



INVITATION TO BID
 Holmes District School Board
 (850) 547-9341 Phone

Release Date: March 1, 2023
 ITB No.: IT-FC01
 ITB Title: Fiber Cabling—GAP Portable
 Contact: Melissa Baxley
 Phone: (850) 547-9341 x1252

This bid must be submitted to Holmes District School Board, Attn: Dale Thomas, 701 E. Pennsylvania Ave., Bonifay, FL 32425 **no later than 12:00 p.m. on March 29, 2023** and plainly marked Fiber Cabling--GAP. Bids are due and will be opened at this time.

REQUIRED SUBMITTAL CHECKLIST

For each item below, insert bidder Authorized Agent initials verifying that forms are accurately completed, signed by an officer of the business, and returned with the bid.

- Bid Response Form (Attachment A)
- Reference Form (Attachment B)
- All addenda issued, if any, acknowledged (Attachment C) and included in bid
- Debarment Form (Attachment D)
- Drug Free Workplace Certification Form (Attachment E)
- State or Holmes County Business Tax Receipt
- Guarantee Policy
- Public Entities Crime Form (Attachment F) **must be notarized**

Vendor Business Name: _____
 Vendor Taxpayer Identification Number: _____
 Address: _____
 City, State & Zip Code: _____
 Telephone: _____ Fax: _____
 Name of Owner or Authorized Officer/Agent: _____
 Title: _____ Date: _____
 Email Address: _____ Internet URL: _____
 Signature of Owner or Authorized Officer/Agent: _____
*(Bid **must** be signed by an officer or employee having authority to legally bind the bidder)*

Anti-Collusion Statement/Public Domain: I, the bidder, have not divulged, discussed, or compared this bid with any other contractor and have not colluded with any other contractor in the preparation of this bid in order to gain an unfair advantage in the award of this bid. I acknowledge that all information contained herein is part of the public domain subject to the Public Records Act, Chapter 119, Florida Statutes.

Bid Certification: By my signature, I hereby certify that I am submitting the following information as my company's bid and understand that by virtue of executing and returning with this bid this **Required Submittal Checklist**, I further certify complete and unconditional acceptance of the contents inclusive of this Invitation to Bid, and all appendices and the contents of any addenda released hereto.

NO RESPONSE – I HEREBY SUBMIT THIS AS A “NO RESPONSE” FOR THE REASON(S) CHECKED BELOW:

- Insufficient time to respond
- Specifications were unclear or restrictive
- Our schedule will not permit us to respond
- Terms & Conditions were unclear or restrictive
- Could not meet specifications
- Addendum received too late to respond
- Could not meet insurance requirements
- We do not offer the product or service requested
- Remove our company name from this commodity listing only
- Keep our company on the bid list for future bids
- Other _____

Holmes District School Board

Request for Proposals – Fiber Optic Installation

Graduation Assistance Program (GAP) Portable Classroom

Introduction

The Holmes District School Board is seeking proposals from qualified service providers for installation of fiber cabling at district facilities.

Instructions and Requirements for Vendors

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

Proposals must be signed and submitted in a sealed envelope marked Fiber Cabling--GAP, Attn: Dale Thomas, Holmes District School Board, 701 E. Pennsylvania Avenue, Bonifay, FL by 12:00 p.m. (CST) local time on Wednesday, March 29, 2023. The bid opening will take place in the Holmes District School Board Meeting Room at 12:05 p.m. (CST). 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 Dale Thomas, (dale.thomas@hdsb.org), no later than March 15, 2023 at 3:00 p.m. CST. Verbal responses to any inquiries are not binding to either party. RFPs, questions, and answers will be posted at www.hdsb.org/procurement.
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
 - Itemized pricing detailed by each building at each site
 - Total sheet summary detailed by each 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. **A mandatory vendor meeting and site walk through will be conducted Tuesday, March 14, 2023 at 9 a.m. (CDT) for any vendor who wishes to bid on this project.** The meeting will begin at the District Office located at 701 E. Pennsylvania Avenue, Bonifay, FL 32425 in the Media Center (Door #7). Proposals will NOT be accepted from vendors that do not attend this mandatory walk through. A sign-in sheet will be available for the vendor representative to sign. Vendors should be prepared to take photos, measure distances, and record any other data that may be required for their proposal at this time.

15. Vendor must include copies of any industry recognized fiber optics certifications for their installers, technicians, and designers (e.g. BICSI, FOA, CNCI, ETA) with the RFP proposal.
16. Vendor must agree to abide by the Jessica Lunsford Act.
17. Proposals should not contain sales tax. The Holmes District School Board is a tax-exempt entity in the State of Florida.
18. 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 three (3) year from the date of installation.
19. Upon completion of the contract, the vendor will provide Holmes District School Board with accurate and thorough documentation of all installed cables. All cables shall be tested with certified equipment to ensure they meet all applicable industry standards for their type and termination. Results of these tests should be included in the documentation along with a digital Visio network diagram which includes the type and number of strands installed.
20. All fiber optic cables described in the RFP documents shall consist of 12 strand, 10 GB OM4 fiber. Indoor building runs are defined as located within the same physical building as the MDF. All fiber installed shall be terminated with LC connectors.
21. Holmes District School Board reserves the right to award all or part of this RFP.
22. Vendor must provide copies of insurance and bond documents.

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 fiber optic cable (20%)
3. Vendors staff industry certifications based on type and level (10%)
4. Client references and/or citations from prior installations where equal services have been provided for projects of similar size and scope (20%)
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

Graduation Assistance Program (GAP)
(former Bonifay Elementary School Building)
307 W. North Avenue
Bonifay, FL 32425

- Installation of fiber optic cabling from the MDF to one IDF located in the a portable classroom on the northeast side of the main building.
- (1) 12U Open Wall Mount Frame Rack with Hinge (for aforementioned IDF)

All work must be completed to the Holmes District School Board's satisfaction by May 31, 2023.

There will be a mandatory walkthrough at this location on Tuesday, March 14, 2023 at 9:00 a.m. CDT. Vendors are required to be present at this walkthroug in order to submit a bid.

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 # _____

Bids should be submitted using the following format:

Bidder: I propose to provide the following:

Description	Quantity	Unit Cost	Total
Fiber Optic Cable			
Sliding Fiber Drawer			
LC Hotmelt MM Connector			
12U Open Wall Mount Frame Rack with Hinge			
Other (please list individually)			
Labor/Installation			

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 of 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.

- I. 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, nor 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:_____