

Memphis Community Schools

Memphis, Michigan



Request for Proposal and Specifications

November 19, 2018

- *Internet Service*
- *Managed Leased Lit Fiber*

Bid Due Date/Opening: December 18, 2018

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Internet Access Service and Transport and Leased Lit Fiber RFP

Memphis Community Schools is soliciting proposals from Internet Service Providers to obtain the most cost-effective solution for internet service and managed leased lit fiber. Combined bids for both internet and transport are preferred, but all options will be accepted and reviewed.

Memphis Community Schools (MCS) is approximately 60 square miles in area and lies in the southeastern portion of Michigan. It includes all of the City of Memphis and portions of the Townships of Columbus, Kenockee, Kimball, Riley, and Wales within St. Clair County and a portion of the Township of Richmond within Macomb County. We have approximately 900 students and 100 professional staff utilizing broadband internet access.

It is the responsibility of the bidder to be familiar with district facilities and be able to adhere to any county consortium agreements and services. The bidder must clearly identify all costs and fees associated with their proposed solution.

Current connections/structure for fiber in the district with minimum/preferred managed leased lit fiber requirements:

- Currently, all internet traffic routes to a single server room in the district (34165 Bordman Road, Memphis, MI 48041) via a fiber optic cable network. Bidder would be responsible to ensure there are data paths from each district facility to this single point and each data path must have the capability of providing a preferred minimum of 10 Gbps. There also needs to be a minimum 10 Gbps data path from this single server room to 499 Range Road, Marysville, MI 48040 to connect MCS to the county shared data center. All network and equipment required should be supplied/installed and maintained by the bidder. All products and services must be in place and functional by July 1, 2019. The terms of the agreement shall be July 1, 2019 thru June 30, 2020. Vendors may provide pricing options for additional years, up to three.

Minimum requirements for internet service would include but are not limited to:

- Provide Broadband Internet Access (Minimum 1Gbps, Burstable to 4Gbps)
- Provide all equipment necessary to accommodate these connections
- Provide for Domain Name Service (DNS)
- Network Address Translation Service (NAT)
- Provide a bank of class C publicly routable IP addresses
- Provide a firewall appliance separating our district facilities from the public internet
- 24-hour 365 day “live” on-call technical support
- During the contract period, service up time is not to fall below 99.9% during any 30-day time frame. Contracts can be cancelled based on performance failures if notified in writing.
- A minimum of 48 hours advanced notice is to be given for scheduled maintenance/downtime. Every effort should be taken to perform system maintenance during off hours.

Minimum requirements for bidders would include but are not limited to:

- The ISP must invoice SLD directly for the USF-funded portion of bills and fees; providing USF-discounted monthly billing to the district
- The selected vendor shall be able to prove successful fiber network connections and broadband internet access to school districts for a minimum of five years and shall be required to provide names and addresses of recent customers and installations.
- Be an SLD-Approved vendor and continue approved status through term of service.
- Features or options that are not USF funded under USAC Eligible Services List, “Internet Access Services”, such as caching and filtering, may be included as an integral component part of the service. For example: Caching and filtering may be integrated components of the firewall and therefore included in the bid response, but at no additional charge.
- Must have proven experience in working with school districts and USF funding (have a SPIN number).
- Bidders must be familiar with state and federal internet access compliance guidelines relating to schools and advise accordingly.

Instructions to bidders

1. All bids must be submitted using the form Appendix A: “Bid Form and Pricing Summary” included in this document.
2. All bidders must include the form Appendix B: “Vendor Profile” included in this document
3. Two (2) copies of the bid (Appendices A & B) and accompanying documents must be received in a sealed envelope no later than 2:00 PM (E.S.T), on Tuesday, December 18, 2018 at which time the bids will be publicly opened and read aloud. Bids received after 2:00 PM (E.S.T), on Tuesday, December 18, 2018 will not be considered. Faxed bids will not be accepted.

Proposals must be clearly marked “Internet Service and Managed Leased Lit Fiber” and delivered to:

Memphis Community Schools
Attn: Brian Gerstenberger, Director of Technology
34110 Bordman Road, Memphis, MI 48041.

4. Bidder shall promptly notify Memphis Community Schools of any ambiguity, inconsistency or errors, which they may discover upon examination of the bid documents. Bidders requesting clarification or interpretation of the contract documents shall E-mail all questions to: bhynes@ctpartners.net.
5. Any interpretation, correction or change of the contract documents will be made by addendum. Interpretations, corrections or changes of the documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and/or changes. Any and all addendums will be available online at: <http://memphisk12.org>.

General Terms and Conditions

1. Bid prices quoted shall remain in effect for the entire USF funding period outlined in this RFP.
2. Memphis Community Schools reserves the right to accept or reject any and all proposals or parts thereof deemed to be in the best interests of the district.
3. Memphis Community Schools is exempt from Michigan Sales Tax.
4. Any defects in material and/or workmanship and/or shipping shall be corrected promptly by the vendor.
5. Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.
6. Vendors are required to have a valid Service Provider Identification Number (SPIN).
7. Vendors will bill for all products and/or work in accordance with all E-rate rules and regulations.
8. It is the responsibility of the bidder to be familiar with district facilities and be in compliant with any county consortium agreements and services.
9. In submitting a bid, each vendor represents that they have read and understand these requirements.

Appendix A: Bid Form and Pricing Summary

Completely fill out the summary sheet below.

Please provide a detailed summary of services you are proposing:

Warranty/Service Provider Contact Information:

Grand Total Base Bid: \$ _____

The undersigned certifies that this bid meets or exceeds the minimum bid specifications and the price listed under “Grand Total Base Bid” is the complete, delivered price.

Company Authorized Signature

Date

Contact Email

Contact Number

Appendix B: Vendor Profile

Company Name: _____

Location and phone number of office that will provide support and respond to trouble calls:

References: Provide a list, complete with contact names and telephone numbers, of companies for whom you have provided equipment and services comparable in scope to what is outlined in this bid.

(1) _____

(2) _____

(3) _____

You may add additional pages.

Submitted by:

Company Authorized Signature

Date

Contact Email

Contact Number