



THE LEON COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
3397 WEST THARPE ST.  
TALLAHASSEE, FLORIDA 32303

**REQUEST FOR PROPOSAL (RFP) & PROPOSAL ACKNOWLEDGEMENT**

POSTING DATE:

**October 4, 2013**

PURCHASING CONTACT:

**June Kail**

[kailj@leonschools.net](mailto:kailj@leonschools.net)

RFP TITLE:

**Managed Ethernet Services**

RFP NUMBER:

**ER310-2014**

RFP OPENING DATE & TIME:

**November 4, 2013 @ 2:00 P.M. EST**

**NOTE: PROPOSALS RECEIVED AFTER THE OPENING DATE AND TIME WILL NOT BE ACCEPTED.**

The School Board of Leon County, Florida, (the Board) solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this request are incorporated by this reference into your response. Proposals will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All proposals must be sealed and received in the School District's Purchasing Office at 3397 West Tharpe St., Tallahassee, Florida, by the "RFP Opening Date & Time" referenced above. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Opening Date & Time". The School District is not responsible for lost or late delivery of Proposals by the U.S. Postal Service or other delivery services used by the Proposer. Proposals may not be withdrawn for a period of sixty (60) days after the bid opening unless otherwise specified.

**THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE PROPOSER.**

COMPANY NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ (EXT) \_\_\_\_\_ FACSIMILE NUMBER \_\_\_\_\_

EMAIL: \_\_\_\_\_

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER PROPOSER SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE TO ALL TERMS AND CONDITIONS OF THIS RFP AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS RFP FOR THE PROPOSER.

AUTHORIZED SIGNATURE: \_\_\_\_\_ TYPED OR PRINTED NAME \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE \_\_\_\_\_

**BID IDENTIFICATION LABEL**

**NOTICE TO ALL PROPOSERS:** A label has been provided to properly identify your bid. Place the bid in a sealed envelope, type the name and address of the Proposer on the label and affix the label to the front of the envelope.

The Leon County School District Purchasing office is open from 8:00a.m. to 5:00p.m. Monday through Friday. If you are hand delivering a proposal, a Purchasing representative will be available to time/date stamp your submittal during these hours.

Cut out the label below and attach it to your envelope.

<b>Sealed Bid – DO NOT OPEN</b>	<b>Sealed Bid – DO NOT OPEN</b>
<b>RFP Title:</b>	<b>Managed Ethernet Services</b>
<b>RFP No.:</b>	<b>ER310-2014</b>
<b>Proposals Due:</b>	<b>November 4, 2013 @ 2:00 P.M. EST</b>
<b>From:</b>	_____
<b>Address:</b>	_____
	_____
<b>Deliver To:</b>	Leon County Schools Purchasing Department 3397 West Tharpe Street Tallahassee, Florida 32303
<b>Sealed Bid – DO NOT OPEN</b>	<b>Sealed Bid – DO NOT OPEN</b>

## I. INTRODUCTION & GENERAL INFORMATION

The Leon County School Board (the “Board”) is soliciting proposals to establish a contract for telecommunication services to provide Managed Ethernet Services at all schools and ancillary sites district wide. This RFP is being released to comply with the Schools and Libraries Division and may be utilized for eligible E-Rate services as delineated in the reference area of the USAC website <http://www.usac.org/sl/>

## II. GENERAL TERMS AND CONDITIONS

NOTE: The term “Proposer” as used within this Request for Proposal (RFP) refers to the person, company or organization responding to this RFP. The Proposer is responsible for understanding and complying with the terms and conditions herein. The term “awarded contractor” as used within this RFP refers to the successful Proposer.

- A. **GENERAL:** In the event of contract award, the terms and conditions of this RFP or any portion thereof may upon mutual agreement of the parties be extended for an additional term(s) or for additional quantities (all original terms and conditions will remain in effect).
- B. **PRICE ADJUSTMENTS:** On each anniversary year of the contract, the Board shall have the right to conduct a price determination of the contracted services. If the price determination finds the current market prices are lower than the contract prices then the Board will request to renegotiate the contract prices with the Awarded Contractor.
- C. **JOINT-BIDDING, COOPERATIVE PURCHASING AGREEMENT:** All Proposers submitting a response to this RFP agree that such response also constitutes a bid to all State Agencies and Political Subdivisions of the State of Florida under the same conditions, for the same prices and for the same effective period as this bid, should the Proposer(s) deem it in the best interest of their business to do so. This agreement in no way restricts or interferes with any state agency or political subdivision of the State of Florida to rebid any or all items.

State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor’s use of the contract is cost-effective and in the best interest of the State.

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser.

- D. **AWARD:** In the event of contract award, this contract shall be awarded to the responsible and responsive Proposer(s) whose proposal is determined to be the most advantageous to the District, taking into consideration price and other requirements as set forth in the RFP. Low cost proposal is but one of the evaluation parameters and does not guarantee contract award. Proposers are cautioned to make no assumptions unless their offer has been evaluated as being responsive. Any or all award(s) made as a result of this RFP shall conform to applicable SLD Rules, School Board Rules, State Board Rules, and State of Florida Statutes.

Once bids are evaluated, the Purchasing Department will post a Notice of Intent to Award by electronic posting at <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm> on/or about **December 2, 2013** for a period of 72 hours or three business days, whichever is later. Failure to file a protest within the time prescribed in §120.57 Fla. Stat. shall constitute a waiver of proceedings.

It is anticipated that a recommendation for award will be presented to the Board for consideration at its **December 10, 2013** meeting.

- E. **TERM:** The initial term of this contract will be after the date of School Board approval, on or about **July 1, 2014 through June 30, 2016**, and may, by mutual agreement between the School Board of Leon County, Florida and the awardee(s), upon final School Board approval, be extended for three (3) additional one (1) year periods and, if needed, ninety (90) days beyond the expiration date of the current contract period. All prices shall be firm for the term of the contract. The successful vendor(s) agree to this condition by signing its bid.

- F. **RFP OPENING AND FORM:** Proposal openings will be public on the date and time specified on the Proposal Acknowledgement form. All proposals received after the time indicated will be rejected as non-responsive and returned unopened to sender. Proposals by Email, fax, telegram, or verbally by telephone or in person will not be accepted. The public opening will acknowledge receipt of the Proposals only; details concerning pricing or the offering will not be announced. All proposals submitted shall become public record upon an announcement of a recommended award or ten days after the opening date whichever occurs first. To protect any confidential information contained in their Proposal, companies must invoke the exemptions to disclosure provided by law in response to the RFP, and must identify the data and other material to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- G. **EXEMPT FROM THIS BID:** Purchases shall not include items available at lower prices on established Florida state contracts, cooperative bid agreements which are awarded by other Florida school boards, city, county, or other local governmental agencies, Florida community colleges, U.S. Communities contracts, GSA contracts and State University System contracts. The School District reserves the right to bid separately any item if deemed to be in the best interest of the District.
- H. **PUBLIC RECORDS LAW:** Pursuant to Florida Statutes Chapter 119.071(1), proposals received as a result of this RFP will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all proposal documents or other materials submitted by all Proposers in response to this RFP will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Proposer asserts any portion of its proposal is exempt or confidential from disclosure under Florida’s public records, the burden shall be on the Proposer to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida’s public records laws and also timely provide a certified copy of such protective order to the District prior to the District’s release of such information into the public domain.
- I. **PROPOSER’S RESPONSIBILITY:** Before submitting their proposal, each vendor is required to carefully examine the Request for Proposal specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this request. Ignorance on the part of the vendor will in no way relieve them of any of the obligations and responsibilities which are a part of this proposal.
- J. **OCCUPATIONAL LICENSE:** The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every contractor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists..
- K. **WARRANTY:** All goods and services furnished by the Proposer, relating to and pursuant to this RFP will be warranted to meet or exceed the Specifications contained herein. In the event of breach, the Proposer will take all necessary action, at Proposer’s expense, to correct such breach in the most expeditious manner possible.
- L. **PRICING:** All pricing submitted will include all packaging, handling, shipping charges and delivery to any point within Leon County, Florida to a secure area or inside delivery. **The School Board is exempt and does not pay Federal Excise and State of Florida Sales taxes.**
- M. **QUANTITIES:** Quantities listed in the bid are estimates provided for Proposer information purposes only. No guarantee is given or implied as to the exact quantities which will be purchased from this bid. The District reserves the right to increase or decrease all estimated quantities during the term of this contract or to delete any item or items as it deems appropriate, without affecting the bid pricing or the terms and conditions of the bid.
- N. **TERMS OF PAYMENT / INVOICING:** The normal terms of payment will be Net 30 Days from receipt and acceptance of goods or services and Proposer’s invoice. Itemized invoices, each bearing the Purchase Order Number must be mailed on the day of shipment. Invoicing subject to cash discounts will be mailed on the day that they are dated.
- O. **PURCHASING CARDS:** The School District of Leon County may choose to use a “Purchasing Card” for ordering of goods and materials or payment of invoices under this contract. The Vendor, by submitting a proposal, agrees to accept this manner of payment and may not add additional handling charges or service fees to purchases made with the District’s Purchasing Card(s). Refusal to accept this condition may cause the proposal to be declared non-responsive, or result in revocation of the contract, if already awarded. No third party payment, i.e. Pay pal will be considered

- P. TRANSPORTATION AND TITLE:** (1) Title to the goods will pass to the School District upon receipt and acceptance at the destination indicated herein. Until acceptance, the Proposer retains the sole insurable interest in the goods. (2) The shipper will prepay all transportation charges. The School District will not accept collect freight charges. (3) No premium carriers will be used for the School District's account without prior written consent of the Director of Purchasing.
- Q. PACKING:** All shipments will include an itemized list of each package's content, and reference the School District's Purchase Order Number. No charges will be allowed for cartage or packing unless agreed upon by the School District prior to shipment.
- R. INSPECTIONS AND TESTING:** The School District will have the right to expedite, inspect and test any of the goods or work covered by this RFP. All goods or services are subject to the School District's inspection and approval upon arrival or completion. If rejected, they will be held for disposal at the Proposer's risk. Such inspection, or the waiver thereof, however, will not relieve the Proposer from full responsibility for furnishing goods or work conforming to the requirements of this Bid or the Bid Specifications, and will not prejudice any claim, right, or privilege the School District may have because of the use of defective or unsatisfactory goods or work.
- S. STOP WORK ORDER:** The School District may at any time by written notice to the Proposer stop all or any part of the work for this Bid award. Upon receiving such notice, the Proposer will take all reasonable steps to minimize additional costs during the period of work stoppage. The School District may subsequently either cancel the stop work order resulting in an equitable adjustment in the delivery schedule and/or the price, or terminate the work in accordance with the provisions of the Bid terms and conditions.
- T. INSURANCE AND INDEMNIFICATION:** The Proposer agrees to indemnify and save harmless the School Board, its officers, agents and employees from and against any and all claims and liabilities (including expenses) for injury or death of persons or damage to any property which may result, in whole or in part, from any act or omission on the part of the Proposer, its agents, employees, or representatives, or are arising from any Proposer furnished goods or services, except to the extent that such damage is due solely and directly to the negligence of the School Board. **The Proposer will carry comprehensive general liability insurance, including contractual and product liability coverage, with minimum limits acceptable to the School Board. The Proposer will, at the request of the School District, supply certificates evidencing such coverage and listing the Leon County School Board as "Additional Insured" on said policies.**
- U. RISK OF LOSS:** The Proposer assumes the following risks: (1.) all risks of loss or damage to all goods, work in process, materials and equipment until the delivery thereof as herein provided; (2.) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3.) all risks of loss or damage to any property received by the Proposer or held by the Proposer or its suppliers for the account of the School District, until such property has been delivered to the School District; (4) all risks of loss or damage to any of the goods or part thereof rejected by the School District, from the time of shipment thereof to Proposer until redelivery thereof to the School District.
- V. LAWS AND REGULATIONS:** Proposers will comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, Chapter 440, Florida Statutes, and the rules and regulations promulgated there under. Proposers agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin.
- All agreements as a result of an award hereto and all extensions and modifications thereto and all questions relating to its validity, interpretation, performance or enforcement shall be governed and construed in conformance to the laws of the State of Florida.**
- W. PUBLIC ENTITY CRIMES:** A Proposer, person, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- X. PATENTS AND COPYRIGHTS:** Proposers agree to indemnify and save harmless the School Board, its officers, employees, agents, or representatives using the goods specified herein from any loss, damage or injury arising out of a claim or suit at law or equity for actual or alleged infringement of letters of patent by reason of the buying, selling or using the goods supplied under this bid, and will assume the defense of any and all suits and will pay all costs and expenses thereto.
- Y. CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112 Florida Statutes. All Proposers must disclose the name of any company owner, officer, director or agent who is an employee of the School Board and/or is an employee of the School Board and owns, directly or indirectly, an interest of five % or more of the company.
- Z. TERMINATION FOR DEFAULT:** The Director of Purchasing shall notify, in writing, the Proposer of deficiencies or default in the performance of its duties under the Contract. Three separate documented instances of deficiency or failure to perform in accordance with the specifications contained herein shall constitute cause for termination for default, unless specifically specified to the contrary elsewhere within this solicitation. It shall be at the School Board's discretion whether to exercise the right to terminate. Proposer shall not be found in default for events arising due to acts of God.
- AA. TERMINATION/CANCELLATION OF CONTRACT:** The School Board reserves the right to cancel the contract without cause with a minimum 30 (thirty) days written notice. Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliverables entered into prior to the termination of the contract. Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract. The Proposer may cancel the resulting contract with 30 (thirty) days **written** notice to the Director of Purchasing. Failure to provide proper notice may result in the Proposer being barred from future business with the School District.
- BB. TERMINATION FOR CONVENIENCE:** The performance of work under this contract may be terminated in accordance with this clause in whole, or from the time in part, whenever the School Board representative shall determine that such termination is in the best interest of the School Board. Any such termination shall be effected by the delivery to the Proposer of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. Upon such termination for convenience, Proposer shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date and the School Board shall have no other obligations to Proposer. Proposer shall be obligated to continue performance of contract services, in accordance with this contract, until the termination date and shall have no further obligation to perform services after the termination date.
- CC. DRUG-FREE WORKPLACE:** Whenever two or more Bids are equal with respect to price, quality, and service, a Bid received from a business that certifies that it has implemented a drug-free workplace program as defined by Section 287.087 Florida Statutes, will be given preference in the award process.
- DD. AUDITS, RECORDS, AND RECORDS RETENTION:** The District or its representative reserves the right to inspect and/or audit all the Proposer's documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Proposer to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District's representative and may include but are not limited to all correspondence, ordering, payment, inspection and receiving records, and contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Proposer.
1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under this contract.
  2. To retain all contractor records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
  3. Upon completion or termination of the contract and at the request of the District, the Contractor will cooperate with the District to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
  4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the District.

5. Persons duly authorized by the District and Federal auditors, pursuant to Title 45, Code of Federal Regulations, Part 92.36 (l) (10), and Title 34, Section 80.36(i), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
  6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- EE. WEAPONS AND FIREARMS:** The Board prohibits any contractor from possessing, storing, making, or using a weapon, including a concealed weapon, on Board property and any setting that is under the control and supervision of the Board as specified in Board Policy 7217. Violations will be subject to the immediate termination of the contract.
- FF. LEVEL 2 SCREENING REQUIREMENTS:** The following provisions which implement the requirements of Board Policy 8475, Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 are included as additional terms and conditions of the contract:

**Finger Printing and Background Check:**

The vendor/contractor agrees to comply with all requirements of Board Policy 8475 and Florida Statute Sections 1012.315, 1012.32, 1012.465 (Jessica Lunsford Act), 1012.467 and 1012.468 by certifying that any/all employees have completed the mandatory background screenings as required by the referenced policy and statutes and shall provide the School Board with proof of compliance. These certifications will be provided to the Leon County School Board, Safety & Security Department in advance of the vendor/contractor providing any/all services as required herein. The vendor/contractor will bear the cost of acquiring the background screening required and any/all fees imposed by the Florida Department of Law Enforcement and or the District to maintain the fingerprints provided with respect to vendor/contractor and its employees. Contractor agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from the Contractor's failure to comply with the requirements of these cited policies and statutes. The vendor/contractor will follow procedures for obtaining employees background screening as established by the Leon County School Board, Safety & Security Department.

**Where:** Leon County School Board –Safety & Security Department  
2757 W. Pensacola St.  
Tallahassee, Florida 32304

**When:** Monday-Friday  
8:00 a.m. – 5:00 p.m.

**Point of Contact:** Donald Kimbler @ 850-487-7293

**LCSD Policy 8475 is subject to review and change. As a provision of this contract, if awarded, any changes made to this policy will automatically become a part of and be incorporated in this contract. It is the responsibility of the awardee(s) to be aware of any changes that may occur.**

- GG. RECIPROCITY OF FLORIDA SCHOOL I.D. BADGES:** If contractor has a Level II clearance registered with another Florida school district, they may be able to obtain a Leon County School Board vendor i.d. badge. Contractor should check with the Safety & Security Department Fingerprint Services office to verify clearance and obtain a vendor i.d. badge.
- HH. CONTACT WITH STUDENTS:** No employees or independent contractors, material men, suppliers or anyone involved in any manner with projects resulting from this proposal shall have direct or indirect contact with students at project sites. A violation of this provision shall result in immediate termination of the offender and issuance of a trespass notice from the School District. Vendor/Proposer shall be responsible for insuring compliance by all employees, independent contractors and sub-contractors or other persons involved in any manner with projects resulting from this proposal.
- II. SAMPLES AND BRAND NAMES:** Specifications referencing specific brand names and models are used to reflect the kind and type of quality in materials and workmanship, and the corresponding level of performance the School District expect to receive as a minimum. **Proposers** offering equivalents or superior products to the brand/model specified will be considered. The School District reserves the right to determine the acceptability of any alternatives offered.

**JJ. CLARIFICATIONS AND INTERPRETATIONS:** The School District reserves the right to allow for clarification of questionable entries, and for the Proposer to withdraw items with obvious mistakes. Any questions concerning terms, conditions or specifications will be directed to the designated Purchasing Agent referenced on the RFP Acknowledgement. Any ambiguities or inconsistencies shall be brought to the attention of the designated Purchasing Agent in writing at least seven workdays prior to the opening date of the Bid. Failure to do so, on the part of the Proposer will constitute an acceptance by the Proposer of consequent decision. An addendum to the RFP shall be issued and posted for those interpretations that may affect the eventual outcome of this bid. It is the Proposer’s responsibility to assure the receipt of all addendum issued. No person is authorized to give oral interpretations of, or make oral changes to the Bid. Therefore oral statements given before the bid opening date will not be binding. The School District will consider no interpretations binding unless provided for by issuance of an addendum. Addenda will be made available at least five workdays prior to the opening date at <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm>. The Proposer shall acknowledge receipt of all addenda by signing and enclosing said addenda with their proposal.

**KK. DISPUTE RESOLUTION CLAUSE:** In the event a dispute occurs, or a clarification of contract terms becomes necessary, please indicate your company representative for arbitration proceedings.

Representative’s Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Our District Representative will be:

**Mr. Jeff Wahlen  
Ausley & McMullen  
(850) 224-9115**

**LL. PROTESTING BID SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this Bid or any Addenda thereto, shall file a written notice of protest within 72 hours after receipt of the Bid or Addendum and shall file a formal written protest within ten days after the date the notice of protest was filed. Saturdays, Sundays and legal holidays or days during which the school district administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday, or day during which the school district administration is closed.

Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6320.02.

**MM. PROTESTS TO CONTRACT AWARD:** The Board shall provide notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase by electronic posting which can be accessed at the Purchasing Department’s website <http://www.leon.k12.fl.us/public/business/purchasing/Current%20News.htm>. Any person desiring to protest the intended decision shall file a written notice of protest, within 72 hours after the official posting in the Purchasing Department office of the Notice of Intent to Award concerning this RFP, and shall file a formal written protest within ten days after filing the notice of protest. Saturdays, Sundays, legal holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hour period. If the tenth calendar day falls on a Saturday, Sunday or legal holiday, the formal written protest must be received on or before 4:30 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or day during which the school district administration is closed. Section 120.57(3) (b), Florida Statutes, states that “the formal written protest shall state with particularity the facts and law upon which the protest is based.” Any person who files an action protesting an intended award shall post with the Purchasing Department, at the time of filing the formal written protest, a bond payable to the Leon County School Board consistent with F.A.C. Rule 28-110.005(2), and Board Policy 6320.02. The bond shall be conditioned upon the payment of all costs which may be adjudged against protester in an Administrative hearing in which the action is brought and any subsequent appellate court proceeding. **Failure to file a notice of protest within the time prescribed by Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and School Board Policy 6320.02.**



**NN. CONTACT:** All questions for additional information regarding this RFP must be directed to the designated Purchasing Agent noted on page one.

All contact and requests for clarifications should be submitted via e-mail to: [kailj@leonschools.net](mailto:kailj@leonschools.net) no later than **October 16, 2013**. Answers will be posted at [www.leon.k12.fl.us/public/business/purchasing/Current%20new.htm](http://www.leon.k12.fl.us/public/business/purchasing/Current%20new.htm) no later than **October 18, 2013**.

**Prospective Proposers shall not contact any member of the Leon County School Board, Superintendent or staff regarding this bid prior to posting of the final tabulation and award recommendation on the website and in the Purchasing Office. Any such contact shall be cause for rejection of your bid.**

**OO. BID PREPARATION COSTS:** Neither the Board nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to this proposal.

**PP. TERMS OF AGREEMENT:** All subsequent agreements as a result of an award hereunder, shall incorporate all terms, conditions and specifications contained herein, and in response hereto, unless mutually amended in writing.

## **II. SPECIAL CONDITIONS**

These "SPECIAL CONDITIONS" are in addition to or supplement Section II General Terms and Conditions. In the event of a conflict, these SPECIAL CONDITIONS shall have precedence.

- A. AGREEMENT FORM:** The basis of our agreement shall be the terms and conditions of this Invitation to Bid and the Proposer's response thereto. Any alternative agreement form or document required by Proposer shall be attached with their response hereto. The Board reserves the right to reject any terms or conditions in conflict with those set by this RFP or negotiate mutually acceptable terms or conditions, as it deems appropriate.
- B. FIRM OFFER:** Any bid may be withdrawn until the date and time set for the opening of the bids. Any bid not so withdrawn shall constitute an irrevocable offer to provide the Board the services/products set forth in this RFP. Such offer shall be held open for a period of sixty days from RFP opening date or until one of the bids has been awarded by the District.
- C. RESERVATION FOR REJECTION OR AWARD:** The Board reserves the right to reject any or all bids, to waive irregularities or technicalities, and to request rebids. The Board reserves the right to award on an individual item basis, any combination of items, total low bid or, if an alternate bid is accepted, on such terms as are specified for the alternate bid, whichever manner is in the best interest of the Board.
- D. CLARIFICATIONS:** The District reserves the right to request clarification of information submitted and/or request related additional information or materials from the Proposer, to accurately evaluate the bid. Such information shall not materially change the original bid response nor serve to allow the addition of new information that was not originally expressed or referenced.
- E. COMPLIANCE WITH STATE/FEDERAL REGULATIONS:** All contracts involving federal funds will contain certain provisions required by applicable sections of CFR 34, Section 80.36(l) and Part 85.510, Florida Statute 257.36, or Florida Administrative Code Chapter 1B. The vendor certifies by signing the bid that the vendor and his/her principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions and may, in certain instances, be required to provide a separate written certification to this effect.

During the term of any contract with the Board, in the event of debarment, suspension, proposed debarment, declared ineligible or voluntarily excluded from participation in federally funded transactions, the vendor shall immediately notify the Director of Purchasing, in writing. Vendors will also be required to provide access to records, which are directly pertinent to the contract and retain all required records for three years after the Board makes final payment.

For all contracts involving Federal funds in excess of \$10,000, the Board reserves the right to terminate the contract for cause, as well as for convenience, by issuing a certified notice to the vendor.

- F. SBDO PROGRAM:** The Board established the Small Business Development Office to support innovative race and gender neutral strategies to promote qualified small business participation as specified in Board Policy 6325.
- G. LOCAL PREFERENCE:** This RFP is subject to the local preference provisions as specified in Board Policy 6450.

- H. FLORIDA PREFERENCE:** This RFP is subject to §284.084 Florida Statutes, which requires, among other things, the following: “A vendor, whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” Any vendor, regardless of whether its principal place of business is located inside or outside of this state, who submits any written bid, proposal or reply documents is responsible for understanding and complying with the requirements of §284.084 Florida Statutes.
- I. MOST FAVORED CUSTOMER STATUS:** The awarded vendor shall afford the Board the most favored customer status for all items herein. Accordingly, if during the term of this contract, the contractor offers more favorable promotional or contract pricing to another entity for the same specification with similar quantities and conditions, the price under this contract shall be immediately reduced to the lower price. Additionally, if a current state of Florida contract contains more favorable pricing for the same specification with similar quantities and conditions, the contractor will be afforded an opportunity to adjust its contract price to match that of the state of Florida contract. Should the contractor decline, LCSB reserves the right to purchase the item(s) from the state of Florida contract.
- J. TERMINATION:** Except as it relates to any warranty provision established by this agreement and in addition to any and all rights by the parties in law or equity, the Successful Proposer may terminate this agreement at any time with thirty (30) days written notice to other without penalty. The Board may unilaterally terminate this agreement with thirty (30) days written notice to Contractor without penalty at any time. In the event of termination, the Contractor (a.) shall be responsible for the delivery of all products and services up to the date of termination, or (b.) may mutually be canceled without penalty upon agreement by the parties. The District shall be responsible for payment of all goods, materials, and services ordered, received and accepted prior to termination. All warranty provisions as it relates to services/parts purchased during this agreement shall survive any termination between the parties regardless of cause and the supplier agrees to be obligated to continue to provide warranty repair service when and where needed as if no termination has occurred.
- K. GOVERNING LAW AND VENUE:** All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract, or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction and enforcement of any terms, covenants or conditions of this contract shall in all respects be governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.
- L. NONDISCRIMINATION CONTACT INFORMATION:** No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law. Any employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact: Dr. Kathleen Rodgers, Equity & Title IX Compliance Officer, 2757 W. Pensacola Street, Tallahassee, FL 32304; (850) 487-7129; [rodgersk@leonschools.net](mailto:rodgersk@leonschools.net).
- M. CHARTER SCHOOLS:** Items or services awarded under this contract shall be made available to Charter Schools approved by the School Board of Leon County. The Board is not responsible or liable for purchases that may be made by Charter Schools.
- N. COMPLIANCE WITH SCHOOL CODE:** Proposer agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists and further as it may be amended from time to time. Further, Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the Board.
- O. PRICE ESCALATION:** In the event of unforeseen circumstances that directly impact the pricing and/or servicing of this contract, the District reserves the right to negotiate the established bid price with the contractor at any time during the duration of this contract after completion of the initial contract term. Price negotiations will be at the sole discretion of the District.

The District may consider pricing increases of the bid item(s) if the following conditions occur:

1. There is a verifiable price increase of the bid item(s) to the contract supplier.
2. The contractor submits to the District, in writing, notification of price increases.
3. The price increase shall be comparable to documented manufacturers' or distributors' price changes or changes in industry related indices.
4. The contractor shall submit the above information to the Director of Purchasing thirty (30) calendar days prior to the effective date of the price increase. Requests for price increases may only be made after the first term of the contract.

When the contractor complies with the abovementioned conditions, the Director of Purchasing will review the information to determine if it is in the best interest of the District to adjust the pricing on the products bid, in conjunction with the contractor's effective date of price increase. The District reserves the right to deny any requests for price increases. The contractor must receive written notification from the Director of Purchasing that the District is in acceptance of the new prices before processing any orders with the new costs.

**P. EVALUATION PROCESS:** A committee will be convened to consider and evaluate the responses received from proposers.

1. It is to be understood by all who submit proposals that the contents of these specifications are for the sole purpose of providing the basis for a clear and equitable comparison between proposers. The award may be made on factors other than cost. It is the intent of the Board to select the lowest and **best** proposal as defined at the sole discretion of the Board. Proposers are encouraged to provide their best financial offer with their initial proposal as the Board prefers and reserves the right to award a contract based on initial proposals without further discussion or negotiation.
2. The Board reserves the right to negotiate further terms and conditions, including pricing structure with the lowest and/or best proposer. If the Board cannot reach a mutually beneficial agreement with the first selected proposer, the Board reserves the right to enter into negotiations with the next lowest and/or best proposer and continue this process until an agreement is reached.

**Q. EVALUATION CRITERIA:** Responsive proposals will be evaluated based on/but not limited to the following criteria:

1. Price and compliance to E-Rate rules and regulations. Price will carry the greatest weighted value in the evaluation of proposals received.
2. Perceived overall functionality of the technical solution proposed as it pertains to the LCSB network.
3. Company strength, continuity and viability.
4. Prior experience/References.
5. Local presence/support/service levels.

**R. SCHOOL BOARD RIGHTS:** The Board reserves the right to:

1. Reject any and all offers received as a result of the RFP and to re-bid the services if it is in the best interest of the Board.
2. Disqualify a proposer from receiving the award if such proposer, or anyone in the proposer's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts.
3. Seek clarification of information submitted and to waive minor irregularities in any proposal.
4. Accept and utilize any and all ideas submitted in any proposal.
5. Negotiate further with any proposer responding to this RFP if it will best serve the interest of the Board.
6. Re-negotiate terms and conditions of this RFP due to regulatory changes or other factors which may impact this contract.

7. Subsequent to establishing a contract resulting from this RFP, if the Board determines that additional features, service, modifications, or deletions are needed and it is in the Board's best interest, the Board may enter into negotiations with the contractor to amend the contract.

### III. PERFORMANCE REQUIREMENTS/SCOPE OF WORK

**A. TERMS OF AGREEMENT:** The District will enter into a term contract agreement with a contractor(s) that is qualified and licensed to provide the services as specified herein. This agreement can be renewed annually upon mutual consent (and final approval by the School Board of Leon County, Florida). The agreement's first term will be effective after School Board approval on or about **July 1, 2014 through June 30, 2016** and may be renewed annually thereafter upon mutual consent for three (3) one (1) year periods.

**B. E-RATE PROGRAM:** The District participates in the Universal Service Program, otherwise referred to as the E-Rate program created as part of the Federal Telecommunications Act of 1996, headed by the Schools and Libraries Division. This program is designed to ensure that all eligible schools and libraries in the United States have affordable access to modern telecommunications and information services.

**Proposer must have a valid "Service Provider Information Number" (SPIN) from the Schools and Libraries Division (SLD) of the Universal Service Administrative Company.** For further information go to the SLD website: [www.sl.universalservice.org](http://www.sl.universalservice.org)

1. The District will apply for discounts on eligible communication services. The awarded proposer shall provide responsive reimbursement for "BEAR Form" processing. The awarded proposer shall comply with the SLD E-Rate program deadlines.
2. The awarded proposer shall maintain E-Rate certification status throughout the duration of this contract and any renewal periods or extensions and must not fall into "Red Light Status".
3. The awarded proposer shall abide by all statutory, regulatory, and/or licensing requirements, per Rule 60A-1.006(3), Florida Administrative Code.

**C. MINIMUM PROPOSER QUALIFICATIONS:** Reliable, competent service, installation and maintenance is essential. The Board requires the following minimum proposer qualifications.

1. Proposer must have a minimum of five (5) years experience in the design, installation and maintenance of services of similar size and scope as those covered by this RFP.
2. Proposer must be adequately equipped, staffed and supplied to promptly and efficiently furnish, and deliver all services as specified by this RFP.
3. Proposer shall have technical and test equipment capable of performing all tests and maintenance required to keep all telecommunications equipment in proper working order.
4. Proposer must have documented successful experience in the telecommunications industry providing services for a project that is similar in scope and size to that of the Leon County School Board.

**D. MANAGED ETHERNET SERVICE REQUIREMENTS:** The District is in need of Managed Ethernet Services to connect all District schools and sites, LANS (local area networks). The bidder shall include pricing for **10 Mbps up to 10 Gig** of Bandwidth. If these requirements change in the future, the Board reserves the right to upgrade service beyond these stated requirements and negotiate mutually agreeable pricing with the awarded contractor(s). Additionally, the Board reserves the right to increase/decrease the bandwidth at any site and/or utilize the optional pricing at any time during the term of the contract.

**E. SITE ADDITION/DELETIONS:** The Board reserves the right to add additional sites and/or delete service at existing sites as it deems in its best interest. Additional sites will be added at the prevailing rate for like service at existing sites. In the event there is no like service, the Board will negotiate mutually agreeable pricing with the awarded contractor(s).

**F. SCALABILITY:** Throughput capacity must be easily scalable in a cost efficient way. At the request of the Board, the awarded contractor will be able to scale throughput capacity as requested within a one (1) month period of receipt of written request.

**G. SEASONAL SCALABILITY:** The District's internet traffic is seasonal in nature based upon faculty and student population as well as other identifiable factors. The respondent's proposal should include any options available to increase or reduce the throughput capacity for a pre-selected window of time.

- H. WARRANTIES:** A minimum three (3) year warranty shall apply to all contractor furnished and installed parts, materials, supplies, and/or equipment excluding wiring. Wiring, both copper and fiber, will carry a five (5) year warranty. The warranty shall cover the cost of any and all parts, materials, supplies, and/or equipment as well as related labor required to return the system to its proper working condition. Parts pricing will be charged on a cost + or discount percentage off basis. Contractor must agree to provide the District during the term of this contract current parts price lists.
- I. QUALITY OF SERVICE:** Board employees must be provided with the tools, software and appropriate security information to allow enough access into awarded contractor's network equipment to allow the Board to monitor the condition of the network. Awarded Contractor must provide real time access to network status, bandwidth, error conditions, and topology for all segments of the network and a method to verify network performance that is agreed upon by both parties.
1. Awarded Contractor shall provide managed ethernet service at all district sites seven (7) days per week, twenty-four (24) hours per day, unless otherwise scheduled downtimes for network upgrades or maintenance has been agreed upon. Awarded Contractor shall coordinate with the Board any planned service changes and is required to provide at least a minimum of fourteen (14) business days notification of such changes. If the Awarded Contractor's service is restored by temporary means, permanent repairs must be completed within forty-eight (48) hours of the notified outage/equipment failure or notification of when permanent solutions will be in place.
  2. Awarded Contractor must provide a trouble ticket system that will include:
    - a. A toll-free or local telephone number to report problems.
    - b. Web interface for tracking and reporting problems.
    - c. A unique identifier must be assigned to all trouble incidences and to all requested services for tracking purposes.
    - d. Awarded contractor should exhaust what services can be performed remotely, then dispatch support services for maintenance on its infrastructure equipment. Awarded Contractor's support staff should be on site within two (2) business hours.
    - e. Awarded Contractor must provide to the Board a current contact list with escalation procedure to guarantee prompt service for the successful resolution of service issues and maintain said list throughout the contract period.
- J. SERVICE LEVEL AGREEMENT/PROPOSAL NARRATIVE:** Proposals shall demonstrate that the supplier has the capability, experience and expertise necessary to design and provide a district Wide Area Network (WAN) topology. The Proposer shall supply, install, configure, test, start-up, service, and maintain a district-wide high speed WAN at an all-inclusive, competitive price.

Proposer will include in their response the following ordered as shown:

1. Proposer should indicate whether they are providing services directly or reselling the services of a larger provider. If proposer resells the services of another provider, please identify the actual provider of the service.
2. Proposer shall identify any limitations on availability of proposed network.
3. Proposer shall describe the Network Operations Center (NOC) that will support the District's network. Description shall include location, hours of operation, and at what priority level of service (including level of entry) the District support calls (by phone, e-mail, or web) will be handled.
4. Proposer shall describe what system they propose to use for the District's service change requests and/or request for information as to the status of the District's network operations.
5. Proposer shall describe any provisions for Quality of Service (QOS) to be provided. These QOS provisions should include, but not be limited to, packet prioritization, speed, levels of QOS provisioning, connections and applications (voice, data and video).
6. Proposer shall provide documentation of personnel qualifications that will be providing the services under this contract to include Project Management Engineers and Technicians. Installation personnel shall have a minimum of three (3) years experience in the installation of network equipment to include switches, firewalls and routers. Technicians shall have been trained and experienced on the specific equipment to be used. The Proposer shall submit as proof, supporting documentation of name, time employed by the Proposer, and a list of training and experience of actual personnel assigned to perform the services of this RFP. Additionally, Proposer shall identify which of the aforementioned personnel are local (defined as within the boundaries of Leon County, Florida).

7. Proposer shall provide router/modem switches and devices that are current and supported by the vendor. (At no time will the District accept or allow the awarded contractor to install end of life hardware or software).
  8. Proposer shall indicate the type of equipment your organization typically recommends or deploys for service provision.
  9. Proposer shall indicate what equipment/if any, your organization will require the District to provide.
  10. Proposer shall indicate who owns the equipment that would connect LCSB to your network and who will manage the router or switch that would connect LCSB to your network.
  11. Proposer shall describe their SNMP and protocol for LCSB technical personnel to collect ip traffic information example (netflow).
  12. Proposer shall provide remote monitoring capabilities including web based access to the district's current and historical utilization reports.
  13. Proposer shall provide a detailed Service Level Agreement for the District's network, to include uptime, response time and bandwidth throughput guarantees including credits to be offered to LCS in the event of extended outages due to events or issues on the provider's network. LCS defines extended outages as anything beyond (2) hours. Notification of any planned service outages shall occur at least 3 business days in advance
  14. Proposer must describe whether scheduled bandwidth services are committed rates.
  15. Proposer shall indicate what bursting margins exist for each bandwidth category.
  16. Proposer shall provide a list of other networks that they currently manage similar to the District's in size and scope.
  17. Proposer shall indicate scalability options available during low and high demand internet traffic times.
  18. Proposer shall describe any and all mechanisms in place to ensure the security of LCS data traffic on the proposed network.
- K. **REFERENCES:** Each Proposer is required to submit a list of three (3) customer references using the format on the attached "Customer Reference Form". Proposer must be the prime contractor for each customer/contract referenced. All references shall be for work performed over the last year at commercial, multi-residential developments and/or institutional complexes for contracts of comparable size. Newly formed companies, corporations, joint ventures; etc. may use an incorporator as a referenced entity. At least one contract/customer shall have been serviced for a minimum of one year. Failure to provide verifiable references will result in the Proposer not being considered for award. Unsatisfactory references may result in the Proposer not being considered for award.
- L. **TECHNICAL SUPPORT:** The awarded contractor shall provide support, training and technical expertise to the Board at no additional cost. Proposers are to include in their flat monthly rates any costs associated with rendering technical support.

END OF SECTION

#### IV. QUESTIONNAIRE AND RESPONSE

- A. **PROPOSAL REQUIREMENTS:** Proposers must submit **one (1) original and five (5) copies** of their completed proposal for this RFP. All proposals submitted in response to this RFP shall become the property of the District. Proposals should be sealed and mailed or hand delivered to: **Leon County Schools, Purchasing Department, Attn: June Kail, 3397 West Tharpe St., Tallahassee, Florida, 32303.**

**Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics.** Each page of the proposal should state the name of the Proposer, the RFP number, and the page number. The District may request additional data or material to support proposals.

If any director, officer, employee, agent or other representative of a Proposer, including any other parties that may be involved in a joint venture or a consortium with the Proposer, makes, from and after the date of issuance of this RFP, any representation or solicitation to any member of the School Board or any official, employee or agent of the District, with the exception of, June Kail, Director of Purchasing with respect to the Proposer's response or any other Proposer's response, the District shall be entitled to reject that respondent's proposal. A representation for the purposes of this requirement can be considered to be anything said or written to any school board member, official, employee or agent which provides information advancing the interests of a proposal.

- B. **PROPOSAL ORGANIZATION:** Your proposal is to be organized and submitted in the exact format as listed below:

1. Proposer Acknowledgement form (Page 1 of these specifications).
2. Bid Identification Label affixed to your submittal (Page 2 of these specifications)
3. Dispute Resolution Contact (See page 8, item KK)
4. Company profile sheet to include contact person, address, phone number, brief statement of interest and qualifications, years in business and a listing of current multi-year contracts of similar size and scope. Any additional company information that you feel is pertinent to the District's evaluation of your proposal.
5. Proposal narrative/Service Level Stipulations: (See page 13; item J (1-18))
6. Cost Proposal Form (See page 17 - 19)
7. Schools and Libraries Participant Form (See page 20)
8. Customer Reference Form (See page 21)
9. Vendor Questionnaire (See page 22)
10. Drug Free Workplace Verification Form (See page 23)
11. Certification Regarding Debarment (See page 24 - 25)
12. Sworn Affidavit – Jessica Lunsford Act (See pages 26 – 27)
13. Small Business consideration (See page 28)
14. Application for Vendor Status (See page 31)

- C. **DOCUMENTATION:** Proposer **must include in their proposal** all documentation that will be used during the course of this agreement. **Proposer in all cases shall be in a position to assure a timely completion of service to the District.** Proposer will be asked to commit to an acceptable response and turn-around time as a performance parameter to this agreement. Proposer will be audited during the contract to confirm that performance commitments are being met.

**D. IMPLEMENTATION SCHEDULE:** The estimated schedule for selecting and awarding this contract is as follows:

<b>Mailing/Posting of Request for Proposals</b>	<b>October 4, 2013</b>
<b>Submission of Questions by Proposers</b>	<b>October 16, 2013</b>
<b>Posting of Responses to Questions</b>	<b>October 18, 2013</b>
<b>Opening of Proposals</b>	<b>November 4, 2013</b>
<b><i>(Proposals due no later than 2:00 P.M.)</i></b>	
<b>Evaluation of Proposals</b>	<b>November 4 – 22, 2013</b>
<b>Notice of Intent to Award Posted on or about</b>	<b>December 2, 2013</b>
<b>School Board Consideration Date</b>	<b>December 10, 2013</b>
<b>Contract Inception Date after Board Approval</b>	<b>July 1, 2014</b>

**END OF SECTION**

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**RFP No. ER310-2014 MANAGED ETHERNET SERVICES**

**Cost Proposal Form**

**Vendor Acknowledgment and Approval**

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the School Board of Leon County for the purposes as proposed and as described herein. Please print below and sign where required.

\_\_\_\_\_  
Authorized Representative's Name/Title

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Area Representative

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

School/Ancillary Site	Site Street Address/ Tallahassee, FL	Service Level	Monthly Recurring Charge
<b>LCSB Data Center</b>			
LCSB-Data Center	520 S. Appleyard Dr.	1 GIG	\$
LCSB-Data Center	520 S. Appleyard Dr.	1 GIG	\$
<b>Elementary Schools</b>			
Apalachee Elementary	650 Trojan Traill	50 Mb	\$
Hawks Rise Elementary	205 Meadow Ridge Dr	50 Mb	\$
Ruediger Elementary	526 W. 10th Ave	50 Mb	\$
Woodville Elementary	9373 Woodville Hwy	50 Mb	\$
Sealy Elementary	2815 Allen Rd	50 Mb	\$
Oakridge Elementary	4530 Shelfer Rd	50 Mb	\$
Chaires Elementary	4774 Chaires Cross Rd	50 Mb	\$
Roberts Elementary School / Montford Middle School	5777 Centerville Rd	100 Mb	\$
Ft. Braden School	15100 Blountstown Hwy	50 Mb	\$
Gilchrest Elementary	1301 Timberlane Rd	50 Mb	\$
Astoria Park Elementary	2465 Atlas Rd	50 Mb	\$

<b>School/Ancillary Site</b>	<b>Site Street Address/ Tallahassee, FL</b>	<b>Service Level</b>	<b>Monthly Recurring Charge</b>
Killearn Lakes Elementary	8307 Deerlake E.	50 Mb	\$
WT Moore Elementary	1706 Dempsey Mayo Rd	50 Mb	\$
Canopy Oaks Elementary	3250 Point View Drive	50 Mb	\$
Sabal Palm Elementary	2813 Ridgeway St	50 Mb	\$
Springwood Elementary	3801 Fred George Rd	50 Mb	\$
Pineview Elementary	2230 Lake Bradford Rd	50 Mb	\$
Bucklake Elementary	1600 Pedrick Rd	50 Mb	\$
Riley Elementary	1400 Indiana St	50 Mb	\$
Bond Elementary	2204 Saxon St	50 Mb	\$
Conley Elementary	2400 Orange Ave E	50 Mb	\$
DeSoto Trail Elementary	2930 Velda Dairy Rd	50 Mb	\$
Hartsfield Elementary	1414 Chowkeebin Nene	50 Mb	\$
<b>Secondary Schools</b>			
Godby High School	1717 W Tharpe St	100 Mb	\$
Rickards High School	3113 Jim Lee Rd	100 Mb	\$
Chiles High School	7200 Lawton Chiles Ln	1 GIG	\$
Leon High School	550 E Tennessee St	100 Mb	\$
Lincoln High School	3838 Trojan Trail	100 Mb	\$
Cobb Middle School / Kate Sullivan Elem	915 Hillcrest Ave	100 Mb	\$
Fairview Middle School	3415 Zillah St Room 03-067	50 Mb	\$
Raa Middle School	401 W. Tharpe St	50 Mb	\$
Deerlake Middle School	9902 Deerlake W.	50 Mb	\$
Belleview Middle School	2214 Belle Vue Way	10 Mb	\$
Swift Creek Middle School	2100 Pedrick Rd	50 Mb	\$
Griffin Middle School	800 Alabama St	50 Mb	\$
Nims Middle School	723 Orange Ave W	50 Mb	\$
<b>Special Programs &amp; Ancillary Sites</b>			
Test Development Center	325 John Knox Rd, Bldg 600, Suite 100	10 Mb	\$
Maintenance/Facilities Complex	3420 W Tharpe St	100 Mb	\$
Rn Goodsen / Nancy Russell Center at Wesson	2813 S Meridian St	50 Mb	\$
Lively Vo-Tech	500 Appleyard Drive Bldg 10B	100 Mb	\$

School/Ancillary Site	Site Street Address/ Tallahassee, FL	Service Level	Monthly Recurring Charge
Second Chance School	860 Blountstown Hwy	50 Mb	\$
SAIL / Caroline Brevard School	2006 Jackson Bluff Rd	50 Mb	\$
Gretchen Everhart School	2750 Mission Rd	50 Mb	\$
Conner Bus Depot	3601 Conner Blvd	10 Mb	\$
LCSB-Transportation (New)	440 Capital Circle NW	50 Mb	\$
LCSB-Adult-Education	283 Trojan Trail	50 Mb	\$
Old Transportation / Food Services / Purchasing	3395 W. Tharpe St	50 Mb	\$
Bloxham Building	727 S Calhoun St	100 Mb	\$
Appleyard Bus Depot	538 Appleyard Dr	10 Mb	\$
Cox Stadium Depot	601 Paul Russel Rd	10 Mb	\$
Lively Aviation	3290 SW Capital Cir SW	10 Mb	\$
Juvenile Detention Center	2303 Ron Ellis Dr	50 Mb	\$
<b>Total Cost Proposal at Current Service Levels:</b>			\$

**ADDENDA ACKNOWLEDGMENT:** The undersigned also acknowledges the receipt of the following Addenda:

**ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_ **ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_

**ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_ **ADDENDUM NO.** \_\_\_\_\_ **DATED** \_\_\_\_\_

**SCHOOLS AND LIBRARIES DIVISION E-RATE PARTICIPANT WITH LEON COUNTY SCHOOL BOARD**

On May 7, 1997, the Federal Communications Commission (FCC) adopted a Universal Service implementing the Telecommunications Act of 1996. This program is designed to ensure that all eligible schools and libraries in the United States have affordable access to modern telecommunications and information services.

**Proposer must have a valid "Service Provider Information Number" (SPIN) from the Schools and Libraries Division (SLD) of the Universal Service Administrative Company.** For further information go to the SLD website: [www.sl.universalservice.org](http://www.sl.universalservice.org)

Your signature below indicates that your company will participate in the E-Rate program with the Leon County School Board following the regulations set forth by the Schools and Libraries Division (SLD).

The company, by affixing this signature agrees to follow the regulations set forth by the Schools and Libraries Division.

---

Company Name

---

Address

---

City, State, Zip

---

Telephone

FAX

E-mail

---

Federal Employer Identification Number (FEIN)

---

Service Provider Information Number (SPIN)

---

Signature of Owner of Authorized Officer/Agent

---

Printed Name/Title

**THE LEON COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
3397 WEST THARPE STREET  
TALLAHASSEE, FLORIDA 32303**

**REP NO. ER310-2014 – MANAGED ETHERNET SERVICES  
CUSTOMER REFERENCE FORM**

Please provide all requested information for each reference.

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

---

**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

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**Company Name:** \_\_\_\_\_

**Business Type:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Last Supplied Products or Services:** \_\_\_\_\_

---

**THE LEON COUNTY SCHOOL DISTRICT  
PURCHASING DEPARTMENT  
3397 WEST THARPE STREET  
TALLAHASSEE, FLORIDA 32303**

**REP NO. 310-2014 – MANAGED ETHERNET SERVICES**

**VENDOR QUESTIONNAIRE**

Please provide written responses to the following questions. If the answer to any of the questions is 'Yes', Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

Has Vendor been declared in default of any contract?

Yes       No

Has Vendor forfeited any payment of performance bond issued by a surety company on any contract?

Yes       No

Has an uncompleted contract been assigned by Vendor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations thereunder?

Yes       No

Within the past three years, has Vendor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes?

Yes       No

Is Vendor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability?

Yes       No

Is Vendor currently involved in any state of a fact finding, negotiations, or resistance to a merger, friendly acquisition, or hostile take-over, either as a target or as a pursuer?

Yes       No

Within the next year, does Vendor plan any personnel reductions? If so, explain by attachment.

Yes       No

Within the next year, does Vendor plan any divestments? If so, explain by attachment.

Yes       No

## DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature \_\_\_\_\_

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION -LOWER TIER COVERED TRANSACTIONS**

***(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)***

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
PR/Award Number or Project Name

\_\_\_\_\_  
Name(s) of Authorized Representative(s)

\_\_\_\_\_  
Title(s) of Authorized Representative(s)

\_\_\_\_\_  
Signature(s)

\_\_\_\_\_  
Date



## Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



SWORN STATEMENT – NEW CONTRACTS
SWORN STATEMENT PURSUANT TO SECTION 1012.465,
FLORIDA STATUTES AS AMENDED BY
HB 1877, THE JESSICA LUNSFORD ACT

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF
A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to The School Board of Leon County, Florida (hereinafter "Board" or "School Board") by [blank] (Print individual's name and title)
for [blank] (Print name of entity submitting sworn statement)
whose business address is [blank]
and its Federal Employer Identification Number (FEIN) is [blank]
If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, [blank] (Print individual's name and title) am duly authorized to make this sworn statement
on behalf of: [blank]
[blank]
[blank]
(Print name of entity submitting sworn statement)

3. I understand that during the 2005 Legislative Session, House Bill 1877, The Jessica Lunsford Act (hereinafter "The Act" or "Act") was passed and approved by Governor Bush on May 2, 2005, with an effective date of September 1, 2005.

4. I understand that the Act amends the background screening requirements of section 1012.465, Florida Statutes (2004) for all non-instructional school district employees or "contractual personnel" by requiring all non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present to undergo and pass "level 2 background screening," and further I understand the Act defines "contractual personnel" to include any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to section 1012.465, Florida Statutes as amended by the Act, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in sections 1012.32 and 435.04, Florida Statutes.

6. I understand that as [blank] (eg. a charter bus company)
a [blank]
(Type of entity)

All contractual personnel, as defined in section 1012.465, Florida Statutes, must meet Level 2 screening requirements as outlined in sections 1012.32 and 435.04, Florida Statutes in order to do business with the School Board.

7. I understand that "level 2 screening requirements" as defined in sections 1012.32 and 435.04, Florida Statutes means that fingerprints of all contractual personnel must be obtained and submitted to the Florida Department

of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.

8. I understand that the School Board has implemented Board Policy 2.021 to comply with level 2 screening requirements, as defined in sections 1012.32 and 435.04, Florida Statutes. I understand that my company must comply with these local procedures as they are developed or amended from time to time.

9. I understand that any costs and fees associated with the required background screening will be borne by my company.

10 I understand that any personnel of the contractor found through fingerprint processing and subsequent level 2 background screening to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in Section 435.04, Florida Statutes (or any similar statute of another jurisdiction), **shall not be permitted** to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.

11 I understand that the failure of any of the company's or my affected personnel to meet level 2 screening standards as required by section 1012.465, Florida Statutes, may disqualify my company from doing business with the School Board.

12 I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

The company submitting this sworn statement agrees to be bound by the provisions of SECTIONS 1012.32, 1012.465, AND 435.04 OF THE FLORIDA STATUTES AS AMENDED BY HB 1877, THE JESSICA LUNSFORD ACT 2005.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SCHOOL BOARD OF LEON COUNTY, FLORIDA ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS OF SECTIONS 1012.32, AND 435.04, FLORIDA STATUTES.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

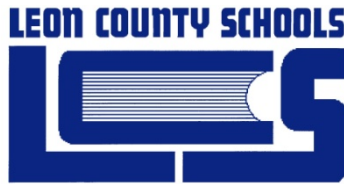
\_\_\_\_\_ is personally known to me  OR produced identification

by showing \_\_\_\_\_  
(Type of Identification)

Notary Public – State of \_\_\_\_\_ My commission expires on: \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
(Printed, typed or stamped commissioned name of Notary Public)



## SMALL BUSINESS DEVELOPMENT OFFICE

The Board has determined that funds generated in the community should, to the greatest extent possible, be placed back into the local economy. Therefore, the Board has determined that it is in the best interest of the Board and the community to give a preference to small business enterprises as specified in Board Policy 6325

Check if you are requesting consideration as a certified small business enterprise:  Yes or  No

1. Contract award will be conditioned on meeting the requirements of this section. The Board requires the following:
2. Submission by the proposer of the completed "Tabulation of Subcontractors" form with the proposal; (when applicable)
3. The names and phone numbers of all Subcontractors. Clearly designated which Subcontractors are a qualified LSBE that will participate in the contract;
4. A description of the Work and/or Materials that each qualified LSBE will perform or supply;
5. The dollar amount or percentage of the Work and/or Materials that each qualified LSBE will provide on the project;
6. If the actual participation of qualified LSBE in the apparently successful proposal is not maximized, as determined by the Small Business Development Office, such proposer shall submit documentation of all Good Faith Efforts (successful and unsuccessful) that were engaged in, prior to proposal submission, to maximize the use of qualified LSBE on this project. Efforts undertaken after bid submissions are not relevant to the decision to award.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature \_\_\_\_\_

## INDEMNIFICATION AND INSURANCE

In consideration of this Contract, if awarded, the Vendor agrees without reservation to the indemnification and insurance clauses contained herein. These clauses are attached to and form a part of **REP NO. ER310-2014 MANAGED ETHERNET SERVICES.**

### INDEMNIFICATION

The Vendor shall hold harmless, indemnify and defend the indemnities (as hereinafter defined) against any claim, action, loss, damage, injury, liability, cost or expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs arising out of bodily injury to persons including death, or damage to tangible property arising out of or incidental to the performance of this Contract (including goods and services provided thereto) by or on behalf of the Vendor, whether or not due to or caused in part by the negligence or other culpability of the indemnities, excluding only the sole negligence or culpability of the indemnities. The following shall be deemed to be indemnities: The School Board of Leon County, Florida and its members, officers and employees.

### INSURANCE

Prior to being recommended for award, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements:

1. **Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
2. **Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.**
3. **Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.**

**"The School Board of Leon County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.**

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications:

- a. The company must be:
  1. authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
  2. an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition of Best's Key Rating Guide, published by A.M. Best Company.

or

- b. with respect only to the Workers' Compensation insurance, the company must be:
  1. authorized as a group self-insurer pursuant to Florida Statutes or
  2. authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period; including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School

Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance must be delivered to the following address:

**Leon County Schools  
Purchasing Department  
Attn: June Kail, Director of Purchasing  
3397 W. Tharpe St.  
Tallahassee, Florida 32303**

**The name and address of Leon County Public Schools, as shown directly above, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured".**

**The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions and/or inquiries should be directed to Janet Heath at (850) 487-7113.**



**SUPERINTENDENT**  
Jackie Pons

**BOARD CHAIRMAN**  
Georgia "Joy" Bowen

**LEON COUNTY SCHOOLS**  
2757 West Pensacola Street – Tallahassee, FL 32304-2998

**FAX FORM TO: (850) 487-7869**

**BOARD VICE-CHAIR**  
Maggie B. Lewis-Butler

**BOARD MEMBERS**  
Dee Crumpler  
Dee Dee Rasmussen  
Forrest Van Camp

**APPLICATION FOR VENDOR STATUS**  
(IRS W-9 Facsimile)

**NEW VENDOR**   
**UPDATE**

**COMPANY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBER:** (\_\_\_\_) \_\_\_\_\_

**FAX NUMBER** (\_\_\_\_) \_\_\_\_\_

**CORRESPONDENCE:**

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ZIP + 4:** \_\_\_\_\_ - \_\_\_\_\_

**REMITTANCE: NAME** (if different than above): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**ZIP + 4:** \_\_\_\_\_ - \_\_\_\_\_

**WEBSITE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOX:**  Individual/Sole Proprietor  S Corporation  C Corporation  
 Partnership  Other \_\_\_\_\_  
 LLC – Type (Check one)  C  D  P

**TAX IDENTIFICATION NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ **OR** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Federal Employer Identification Number Social Security Number

*Section 6109 of the Internal Revenue Service Code requires you to provide your correct TIN to persons, businesses, or agencies that are required to file information returns with the IRS. Purchase orders will not be issued to vendors who fail to provide a TIN.*

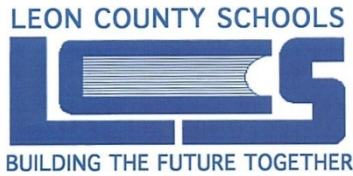
**PLEASE INDICATE THE FOLLOWING: \*Minority Vendor?**  Yes  No Male  Female

*\*If yes, certification required –  
(Please submit with form)*

**Race:** White:  Hispanic:  African American:   
Asian:  American Indian:  Other: \_\_\_\_\_

By: \_\_\_\_\_  
SIGNATURE PRINTED NAME DATE

**LCSB site contact requesting vendor:** \_\_\_\_\_  
NAME PHONE/EMAIL



### STATEMENT OF NO BID

If you are not bidding on this service/commodity, please complete and return this form to: Purchasing Department, Leon County Schools, 3397 W. Tharpe Street, Tallahassee, Florida, 32303. (Please print or type, except signature)

Failure to respond may result in deletion of vendor's name from the qualified Proposer's list for the School District of Leon County.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

We, the undersigned, have declined to bid on **RFP No. ER310-2014 – Managed Ethernet Services.**  
your

\_\_\_\_\_ We do not offer this product or the equivalent.

\_\_\_\_\_ Insufficient time to respond to the invitation to bid.

\_\_\_\_\_ Remove our name from this bid list only.

\_\_\_\_\_ Our product schedule would not permit us to perform.

\_\_\_\_\_ Unable to meet bond requirements.

\_\_\_\_\_ Other. (Specify below)

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PROPOSAL SUBMITTAL REQUIREMENTS/ CHECKLIST:** To help ensure that you include all the submittals necessary to complete a thorough evaluation of your proposal, we suggest that you use this checklist as a reminder. Please include this checklist along with your response. Items checked “Required” must be submitted with your response or your proposal may be declared non-responsive.

One (1) original and five (5) copies to include the following:

Verified	Required	Description of Submittal	Included
	<input checked="" type="checkbox"/>	RFP – Proposer Acknowledgement Form – page 1	
		Proposer Identification Label (affixed to submittal) – page 2	
	<input checked="" type="checkbox"/>	Dispute Resolution Contact – page 8, item KK	
	<input checked="" type="checkbox"/>	Company profile sheet to include contact person, address, phone number, brief statement of interest and qualifications, years in business and a listing of current multi-year contracts of similar size and scope. Any additional company information that you feel is pertinent to the District’s evaluation of your proposal.	
	<input checked="" type="checkbox"/>	Proposal Narrative/Service Level Stipulations – page 13; item J  <b><i>Proposer must submit a comprehensive written response to all items #1 - 18</i></b>	
	<input checked="" type="checkbox"/>	Cost Proposal Form – page 17 - 19	
	<input checked="" type="checkbox"/>	Schools and Libraries Participant Form – page 20	
	<input checked="" type="checkbox"/>	Customer Reference Form – page 21	
	<input checked="" type="checkbox"/>	Vendor Questionnaire – page 22	
	<input checked="" type="checkbox"/>	Drug Free Workplace Certification – page 23	
	<input checked="" type="checkbox"/>	Certification Regarding Debarment – pages 24 - 25	
	<input checked="" type="checkbox"/>	Sworn Affidavits – Jessica Lunsford Act - pages 26 - 27	
	<input checked="" type="checkbox"/>	Small Business Consideration – page 28	
	<input checked="" type="checkbox"/>	Application for Vendor Status – page 31	
		Bid Submittal Requirements Checklist	