall provide the information requested on the Bidder Qualification Form (Section 6), as well as the following:

- Brief resumes of all key personnel to be assigned to this project.
- References (including contact details for references) relevant to the type of services listed in this document.

1.7.3 Current Liability Insurance Certificate

Bidder will be required to provide proof of insurance subject to the following limits:

- General Liability - $2,000,000.00
- Automobile Liability - $1,000,000.00 per occurrence
- Workers Compensation - $1,000,000.00 per occurrence

1.8. Evaluation Criteria

The C3CI Project will select one or more bidders based on an E-Rate compliant bidders evaluation matrix with price of E-rate eligible components being the highest weighted factor.
2. PROPOSAL REQUIREMENTS

2.1. Document Formats and Pricing

1. **Document Formats and File Naming.** All documents must be submitted on paper, and electronically in PDF format, except for the Section 7 Bid Sheet which must be submitted in Excel format. Each Bidder who submits an Intent to Respond (Appendix G) will receive a unique Bidder ID (and also access instructions for the school floor plans). Each bidder will also be provided a School ID for each consortium school (see Appendix A). Electronic versions of proposal documents must adhere to the following file naming convention, given for example bidder Akme Unlimited (to which we assigned Bidder ID ‘AKU’) and example school St. Prueba Elementary (School ID 01234):

   a. **General RFP Documents (except for Bid Sheet)** - Prepend Bidder ID to file name. If you prefer we review files in a particular order, please include a file sequence number after Bidder ID. Examples: AKU01General.pdf, AKU02AboutUs.pdf, AKU03SampleConstructionAgreement.pdf, AKU04SampleMaintenanceAgreement.pdf. Bidders submitting completed Archdiocese-provided documents are requested to use the Archdiocese-assigned file name after the Bidder ID and optional sequence number.
   b. **School-specific RFP Documents (except for Bid Sheet)** - Submit as PDF, with name beginning with Bidder ID and School ID. Example: AKU01234NetworkDiagram.pdf (see Section 7.4).
   c. **Bid Sheet** - Bidder will electronically submit a separate Excel workbook for each school on which they bid beginning with Bidder ID and School ID. Example: AKU01234BidSheet.xls. Recall bids must include all schools from the sectors being bid; one or more schools omitted from a sector will invalidate the entire bid for that sector.

2. **Price Quotes.**
   a. Prices shall be quoted in US Dollars.
   b. Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the bidder’s response will remain in effect for a period of twelve (12) months from the time of the contract signing. Vendor(s) should pass along discounts should manufacturer pricing change.
   c. Price quotes shall be all inclusive and breakdown E-Rate eligible equipment as it pertains to each component or percentage of that component that is eligible for E-Rate reimbursement.

3. **Contingency Fee as a Standard Practice.** The bidder shall complete and submit with their proposal the Contingency Fee as a Standard Practice Form (see Appendix I) to demonstrate whether or not a Contingency Fee is a standard business practice of the bidder. If the bidder elects to offer the Contingency Fee, the bidder agrees that the Contingency Fee will be used for changes requested by the Archdiocese of LA during the construction process for eligible services **only**. If the Archdiocese of LA does not request changes, the E-rate eligible committed funding amount of the contingency will be given back to the E-Rate program.

4. **Pricing Considerations.** Bidders should consider the nature and amount of work to be done as well as the difficulties involved in its proper execution in making its bid and are encourage to assist in bid review to note such circumstances.

5. **Item 21 Attachment Bid Sheet.** The bidder shall provide itemized pricing for all equipment to be included in this Bid Response **BY SITE**; see Section 2.1.1. Pricing shall include E-Rate eligibility, materials, labor, tax, shipping, and any other associated charges. On the day of the bid, this information MUST be supplied in hard copy and in an electronic format. Since USAC has announced that they intend to change the format of providing this information to them from past years, but not provided details yet, the selected vendor(s) will
be required to work with the Archdiocese of LA to amend the Item 21 Attachment Sheet prior to the Archdiocese of LA’s Form 471 filing.

6. **E-Rate Program Requirements.** This project will depend on partial funding from the Schools and Libraries Division’s E-rate program. The Archdiocese of LA expects each bidder to make themselves intimately familiar with any rules or regulations regarding the E-rate program. All contracts entered into as a result of the posting of the Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and the Archdiocese of LA’s acceptance of said discounts.

In compliance with the E-rate program rules, bidder agrees that no services may be delivered prior to April 1, 2015. The bidder is responsible for providing a valid SPIN number with their proposal(s).

The selected vendor(s) shall be responsible to invoice and collect payment of the discounted contract amount from USAC, utilizing the SPI invoicing method. The undiscounted contract amount will be the maximum amount that the Archdiocese of LA is liable. Vendor agrees to provide the Archdiocese of LA a copy of their USAC invoice to verify that the material has been delivered and accepted by the Archdiocese of LA before Vendor bills USAC.

2.2. **Instructions to the Bidder**

1. **Intent to Respond.** Bidders are encouraged to submit an Intent to Respond (ITR) Form (see Appendix G). Submitting an ITR doesn’t bind you to respond, and you can respond without completing an ITR, but if you submit one, we’ll send you update announcement e-mails (e.g. to save you from checking the RFP site for addenda), AND we’ll send you access instructions for the school floor plans. Checking the Bidders Meeting box on the ITR doesn’t bind you to attend the BM but does help us to make sure we’re set up for you if you do. You can attend the BM without submitting the ITR or checking the BM box, but we hope you do both.

2. **Questions.** All questions related to this RFP must be emailed to James R. Celoni, C3providers@la-archdiocese.org, no later than February 9, 2015. Questions (but not their origin) and responses will be made available to all bidders simultaneously as addenda posted on http://archla.org/consortiumrfp. Also refer to Section 1.4 Clarifications.

3. **Omissions and Errors.** If bidders find any omissions or errors in this RFP, they must notify the Archdiocese of LA (c3providers@la-archdiocese.org).

4. **Bidders Meeting.** A Bidders Meeting will take place Wednesday, January 7, 2015, at 10:00 AM Pacific time, at the Archdiocesan Catholic Center, 3424 Wilshire Blvd., Los Angeles, CA 90010. The meeting is not mandatory, but bidders are highly encouraged to attend. After the meeting an addendum with key information discussed at the meeting will be posted on http://archla.org/consortiumrfp.

5. **Site Visits.** Bidders will have the opportunity to visit schools that are in the consortium to perform site surveys. The Archdiocese will coordinate the scheduling of visits between 1/8/2015 to 2/3/2015. This activity is optional, but strongly encouraged. Bidders planning to make site visits should send an email to c3providers@la-archdiocese.org as soon as possible with a list of schools so that the Department of Catholic Schools can coordinate the visits.

6. **Proposal Contents.** The following documents must be in the proposal:
   a. Resumes and Qualifications (Section 1.7)
   b. References (Section 1.7)
   c. Insurance Certificate (Section 1.7)
   d. Sample Contract(s) (Section 4)
   e. Bidder Qualification Form (Section 8)
   f. Bid Sheet (Section 9)
   g. Signatures and Certifications Sheet (Appendix E)
   h. Letter to the Archdiocese of LA (Appendix F)
   i. Contingency Fee as a Standard Practice Form (Appendix I)
7. **Proposal Submission.** Proposals must be submitted as follows:
   a. Response to this RFP must be submitted on the forms provided. Additional sheets may be used for clarification as needed. A single bidder may submit multiple proposals.
   b. One paper copy must be submitted with original signatures and be clearly marked “Original”.
   c. An electronic copy in PDF format, except for the Bid Sheets (Section 7) in Excel format, must be submitted via USB flash drive or CD. File names for the Bid Sheets must as defined in Section 2.1
   d. Sealed proposals must be clearly marked: “**C3 CONSORTIUM INFRASTRUCTURE PROPOSAL**” on the outside.
   e. Sealed proposals will be accepted by hand delivery (i.e., signed-in at the building’s ground level security station), express delivery, or US mail to the following address:

   James R. Celoni  
   Archdiocese of Los Angeles  
   C3 CONSORTIUM INFRASTRUCTURE PROPOSAL  
   Applied Technology, 3rd Floor  
   3424 Wilshire Blvd.  
   Los Angeles, CA  90010

   f. Proposal must be submitted on or before **February 9, 2015, 5:00 PM Pacific time**.
3. SCOPE OF WORK

This RFP describes the wired and wireless local area network (LAN) infrastructure to be installed at those schools participating in the C3CI Project. The general scope of work required is as follows:

- Site survey
- Wired and/or wireless network design
- Procurement of material and equipment
- Installation of network equipment and integration with existing broadband Internet services
- Testing and documentation that demonstrates installed network meets specified requirements
- Turnover of network infrastructure to include delivery of specified network documentation, installation and equipment/component warranties, and any training
- Negotiated rate schedules and contact information for post-turnover support not covered by warranties (e.g., troubleshooting, repairs, network modifications, etc.)

Detailed requirements for each item in the scope of work is provided in the following sections.

3.1. School Locations

Bids are being solicited to install wired and/or wireless networks at 86 elementary and high schools in the Archdiocese of LA. A list of the schools and their addresses are in Appendix A. The schools are grouped into “bidding sectors” (see Section 1.3.2). Existing data infrastructure must be evaluated for conformance to the requirements in Appendix C and areas that do not conform must be reworked or replaced to meet requirements.

3.2. Floor Plan Information and Asbestos Abatement Information

Basic floor plans of all schools, similar to the example shown in Appendix B, have been collected. Bidders that submit the Intent to Respond Form (see Appendix G) will be provided access to a secure Archdiocese of LA website to obtain the floor plans. In addition, information will be provided identifying the presence of any asbestos at school locations. A consolidated spreadsheet (SectorsAndACM.xls) of all consortium schools and summarized asbestos information is provided on the http://archla.org/consortiumrfp. Vendors are to install networks at locations in a manner that does not require any asbestos abatement to be performed. Full indemnification is required for any violations. See Appendix H for Asbestos Abatement Specifications for removing asbestos-containing materials.

3.3. Network Design Requirements

All networks must be designed to meet the “Baseline Data Infrastructure Standards” established by the Archdiocese of LA. The standards are shown in Appendix C. In addition, all network designs must meet the following requirements.

3.3.1 Cabling Requirements

Per the “Baseline Data Infrastructure Standards” (Appendix C) new cabling systems must be Category 6 compliant. Three (3) Ethernet cables will be pulled to each school room that has a wireless access point, with one cable supporting the access point and two cables to be terminated at locations that best support the requirements of that room. If there is not an access point in the room, only two (2) Ethernet cables will be installed.
3.3.2 Integration with Existing Data Infrastructure at a School

Some schools may have existing wired and/or wireless data infrastructure that meets the performance requirements of Appendix C. Any bids for work at those schools must endeavor to use the existing infrastructure as much as possible to accomplish the goals stated for those schools.

3.4. Acceptance Testing

Vendor must perform acceptance testing and document results to validate that the all installed data infrastructure meets the requirements identified in Appendix C.

3.5. Network Documentation

After Acceptance Testing has been completed, vendor will provide the following documentation:

1. Acceptance test results including approval signature by the C3CI Project Manager
2. Vendor and manufacturer warranties
3. Vendor and manufacturer user manuals where applicable
4. Floor plan-based wiring schematics with terminations identified in accordance to labeling standards in Appendix C
5. Documentation of equipment configurations at time of successful acceptance testing

3.6. Warranties

After implementation of the successful bidder’s proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP. It is the vendor’s responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The vendor warranties shall commence with acceptance of/or payment for the work in full. All warranties by vendor and manufacturer on both products and labor must be specified in the proposal. During the first 3 months that the school is in session (following acceptance test sign-off), the vendor will remedy any system issues at no cost.

3.7. Recurring Operational Costs

So that the total cost of ownership of maintaining the network is clear, the bidder is to specify the following:

1. Any recurring annual license fees and dates of coverage for hardware and software.
2. Rate card specifying labor costs for most commonly required technical support services following the installation (e.g., troubleshooting network issues, reconfiguring network for new requirements, services not covered under vendor or manufacturer warranty, etc.).

3.8. Contract Completion

After a final signed contract is in place and funding is approved, the vendor will be required to complete contract installations according to the following schedule. A final Notice of Completion shall not be granted to the vendor until the entire Scope of Work including punch list items have been completed to the Archdiocese of LA’s satisfaction. Completion of the project is contingent upon successfully installing, configuring, and demonstrating all of the specified equipment.
<table>
<thead>
<tr>
<th># of Bid Sectors Awarded</th>
<th># of Days Required to Complete</th>
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<tr>
<td>1</td>
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<td>240</td>
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### 4. CONTRACTS AND PAYMENT

Regarding contracts and payments:

1. Any contracts or agreements required by the vendor will be provided in draft form as part of the proposal.
2. The successful bidder(s) will sign a contract that will specify total costs.
3. All contracts will follow the Archdiocese’s fiscal year schedule: July 1 through June 30.
4. The first year will be pro-rated to the start date.
5. The Term of the contract shall be for one year but shall automatically be extended for an additional one-year period, subject to the termination provision below, but without any change in compensation beyond those in the contract, to allow for any completion of work or services under the contract.
6. The contract may be terminated without penalty, by either party with 60 days’ written notice. The Archdiocese of LA reserves the right to cancel this Project and terminate this Contract at any time prior to the issuance of a Notice to Proceed. If Archdiocese of LA exercises its cancellation/termination rights as set forth herein prior to the issuance of a Notice to Proceed, Archdiocese of LA shall have no liability to vendor for any bid preparation or any other costs which may be incurred by the vendor prior to cancellation of the Contract.

### 5. PROJECT MANAGEMENT

The Archdiocese of LA will appoint a Representative, hereafter referred to as “C3CI Project Manager”, to act on their behalf to provide Construction Management and Project Administrative services. The bidder’s submission of a bid for this project is an acknowledgment of this fact and will include in their bid price any/all costs associated to compliance with the requirements described below.

All durations shown in this section shall reflect business days, unless otherwise noted.

#### 5.1. C3CI Project Manager’s Role

a. Primary point of contract between the Archdiocese of LA and the vendor.

b. Contract Administration.

c. Prepare and issue the Notice to Proceed to the vendor.

d. Receive and process vendor’s Submittal Documentation.

e. Receive and process vendor’s insurance certificates and bonds, as require by the scope of the project.
f. Coordinate site access.
g. Receive and process vendor’s project documents; Daily Reports, Scheduling Updates, etc.
h. Receive, review and respond to vendor’s Request for Information (RFI) and Change Order Request (COR)
i. Coordinate and conduct regular project meetings.
j. Receive, review and make recommendations for vendor payment request.
k. Coordinate the work of all vendors.
l. Monitor vendor’s performance with respect to the project schedule.
m. Evaluate and inspect vendor’s adherence to the project documents and installation services.
n. Witness vendor testing.
o. Prepare punch list and inspect vendor’s corrective work.
p. Prepare and issue the Final Notice of Completion to vendor.

The C3CI Project Manager will be the primary point of contact for all project related documentation, questions, request for information, payment request, request for testing, inspections and verification of project completion, etc. Vendor will route all documents and request to the Archdiocese of LA’s representative.

5.2. Notice to Proceed

This project is contingent on funding from the E-Rate program. As such, the Archdiocese of LA will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter (FCDL) has been received from USAC and a Form 486 “Receipt of Service Conformation” has been filed. Vendor will not be permitted to commence work, unless otherwise directed by the Archdiocese of LA, until a Notice to Proceed has been issued. The Archdiocese of LA will not be responsible for costs incurred by the Vendor prior to receiving a Notice to Proceed.

Upon the Archdiocese of LA’s issuance of the Notice to Proceed, the Vendor shall have ten (10) days to submit the following fully executed documents: In the event that the Vendor does not provide the required documents listed below within the specified time, the Archdiocese of LA reserves the right to consider the Vendor non-responsive and terminate the Agreement.

a. Payment Bond (100%): Vendor shall provide their Bond on the form provided in the RFP and fully executed as indicated on the form.
b. Faithful Performance Bond (100%). Vendor shall provide their Bond on the form to be provided.
c. Fingerprinting Certification Form
d. Prevailing Wage Certification Form
e. Insurance Certifications and Endorsements as required in the Agreement.

5.3. Submittals

Submittal must be received by the C3CI Project Manager within ten (10) days of the Notice to Proceed. In general, Submittals are product catalog sheets, performance data, diagrams, drawings, schedules and other data prepared by the vendor to demonstrate their adherence to the systems as specified and their ability to complete this project as described in the project documents.

Shop Drawings shall be required of the vendor if materials/equipment provided in their bid require coordination with other trades and/or the Archdiocese of LA, to complete the installation of said materials/equipment.

Copies of System Configuration Worksheets and/or Programming Questionnaires shall be required to be submitted if the vendor requires these documents to be completed before system installations can begin.

Vendor will submit two copies of their submittal directly to the C3CI Project Manager. The reviewed copy will be returned to the vendor directly from the C3CI Project Manager. The submittal will be returned to the vendor by the C3CI Project Manager as “approved”, or “revise and resubmit” or “rejected”. Failure of the vendor to adhere to the submittal requirements as stated below will result in an immediate submittal rejection. No “Extension of Time”, to
the project schedule, will be granted due to the rejection of the vendor’s submittal. In the event that the vendor’s submittal is rejected, it is the vendor’s obligation to resubmit a compliant submittal within five (5) days.

Submittals shall include:

a. Documentation will be bound..
b. A coversheet on the Vendor’s Company Letterhead including; Vendor Name, Vendor License Number, Project Name, Specification Number and Description, and submittal Date.
c. Full material list of products and equipment included in the Vendor’s bid price. Material list will include the following for each item; Manufacturer name, Part Number, Description, and Quantity.
d. Manufacturer’s Catalog Cut-sheet for each part included in the bid. The Catalog Cut-sheets shall be placed in the same order as shown on the spreadsheet.
e. Shop Drawings (as necessary)
f. Configuration Worksheets and/or Programming Questionnaires (as necessary)

5.4. Insurance

Vendor shall maintain general liability, automobile liability and builder’s risk insurance for the duration of this Agreement in accordance with the Insurance Requirements portion of the Contract Documents. Prior the commencing any work, the Vendor shall submit to the Archdiocese of LA, for approval, the required Certificates of Insurance within ten (10) days of the Notice to Proceed. The Vendor shall not be allowed to enter the site until such time that the Vendor’s proof of insurance is accepted by the Archdiocese of LA in writing.

5.5. Payment and Faithful Performance Bond

The successful bidder will be required to execute the supplied Payment and Faithful Performance bonds within ten (10) days of the Notice to Proceed.

The Payment Bond shall be in the amount not less than One-Hundred percent (100%) of the amount of the contract in accordance with the Project documents and Civil Code section 3248. The VENDOR will also be required to furnish a separate Faithful Performance Bond in the amount of One Hundred Percent (100%) of the contract and in the form included in the Project documents.

5.6. Site Availability

All work performed on the project site will be done during the course of site construction. The Vendor will include in their price all cost necessary to coordinate with the Archdiocese of LA, C3CI Project Manager, and construction project Design Professionals (Architect and Construction Manager) and Construction project vendors.

5.7. Project Schedule

Vendor will submit to the C3CI Project Manager, for approval, a Project Schedule within ten (10) days of the Notice to Proceed. Vendor will submit the Project Schedule directly to the C3CI Project Manager for review and approval. The schedule will be returned to the vendor by the C3CI Project Manager as “approved”, or “revise and resubmit” or “rejected”. It is the vendor’s obligation to coordinate with the C3CI Project Manager to develop the approved Project Schedule.

The project duration, defined by the “Start Date” and “Completion Date” as shown on the Notice to Proceed and in this document, will be strictly adhered to. The approved schedule will be the basis by which Liquidated Damages will be assessed.

The project schedule shall be graphical in nature and contain specific project milestones that match the scope of work as specified in the project documents. The schedule shall provide for “early” and “late” start/end dates for each milestone, and include sufficient time for testing, inspections and corrective work. Vendor shall employ the “critical path” method when developing the project schedule.
It is the vendor’s responsibility to provide sufficient qualified personnel to complete the project within the specified
time. The vendor, at their own expense, is expected to employ any means necessary, such as, overtime or working
Saturdays to complete their work on schedule. Access to the site for overtime and Saturday work will be coordinated
with the C3Ci Project Manager.

5.8. Schedule of Values

Vendor will submit to the C3Ci Project Manager, for approval, a Schedule of Values, within ten (10) days of the Notice
to Proceed. Vendor will submit the Schedule of Values directly to the C3Ci Project Manager for review and approval.
The Schedule of Values will be returned to the vendor by the C3Ci Project Manager as “approved”, or “revise and
resubmit” or “rejected”. It is the vendor’s obligation to coordinate with the C3Ci Project Manager to develop the
approved Schedule of Values.

The Schedule of Values will include, at a minimum, separate line items for the material cost and labor cost associated
to each “logical” system, “phase”, or “milestone” task. The Schedule of Values will also include, at a minimum, a
separate column for “Percentage of Completion”, “Pay Request Amount”, “Retention Amount”, “Paid Amount To
Date”, “Retention Amount To Date” and “Total Billable Amount”. Vendor will include on the approved Schedule of
Values the Archdiocese of LA’s E-Rate billable portion and USAC’s billable portion.

An approved Schedule of Values must accompany all “progress billing” payment requests. Vendor will submit their
updated Schedule of Values, for approval, to the C3Ci Project Manager a minimum of five (5) days prior to all
payment requests. Payment requests received without an approved Schedule of Values will be denied.

5.9. Meetings

Vendor will be required to attend and participate in following type of meetings:

1. **Pre-Construction Meeting** – Vendor will be required to attend a onetime meeting to reviewed and discuss:
   a. Introduction of Project Contacts
   b. Correspondence Procedures
   c. Archdiocese of LA’s Rules of Conduct
   d. Submittal Procedures
   e. Insurance/Bond requirements
   f. Project Schedule
   g. Invoicing/Payment Procedures
   h. “Progress Meeting” Schedule
   i. Site Access
   j. Changes to Scope of Work
   k. Schedule “Programming Meeting”
   l. Verify Exact Equipment Placement
   m. Address Archdiocese of LA/Vendor Questions

2. **Progress Meeting** – Vendor is required to attend regularly scheduled project “Progress Meetings” to provide
   Archdiocese of LA/C3Ci Project Manager with project status updates, address outstanding/unresolved
   items, and/or revise/update Project Schedule. C3Ci Project Manager will notify the Vendor of the location
   (on-site or conference call), time and place for all Progress Meetings.

3. **Programming Meetings (as necessary)** – See individual Specification Sections for each system
   “Programming Meeting” requirements.
5.10. Daily Reports

Vendor will be required to prepare a daily report for onsite activities. The daily report shall indicate the total number of employees and/or sub-vendors present on site, their hours worked, and a short description of work performed. Problems or delays should be clearly noted along with what action was taken to address the situation. Vendor will be required to submit the week’s daily reports to the C3CI Project Manager no later than Friday of each week.

5.11. Request for Information

In the case that there is a conflict within the project documents and/or site conditions, it is the responsibility of the vendor to request a clarification from the C3CI Project Manager in writing. The C3CI Project Manager reserves the right to respond to the RFI, or to provide a Supplemental Instruction (SI) to make minor changes to the work that are not intended to affect the project cost.

5.12. Price Request/Change Order

In the event that the Archdiocese of LA/C3CI Project Manager revise and/or alter the scope of work, the C3CI Project Manager will issue a Price Request to the vendor. The vendor will return completed the Price Request to the C3CI Project Manager within five (5) days.

The vendor’s Price Request shall include a detailed cost breakdown of all required equipment, material, sales tax and labor for the added or deleted scope of work. If additional time is required to complete the new scope of work, then the vendor will indicate so in the Price Request. The acceptance of the vendor’s Price Request will be completed after the C3CI Project Manager issues an approved written Change Order in writing. All costs incurred by the vendor for work performed without an approved written Change Order will be the vendor’s responsibility.

5.13. Payment Request

Vendor will submit all payment requests to the C3CI Project Manager by the 20th of each month. Payment requests not received by the 20th will be held until the following month.

All payment requests must be accompanied by an approved Schedule of Values. Payment requests that are denied will be held until the 20th of the following month.

Submission of a bid proposal obligates the vendor to comply with the SLD’s Form 474 “Service Provider Invoicing” (SPI) method for this contract. Vendor will invoice USAC directly for the committed funding amount of “eligible” equipment and services. The Archdiocese of LA will only be responsible for their percentage of the “eligible” equipment and services and 100% of “ineligible” equipment and services. A copy of the Form 474 will be sent to the C3CI Project Manager, for approval, prior to be sent to USAC.

Archdiocese of LA will withhold a 5% Retention from all payment requests. Final payment to the vendor of the 5% retention will be made after Archdiocese of LA “accepts” the project and the C3CI Project Manager has issued a Final Notice of Completion.

5.14. Delivery and Storage

It will be the sole financial responsibility of the vendor to arrange delivery and storage of all project-related products, materials, and equipment. The Archdiocese of LA will not be responsible for the warehousing or transportation of any project-related products, material, and equipment, without prior written approval. The Archdiocese of LA’s written approval will be contingent on the vendor developing and maintaining an onsite inventory and check-in/check-out system and indemnification from all lost or stolen items. A centralized location will be provided by the district for asset tagging and staging of equipment prior to installation.
5.15. Damage

It will be the sole responsibility of the vendor to repair and/or replace all damage done by the vendor to the Archdiocese of LA’s property during the course of installation. Vendor will make a point of documenting all existing damage on their daily reports and in person with the Archdiocese of LA/C3CI Project Manager prior to the beginning of the installation.

5.16. Inspections

The C3CI Project Manager will monitor the progress of the vendor’s work on a regular basis. It is the responsibility of the vendor to make all aspects of the installation available to the C3CI Project Manager for inspection.

Acceptance of the vendor’s work by the Archdiocese of LA/C3CI Project Manager does not relieve the vendor from acts of negligence on the part of the vendor, or work not completed that is in the vendor’s scope, as defined in the project document.

Illegitimate or erroneous claims of completion by the vendor resulting in a premature inspection(s) shall be at the vendor’s sole cost and the Archdiocese of LA shall reserve the right to reduce the contract price to pay for any costs incurred by the Archdiocese of LA.

The vendor will supply the C3CI Project Manager with a minimum of five (5) days written notice for the following inspections:

a. **Witnessed Testing.** Vendor will perform the testing as specified in the specification in the presence of the C3CI Project Manager.

b. **Preliminary Final Inspection/Punch List.** At the completion of all work in the scope of the contract, the vendor will issue a written “Request for Inspection” to the C3CI Project Manager. The C3CI Project Manager and the vendor will inspect the completed work and prepare a preliminary punch list of corrective work.

c. **Final Inspection.** At the completion of the corrective work on the preliminary punch list, the vendor will issue a written “Request for Final Inspection”. The C3CI Project Manager will perform a final “Inspection” and “Punch List”.

5.17. Acceptance

The Archdiocese of LA’s final acceptance of the project will occur when:

1. All aspects of the project scope have been completed, including successful installation, configuration, and demonstration of the specified equipment.

2. All punch list items have been corrected to the Archdiocese of LA’s satisfaction.

3. Archdiocese of LA has received all product and performance warranties as specified in the project documents.

4. All Archdiocese of LA Maintenance and Operation Manuals, Test documents, Drawings, Project Close-Out documents have been received by the Archdiocese of LA.

5. C3CI Project Manager has issued a final “Notice of Completion”.

6. 5% Retention has been received by the vendor.”
6. RECOMMENDATIONS FOR SAVINGS

Bidders are encouraged to offer any suggestions or alternative approaches to any portion of this bid that could be eliminated or modified to save the Archdiocese of LA money while meeting requirements.

7. RIGHT TO REJECT ANY AND ALL QUOTES

We reserve the right to reject any or all bid proposals and to waive any informalities or irregularities. The bidder’s submission of a proposal is recognition of this right.
In addition, the Archdiocese of LA reserves the right to fund, or not to fund this project, regardless of E-rate approval.
8. BID SHEET

This sheet must be submitted in both paper format and electronically in Excel format, with all other required attachments as part of the bid response. Additional pages may be added, but must reference the appropriate section number. Failure to include this completed form with your bid response may result in disqualification of bid. Components of the bid sheet are described in the following sections. The spreadsheets described in Sections 7.1, 7.2, and 7.3 have been consolidated into a single Excel workbook, each with a corresponding tabbed sheet. The corresponding Excel filename is “C3CIBidSheet.xls” and located at http://archla.org/consortiumrfp.

8.1. Bidder Qualification Form

Bidders must complete the Bidder Qualification Form.

8.2. Requirements Compliance Spreadsheet

Bidders must complete the Requirements Compliance spreadsheet. A “Yes” answer indicates that the bidder has met the requirement. If a bidder does not meet a specific requirement, a short explanation must be provided as to why the requirement has not been met.

8.3. Cost Spreadsheet (Item 21 Attachment Form)

Bidders must complete the cost spreadsheet for each school. No changes may be made to the existing spreadsheet line items; however, additional spreadsheet lines may be added if there is not a suitable line item for a given cost component. Each school spreadsheet file must be named using the naming convention specified in Section 2.1 Document Formats.

8.4. Labor Rate Spreadsheet

Bidders must complete a Labor Rate spreadsheet. Bidders must use the given spreadsheet format, but may change the description (i.e., job title) for each labor category.

8.5. Top Level Network Design

Bidders must provide a top level network design diagram showing, at a minimum, room locations (e.g., including MPOE room, wiring closets/nexus locations, etc.), cabling routes and equipment locations/quantity. The top level network design supports the Baseline Data Infrastructure Standards given in Appendix C. A sample diagram is shown in Appendix D.
Appendix A – List of Participating Schools by Bidding Sector

(Reference RFP Section 1.3.2 Scope of Bids)

**Sector 1 Schools**

<table>
<thead>
<tr>
<th>School</th>
<th>School ID</th>
<th>Address</th>
<th>City</th>
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</thead>
<tbody>
<tr>
<td>ASSUMPTION BVM SCHOOL</td>
<td>07540</td>
<td>2660 E. Orange Grove Blvd.</td>
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<td>EPIPHANY SCHOOL</td>
<td>07690</td>
<td>10915 Michael Hunt Dr.</td>
<td>So. El Monte</td>
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<td>HOLY NAME OF MARY SCHOOL</td>
<td>07830</td>
<td>124 S. San Dimas Cyn. Rd.</td>
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<td>726 S. Shamrock Ave.</td>
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<td>NATIVITY SCHOOL</td>
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<td>10907 Saint Louis Drv.</td>
<td>El Monte</td>
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<tr>
<td>OUR LADY OF THE MIRACULOUS MEDAL</td>
<td>07380</td>
<td>840 N. Garfield Ave.</td>
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<tr>
<td>SAN GABRIEL MISSION ELEMENTARY SCHOOL</td>
<td>07560</td>
<td>416 South Mission Drive</td>
<td>San Gabriel</td>
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<tr>
<td>SAN GABRIEL MISSION HIGH SCH</td>
<td>09880</td>
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<tr>
<td>ST CHRISTOPHER SCHOOL</td>
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<td>900 W. Christopher St.</td>
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<td>ST FRANCES OF ROME</td>
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<td>734 N. Pasadena Ave.</td>
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<td>ST JOHN THE BAPTIST SCHOOL-B. PARK</td>
<td>07770</td>
<td>3870 Stewart Ave.</td>
<td>Baldwin Park</td>
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<td>ST JOSEPH - POMONA</td>
<td>07870</td>
<td>1200 W. Holt Ave.</td>
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<td>ST LOUISE DE MARILLAC SCHOOL</td>
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<td>ST RITA SCHOOL</td>
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<td>ST THERESE SCHOOL</td>
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### Sector 2 Schools

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<td>5430 Torrance Blvd.</td>
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<td>HOLY INNOCENTS SCHOOL</td>
<td>09300</td>
<td>2500 Pacific Ave.</td>
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<td>MARY STAR OF THE SEA ELEMENTARY SCHOOL</td>
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<td>717 S. Cabrillo Ave.</td>
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<td>MARY STAR OF THE SEA HIGH SCH</td>
<td>09840</td>
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<td>OUR LADY OF FATIMA (ARTESIA)</td>
<td>08970</td>
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<tr>
<td>OUR LADY OF GUADALUPE SCHOOL</td>
<td>09150</td>
<td>340 Massey Ave.</td>
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<td>OUR LADY OF THE ROSARY SCHOOL</td>
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<td>14813 Paramount Blvd.</td>
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<td>OUR LADY OF VICTORY</td>
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<td>SS PETER AND PAUL SCHOOL</td>
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<td>ST ATHANASIUS SCHOOL</td>
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<td>5369 Linden Ave.</td>
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<td>ST GERTRUDE THE GREAT SCHOOL</td>
<td>08860</td>
<td>6824 Toler Ave.</td>
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Appendix A – List of Participating Schools by Bidding Sector (Continued)

**Sector 3 Schools**

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<td>HOLY SPIRIT SCHOOL</td>
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<td>ST AGNES PARISH SCHOOL</td>
<td>08460</td>
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<td>ST GREGORY THE GREAT SCHOOL</td>
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<td>08680</td>
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<td>2333 S. Figueroa St.</td>
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Appendix A – List of Participating Schools by Bidding Sector (Continued)

**Sector 4 Schools**

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<td>08590</td>
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Appendix A – List of Participating Schools by Bidding Sector (Continued)

**Sector 5 Schools**

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<td>Burbank</td>
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<td>DIVINE SAVIOR SCHOOL</td>
<td>06880</td>
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<td>HOLY FAMILY ELEMENTARY SCHOOL</td>
<td>09830</td>
<td>1301 Rollin Ave.</td>
<td>So. Pasadena</td>
</tr>
<tr>
<td>OUR LADY OF GUADALUPE SCHOOL</td>
<td>07350</td>
<td>436 N. Hazard Ave.</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>OUR LADY OF HOLY ROSARY SCHOOL</td>
<td>07040</td>
<td>7802 Vineland Ave</td>
<td>Sun Valley</td>
</tr>
<tr>
<td>OUR LADY OF LOURDES SCHOOL</td>
<td>07370</td>
<td>315 S. Eastman Ave.</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>OUR LADY OF LOURDES SCHOOL</td>
<td>06930</td>
<td>7324 Apperson St.</td>
<td>Tujunga</td>
</tr>
<tr>
<td>ST ALPHONSUS ELEMENTARY SCHOOL</td>
<td>07470</td>
<td>552 S. Amalia Ave.</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>ST CHARLES BORROMEO SCHOOL</td>
<td>07050</td>
<td>10850 Moorpark St.</td>
<td>No. Hollywood</td>
</tr>
<tr>
<td>ST CHARLES BORROMEO SCHOOL</td>
<td>07070</td>
<td>2120 W. Olive Ave.</td>
<td>Burbank</td>
</tr>
<tr>
<td>ST FRANCIS HIGH SCHOOL</td>
<td>02713</td>
<td>200 Fothill Blvd.</td>
<td>La Canada</td>
</tr>
<tr>
<td>ST PATRICK SCHOOL</td>
<td>07120</td>
<td>10626 Erwin St.</td>
<td>No. Hollywood</td>
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</table>
## Appendix A – List of Participating Schools by Bidding Sector (Continued)

### Sector 6 Schools

<table>
<thead>
<tr>
<th>School</th>
<th>School ID</th>
<th>Address</th>
<th>City</th>
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<tbody>
<tr>
<td>GUARDIAN ANGEL SCHOOL</td>
<td>07010</td>
<td>10919 Norris Ave.</td>
<td>Pacoima</td>
</tr>
<tr>
<td>LA PURISIMA CONCEPCION SCHOOL</td>
<td>06430</td>
<td>219 W. Olive Ave.</td>
<td>Lompoc</td>
</tr>
<tr>
<td>OUR LADY OF GRACE SCHOOL</td>
<td>06740</td>
<td>17720 Ventura Blvd.</td>
<td>Encino</td>
</tr>
<tr>
<td>OUR LADY OF PEACE</td>
<td>07030</td>
<td>9022 Langdon Avenue</td>
<td>North Hills</td>
</tr>
<tr>
<td>OUR LADY OF THE VALLEY SCHOOL</td>
<td>06760</td>
<td>22041 Gault St.</td>
<td>Canoga Park</td>
</tr>
<tr>
<td>SACRED HEART ELEMENTARY SCHOOL</td>
<td>07170</td>
<td>625 West Kettering Street</td>
<td>Lancaster</td>
</tr>
<tr>
<td>ST BONAVENTURE HIGH SCHOOL</td>
<td>09710</td>
<td>3167 Telegraph Road</td>
<td>Ventura</td>
</tr>
<tr>
<td>ST DOMINIC ELEMENTARY SCHOOL</td>
<td>06960</td>
<td>2005 Merton ave.</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>ST ELISABETH ELEMENTARY SCHOOL</td>
<td>07600</td>
<td>6635 Tobias Ave.</td>
<td>Van Nuys</td>
</tr>
<tr>
<td>ST EUPHRASIA ELEMENTARY SCHOOL</td>
<td>07200</td>
<td>17637 Mayerling St.</td>
<td>Granada Hills</td>
</tr>
<tr>
<td>ST FRANCIS DESALES ELEM SCH</td>
<td>07080</td>
<td>13368 Valleyheart Dr.</td>
<td>Sherman Oaks</td>
</tr>
<tr>
<td>ST GENEVIEVE ELEMENTARY SCHOOL</td>
<td>07100</td>
<td>14024 Community St.</td>
<td>Panorama City</td>
</tr>
<tr>
<td>ST GENEVIEVE HIGH SCHOOL</td>
<td>09860</td>
<td>13967 Roscoe Blvd.</td>
<td>Panorama City</td>
</tr>
<tr>
<td>ST SEBASTIAN SCHOOL</td>
<td>08110</td>
<td>325 E. Santa Barbara St.</td>
<td>Santa Paula</td>
</tr>
<tr>
<td>VILLANOVA PREPARATORY HIGH SCHOOL</td>
<td>02753</td>
<td>12096 Ventura Ave.</td>
<td>Ojai</td>
</tr>
</tbody>
</table>
Appendix B - Sample School Floor Plan

(Reference RFP Section 3.2 Floor Plan Information)
Appendix C – Baseline Data Infrastructure Standards

Effective and efficient data network infrastructure is a crucial component in a school technology implementation that impacts teaching and learning. To ensure that all students and educators have access to a comprehensive infrastructure for learning when and where they need it, the following infrastructure design and implementation standards must be satisfied.

1. General Design Standards and Considerations

No two schools are alike so the design of the data infrastructure must be tailored to meet the needs of students and staff. The following base design standards allow some flexibility while providing a common pattern across all schools:

1. The primary communications standard for the cabled data infrastructure is Gigabit Ethernet (1000Base-T for copper, 1000Base-SX for fiber)
   1.1. All copper plant components must be certified to meet the following standards:
       1.1.1. Category 6 (TIA 568-B.2-1)
       1.1.2. 1000Base-T (802.3ab) Ethernet
       1.1.3. PoE+ (802.3at Type 2)
       1.1.4. Use of TIA 568B pin assignments
   1.2. All fiber plant components must be certified to meet the following standards:
       1.2.1. Use of 50/125 um OM3 fiber for all cable components
       1.2.2. Terminations into LC connectors
       1.2.3. Patch bays may use LC couplers with less than 1.5dB insertion loss
       1.2.4. End-to-end testing falls within 10GBase-SR specifications
   1.3. The Ethernet network must be flat. Traffic must not pass through more than 3 switches from any point to any point in the location-wide network
   1.4. Ethernet switch hardware must support the following features:
       1.4.1. 802.1Q VLAN support (minimum of 64 VLANs)
       1.4.2. 802.1x per-port authentication
       1.4.3. RMON or SFlow
       1.4.4. 802.3ad LACP/trunking
       1.4.5. SNMPv3

2. The primary communications standard for wireless data infrastructure is 802.11ac and must support the following:
   2.1. Support for legacy 802.11n/a/g clients
   2.2. Coordinated SSID broadcast and layer-2 hand-off of clients between access points (i.e. an integrated wireless network)
   2.3. Multiple SSIDs, assignable to tagged 802.1Q VLANs
   2.4. WPA2-PSK/AES authentication and encryption
   2.5. 802.1x EAP with Radius or Active Directory authentication
   2.6. Interference detection and mitigation
   2.7. Centralized management of wireless hardware and the composite wireless network

3. The IP-based data networks running on the infrastructure must be protected by firewalls or similar network traffic routing, inspection and control systems.

4. Data networks with internet access that are used by students or staff must be protected by CIPA-compliant filtering systems.

5. All data network hardware must support IPv4 and IPv6.
6. All data infrastructure hardware installed indoors must be able to operate under factory warranty in typical classroom environmental conditions. Fully enclosed cabinets, when used to house said hardware, must have forced ventilation installed that does not exceed 32dBA noise level.

7. All data infrastructure hardware installed outdoors must be rated to IP65.

8. All hardware that requires utility power must operate on 120V AC, 15A circuits provided by NEMA 5-15P cord sets.

2. Performance Standards for Data Infrastructure

A properly designed and implemented data infrastructure should not hinder the delivery of data to its users. The following performance metrics should be considered a minimum benchmark:

1. Layer 2 end-to-end latency across the wired network should not exceed 250us.
2. Layer 3 end-to-end latency across routed/firewalled IP segments of the wired network should not exceed 2ms.
3. Client port to trunk bandwidth ratios do not exceed 20:1. Every 20 1000Base-T ports on a switch must have a minimum of 16Gigabit of trunk bandwidth available.
4. Wireless networks must maintain a SNR of 16dB or greater over their designed coverage volume.
5. Wireless networks must support a minimum of 30 802.11n or 802.11ac clients per access point and be able to serve each client 20Mbps half-duplex.
6. Full filtered DIA service bandwidth is available to any single client, wireless or wired, anywhere inside of the designed coverage volume.
7. Fairly divided filtered DIA service bandwidth is available to any number of clients, wireless or wired, anywhere inside of the designed coverage volume. For example, 50 clients using a 100Mbps DIA service should each get a steady 2Mbps of bandwidth under full load conditions.

3. Construction and Maintenance Standards

1. Cabling Construction Standards

1.1. All data cabling construction must meet all applicable state and local building codes for low-voltage wiring.
1.2. All data cabling must be run through surface-mount color-coordinated raceway when runs are in exposed interior areas like hallways and classrooms. Terminations of such raceway installations must use standard-sized outlet boxes, sized for the designed number of cable terminations.
1.3. All inter-closet fiber must be run through 2” EMT. If fiber station drops are designed, such fiber may be run through EMT or surface-mount color-coordinated raceway that meets the requirements (bending radius, etc.) for the station fiber.
1.4. All exterior cabling must be run in appropriate sized EMT with water-tight hardware.
1.5. Inter-building connections, where buildings do not share a common wall, must be connected via subsurface raceway, a minimum of 2” in diameter. Raceways between buildings must terminate into exterior surface mounted pull boxes.
1.6. Up to 4 Ethernet RJ45 jacks may be installed in a single-gang pull box.
1.7. All Ethernet jacks must be orange in color and labeled “Cat6” or similar to denote their rating.
1.8. Faceplates for station terminations must be metal or “unbreakable” nylon.

2. Access Point Construction Standards

2.1. Access points must use factory-furnished mounting systems.
2.2. Access points must be mounted in open space at a minimum of 7’ above the floor. Access points that cannot be mounted at such height must have locking mounts or other anti-tamper provisions.
2.3. Ethernet terminations for access points must be no more than 3’ from the access point.

3. Construction Documentation Standards

3.1. Each cable or fiber must be labeled with a location-wide unique identifier. This identifier will be affixed above or below the station jack and its corresponding on the terminating patch panel. The identifier is constructed as follows: n-Txxx where:
  “n” is the closet/nexus/frame number that this cable originates from
  “T” is the drop type of: (E)thernet, (M)ulti-mode fiber, (S)ingle-mode fiber, (T)elephone, (A)ccess point
  “xxx” is a unique number formatted with leading zeros.
EXAMPLE: 1-E020 (closet 1, Ethernet cable 020)

3.2. All cabling, access points, wire frames and other data infrastructure equipment must have their locations accurately documented on a schematic floor plan using their unique identifier. Each wire frame/closet must be furnished with such a schematic that identifies all cabling that originates from the frame/closet.
Appendix D – Sample Top Level Network Design Diagram
SIGNATURES AND CERTIFICATIONS

By my signature below, I certify that, should I be awarded this contract, I accept, and will abide by all the conditions and requirements listed in this document, and that all services provided by my firm or my affiliates meet all of the requirements of this document.

_________________________________________
Signature of Authorized Agent

________________
Date

_________________________________________
Printed or typed name of Authorized Agent

_________________________________________
Title of Authorized Agent

_________________________________________
Company Name

_________________________________________
Address

_________________________________________
City State Zip

_________________________________________
Voice telephone number

_________________________________________
FAX telephone number

_________________________________________
Business web address (URL)

_________________________________________
Email address of contact person
LETTER TO THE ARCHDIOCESE OF LOS ANGELES

Please submit a signed copy of this document with your hard copy response.

James R. Celoni
Archdiocese of Los Angeles
3424 Wilshire Blvd.
C3 Consortium Infrastructure RFP
Applied Technology, 3rd floor
Los Angeles, CA 90010

To Whom It May Concern:

The undersigned has carefully read and understands the terms and conditions specified in this document and submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, he/she certifies that the prices submitted were independently arrived at without collusion.

Further, the undersigned represents that this is a binding proposal good for 120 days and that he/she is fully authorized to submit this proposal.

Respondent Company Name:________________________________________________________
Sole Proprietor, Partnership, Corporation, Joint Venture, Other (Please indicate)_________

Service Provider Identification Number (SPIN)________________________________________
Federal Employer Identification Number (FEIN)________________________________________
Payment address (if other than street address below):____________________________________
Exact legal name of company:_______________________________________________________
City:___________________________________________________________________________
State:_________________________________________________
Zip Code:____________________

Authorized Representative Name and Title:____________________________________________

Telephone Number:________________________
Fax Number:_____________________________

E-mail Address: __________________________________________________________

Authorized (Original) Signature:___________________________________________________
Date: ______________
INTENT TO RESPOND TO ARCHDIOCESE OF LOS ANGELES
C3 CONSORTIUM INFRASTRUCTURE RFP

We intend to respond to the Archdiocese of Los Angeles C3 Consortium Infrastructure Project RFP dated December 22, 2014.

Name of Company:

Mailing Address:

Name of Contact Person:

Contact’s Email Address:

Voice telephone number:

Fax telephone number:

We plan to attend the Bidders Meeting on 1/7/2015:  ☐ Yes □ No

Please email this form to c3providers@la-archdiocese.org AND fax it to James R. Celoni at 213-637-6271 no later than 5:00PM PST on January 6, 2014 in order to receive floor plans access instructions, your bidder ID (for use with submitted files), and e-mail updates (from which you may opt out at any time).
Appendix H – Asbestos Abatement Specifications

CONTINGENCY FEE AS A STANDARD PRACTICE

Project: C3CI PROJECT

The Archdiocese of LA establishes a classification “Contingency Fee” for changes as affected by the construction/funding schedule and/or campus environment. This classification applies to all construction work. This classification is not based on permanent physical elements of construction. Rather, the classification items are cost components common to construction, project, and program estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping and handling.

Bidder agrees that the contingency will be used for changes requested by the owner during the construction process for eligible services only. If the Archdiocese of LA does not request changes, the contingency will be given back to the E-Rate program.

Please fill in one of the following:

YES ____________________________ (bidder name) does include contingency fee as a standard business practice as defined above.

If YES please provide the “Contingency Fee” amount in percentage. Equal to _____% (not to exceed 10%) of the Base Bid amount. The E-Rate Contingency Amount shall be:

$ ____________________________ Dollars ($ ________________).

–OR–

NO ____________________________ (company name) does not include contingency as a standard business practice as defined above.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is true and correct. Executed at ____________________________, California, on _____________, 20__.