

# Artesia Public Schools

## Request for Proposals

RFP Title: 2024 E-Rate Category 2  
RFP#: 2023-2024 E-Rate Category 2  
E-Rate Form 470#: 240016507  
Commodity Codes: 83828, 83829

Sealed Proposals will be received until 1:00PM Thursday, March 5th, 2024 local prevailing time, for furnishing the products and/or services described herein. Late, facsimile and/or e-mailed proposals will not be accepted.

All proposals must be sealed and identified on the face of the envelope. All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Procurement Manager via email. Applicant shall not be responsible for verbal clarification of information provided by parties other than staff of the Procurement Department.

**Clint Taylor**  
ctaylor@bulldogs.org

SEALED PROPOSALS SHALL BE CLEARLY MARKED WITH ARTESIA PUBLIC SCHOOLS 2024 E-Rate Category 2

AND DELIVERED TO:

**Artesia Public Schools – 2023-2024 SY #6**  
**301 Bulldog Blvd.**  
**Artesia, NM 88210**  
**ATTN: Clint Taylor**

ACCEPTANCE OF CONDITIONS OF PROPOSAL:

**NOTICE: TO BE A VALID PROPOSAL, PROPOSAL MUST BE SIGNED BELOW.**

The undersigned certifies that he/she has read and understood the following general conditions, and that the firm represented accepts the conditions and submits the attached proposal in full compliance with the General Proposal Conditions.

---

Name of Firm

---

Signature of Owner, Partner, Officer of Authorized Agent  
(NOTE: TO BE A VALID PROPOSAL, VENDOR MUST SIGN HERE)

---

Mailing Address of Firm

E-Mail Address

---

City, State and Zip Code

---

Telephone Number of Firm

---

New Mexico Bidder's Number

**Contents**

**Section 1: Purpose and Introduction** ..... 3

**Section 2: Pre-Proposal Conference/Site Visits**..... 4

**Section 3: Period of Performance/Deliverables** ..... 4

**Section 4: Scope of Work**..... 4

**Section 5: Procurement Timeline** ..... 14

**Section 7: Award of Contract** ..... 15

**Section 8: Liability of Proposals**..... 16

## Section 1: Purpose and Introduction

Artesia Public Schools, hereafter referred to as Artesia Schools, is requesting proposals from qualified low voltage structured cabling vendors in accordance with the Scope of Work and Terms and Conditions identified herein.

Artesia Public Schools (APS) is requesting proposals for vendors interested in providing labor, materials, tooling and equipment for an approved ANSI/TIA/EIA and Bicsi Standards-Based, National Electric Code (NEC-NFPA-70), State and Local Codes, Rules and Regulations compliant Structured Cabling System (SCS). The SCS will be a standalone parallel system to the existing cabling plant upon installation. A DECOM of the existing cabling plant consisting of Category copper and fiber optic cables will be required once the new SCS is 'cut over' and fully active and the existing cabling plant is no longer in use.

Please note: These specifications and bill of materials are the basis for this RFP and do not comprise a complete list of installation requirements or constitute a full and complete SCS design solution. It is the responsibility of the cabling vendor to account for all installation necessities and requirements to provide APS with a Standards based and Code compliant, manufacturer's end-to-end structured cabling solution within the RFP response. APS will not approve additional fees or charges for items missed by the awarded vendor. This low voltage structured cabling project will consist of both E-Rate 'Eligible' and 'Non-Eligible' cabling services and must be listed and priced separately in your response. See all RFP documentation for more information on total quantities and summary of work requirements.

The exact cable drop counts broken out per MDF/IDF location have not been determined. Upon award of project, a full and complete detailed design walk through of applicable site(s) by the low voltage structured cabling vendor along with APS IT personnel will be required prior to commencement of work to review conditions of operations, procedures and coordination of related work and to identify and confirm all locations and spaces requiring new cables, pathways and MDF/IDF IT closet construction to support the SCS project. Vendor shall provide installation services during approved business hours as determined by Artesia Public Schools, which will include off-peak times while students or staff are not present on campus. Vendor must ensure that installation methods will leave all current cabling systems unaffected and no end user or network device will suffer a loss of connectivity due to the SCS project. All work must be done in a professional, neat and competent manner, and performed consistent with current OSHA standards and guidelines. Vendor assumes total responsibility for the actions of all its employees and sub-contractors, if any, and is responsible for prompt repair of all damages to the building(s) or property due to accident or negligence of its workers and sub-contractors. Vendor must leave the entire site in a clean and orderly manner every day work is performed. Artesia Public Schools prefers a CommScope telecommunications cabling system, but will review and consider all proposals verified to be an equivalent solution. Responding vendor's staff must be verifiably trained and certified installers authorized by the Manufacturer's solution offered and be able to provide an end-to-end channel solution 20 year extended product and application assurance warranty, plus a minimum 1 Year parts and labor installation warranty. All products provided must be new and installed according to the manufacturer's recommended installation instructions, and as noted here within.

The qualified vendor should have on staff at least one Bicsi Registered Communications Distribution Designer (RCDD) for validation and approval of final overall SCS design, and for performing quality control / quality assurance during the SCS installation, cable analyzer equipment set-up, and testing for a channel warranty. Final project documentation must include: a complete set of cabling 'As-Builts' reflecting both horizontal cable and backbone cable pathways, wall core penetration sizes and locations including fire-strop systems, surface mount raceway and conduit locations, cable labeling and identification, MDF and IDF locations, and telecommunications grounding and bonding details; 100% certified cable analyzer performance test results for all cabling installed and test names matching the physical cable labeling and identification; a manufacturer's warranty certificate; and a cabling vendors parts and labor warranty.

## Section 2: Pre-Proposal Conference/Site Visits

There will be no pre-proposal conference or site visit for this RFP project. All questions should be submitted via USAC portal. Answers will be posted to the portal.

## Section 3: Period of Performance/Deliverables

Any award/contract resulting from this solicitation shall be for a one-time purchase of goods and services requested. Installation of all items to be completed by September 30, 2024, this date may be extended by written agreement of the parties. Offerors submitting proposals for anything other than a firm fixed price for the goods and services listed, will not be accepted. Price adjustments after an award will not be accepted by Artesia Schools.

## Section 4: Scope of Work

### Descriptions of Tasks and Installation Requirements:

#### Cable Pathways:

Horizontal Cabling; Inter-Building and/or Intra-Building Copper and/or Fiber Optic Cabling;

Cable pathways installation must include but not limited to:

- Above and below ceiling cable pathways:
  - Low voltage cabling contractor is to provide appropriately sized and rated man lifts to safely reach and access cable pathways typically above ceiling heights of twelve-feet (12') and higher.
  - Installed by way of appropriately sized and independently supported cable tray systems or EMT conduit, or by J-hook hangers of correct type and size to provide adequate cable support from dedicated independent support wires or to independent building structure points at intervals no more than every 3-feet to 5-feet preventing unnecessary sag, and correctly spaced from light ballasts and sources of EMI/EMF. Cable pathways must adhere according to 40% fill ratio requirements.
  - Red-iron 'girders' / 'V' grooves may not be used as the cable pathway system.
  - Ceiling grid or ceiling grid wires, or any other non-structural apparatus may be used as a direct support for new cable or pathways.
  - Penetrations through walls / floors / fire rated and smoke barriers must include appropriately sized and affixed sleeves, sealed according to applicable NEC, ANSI/UL, and ASTM regulations for firestop systems.
  - 'Exposed' below ceiling cabling is not allowed. Where existing viable or new pathways such as 'in-wall' are not available to reach below ceiling cable drop locations, an appropriately sized surface mount raceway (SMR) or EMT conduit shall be used and securely installed providing no less than 2 points of anchor to the wall (adhesive tape ONLY is not allowed) and shall be inclusive of all manufacturer parts and accessories to compliment a complete SMR or EMT conduit system.
  - Surface Mount Raceway systems:
    - One piece latch duct surface mount raceway (SMR) sized appropriately for cable fill ratios shall be installed as a complete, continuous system according to manufacturer's instructions and typically utilizing the factory applied adhesive backing and applying three points of screw type anchoring, one in the center, and one on each end roughly 12" from the edge of the SMR to prevent normal use SMR detachment from ceilings or walls. Manufacturer provided accessories such as ceiling entrance fittings, tees, seam covers, right angle fittings, etc. shall be provided and SMR terminated using a appropriately sized surface mount boxes. SMR applied color matching utilizing manufacturer available colors. SMR shall be installed level and plumb upon surfaces applied.

- The following are minimum conditions and requirements for installation of EMT conduit pathways:
  - Conduit sections shall be no more than 100 feet and contain no more than two (2) 90-degree bends between pull boxes. Bends shall not exceed 90 degrees, and the sum total of conduit bends for an entire run of conduit between pull boxes shall not exceed 180 degrees.
  - Conduit shall be installed as a complete, continuous system.
  - All interior conduit connectors and couplings may be the screw type, and all exterior conduit connectors and couplings shall be the compression type or liquid tight, and all conduit terminations shall be tight.
  - All conduit connectors shall have plastic bushings installed, except where a grounding bushing is required.
  - Conduit pathway systems shall be designed and routed with the intent to keep minimum allowable separation away from sources of EMI/EMF, such as fluorescent lighting, motors, transformers, electrical power distribution, etc.
  - Exposed conduit to be installed in lines parallel or perpendicular to building lines or structural members except where the structure is not level, and following the surface contours as much as practical.
  - All conduits and sleeves entering/exiting a building shall be pitched to drain away from the building to avert water intrusion, and sealed against the elements.
  - A 'trailer' pull string provided in each conduit after new cables installed for future expansion.
  - Conduit shall be clean and dry, and sleeved wall penetrations fire-stopped and sealed appropriately. NOTE: Painting of conduits is NOT required within this RFP.
- Outside Plant Cable Pathways (if applicable):
  - Pathways installed by way of approved existing or new appropriately sized and supported overhead or underground conduit system or aerial messenger support strand and hardware, new or approved existing utility poles or masts of correct size to provide adequate and correct support of weight and tension to be applied, adhering to the most current and applicable Bicsi OSP standards and all relevant national, state and local codes (i.e. NESC and ANSI 05.1); exterior wall penetrations must include appropriately sized and affixed sleeves, NEMA rated junction boxes sealed according to applicable (NEC / ASTM) regulations; "LB"s may not be used; OSP copper cabling requires primary protection where considered to be 'exposed' according to and adhering to the NEC; all underground pathways requires total landscape restoration;

**Cat 6 / Cat 6A Cables:**

- A Category 6 and Category 6A cable drop must be installed as a full end-to-end solution, fully tested and certified ready for use by owner upon completion. Installation includes but not limited to:
  - New 19" EIA 2U 48-port 110 style IDC termination or flat modular patch panels with strain relief bars.
  - Flush mounted 8-position, 8-wire RJ-45 110 style IDC or modular jack terminated to T568B standards. Jacks must be housed in a one to six port single-gang or double-gang faceplate as is appropriate, or in a one to two port surface mount 'biscuit' box, each properly installed and secured, labeled, and include blank inserts where necessary.
  - Faceplate fasteners and faceplates with label windows; surface mount 'biscuit' boxes for above ceiling terminations.
  - An APS IT approved labeling scheme on panels, faceplates, cables (including cable wraps) using a machine generated label maker of legible size and font neatly and uniformly attached. Cable drops terminated above accessible ceilings shall receive an approved colored sticky 'dot', and cable identification label adhered to the ceiling grid below the cable drop location for easier identification from floor level for standard height ceilings.

- Cables drops are to be neatly installed (dressed) throughout the pathways using Velcro straps where necessary for a neat and clean bundle. No 'Tie Wraps' allowed.
- Appropriate length cable service loops at both ends of cable with a typical 10 to 15-foot at the far end device cable drop location, and a minimum of 10-feet at the MDF and IDF locations.
- 100% of the field terminated cable plant shall be verified to be functional by acceptance testing end-to-end 'Channel Link' copper cable transmission performance and test requirements per most current ANSI/TIA/EIA standards, or as defined by APS.

#### **Fiber Optic Cables:**

- A fiber optic cable must be installed as a full end-to-end solution, fully tested and certified ready for use by owner upon completion. Installation includes but not limited to;
  - Appropriately sized wall mount or rack mount fiber enclosures, as needed to support new fiber optic cabling installed with appropriately sized LC adapter panels or cassettes, cable strain relief, grounding lugs for armored cables, and cable slack storage.
  - Termination with LC style fusion splice-on connectors, positioned in the dedicated fiber enclosure per the prescribed density.
  - Appropriate rated and length duplex LC-LC fiber patch cords.
  - Appropriate length fiber optic cable service loops at both ends of cable above the MDF and IDF locations, typically 10 to 15-foot minimum.
  - Fiber optic backbone cables shall be one hundred percent (100%) tested and certified to ensure field test specifications compliance defined in ANSI/TIA/EIA standards and according to the manufacturers test requirements to calculate loss budget values and overall link loss with bi-directional, power meter and light source field tests. Faults discovered during testing shall be corrected and re-tested prior to activation of the fiber optic cabling system. After all fiber optic cable has been successfully tested, all connector dust covers shall be securely restored.

#### **MDF / IDF IT Closets:**

- This section includes the minimum requirements for the MDF / IDF (equipment rooms / IT closet) locations. In certain situations, APS will utilize existing floor mount or wall mount racks or cabinets to incorporate new structured cabling upgrades. All MDF / IDF construction must follow industry standards and best practices and may include but not limited to;
  - Appropriately sized 2-post or 4-post 7-foot floor mounted racks or cabinets, securely anchored to the floor using appropriately sized drop-in style anchors. Racks installed with a minimum 36-inch clearance from the face and rear of the rack or cabinet, and placed in the most optimal position within the MDF / IDF to allow for aisle access, or as space allows.
  - Two (2) front and rear double sided full vertical wire managers (minimum 6-inch wide) installed on both sides/ends of each floor mount rack, and one (minimum 10-inch wide) in between two or more floor mount racks.
  - A cable runway ladder rack or wire basket tray system installed connecting to the floor racks to support and manage the backbone and horizontal cables entering the room to the racks and equipment within the racks. Each ladder rack or basket tray shall be secured and anchored to the nearest wall. Proper termination and entrance equipment such as waterfalls, supports, and bonding equipment will be installed. The ladder rack or basket tray shall be assembled as specified by the manufacturer, including using manufacturer approved clamps, angles, brackets, clips, and assemblies routing racking and trays level, following building lines, and creating an overall professional appearance.
  - Appropriately sized wall mount enclosed cabinets or vertical slim / shallow enclosure racks shall be securely anchored to the wall onto new white ¾" fire-treated plywood backboards using appropriately sized and rated tap-cons, butterfly anchors, or lag bolts, etc., installed with a

- o minimum 36-inch clearance from the face and sides of the rack, placed in the most optimal position within the MDF or IDF location to allow for unrestricted access, or as space allows.
  - o Wall mount cabinets and racks shall receive a type of cable runway system for neat and clean dressed cable routing from the cable pathway entrance into the MDF / IDF space into the cabinets or racks.
- Patch Cables and Rack Elevations:
  - o For calculating copper patch cable requirements, it is the intention of APS to build-out a rack elevation that consists of 48-port patch panels followed by a network switch, and repeat as needed patching with a 1 to 1 port configuration. A 48-port patch panel will require thirty-six (36) 6-inch patch cables and twelve (12) 8-inch patch cables for connection to the switch ports.
  - o Fiber optic patch cords must be provided in lengths as needed, typically 1, 2 or 3 meter, and include a quantity of four each per 12-strand fiber optic backbone cable run.
- Telecommunications Grounding and Bonding per TIA/EIA 607-C Standard, and the NEC.
  - o The racks, cabinets, ladder racks, basket trays, conduit systems, and provided metals shall be bonded to a new code and industry standards compliant telecommunications ground BUSBAR (TMGB/TGB/PBB/SBB/RBB) using an appropriately sized and rated insulated, stranded AWG grounding and bonding conductor affixed with 2-hole compression style / permanent bond ground lug at each termination point. All unlike metals shall receive antioxidant applied between bare metal surfaces prior to installation.
  - o NOTE: The provision of, and installation and connection of an approved telecommunications grounding electrode conductor from the (TMGB/TGB/PBB/SBB/RBB) to an approved building grounding electrode system must be performed by a licensed electrician.

**Cable DEMO:**

- Upon the completion and activation ('cut-over') of the structured cabling system installation, and according to the National Electric Code, the cabling vendor will remove and properly dispose of all abandoned network cabling to include copper category cables and fiber optic cables throughout the campus.
- Under the guidance and direction of APS IT personnel the cable vendor will assist to identify obsolete and abandoned network cabling and related cabling and connectivity components from the far end outlet locations to the existing MDF and IDF locations. All identified cables shall be completely removed from end to end and shall include all termination apparatus such as jacks, faceplates, patch panels, enclosures, racks, etc. without damage or disruption to active network cabling and connectivity.
- Any vacated faceplates openings as a result of the DEMO shall be covered up with a new blank faceplate.
- DEMO services do not include the removal of existing EMT conduit or surface mount raceway systems.
- Any abandoned cables removed from and through existing fire rated walls must be re-sealed with an approved fire-stop system after removal of abandoned cables to restore the integrity of the fire-rated or smoke barriers.

---

**Scope of Work:**

See Cable Drops Breakdown for specific quantities and cable types for E-Rate 'Eligible and Non-Eligible' cabling services.

See Bill of Materials for specific preferences. Cabling type must be rated for the environment installed as per the National Electric Code.

Reference 'Descriptions of Tasks and Installation Requirements' for more information.

Campus environment is majority typical drop tile ceilings with aged insulation on top of tiles.

Wall structure is majority concrete masonry units / cinder block (CMU). Most existing below ceiling EMT conduit and surface mount raceway systems are not reusable for new cabling installation.

**MDF:**

The MDF currently contains two (2) 7' 2-post floor racks that will be reused. The current horizontal cable drop counts are approximately 190. The cabling contractor must provide the minimum following services:

1. Dismount and reposition both racks to provide for the most optimal placement, and re-anchor.
2. Temporarily relocate existing equipment and cabling from one rack to the other to create open space for the new cabling while keeping services active.
3. Install two (2) 7' full vertical double sided 6" wide wire managers on each end of the 2-post racks, and one (1) 10" in between the two racks.
4. Install appropriately sized ladder rack from wall to each rack providing a minimum of two cable runway routes from ceiling space to racks. Provide white ¾" fire-treated plywood backboard as needed to brace and stabilize ladder rack attachments.
5. Install one (1) new 12-strand OM4 armored plenum (OFCP) fiber optic cable from the MDF to each of the IDF's (IDF Teachers' Lounge; IDF Book Room; IDF Tech Room) to include appropriately sized fiber optic cable enclosures loaded with adapter panels to support 100% of all fiber optic cable installed.
6. Re-terminate and recertify the following existing fiber optic cables (FOC):
  - a. 6-strand 62.5/125 from MDF to Portable 2W with ST connectors on both ends. MDF side will require a new adapter panel to fit into new rack mount fiber enclosure.
  - b. 24-strand 50/125 OM3 from MDF to Portable 1 with LC fusion splice-on connectors on both ends. Provide new LC adapter panels as needed and fit into new rack mount fiber enclosure.
7. Install all required patch panels to support 100% of the cable drop counts for the MDF, and include color coded patch cords for connection to switch ports equal to the cable drop quantity, cable drop type, and cable drop colors.
8. Install one (1) new telecommunications grounding and bonding system.

**IDF Teacher's Lounge:**

This IDF currently contains two (2) open frame wall mount swing-gate racks. The current horizontal cable drop counts are approximately 240. The cabling contractor must provide the minimum following services:

1. Temporarily relocate the existing equipment and cabling from one rack to the other to create open space for the new cabling pathways while keeping existing services active.
2. Install one (1) 6' wall mounted floor supported enclosed lockable cabinet with a low decibel dual-fan and filter kit assembly.
3. Install a concealed cable pathway system from the ceiling space into the cabinet to allow for the required cable counts to this IDF with 100% allowable space for growth.
4. Install one (1) new 12-strand OM4 armored plenum (OFCP) fiber optic cable from the IDF Teacher's Lounge to the MDF to include appropriately sized fiber optic cable enclosures loaded with adapter panels to support 100% of all fiber optic cable installed.
5. Install all required patch panels to support 100% of the cable drop counts for the IDF, and include color coded patch cords for connection to switch ports equal to the cable drop quantity, cable drop type, and cable drop colors.
6. Install one (1) new telecommunications grounding and bonding system.

**IDF Book Room:**

This IDF currently contains one (1) open frame wall mount swing-gate rack. The current horizontal cable drop counts are approximately 72. The cabling contractor must provide the minimum following services:

1. Temporarily relocate the existing equipment and cabling from their current location, keeping all existing services active, to make space for the installation of a new rack.
2. Install one (1) 4' wall mounted enclosed lockable cabinet with a low decibel dual-fan and filter kit assembly.
3. Install a concealed cable pathway system from the ceiling space into the cabinet to allow for the required cable counts to this IDF with 100% allowable space for growth.



4. Install one (1) new 12-strand OM4 armored plenum (OFCP) fiber optic cable from the IDF Book Room to the MDF to include appropriately sized fiber optic cable enclosures loaded with adapter panels to support 100% of all fiber optic cable installed.
5. Install all required patch panels to support 100% of the cable drop counts for the IDF, and include color coded patch cords for connection to switch ports equal to the cable drop quantity, cable drop type, and cable drop colors.
6. Install one (1) new telecommunications grounding and bonding system.

#### **IDF Tech Room:**

This IDF currently contains one (1) open frame wall mount swing-gate rack. The current horizontal cable drop counts are approximately 72. The cabling contractor must provide the minimum following services:

1. Install one (1) 7' 2-post free standing floor rack and anchor accordingly.
2. Install two (2) 7' full vertical double sided 6" wide wire managers on each end of the 2-post rack.
3. Install appropriately sized ladder rack from wall to rack providing a cable runway route from ceiling space to rack. Provide white ¾" fire-treated plywood backboard as needed to brace and stabilize ladder rack attachments.
4. Install one (1) new 12-strand OM4 armored plenum (OFCP) fiber optic cable from the IDF Tech Room to the MDF to include appropriately sized fiber optic cable enclosures loaded with adapter panels to support 100% of all fiber optic cable installed.
5. Install all required patch panels to support 100% of the cable drop counts for the IDF, and include color coded patch cords for connection to switch ports equal to the cable drop quantity, cable drop type, and cable drop colors.
6. Install one (1) new telecommunications grounding and bonding system.

#### **E-Rate 'Eligible' and 'Non Eligible' Category 6 and Category 6A Cable Drops:**

APS is requiring the following UTP cable jacket colors, RJ-45 jack colors, and patch cord colors for E-Rate Eligible Cabling Services:

Category 6 Standard Data Drops: **BLUE**

Category 6A Wireless Access Point Drops: **GREEN**

APS is requiring the following UTP cable jacket colors, RJ-45 jack colors, and patch cord colors for E-Rate Non-Eligible Cabling Services:

Category 5e Valcom IP Paging Drops: **YELLOW**

Category 6 Camera Cable Drops: **PURPLE**

The current yellow Category 5e IP paging cable is not terminated on to patch panels or with RJ-45 jacks. It has crimp-on style modular plugs directly connected to the MDF and IDF switches, and to the far end IP devices. As part of the **Non-Eligible services**, APS is requesting the cable vendor to remove the crimp-on modular plugs and provide end-to-end terminations with patch panels and RJ-45 jacks, relabel accordingly, and re-certify excluding a manufacturer's system warranty. Additionally, the existing IP paging cables above ceiling pathways do not comply with code requirements and need to have new j-hooks installed throughout, as needed, according to industry standards and best practices.

### **4.1: General Requirements**

No employee of the district shall have a direct financial interest in any contract with the District, nor shall an employee have a direct financial interest in the sale to the District of any land, equipment, supplies and materials or service. Any violation of this will render the contract void, unless such contract of sale is approved by the Board of Education after full disclosure.

Proposals will not be opened publicly but shall be opened in the presence of the procurement officer and/or one or more District official. Proposals and modifications shall be time-stamped upon receipt and held in a secure place until the established due date.

The following criminal laws of the State of New Mexico specifically prohibit bribes, gratuities and kick-backs; 30-24-1 to 30-24-3 NMSA 1978, and 30-24-2 NMSA 1978.

It is understood and agreed upon that the delivery date and/or date of service after award of contract is the offeror's best offer. In its acceptance, the School District is relying on the promised delivery date as material and basic to its acceptance. In the event the contractor fails to deliver as and when promised, the School District reserves the right to cancel its contract and offeror agrees that the School District may charge seller with any loss or expense sustained as a result of such failure to deliver as promised.

In the event any service delivered hereunder is covered by any patent, copy-right, trademark, or application thereof, the seller will indemnify and hold harmless the School District from any and all losses, costs, expenses, and legal fees on account of any claims, legal actions, or judgments on account of manufacture, sale or use of such service or article violation, infringement or the like, or rights under such patent, copyright, trademark or application.

The School District will not be responsible for any service performed without its purchase order or contract, signed by the authorized procurement officer.

The contractor shall comply with all federal, state and local laws, ordinances and regulations pertaining to work under his charge and shall bear all expenses associated with such compliance.

Resident Certification according to New Mexico State Statute Section 13-1-21, 13-1-22 and 13-4-2 NMSA 1978: Proposals received with the resident business/contractor certificate will be awarded with five percent of the total weight of all the factors used in evaluating the proposals. If the contract is awarded based on a point-based system, a resident business/contractor shall be awarded the equivalent of five percent of the total possible points to be awarded. To receive a resident preference, the business/contractor must submit a copy of a valid resident business/contractor certificate issued by the taxation and revenue department with their proposal. This section shall not apply when federal funds will be used.

When gross receipts and local option taxes are applicable, they should not be included in the proposal price, but should be shown as a separate amount on each billing or request for payment made under the contract.

This proposal may be renewed annually for a period up to four (4) years by agreement of both parties. (The original year, plus renewal of four years, for a total of five years) Any agreement resulting from this proposal may be terminated after a 30-day written notification to the operating address of either party.

This proposal may be made available for use by other Education Institutions and Central Purchasing Offices within the State of New Mexico as called for in 13-1-129 NMSA.

The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the contracting agency.

The Contractor is required to carry general liability insurance in the amount of \$1,000,000 and shall provide the District with a Certificate of Insurance.

The enclosed CAMPAIGN CONTRIBUTION DISCLOSURE FORM must be completed and submitted as part of the proposal. See Attachment B.

Upon notification of award, the service provider shall execute the District Agreement for Independent Contractor Services contract, sample attached.

The Successful Offeror(s) shall provide at a minimum, the following:

**“Service Provider Information Number” (SPIN)**

Applicant participates in the Universal Service Program, otherwise referred to as the E-Rate program, created as part of the Federal Telecommunications Act of 1996, headed by the Schools and Libraries Division. This program is designed to ensure that all eligible schools and libraries in the United States have affordable access to modern telecommunications and information services. All or part of the services you provide under this contract must qualify for the E-Rate program. Offeror must acquire or have acquired a “Service Provider Information Number” (SPIN) from the Schools and Libraries Division (SLD) of the Universal Service Administrative Company prior to submitting a proposal. For further information, go to the SLD website: <https://www.usac.org/>

**FCC 19-121 Compliance**

By submitting a proposal on the requested services herein, the vendor certifies that its proposed prices are consistent with the FCC’s [Lowest Corresponding Price](#) (“LCP”) requirements. Additionally, the vendor certifies that proposed equipment and services are compliant with the FCC’s recent Order (FCC 19-121) prohibiting the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other “covered company” deemed a national security threat. Artesia Schools is not responsible for costs associated with an offeror’s violation of these requirements.

**Potential Tariff-Related Price Increases:**

Bidders proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on foreign imports are encouraged to (a) identify such products in their bids, and (b) propose an acceptable methodology for limiting price adjustments over the life of the contract.

**4.2: Proposal Preparation and Submission Requirements**

- i) Proposals shall be signed by a representative of the Offeror legally authorized to bind the firm into a contract. All information requested must be submitted. Failure to submit all information requested may result in the purchasing vendor requiring prompt submission of missing information, giving a lowered evaluation of the proposal, and/or rejection. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the

purchasing office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.

- ii) This Request for Proposal creates no obligation on the part of Artesia Schools to award a contract or to compensate vendors for proposal preparation expenses. Artesia Schools will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. Artesia Schools reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of Artesia Schools. However, Artesia Schools has the right to accept the best proposal as submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.
- iii) Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Proposals shall not exceed ten (10) pages in total, front and back.
- iv) Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- v) All submissions are final and may not be withdrawn after the proposal submission deadline set forth in this solicitation.
- vi) In order to be considered for selection, Offerors must submit a complete response to the RFP to include one (1) original signed hardcopy and two (2) signed copies. If your proposal includes proprietary information and you are invoking protection from disclosure, you must submit one (1) electronic media version redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover. No other distribution of the proposals shall be made by the offeror. If no redacted copy is included with an offeror's proposal, it will be determined that the submission holds no proprietary information and is open public disclosure in its entirety.
- vii) Questions and answers to questions will be posted on the E-Rate Productivity Center and USAC's more public facing view a 470 tool.
- viii) Submittal Requirements (failure to submit these required documents may result in rejection of proposal)
  - (1) District will not accept unsealed, facsimile and/or e-mailed proposals.
  - (2) The return of the Request for Proposal cover sheet signed and filled out as required shall be page 1 of Offerors Proposal.
  - (3) All addenda acknowledgements, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed through the E-Rate Productivity Center and USAC's more public facing view a 470 tool.
  - (4) Offerors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your submission. District shall not be responsible for verbal clarification or information provided by parties other than staff of the Purchasing Department.
  - (5) Offeror shall provide a brief company description and history. At a minimum, the following information shall be provided:
    - (a) The name under which the Offeror is licensed to do business along with a W9 form.
    - (b) The address of the Offeror's headquarters office.
    - (c) The address of the Offeror's local office responsible for the proposed work, if different from the headquarters office.
    - (d) Names, titles, and telephone numbers of local officers or representatives of the Offeror.

- (e) The number of years the Offeror has actively participated in work similar to that described in this RFP.
- (f) Existing Vendor contractual commitments of similar scope and priority, and their estimated impact on the Offeror's ability to service this contract, if awarded.
- (6) Offeror's complete Technical Proposal and Additional Data -This section should include any additional information the offeror believes to be essential to a thorough evaluation of its proposal. List all attached reports, financial documents, etc., and sequentially number all pages of the proposal and attachments.
- (7) References-The Offeror shall include a minimum of two (2) school systems of similar size or larger and scope for whom the Offeror has provided these services/products and one (1) other reference for whom the Offeror has provided these services/products of the same size and scope for an organization within the last three (3) years. Include the date(s) when service/product was provided, the business name, address, and name and telephone number of the contract administrator. Artesia Schools shall have the option of checking discovered references in addition to references provided by the Offeror. Artesia Schools must be able to contact references without notification to the Offeror.
- (8) Executive Summary-Offeror shall describe in non-technical terms their approach to implementing the requested service, identifying any unique or distinctive services to which the Offeror wishes the evaluation committee to give particular attention.
- (9) Price proposal must accompany Offeror's technical proposal and should be sealed separate from the technical proposal. The price proposal shall include installation cost, including demolition, and material cost listed by bill of materials preferred materials # and description, note if what is being proposed is different than the preferred materials # and note unit and extended cost for multiple units with total demolition, install and material cost at the bottom of the proposal.

**Technical Proposal Requirements:** Proposals should be as thorough and detailed as possible so that APPLICANT may properly evaluate the Offeror's capabilities to provide the required services/products. Proposals shall be submitted on 8-1/2" x 11" paper. It is to be prepared simply and concisely, with a maximum of 10 pages, not including front and back covers and attachments. Elaborate artwork, expensive paper, bindings, visual, and other presentation aids are not required and are not recommended.

**Cost:**

The evaluation of each Offeror’s cost proposal will be conducted using the following formula:

$$\frac{\text{Lowest Responsive Offer Bid}}{\text{-----}} \times \text{Available Award Points}$$

This Offeror’s Bid

**Section 5: Procurement Timeline**

February 15, 2024	RFP Issue Date
March 5, 2024	Proposal due by 1:00 p.m. local district time
TBA	Proposal reviews and rankings
TBA	Anticipated Intent to Award/Notification to Vendors
March 11, 2024	Negotiations / Final Contract Creation
<b>Before March 27, 2024</b>	Board Approval
	Legal Review, Signatures, Executed Contract

**Section 6: Evaluation Criteria**

Proposals will be evaluated by an Artesia Schools appointed committee using the following criteria as related to the Scope of Work:

EVALUATION CRITERIA	WEIGHT
<b><u>Price Proposal:</u></b> Offeror’s complete financial price proposal including unit prices	55
<b><u>Compatibility with Network</u></b>	25
<b><u>Vendor Experience and Reputation Executing Substantially Similar Projects in Scope and Scale</u></b>	20
<b>TOTAL</b>	<b>100</b>

The Offerors who appear most capable of providing a product/service that can best satisfy Artesia Schools’s needs, based on the scoring rubric described above (1) through (3), will be selected as finalists for further evaluation. There is no specified number of finalists that may be selected. Upon the completion of negotiations by selected finalists, the evaluation committee may score proposals on the criteria (1) – (3), above, a second time to determine the Offeror whose proposal best meets the needs outlined by the District.

## Section 7: Award of Contract

Selection shall be made of the one or more Offerors deemed to be fully qualified and best suited among those submitting proposals based on the evaluation factors identified above. Negotiations shall be conducted with the Offeror(s) selected. Costs shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror selected, Artesia Schools shall select the Offeror which in its opinion, has made the best proposal, and provides the best value, and shall award the contract to the Offeror. Applicant may cancel the RFP, waive formalities, reject proposals, or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should Artesia Schools determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. Any resulting contract awarded to an Offeror shall incorporate by reference all the requirements, terms and conditions of this solicitation and the Offeror's proposal as negotiated. Applicant will not sign any Offeror contract.

1. Evaluations will be conducted by a review committee considering the evaluation factors listed in Section 6 above. The committee will rank the responses according to their relative merits.
2. Offerors submitting responsive proposals may be offered an opportunity for interview prior to award for the purpose of negotiating the offeror's best and final offer:
  - a. Any substantial revisions must be in writing.
  - b. Proposal information and understandings resulting from any subsequent interviews will be public information after contract award.
  - c. Offerors may request non-disclosure of confidential data.
  - d. Such data will accompany the proposal and will be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal
3. Award will be made by the School District's Board of Education in public session based on recommendation by the review committee.

## **Section 8: Liability of Proposals**

Applicant shall not be responsible for any expense incurred by the Offeror in preparing and submitting a proposal, or expenses incurred related to subsequent inquiries or interviews for evaluation or contract negotiations. All proposals submitted shall become the property of Applicant and will be available for public inspection, with exception of materials marked proprietary, upon execution of a contract with the successful Offeror. All submissions are final and may not be withdrawn after the proposal submission deadline set forth in this solicitation.



# **ATTACHMENT A**

## **VENDOR INFORMATION SUBMISSIONS:**

Ordering Information: Please specify the correct legal business name, contact person, address, phone and fax numbers that should be used for all purchase order submittals by Applicant.

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax ID# / FIN: \_\_\_\_\_

Remittance Information: (Provide only if different from ordering address) Please specify the correct legal business name, address, phone and fax numbers that should be used as the remittance address by Applicant.

Legal Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

If Remittance Information is left blank, remittance will be sent to the Ordering Address indicated above.

Statement:          
--

### **W-9 Form:**

Each Offeror shall submit a completed W-9 form with their proposal in the event of contract award. This information is required in order to issue purchase orders and payments to your firm. A copy of this form can be downloaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to federal, statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or

## APPENDIX C

unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Person”** means any corporation, partnership, individual, joint venture, association or any other private legal entity.

**“Prospective contractor”** means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

### DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Name of Applicable Public Official: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

**APPENDIX C**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**--OR--**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>										
			-			-				
<b>Employer identification number</b>										
			-							

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.