

RFP #10-39

Gentlemen,

The District invites your proposal on **E-Rate 13 (Funding Year 2010)**. Sealed proposals will be received in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas, at **10:00 A.M., Friday, February 5, 2010**. The bids will be opened and read aloud on February 5, 2010 at 11:00 A.M. at the Purchasing Department. Proposals are to be net F.O.B. Rio Grande City, Texas. Proposals will not be awarded on opening but after study and consideration by the Board of Education. Rio Grande City Consolidated Independent School District reserves the right to hold proposal process for ninety (90) days after proposal opening without acting on them. Any proposals received after the time set for opening will be returned to bidder unopened. Rio Grande City Consolidated Independent School District will not be responsible for missent or misplaced proposals.

The right is reserves, as the interest of the owner may require, to reject any or all proposals and to waive any informalities in bids received and accept the bid most advantageous to the District.

Please note the attached conditions of the proposal. The District requests that all proposals be submitted on the enclosed proposal forms.

No Advance payment will be made to the vendor receiving the proposal award. Payment will be made after merchandise is received and in good order.

Sincerely yours,

Joe D. Smedley, Purchasing Agent

Enclosures

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #10-39 E-Rate 13 (Funding Year 2010)

PROPOSAL PACKAGE CHECKLIST REMINDER

IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED, THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE PROPOSAL PACKAGE:

DESCRIPTION OF ITEM	YES	NO	N/A
1. FELONY CONVICTION NOTIFICATION (Fill in one of the appropriate sections - A, B or C. Page 10).	_____	_____	_____
2. PROPOSAL SPECIFICATION REQUIREMENTS FORM (Fill in ALL blank lines as needed, Page 6).	_____	_____	_____
3. GENERAL INSTRUCTIONS & CONDITIONS (Pages 3-5)	_____	_____	_____
4. SPECIFICATIONS : BASIC LOCAL TELEPHONE SERVICE (Page 11)	_____	_____	_____
5. PRICING SHEET (Attachment A)	_____	_____	_____
6. VENDOR INFORMATION (Page 12)	_____	_____	_____
7. NON-COLLUSION STATEMENT & SIGNATURE SHEET (Fill in blank lines on form completely and sign it, Page 13).	_____	_____	_____
8. VENDOR ACKNOWLEDGEMENT FORM (PAGE 8-9)	_____	_____	_____
9. ATTACHMENT – A			
10. PLEASE SUBMIT THE WHOLE PACKAGE EVEN IF NOT SUBMITTING A PROPOSAL ON ALL ITEMS.			

**** (FAILURE TO SIGN THE PROPOSAL MANUALLY WILL DISQUALIFY IT.) ****

THIS SHEET DOES NOT HAVE TO BE RETURNED WITH THIS PROPOSAL. IT SERVES AS A CHECKLIST FOR YOU.

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

I. GENERAL INSTRUCTIONS AND CONDITIONS TO BIDDERS

1. All proposals must be submitted by **Friday, February 5, 2010 by 10:00 A.M.**, and will be opened on February 5, 2010 at 11:00 A.M. on that day in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas.
2. Detailed specifications are included. Compliance with all specifications and conditions is required. All proposals must include a detailed statement of exceptions taken to any part of the request.
3. **PROPOSAL ACCEPTANCE:**
 - A) **UNSIGNED PROPOSALS WILL NOT BE CONSIDERED.**
 - B) **PROPOSALS RECEIVED AFTER PROPOSAL DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED TO VENDOR UNOPENED. PROPOSAL DUE 10:00 A.M., Friday, February 5, 2010.**
 - C) **ONLY SEALED PROPOSALS WILL BE ACCEPTED.**
 - D) **WHEN MORE THAN ONE BRAND NAME OF THE “OR EQUAL” IS AVAILABLE, DO NOT BID MORE THAN TWO ITEM CHOICES.**
 - E) **“OR EQUAL” PRODUCTS WILL BE EVALUATED AFTER PROPOSALS ARE RECEIVED, BASED ON LITERATURE SUBMITTED AND ANY REQUIRED TESTING OF THE PRODUCT.**
4. For any questions pertaining to the proposal specification, please contact:

Joe D. Smedley, Purchasing Agent
Phone Number (956) 716-6810
5. Any change to this proposal document must be in written addendum and signed by Joe D. Smedley, Purchasing Agent or his designee.
6. When a brand name and model are specified and the proposer fails to make a statement to the contrary, the proposer is interpreted as bidding on the exact brand and model specified.
7. Rio Grande City Consolidated Independent School District reserves the right to accept or reject any or all proposals.
8. Rio Grande City Consolidated Independent School District will not accept “factory seconds” or otherwise inferior goods and reserves the right to return such item(s) within thirty days of receipt at vendor’s expense.

9. No substitutes will be accepted after item(s) have been awarded as specified.
10. Detailed explanation or warranties must be provided with proposal.
11. Proposal prices are to remain firm through August 31, 2010.
12. To expedite evaluation of the proposals:
-- it is preferable that Rio Grande City Consolidated Independent School District forms be used.
13. Proposals are to be net F.O.B. Rio Grande City Consolidated Independent School District Purchasing Department, Fort Ringgold, and Rio Grande City, Texas.
14. No cash advance discount will be considered.
15. Proposals shall be on the Proposal FORM enclosed and sealed in an envelope clearly marked:

RFP#10-39 E-Rate 13 (Funding Year 2010)
Due: 10:00 A.M., Friday, February 5, 2010
ATTN: Joe D. Smedley, Purchasing Agent

II. PROPOSAL SPECIFICATIONS

See Attachments

III. PROPOSAL AWARD

1. The Rio Grande City Consolidated Independent School District shall award this proposal on lump sum basis to one proposer and or on an item-by-item basis, whichever is in the best interest of the District. For evaluation of items bid, samples must be furnished upon request.
2. After proposal is awarded and low bidder(s) default(s) in meeting the General Instructions to bidders and/or comply with contract agreement; Rio Grande City Consolidated Independent School District reserves the right to seek services from the next low bidder. In such event, the District shall charge the successful bidder the difference for any additional cost of such bid item.

IV. DELIVERY INSTRUCTIONS

1. Deliveries are to be made as requested by Joe D. Smedley, Purchasing Agent. No deliveries shall be accepted after 2:30 P.M., Monday-.
2. At least seventy-two (72) hours prior notice of delivery must be given to Joe D. Smedley, Purchasing Agent, before delivery will be accepted.

Can you meet this requirement? _____ yes _____no

V. BILLING AND PAYMENT INSTRUCTIONS

1. Invoices must include:
 - a) Purchase Order Number
 - b) Marked – **RFP #10-39 E-Rate 13 Year 2009**
 - c) Copy of signed delivery ticket
2. The District makes payment on or about the 15th of the each month upon receipt of a properly executed invoice and verification of delivery from the consignee.
3. Contact person for Billing and Payment questions:
Joe D. Smedley
Purchasing Agent
(956) 716-6810

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

It is the intent of these specifications to secure proposals for:

RFP #10-39 E-Rate 13 (Funding Year 2010)

For further information, please contact:

Vilma Garza Technology Director RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT Rio Grande City, Texas 78582 (956) 716-6743 / Fax: (956) 716-6814 vsolis78@yahoo.com
--

According to the Texas Education Code, Subchapter B, Section 44.031 (b), in determining to whom to award a contract, the district will consider the following criteria:

No.	Criteria	Points
1	Prices/charges	30 points
2	Prior experience with district	25 points
3	Personnel qualification	20 points
4	Location/response time	15 points
5	Educational business experience	5 points
6	References	5 points
7	Total (maximum) Overall ranking	100 points

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
VENDOR ACKNOWLEDGMENT FORM**

I/We have read instructions bidder and specifications. My/Our proposal conforms with all proposal specifications, conditions, and instructions as outlined by Rio Grande City Consolidated Independent School District.

Items Check List:	Yes	No
1. Used Rio Grande City Consolidated Independent School District forms.	_____	_____
2. Understand that samples must be submitted where requested.	_____	_____
3. Prior notice at least 72 hours before delivery.	_____	_____
4. Proposal Sheet shows full name and address of Bidder.	_____	_____
5. Proposal Sheet signed by authorized representative.	_____	_____
6. Proposal Price firm through August 31, 2010.	_____	_____
7. I have read and understand the general instructions and conditions to Bidders:	_____	_____
I. General Instructions and Conditions to Bidders – Item number 1-15.	_____	_____
II. Proposal Specifications	_____	_____
III. Proposal Award – Item numbers 1 and 2.	_____	_____
IV. Delivery Instructions – Item numbers 1 and 2.	_____	_____
V. Billing and Payment Instructions Item numbers 1-3.	_____	_____

COMPANY NAME

AUTHORIZED SIGNATURE DATE

ADDRESS

PHONE NUMBER

FAX NUMBER

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL
DISTRICT**

RFP #10-39 E-Rate 13 (Funding Year 2010)

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person, owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."
Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION, BUT THE COMPANY
REPRESENTATIVE MUST CHECK OFF A SELECTION BELOW (A, B, OR C)**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: _____

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): _____

DATE: _____

******* PLEASE CHECK OFF A SELECTION BELOW *******

() A. My firm is a publicly held corporation. Therefore this reporting requirement is not applicable.

() B. My firm is not owned and/or operated by anyone who has been convicted of a felony.

() C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

10-39
Proposal Number

Date

Company Name

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

SPECIFICATIONS for Basic Local Telephone Services-Districtwide

General specifications and Guidelines

Vendors shall submit two copies of their proposal.

Each section of this proposal shall be awarded to a single vendor. A vendor may be awarded multiple sections.

The items in this proposal may be funded through the E-Rate program; however, there is no guarantee of E-Rate funding. If the E-Rate and non-E-Rate pricing are not the same the vendor needs to specify that on the PROPOSAL SPECIFICATION REQUIREMENTS FORM and provide two copies of each applicable pricing sheet, one for E-Rate pricing and one for non-E-Rate pricing. The two pricing sheets need to be clearly marked "E-Rate Pricing" and "Non-E-Rate Pricing".

Award of this RFP by the Board of Trustees is not a guarantee of purchase. Decisions to purchase E-Rate eligible items may be dependent upon E-Rate funding and the needs of the District. All District purchases will be in the form of a Purchase Order issued by Rio Grande City CISD to the vendor.

Rio Grande City CISD is requesting proposals for basic local telephone service for all eligible E-Rate entities. Please use and fill out Attachment A as your item 21 attachment. (Must be completed by vendor and submitted with proposal)

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #10-39 E-Rate 13 (Funding Year 2010)

Vendor Information

1. Please state the number of years that your company has been in business.

Number of years in business: _____

2. Does your company offer on-site hardware services in Rio Grande City?

Yes No

3. If you offer on-site hardware services in Rio Grande City, what is the name of the company who will perform the service?

Support Company: _____

4. If you offer on-site support, how many technicians will provide on-site support to Rio Grande City CISD?

Number of Local Technicians: _____

5. Approximately how many school districts has your company done business with in the last 12 months?

Number of School Districts: _____

6. What response time can your company assure the district for on-site service from the time the initial service call is placed? Please state time in number of hours.

Guaranteed Turnaround Time: _____

7. Please attach any additional information which you would like the district to consider in evaluating your response/proposal.

RFP # 10-39

Company _____

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #10-39 E-Rate 13 (Funding Year 2010)

NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Offer or, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Further, I affirm that prior to or after the opening of this proposal, I (or any representative of my company) will not discuss the contents of this proposal with any person affiliated with Rio Grande City ISD, other than the Purchasing Agent or his Designee, prior to the awarding of this proposal. I understand that failure to observe this procedure may cause my proposal to be rejected.

I also affirm that no officer or stockholder of the offer or (proposer) is a member of the staff, or related to any employee of the Rio Grande City ISD except as noted herein _____

By signing this proposal, vendor makes the assurance that vendor has not been debarred or suspended from conducting business with the U. S. Government according to Executive Order 12549 entitled "Debarment and Suspension."

I, _____, have read the general instructions and conditions
(*Print/Type Name of Company Officer*) (pages 3-5) , I fully understand them, and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification. I have checked off one of the three statements on page 6.

I fully understand the proposal specifications (pages 11-16).

COMPANY _____ EMPLOYER I. D. NUMBER _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

AREA CODE/TELEPHONE/FAX _____ EMAIL _____

SIGNATURE TITLE DATE

Item Description	Total	Unit Price	Monthly Cost	Yearly Cost
DS1 clear channel	1			
DS1 special access line	1			
DS1 special transport termination	1			
DID first 10 blocks of 10 numbers	14			
DID 10-- blocks of 10 numbers	70			
ISDN PRI T & V pkg 1 to 3 yr term	4			
ISDN calling name delivery	1			
ISDN PRI interstate access	4			
ISDN interstate access port	4			
Business line	2			
Interstate subscriber line charge	2			
DID number 1st 100	1			
DID numbers addl 100	7			
Line hunt service	28			
Anonymous call block	11			
Operator call screening	82			
Key line flat rate	7			
Billed number screening	1			
Private line service	41			
PBX trunk	1			
PBX DID trunk	16			