

# Windsor Central Unified Union School District

RFP 22-001

Request For Proposal:

Cabling Infrastructure

## PROPOSAL DUE DATE

RFPs must be submitted by  
**October 14, 2022**  
**Before 3:00 PM**

SUBMIT RESPONSE TO  
Windsor Central Unified Union School District  
Raphael Adamek, Director of Technology and Innovation  
[radamek@wcsu.net](mailto:radamek@wcsu.net)

70 Amsden Way  
Woodstock VT 05091

## Notice to Responders

**NOTICE IS HEREBY GIVEN** that the Windsor Central Unified Union School District, hereinafter referred to as “the District” will receive up to, but no later than October 14, 2022 at 3:00 PM sealed RFPs from qualified responders for the award of contracts for the following:

### **RFP 22-001 Cabling Infrastructure**

#### **Walk through**

**There will be a series of walk throughs of the school sites given on Friday, September 16th. The walk throughs will begin at Killington Elementary School at 686 Schoolhouse Rd, Killington VT 05751 at 9 am, with subsequent walkthroughs at Barnard Academy, Woodstock Elementary School, and Reading Elementary School.**

**Participation in the walkthroughs are required for respondents. Please confirm your participation in the walkthrough by emailing [radamek@wcsu.net](mailto:radamek@wcsu.net) by Wednesday, September 14th.**

#### **Questions**

All questions regarding this RFP are due on or before September 23, 2022 by 4:00 PM via email to [radamek@wcsu.net](mailto:radamek@wcsu.net) with the subject line of “WCUUSD RFP 22-001 questions”. Only questions submitted through this process will be accepted. All responses to questions regarding this RFP will be posted on our website September 30th by 5:00 PM. It is the responsibility of the prospective responder to check the website:

<https://wcsu.net/requests-for-proposals>

#### **Due Date**

RFPs are due on or before October 14, 2022 at 3:00 PM. RFP responses must be emailed to [radamek@wcsu.net](mailto:radamek@wcsu.net) with the subject “WCUUSD RFP 22-001 Submission” with a read receipt confirmation email. Sole responsibility rests with the Responder to see that their RFPs are received on time at the stated location. If no RFP responses are received, applicant reserves the right to proactively solicit for RFP responses. Faxed or mailed RFPs will not be accepted.

The RFP will be posted to the District website under <https://wcsu.net/requests-for-proposals> . Any additions or corrections will be addressed in the form of addenda posted to the same location on the website.

The District reserves the right to reject any and all RFPs for any reason whatsoever. The District may waive informalities or irregularities in RFPs received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other RFPs. The issuance of this RFP and receipt of responses does not commit the District to award a contract.

The District may cancel this RFP, or may reject in whole or in part any and all Proposals if the District determines that cancellation or rejection is in its best interest. The District also reserves the right to award a contract based on certain portions of the proposed Scope of Work. Decisions to award contract(s) as a result of this RFP are final and without appeal.

The Windsor Central Unified Union School District reserves the right, in its sole discretion, to determine the criteria and process whereby RFPs are evaluated and awarded.

The following documentation is required in the RFP Submittal:

1. Address all items in the RFP Scope of Work
2. Address all items in the RFP Proposal Format
3. Signed copies of addendums if applicable
4. Cost Proposal

### **Purpose**

The Windsor Central Unified Union School District is soliciting quotes for cabling infrastructure at the following sites:

- Killington Elementary School
- Barnard Academy
- Woodstock Elementary School
- Reading Elementary School

The project consists of cabling each school to CAT6 specification (or equivalent). RFP respondents are encouraged to make their own measurements during the walkthrough to determine the amount of CAT6 cable and armored fiber that will be needed. **The District is requiring that the entire project be completed by August 1, 2023.**

All of the wiring work must be done over school vacations when students are not present in the buildings. During the 2022-23 school year the school vacations are:

- December 22nd - 30th
- February 20th - 24th
- April 10th - 14th
- June 20th - July 31st

At Killington Elementary School, Barnard Academy, and Reading Elementary School the existing wiring must be removed when the new wiring is installed.

At Woodstock Elementary School new wiring must be installed side-by-side the existing wiring.

The District reserves the right to retain all of the RFPs and to use any ideas in a RFP regardless of whether the proposal is selected.

The District reserves the right to reject any or all proposals on the basis of being unresponsive to these guidelines or for failure to disclose requested information.

Marking of the entire proposal or entire sections of the proposal (e.g., pricing) as confidential will neither be accepted nor honored.

Materials, equipment, or hardware identified in the RFP are intended to establish a standard. Any material, equipment, or hardware of other manufacturers which will perform the same duties imposed by the general design may be considered equally acceptable if, in the opinion of the District, the material or equipment is of equal substance and function. Any substitutions must be approved in writing by the District, who shall have sole discretion to determine the acceptability of the proposed substitute.

Proposals may be withdrawn by the proposer prior to the time fixed for the opening of RFPs, but may not be withdrawn for a period of thirty (30) days after the date set for submittal of proposals.

### **Compliance with Laws**

The successful firm(s) shall comply with all applicable federal, state, and local statutes, rules, regulations and codes.

### **RFP Schedule**

August 26, 2022	RFP is released
September 16, 2022	Walkthroughs
September 23, 2022	Question deadline
September 30, 2022	Responses to questions posted
October 14, 2022	RFP responses are due
RFP/Bid opening	Date of closing
RFP/Bid selection	Early November
Purchase orders	Contingent on district approval

**There will be a required walkthrough of all the school buildings on Friday, September 16th. The walkthroughs will begin at Killington Elementary School at 9 AM.**

### **About the District**

The Windsor Central Unified Union School District serves six schools and a little over 1,000 students in central Vermont. You can learn more about the district and each of the schools by visiting the Windsor Central Supervisory Union website at: [www.wcsu.net](http://www.wcsu.net)

### **Scope of Work**

The Windsor Central Unified Union School District is soliciting quotes for cabling infrastructure at the following locations:

- Barnard Academy
  - 63 cable runs (7 of which are exterior)
- Killington Elementary School
  - 68 cable runs (11 of which are exterior)
- Reading Elementary School
  - 55 cable runs (9 of which are exterior to the building)
  - Installation of a new data closet
- Woodstock Elementary School
  - 92 cable runs (6 of which are exterior)
  - 3 armored fiber runs
  - Installation of 3 new data closets

The projects consist of Cabling the School to CAT6 specification (or equivalent) and supplying all other needed materials for a complete project. Such as but not limited to: jacks, faceplates, modular patch panels, patch cords and J-hook supports. The District is requiring that the entire project be completed by August 1, 2023.

Detailed maps of the drop locations in each building will be provided at the walkthroughs.

### **Requirements for Cabling Infrastructure**

This section defines specifications for cabling infrastructure for the Windsor Central Unified Union School District:

1. All plans proposed should include detailed billing.
2. Prices to remain firm through bid approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the Windsor Central Unified Union School District and documented with a new price sheet sent to the District Office.
3. All equipment/services costs must be new and included and identified separately.
4. Manufacturer must warrant all parts and equipment.
5. Vendor must be a certified reseller of parts and equipment.
6. Vendor must maintain an office within 100 miles of the District office.
7. Vendor must certify that their equipment is neither manufactured by, nor contains any components from, either Huawei or ZTE.

8. The bidding contractor must provide evidence of insurance with a minimum of a million in coverage with the bid.
9. Bidding Contractor must provide a 2-year workmanship warranty for this installation from the date of substantial completion.
10. Bidding Contractor must provide a soft copy and PDF of the test results to the District within 2 weeks of substantial completion. All test results must show a “passes status” record.

### **Proposal Format**

Proposals shall include the following as a minimum:

1. Responder Information
  - a. Qualifications, education, and experience
  - b. References from similar projects
2. Cost Proposals
3. Installation Schedule
4. Addendums

### **Evaluation Criteria**

The Windsor Central Unified Union School District reserves the right to select the firm that best meets the needs of the District, based on the criteria set forth herein. The District reserves the right to waive minor irregularities in the RFP and in the proposals submitted in response to the RFP.

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed. Responders may also provide any and all recommendations for consideration such as installation, maintenance, support and design that is relevant to the total solution of the District’s technology needs.

Proposals will be evaluated on the following:

- Responder cost, including unit prices, labor rates, travel/trip charges, etc. (40% of the score)
- Installation schedule and timeline to complete the work when students are out of the building (20% of the score)
- Extent of experience with the District (10% of the score)
- Client references from other education agencies where equal services have been provided for projects of a similar size and complexity (10% of the score)
- Qualifications, education, and experience of the personnel (prime and subcontractor) proposed for this project (10% of the score)

- Quote preparation, thoroughness, and responsiveness to the RFP requirements (10% of the score)

The successful responder will be chosen based upon best value. The district reserves the right to reject any or all bids.