



# Cartersville School System

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MARC R. FEUERBACH, Ed.D.  
*SUPERINTENDENT*

## REQUEST FOR PROPOSAL

KENNETH CLOUSE, Ed.S.  
*ASSISTANT SUPERINTENDENT*

December 18, 2019

Dear Sir or Madam:

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

**Cartersville Elementary School Campus Wiring**

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

Dr. Marc Feuerbach, Superintendent  
Cartersville School System  
RFP # 0200-1218-129 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120

no later than 2:00 p.m., Thursday, February 13, 2020.

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

We invite your participation.

Respectfully,

Marc Feuerbach, Ed.D.  
Superintendent

Enclosures



# **Request for Proposal**

## **Cartersville Elementary School**

### **Campus Wiring**

### **Cartersville School System**

December 18, 2019

*Prepared by:*

*Cartersville School System Technology Department*

*310 Old Mill Road*

*PO Box 3310*

*Cartersville, GA 30120*

**PROPOSAL FORM**

**Please include this cover sheet as (page 1) of your proposal**

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

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

We propose to enter into a contract to furnish the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

Total bid proposal price for **Cartersville Elementary School Campus Wiring**

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Name of Company

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Signature of Company Representative Authorized to Submit this Proposal

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Printed Name of Representative

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Business Address/ Street, City, State, Zip Code

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Phone Number

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Fax Number

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Email

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Office use only

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 pm, Thursday, February 13, 2020, and shall be opened publicly at that time. Each submittal must include two hard copies.
2. **Proposals must be submitted on the forms enclosed.** Bidders must attach specification sheet of prices/labor that also include warranty information. Bidders may enclose other appropriate information.
3. Proposals must meet the requirements relating to all Georgia Department of Education guidelines.
4. **There will be a mandatory pre-bid meeting will be held on Wednesday, January 8, 2020 @ 2:00 pm EST. at Cartersville Elementary School located at 340 Old Mill Road, Cartersville Georgia. Those in attendance will have the opportunity to inspect the site for measurements, review bid documents and ask any questions at that time.**
5. Vendor must have current SPIN # with USAC and be ready to participate in the eRate program for Schools and Libraries.
6. The Cartersville School Board reserves the right to accept or reject any and all proposals.
7. Work is to begin no earlier than May 23, 2020 and must be completed no later than July 13, 2020.
8. Payment will be made within 30 days of the completion of project.
9. Contractor must provide 2 references of comparable jobs.
10. Contractor must provide a copy of Certificate of Liability Insurance, E-Verification number, Workers Compensation Insurance and a W-9 form.
11. Further information regarding the RFP can be obtained by email only:

Kristy Hovers  
Director of Technology  
Cartersville School System  
[khovers@cartersvilleschools.org](mailto:khovers@cartersvilleschools.org)

David Hutcheson  
Network Administrator  
Cartersville School System  
[dhutch@cartersvilleschools.org](mailto:dhutch@cartersvilleschools.org)

**OVERVIEW OF PROJECT**

The Cartersville School System is seeking qualified bids to provide the following:

- Remove old data wiring.
- Provide and install wiring, use existing or provide wire mold if needed, stainless steel cover plates and color-coordinated modules to 825 data drops. Terminate, label at both ends and provide verification testing. Data drops in ceiling areas will need to be terminated to a data biscuit.
- Install new punch down panels in data rooms.
- Include corresponding colored patch cables in data closet
- Install and termination of vendor supplied fiber optic cable between data closets with 6 fiber runs between data closets within the building. There are two external fiber runs that will require conduit. Label at both ends and verification testing.
- Provide warranty information for cabling and all components.
- All data locations, MDF & IDF maps will be available at Pre-Bid Meeting on January 8, 2020.

**Equipment Requiring Cat6**

CCTV	Yellow
Access Control	White
WAP	Orange
Data	Blue
Direct Digital Controls	Gray

**SPECIFICATIONS**

<b>Patch Panel:</b>	Panduit 48 Port Cat6
<b>Plates &amp; Modules:</b>	Panduit Cat6
<b>Cabling:</b>	Cat6, 500 Mhz
<b>Fiber Optic:</b>	50-micron multimode, 6 strand indoor/outdoor, LC connectors

## VENDOR REQUIREMENTS

Vendor must be a certified Panduit reseller.

Vendor must have current SPIN # with USAC and be ready to participate in the eRate program for Schools and Libraries.

## TIMELINE

Issue RFP/Publish on Website	December 18, 2019
Pre-Bid Meeting	January 8, 2020 at 2:00 pm
Proposals Due	February 13, 2020 at 2:00 pm
Project Start Date	May 23, 2020
Projected completion	July 13, 2020

## EVALUATION PROCESS

The evaluators will consider how well the vendor has proposed solution meets the needs of the Cartersville 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. This evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the Cartersville School System select the right vendor with the best combination of professional attributes, experience, product attributes, and price. The Cartersville 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 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 School System's criteria in cost, product design and management capability, and vendor prior experience and references.

<b>Factors</b>	<b>Total Points Available</b>
Cost of Eligible Goods & Services	25
Availability/Current Equipment	20
Local Preference	20
Experience	20
Past Performance/References	15

## **VENDOR COMMUNICATION**

Upon release of this RFP, all vendor communications concerning the overall RFP shall be directed to the School System's delegate listed below. Any oral communication will be unofficial and non-binding to the Cartersville 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**  
**Director of Technology**  
**Cartersville School System**  
**PO Box 3310**  
**310 Old Mill Road**  
**Cartersville, GA 30120**  
**Office: 770-387-5571**  
**Fax: 770-607-7501**  
**Email: [khovers@cartersvilleschools.org](mailto:khovers@cartersvilleschools.org)**

**David Hutcheson**  
**Network Administrator**  
**Cartersville School System**  
**PO Box 3310**  
**310 Old Mill Road**  
**Cartersville, GA 30120**  
**Office: 770-606-3335**  
**Fax: 770-607-7501**  
**Email: [dhutch@cartersvilleschools.org](mailto:dhutch@cartersvilleschools.org)**

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

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

## **PROPOSAL AMENDMENT**

The Cartersville 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 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 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 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 School System. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the Cartersville School System and the vendor, will become part of the contract documents. Additionally, the Cartersville 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 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 School System delegate at the address below no later than 2:00 PM, February 13, 2020.

**Dr. Marc Feuerbach, Superintendent**  
**Cartersville School System**  
**RFP # 0200-1218-129 ENCLOSED**  
**P.O. Box 3310, 15 Nelson Street**  
**Cartersville, GA 30120**