



## **Louisburg Unified School District No. 416**

---

29020 Mission Belleview – P. O. Box 550

Louisburg, KS 66053

Phone: (913) 837-1700      Fax: (913) 837-1701      [www.usd416.org](http://www.usd416.org)

### **RFP SINGLE MODE FIBER INSTALLATION**

Request for Proposal (RFP)

**RFP #21-001**

**IN COMPLIANCE WITH E-RATE DISCOUNT THROUGH THE  
UNIVERSAL SERVICE FUND**

Date of Issue 1/7/2021

Closing Date and Time: 2/9/2021 at 2:00 PM

Single Point of Contact (SPC): Richard Griffin

E-mail: [griffinr@usd416.org](mailto:griffinr@usd416.org)

## Contents

GENERAL CONDITIONS .....	3
SCHEDULE OF EVENTS .....	4
SERVICE PROVIDER CRITERIA.....	4
PROPOSAL EVALUATION.....	6
BIDDER QUALIFICATIONS.....	7
CABLE TESTING .....	8
INSPECTIONS .....	8
PROPRIETARY DOCUMENTS .....	9
SUBMITTALS .....	9
SCOPE OF WORK.....	14
SITES .....	14
BID RESPONSE SHEET .....	16
PRICE LIST .....	17

# GENERAL CONDITIONS:

## INTRODUCTION

**Description:** The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through fair and competitive negotiations for network single mode fiber installations. The goods and services requested in these documents are part of the E-rate filings for Louisburg Unified School District (District or The District) for the 2021 funding year. All aspects of this proposal must comply with the Federal Communication Commission’s competitive bidding requirement for E-rate and USAC rules and regulations.

Further information can be found at the USAC Website [www.universalservice.org](http://www.universalservice.org)

Additional details on the Scope of the goods or services or both are included in the Scope of Work/Specifications section.

District anticipates the award of one Contract from this RFP.

Work must be completed by June 30, 2022 pending USAC approval of application.

## SINGLE POINT OF CONTACT (SPC)

The SPC for this RFP is identified on the Cover Page, along with the SPC’s contact information. Proposer shall direct all communications related to any provision of the RFP only to the SPC, whether about the technical requirements of the RFP, contractual requirements, the RFP process, or any other provision.

In addition, the following conditions should be noted:

1. The Board of Education reserves the right to accept or reject all or any part of bid.
2. The Board of Education reserves the right to accept individual items or total bid.
3. Cash discounts and delivery will be considered in awarding a bid.
4. All bids must be priced, extended, and totaled.
5. All equipment deliveries are to be F.O.B., Louisburg, Kansas.
6. Bids are to be made in consideration of the tax-exempt status of the District.
7. When submitting a substitute article as equal, the full name and illustrated description must be given. The Board of Education reserves the right, however, to decide upon its suitability for the intended use.
8. Payment of the seller's invoice is subject to adjustment for any shortage, or for rejection of any item or items.
9. Contracts entered into on the basis of submitted specifications are revocable if contrary to law.
10. Date of receipt will be considered the effective dates all goods and invoices are received.
11. Bids are to be submitted on the form enclosed and placed in a sealed envelope marked “**Single Mode Fiber, RFP #21-001**”.
12. Contract contingent on E-rate approval.
13. All Vendors are required to provide a valid SPIN (Service Provider Identification Number) at the time a proposal is submitted. Failure to provide a SPIN could be considered an unresponsive bid.

## SCHEDULE OF EVENTS

RFP Release and Bids Advertised: January 7, 2021

Job Walk Through January 11-15 by appointment only

Questions Due: January 20, 2021 at 11AM must be submitted by email to [griffinr@usd416.org](mailto:griffinr@usd416.org)

Responses Posted on website: January 21, 2021 by Close of Business

Proposal Due Date: **February 9, 2021 by 2:00 PM**

Louisburg Unified School District requires both electronic and hard copy submissions. All hard copy submissions should include three (3) hard copies of the proposal and one (1) full electronic submission on a USB jump drive. No facsimile or email bid responses will be accepted.

Must be submitted to:

Louisburg Unified School District

Attn: Richard Griffin

P.O. Box 550

Louisburg, KS 66053

[griffinr@usd416.org](mailto:griffinr@usd416.org)

## SERVICE PROVIDER CRITERIA

The successful vendor will be responsible for participating in the Federal E-Rate program.

In addition, the District may use this proposal to issue purchase orders and pay for items on a purchase order that are not eligible for E-RATE discounts. The District will pay the vendor using encumbered funds for these purchases. Prices must be held firm for the duration of the E-Rate fiscal year, ending June 30, 2022 or until all work associated with the project(s) are complete

These projects and services depend on partial funding from the E-rate program.

- The District expects each Service Provider to make themselves thoroughly familiar with any rules or regulations set forth by the E-rate program. discount amount minus the funded amount as shown on the Form 471 Block 5.
- All contracts entered into as a result of this RFP will be contingent upon the specific funding of the Funding Request Number (FRN) at the percentage rate submitted for.
- Services must be delivered prior to invoicing USAC. No billing can take place before July 1, 2021 or the release of the Funding Commitment Decision Letter (FCDL) and the delivery of service, whichever comes first. In the event of questions during the E-Rate audit process, the successful vendor is expected to reply within 3 days to questions associated with their

- proposal.
- The contractor is responsible for providing an FCC Registration Number (FRN) with their proposal.
  - All work is subject to the 100% approval of the project or purchase by the FCC under the Erate discount program of the Telecommunications Act of 1996.
  - No change orders will be allowed for the work resulting from this posting.
  - The Service Provider will be required to send copies of all forms and invoices submitted to SLD prior to invoicing the SLD to the District for our records.
  - Within 5 days of award, Winning Vendor agrees to submit the item 21 template in USAC's official format to the district.
  - Vendor agrees to complete invoicing to USAC within 120 days of last date of installation.
  - The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the District. and may require a USAC service substitution approval.
  
  - During the term of any Contract resulting from this RFP, the District may elect to procure additional or like goods and/or services offered by the Respondent. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the District's Board of Education. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of Contract. The District shall not enter into a separate Contract for said goods or services. Respondents must state in their proposal that they acknowledge, accept and agree with coterminous expiration conditions.
  
  - Vendors may bid on any or all sections of the RFP. In your submission, please clearly state the section(s) that you are bidding on.
  - All Service Providers will be responsible for procuring the discounted amount from the SLD through the Service Provider Invoice (SPI) form 474. The District will not provide the Form 472 (BEAR form reimbursement process). The District reserves the right to deny any or all proposals associated with this RFP, even with SLD funding approval. The District reserves the right to accept the pricing proposal solely dependent upon SLD approval.

Prospective Service Providers will be required to submit three references, with the proposal describing experience with comparable projects in the K-12 customer market, their SPIN number and their FCC Registration Number (FRN). Failure to supply these documents may be considered grounds for disqualification.

In addition, Louisburg Unified School District reserves the right to fund, (proceed with project or purchase) or not to fund regardless of E-rate approval.

The Louisburg Unified School District requires certification by the awarded contractor, prior to project commencement, concerning criminal records check in accordance with Kansas law. Participating contractors must have an active Service Provider Identification Number (SPIN) with the

SLD.

Proposals must be received by our office no later than Wednesday **February 9, 2021 by 2:00 p.m.**

Due to time constraints, the deadline will not be extended.

All proposals are to contain costs for taxes and shipping as separate items. All proposals will clearly separate the cost for goods and services not eligible for E-Rate discount.

The District will accept both electronic and hard copy submissions. All hard copy submissions should include two (2) hard copies of the proposal and one full electronic submission on USB drive. Proposals must be submitted by courier or postal delivery to:

**Louisburg Unified School District**

**Attn: Richard Griffin**

**PO Box 550**

**Louisburg, KS 66053**

**Late proposals will not be accepted.**

All requests for information should be made in writing via e-mail to [griffinr@usd416.org](mailto:griffinr@usd416.org) and are due by Wednesday, January 20, 2021 at 11AM and will be answered on Thursday, January 21, 2021 by close of business and posted on the District web site. Be aware that all interested parties will be able to view the questions and responses.

Job Walk Through will be as requested and by appointment only between the hours of 9:00a.m. – 3:00p.m. January 11 - 15, 2021. All Covid-19 rules should be observed during any onsite meetings. Contact Richard Griffin by email to arrange a date and time for walk through.

## PROPOSAL EVALUATION

The technical specifications included in this Request for Proposal are for the following technologies:

### Evaluation Criteria

Eligible Price	40%
E-rate Experience	15%
District Experience	15%
Certifications	15%
References	15%

Questions concerning this Proposal should be directed to Richard Griffin of Louisburg Unified School District by email at [griffinr@usd416.org](mailto:griffinr@usd416.org).

Vendors are expressly notified to not contact any other Louisburg Unified School District personnel for any reason prior to award. The only exception to this is in the case of ongoing operations with a current provider of services to Louisburg Unified School District. Failure to comply will result in rejection of the proposal.

The contractor who is awarded the contract will be expected to deliver a fully functioning solution for all systems, i.e. a turnkey solution. Each of the technologies is addressed in the following sections.

Louisburg Unified School District is required to publicly post the RFP and all related documents both on the District's website <https://www.usd416.org/vnews/display.v/SEC/District%7CRequest%20for%20Bids> and the E-rate Program administrator USAC <http://www.usac.org/sl/tools/e-rateproductivity-center/default.aspx>. In the event of a discrepancy between the two documents, the version on the District website is the primary document and all others versions are copies.

## BIDDER QUALIFICATIONS

Installing contractor must have a minimum of five years previous experience in telecommunication systems. Installing contractor for the fiber optic cable and terminations must have five years previous experience and hold a valid C7 license. The contractor must have a BICSI RCDD on staff full time. Contractor will include copies of references which substantiate the contractor's previous experience as noted herein. The bidder shall have a current trained network designer and multiple trained technicians on staff. The corresponding factory training certificates shall include the individuals name on the certificate of completion as well as a separate company certificate validating that the contracting firm is authorized to extend the factory warranty.

### **Contractor**

- a. The contractor selected to provide the installation of this system shall be certified by the manufacturing company in all aspects of design, installation and testing of the products described herein.
- b. The contractor shall utilize the authorized manufacturer components and distribution channels in provisioning this Project.
- c. Contractor shall have a minimum of five (5) years of recent experience on structured cabling systems of similar type and size.
- d. Contractor and design firm shall follow all federal, state and local statutes regarding qualifications of firms.
- e. The contractor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size.
- f. The contractor shall own and maintain the tools and equipment approved by the cabling system manufacturer for successful installation and testing of optical systems. Testing equipment shall be calibrated per test equipment manufactures

- requirements.
- g. The contractor shall have personnel who are adequately trained in the usage of such tools and equipment.
  - h. Contractor shall submit a resume of qualification with the Contractor's proposal indicating the following:
    - 1) A list of recently completed projects of similar type and size with contact names and telephone numbers for each.
    - 2) A list of test equipment proposed for use in verifying the installed integrity of metallic and fiber optic cable systems on this project.
    - 3) A technical resume of experience for the contractor's Project Manager and on-site installation supervisor who will be assigned to this project.
    - 4) A list of technical product training attended by the contractor's personnel that will install the SCS system.
    - 5) Any sub-Contractor, who will assist the SCS contractor in performance of this work, shall have the same training and certification as the SCS contractor.

## CABLE TESTING

### Optical Fiber Cable Testing

All fiber testing shall be performed on all fibers in the completed end-to-end system. There shall be no splices unless clearly defined in Section 3 of this specification. Testing shall consist of a bi-directional end to end power meter test performed per EIA/TIA 455-53A. The system loss measurements shall be provided at 850 and 1310 nanometers for multimode fibers.

- a. Pre-installation cable testing: The Contractor shall test all Fiber Optic cable prior to the installation of the cable. The Contractor shall assume all liability for the replacement of the cable should it be found defective during the warranty period.
  - 1. For all installations the Loss Budget: Fiber links shall have a maximum loss of: (allowable cable loss per km) (km of fiber in link) + (.4dB) (number of connectors) = maximum allowable loss.
- b. Any link not meeting the requirements of the standard shall be brought into compliance by the contractor, at no charge to Owner.
- c. Documentation shall be provided in hard copy and USB Memory Stick to the Owner's Project Manager.
- d. Certification Test Reports shall be submitted in electronic format using the appropriate software supplied by the test equipment manufacturer. The data format should be that of the test report software (i.e. \*.flw files for Fluke). The contractor shall provide any necessary software to view and evaluate the test data.

## INSPECTIONS

On-going inspections shall be performed during construction All work shall be performed in a high-



quality manner and the overall appearance shall be clean, neat and orderly. The following points will be examined and must be satisfactorily complied with:

1. Is the design documentation complete? Are all cables properly labeled, from end-to-end?
2. Have all terminated cables been properly tested in accordance with the specifications for the specific category as well as tested for opens, shorts, polarity reversals, transposition and presence of AC and/or DC voltage?
3. Have the pathway manufacturer's guidelines been followed? Are all cable penetrations installed properly and fire stopped according to code?
4. Have the Contractors avoided excessive cable bending?
5. Is Cable Fill Correct?
6. Are hanging supports within 1.5 meters (5 feet)?
7. Does hanging cable exhibit some sag?
  
8. Are telecommunications closet terminations compatible with applications equipment?
9. Have Patch Panel instructions been followed?
  - a. Jacket removal point
  - b. Termination positions
  - c. All pair terminations tight with minimal pair distortions
  - d. Twists maintained up to Index Strip
11. Have Modular Panel instructions been followed?
  - a. Cable dressing first
  - b. Jackets remain up to the Connecting Block
  - c. All pair terminations tight and undistorted
  - d. Twists maintained up to the Connecting Block
12. Are connectors properly turned right side up in the Jack Panels without cables wrapped or twisted around the Mounting Collars?
13. Are the correct outlet connectors used (T568A or T568B)?
14. Are identification markings uniform, permanent and readable?

## PROPRIETARY DOCUMENTS

All proposals received by Louisburg Unified School District will be considered a Public Record as defined and shall be open to public inspection, except to the extent the Proposer designates trade secrets or other proprietary material to be confidential. Any documentation, which the Proposer believes to be a trade secret, must be provided to the Louisburg Unified School District in a separate envelope or binder and must be clearly marked as a trade secret. Prices and terms of payment shall be publicly available regardless of any designation to the contrary.

## SUBMITTALS

Proposal must address each of the items listed in this section and all other requirements set forth in this RFP. Proposer shall describe the Goods to be provided or the Services to be performed or both. A Proposal that merely offers to provide the goods or services as stated in this RFP may be considered non-Responsive to this RFP and will not be considered further.

Proposal should not include extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal. Do not include marketing or advertising material in the Proposal, unless requested. Proposal should be straightforward and address the requests of the RFP. Proposal containing unsolicited marketing or advertising material may receive a lower evaluation score if specific information is difficult to locate.

Vendors are required to submit the following with their proposal in electronic format on either a thumb drive or via email, in addition to any bid delivered to the district in a hard copy.

1. A copy of the Vendor's purchase contract.
2. A parts list of all components with prices submitted on supplied forms.
3. Copy of W-9
4. Bid must break down costs by E-Rate eligible and E-Rate ineligible cost accounts

To be considered for evaluation, Proposal must contain each of the following elements:

- RFP, with all response sections filled out in entirety
- Reference Check Form (separate sheet)
- Price List (Included with this RFP) and an itemized list of E-Rate ineligible costs

## SCOPE OF WORK

The District seeks an estimated 10 single mode fiber cable installations at 3 locations. The pathways will be finalized during the walkthrough and quoting process. The breakdown of installations per location are provided in the detailed list below. This is an equipment and installation proposal. Proposed work to be coordinated around school and class schedules.

## SITES

### **Louisburg High School**

202 Aquatic Drive  
Louisburg, KS 66053

- (4) 12 strand single mode fiber runs terminated in Main MDF from IDFs

### **Louisburg Middle School**

505 E. Amity Road  
Louisburg, KS 66053

- (4) 12 strand single mode fiber runs terminated in Main MDF from IDFs

### **Broadmoor Elementary School**

105 S. 5<sup>th</sup> Street East  
Louisburg, KS 66053

- (2) 12 strand single mode fiber runs terminated in Main MDF from IDFs

## Fiber Optics

- Install 12 strand single mode fiber to be ran between the MDF to the IDFs.
- Install and terminate the fiber onto a new Fiber Shelf.
- All Fiber strands will be terminated in LC connectors.

## General infrastructure notes for proposals to address

- a. Consult with district contact prior to beginning installation of new infrastructure.
- b. Raceway and/or inner-duct shall be installed where required by code or installation standards and included in the proposal.
- c. Corning 12 strand armored plenum single mode fiber (OS2) from MDF to IDF.

- (Contractor responsible for identifying pathways and appropriate cable type OSP, indoor/ outdoor, or indoor rated. Cable path may include indoor, outdoor, underground, and aerial)
- d. Corning CCH-01U Fiber enclosure in IDF's (equal to or better) LC Termination
  - e. Corning CCH-01U, Corning CCH-02U, Corning CCH-03U or Corning CCH-04U MDF depending number of runs/IDF's
  - f. AFL 12 strand single mode LC splice cassette
  - g. AFL Corning adapter plate
  - h. Consumables and/or other components necessary to complete installation
  - i. Certified installation with warranty
  - j. All fibers tested and pass manufacturers specs.
  - k. Proposers must adhere to the following cabling standards:
    - i. ANSI/TIA:
      - 1. TIA/EIA-568-B.3
      - 2. ANSI/TIA-607-B
    - ii. BICSI - Telecommunications Distribution Methods Manual (most recent version)
      - 1. BICSI – Installation Transport Systems Information Manual
      - 2. BICSI – Network Design Reference Design Manual
      - 3. BICSI – Outside Plant Design Reference Manual
      - 4. BICSI – Electronic Safety and Security Design Reference Manual
    - iii. NFPA-70 - National Electric Code (Most recent version)
  - l. The Proposer, including all subcontractors, must leave the premises clean and neat including having all ceiling tiles in place after the completion of the job or after individual work sessions if school will be in session soon after work has paused
  - m. Proposer must supply all supervision, tools, equipment, hardware, material, transportation, and construction, and all other related services unless specific provisioning by the district has been denoted
  - n. Proposer will be responsible for any additional or replacement cabling
  - o. Work will need to be coordinated around school and class schedules
  - p. All work and associated parts must be warrantied for a minimum of one (1) year after completion of install



## PRICE LIST

<b><u>Louisburg High School</u></b> 202 Aquatic Drive Louisburg, KS 66053	<b>Qty.</b>	<b>Individual Cost</b>	<b>Total</b>
Fiber Optic Cable			
Enclosure for Splice Tray			
Splice Tray			
Cable Connectors for Enclosure Entry			
Sliding Fiber Drawer			
Adapter Panel Biscuit			
LC Hotmelt MM Connector			
Other (Please List Individually)			
Installation			

<b><u>Louisburg Middle School</u></b> 505 East Amity Road Louisburg, KS 66053	<b>Qty.</b>	<b>Individual Cost</b>	<b>Total</b>
Fiber Optic Cable			
Enclosure for Splice Tray			
Splice Tray			
Cable Connectors for Enclosure Entry			
Sliding Fiber Drawer			
Adapter Panel Biscuit			
LC Hotmelt MM Connector			
Other (Please List Individually)			
Installation			

<b><u>Broadmoor Elementary School</u></b> 105 S 5th St E Louisburg, KS 66053	<b>Qty.</b>	<b>Individual Cost</b>	<b>Total</b>
Fiber Optic Cable			
Enclosure for Splice Tray			
Splice Tray			
Cable Connectors for Enclosure Entry			
Sliding Fiber Drawer			
Adapter Panel Biscuit			
LC Hotmelt MM Connector			
Other (Please List Individually)			
Installation			