

Bullhead City School District 15

1004 Hancock Rd
Bullhead City, AZ 86442
(928) 758-3961

NOTICE OF REQUEST FOR PROPOSAL

RFP NAME: FY2024 E-Rate Proposal – Category 1
MATERIAL OR SERVICE: BCSD seeks proposals for multi-Gigabit Internet service and Managed Lit Fiber service.

**** THIS IS A SEALED PROPOSAL REQUEST, DO NOT EMAIL
QUOTES OR PROPOSALS TO THE DISTRICT ****

RFP DUE DATE: **December 7th, 2023 at 2:00 PM MST (AZ) Time**
RFP SUBMITTAL LOCATION: Bullhead City School District #15
1004 Hancock Rd
Bullhead City, AZ 86442
MAILING ADDRESS: Bullhead City School District #15
1004 Hancock Rd
Bullhead City, AZ 86442
PRE-BID CONFERENCE: Not required. Contact James McNutt – jmcnutt@bcsd15.org

In accordance with the School District Procurement Rules, competitive sealed bids for the material, service or construction specified will be received by the District Office at the specified location until the time and date cited above. Bids received by the correct time and date will be opened and the amount of the bid will be publicly read.

If you do not wish to bid on this solicitation, please provide written notification of your decision. Failure to respond could result in deletion of your name from the District's vendor listing. This form may be returned to the address above, or emailed to jmcnutt@bcsd15.org. A "No Response" will be considered a response.

- [] **I am submitting a "No Response" at this time.**
Please keep my name on the District's Bidder's List.
- [] **I cannot provide services of this nature.**
Please remove my name from this category.
- [] **I no longer wish to do business with BCSD.**
Please remove my name from the District's Bidder's List.
- [] **I am no longer in the business to provide these services.**
Please remove my name from the District's Bidder's List.

Name of Company	Date Signed
Authorized Signature/Local Representative	Telephone/Fax Number
Type Name and Position Held with Company	
Mailing Address	City State Zip

RFP - FY2024 E-Rate Proposal – Category 1
Bullhead City School District 15
2024-2025 E-Rate Internet RFP

The Bullhead School District (BCSD) consists of three elementary, one middle, and one junior high school. In addition to the schools, the district also has non-instructional facilities including the district office, bus yard, and special services/pre-school campus.

This RFP has two sections:

Section 1: Internet Access

Section 2: Managed Lit Fiber

BCSD is seeking to enter into a one year contract with voluntary extensions with one or more service providers to provide Internet access and Managed Lit Fiber for BCSD member schools. Service providers may provide a response for either section or both sections. Additionally, BCSD may award each section separately. The contract shall start no earlier than July 1, 2024 and the end no later than June 30, 2025. At the end of the first term, BCSD reserves the right to voluntarily renew the agreement. The renewal term shall be limited to four (4) renewals of 12 months each. If the service provider and BCSD utilize all of the voluntary renewal, the contract length shall not exceed 60 months.

The anticipated contract start date is July 1, 2024. Even if the contract does not start on July 1, 2024, the “first year” contract expiration date shall be June 30, 2025. This means the “first year” of the contract may ultimately be less than 12 months.

Do not contact schools or sites directly. Please contact James McNutt (contact info at the end of this RFP). Any required site visits must be scheduled with James McNutt. Any site visits or school contact not coordinated with James McNutt may result in a vendor being disqualified.

RFP Scoring Matrix:

Price of eligible goods and service:	50 pts
Total price (eligible and ineligible):	20 pts
Vendor experience with district / references:	15 pts
Ability of vendor to provide services:	10 pts
Proposal Completeness:	5 pts

Internet Access

BCSD seeks to install up to 10000 Mbps (10 Gbps) of enterprise grade, fiber optic reliability, Internet bandwidth at the BCSD District Office. BCSD seeks pricing to install the Internet bandwidth in stages, starting at 5000 Mbps (5 Gbps), and going up in increments. Please use the pricing guide at the end of this document for the price proposal.

The service address is:
Bullhead City School District Office
1004 Hancock Rd
Bullhead City, AZ 86442
928-758-3961

Questions:

1. Can you provide Internet access at the following speeds to the service address:

5 Gbps up and down: _____ Yes _____ No

7 Gbps up and down: _____ Yes _____ No

10 Gbps up and down: _____ Yes _____ No
2. Please indicate the technology used to provide the Internet access (i.e. Microwave, licensed wireless, fiber, etc.):
3. Will your company utilize other service providers to provide this service (i.e. will another company provide “last mile” service)? If so, please list those companies:
4. What is the lead time to install 5 Gbps? (BCSD must have active service by July 1, 2024):
5. What is the lead time to upgrade from 5 Gbps to 7 or 10 Gbps?
6. Do you currently offer the above speeds for the service address today (if no, please indicate when you will or anticipate when service will be available)?

Managed Leased Lit Fiber Service

BCSD is seeking proposals to install WAN point to point links. The links must be enterprise grade, fiber reliability links. The links will start at 1 Gbps with the option to upgrade to 3 or 5 Gbps if needed throughout the contract.

BCSD plans to install these links in a staged approach. Starting with lower speed bandwidth and increasing speed when needed.

Service addresses:

BCSD District Office.

Bullhead City School District
1004 Hancock Rd
Bullhead City, AZ 86442
928-758-3961

DB

Diamondback Elementary School
2550 Tesota Way
Bullhead City, Arizona 86442
928-758-6858

FC

Fox Creek Junior High
3101 Desert Sky Boulevard
Bullhead City, Arizona 86442
928-704-2500

SR

Sunrise Elementary School
2645 Landon Drive
Bullhead City, Arizona 86429
928-754-1815

Link descriptions:

Link 1: DB → BCSD District Office

Link 2: FC → BCSD District Office

Link 3: SR → BCSD District Office

Links must be point to point. Relay links, point to multipoint, and repeated links will only be considered when it is in the best interest of BCSD. For instance, if a 1 Gbps link is required on three links, a relay will only be considered under the following conditions:

- The link speed between SR and FC is ≥ 1 Gbps
- The link speed between FC and DB is ≥ 2 Gbps
- The link speed between DB and BCSD D.O. is ≥ 3 Gbps
- It is in BCSD's advantage to use non-point to point links

The vendor must CLEARLY identify non-point to point links, and the advantage to BCSD
This is to serve only as one of many examples of non-point to point links. It is up to the vendor to clearly define non-point to point links.

If you are responding to the Managed Leased Lit Fiber section of this RFP please answer the following questions:

1. Will all of your links be point to point?

☐ Yes ☐ No

If no, please explain:

2. Can you provide WAN Access at the following speeds to the links described above:

	Link 1	Link 2	Link 3
1 Gbps down and up	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
3 Gbps down and up	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
5 Gbps down and up	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

3. Please indicate the technology used to provide this access:
4. Will your company utilize other service providers to provide these services (i.e. will another company provide the “last mile” service)? If so, please list those companies.
5. What is your lead time to install? (BCSD must have the links active by July 1st, 2022)
6. Do you currently offer the above speeds for the service addresses today (if no, please indicate when you will or anticipate when service will be available and which address presently do and do not have service)?

All proposals are subject to the following terms and conditions:

Termination upon Notice. Following thirty (30) days written notice, Bullhead City School District, (Hereafter “the District”), may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for goods and services provided under the Contract to the District up to and including the date of termination, providing that the goods and services rendered are in approved status by the District. There may be no payment rendered if the District terminated the Contract for poor workmanship.

Payment Limitation in Event of Termination. In the event of termination of the Contract for any reason by the District, the District shall pay only those amounts, if any, due and owing to the Contractor for goods and services actually rendered up to and including the date of termination of the Contract and for which the District is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor’s claim. This provision in no way limits the remedies available to the District under the Contract in the event of termination. The District shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.

The Contractor’s Termination Duties. Upon receipt of notice of termination or upon request of the District the Contractor shall:

- (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the District may require;
- (ii) Immediately cease using and return to the District, any personal property or materials, whether tangible or intangible, provided by the District to the Contractor;
- (iii) Comply with the District’s instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract;
- (iv) Cooperate in good faith with the District, its employees, agents, and contractors during the transition period between the notification of termination and the substitution of any replacement contractor; and
- (v) Immediately return to the District any payments made by the District for goods and services that were not delivered or rendered by the Contractor

Competitive sealed proposals from companies must certify that:

- The vendor does not have scrutinized business operations in Israel
- The vendor complies with A.R.S. statute 23-214 and Federal Immigration Laws and Regulations.
- All costs necessary to verify compliance are the responsibility of the contractor.

Vendors must include all labor, travel, lodging, per-diem, estimated taxes, and fees with their proposal. Price proposal shall include E-Rate eligible and ineligible components, monthly recurring costs, and one-time costs. There shall be no additional cost to BCSD to ensure all equipment functions as intended. Proposal price is to be F.O.B. destination including delivery.

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Please provide up to three references.

Please include a service level agreement and contract with your proposal. Your service level agreement should include response times (call back, remote support, on-site, etc.). Your SLA and contract should include the address of the location where technicians will be dispatched for BCSD issues. You may include any additional information that may help BCSD make the best choice for our solution. Please use the response sheet at the end of this document as a guideline for price response format.

Send all questions concerning this RFP to jmcnutt@bcsd15.org. The deadline for questions is **November 30th, 2023**. All questions and answers will be posted on the BCSD website <https://www.bcsd15.org/Technology>.

BCSD reserves the right to contact vendors with clarification questions.

RFP due date is **December 7th, 2023 at 2:00 PM MST (AZ) Time at 1004 Hancock Road, Bullhead City, AZ 86442**. The proposal must be presented in a sealed envelope with the name and address of the vendor on the outside clearly marked “**Sealed Proposal: FY2024 E-Rate Proposal – Category 1**”.

The proposal must be signed by a duly authorized representative of the firm or corporation.

The proposal shall be submitted on the forms provided in the “Notice Of Request For Proposal” package. It is permissible to copy these forms if required. Telegraphic bids or mailgrams will not be considered.

All products bid upon should be premium or top quality. It is the intent of this bid to purchase the best products at the lowest prices. The Index of Federal Specifications and Standards is used by the District to establish minimum standards of acceptability, and may be used as guideline for some items.

No oral or telephone modifications will be made. The District is not responsible for any errors or omissions on the part of the vendor.

The proposal must include the unit price as well as the extended price. In case of error in the extension of prices in the proposal, the unit price will govern.

No proposal shall be altered, amended or withdrawn after the specified proposal due time and date. At any time prior to the specified proposal due time and date, Vendor (or designated representative) may withdraw the proposal. Telegraphic or Mailgram withdrawals will not be considered.

The vendor must be properly licensed, bonded, and insured in the State of Arizona for work of this nature.

The District reserves the right to reject any or all proposals.

In this “Notice Of Request For Proposal”, the District expressly reserves the right to award any individual line items, a Multiple Award.

The proposal price must include the cost of all items called for in the specifications and all delivery charges.

Proposal opening will be held on **December 7th 2023 at 2:10 PM MST (AZ) Time** in the Bullhead City District Office Board Room.

Proposals must be sent to:
Bullhead City School District #15
James McNutt, Director of Technology
1004 Hancock Rd
Bullhead City, AZ 86442

Your response **MUST** include one (1) original printed response and one (1) copy (the copy may be printed or provided in an electronic form). BCSD would prefer the copy be provided in an electronic form i.e. USB Flash Drive.

Please ensure your proposal includes a signed contract. A contract has been provided within the RFP.

PROPOSAL AWARD: The Proposal Award will be recommended to the BCSD Governing Board at the first Board meeting following the proposal opening. The successful vendor will be given written notice within (10) days following the board meeting. The award will be given to the responsible vendor whose proposal conforms to the "Notice Of Request For Proposal" and will be most advantageous to the School District with respect to price, conformity to specifications, and other factors. The price alone shall not be the sole factor determining the successful vendor .

Proposals will be available for public inspection at the District Office, 1004 Hancock Rd., Suite 100, Bullhead City, AZ 86442, following the opening and award of the contract.

RFP - FY2024 E-Rate Proposal – Category 1

Vendor Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

E-Rate SPIN Number: _____

Account Manager: _____

Phone: _____

E-Mail: _____

Accounts Payable: _____

Phone: _____

E-Mail: _____

Support Contact: _____

Phone: _____

E-Mail: _____

Internet Access Price Sheet

Contract term length: First Year – July 1, 2024 to June 30, 2025

Extensions: Voluntary extensions may be granted - up to four (4) extension of one (1) year each
Vendors must include all labor, travel, lodging, per-diem, estimated taxes, and fees with their proposal.

Service address: 1004 Hancock Rd, Bullhead City, AZ 86442

Speed (Gbps)	E-Rate Eligible		Not E-Rate Eligible	
	Monthly Reoccurring	One time/install	Monthly Reoccurring	One time/install
5				
7				
10				

Managed Lit Fiber Price Sheet - Link 1

Contract term length: First Year – July 1, 2024 to June 30, 2025

Extensions: Voluntary extensions may be granted - up to four (4) extension of one (1) year each
Vendors must include all labor, travel, lodging, per-diem, estimated taxes, and fees with their proposal.

Link 1: DB → BCSD District Office

Service addresses:

BCSD District Office.

Bullhead City School District
1004 Hancock Rd
Bullhead City, AZ 86442
928-758-3961

DB

Diamondback Elementary School
2550 Tesota Way
Bullhead City, Arizona 86442
928-758-6858

Speed (Gbps)	E-Rate Eligible		Not E-Rate Eligible	
	Monthly Reoccurring	One time/install	Monthly Reoccurring	One time/install
1				
3				
5				

Managed Lit Fiber Price Sheet - Link 2

Contract term length: First Year – July 1, 2024 to June 30, 2025

Extensions: Voluntary extensions may be granted - up to four (4) extension of one (1) year each

Vendors must include all labor, travel, lodging, per-diem, estimated taxes, and fees with their proposal.

Link 2: FC → BCSD District Office

Service addresses:

BCSD District Office

Bullhead City School District

1004 Hancock Rd

Bullhead City, AZ 86442

928-758-3961

FC

Fox Creek Junior High

3101 Desert Sky Boulevard

Bullhead City, Arizona 86442

928-704-2500

Speed (Gbps)	E-Rate Eligible		Not E-Rate Eligible	
	Monthly Reoccurring	One time/install	Monthly Reoccurring	One time/install
1				
3				
5				

Managed Lit Fiber Price Sheet - Link 3

Contract term length: First Year – July 1, 2024 to June 30, 2025

Extensions: Voluntary extensions may be granted - up to four (4) extension of one (1) year each
Vendors must include all labor, travel, lodging, per-diem, estimated taxes, and fees with their proposal.

Link 3: SR → BCSD District Office

Service addresses:

BCSD District Office

Bullhead City School District
1004 Hancock Rd
Bullhead City, AZ 86442
928-758-3961

SR

Sunrise Elementary School
2645 Landon Drive
Bullhead City, Arizona 86429
928-754-1815

Speed (Gbps)	E-Rate Eligible		Not E-Rate Eligible	
	Monthly Reoccurring	One time/install	Monthly Reoccurring	One time/install
1				
3				
5				

BCSD Service Contract

This page shall serve as a contract between _____, a service provider and the Bullhead City School District 15 (BCSD). This contract shall provide the services described and priced above. This contract includes the options for minor modifications. The term of this contract is twelve (12) months, beginning on July 1, 2024 and ending on June 30, 2025. At the end of this contract, the service provider and CRETC may voluntarily extend the term of this contract. Any additional terms and conditions required by the vendor shall be included with this contract. Unless voluntarily extended this contract will expire on June 30, 2025, even if the start date is later than July 1, 2024.

Do you agree with the terms and conditions in the RFP and on this page? ____ Yes ____ No

Have you attached additional terms and conditions? ____ Yes ____ No

Have you included your own signed contract? ____ Yes ____ No
(If yes, you must still sign below to accept our terms and conditions.)

Signatures:

Service Provider:

Signature Date: _____

Print Name and Title: _____

BCSD:

Signature Date: _____

Print Name and Title: _____