

**La Villa Independent School District**  
**C/O Ms. Sandra Martinez, Chief Fianacial Officer**  
**P.O. Box 9, 500 East 9th St. La Villa, Tx 78562**  
**500 East 9<sup>th</sup> St., La Villa Tx. 78562**  
**Phone: (956) 262-4755 Fax: (956) 262-7323**  
**RFP # 2019 – LAV001**  
**E-Rate Year 19**  
**Internal Connections**  
**Network and Cabling Project**

**Scope of Work**

**Respondent Instructions:**

1. Vendors responding to RFP # 2019 – LAV001 via overnight services must submit using  
500 East 9<sup>th</sup> Street, La Villa, Texas 78562
2. Vendors must clearly include the RFP # 2019 – LAV001 when submitting their response  
on the envelope or box.

**Corresponding with district:**

1. All vendor inquires during RFP period must be via email to Robert Perez –  
[robert.perez@lavillaisd.org](mailto:robert.perez@lavillaisd.org) and Roy Lanier - [rlanier@stx.rr.com](mailto:rlanier@stx.rr.com) .

**Part 1:E-Rate Category 2:**

La Villa ISD is requesting that respondents must include in their proposal all required documentation and must attend the **mandatory walk-through**.

The District reserves the right to down size the project as needed.

**Vendor must use format for cost sheets and all other pricing sheets.**

Each campus is considered a project (FRN). The campuses are listed as follows:

This project includes hardware and services as per specifications.

**Vendor Grading Table:**

<b>Factor</b>	<b>Weight</b>
<b>Price</b>	<b>30</b>
<b>Prior experience</b>	<b>20</b>
<b>Personnel qualifications</b>	<b>10</b>
<b>Local Network Engineers</b>	<b>15</b>
<b>Meets District Standards</b>	<b>25</b>
<b>Total</b>	<b>100</b>

\*Note: The district will also consider appropriate State of Texas criteria.

## Table 1

### Summary and General Information for each Project ERATE - YEAR 19

#### Network Hardware and Cabling.

This section is for network hardware and cabling for all campuses. The specifications will be on spread sheets. The approval of the section is dependent on the campus Erate budget that is available. Refer to Campus files for detail.

**District requires the Vendor that is selected to help District Staff with Erate Budget and options to purchase hardware that exceeds the Erate budget by campus.**

Campus Name: **La Villa High School**  
Scope of Work: Installation and Configuration  
Switches – 6  
Access Points – 3  
Wireless Bridge - 2  
Cabling - 69 drops  
Wall Mounted Cabinet - 1  
Patch Panels – 4  
UPS - 4

Campus Name: **J. B. Munoz Middle School**  
Scope of Work: Installation and Configuration  
Switches – 6  
Access Points - 2  
Cabling – 60  
Fiber – 1 6 strand  
Patch Panels – 3  
UPS - 3

Campus Name: **La Villa Elementary School**  
Scope of Work: Installation and Configuration  
Switches - 6  
Cabling – 65  
Patch Panels – 5  
UPS - 3

Campus Name: **La Villa ISD CORE**  
Scope of Work: Installation and Configuration

Router - 1  
Switches – 1  
UPS -2

**La Villa ISD reserves the right not to proceed with any part or the entire project.**

Vendor must provide 1 original and 3 copies of RFP. Original must state it is the original. Make sure original and copies of RFP have a table of contents, **page numbers and tabs. Also include a signed contract.**

1. DISTRICT PREFERS VENDORS THAT ARE STATE OF TEXAS DIR VENDORS FOR CISCO AND CISCO GOLD PARTNERS or equivalent. SUBMIT PROPER DOCUMENTATION TO SUPPORT VENDORS STATUS. VENDOR MUST ALSO PROVIDE AN E-RATE SPIN NO. AND FCC REGISTRATION NUMBER WITH RFP. Vendor must also provide a list of the different statuses.
2. This RFP requests manufacturer specific equipment (ex. Cisco.) La Villa ISD is standardized on this equipment throughout all campuses and is providing these manufacturer specific parts lists as they insure the maximum interoperability with the rest of the District's infrastructure. La Villa ISD will consider proposals for equipment that is equivalent to the makes and models of the equipment in this RFP.
3. **Vendors will have to coordinate work schedule with the Robert Perez. Work schedule may vary; during school hours, after school, weekends and district holidays.**
4. **Signing of contracts with vendor is non-binding until determination of award from the SLD and La Villa ISD budget availability. Scope may change depending upon the amount of money granted by the SLD. La Villa ISD has the right to downsize any or all projects.**
5. **Vendor must give at least 5 references for District of similar scope with dollar amount of project with in the last three Erate. Please provide contact person and phone number.**
6. **Vendor must provide a list of all districts that have been awarded Erate projects with vendor in the last 3 years. The list must include the district name, dollar amount, and Erate year.**
7. **Vendor must provide a list of staff with certifications that will be working with this project.**
8. **Vendor must provide all tools and equipment to complete Wireless Project.**

9. **Engineer Qualifications: Vendor must submit proof of qualifications.**
  - A. La Villa ISD prefers that the vendor have a Cisco Certified Network Associate (CCNA), Cisco Certified Network Associate Wireless (CCNA Wireless), Cisco Certified Network Associate Voice (CCNA Voice), Cisco Certified Network Professional (CCNP) and Cisco Certified Internetworking Engineer (CCIE).
  - B. Cisco Certified Internetworking Engineer (CCIE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a CCIE is not on staff, the vendor must provide the name of the CCIE that will work on the project at the vendor's expense. The La Villa ISD will require that a CCIE be accessible.
  - C. La Villa ISD prefers that the vendor have a Microsoft Certified Engineer (MCSA/MCSE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a MCSA/MCSE is not on staff, the vendor must provide the name of the MCSA/MCSE that will work on the project at the vendor's expense La Villa ISD will require that a MCSA/MCSE be accessible.
10. **Vendor must provide distance and location of engineers what will be dispatched for maintenance work or to work on this project. Engineers should be dispatched within 50 miles from La Villa ISD with a response time of 4 hours.**
11. **Vendor must provide a signed contract with RFP.**
12. **By vendor signing contract, vendor agrees to extent pricing of this RFP once district is funded by the SLD and agree to hold pricing and agree to extend the contract past the Erate funding year with approved extensions from the SLD.**
13. **Vendor must sign all district documents that are included in this RFP**
14. **This calls for an "all or none" RFP, this will be a turn-key project.**
15. **Vendor must be available during the evaluation process should there be any questions or should the district request a best and final offer.**
16. **Vendor must bring their own copy of RFP.**
17. **All questions before and after walk-through must be via email addressed to the contact persons listed on RFP.**

18. **Proposed Timeline (subject to revision):**

- Release of RFP and Posting of F-470 February 8, 2019
- **Vendor meeting/walk-through Mandatory** February 20 2019 at 10:00 am  
**500 9<sup>th</sup> Street, TX 78562 in Administrative building**
- Deadlines for Receiving RFP: March 7 2019 at 10:00 am
- Evaluate and Negotiate: March 7 - 8 2019

**\*\*\* Vendors that do not attend the Walk-Through will not be considered during vendor evaluation**

19. Proposals received after the deadline will not be considered.
20. Unsigned proposals will not be considered. Person signing the offer must be authorized to bind their company to the contract.
21. All items are to be F.O.B., destination, Freight Prepaid (inside delivery) either to La Villa ISD.
22. Vendor is responsible obtaining all permits associated with the project.
23. If, through any cause, the La Villa ISD determines that the successful Vendor has failed to fulfill, in a timely and proper manner, the obligations agreed to, the La Villa ISD shall have the right to terminate the contract by specifying the date of termination in a written notice to the Vendor at least thirty (30) days before the termination date. La Villa ISD shall have the right to cancel for default all or any part of the undelivered portion of this order if vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies that the District may have in law or equity.

**III. GENERAL REQUIREMENTS: (Applicable to Parts 1 of this RFP as applicable and as required).**

**Payment Conditions**

- 1.1 All payments will be made in accordance with Chapter 2251 of the Texas Government Code. The project(s) will be deemed acceptable when the vendor delivers to the La Villa ISD that is fully functional to the District's specifications and satisfaction.
  - 1.1.1. On Universal Service Fund projects, the La Villa ISD is responsible only for the La Villa ISD's portion of the total cost. The La Villa ISD will submit appropriate documentation to the Schools and Libraries Division (SLD) so that the vendor can be paid for the portion that the La Villa ISD is not responsible for paying directly. The vendor is responsible for requesting their portion of payment from the SLD. In the case where subcontractors or shared billing is in place, the vendor is responsible for insuring that all parties are promptly paid (within 10 days of receiving SLD reimbursement).
- 1.2. Acceptance shall be further defined as beneficial use by the La Villa ISD.

## **WARRANTY**

If the vendor procures equipment and material under the contract, the vendor shall obtain for the benefit of the District's equipment and material, warranties against defects in material and workmanship to the extent such warranties are reasonably obtainable.

The vendor shall pass along to the District any additional warranties offered by the manufacturers, at no additional cost to LA VILLA ISD. This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse acts of vandalism or tampering by the district or anyone other than employees or agents of the vendor.

The vendor's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at the vendor's option. Insurance covering said equipment from damage or loss is to be paid by the vendor until full acceptance of equipment and services:

- Vendor must install and configure new or current hardware, as required.
- Vendor must provide electronic schematic drawings by room and campuses building of all hardware with model number of hardware. (PAYMENT WILL BE MADE ONCE DRAWINGS ARE TURNED IN TO IT STAFF)

### **Project will be considered complete upon:**

- Completion of all "Punch List" items as noted during a "Walk Through" of campus upon the Contractor indicating Substantial Completion. **All punch list items must be completed within 15 days or payment will not be released.**  
Warranty paperwork, test results and As-Builds have been turned in to Technology Department to the attention of Robert Perez.

## **SUPPORT AGREEMENT COSTS**

- List all support agreement cost by type of hardware / software.
- List cost for after hour support.
- A list discount maintenance charges for every hour hardware is out of service or for every hour that the maintenance personnel are late according to contract response time.
- List onsite response time.
- List if there is a "depot" agreement.
- List of telephone support hours.
- List date when warranties starts and date when warranties ends. (This is the warranty that is at no cost to the district)
- Include copies of support contracts with start dates and end dates.

## **TRAINING**

Vendor must provide on-site training and manuals to LA VILLA ISD at no cost to personnel selected by the District network operating system, routers and switches. Include schedule and time length of training.

### **VARIATION IN QUANTITIES AND CONFIGURATIONS**

Equipment and capacity requirements are the best estimates currently available. The district reserves the right to modify quantity and configuration requirements. The vendor agrees to sell the district the revised quantity of items at the unit price or lower as stated in the RFP.

### **PROJECT MANAGER**

The vendor will provide a full-time Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make on-site decisions regarding the scope of the work and implement any changes required. The Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation on changes to the work with approval of the School District Project Manager. Project Manager must submit a mandatory written report on a weekly basis on the progress of the project and meet with District Staff and or District Technology Consultant.

### **VENDOR REFERENCES**

Vendors must provide a minimum of five school district references. These references must be for projects that are similar in scope and design, and have been completed by the vendor within the last three (3) years. References which cannot be confirmed will be grounds for vendor disqualification. References must include company name, address, and phone number contact person. Also a brief summary of the actual projects performed for the customer should be included as well as the total cost of the last project.

The District may, with full cooperation of the vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through the vendors; however, the vendor personnel shall not be present during discussions with references.

### **LICENSING**

The vendor must provide a list of all applicable licenses currently held by installation personnel or certifications.

### **WORKING HOURS**

Vendor must be **prepared to work on weekends and after school hours** in order to complete job or meet deadlines as needed.

### **MANPOWER**

Due to the implementation plan of this project, a large contingent of manpower may be required for limited durations. Provide a description of manpower availability and how this requirement will be met.

### **COMPLIANCE WITH LAWS AND REGULATIONS**

The vendor's performance of work shall comply with applicable federal, state, and local laws, rules, and regulations. In the event of violation, the vendor shall pay all fines and penalties,



including attorney's fees, other defense costs, and expenses in connection: including any expense in cabling or hardware. **Vendor must also comply with all ERATE requirements and regulations.**

**FEDERAL COMMUNICATIONS COMMISSION:**

Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified prior to installation in the District's property and/or final acceptance by the District.

**SAFETY**

The vendor shall take the necessary precaution and bear the sole responsibility for the safety methods employed in performing the work. The vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The vendor shall identify and hold harmless the District from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on the district because of the vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

**Part 1:**

**NETWORK AND**  
**CABLING**

**Refer to E-RATE YR  
19 RFP Spread Sheet**