



TORNILLO

Independent School District

Tornillo Independent School District
19200 Cobb Ave
Tornillo, TX 79853

Deadline to submit proposals: Friday - 12/20/2024 at 12:00pm MST

Notice

RE: BID # TISDFY25-IC01

Date:

Tornillo ISD is soliciting non-sealed electronic competitive proposals for eligible Internal Connections equipment and basic maintenance services from qualified vendors with E-rate SPIN numbers for the period of [Tuesday- 11/19/2024](#) through [Friday - 12/20/2024](#) at 12pm MST. All work pursuant to this contract shall be contingent upon E- Rate funding approval by the SLD. Any bid received later than the specified time shall be automatically disqualified.

General Conditions

Items listed below apply to and become a part of the terms and conditions of this bid unless superseded by any supplemental specifications or conditions enclosed or attached hereto; in which the case the attached or enclosed conditions will prevail.

- Uses of Manufacturer's specifications, brand name and /or catalogue numbers are given for the purpose of identification and to denote the standard of quality desired.
- Any deviations from the specifications shall be clearly noted on the template provided.
- Manufacturer's data sheets are required to support all alternate specifications.
- The district reserves the right to accept or reject all or any part of the bid, waive minor technicalities and award the bid to best serve the interest of the District.
- All items and services being bid must conform to all appropriate local, state/federal laws, ordinances and regulations.
- It is to be understood that the bidder, if awarded an order or contract agrees to protect defend and hold harmless the Tornillo Independent School District from any suits or demands for payment that may be brought against it for the use of any patented material, process, article or device that may enter into the manufacture and/or construction or form a part of the work covered by either order or contract; and he further agrees to identify and hold harmless the Tornillo Independent School District from suits or actions of every nature and description brought against it for, or on account of

any injuries or damages received or sustained by any part or parties by, or for any of the acts of the vendor, his servants or agents.

- Vendor will provide a point of contact (POC) who will respond to questions following proposal submission.
- Vendor will provide onsite people who are dependable, free of substance abuse, safety conscious, technically qualified and able to work well with other on-site contractors as well as Tornillo ISD personnel.
- Vendor will ensure that no employee to be working at a school site is in violation of the State of Texas Sex Offender Law.
- Vendor will NOT use subcontractors unless approved by Tornillo ISD.

Instructions

- All proposals must be submitted electronically at eBid@tisd.us no later than the time specified. An e-mail confirmation will be provided to all final proposals.
- All proposals must include:
 - Proposal
 - Must use Adobe PDF Request for Quote/Proposal template provided on USAC Form 470 or website: <https://www.tisd.us/ErateC2>
 - All editable fields under For Vendor Use Only must be filled out completely.
 - Enter unit price only, extended price & total will be calculated automatically.
 - Send to e-mail specified in Adobe PDF format.
 - Bid Acknowledgement Form – complete all fields, signed, and sent to e-mail specified in Adobe PDF format.
 - Provide a brief (one page) summary of the company’s background, including an outline of qualifications.
 - Provide a minimum of two (2) project of similar scope (or larger) that the district can visit or contact to verify their ability to fulfill the requirements of this RFP only if vendor has not performed work for the district for a period longer than 3 years.
 - Any other documentation required as part of the proposal may be sent to specified e-mail in Adobe PDF format.
- All questions must be e-mailed to Erate@tisd.us. Responses will be provided via e-mail and posted in FAQ section of the RFP website.

Evaluation

- Each proposal will be evaluated based on criteria and priorities defined by Tornillo Independent School District. Due to the complexity of this project, the district will decide the best submissions that are in the best interest of the long-term technology plan, not necessarily the lowest price. Proposals will first be evaluated based upon the base requirements. The evaluation criteria include, but are not limited to, the following:

- Purchase price.
- The reputation of the vendor and of the vendor’s goods and services.
- The quality of the vendor’s goods and services.
- The vendor’s past relationship with the district (if any).
- The impact on the ability of the district to comply with laws relating to historically underutilized businesses.
- The total long-term cost to the district to acquire the goods or services.
- Any other relevant factor specifically listed in the request for bids or proposals.
- Vendor’s performance history based on the length of time installing proposed products.
- Vendor’s ability to meet all the requirements detailed in the RFP. All components must be brand name and where possible, the district’s technology preferred model. (Generic models are unacceptable).
- Ability of Vendor to provide long term services including:
 - On-site warranty support is exclusive of manufacturer’s warranty.
 - Best overall value and in the best interest of Tornillo Independent School District.
 - Vendor’s ability to successfully implement large E-Rate Projects.
 - Equipment must be new with original documentation and software packages. No refurbished or open-box items.

Evaluation Scale

Factor	Weight
Price of Eligible Goods and Services	30%
Prior Experience	25%
Qualifications	20%
Walkthrough or Online Demo/WebEx	15%
Bill Methods	5%
E-rate Experience	5%

Contracts

- Contracts for purchase will be put into effect by means of purchase orders executed by the Business Manager after bids have been awarded and approved.
- Award of this proposal is contingent upon the approval of funding from the Schools and Libraries Universal Service Administration Company (USAC). The successful bidder agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from the Universal Service Administration Company (USAC), and/or the Schools and Libraries Division (SLD). TISD and the successful bidder will act in a reasonable manner and comply with any Schools and Libraries Universal Service Fund Program requirements. The selected bidder agrees to abide by all applicable policies of the Universal Service Discount program.

- The contract will take effect on **July 1, 20XX**, and continue through **June 30, 20XX** of the funding year. Should an extension be permitted by the Schools and Libraries Service Administrative Company, the contract will be extended accordingly.
- All contracts must have a clear clause that states “Contingent upon E-rate Approval”.

Delivery Conditions

- All deliveries shall be freight prepaid F.O.B destination inside delivery. All items are to be delivered to the Delivery Point, unless otherwise specified in the P.O sent to the seller by the Buyer.

Pricing

- All prices shall be F.O.B destination, inside delivery shall include all delivery charges.
- Bid prices must be firm for the entirety of the bid period.
- Bid unit price on quantity specified, extended and show total, unless otherwise stated on Bid Form. In case of errors in extension, the unit price will govern.
- The district is exempt from Federal Excise Tax, State and Local Tax. Do not include tax in your bid totals. Tax exemption certificate will be furnished upon request.

Samples

- Samples, when requested, must be furnished at no cost to the district. If not destroyed during examination, they will be returned to the bidder on request, at his expense. Each sample, when requested, should be clearly marked with the bidder’s name and item number on the bid. Do not enclose in or attach bid to sample.

Quantities Required

- The district reserves the right to purchase more or less than the estimated quantities on a unit basis at the unit bid price unless otherwise specified by the bidder.

Contested Bid Award

- All bidders wishing to contest a recommendation for award of bids and/or to present additional information to the board of Trustees relevant to the bid shall notify the district stating the reason(s) for contesting the recommended award of bids and any additional information relevant to the bid award.
- The notification shall be filed with the Office of the Superintendent no less than four (4) hours prior to the meeting of the Board of Trustees where this bid is on the agenda for action.

E-Rate Eligibility

- **Service Provider Information Number (SPIN):** *All bidders must supply the District with their E-Rate SPIN as part of their response. Proposals without SPIN cannot be considered.* Instructions on how to obtain the SPIN number may be obtained by calling USAC toll-free at 888-641-8722 or by visiting the Schools and Libraries Corporation's website at FCC Form 498 is the Service Provider Information Form.

Proposer's Preparation Costs

- It shall be clearly understood that any costs incurred by the Proposer in responding to the Request for proposal is at the Proposer's own risk and expense as a cost of doing business, and the district is not liable for reimbursement to the Proposer for any expense so incurred, regardless of whether or not the Proposal is accepted.

Scope of Work

See website for all pertaining information.

<https://www.tisd.us/ErateC2>

For further information, please contact Carlos Garcia and Chris Escarsega at Erate@tisd.us.

Carlos Garcia

Technology Director
Mobile: (915) 765-3035
E-mail: Erate@tisd.us

Chris Escarsega

Technology Network Administrator
Mobile: (915) 765-3036
E-mail: Erate@tisd.us