



# Cartersville School System

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SUPERINTENDENT

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ASSISTANT SUPERINTENDENT

## REQUEST FOR PROPOSAL

March 4, 2016

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following items.

### Leasing Dark Fiber and Accompanying Professional Services

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

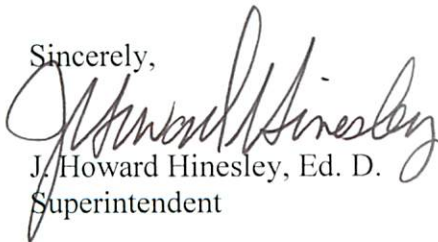
**Dr. J. Howard Hinesley,  
Superintendent  
Cartersville School System  
RFP # 9400-304-186 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120**

no later than 10:00 a.m., Friday, April 1, 2014.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,



J. Howard Hinesley, Ed. D.  
Superintendent

Enclosures



# **Request for Proposal Leasing Dark Fiber and Accompanying Professional Services for the Cartersville School System**

March 4, 2016

*Prepared by:*

*Kristy Hovers*

*Cartersville City Schools Technology Department*

*310 Old Mill Road*

*PO Box 3310*

*Cartersville, GA 30120*

**PROPOSAL FORM**

Cartersville School System  
P.O. Box 3310  
15 Nelson Street  
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other requirements indicated in the specifications as prepared by you.

We propose to enter into a contract to furnish **Leasing Dark Fiber and Accompanying Professional Services** as specified at the price quoted. RFP # 9400-304-186

Total price of all requested items:

Approximate date of delivery:

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature of Company Representative Authorized to Submit this Proposal

\_\_\_\_\_  
Printed Name of Representative

\_\_\_\_\_  
Business Address/ Street, City, State, Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**OVERVIEW OF PROJECT**

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors for leasing dark fiber for the deployment of a Wide Area Network accommodating speeds of 10 Gigabit or more for transport between Schools within the Cartersville School System District. Single, Multi-Year and/or Extension Contracts Considered. Lit fiber service will be considered. The Cartersville School System expects this project to be completed by July 1, 2016.

**FIBER SPECIFICATIONS AND LOCATIONS**

- Request of Two continuous single mode fibers with a maximum attenuation @ 1550 nm of less than 0.3 dB/Km
  - If submitting for lit fiber, must be 10Gb minimum
1. Leased Dark Fiber from Cartersville Elementary School (340 Old Mill Road, Cartersville, GA 30120) to Cartersville Middle School (825 Douthit Ferry Road, Cartersville, GA 30120)
  2. Leased Dark Fiber from Cartersville Elementary School (340 Old Mill Road, Cartersville GA 30120) to Cartersville High School (320 East Church Street, Cartersville, GA 30120) via Kids and Company (323 South Erwin Street, Cartersville, GA 30120)

The proposal must include the following:

1. The vendor must submit detailed diagram showing the proposed fiber path(s) with total fiber length in miles from demarcation.
2. Vendor must provide single point of contact.
3. Vendor must provide Project Plan with detailed task and dates.
4. Vendor must detail any installation requirements and costs.
5. The network must be able to carry all current and future network protocols.
6. During the term of the contract any changes in the routing of the fiber cable due to city, county or any external infrastructure changes and/or requirements will be the responsibility of the service provider at no expense to Cartersville Schools.
7. Vendor is responsible for any construction and clean-up to connect each site to the vendor's fiber ring.
8. Specifications of support and the time frame of guaranteed initial response time.

**TIMELINE**

Issue RFP/Publish on Website	March 4, 2016
Proposals Due	April 1, 2016 10:00 am
Tentative Date Vendor Selection	April 11, 2016
Project Delivery/Completion Date	July 1, 2016

**EVALUATION PROCESS**

The evaluators will consider how well the vendor's proposed solution meets the needs of the Cartersville City School System as described in the vendor's response to items listed in the technical requirement section of this RFP. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the Cartersville City School System select the right vendor with the best combination of professional attributes, experience, product attributes, and price. The Cartersville City School System reserves the right to require that a subset of finalists make a presentation for consideration.

This RFP provides general and technical information to be used to guide you in crafting your proposal. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal.

At the completion of the RFP process, the Cartersville City School System will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the Cartersville City School System's criteria in cost, product design and management capability, and vendor prior experience and references.

## **VENDOR COMMUNICATION**

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the School System's delegate listed below. Any oral communications will be considered unofficial and non-binding to the Cartersville City School System. Questions should be submitted in e-mail form to the School System's delegate. Vendors should rely only on written, faxed, or e-mailed statements issued by the School System's delegate.

**Kristy Hovers**  
**Technology Coordinator**  
**Cartersville School System**  
**PO Box 3310**  
**310 Old Mill Road**  
**Cartersville, GA 30120**  
**Office: 770-387-5571**  
**Fax: 770-607-7501**  
**Email: [khovers@cartersville.k12.ga.us](mailto:khovers@cartersville.k12.ga.us)**

## **RIGHT OF SELECTION/REJECTION – WAIVER OF IRREGULARITIES**

The Cartersville City School System reserves the right to reject any or all proposals, to waive any minor irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Cartersville City School System. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

## **RFP REVISIONS**

The Cartersville City School System reserves the right to change the schedule or issue amendments to the RFP at any time. The Cartersville City School System also reserves the right to cancel or reissue the RFP at any time

## **PROPOSAL AMENDMENT**

The Cartersville City School System shall not accept any amendments, revision, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the Cartersville City School System.

## **COMMITMENTS**

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Cartersville City School System's option, be made part of the final purchase contract. All representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

## **CONTRACT AWARD AND EXECUTION**

The Cartersville City School System reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Cartersville City School System. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the Cartersville City School System and the vendor, will become part of the contract documents. Additionally, the Cartersville City School System will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. If selected vendor fails to sign and return the contract within the required stated timeframe, the Cartersville City School System may elect to cancel the award and award the contract to the next best vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

**COMPENSATION**

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

**PAYMENT TERMS AND CONDITIONS**

The proposal must contain a fee schedule that includes payment terms and conditions, and line items for equipment, software, support/maintenance subscriptions, and warranties. Payment terms will be Net 30 days after installation and invoice.

**ALTERNATIVE SPECIFICATIONS**

Specifications must be attached if proposal is based on specifications different than specified by the school system. The Board of Education will determine if the item proposed is equal or comparable.

**RFP ATTACHMENTS AND SUBMISSION**

- Proposals must be submitted with the proposal form enclosed.
- Bidders may attach other appropriate information to best evaluate the proposal.
- Bidder must submit a copy of Certificate of Insurance with bid including workers compensation. Vendor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1, et. seg. is a condition to the quote and contract. Vendor is required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Vendor's quote.

Please submit (2) hard copies of the proposal, sealed and in its entirety, to the Cartersville City School System delegate at the address below no later than 10:00 AM, April 1, 2016.

**Dr. J. Howard Hinesley, Superintendent**  
**Cartersville School System**  
**PO Box 3310**  
**15 Nelson Street**  
**Cartersville, GA 30120**