

**Holmes District School Board**  
**Request for Proposals – Category 2 Network Equipment**  
**(Switches)**  
**E-Rate Funding Year 2022-23**

**Introduction**

The Holmes District School Board is seeking proposals from qualified service providers for network switch upgrades (equipment, software, installation, and configuration) at multiple district facilities.

The network upgrades are a necessary part of an ongoing project to improve the district's technology infrastructure. This project will provide a more reliable network for our students and staff. These improvements will allow Holmes District School Board to retire end-of-life equipment and upgrade to current industry standards, and allow for growth of the network in general.

**Instructions and Requirements for Vendors**

The contract is contingent upon Holmes District School Board receiving sufficient E-Rate funding to proceed with the agreement. Holmes District School Board shall be the sole party determining whether any approved E-Rate funding is sufficient for the applicant to proceed with the project.

Holmes District School Board and successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. The bid application must be presented in a format that includes all information required for inclusion in Form 471.

Proposals must be signed and submitted in a sealed envelope marked Category 2 Network Upgrades, Attn: Melissa Baxley, Holmes District School Board, 701 E. Pennsylvania Avenue, Bonifay, FL by 12:00 p.m. (CDT) local time on Monday, March 14, 2022. The bid opening will take place in the Holmes District School Board Meeting Room at 12:05 p.m. (CDT). Bids may be mailed or hand delivered to the district office. Bids received after the exact time and date noted will **NOT** be considered for the bid process. HDSB cannot be responsible for lateness of receipt due to mail delays.

1. Vendor may not amend their proposal after the closing date and time, and may not withdraw their proposal for a period of 12 months from bid opening.
2. All questions or inquiries concerning this Request for Proposal must be submitted only by e-mail to Melissa Baxley,(melissa.baxley@hdsb.org), no later than Friday, March 4,

2022. Verbal responses to any inquiries are not binding to either party. RFPs, questions, and answers will be posted at <http://bit.ly/HDSBrfg>.

3. When an article of a particular make or trade name is specified, this is done to establish a quality standard and is not intended to eliminate competing articles of equal quality standard. Bidders are at liberty to quote on substitutions giving complete details.
4. If a contract is to be awarded as a result of the Request for Proposals, it shall be awarded to the vendor who is responsible and whose proposal provides the best potential value to Holmes District School Board. Responsible means the capability in all respects to perform the contract requirements and the integrity and reliability to assure performance of the contract obligations.
5. Notice in writing to a vendor and the subsequent execution of a written agreement shall constitute the making of a contract. No vendor shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
6. The contract will contain the relevant provisions of this Request for Proposal as well as mutually agreed upon terms, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto.
7. In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
8. The Holmes District School Board has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no vendor will have any claim against the Holmes District School Board.
9. The Holmes District School Board is not liable for any costs of preparation or presentation of proposals.
10. An evaluation committee will review each proposal. The Holmes District School Board reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
11. The proposal and accompanying documentation submitted by the vendors are the property of Holmes District School Board and will not be returned.
12. Vendor proposal in response to the RFP will be incorporated into the final agreement between the Holmes District School Board and the selected vendor. The submitted proposal at a minimum should include the following sections:
  - Services rendered, project schedule and scope of work
  - Itemizing pricing detailed by each building at each school site
  - Total sheet summary detailed by each school site
  - Exclusions
  - Holmes District School Board and vendor responsibilities
  - Fees and payments
13. Vendors must include references for projects of similar size and scope that have been completed within the past five years. Schools and School Districts are preferred references. The following information must be included:

- Job location
  - Contact name and phone numbers
  - Dates of contract
  - Project description
  - Equipment installed
14. Vendors are to indicate which equipment or material of their proposal are ineligible for funding according to the SLD's rules.
  15. Vendor must agree to abide by the Jessica Lunsford Act.
  16. Vendor must be a registered Service Provider through Schools and Libraries Universal Service, provide a **SPIN** number on the required form (Form A) and certify that the vendor is in good standing with the FCC/E-Rate program (Green Light Certification from USAC). (Attachment G)
  17. Vendor must agree to use the SPI method of invoicing.
  18. Proposals should not contain sales tax. The Holmes District School Board is a tax-exempt entity in the State of Florida.
  19. All work performed and all material equipment furnished under this contract shall be warranted to be free from defects and shall remain so for a period of at least one (1) year from the date of installation.
  20. Installing vendor will provide HDSB with school-by-school documentation showing equipment serial numbers and school/room locations for E-rate auditing documentation.

### **Evaluation of Proposals**

Any award pursuant to this RFP will be based upon the following elements:

1. Cost including unit prices and labor rates (40%)
2. Vendor's experience installing/configuring networking equipment (20%)
3. Compatibility with existing wireless management system (20%)
4. Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope (10%)
5. Prior experience with HDSB (10%)

Holmes District School Board at their discretion and without explanation to the prospective vendors, at any time may choose to discontinue this RFP without obligation to such prospective vendors.

### **Proposal Requirements and Scope**

Listed below are equipment requirements for each location. All equipment must be PoE. Include appropriate management software (where applicable), licensing and 3-year support

agreements for all solutions. We also request installation and configuration pricing for each location. All equipment must be made by the same manufacturer.

*\*\* All equipment must be 100% compatible with the Ruckus Smart Zone Controller. Ruckus model #s are provided in some instances; however, per E-rate requirements, we will be accepting bids for equivalent equipment that is compatible with this brand and that is compatible with our existing Ruckus equipment and infrastructure. \*\**

Bethlehem High School

2767 Highway 160, Bonifay, FL 32425

(15) Ruckus ICX 7250-48 Port PoE Switch or equivalent

Holmes County High School

105 Blue Devil Dr., Bonifay, FL 32425

(4) Ruckus ICX 7250-48 Port PoE Switch or equivalent

Ponce de Leon Elementary School

1473 Ammons Rd., Ponce de Leon, FL 32455

(12) Ruckus ICX 7250-48 Port PoE Switch or equivalent

(1) Ruckus ICX 7250-48 Port PoE Switch to include licensing for 8x10gb ports or equivalent

Ponce de Leon High School

1477 Ammons Rd., Ponce de Leon, FL 32455

(17) Ruckus ICX 7250-48 Port POE Switch or equivalent

(1) Ruckus ICX 7250-48 Port POE Switch to include licensing for 8x10gb ports or equivalent

Poplar Springs High School

3726 Atomic Dr., Graceville, FL 32440

(13) Ruckus ICX 7250-48 Port POE Switch or equivalent

(4) Ruckus ICX 7250-48 Port POE Switch to include licensing for 8x10gb ports or equivalent

**Holmes District School Board**

**Bid Response Sheet**

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Vendor Representative: \_\_\_\_\_

\_\_\_\_\_  
Title Date

E-Mail Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Federal Employer Identification # \_\_\_\_\_

SPIN # \_\_\_\_\_

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

**Please use the following format to submit your bid.  
Each location must be listed separately.  
Any E-rate ineligible costs must be clearly identified.**

Bidder: I propose to provide the following:

<b>School/Location Name</b> Address	<b>Qty.</b>	<b>Individual Cost</b>	<b>Total</b>
Switches			
Management Software			
Licensing			
Support			
Installation & Configuration			
Other (Please list individually)			

ATTACHMENT B - REFERENCE FORM

Provide three (3) references of similar scope and size to this solicitation. The District prefers businesses to provide three (3) references, exclusive of the District. The District will consider responses with fewer than three (3) references, exclusive of the District. If fewer than three (3) non-District references are provided, the District will take into consideration the longevity and experience of the business, service to schools or government entities, and the nature of the service to be performed.

1. PROJECT NAME/DESCRIPTION: \_\_\_\_\_  
CLIENT ORGANIZATION: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PROJECT SIZE: \$ \_\_\_\_\_  
PROJECT DURATION: From \_\_\_\_\_ To \_\_\_\_\_
  
2. PROJECT NAME/DESCRIPTION: \_\_\_\_\_  
CLIENT ORGANIZATION: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PROJECT SIZE: \$ \_\_\_\_\_  
PROJECT DURATION: From \_\_\_\_\_ To \_\_\_\_\_
  
3. PROJECT NAME/DESCRIPTION: \_\_\_\_\_  
CLIENT ORGANIZATION: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
PROJECT SIZE: \$ \_\_\_\_\_  
PROJECT DURATION: From \_\_\_\_\_ To \_\_\_\_\_

**ATTACHMENT C - ADDENDA ACKNOWLEDGEMENT FORM**

It is the sole responsibility of each Bidder to ensure that all addenda released are received; that all 1TB and addenda requirements have been completed and that all required submittals have been included.

The undersigned acknowledges the receipt of any addenda. Include a copy of each addendum with bid.

Addendum #1	_____	Date Issued:	Attached to bid:_Y_N
	Signature		
Addendum #2	_____	Date Issued:	Attached to bid:_Y_N
	Signature		
Addendum #3	_____	Date Issued:	Attached to bid:_Y_N
	Signature		
Addendum #4	_____	Date Issued:	Attached to bid:_Y_N
	Signature		



## ATTACHMENT D - DEBARMENT FORM

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated in Section 85.110.

#### Instructions for Certification

1. By signing and submitting this bid, the prospective lower tier participant is providing the certification set out below.
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 bid 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 or changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "bid," 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 bid is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this bid 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 bid that it will include the clause titled I 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 or 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 No procurement 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.

#### Certification

- (1) The prospective lower tier participant certifies, by submission of this bid, that neither it nor its principals are 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 bid.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

**ATTACHMENT E - DRUG-FREE WORKPLACE CERTIFICATION**

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Business

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, 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 Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee 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 Paragraphs 1 thru 5.

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

Signature of Authorized Officer \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT F - PUBLIC ENTITY CRIMES FORM

SWORN STATEMENT UNDER SECTION 287.133(3) (A),  
FLORIDA STATUTES. PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted with Bid, Proposal or Contract No. \_\_\_\_\_ for  
\_\_\_\_\_
  
2. The sworn statement is submitted by \_\_\_\_\_, (Name of entity submitting sworn statement)  
Whose business address is \_\_\_\_\_ and (if applicable) its  
Federal Employer Identification (FEIN) \_\_\_\_\_. If the entity has no FEIN, include the Social Security  
Number of the individual signing this sworn statement: \_\_\_\_\_.
  
3. My name is \_\_\_\_\_ and my relationship to the  
\_\_\_\_\_ (Please print name of individual signing) entity name above is  
\_\_\_\_\_
  
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision or any other state or with the United States. including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation .
  
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a violation of guilt or a conviction of a public entity crime, with or without an adjudication of guilt in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
  
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime: or
  2. As entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons, when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
  
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States, with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8 . Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. ( Please indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, not any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. ( Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_ APPEARED IN PERSON BEFORE ME (the undersigned authority), who is

Personally known to me -----and affixed his/her signature in the space provided above on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_

(Attachment G)

This blank page should be replaced by the vendor Green Light Status from USAC.