



Hartland/Lakeside School District  
800 E. North Shore Drive  
Hartland, WI 53029

## RFP # 101 – Internet Service Provider and Transport

The Hartland Lakeside public school district is seeking a request for proposal for an Internet Services Provider and transport/circuit from the provider to the school district.

### Requirements:

The school district participates in the FCC/USAC/SLD E-rate program and intends on applying for e-rate funding for this project. Therefore, the district will follow all e-rate guidelines, posting and submittal time frames established by the SLD (<http://www.universalservice.org/sl/>)

The district is looking for an Internet service provider that can provide Internet Service and transport/circuit with bandwidth capable of 1GB speeds and remain cost effective.

The district participates in the Educational Google Apps program. All email, apps, and electronic services are provided by Google. There is no need to include email or web hosting costs in this proposal.

### *Submittals:*

The timeline for submitting responses to this RFP are as follows.

February 28, 2018 - RFP posted on the school districts website

***RFP responses are due in the district office by 12:00 pm CST, Wednesday, March 28, 2018***

*Responses can be submitted via electronically or paper copy. Address all proposals to:*

Scott Temperly  
Network Manager  
800 North Shore Drive  
Hartland, WI 53029  
[stemperly@hartlake.org](mailto:stemperly@hartlake.org)  
voice 262-369-6734  
fax 262-369-6755

All technical questions should be directed to Scott Temperly.

During the week of March 19<sup>th</sup>, all proposals will be evaluated by the districts technology staff.

March 28, 2018 the contract should be awarded and filed with the SLD.

All proposals must be clearly marked on the cover or Subject "Hartland Lakeside RFP 101"

- All proposals must contain the responders SPIN (Service Provider Identity Number) issued by the SLD.
- All proposals must outline, in detail, any associated costs that are NOT e-rate eligible.
- All proposals must include the annual cost of 1 GB bandwidth circuit and ISP service.
- All proposals must include any mandatory contract terms.
- All proposals should include any additional services the vendor/contract can or will provide for the cost listed in the proposal.

#### District Demographics

The Hartland Lakeside school district is comprised of 6 individual schools housed in 3 school buildings. They are:

Grade Levels 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup>	
North Shore Middle School	307 students
LIFE (Charter)	87 students
(800 North Shore Drive, Hartland, WI 53209)	
Grade Levels 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	
South Elementary	251 students
Hartland School of Community Learning (Charter)	106 students
(651 East Imperial Drive, Hartland, WI 53029)	
Grade Levels K4, 1 <sup>st</sup> 2 <sup>nd</sup>	
North Elementary	389 students
Fine Arts Leadership Academy (Charter)	68 students
(232 North Church Street, Hartland, WI 53029)	
Total	1208 students

The NSLP Free/Reduced percentage is 18%. According to the USAC Discount Matrix the SLD discount will be 50% for the 2018-19 academic year.

#### Existing Network:

During the past year the school district has constructed two major fiber optic links between schools. The "head end" or primary interface which is located at North Shore Middle School, 800 East North Shore Drive, Hartland WI 53029. North Elementary and FALA are connected to North Shore Middle School via fiber optic at 1 GB. South Elementary and HSCL are connected to North Shore Middle School via fiber optic at 1 GB.

Each school has a Cisco 3560 Layer 3 switch that support multiple Cisco Layer 2 2960 POE switches. There are a total of 200 classrooms and offices in all three buildings.

The network supports 92 Cisco Aironet 1142 Lightweight Wireless access points that provide complete wireless building coverage at all three buildings. The wireless network is managed by two Cisco 5508 Wireless controllers.

The district is predominantly an Apple OSX and iOS environment. Currently the district has 1000 Macbooks, 100 iMac's, and 450 iPads used by staff and students. The district also supports one PC based, 30 workstation STEM (Science, Technology, Engineering, and Mathematics) learning lab.

The district also supports a BYOD (Bring Your Own Device) policy that typically supports 200 iOS and Android based devices.

The district is in the process of converting from a Windows 2003 based multiple server environment to a single Windows 2012 virtual server core.

The district currently utilizes a Lightspeed content filter.

#### Current bandwidth

During peak utilization periods the districts Internet bandwidth exceeds its current 40 MG capacity.

#### Evaluation

All submitted RFP's will be evaluated by the technology staff at Hartland Lakeside. The following scoring method will be applied.

- 50 % level of support services available to the district and local references
- 40 % annual cost of the requested services
- 5 % any additional services that can be provided
- 5 % presentation of relevant information

#### Right to Reject

In submitting this proposal, it is understood by the Qualified Provider that the District retains the right to reject any or all proposals and/or to waive any or all irregularities in the RFP process or in the Qualified Provider's submittal when, in its opinion, to do so is in the best interest of the District. The decision of the District is final and not subject to appeal.

#### Cost of Proposal

The District will NOT reimburse the cost of preparing a response to this RFP.

#### Future network projects

Within the next few years the district will be investigating the conversion of all wired classroom telephones to the individual mobile smartphone environment with all calls being routed via the circuit outlined in this RFP to Internet based connections (SIP).

**Hartland/Lakeside School District**  
**STANDARD TERMS AND CONDITIONS (NON-CONSTRUCTION)**

**1. GENERAL:** “Hartland-Lakeside School District,” “District,” and “Hartland-Lakeside” are synonymous and mean the Hartland-Lakeside School District. The District reserves the right to accept or reject any or all bids/proposals, to waive any informality or technicality in any bid/proposal submitted, and to accept any part of a bid/proposal deemed to be in the best interest of the District. The District reserves the right to reject any or all bids/proposals without indicating a reason for such rejection.

**2. TAX EXEMPTION:** The District is exempt from the payment of Federal Excise Tax and State Sales Tax.

**3. PRICING AND DISCOUNTS:** The District qualifies for governmental and educational discounts. Unit prices shall reflect these discounts. Unit prices shall govern in the bid/proposal evaluation and contract administration.

**4. SPECIFICATIONS:** All bidders must be in compliance with all specifications and any drawings provided with this solicitation. Any reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. When specific manufacturer and model numbers are shown, they are used to establish a design, type of construction, quality, functional capability and/or performance level desired. The District reserves the right to determine whether an alternate offer is equivalent to and meets the standard of quality indicated by the brand name referenced. When alternates are bid/proposed, they shall be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The District shall be the sole judge of equivalency.

**5. DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from the original text, terms, conditions, or specifications shall be described fully, on the bidder’s/proposer’s letterhead, signed and attached to this request. In the absence of such a request, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications.

**6. CHANGES AND WITHDRAWALS:** The District reserves the right to change due dates and openings for its own convenience and to withdraw solicitations at any time without prior notice.

**7. APPLICABLE LAW:** This contract shall be governed under the laws of the State of Wisconsin.

**8. ASSIGNMENT:** No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without prior written consent of the District.

**9. HOLD HARMLESS:** The contractor will indemnify, save harmless, and defend the District and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the contractor, or any of its contractors, in prosecuting work under this agreement.

**10. PUBLIC RECORDS ACCESS:** It is the intention of the District to maintain an open and public process in the solicitation, submission, review and approval of procurement activities. Bid/proposal openings are public unless otherwise stated. Records are not generally available until after an award has been made.

**11. INSURANCE RESPONSIBILITY:** The contractor performing services for the District shall: Maintain worker’s compensation insurance as required by law for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claims(s) that might occur in carrying out this agreement/contract. Minimum coverage shall be three million (\$3,000,000) liability for bodily injury and property damage including product liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be three million (\$3,000,000) per occurrence combined single limit for automobile liability and property damage.

The District reserves the right to require higher or lower limits where warranted. All insurance required by this contract shall be maintained during the entire length of the contract.

**12. CANCELLATION:** The District reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the contractor to comply with terms, conditions and specifications of this contract.

The District also reserves the right to cancel any contract with a federally debarred contractor or a contractor which is presently identified on the list of parties excluded from federal procurement and non-procurement contracts.

**13. SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the District must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.

**14. MATERIAL SAFETY DATA SHEETS:** If any items(s) on order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy to Hartland-Lakeside School District – Michele Davis, 800 E. North Shore Dr., Hartland, WI 53029.

**15. RESPONSIVENESS AND RESPONSIBILITY:** Award will be made to the responsible and responsive bidder whose bid is most advantageous to the District with price and other factors considered. For the purposes of this project, responsiveness is defined as the bidder's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.

Responsibility is defined as the bidder's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

The District reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the District, or has failed to perform faithfully any previous contract with the District. If requested, the bidder must present within five (5) working days evidence satisfactory to the District of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.

**16. WARRANTY:** Unless otherwise required equipment purchased as a result of this request shall be warranted against defects by the bidder/proposer for one year from the date of receipt. Equipment manufacturer's standard warranty shall apply as a minimum and shall be honored by the Contractor.

**17. QUANTITIES:** The quantities shown on this request are based on estimated needs. The District reserves the right to increase or decrease quantities to meet actual needs.

**18. QUALITY:** Unless indicated in the request, all material shall be first quality. Items which are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without the prior written consent of the District.

**19. AWARD CRITERIA:** In comparing bids and making awards, the District may consider such factors as relative quality and adaptability of supplies and services, the bidder's financial responsibility, skill, experience, record or integrity, ability to furnish repairs and maintenance services, the time of delivery or performance offered, contract compliance requirements, and any other element or factor in addition to that of the price which would affect the final cost to the District and whether the bidder has complied with the specifications.

**20. AWARD:** Award(s) will be made to the most responsive and responsible bidder/proposer meeting District award criteria which is determined by the District to be in the best interests of the Hartland-Lakeside School District.

**21. ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special conditions are stated elsewhere in the request; in such cases, the special conditions shall apply. Further, the written contract and/or order with referenced parts and attachments including these Standard Terms and Conditions shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the District.