

**Clarke County Schools
P. O. Box 936
155 Cobb Street
Grove Hill, Alabama 36451**

Request for Proposal

To: All Interested Vendors

Subject: Uninterruptible Power Supply (UPS)/Battery Backup

Re: Bid # 2019-01

**Internal Connections
Uninterruptible Power Supply (UPS)/Battery Backup
Clarke County Board of Education
P.O. Box 936
Grove Hill, Alabama 36451**

Purpose of Bid

This *Request for Proposal* by the Clarke County Board of Education is for solicitation of bids for uninterrupted power supplies (UPS) at 7 schools. Interested parties are expected to respond to all sections and describe the proposed solution in detail. The Clarke County Board of Education is applying for E-rate Internal Connections funding (**Funding year 2019**) for this project.

INSTRUCTIONS FOR RESPONDENTS

General Requirements

Prices quoted shall be all-inclusive (including all applicable taxes and shipping charges) Prices quoted in the vendor's response will remain in effect for a period of ninety (90) business days prior to contract signing. Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services. It is expected that over the term of the contract the schools will need some or all of the optional services listed in the RFP, therefore the vendor is required to provide prices for all of the products listed as optional. Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt, to its meaning, the vendor shall at once notify the Clarke County Board of Education. Additional information may be made available to interested persons by contacting Richard Prine, Technology Coordinator or James Gissendanner, Technology Specialist as outlined below. The preferred mode of contact is via email.

Clarke County Board of Education

Richard Prine	Primary representative	rprine@clarkecountyschools.org
James Gissendanner	Secondary representative	jpgiss@clarkecountyschools.org

Telephone: 251-246-1930

Fax: 251- 250-2156

Response Submission

Responses to this RFP must be submitted to the Clarke County Board of Education no later than 2:30 **P.M. March 20, 2019**. The vendor must submit two (2) paper copies and one (1) electronic copy of the response along with any required supporting documentation.

Bids must be sealed and submitted to:

Clarke County Board of Education, Attention: Richard Prine, Technology Coordinator, c/o Ms. Carmen Rotch, P.O. Box 936, 155 Cobb Street, Grove Hill, Alabama 36451. RFP Response" should be clearly marked on the face of the envelope as well as "Bid# 2019-01" and the opening date of March 20, 2019. It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Clarke County Board of Education is not responsible for delays due to the United States Post Office, UPS, Fed Ex, and/or etc. Oral, telephone, or telegraphic bids shall not be considered, nor will

modifications of proposals by such communications be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to make a contract.

Evaluation Methodology

Each proposal will be evaluated based on criteria and priorities defined by the Clarke County Board of Education. The school system will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and not necessarily the lowest price even though price will be a priority factor.

Factor	Weight
Price of Eligible Products and Services	80%
Prior Experience with vendor	10%
Support and Warranty	10%
TOTAL:	100%

TAXES

Unless stated otherwise in the Contract Documents, materials incorporated into the Work are exempt from sales and use tax pursuant to Section 40-9-33, Code of Alabama, 1975 as amended. The Contractor and its subcontractors shall be responsible for complying with rules and regulations of the Sales, Use, & Business Tax Division of the Alabama Department of Revenue regarding certificates and other qualifications necessary to claim such exemption when making qualifying purchases from vendors. The Contractor shall pay all applicable taxes that are not covered by the exemption of Section 40-9-33 and which are imposed as of the date of receipt of bids, including those imposed as of the date of receipt of bids but scheduled to go into effect after that date.

E-Rate Requirements

A portion of this project is eligible for funding from the E-rate program. The Clarke County Board of Education is applying for E-rate funding for this project. If this project or any part thereof is not funded by E-rate, the Clarke County Board of Education reserves the right to change or cancel any or all projects or parts thereof. If funding is denied due to vendor error, the vendor is obligated and held responsible for providing services outlined in the contract and the Clarke County Board of Education will be liable for only their discounted amount. **After notification of award by the Clarke County Board of Education, the vendor will receive a signed contract for the products/services. This signed contract will show the amount of the purchase that is the responsibility of the Clarke County Board of Education under the E-rate discount. This contract is totally contingent upon the E-rate approval by the SLD.** The Clarke County Board of Education personnel will work with the vendor to ensure that the proper forms have been filed with the SLD to ensure payment to the vendor is made in a timely fashion. The RFP requirements serve as the primary contract and supersede any secondary contract.

IF funded by USAC (E-Rate), Clarke County Board of Education will utilize E-Rate invoice method #2 (SPI) for invoicing and payment. The successful bidder (service provider) will need to be able to file as follows (from Schools and Libraries website)

Invoice Method #2

Service providers file [FCC Form 474](#), the Service Provider Invoice (SPI) Form, if they have provided discounted bills to their customer and want to be reimbursed for the discount amount. USAC will review the invoice and process a payment to the service provider if payment is approved. Note that applicants (Clarke County Board of Education) is required to [pay the non-discount portion](#) of the cost of the services.

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 successful bidder shall be responsible for providing the District on a timely basis the applicable E-rate documents, and any certifications or forms in accordance with E-rate program rules and requirements on a timely basis.

The bidder is responsible for providing a valid SPIN (Service Provider Identification Number) at the time the proposal is submitted.

Any potential service provider found to be in Red-Light Status will be disqualified from participation in the process and will be considered non-responsive. Service provider is required to show proof they are not on FCC Red-Light Status.

Proposals must include FCC Registration Number and documentation from FCC regarding Red-light status. Information can be accessed at <http://www.fcc.gov/redlight/>

All work is subject to the approval of the project or purchase by the FCC under the E-rate discount program of the Telecommunications Act of 1996.

Requirements of Vendors for Compliance with the Alabama Immigration Law

A condition for the award of a contract, bid or grant with the Clarke County Board of Education (the Board) requires that all such awarded contractors, vendors or grantees employing one or more employees in Alabama utilize the E-Verify program for newly hired employees. This requirement is placed upon vendors, contractors, and grantees to which a contract has been awarded as a result of a competitive bid process. The compliance requirements of the Alabama Immigration Act include the following:

If your organization/entity does not employ one or more employees in the State of Alabama, you must submit the following:

1. Submit an updated W-9 Form.
2. A letter stating that your organization/entity DOES NOT employ one or more employees in Alabama.

If your organization/entity does employ one or more employees in the State of Alabama, you must submit the following:

1. Submit an updated W-9 Form.
2. Submit to the Board a copy of your E-Verify Memorandum of Understanding. If required to comply and you are not registered, you must go to the following website to enroll in E-Verify which is a federal program that verifies the employment eligibility of all newly hired employees.

<http://www.uscis.gov/portal/site/uscis> At the bottom of the page click on E-Verify. This will take you to the E-Verify homepage to initiate enrollment. Once you go through the steps to enroll, the program will print the requested *E-Verify Memorandum of Understanding*. This is the document, a copy of which you must submit along with the Affidavit attached to this memo.

3. Execute and submit to the Board the attached Alabama Immigration Law Compliance Law Contract in the attached "Notice" form provided.

Please submit W-9 Form, a copy of your E-Verify Memorandum of Understanding (if applicable) and a signed copy of the attached Notice of Compliance Contract (Page 16) along with your bid documents.

Schedule of Events

The following is the required schedule of events for this project. The schedule may change depending on the results of the responses and a final schedule will be established prior to contracting with the successful vendor.

EVENT	DATE	TIME
1. Release of RFP	February 19, 2019	
2.. Deadline for Proposal Submission	March 20, 2019	2:30 PM
3. Evaluation of Responses	March 21, 2019	
4. Recommendation to Superintendent	March 21, 2019	

Uninterruptible Power Supply (UPS)/Battery Backup

APC Uninterrupted Power Supplies (UPS) models are used for reference only, ***other manufactures equipment quoted should be equivalent to equipment listed below.*** If quoting equipment other than APC, the vendor must supply a complete list of specifications for Uninterruptible Power Supplies quoted in their bid. The bidder shall define warranty service and replacements that will be provided during and subsequent to this contract. No shipping costs may be added at the time of purchase. All prices submitted are to be delivered prices and shall be inclusive of all charges and shall not include any state or local tax. Tax exempt information is available upon request.

Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	7
Back UPS PRO BR 1500VA, SineWave	BR1500MS	10
APC Power-Saving Back-UPS Pro 700	BR700G	23

Listing of Uninterruptible Power Supply (UPS)/Battery Backup By School

Clarke County High School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
Back UPS PRO BR 1500VA, SineWave	BR1500MS	3
APC Power-Saving Back-UPS Pro 700	BR700G	4

Gillmore Elementary School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
Back UPS PRO BR 1500VA, SineWave	BR1500MS	2
APC Power-Saving Back-UPS Pro 700	BR700G	1

Grove Hill Elementary School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
APC Power-Saving Back-UPS Pro 700	BR700G	4

Jackson High School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
Back UPS PRO BR 1500VA, SineWave	BR1500MS	3
APC Power-Saving Back-UPS Pro 700	BR700G	5

Jackson Intermediate School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
Back UPS PRO BR 1500VA, SineWave	BR1500MS	1
APC Power-Saving Back-UPS Pro 700	BR700G	2

Jackson Middle School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
Back UPS PRO BR 1500VA, SineWave	BR1500MS	1
APC Power-Saving Back-UPS Pro 700	BR700G	2

Wilson Hall Middle School		
Description	Part Number	Quantity
APC Smart-UPS with SmartConnect Remote Monitoring, Pure Sine Wave	SMC1500C	1
APC Power-Saving Back-UPS Pro 700	BR700G	5

Right to Reject:

The Clarke County School System reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Clarke County School System reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the vendor proposes. The Clarke County School System reserves the right to reject the proposal of a vendor who has previously failed to perform properly or complete contracts of a similar nature on time; and to reject the proposal of any vendor who in the opinion of the Clarke County School System is not in a position to adequately perform the contract. The Clarke County School System reserves the right to reject any or all proposals; any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or all of the contract in a manner that is in the best interest of the school system. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Clarke County School System.

Addendum

It will be the responsibility of all respondents to contact Clarke County Board of Education prior to submitting a response to the RFP to ascertain if any ADDENDUM has been issued, and to obtain any and all ADDENDUMS, execute them, and return the ADDENDUM with the response to the RFP.

Equal Employment Opportunity

In connection with the execution of this Contract, the vendors and subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. The vendors shall take affirmative action to ensure that minority and disadvantaged applicants are employed and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

REMINDER:

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Bids must be sealed and submitted to:

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THE FOLLOWING PAGES SHOULD BE COMPLETED IN THEIR ENTIRETY AND PLACED AT THE FRONT OF THE VENDOR’S BID RESPONSE.

- 1) **Notice of Alabama Immigration Law Compliance Requirements for Awarded Contracts or Agreements with Clarke County Board of Education**
- 2) **Bid # 2019-01 Response Form “A”**
- 3) **Bid # 2019-01 Response Form “B”**
- 4) **Bid # 2019-01 Attachments – Materials List**

Bid # 2019-01 Response Form "A"

TO: Clarke County Board of Education

Project: Network Infrastructure Fiber Upgrade

FROM:

(Name of Company)

(Street Address)

(City, state, ZIP)

(Telephone Number)

(Fax Number)

(Email Address)

(Point of Contact's Full Name)

Bid Response Form "B"

The undersigned proposes and agrees to provide the Clarke County Board of Education all of the requested services and components specified in the attached RFP. It is agreed that the undersigned has met the requirements of compliance concerning qualifications, licensing and local, state and federal laws that no legal requirements have been broken in preparation of this proposal. The undersigned signifies they are authorized by the company represented below for legally binding the company to the conditions of this proposal. The total cost for the proposal provided by the company named below is:

Total Costs: _____

Suggested Options Costs: _____

Authorized Submission By:

Company Name _____

Company Address _____

Company Telephone _____

Name of Authorized individual _____

Signature of Authorized individual _____

Date _____

THIS RFP MUST BE NOTARIZED

Sworn and subscribed before me this

_____ day of _____

Notary Public

My commission expires: _____

Bid # 2019-01 Attachments –Detailed Materials List

Vendor Provided

Attach a separate detailed bill of materials.

Include in the detailed bill of materials each item submitted including:

1. Manufacturers' names
2. Product description
3. Model numbers
4. Quantities
5. Cost.