

# CORINTH SCHOOL DISTRICT

1204 North Harper Road - Corinth, MS 38834 - 662-287-2425 - [corinth.k12.ms.us](http://corinth.k12.ms.us)



## RFP 23241

## FY 2023 - 2024 E-Rate Funding Network Cabling

Proposals are being sought by Corinth School District for the purpose of securing the most cost efficient way of upgrading the school district's network cabling, ethernet, and fiber infrastructure to maximize the utilization of our existing 10 Gbps fiber connections between campuses and existing 10 Gbps connection to the Internet ensuring reliable, high-speed data transmission throughout the district.

Corinth School District will accept proposals for the FY2023-24 E-Rate cycle from qualified vendors to provide Category Two equipment and services necessary for installation of new internal connections e.g.: cabling, racks, panels, and related equipment etc., reconfiguration and or basic maintenance of existing internal connections e.g.: cabling, racks, panels, and related equipment etc. to instructional locations at the following sites:

- Corinth High School Main Campus - CHS
- Corinth High School East Campus - CHSE
- Corinth Middle School (CMS) - CMS
- Corinth Elementary School (CES) - CES

Copies of this RFP and, if any, subsequent Addenda as well as detailed specifications, communications, updates, and other relevant information can be found on our website: [corinth.k12.ms.us/bid](http://corinth.k12.ms.us/bid)

Interested parties shall submit a proposal clearly labeled with the words "FY2023-24 E-Rate Network Cabling RFP 23241 on or before 5:00 PM CST, March 7, 2023 in the one of the following ways:

Physical Submission	Electronic Submission	Submission Deadline
Corinth School District FY2023-24 E-Rate Network Cabling RFP 23241 1204 North Harper Road Corinth, MS 38834	<a href="mailto:bid@corinth.k12.ms.us">bid@corinth.k12.ms.us</a>	03/07/2023 05:00 PM CST



## Project Overview

### Site Listing

Site	Address
Corinth High School	1310 North Harper Road, Corinth, MS 38834
Corinth High School - East Campus	1200 Meeks Street, Corinth, MS 38834
Corinth Middle School	1000 East Fifth Street, Corinth, MS 38834
Corinth Elementary School	1910 Droke Road, Corinth, MS 38834
Corinth School District Central Office	1204 North Harper Road, Corinth, MS 38834

### Communication

Vendor(s) must coordinate all work through Corinth School District designated contact(s)

### Schedule of Events

Event	Date(s)
Release of RFP to vendors, Publish Dates	02/07/2023, 2/14/2023
Mandatory Site Visit Date(s)	02/14/2023 10:00 AM CST, 02/16/2023 10:00 AM CST
Deadline for Submission of Proposals	03/07/2023 05:00 PM CST
Notification of Qualified Bids	03/08/2023
Reverse Auction	03/14/2023 10:00 AM CST
Board Approval of Bids	Week of 03/20/2023

### Inquiries

All correspondence and inquiries regarding this RFP must be done via email to: [bid@corinth.k12.ms.us](mailto:bid@corinth.k12.ms.us)

If a vendor does not receive a response within 24 hours, it is the responsibility of the vendor to call John Frame at 662-287-2425 or Myra McCarley at 662-287-2425 to confirm that the email message was received.

### Addenda

Any addenda issued after the issue of this RFP shall be covered in the proposal and in closing a contract they shall become part thereof. If any questions arise within the RFP documents, proposers may submit to the Corinth School District a written request for interpretation. Interpretation, if any, of documents will be made by addendum to the RFP. Copies of any addendum will be posted on the website: [corinth.k12.ms.us/bid](https://corinth.k12.ms.us/bid). Vendors should check the site on a regular basis for addenda and / or communication regarding this RFP.

Corinth School District will not be responsible for any other explanation and / or interpretations.



## Vendor Qualifications

Vendor(s) must:

- Provide applicable Service Provider Identification Number (SPIN) verifying its participation in the federal E-Rate program approved by the FCC and administered by the Schools and Libraries.
- Provide proof of current E-Rate SPAC 473 form.
  - If a vendor fails to file the appropriate forms with SLD / USAC, Corinth School District shall not be held responsible for the discounted portion of the vendor's bill.
- Hold an appropriate valid contractor's license issued by the Mississippi State Board of Contractors.
  - The website [search.msdoc.us](http://search.msdoc.us) will be used during the review process to determine validity.
  - A legible copy of the license must be attached to proposals.
- Provide a copy of incorporation papers must be attached to proposals.
  - Preference is given to vendors that have been in business for at least five (5) years.
  - If using a dba name, please include your full business entity name as it appears on IRS documents.
- Provide three (3) references from completed projects involving installation and termination of un-terminated bulk and pre-terminated, multi-strand, single mode and multimode fiber, bulk and pre-terminated Cat6 and / or Cat6a cable.
  - Current contact information for each reference must be provided.
  - References will be contacted during the review process.

## Proposal Pricing

- Proposals must include price quotations. Quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings, and the provision of all labor and / or services necessary and / or proper for the completion of the work as may be otherwise expressly provided in the contract documents. Corinth School District will not be liable for any costs beyond those proposed herein.
- The district is exempt from City, County, State and Federal Sales/Excise Taxes. Tax exempt certificates will be issued to those vendor(s) awarded a contract upon request.
- Unless otherwise agreed in writing by Corinth School District, delivery of products shall be FOB destination with all transportation and handling charges paid by the awarded vendor(s).
- In case of a discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.



### General Requirements

- Proposals must be itemized by campus. Corinth School District reserves the right to fund the project by campus based on approval by SLD / USAC of the overall project and the availability of district funds.
- Proposals must integrate with existing wired and wireless network environments to ensure seamless utilization and management.
  - Where this work interacts with leased or third party managed equipment and / or services, the vendor is responsible for working with those vendors to ensure compatibility and interoperability.

### Warranty

- Vendor(s) shall furnish a written warranty that describes the services proposed under these specifications.
- It is understood that vendor(s) is not responsible for the warranty and / or function of existing equipment already installed. However, limited troubleshooting of existing equipment and / or cabling shall be provided by vendor(s) free of charge to determine if existing equipment and / or cabling can be utilized.
- Vendor(s) must provide proof that their employee(s), representative(s), and or subcontractor(s) are certified to install the proposed cabling and / or components and / or electronic equipment, as assurance that a warranty can be provided.
- In the case of emergency, repair(s) and / or replacement(s) may be made without notice being given to the vendor(s) if determined by Corinth School District that delay would cause certain loss or damage. The vendor(s) shall pay the cost of these emergency repair(s) and / or replacement(s).

### Quantities and Configuration Variation

Corinth School District reserves the right to modify quantity and configuration requirements. Vendor(s) agree(s) to sell Corinth School District the revised quantity of items at the unit price stated in the proposal regardless of quantity changes.



### Mandatory Site Visit

In order for a submitted proposal to be eligible for consideration, vendor(s) must attend at least one (1) mandatory site visit to all locations.

Mandatory site visits will begin on the scheduled date at the Corinth School District Central Office located at 1204 North Harper Road, Corinth, MS 38834.

There will be a brief overview of the scope of the project followed by site visits and / or building walkthroughs. Vendors will be given a basic schematic drawing of each site to use as a guide for locating existing cabling and wiring closets and for placement of new cabling. The time will be used to take notes and ask questions to determine the proper location and number of drops required and the correct materials needed to complete the project. Proposals received from a vendor that does attend a mandatory site visit will **NOT** be considered. Mandatory site visit dates are as follows:

Mandatory Site Visit Dates	Date	Time
Option 1	02/14/2023	10:00 AM CST
Option 2	02/16/2023	10:00 AM CST

### Existing Conditions

Vendor(s), by submission of a proposal, will have visited the premises and will be assumed to have taken into consideration all conditions which might affect their proposal. No consideration will be given to any claims based on a lack of knowledge of existing conditions.

### Proposal Submittal

Any proposals submitted by a vendor that has not completed a site visit will not be considered.

Proposals must be clearly marked FY2023-24 E-Rate Network Cabling RFP 23241

The deadline for submission of proposals is 03/07/2023 05:00 PM CST

### Late submissions will not be accepted.

Proposals may be submitted in the following ways:

Physical Submission	Electronic Submission	Submission Deadline
Corinth School District FY2023-24 E-Rate Network Cabling RFP 23241 1204 North Harper Road Corinth, MS 38834	<a href="mailto:bid@corinth.k12.ms.us">bid@corinth.k12.ms.us</a>	03/07/2023 05:00 PM CST



### Withdrawal of Proposal

Proposals cannot be withdrawn after submission, unless a vendor makes a request, in writing, to Corinth School District prior to the deadline for submitting proposals. Corinth School District will not accept proposals submitted after the submission deadline.

### Waivers

Corinth School District reserves the right to waive any formality and to reject any or all proposals in whole or part.

### Basis of Award

E-Rate approval by SLD / USAC.

Vendor proposals must include their current SLD / USAC certification and SPIN number(s).

References from three (3) installations of similar application, size, and complexity involving the installation of single mode fiber optic cable and Cat6, Cat6a, or greater ethernet cable.

Vendors **MUST** attend at least one (1) **MANDATORY** site visit. **NO** proposals will be accepted or considered from those not in attendance during at least one (1) site visit to all locations.

Late proposals will **NOT** be considered.

Due to the nature and diversity of the proposals, it may require a significant amount of time to determine which proposal is deemed to be the best for Corinth School District. The evaluation process will not be complete until Corinth School District has determined the best proposal based on all factors.

Vendors are prohibited from contacting or lobbying members of the school board, school district administrators, school district employees, school district contractors, or school district consultants. Failure to conform to this condition will be grounds for disqualification of the vendor.

### Governing Law

All RFPs and related documents submitted to Corinth School District by the vendor(s) are governed under the laws of the state of Mississippi. Vendor(s) and its employee(s), representative(s), and / or subcontractor(s) agree(s) to abide by all applicable federal, state and local codes, laws, rules, and regulations.

An agreement resulting from this solicitation shall be governed by and construed in accordance with the laws of the state of Mississippi. Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in Alcorn County, State of Mississippi.

### Reserved Rights

Corinth School District reserves the right to:

- Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such vendor it deems unqualified to provide the service(s) requested.
- Reject any and all proposals if deemed necessary.
- Accept any alternative proposal believed to be in the best interest of the district.
- Waive any formality in the proposal submission.
- Cancel any awarded proposal if the service proves unsatisfactory.

**Change in Contract**

Corinth School District will not be responsible for any change in the work involving extra cost(s) unless a request is made, in writing, to Corinth School District and subsequent approval, in writing, is received.

**Completion Deadline and Notification**

Final completion deadline for the project is June 30, 2024.

Vendor(s) will promptly notify Corinth School District of completion of this proposed project.

**Terms of Payment**

Start of services for this project may begin on or after the date of funding commitment by SLD / USAC.

Corinth School District will issue a USAC Form 486 on the day services begin. For the duration of the contract, payments will be made as soon as possible, after the submission of invoices from the vendor(s), based on the date of the next school board meeting and subsequent approval of purchase orders.

Payment for the goods and / or services furnished by the vendor(s) shall not constitute acceptance thereof.

Corinth School District shall have the right to inspect such goods and the products of such services, and to reject any or all of which are in the district's judgment defective or nonconforming. In addition to the district's other rights, goods rejected, and goods supplied in excess of quantities specified in a purchase order, may be returned to the vendor(s) at the vendor's expense.

**Non Appropriation of Funds**

In the event funds are not appropriated by the Corinth School District's governing body in any fiscal period for payments due under RFP #23241 then the superintendent's designee(s) will immediately notify the successful vendor(s), or designee(s), of such occurrence and this contract will terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to Corinth School District of any kind whatsoever, except other payments herein agreed upon for which funds will have been appropriated and budgeted or are otherwise available.

Payment for the services in this RFP is dependent on E-Rate subsidies. The district will file for E-Rate subsidies through the term of the contract. In the event the district E-Rate subsidies were to cease, the district will notify the service provider as to the date of the cessation and the district will be liable for payment for services until the time of termination. If E-Rate subsidies stop, the district will not be bound by the remainder of the contract.

**Availability of Funds**

Award of some or the entire project may be subject to availability of district funding as well as E-Rate funding and project needs. The proposer's response to the request must include a statement that the proposed terms will remain in effect and available for the project term identified date of funding commitment through June 30, 2024.

**Application for Payment**

All applications for payment shall be submitted to Corinth School District according to USAC / SLD Regulations.

**Location of Sites**

The location of the work is on property owned by Corinth School District and / or through negotiated services on right of way(s).

**Scope of Work**

It is understood that, except as otherwise specifically stated in this RFP, the vendor(s) shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever necessary to execute, complete, and deliver the work within the specified time. Licenses and / or permits necessary for the execution of the work shall be secured and paid for by the vendor(s).

All work will be coordinated with the District prior to commencement. The needs of specific areas, including controlled access and security concerns, may necessitate after-hour scheduling.

Any work necessary to be performed after regular working hours, on weekends, or legal holidays shall be performed without additional expense to Corinth School District.

**Description of Work**

Specifications provided below are intended to convey the overall description of existing and / or desired district network cabling. Detailed specifications, site drawings, and other information will be provided at the mandatory site visit meetings.

**Existing Connections**

Corinth School District network infrastructure is currently based on a variety of ethernet cable depending on the age of the building and / or most recent renovation and / or infrastructure upgrade.

**Fiber**

Fiber connections exist between each MDF and IDF, and in some cases between two IDFs, and in some cases between buildings. All new fiber should be a direct connection from the MDF to each IDF. Vendor(s) may request an exception to this in cases where it is not possible and / or not practical to do so.

For the scope of this project the vendor is responsible for determining the type, e.g.: indoor, outdoor, plenum, riser, armored, aerial, etc., of single mode fiber best suited for each site, location, and / or connections therein. When / where conditions exist that fiber must be run between buildings using an exterior route, options for burial and aerial installation should be included in the proposal. Exterior cabling must respect existing appearance and architectural detail.

CHS East, CMS, and CES campuses are connected to the central office using a third party contractor and these connections are outside the scope of this project.





Existing fiber is typically six (6) strand multimode OM1 type. Six (6) strand single mode OS2 fiber can be found on newer installations. New fiber runs installed must have a minimum of twelve (12) strands. Vendor(s) may use two (2) six (6) strand cables or one (1) twelve (12) strand cable.

LC type connectors are common, ST and SC connectors can be found in some locations. When possible, new terminations or re-terminations should use LC type connectors.

Corinth School District wishes to maintain all existing fiber cabling. Vendor(s) will test, re-terminate and / or relocate, if necessary, all existing multimode fiber endpoints.

In some cases, new cabling racks, junction boxes, cable management systems, and / or patch panels may be required.

## **Ethernet**

Ethernet connections exist between each IDF and each location where instruction is provided , and in some cases between two IDFs, and in some cases between buildings. All new ethernet should be a direct connection nearest or most logical IDF. Vendor(s) may request an exception to this in cases where it is not possible and / or not practical to do so.

For the scope of this project the vendor is responsible for determining the type, e.g.: indoor, outdoor, plenum, riser, armored, aerial, etc., of ethernet cable best suited for each site, location, and / or connections therein. When / where conditions exist that ethernet must be run between buildings using an exterior route, options for burial and aerial installation should be included in the proposal. Exterior cabling must respect existing appearance and architectural detail.

Existing ethernet is typically Cat5e or Cat6 cable. New ethernet runs to existing wireless access points must be a minimum Cat6a. New ethernet runs to existing wired connections must be, unless otherwise specified, be a minimum Cat6.

Corinth School District wishes to maintain, where possible, all existing ethernet cabling that is Cat5e or better. In some cases, new cabling racks, junction boxes, cable management systems, and / or patch panels may be required.

All ethernet cabling is to be terminated with keystone style network jacks installed in new patch panels at each location.

## **Installation**

Vendor(s) will install wire, cable, fiber, and / or associated hardware in accordance with manufacturer(s) specifications.

## **Labeling and Drawings**

All cabling and equipment shall be sufficiently labeled such that the equipment designation, purpose, interconnections, and cabling endpoints can be easily determined.

- Cables shall be labeled at each end. Each cable shall be marked with a unique identifier.



- Each port in a faceplate, patch panel, or similar point of connection shall be labeled with its identifier.
- Each port on connecting hardware shall be labeled with its identifier.
- Each jack shall indicate by color if the cable is intended for a wireless access point or wired classroom connection.

As-built drawings shall be supplied by the vendor showing the locations of and identifiers for all ethernet, fiber, racks, patch panels, junction boxes, equipment, etc. installed in the scope of this work.

Close out documents shall be provided to Corinth School District upon project completion.

### **Testing**

- Testing of all newly installed cabling shall be performed prior to system cutover.
- Existing cabling, if re-terminated or relocated, shall be tested prior to system cutover.
- Vendor(s) will provide the Corinth School District with complete detailed test results.
- Test results must be delivered to the Corinth School District before payment.

### ***Corinth School District Regulations***

Vendor(s) and their representative(s) shall follow all applicable school district policies and regulations while on Corinth School District property. No work shall interfere with school activities or environment unless the principal or person in charge gives permission.

### ***Vendor Responsibilities***

The vendor(s) shall be exclusively responsible for:

- A. All compensation, employment tax withholdings and payments, and all fringe benefits for its employee(s) in full compliance with all applicable federal, state and local laws.
- B. All insurance coverage and benefits for its employee(s) in full compliance with all applicable federal, state and local laws, including but not limited to pension or retirement benefits, workers compensation, unemployment compensation, and Social Security benefits.
- C. All payments to its vendor(s) and subcontractor(s) for goods and / or services directly and / or indirectly related to the work.

Nothing in this solicitation or as a result of this solicitation shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between a vendor(s) and Corinth School District. The future vendor(s) will not be considered a partner, agent or representative of the district and will not represent itself to be a partner, agent, or representative of the district. Corinth School District is not a partner, agent or representative of any vendor(s) and shall not represent itself to be a partner, agent, or representative of the vendor(s).

### **Insurance**

Within ten (10) days after notification of award, the vendor(s) shall furnish to Corinth School District a Certificate of Insurance showing compliance within the following limitations:



Vendor(s) agree(s) to comply with the provisions of Worker's Compensation Laws of the state of Mississippi. It shall be stated on every policy or Certificate of Insurance, as the case may be, that

"The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after Corinth School District has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."

Vendor(s) shall maintain other insurance (with the limits shown below) that shall protect vendor(s) and Corinth School District from any claim for property damage and / or personal injury, including death, which may arise out of operations under this contract, and vendor(s) shall furnish Corinth School District with certificates and policies of such insurance as shown below.

Vendor(s) must provide renewal certificates prior to the expiration of any required insurance that expires before the project has been completed.

Any insurance and / or self-insurance carried by the district is excess of the coverage extended to the district by vendor(s).

The insurance requirements specified in this section shall not reduce the indemnification liability that the vendor(s) has assumed.

Below is a list of the insurance coverage that must be procured by the vendor(s) at their own expense.

Vendor(s) agree(s) to follow instructions indicated in each case:

- Corinth School District Protective Liability Insurance:
  - Personal injury, including death, limits of \$1,000,000.00 for each person
  - \$1,000,000.00 for each accident.
- Vendor's Public Liability Insurance:
  - Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
  - Property damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

### **Indemnification**

Vendor(s) shall indemnify and hold harmless Corinth School District, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this work; or by consequence or any negligence (excluding negligence by Corinth School District, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said vendor or its subcontractors, agents, or employees.

Vendor(s) further agrees to indemnify and hold harmless Corinth School District, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by the vendor, its agents, associates, or employees. The indemnification provided above shall obligate the vendor to defend at its own expense or to provide for such



defense, at Corinth School District's option, of any and all claims of liability and all suits and actions of every name and description that may be brought against Corinth School District which may result from the operations and activities while performing this work whether the installation operations be performed by the vendor(s), subcontractor(s), or by anyone directly or indirectly employed by either. The award of this work to the vendor shall obligate the vendor(s) to comply with the foregoing indemnity provision; however, the collateral obligation of ensuring this indemnity must be complied with as set forth.

### **Existing Conditions**

Vendor(s), by submission of a proposal, will have visited the premises and will be assumed to have taken into consideration all conditions which might affect their proposal.

**No consideration will be given to any claims based on a lack of knowledge of existing conditions.**

### **USAC Certifications**

Vendor must be an approved SLD / USAC service provider with a current SPIN. It will be the responsibility of the vendor to maintain all SLD / USAC certifications throughout the term of the contract.

### **Codes, Standards, and Ordinances**

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Methodologies outlined in the latest edition of the BICSI Telecommunications Distribution Methods Manual shall also be used during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation. All chemicals, equipment and materials proposed and / or used by Contractor in satisfaction of the terms of this solicitation shall conform to the standards required by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA). Safety Data Sheets (SDS) shall accompany each shipment, when applicable.

### **Permits**

Vendor(s) shall obtain any and / or all necessary county, municipal, and / or state work and / or building permits. This includes any permits that may be needed to gain right of way.

### **Patents and Royalties**

Vendor(s), without exception, shall indemnify and hold harmless Corinth School District and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the work, including its use by Corinth School District. If the vendor(s) or subcontractor(s) uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

### **Subcontractors**

Vendor(s) may use subcontractors to perform work. All responsibilities remain with the vendor(s).



## Identification

- Vendor personnel shall be easily identified by the use of identification badges, uniforms, and / or shirts with the vendor's logo clearly visible.
- Vendor(s) must wear official Corinth School District visitor badges.
- Vendor equipment and vehicles shall be easily identifiable.
- Equipment and vehicles must be parked in designated spaces at all times.
- Vehicles must display visitor parking passes at all times.
- Vehicles and / or equipment found in violation of this requirement will be subject to removal at the discretion of Corinth School District and at the expense of the vendor.

## Vendor Representatives

Corinth School District reserves the right, with sole discretion, to refuse to allow any representative of a vendor to service a contract in any manner. In this event, a vendor shall furnish another representative that is acceptable to the Corinth School District. Examples of reasons for refusing to allow a vendor representative to service the contract include, but are not limited to:

- Use of profanity and / or abusive language at any time
- Unclean and / or unkempt appearance
- Smoking, vaping, or similar activity
- Intoxication, impairment, and / or under the influence of substances including, but not limited to:
  - legal or illegal drug(s)
  - alcohol
- Threatening behavior
- Disrespect and / or disregard for authority

Should a vendor use subcontractor(s) for portion(s) of the work, Corinth School District reserves the right to reject any subcontractor(s) without explanation(s) or recourse by the vendor(s) or subcontractor(s).

## Workmanship

All work shall be performed in a professional manner.

Contracted work shall, likewise, be free of defects and in conformance with industry standards. Vendor(s) also warrant(s) that its worker(s) will be sufficiently skilled to produce high quality work, free of faults and defects. Work not conforming to these requirements, including unauthorized substitutions, may be considered defective. Vendor(s) further warrant(s) that the processes and methods employed to perform the work shall be suitable for the results required and expected. If a vendor proposes to use an unproved and untried method, process or product, Corinth School District must be advised of it in the bid in writing and give approval. The District may permit experimentation but may require special guarantees by the vendor to cover the experimental work.

Corinth School District representatives may observe work procedures and workmanship of the vendor(s), but such observation will not relieve the vendor(s) from any responsibility of performance or constitute acceptance of work performed.

**Provision**

Vendor(s) must provide all supervision, tools, equipment, hardware, and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory. The terms provide, furnish, supply, install, etc., can be interpreted as requiring vendor(s) both to furnish and / or install materials, unless specific provisioning and / or installation of materials by Corinth School District is noted.

**Stored Materials**

Any / all materials stored on the job site shall be the vendor's responsibility.

**Safety**

Precautions shall be exercised at all times for the protection of all persons and property.

Hazardous conditions shall be guarded against or eliminated.

Vendor(s) shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work.

Vendor(s) shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning "OSHA", and all applicable state labor laws, regulations, and standards. Vendor(s) shall indemnify and hold harmless Corinth School District from and against all liabilities, suits, damage(s), cost(s), and expense(s) (including attorney's fees and court costs) that may be imposed on Corinth School District because of the vendor(s), subcontractor(s), or supplier(s) failure to comply with the regulations stated herein.

**Indemnification**

Vendor(s) agree(s) to hold Corinth School District harmless and to indemnify Corinth School District for every expense, liability, or payment arising out of or through injury, including death, to any person or persons or damage to property, regardless of whom the owner of the property may be, of any place in which work is located arising out of or suffered through any act or omission of the vendor(s) and / or subcontractor(s).

**Modification to Structures**

Vendor(s) will identify to the district any work necessitating cutting into and / or through any part of a building or structure such as, but not limited to, girders, beams, concrete, tile floors, or partition ceilings.

**Firewall**

Vendor(s) must provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

**Ceiling Tiles**

Vendor(s) must provide for the removal and reinstallation of ceiling tiles as needed. Broken ceiling tiles shall be replaced with equal or better quality ceiling tiles.

**Cleanup**

Upon completion of work each day, vendor(s) must remove all tools, equipment, rubbish, and debris from the premises and must leave the premises clean, neat, and / or in the same condition as found.

**Test and Inspections**

Vendor(s) will conduct tests and / or inspections in the presence of a Corinth School District representative in order to confirm that the requirements for installation are met.

**Defects**

Vendor(s) will promptly correct all defects for which the vendor is responsible.

**Warranty**

Vendor(s) shall furnish a written warranty that describes the services proposed under these specifications. It is understood that vendor(s) is not responsible for the warranty and / or function of existing equipment already installed. However, limited troubleshooting of existing equipment and / or cabling shall be provided by vendor(s) free of charge to determine if existing equipment and / or cabling can be utilized. Vendor(s) must provide proof that their employee(s), representative(s), and or subcontractor(s) are certified to install the proposed cabling and / or components and / or electronic equipment, as assurance that a warranty can be provided.

**Damage**

Vendor(s) shall protect all building(s), structure(s), road(s), furniture, equipment, existing cable(s), personal items, trees, shrubs, lawns, and all landscaping on school property from damage. Vendor(s) will promptly report to a representative of Corinth School District any such damage to structure(s), road(s), equipment, existing cable(s), or property that may occur while performing work. Any damaged property shall be repaired and / or replaced at the vendor's expense. Labor shall include all restoration to damaged property e.g.: leveling, sod replacement, etc., of grounds broken up during the work.

***Corinth School District Responsibilities*****Access for Installation**

Corinth School District will, during the progress of the installation, allow vendor(s) and its employee(s), representative(s) and subcontractor(s) access to the premises and facilities at all reasonable hours or at such hours as Corinth School District representative(s) and the vendor(s) agree upon.

Corinth School District will provide access to all work locations, floors, buildings, structures, etc., to support the installation and provide vendor access to these adjacent areas where and when required.

**Inspections**

Promptly make inspections when notified by the vendor that the equipment or any part thereof, is ready for acceptance.

**Delay in Work**

It is understood that vendor(s) will not be held accountable for any delays caused by Corinth School District.



***Applicant Information***

**Company Information**

**Entity Name**

**DBA Name**

Address

Address

City

State

Zip

Company Phone

Contact Name

Contact Email

Contact Phone

Contact Cell

Contact Email

**Mississippi Office**

Address

Address

City

State

Zip

Telephone

Cell

Email

E-Rate Service Provider Name

E-Rate Service Provider Identification Number (SPIN)

24 Hour Help Desk Telephone



**School District References / Significant Projects**

List three (3) similar school district projects completed within the last two (2) years.  
References may be contacted during the vendor qualification process.

**School District Reference One (1)**

School District	
Address	
City, State, ZIP	
Contact Name	
Phone	
Email	
Contract Amount	
Date Completed	

**School District Reference Two (2)**

School District	
Address	
City, State, ZIP	
Contact Name	
Phone	
Email	
Contract Amount	
Date Completed	

**School District Reference Three (3)**

School District	
Address	
City, State, ZIP	
Contact Name	
Phone	
Email	
Contract Amount	
Date Completed	



**Key Employees**

List the contact details, certifications, and experience working with school districts of key individuals in your organization working in and / or assigned to Mississippi.

**Key Employee One (1)**

Name	
Title	
Address	
Phone	
Email	
Cell Phone	
Certifications	
Relevant Experience	

**Key Employee Two (2)**

Name	
Title	
Address	
Phone	
Email	
Cell Phone	
Certifications	
Relevant Experience	

**Key Employee Three (3)**

Name	
Title	
Address	
Phone	
Email	
Cell Phone	
Certifications	
Relevant Experience	



### ***Submission Checklist***

The following items are to be submitted with proposals:

- ☐ Company contact information worksheet
- ☐ Completed W-9
- ☐ Key employee worksheet listing certifications and relevant experience
- ☐ References from three (3) Mississippi school districts for similar projects as described in the specifications
- ☐ E-Rate Service Provider Identification Number (SPIN)
- ☐ Proof of current E-Rate SPAC 473 form
- ☐ Copy of valid contractor's license issued by the Mississippi Board of Contractors
- ☐ Proof of Worker's Compensation Insurance
- ☐ Attended at least one mandatory site visit
- ☐ Proposal with pricing itemized by campus
  - ☐ Provide line-item pricing for each additional item deemed necessary for the project.
  - ☐ Provide a sub-total price for each of the four (4) sites
  - ☐ Provide a grand total price for the four (4) sites
  - ☐ Provide line-item estimated timelines for the four (4) sites
- ☐ Diagram of proposed network including electronic components to which the fiber and ethernet will connect noting if the proposed runs will be underground or above ground. (Note: Preference will be given to underground installations.)
- ☐ Detailed specifications for equipment and / or products proposed
- ☐ Description or list of service locations that will provide service and support for the district installation and the number of technicians available for that support.
- ☐ Warranty documentation
- ☐ Description of help desk procedures
- ☐ Description of service response procedures

### ***Attestation***

We hereby acknowledge and accept the qualification requirements and attest the information provided herein is truthful and accurate by executing this document.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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