



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083  
<http://www.dekalbschoolsga.org/solicitations>

February 14, 2019

## REQUEST FOR PROPOSALS (RFP) 20-07 DISTRICT WIDE CABLING EQUIPMENT AND SERVICES

**PROPOSAL SUBMISSION DEADLINE - 2:00 PM, Tuesday, March 12, 2019**

**PUBLIC PROPOSAL ACKNOWLEDGEMENT - 2:00 PM, Wednesday, March 13, 2019**

DeKalb County School District  
Purchasing/Finance Department  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083

**PROPOSALS RECEIVED AFTER THE DEADLINE SHALL BE CONSIDERED  
NON-RESPONSIVE AND REJECTED.**

**PROPOSALS TO BE ACKNOWLEDGED PUBLICLY AT THE FOLLOWING TIME/LOCATION:**

**2:00 PM, Wednesday, March 13, 2019**

DeKalb County School District  
Finance Conference Room  
1701 Mountain Industrial Blvd.  
Stone Mountain, Georgia 30083

**RFP Contact Person is: Carla L. Smith at 678.676.0120 or Phyllis Jones at 678.676.0285  
or email purchasing at [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org)**

**THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.**

COMPANY NAME \_\_\_\_\_

PRINT CERTIFYING/ENGAGING COMPANY OFFICIAL'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SIGNATURE OF CERTIFYING/ENGAGING COMPANY OFFICIAL \_\_\_\_\_

\_\_\_\_\_

TITLE OF CERTIFYING/ENGAGING COMPANY OFFICIAL \_\_\_\_\_

AREA CODE, TELEPHONE NO., AND EXTENSION \_\_\_\_\_

FEDERAL I.D. NUMBER \_\_\_\_\_

OFFEROR FAX NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

OFFEROR E-MAIL ADDRESS \_\_\_\_\_

OFFEROR WEB ADDRESS \_\_\_\_\_

Time is of the essence. Specify your earliest \_\_\_\_\_ and latest \_\_\_\_\_ service commencement dates after receipt of award letter.

**Approval by the DeKalb County Board of Education**

Official approval by the DeKalb County Board of Education is required for this procurement. No contract shall be construed to be formed without the advance official approval of the DeKalb County Board of Education. **The successful offeror will be notified after DeKalb County Board of Education approval.**

**Funding Provisions**

No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

**Compliance With Requirements**

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

\_\_\_ Proposal is in complete compliance with proposal requirements.

\_\_\_ Proposal deviates from stated requirements as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cancellation**

Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the Offeror.

**Fiscal Year Funding Implications**

The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

**Rights Reserved**

DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final. DCSD reserves the right to request and negotiate a "best and final" response from offerors.

**Taxes**

Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

***F.O.B. Delivery***

All prices are to be F.O.B. delivery to various DCSD locations.

***Estimated Quantities***

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

***Exclusions of Trade Usages***

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

***No Obligation/No Award Guaranteed/Cost to Propose***

The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror. Offeror must sign below acknowledging the above statement:

**Signature of Engaging Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Company Name / Certifying Official Signature)**

***Conditional Proposals***

Proposals that are conditional and/or in any way qualify or vary from the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

***Offeror Failure***

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

***Georgia Open Records Act***

All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

***No Assignment of Award***

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

***The Laws of the State of Georgia***

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

\_\_\_\_\_  
 COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

***Additional Terms***

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

**ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:**

<http://www.dekalbschoolsga.org/solicitations>

Proposal responses will be received in the Purchasing Office between the hours of 8:30 AM and 4:30 PM only, Monday through Friday, excluding DCSD holidays, furlough days, and inclement weather closings.

**DCSD is not responsible for misdirected mail, mail not received, and/or mail delivered late by designated carriers.**

**PROPOSALS RECEIVED IN THE PURCHASING OFFICE AFTER THE STATED DEADLINE DATE AND TIME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**PROPOSALS DELIVERED TO ANY SCHOOL OR LOCATION OTHER THAN THE DCSD PURCHASING DEPARTMENT SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**PROPOSALS THAT ARE DELIVERED BY EXPRESS CARRIER (e.g., FEDEX, UPS) AND RECEIVED IN THE DCSD MAILROOM WITH VERIFYING SIGNATURE BEFORE THE SCHEDULED PROPOSAL DEADLINE SHALL BE CONSIDERED RESPONSIVE AND ENTERED INTO THE PROPOSAL TABULATION.**

**LABELS WITH THE PROPER IDENTIFICATION INFORMATION ARE PROVIDED IN YOUR REQUEST FOR PROPOSAL PACKAGE FOR YOUR CONVENIENCE AND USE. YOU MAY ALSO DOWNLOAD LABELS FROM THE DCSD WEBSITE BY CHOOSING ATTACHMENT 1 AT:**

<http://www.dekalbschoolsga.org/solicitations>

**SEALED PROPOSAL RESPONSES MUST BE CORRECTLY ADDRESSED AS SHOWN ON THE REQUEST FOR PROPOSAL COVER SHEET.**

**BOXES OR EXPRESS CARRIER PACKAGES CONTAINING SEALED PROPOSALS MUST BE CORRECTLY ADDRESSED AS WELL.**

**PROPOSALS RECEIVED BY TELEGRAM, FACSIMILE, E-MAIL, OR TELEPHONE WILL NOT BE ACCEPTED.**

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

## **NOTICE TO OFFERORS**

**FOR SECURITY REASONS, ALL OFFERORS ATTENDING THE PUBLIC PROPOSAL ACKNOWLEDGEMENT MUST REGISTER AT THE FIRST FLOOR FRONT DESK AT 1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GEORGIA 30083, BEFORE ATTENDING THE PROPOSAL ACKNOWLEDGEMENT.**

**ALL OFFERORS SUBMITTING SEALED PROPOSALS IN PERSON TO THE PURCHASING DEPARTMENT MUST HAVE THEIR SEALED PROPOSALS STAMPED WITH THE DATE AND TIME BY A PURCHASING DEPARTMENT REPRESENTATIVE AND MUST LEAVE THEIR SEALED PROPOSALS IN THE CARE OF A PURCHASING DEPARTMENT REPRESENTATIVE. PURCHASING DEPARTMENT REPRESENTATIVES WILL ISSUE RECEIPTS FOR SEALED PROPOSALS IF REQUESTED.**

**SEALED PROPOSALS LEFT RANDOMLY AT THE BUILDING, THE DIVISION OF FINANCE OR THE PURCHASING DEPARTMENT WITHOUT BEING DATE AND TIME STAMPED OR WITHOUT ENSURING A PURCHASING DEPARTMENT REPRESENTATIVE TAKES POSSESSION OF SAME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**ANY CLAIM BY PROPOSING ENTITY OF ERROR IN THEIR PROPOSAL MUST BE MADE BEFORE PROPOSALS ARE OPENED, OR THE CLAIM SHALL BE DEEMED WAIVED. ANY PROPOSING ENTITY MAY WITHDRAW THEIR PROPOSAL AT ANY TIME BEFORE THE TIME AT WHICH PROPOSALS ARE DUE AND THE REQUEST FOR PROPOSALS IS CLOSED AND, HAVING DONE SO, NO PROPOSING ENTITY WILL BE PERMITTED TO RESUBMIT A PROPOSAL.**

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE



1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

<http://www.dekalbschoolsga.org/solicitations>

# **REQUEST FOR PROPOSALS**

## **RFP 20-07**

## **DISTRICT WIDE CABLING EQUIPMENT AND SERVICES**

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## PART I BACKGROUND AND INFORMATION

### A. DESCRIPTION AND OBJECTIVES

DeKalb County School District (DCSD) is requesting written proposals from experienced, highly qualified and capable providers to supply, configure, install, and maintain a structured cabling system and Wireless Access Points for all 134 schools and administration locations in the Wide Area Network within DCSD on an as needed basis.

Awarded Offeror shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all equipment, labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide a complete turn-key solution based on the information contained in this RFP for District Wide Cabling Equipment and Services in accordance with the requirements of this RFP.

### B. GENERAL INFORMATION

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the fourth largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of approximately 100,000 students in pre-kindergarten through grade 12. With 139 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with over 15,500 full and part time employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and desires to significantly improve leadership, teaching, and student learning to fulfill its mission as an organization for public education.

DCSD includes approximately:

- 76 Elementary Schools
- 19 Middle Schools
- 22 High Schools
- 9 Start-up Charter Schools
- 2 Conversion Charter Schools
- 13 Specialized Learning Centers
- 6 Administrative Centers; and

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- 5 Athletic Stadiums

Currently, DCSD has 113 Title I Schools (110 Schoolwide and 3 Targeted Assisted). DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

The current Dekalb County School District hardware infrastructure consists of the following devices:

- 18,000 Desktop Computers
- 14,000 IP Telephones
- 6,550 IP Cameras
- 10,300 Wireless Access Points

### C. PROCUREMENT PROCESS

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

### D. ADDENDA

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation, this is a **Mandatory Requirement**. All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission. Click on the following link to the Purchasing Bulletin Board:

<http://www.dekalbschoolsga.org/solicitations>

### E. PROPOSAL DEADLINES

Proposals in response to this RFP must be received by the DCSD Purchasing Department at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083, no later than **2:00 PM, Tuesday, March 12, 2019**. Proposals received after the stated deadline will not be considered. Proposals will be acknowledged publicly on **Wednesday, March 13, 2019 at 2:00 PM**.

### F. SCHEDULE OF EVENTS

<b>1<sup>st</sup> Consecutive Ad in Legal Organ</b>	<b>Thursday, February 14, 2019</b>
<b>2<sup>nd</sup> Consecutive Ad in Legal Organ</b>	<b>Thursday, February 21, 2019</b>
<b>Deadline for Offerors to Submit Questions</b>	<b>Monday, February 25, 2019, 12:00 Noon</b>
<b>Posted Responses to Questions</b>	<b>Friday, March 1, 2019, 4:30 PM</b>
<b>RFP Submission Deadline</b>	<b>Tuesday, March 12, 2019, 2:00 PM</b>
<b>RFP Public Acknowledgment</b>	<b>Wednesday, March 13, 2:00 PM</b>

Responses to questions will not be posted on official DCSD holidays or furlough days.

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

## G. FORMAT AND SUBMISSION OF PROPOSALS

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- Proposals must be presented in a three-ring binder with tabs separating the required sections. All attachments must be identified properly for easy recognition and association.  
**Each page of the response must be numbered, and the offeror's company name must appear in the lower right-hand corner of each page.**
- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a "point-by-point" format may be disqualified.
- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all required information may be disqualified.
- RFP responses must be submitted in a sealed container plainly addressed as shown below. Containers not properly labeled as shown below will not be opened or considered. **SEE REQUIRED CONTENT / DOCUMENT CHECKLIST – PAGE 36.**

Proposals must be sealed and clearly labeled and addressed as shown below:

### **SEALED PROPOSAL IDENTIFICATION LABEL:**

This information must appear in the lower LEFT sealed proposal container (whether box, express carrier package, etc.)

<p><b>(SEALED PROPOSAL RESPONSE)</b>  <b>RFP Number: RFP 20-07</b>  <b>RFP Name: District Wide Cabling Equipment and Services</b>  <b>RFP Due Date: Tuesday, March 12, 2019, 2:00 PM (EST)</b>  <b>Company Name:</b>          _____</p> <p><b>Company Mailing Address:</b>          _____</p> <p><b>Contact Person Name:</b>          _____</p> <p><b>Contact Telephone No.:</b>          (____) _____</p>
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### **SEALED PROPOSAL ADDRESS LABEL:**

This information must appear in the mailing corner of your address area of your sealed proposal container envelope, (whether envelope, box, express carrier package.)

<p><b>(SEALED PROPOSAL RESPONSE)</b>          DeKalb County School District          Purchasing Department          1701 Mountain Industrial Blvd          Stone Mountain, GA 30083          ATTN: Carla L. Smith</p>
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**Boxes, express carrier packages and any other containers enclosing sealed proposals must ALSO be clearly labeled as shown above.**

\_\_\_\_\_  
 COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**Sealed proposals MUST be received by the DCSD Purchasing Department by the DEADLINE stated in this solicitation. Offerors submitting proposals in person must have the date and time stamped on their sealed proposals by a Purchasing Department representative.** Sealed proposals must be placed in the care of a Purchasing Department representative.

Failure to follow these sealed proposal label and submission requirements may cause proposals to be declared non-responsive and rejected.

Offerors are required to submit **one (1) original, one (1) electronic (pdf, or flash drive) and five (5) copies of the proposal.** Five (5) duplicate copies are required to be submitted with the original in a sealed package. It is recommended that copies be made after the original is complete and fully executed (signed and initialed) by the offeror's authorized representative.

The electronic copy shall be submitted in pdf format and organized in the same format as the original submission with each chapter or section of the original having a corresponding electronic file.

**Submit all responses to:**

**Carla L. Smith, Purchasing Manager  
Purchasing Department  
DeKalb County School District  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083**

**RFP responses will NOT be accepted at any other DCSD location.**

#### **H. PRE-PROPOSAL CONFERENCE**

A pre-proposal conference is not scheduled for this solicitation.

#### **I. PROPOSAL CONTACT PERSONS**

The assigned contact persons for offerors are Carla L. Smith, Purchasing Manager and Phyllis Jones, Procurement Specialist II, for the Department of Purchasing. Ms. Smith can be reached at 678.676.0120 or by email at [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org). Ms. Jones can be reached at 678.676.0285.

#### **J. PROHIBITED CONTACTS**

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP, other than as provided herein. Any and all contacts with such persons associated with DCSD shall be in writing, in appropriate circumstances or cases, as directed by the contact person. Furthermore, no employee, officer, or agent of the DeKalb County Board of Education or DCSD may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.

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COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**Board Member Communication with Prospective Vendors**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract between the time a request for proposal is formally released and a recommendation is made by the administration to the Board. If a vendor violates this prohibition during this timeframe, consideration for the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**K. QUESTIONS AND ANSWERS**

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions all questions shall be submitted electronically to: **Carla L. Smith at [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org)**. Questions submitted to any other mail box, voice mail or e-mail address will not be considered for response. The deadline to submit questions is **Monday, February 25, 2019**. Questions received after the deadline will not be considered. All questions received by 12 Noon, on February 25, 2019 shall be answered in writing and both the questions and answers will be posted to the following website on or before Friday, March 1, 2019, 4:30 PM.

<http://www.dekalbschoolsga.org/solicitations>

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

## **PART II GENERAL REQUIREMENTS**

### **A. OFFEROR PERFORMANCE**

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations, if an award ensues. Failure of the offeror to fully perform these obligations may result in cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to subofferors or assigned to any third party.

### **B. NEWS RELEASE**

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Chief Communications and Community Relations Officer.

### **C. NON-DISCRIMINATION**

DCSD does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

### **D. DRUG-FREE WORKPLACE**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

### **E. SMOKE-FREE WORKPLACE**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

### **F. COSTS INCURRED**

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

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COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

## G. INSURANCE

The DCSD Risk Manager sets insurance and indemnification requirements for each Solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within three (3) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Manager within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement. The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

- (a) Name and address of authorized agent;
- (b) Name and address of insured;
- (c) Name of insurance company;
- (d) Description of coverage in standard terminology;
- (e) Policy period;
- (f) Policy Number;
- (g) Limits of liability;
- (h) Name and address of certificate holder;
- (i) Acknowledgment to the DCSD of notice of expiration or cancellation;
- (j) Signature of authorized agent;
- (k) Telephone number of authorized agent; and
- (l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

- (2) Offeror is required to maintain the following insurance coverage during the term of this agreement:

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

- (a) Workers Compensation Insurance in the amounts of the statutory limits established by the General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers compensation coverage if offeror is an approved self-insurer in the State of Georgia.
- (b) Comprehensive General Liability Policy, or equivalent coverage, to include products and completed operations liability and contractual liability. The Comprehensive General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.
- (c) Comprehensive Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.
- (d) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual aggregate limit not less than \$2,000,000.
- (e) Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:
- (i) All policies and coverage shall be on an "occurrence" not "claims made" basis.
  - (ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least sixty (60) days prior written notice has been given to DCSD.
  - (iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
  - (iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
  - (v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.
  - (vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.
- (f) Under coverage and certificates required under Sections 2(a), 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:
- (i) Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate. Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.
  - (ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity, applies to liability assumed by the named insured.
  - (iii) Shall include Indemnitees as additional insured.
  - (iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.

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- (v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
- (vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnites (as defined in Part II, Section H of this RFP).
- (g) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnites assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnites shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

## H. INDEMNIFICATION

The successful offeror shall indemnify, defend, and hold harmless the DeKalb County School Board, the DeKalb County School District, DCSD, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnites" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.

The successful offeror shall also indemnify, defend, and hold harmless the Indemnites from any and all costs, expenses, claims, demands, rights, liabilities and causes of action inuring to offeror from events over which the Indemnites exercise no control, such as Acts of God, strikes or government restrictions.

Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

## I. ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011 (MANDATORY REQUIREMENT)

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DeKalb County School District solicitations for physical performance of services (i.e. public works contracts). **The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.**

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**Offerors must complete and/or have their subcontractors complete the following forms:**

1. Immigration and Security Certification
2. Offeror E-Verify Affidavit
3. Contractor Affidavit (Contractor Only)
4. Subcontractor Affidavit (Subcontractor Only); and
5. Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Offeror E-Verify Affidavit, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are found on pages 52-57 of this solicitation document. The Immigration and Security Certification, the Offeror E-Verify Affidavit, the Contractor Affidavit, Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your proposal.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulation.

\_\_\_\_\_ Please check here if the Illegal Immigration and Reform Act of 2011 **does not** apply to your solicitation, because it is one for items, commodities, or products. If this does not apply to any portion of the solicitation, then the Offeror is not required to complete the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit found on pages 55-57. **Please be advised that pages 52-54 must still be completed.**

**Signature of Engaging Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Company Name / Certifying Official Signature)

## **J. INTERVIEWS**

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

## **K. CONTRACT TERMS**

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming firm fixed price and other terms shall be signed by the parties. **Services will begin on or about the Summer of 2019.** The initial contract duration shall be approximately one year from the date of execution. The contract may/may not contain up to **four (4) one (1) year extension options** contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the

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approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract. DCSD reserves the right to terminate any resulting contract for convenience. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and accepted. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the offeror. Non-performance of contract terms shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

A contract is attached which includes all of the terms and conditions that the offeror must affirm and comply. Refer to *Attachment H, Standard Form Agreement for Non-Capital Professional Services*. Please review DCSD's attached contract terms and conditions prior to submitting a response to this RFP. Offerors should plan on the contract terms and conditions attached to this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the offeror.

By submitting a proposal, offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal. If an offeror takes exception to a contract term or provision, the offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted as an attachment to the offeror's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

#### **L. PERMITS AND APPLICABLE LAWS**

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

#### **M. INFRINGEMENT**

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

#### **N. OWNERSHIP RIGHTS**

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

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**O. NON-COLLUSION**

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage. Offeror must sign below acknowledging the above statement.

**Signature of Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Company Name/Certifying Official Signature)

**P. CONFLICT OF INTEREST**

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default. The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

Offeror must sign below acknowledging the above statement.

**Signature of Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Company Name/Certifying Official Signature)

**Q. FINANCIAL STABILITY**

1. Offerors shall provide a copy of their company's financial statements for the previous two (2) years – for example 2016 and 2017.
2. Indicate here if your company is publicly traded or not publicly traded:  
My company is publicly traded. \_\_\_\_\_/  
My company is not publicly traded. \_\_\_\_\_/
3. If your company is a publicly traded company, provide a copy of your company's annual report for the previous two (2) years – for example 2016 and 2017.
4. List all civil and criminal proceedings your company has been the subject of, or named a party in, and provide the outcome of those proceedings. This list should include any lawsuits, administrative actions or litigation to which your company is currently a party or has been a party. Please explain

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the basis for all claims, your response to those claims and state whether a settlement was reached or a judgment entered.

5. State whether your company, or any affiliate currently or previously associated with your company, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratoriums or assignment for the benefit of creditors, or otherwise sought relief from creditors.
6. State whether your company was the subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining your company from engaging in any type of business practice.

## **R. NO OBLIGATION/NO CONTRACT GUARANTEED**

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.

Offeror must sign below acknowledging the above statement.

**Signature of Company Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Company Name/Certifying Official Signature)

## **S. CONFIDENTIALITY AND NON-DISCLOSURE (MANDATORY REQUIREMENT)**

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD.

Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and human resource file contents.

## **T. BUSINESS LICENSE**

Offerors shall submit with their proposal, a copy of their valid company business license. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license. If the offeror is not a Georgia corporation, offeror shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract.

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## PART III

# SCOPE OF WORK AND REQUIREMENTS

### A. Purpose and Introduction

DeKalb County School District (DCSD) is requesting written proposals from experienced, highly qualified and capable providers to supply, configure, install, and maintain a structured cabling system and Wireless Access Points for all 134 schools and administration locations in the Wide Area Network within DCSD on an as needed basis.

Awarded Offeror shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all equipment, labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel and per diem, direct and indirect administrative costs, overhead, any other charges, and all things and services necessary to provide a complete turn-key solution based on the information contained in this RFP for District Wide Cabling Equipment and Services in accordance with the requirements of this RFP.

A complete turn-key solution means that the offeror is responsible for staging, configuration, delivery, setup and testing at the specified DCSD locations per DCSD schedules. In addition, DCSD also requires maintenance of the cabling system and Wireless Access Points on an as needed basis. The selected offeror is responsible for insuring that the cabling solution delivered is completely operational per DCSD specifications prior to sign off.

### B. Overview and Guidelines

The scope of this RFP includes Adds, Moves and Changes at all 134 locations and administration locations within DCSD on an as needed basis as well as cabling for new schools and centers and renovations.

For reference, during the fiscal school year 2017-2018, DCSD initiated 90 Adds, Moves, and Changes and 425 Repairs.

Some of the major DCSD Board of Education (BOE) projects for the next five (5) years include:

- Construction of five (5) Elementary Schools
- Construction of a New Cross Keys High School

The existing copper cable infrastructure consists of Category 5, Category 5e, and Category 6 cabling. During the last several years, the district has made quite an investment in the SYSTIMAX cabling system.

The existing fiber cable infrastructure consists of six and twelve strand multimode cable supporting both 1 gigabit and 10 gigabit speeds.

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The scope of this RFP is expected to cover cabling infrastructure limited to the DCSD administration buildings, centers and local school campuses. Offerors are not expected to cable between campus locations.

The majority of work will be performed between the hours of 7:00 a.m. – 5:00 p.m., Monday – Friday, however after hours and weekend work will be required from time to time. Offeror may be required to perform work during DCSD administrative holidays.

Offeror is expected to be able to work on multiple sites and multiple projects at the same time (i.e. cabling for a new school, cabling for renovations as well as moves, adds and changes at multiple locations). **The selected offeror must be able to handle a minimum of three to four projects and/or assignments at one time.**

The selected offeror must coordinate all work through a DCSD designated contact and meet all DCSD safety and security requirements (i.e. signing in and out at schools, background checks, etc.). The selected offeror should never go to a DCSD location without the prior knowledge and permission of a DCSD - IT representative and have an official company picture identification or DCSD badge.

A criminal background check must be performed on all offerors, consultants, subcontractors, volunteers and offerors (hereinafter jointly referred to as "Individuals") who provide services on DCSD premises, supervise services on DCSD premises, or has contact with students. These Individuals shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Individual at a cost of \$45.00 per individual. Additionally, any charges against the Individual, may be deemed unacceptable in DCSD's sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a "first offender" or dead docketed. Upon receipt and evaluation of DCSD's background check results, DCSD may demand that the Individual have no contact with DCSD students or parents, or provide services to DCSD premises. Any failure of the offeror to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between offeror and DCSD.

The selected offeror must have the ability to store inventory.

The selected offeror will be responsible for working with DCSD to troubleshoot cabling issues for the entire duration of the contract and within the warranty guidelines provided.

### **C. Profile of DeKalb County School District**

DCSD has a student enrollment of approximately 100,000 students in pre-kindergarten through grade 12. With 139 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia.

DCSD includes approximately:

- 76 Elementary Schools
- 19 Middle Schools
- 22 High Schools
- 9 Start-up Charter Schools
- 2 Conversion Charter Schools
- 13 Specialized Learning Centers

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- 6 Administrative Centers; and
- 5 Athletic Stadiums

Currently, DCSD has 113 Title I Schools (110 Schoolwide and 3 Targeted Assisted). DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

The current Dekalb County School District hardware infrastructure consists of the following devices:

- 18,000 Desktop Computers
- 14,000 IP Telephones
- 6,550 IP Cameras
- 10,300 Wireless Access Points

#### **D. General Information**

DCSD requests **unit** pricing to supply and install:

- D.1 Category 6 & Cat 6a cabling, RJ-45 data drops based upon 290 foot runs and terminated on both ends with 568B
- D.2 12-strand multimode 62.5/125 or 50/125 micron fiber based upon 300 foot runs with additional pricing to add length in specified increments. Fiber will be terminated per DCSD request (i.e. SC, LC, MTRJ, ST).
- D.3 24 port & 48 port Category 6 and 6a patch panels.
- D.4 Equipment Rack(s) with the number of vertical rack sections as required to allow space for terminating all communications cabling indicated on the drawings, plus mounting space for all owner supplied active components/equipment required to cross-connect to any/all modular jack ports on the patch panels.  
Pricing is required for rack heights of 24", 36", and 7' The rack will accommodate standard 19" wide equipment and be of the type that is enclosed with doors on the front and rear (Network Cabinet). The front door will be transparent and dark colored. Both doors will be lockable. The network cabinet will have vertical cable management built into it. The network cabinet will also have fans built into it for cooling purposes.  
Racks are required to be supplied with power strips (24" & 36" – 1U Horizontal, 7' – Full length vertically mounted).
- D.5 Re-termination and testing of Category 5, Category 5e, Category 6 and Category 6a data drops (includes documenting and labeling)
- D.6 Re-termination and testing of 12-strand multimode 62.5/125 or 50/125 micron fiber, terminated per DCSD request (ie. SC, LC, MTRJ, ST)
- D.7 All data cabling and connectors should be blue. All voice cabling and connectors should be white or ivory. All wireless cabling and connectors should be green. All IP Camera cabling and connectors should be yellow.
- D.8 The successful offeror will be responsible for supplying, installing, configuring, and testing all wiring in accordance with the specifications in this RFP.

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- D.9 Respondents are required to name the specific manufacturer and product line that they are proposing. The successful offeror must ensure that the technicians performing all work hold the appropriate certifications from the manufacturer for the product(s) being installed. All cabling and associated equipment such as patch panels, jacks, etc. must come with a minimum twenty (20) years manufacturers parts and labor warranty to commence upon DCSD's acceptance following offeror installation and testing.
- D.10. Offerors are required to provide as part of their response detailed specifications for all materials proposed as part of their response.
- D.11 Offerors are required to provide as part of their response a list of their technicians that would be working at DCSD sites and the appropriate certifications in the areas that they will be performing work.

## E. Technical Specifications

- E.1 **Cable Lengths:** To ensure equitable comparisons, each offeror will price voice and data as 290 foot runs. Fiber optic cabling and innerduct will be priced as 300 foot runs with additional pricing to add length in specified increments. All cabling will be plenum-rated.
- E.2 **Scope of Work:** The scope of work is to include but not limited to placing, terminating, and testing Category 6 cabling for data and telephones and 6a cabling for data, single and multimode fiber optic cable, and associated equipment, tie cables between MDF and IDF's. The selected offeror will also be required to lay-out and install most equipment in MDFs & IDFs, ie. equipment cabinets, racks, patch panels, patch cables and any necessary cable management.
- E.3 **Data Cable:** Data cabling will be of a fire-retardant "open air plenum" type, meeting all federal and state fire codes. The data cable will be four pair, 24 AWG cable compliant with UL lab certification program for Category 6 and Category 6a or better wiring. The cable will comply with EIA/TIA 568A standards and terminate using 568B commercial building wiring standards for UTP cable. Cable sheath will be plainly marked with UL approved cable surface markings. All four pair will be terminated.
- E.4 **Telephone Cable:** The telephone wiring will be UL Category 6 data cable. It will be fire-retardant "open air plenum" type, meeting all federal and state fire codes. The data cable will be four pair, 24 AWG cable compliant with UL lab certification program for Category 6 or better wiring. Cable sheath will be plainly marked with UL approved cable surface markings. All four pair will be terminated.
- E.5 Where applicable, all data wiring will be terminated on existing RJ45 Modular Patch Panels. If space is not available on existing panels, selected offeror is to supply a 24 or 48 port RJ45 Modular Patch Panel to accommodate any additional drops.
- E.6 The telephone wiring will be of Category 6 cable or better and will be terminated on existing 110 terminating blocks using 110 C-4 & C-5 connectors. All four pair will be terminated using the standard Color Code.
- E.7 Data and telephone wiring will be terminated on separate blocks or patch panels.
- E.8 Voice cable will be terminated at the terminal block in sequential order according to the North American industry standard color code.
- E.9 **Fiber Optic Cable:** Fiber Optic cable will be multimode 62.5/125 or 50/125 micron fiber rated to support at least 400 MHz at 1310nm. The fiber will be terminated per DCSD specifications. The fiber will be terminated using either field installable connectors or factory made pigtails that are

fusion spliced within the panel. All cables will be armored. All cables will be properly installed with strain relief. If fusion splices are used the loss will be <.2 dB. If field connectors are used the connector loss will be <.6 dB.

## F. Cable Plant Installation

The following sub-sections discuss the specific selected offeror installation tasks required to implement the cable plants at each site within DCSD. The primary tasks of the selected offeror will be summarized in the following areas:

- Installation Overview
- Installation & Labeling Requirements
- Cable Test and Certification
- Documentation

F.1 **Installation Overview:** This work requires the facilitation of two distinct areas of communication: Data and Voice. Both data and voice cable plants will utilize the UTP architecture.

Each facility will be cabled utilizing plenum rated cable typically run above the drop ceilings, neatly bundled and securely fastened in J hooks. Cable trays will be used as required in specific applications. Each run must have a minimum 3-foot service loop at the entrance and at the termination point. Conduit and wire molding is to be positioned to maximize efficiency throughout school and adjoining structures as well as in the following hard to reach areas with high ceilings or hard ceilings. (i.e. Media Centers, Gyms, Cafeterias)

F.2 **MDF Configuration for Data:** In order to best facilitate the 90 meter distance limitation for Category 6 data cabling, a central area is identified, and called the MDF (wiring closet) on the floor plans (may also referred to as the central or master hub).

The MDF typically is at least 8 foot by 8 foot, with one cinder block wall designated as the area to mount a 4 X 8 foot 3/4 inch sheet of plywood. The optimum MDF arrangement would be for a rack to be mounted in front of the plywood with at least three feet of clearance between the wall and back of the rack. An additional three feet of clearance is required in front of the cabinet. In those instances where the room is designed with less than the appropriate clearance requirements, the cabinet can be placed with the side of the cabinet facing the plywood; still leaving the required work area in front and rear and three feet of clearance between the cabinet and the wall. A five-foot ladder kit with associated hardware is required and is to be mounted on top of the cabinet and span the distance from the cabinet to the wall. The cabinet must be bolted to the floor and the ladder must be bolted to the wall. The ladder must also be secured to the cabinet and the cabinet must be grounded. All grounding will consist of #6 AWG copper wire and will be supplied from an approved building ground; and bonded to the main electrical ground.

F.3 **MDF Configuration for Voice:** The voice cable originates at the same MDF as the data cable and is home run to the classroom or office. The 90 meter limitation does not apply to voice cabling. (**Note:** When testing with the Penta Scanner, set the necessary parameters to receive a "PASS" result for documentation.) Voice cable will be terminated at the 110 blocks in the

MDF. There are no voice electronics procured as part of this RFP. Each voice cable will terminate at the user end in a faceplate according to the location denoted on the drawings.

- F.4 **Tie Cable to IDF's**: To connect voice cable from each remote hub (IDF) back to the MDF, the selected offeror will run tie (i.e. 25,50 pair or larger) cables. Runs should follow the same cable paths as Category 6 and fiber and dressed according to same specifications. No cable ties are to be used in the closet.

## G. Installation Requirements

- G.1 **Installation Practices**: The selected offeror will ensure that all installation techniques employed in this project conform to industry standards and manufacturer recommended installation procedures. Installation practices must be in compliance with the latest National Electric Codes (NEC) edition.

Other standards include:

- IEEE 802.3ab 1000BASE-TX Standards
- IEEE 802.3an 10GBASE-TX Standards
- American National Standards Association (ANSI)/Electronic Industries Association/Telecommunications Industry Standards (EIA/TIA) 568 (designation T-568B), Category 6 and Category 6a Data and Voice, Commercial Building Telecommunications Wiring Standard
- EIA/TIA-569, Commercial Building Standard for Telecommunications Pathways and Spaces
- ANSI/ICEA 2-83-596-1988 Standard for Fiber Optic Premises Distribution Cable
- EIA/TIA PN - 2327, Grounding and Bonding Requirements for Telecommunications in Commercial Buildings
- FOIRL Standards

Any deviation from standard practice will be accomplished only with prior approval of Project Consultant and/or DCSD Department of Information Systems. The selected offeror is responsible for meeting all local building codes and requirements, and will be responsible for ensuring that all work undertaken by employees or subcontractors complies with these provisions.

The cable plant installation will be completed in accordance with the design provided by the architect/selected offeror as approved by Project Consultant and/or DCSD Department of Information Systems contact. A DCSD Project Consultant and/or DCSD Department of Information Systems contact will be available during the installation to provide guidance or approve design alterations, if questions arise. During installation, selected offeror will modify (red-line) the cable plant documentation and drawings to reflect any changes resulting from the installation and provide a copy of this final documentation to the Project Consultant and/or DCSD Department of Information Systems contact.

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The offeror will be responsible for any repairs following the installations, including painting and patching of any building areas disturbed during the installation. Project Consultant and/or DCSD Department of Information Systems contact must approve restoration. The selected offeror is responsible for removing, daily, all materials and debris not designated for reuse.

G.2 **General Design Standards:** The selected offeror will adhere to implementation specifications listed below:

- At each data drop site, an information outlet/face-plate (Ivory colored) will be installed. Each UTP cable, data, and voice will be terminated in an RJ-45 jack in the faceplate according to 1000BASE-TX or 10GBase-TX standards. Any remaining unused opening in the will be covered by an Ivory colored blank.
- At each 1000BASE-TX or 10 GBASE wiring hub site, the UTP data cable runs will be terminated on a RJ-45 patch panel.
- Voice cables will be punched down on 110 blocks. The selected offeror will be responsible for placing the plywood sheet on the wall if there is not sufficient mounting space available on existing blocks and there is no space on the existing backerboard.
- Where cables are indicated to be installed as 'Open Cabling', cable supports will be installed to allow cabling to be grouped and run along a common path. Cables will run parallel or at right angles to the building structure, and will not be looped diagonally across the ceiling space. Cables will be loosely bundled with cable ties at 30 inches on center. Provide Plenum rated Teflon cable ties in spaces used to handle environmental air.
- Cables must be supported using approved cable support devices (J Hooks, Cable Trays, etc.) Cables may not be laid on suspended ceilings or supported from the ceiling suspension system. Do not support cables from ductwork; sprinkler piping, water piping, waste piping or electrical conduit.
- The offeror must provide approved cable support devices where needed. Cable support will be permanently anchored to building structure or substrates.
- Maximum size cable bundles will be 75 cables per J-Hook.
- Maximum spacing for supports for open cable run will be 48 inches.
- All penetrations will be properly fire sealed.
- Install Category 6 and Category 6a cables in continuous lengths from telecommunication outlet/connector to Category 6 and Category 6a 110 blocks or modular jack patch panels at the MDF and IDF locations. **DCSD will not accept spliced cables.**
- Do not bind cables tightly together with wraps. Wraps will slip loosely around cable.
- Do not exceed 25lbs pulling tension per cable.
- Do not untwist pairs more than ¼ inch at connector and no more sheathing will be removed than necessary.
- Do not crimp or bend cables into a tighter radius than 4x the diameter of the cable (approx. 1" bend radius).
- Provide 36 inch service loop for cables at each MDF and IDF. Locate loop at ceiling or on wall.
- Provide 12 inch service loop at each telecommunications outlet/connector, above drop location or in wall.

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- Cables must be neatly dressed and labeled. Cables are color coded for easy identification. **Data cables will be blue. Voice cables will be white. Wireless cabling will be green. IP Camera cabling will be yellow. Other colors must be approved by DCSD.**
  - It is mandatory that selected offeror label each end of each cable run. The labeling will be sufficient to identify the location of both the near and remote ends of the run. While the cable labeling schemes should be consistent across all sites in the county, the scheme may vary if exceptional conditions exist at a site, as approved by the DCSD MIS contact. The cable number must be placed on the outside faceplate. Each number must be clearly typed. **Markers are strictly forbidden.**
  - The selected offeror will provide two Category 6 or 6a patch cables for each data drop installed. One patch cable will be 10' in length for use at the user end. The other will be either 3' or 5' in length for use within the data cabinet in the IDF or MDF (Typically 3' for 24" or 36" tall cabinets, 5' for full height cabinets).
- G.3 **Voice Cable Plant Specifications:** Category 6 grade 24/4pr White Plenum UTP cable will be used for voice cabling at all sites.
- G.4 **Data Cable Plant Specifications:** Category 6 grade 24/4 pr, Blue Plenum UTP cable will be used for data at all sites. All cabling will be, at a minimum, 1000 BASE-TX compliant. All data components must be installed in a manner to support 250 Mhz transmission rates.
- G.5 **Wireless Data Cable Plant Specifications:** Category 6 grade 24/4 pr, Green Plenum UTP cable will be used for data at all sites. All cabling will be, at a minimum, 1000 BASE-TX compliant. All data components must be installed in a manner to support 250Mhz transmission rates.
- G.6 **IP Camera Data Cable Plant Specifications:** Category 6 grade 24/4 pr, Yellow Plenum UTP cable will be used for data at all sites. All cabling will be, at a minimum, 1000 BASE-TX compliant. All data components must be installed in a manner to support 250Mhz transmission rates.
- G.7 **Fiber Optic Backbone:** 12 strand Plenum grade multimode fiber will be used to connect main and remote hubs.

This cable will be multimode 62.5/125 micron or 50/125 micron (at DCSD discretion) tight buffer fiber. The fiber will be terminated in a fiber optic shelf mounted on rack or wall panel per customer request.

All cables will be properly installed with strain relief. There will be a minimum of three (3) feet of slack coiled and mounted at the backboard.

The selected offeror will supply 4 x 3-meter patch cords terminated per DCSD specifications for each new fiber run.

## H. Cable Test and Certification

All work performed under this contract must be tested with a scanner / analyzer capable of certifying the specific type of cable to insure conformance. A hard copy and digital copy of each test will be included as part of the final documentation package.

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The selected offeror will perform inspections to insure that all aspects of the project are performed in a professional manner in compliance with DCSD specifications.

H.1 **Data:** Data certification will include the individual UTP connector (Jack), cable, cross-connect blocks, transition connectors, and patch panels. The selected offeror will utilize equipment (network analyzer), which has the capability to meet or exceed requirements for Category 6 and Category 6a cable, qualified to sweep and measure bandwidth of at least 1 MHz to 250 MHz. The test result should be delivered to DCSD and will include the following:

- Length
- Attenuation on all pairs
- Near-end crosstalk
- Loop loss

Insure that noise does not exceed industry standards

**DCSD will not accept the installation of any data cables that contain a splice.**

H.2 **Fiber:** All individual fibers of each terminated cable segment should be tested using a power meter to determine the actual loss. The fibers will also be tested for length. These readings will be taken at 850 nm and 1300 nm for multimode fiber. These readings must not be higher than the “**Optimal Attenuation Loss**”. The OAL will be calculated using the manufacturer’s factory certified test results, (db/km) converted to the actual installed lengths plus the manufacturer’s published attenuation loss for the connectors. The maximum allowable attenuation should not exceed 3.0 db. **DCSD will not accept the installation of Multimode fibers that contain a splice.** The test result should be delivered to DCSD and will include the following:

- Length
- Attenuation on all pairs

H.3 **Voice:** Voice certification will include the individual UTP (Jack) connector, cable and cross-connect blocks. The equipment must be capable of meeting the requirements for Category 6. The test result should be delivered to DCSD and will include:

- Continuity check
- Checking for cross-connects

## I. Documentation

### Documentation Requirements for New Construction and Total Renovations

I.1 **As-Built Drawings:** As part of this requirement, the selected offeror must provide “red-line” as-built sketches of any deviations, modifications or additions to the engineering drawing package. These sketches must be provided upon completion of the installation tasks.

**Acceptance Criteria:** Following the completion of site installation, the DCSD MIS contact will verify the accuracy of the as-built drawings with the selected offeror’s site manager.

I.2 **System Testing and Test Report.** The selected offeror will perform the system tests listed and document each individual result in a clear and concise manner to include the following:

- Cable label (number)
- Cable origin
- Cable destination
- Certified PASS test Result

- Date of test

I.3 **Final Documentation:** The final documentation will be pre-packaged in individual 3-ring binders. Two (2) hard copies are required. The data contained in the document must also be provided in digital format in either a CSV or Excel file. This digital copy is to be delivered on a USB Thumb Drive along with the hard copies to the Project Consultant and/or DCSD Department of Information Systems contact. The information required in the final documentation is as follows:

- Section-I Cross-reference, 110 and RJ-45 termination Maps: Voice & Data
- Section-II Test Results: Data
- Section-III Test Results: Voice
- Section-IV Warranty and Problem Escalation procedure
- Section-V Red-line drawings

**Acceptance Criteria:** DCSD IT contact will accept the installed system and testing documentation when all test results meet the performance criteria outlined above. All documentation must be submitted within two weeks of cable plant completion.

### Documentation Requirements for Adds, Moves and Changes

I.1a **Update of On-Site Documentation** – Each DCSD site will have a document located in the MDF for use by the Offeror in recording the location of each voice and data drop installed as an Add, Move or Change. It is the offeror's responsibility to record the:

- Drop Number assigned to each drop (Label Name in the MDF or IDF)
- Cable length
- Cable origin
- Cable destination.

### J. Warranty

The following services must be provided to DCSD for cable plant infrastructure:

J.1 Respondents will include as part of their response a detailed description of their offeror's warranty and documentation on the manufacturers warranties on the materials they are proposing.

J.2 The selected offeror will, at its own expense, make repairs or replacements for trouble or defect originating with the workmanship of the cable plant at anytime up to one (1) year (or during such longer warranty period as may be specified in selected offeror's normal warranty which ever period is longer) from the date when such materials are placed in operation. At a minimum, the following should be included with the documentation for warranty:

- Problem Escalation Procedure
- Twenty (20) year minimum Manufacturer Certified Warranty on all cable and associated products.

### K. Warranty Maintenance

K.1 Warranty on all cable and related components must begin on the day of installation.

K.2 Offeror must handle all paperwork associated with the warranty.

K.3 Offeror must provide on-site repair if a network drop fails within the life of the warranty after installation. All cabling mentioned must have a one (1) year on-site offeror

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warranty/maintenance provided with contract, and a twenty (20) year minimum manufacturer warranty on the cabling system.

- K.4 Offeror must provide a one (1) business day response for on-site repairs.
- K.5 Offeror must provide a four (4) hour on-site response for emergencies.
- K.6 Offeror must retrieve assigned work orders for repairs/requests via the DCSD Information Systems Web-based Call Management System.
- K.7 Offeror must enter actions taken and/or resolutions into the DCSD Information Systems Web-based Call Management System

#### **L. Adds, Moves, Changes and Maintenance**

- L.1 Offeror must provide a maximum of five (5) day response for all new wiring requests.
- L.2 Offeror must provide a four (4) hour response for emergencies.
- L.3 Offeror must retrieve assigned work orders for requests via the DCSD Information Systems Web-based Call Management System.
- L.4 Offeror must enter actions taken and/or resolutions into the DCSD Information Systems Web-based Call Management System.
- L.5 Offeror must supply updated documentation to the local school and the DCSD - IT contact at the conclusion of the requested adds, moves, and changes.
- L.6 Offeror must diagnose and repair all components of the existing cabling system (CAT 5, 5e, and 6, and fiber optic backbone cable) that are reported damaged or not functioning and not covered by warranty.

#### **M. Support Personnel Requirements**

- M.1 Offeror must provide a dedicated project manager to facilitate rollouts to multiple schools. (Provide resume(s) with response.)
- M.2 Offeror's personnel providing professional services to DCSD must have professional certification in the area of the services being provided. (Provide certification(s) with response.)

#### **N. COMPANY PROFILE**

Offerors to this Request for Proposal are required to demonstrate, and include with their submissions to this RFP, a full and complete company profile, to include, but not be limited to: the date of establishment, mission statement, type and confirmation of company's legal entity form, company's organizational structure/chart, principals' names and titles, company size in relation to industry, number of employees, company history, financial position, and all relevant current and past experience on similar projects in comparable K-12 school districts and references for those projects. The offeror should also include the educational background for staff that will be assigned to this project, including the company's overall experience in providing the requested services within this solicitation.

Provide your business solutions, background information, history, mission, business partners, core business solutions and services offered, organizational structure, number of employees, and operation locations.

The successful offeror will be required to have or be willing to obtain a SPIN number before the start of service and submit a Service Provider Invoice Form directly to USAC pursuant to E-rate

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procedures established by the federal government. The successful offeror will be required to comply with all applicable E-rate rules and regulations.

Offeror must complete the following chart and return with response. \*Offeror shall provide Company E-rate SPIN number. E-rate SPIN number shall be kept for the duration of the contract.

	<b>Offeror Company Information</b>	
1.	Official Company Name:	
2.	Number of Years in Business:	
	<b>Employee Information</b>	
3.	Total Number of Employees	
4.	Number of Certified Cable Employees	
5.	Number of Certified Wireless Employees	
	<b>Customer Information</b>	
6.	Number of Existing Customers :	
7.	Number of Existing Customers with similar Technical Requirements as described in this RFP:	
	<b>Other Information</b>	
8.	*E-rate SPIN Number:	

#### O. REFERENCES (MANDATORY REQUIREMENT)

Offeror must provide the names and contact phone numbers of at least three (3) current clients, preferably clients comparable to DCSD, for whom the offeror is providing or has provided services as defined within the scope of work. Refer to Attachment C – Offeror’s Reference Form, page 39. **References will be contacted.**

#### P. BROCHURES, CATALOGS, MANUALS, WEBSITES, LITERATURE

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, DVD’s and any other marketing and informational media which will support and enhance their submission value.

#### Q. ADDED VALUE

Offerors are encouraged to describe in detail all added value or additional items and services or benefits available and offered at no cost to DCSD in their RFP responses. Attach and label as “**ADDED VALUE.**”

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## **R. AUTHORIZATION TO SELL**

Offerors responding to this RFP must provide a Certificate of Authorization that authorizes offeror to sell the manufacturer's equipment, if applicable.

## **S. EVALUATION CRITERIA**

An Evaluation Committee will evaluate the proposals using the following criteria:

DCSD advertises this RFP as an opportunity for interested and qualified firms specializing in providing services to submit responses consistent with the scope of work stated herein. Offerors to this RFP are encouraged to submit their most comprehensive, innovative and creative proposals for DCSD.

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive and responsible offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the needs of DCSD, based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

## **U. PAYMENTS**

Offerors must provide a firm fixed price for the entire project. By submitting a response to this Request for Professional Services, the successful offeror agrees that if the offeror does not complete the project on a mutually agreed terms, at DCSD's sole election, DCSD may terminate any remaining obligation for performance under the agreement or contract; at DCSD's sole election, any agreement or contract will be terminated without recourse. DCSD, at its sole option, will have the right to seek a new offeror to perform the required services.

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## V. TRANSITION PLAN

### Transition on Commencement of Contract

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

### Transition and Continuity of Service upon Expiration of Contract

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

- Exercise best efforts and cooperation for an orderly and efficient transition to another provider or to DCSD.
- Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing cabling equipment and service provider shall provide sufficient experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.
- All DCSD property (including but not limited to, students and DCSD records, parts, equipment, facilities, keys and materials) shall be returned to DCSD upon expiration of contract.
- Offeror shall include in their response any DCSD or any subsequent contractor requirements, if offeror is awarded this contract and does not retain this contract upon its expiration.

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## W. REQUIRED CONTENT / DOCUMENT CHECKLIST

**IMPORTANT NOTICE:** Failure to provide the information and/or documentation required in this solicitation may cause the submission to be declared non-responsive and rejected.

Refer to Part I, Section G, for additional information on the format and submission of proposals. Offerors are required to submit **one (1) original, one (1) electronic (pdf, or flash drive) and five (5) copies of the proposal** of their response. Responses must be submitted on 8 ½" x 11" single-sided stock. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

The Request for Proposals document, **RFP 20-07, District Wide Cabling Equipment and Services** (MUST BE the first document in the submission); this document consists of 78 pages and is located at **<http://www.dekalbschoolsga.org/solicitations>**

### **Table of Contents for your submission**

- Addenda – Each individual Addendum must be printed, signed and inserted immediately following the Table of Contents (**Mandatory Requirement**)
- Certificate of Insurance (**Mandatory Requirement**)
- Company Financial Statements and Company Annual Reports for 2016 and 2017
- Business License
- Authorization to Sell
- Attachment A – Cost Proposal Form
- Attachment B – Service and Support Requirements
- Attachment C – Critical Paragraphs
- Attachment D – Offeror's Client Reference Form (**Mandatory Requirement**)
- Attachment E - Statement of Confidentiality and Non-Disclosure (**Mandatory Requirement**)
- Attachment F – Suspension and Debarment Certification (**Mandatory Requirement**)
- Attachment G – Immigration & Security Certification (**Mandatory Requirement**)
- Attachment H– Standard Form Agreement for Non-Capital Professional Services
- Attachment I– Signature Page (**Mandatory Requirement**)
- Company Profile
- Brochures, Catalogs, Manuals, Websites, Literature, DVDs and other marketing media
- Project Scope of Work
- Added Value

Remember: Offerors are required to submit **one (1) original, one (1) electronic and five (5) copies of the proposal** all in three-ring binders with tabs separating the required sections. (**Mandatory Requirement**)

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**ATTACHMENT A****RFP 20-07  
DISTRICT WIDE CABLING EQUIPMENT AND SERVICES****COST PROPOSAL FORM**

The offeror must provide a cost proposal for components listed on the following Cost Sheets. In addition to the cost proposal, offerors must submit the additional components as outlined in Section IV below (Cost Sheet for Cable Infrastructure).

Pricing for all items must include:

- Shipping
- Inside delivery
- Site survey
- On-site installation
- Configuration-testing
- Post Installation
- Warehousing.

Refer to Attachment B, Service and Support Requirements, Item 6.

Offerors must be willing to honor this cost proposal and additional components cost for up to sixty (60) months after Board of Education approval and acceptance of the RFP.

Should the list price of any of the proposed components decrease during the course of the project, the offeror must provide the same percentage off the new list price.

List prices of the equipment proposed to DCSD in this RFP cannot increase during the course of the project.

Offerors must not propose products that are at the end of the manufactures product life cycle. Any products that are within six (6) months of discontinued support from the manufacture should not be proposed as a part of offeror's response.

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**A. Cost Sheet for Cable Infrastructure**

Item No.	Description	Standard Run Length	Unit Price	Price for Additional Length		
				25	50	100
1	Category 6 (Voice or Data)	290 feet				
2	Category 6a (Data)	290 feet				
3	12 Strand Armored Single Mode Fiber	500 feet				
4	12 Strand Armored Multi-Mode Fiber	300 feet				
5	12 Strand Armored Multi-Mode Fiber Support for up to 10 Gb/s	300 feet				
6	25 Pair Tie Cable	300 feet				
7	50 Pair Tie Cable	300 feet				
	<b>Other Charges</b>					
8	Re-Terminate Category 6 UTP Cable					
9	Re-Terminate Category 6a UTP Cable					
10	Re-Terminate 12 Strand Multi-Mode Fiber					
11	Re-Terminate 12 Strand Single-Mode Fiber					
12	Hourly Labor Rate – Maintenance Technician					
1	Trip Charge					

***\*Offeror must be willing to maintain % Off List price for the duration of the contract.***

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**B. Cost Sheet For Cabinets and Accessories**

	Description	Manufacturer / Model	Manufacturer's List Price	% Off List	Unit Cost to DCSD
13	19" Open Racks (Installed)				
14	Cabinets – 24" (Installed)				
15	Cabinets – 36" (Installed)				
16	Cabinets – 7' (Installed)				
17	Fiber Shelf (Installed)				
18	24 Port Category 6 RJ45 Patch Panel (Installed)				
19	48 Port Category 6 RJ45 Patch Panel (Installed)				
20	24 Port Category 6a RJ45 Patch Panel (Installed)				
21	48 Port Category 6a RJ45 Patch Panel (Installed)				

***\*Offeror must be willing to maintain % Off List price for the duration of the contract.***

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### C. Cost Sheet for Typical Schools

(Apply Unit Prices proposed in Tables A & B to calculate the extended costs for the quantities given. Costs should include all materials and labor.)

Type of School	Component Description	Cost
<b>ELEMENTARY SCHOOL</b>	650 Data Drops	
	10 Voice Drops	
	1 MDF with two (2) 19x84 Universal Equipment Cabinet*	
	3 IDF's with one (1) 19x84 Universal Equipment Cabinet*	
	<i>*Each cabinet has Rack Mounted surge Power Center and a Cabinet Fan Assembly</i>	
	12 Strand Fiber between MDF & IDF's	
	25 Pair Copper Tie Cable between MDF & IDF's	
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Cost should include 650 5-ft Category 6 cables</li> <li>• Cost should include 650 10-ft Category 6 cables</li> <li>• Cost should include 12 Fiber patch cables</li> </ul> <p>Refer to Attachment B, Service and Support Requirements of this RFP for DCSD's specifications on these components.</p>	
	<b>TOTAL COST – ELEMENTARY SCHOOL</b>	
<b>MIDDLE SCHOOL</b>	850 Data Drops	
	10 Voice Drops	
	1 MDF with two (2) 19x84 Universal Equipment Cabinets*	
	5 IDF's with one (1) 19x84 Universal Equipment Cabinet*	
	<i>* Each cabinet has Rack Mounted surge Power Center and a Cabinet Fan Assembly</i>	

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	12 Strand Fiber between MDF & IDF's	
	25 Pair Copper Tie Cable between MDF & IDF's	
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Cost should include 850 5-ft Category 6 cables</li> <li>• Cost should include 850 10-ft Category 6 cables</li> <li>• Cost should include 20 Fiber Patch Cables</li> </ul> <p>Refer to Attachment B, Service and Support Requirements of this RFP for DCSD's specifications on these components.</p>	
	<b>TOTAL COST – MIDDLE SCHOOL</b>	
<b>HIGH SCHOOL</b>	1100 Data Drops	
	15 Voice Drops	
	1 MDF with one (1) 19X84 Universal Equipment Cabinet*	
	9 IDFs with one (1) 19X84 Universal Equipment Cabinet*	
	<i>* Each cabinet has Rack Mounted surge Power Center and a Cabinet Fan Assembly</i>	
	12 Strand Fiber between MDF & IDF's	
	25 Pair Copper Tie Cable between MDF & IDF's	
	<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Cost should include 1100 5-ft Category 6 cables</li> <li>• Cost should include 1100 10-ft Category 6 cables</li> <li>• Cost should include 36 Fiber Patch Cables</li> </ul> <p>Refer to Attachment B, Service and Support Requirements of this RFP for DCSD's specifications on these components.</p>	
	<b>TOTAL COST – HIGH SCHOOL</b>	

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**ATTACHMENT B**  
**RFP 20-07**  
**DISTRICT WIDE CABLING EQUIPMENT AND SERVICES**

**SERVICE AND SUPPORT REQUIREMENTS**

The following services and support requirements are mandatory items for the RFP.

- **Ordering and Installation**
- **Support Personnel**
- **Warranty Service**

Please put your initials in the “YES” box to indicate that you can provide this item (mandatory). Blanks will be considered as “No” responses.

Use additional pages where detailed responses are required. Please reference the appropriate item number on any added pages. Attach and label “Service and Support Requirements”.

	<b>Ordering and Installation Requirements</b>	<b>Yes (Initials)</b>	<b>No (Initials)</b>
1	All purchase orders will be issued to the awarded offeror. No third party purchase orders will be issued.		
2	DCSD requires the offeror to have adequate local warehouse space preferably in DeKalb County for short-term storage (up to 90 days at no cost to DCSD). The offeror will then deliver and install based on the schedule issued by DCSD.		
3	Delivery of equipment must be within ten (10) business days of the offeror’s receipt of purchase order(s).		
4	The offeror is responsible for notifying the contact listed on the purchase order and or the bookkeeper at the school of the estimated delivery and installation date, 3 business days <b>prior</b> to the delivery of equipment.		
5	Deliveries arriving without prior notification and confirmation will be rejected and all return costs are the responsibility of the offeror. No school deliveries are scheduled during testing, school closings, etc. unless authorized by DCSD.		
6	Pricing for all items must include: Shipping, inside delivery, site survey, on-site installation, configuration/testing, post installation and warehousing:		
6a	<u>Shipping</u>		

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	<b>Ordering and Installation Requirements</b>	<b>Yes (Initials)</b>	<b>No (Initials)</b>
	<ul style="list-style-type: none"> <li>○ DCSD will not incur any freight or shipping charges on any orders.</li> </ul>		
6b	<p><u>Inside Delivery</u></p> <ul style="list-style-type: none"> <li>○ All equipment must be delivered inside the required location per DCSD direction.</li> <li>○ There are no delivery docks available.</li> <li>○ The offeror must follow DCSD guidelines and schedules. The schedule may revolve around student instructional times at no additional charge to DCSD.</li> </ul>		
6c	<p><u>On-site installation:</u></p> <ul style="list-style-type: none"> <li>○ The offeror will remove equipment from the delivery truck or storage area.</li> <li>○ The offeror will unpack and assemble all components.</li> <li>○ The offeror will transport the system to the designated workspace.</li> <li>○ The offeror will provide end to end testing on all components and DCSD appropriate documentation.</li> <li>○ The offeror will affix the DCSD barcode and complete the DCSD inventory control paperwork at the installation site.</li> <li>○ The offeror will provide DCSD an electronic version of the manufacturer reference materials for each site.</li> <li>○ The offeror will not leave hard copy manufacturer reference materials at install site.</li> <li>○ The offeror will remove all packing materials from DCSD property.</li> <li>○ The offeror is required to have an additional 1% of delivery inventory available for out of box failures.</li> </ul>		
6d	<p><u>Warehousing ( All equipment and cabling stored in the local offeror warehouse)</u></p> <ul style="list-style-type: none"> <li>○ Store new equipment up to 120 days at no cost to DCSD</li> <li>○ Store reused equipment up to 120 days at no cost to DCSD</li> </ul>		

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	Ordering and Installation Requirements	Yes (Initials)	No (Initials)
	<ul style="list-style-type: none"> <li>○ Local warehouse in DeKalb County or the metropolitan Atlanta area</li> <li>○ Warehousing of DCSD equipment at a offeror provided bonded, insured and climate controlled location</li> </ul>		
7	<u>Relocation</u> (Equipment being relocated from site A to B or to a warehouse) <ul style="list-style-type: none"> <li>○ Label equipment with to and from destinations</li> <li>○ Complete the required DCSD paperwork C-50s</li> </ul>		
8	<u>Dead on Arrival (DOA)</u> <ul style="list-style-type: none"> <li>○ Every product must be tested by the installer to ensure proper working order at the location of installation.</li> <li>○ If any products are found to have major component defects, it is the offeror's responsibility to provide a new replacement unit during the installation.</li> <li>○ Repairs will not be accepted on DOAs.</li> <li>○ DOA units may not be recycled into inventory for bid fulfillment.</li> <li>○ DOA serial numbers must be submitted to DCSD</li> </ul>		

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	<b>Support Personnel Requirements</b>	<b>Yes (Initials)</b>	<b>No (Initials )</b>
1	The offeror must have the capability to provide 4 <u>concurrent</u> installation teams for each specified project as requested by DCSD. The installation team size will be determined by the offeror and DCSD based on project needs.		
2	The offeror must provide experienced personnel to perform the installation services. Additional certifications are acceptable. DCSD reserves the right to reject any team member.		
3	Offeror's personnel working in DCSD facilities must be bonded and insured by the offeror.		
4	DCSD requires a local Project Manager as the single point of contact from the awarded offeror to meet face to face with DCSD staff weekly or as needed per DCSD. It is unacceptable for the offeror to attend the meetings via teleconference. The primary function of the Project Manager will be to ensure all service delivery tasks are met for DCSD including the most efficient method of order placement, shipping, delivery, and installation. Include Project Manager credentials with the proposal. <b>Attach and label Project Management Outline.</b>		
5	The offeror should assign an on-site project lead to manage all the installations and de-installation service activities. The project lead will ensure that all customer expectations are met, and to implement the services according to DCSD direction. The project lead should be the offeror primary point of contact at a project site.		
6	All invoices must include DCSD item description and DCSD purchase order number. Invoices must be submitted without any shipping cost, taxes, or late fees.		
7	The offeror will send invoices to the DCSD purchase order 'Ship To' address as well as the 'Bill To' department.		
8	The offeror will need to assign a dedicated billing liaison able to resolve known issues in a timely manner.		
9	DCSD requires a monthly aging report to be sent to the MIS Budget Specialist and the Accounts Payable department via email by the 5 <sup>th</sup> of each month.		

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

#	Warranty Service Requirements	Yes (Initials)	No (Initials)
1	<p>Pricing must include a one-year on-site manufacturer warranty for all components <u>including parts and labor</u> with the option to extend the warranty on an annual basis for up to 3 years.</p> <p>The complete cost of repair (parts and labor) is to be covered by the service agreement.</p>		
2	<p>All systems purchased by DCSD must have an on-site service and support warranty for a period of one year with the option to extend for up to three years years. The service agreement period shall begin from the delivery/installation date and DCSD acceptance of the system.</p> <p>During the on-site warranty service period, a response time of one working day after notification of the problem is required.</p> <p>Resolution to the satisfaction of DCSD must be within two working days. Permanent identical replacement is required after the third day.</p>		
3	<p>DCSD has the ability to submit request for repair/replacement as necessary up to the warranty expiration date.</p>		
4	<p><b>LEMON CLAUSE:</b> If a system fails three times within a twelve-month period within the three-year warranty period an identical or current model replacement. Lemon systems can never be returned to DCSD inventory.</p> <p>If 15% of a certain model experiences a manufacturer defect within the three year warranty period, DCSD will require the offeror to recall the specific model and provide a replacement model.</p>		

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

#	Warranty Service Requirements	Yes (Initials)	No (Initials)
5	<p>The offeror must be able to integrate with the DCSD Call Management System (Incident IQ) to receive, update and close work orders.</p> <p>DCSD Help Desk will report all warranty calls to offeror via the DCSD electronic Call Management system. The offeror will be required to use the call management system to retrieve work orders for hardware resolution.</p>		
6	<p>The offeror must submit a document in "Plain English" outlining extended service agreement terms and conditions. This document should be worded so that the average individual can understand without interpretation by an attorney.</p>		
7	<p>Extended Service agreement work must be coordinated through DCSD within the Information Technology Department. Management Information Systems Department will assign service technicians to review all warranty work orders before forwarding them to the offeror. This will minimize the number of non-warranty problems reported as warranty problems.</p>		
12	<p>All warranty parts are exchanged with box and pre-paid mailer supplied by the manufacturer.</p>		
13	<p>For the life of the system the manufacturer will provide a web based interface to include, but not limited to: software drivers, service history, system documentation, system specifications, and on-line ordering of parts.</p>		
14	<p>DCSD requires notification for warranty expiration of equipment at least 30 days prior to the expiration date.</p>		

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**ATTACHMENT C**  
**RFP 20-07**  
**DISTRICT WIDE CABLING EQUIPMENT AND SERVICES**

**Critical Paragraphs**

***Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply to the requirement, stipulations, terms and conditions. Attach and label "Critical Paragraph."***

- 1) \_\_\_\_\_ This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.
- 2) \_\_\_\_\_ Any news release or publicity pertaining to any phase of this RFP will be the responsibility of DCSD and must be cleared through the DCSD'S Chief Communications and Community Relations Officer.
- 3) \_\_\_\_\_ It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.
- 4) \_\_\_\_\_ Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, Part II, H, page 17.
- 5) \_\_\_\_\_ Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.
- 6) \_\_\_\_\_ The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.
- 7) \_\_\_\_\_ Offeror understands that this solicitation requires Board of Education Approval.

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**ATTACHMENT D**

**RFP 20-07  
DISTRICT WIDE CABLING EQUIPMENT AND SERVICES**

**OFFEROR'S CLIENT REFERENCES**  
*(Please copy this form and use one form per reference.)*

**Attach and label "Offeror's Client References."**

\_\_\_\_\_  
Company Name Providing Reference

\_\_\_\_\_  
Address                      City/State/Zip

\_\_\_\_\_  
Name of Contact Person

\_\_\_\_\_  
Telephone Number of Contact Person

\_\_\_\_\_  
Email Address of Contact Person

\_\_\_\_\_  
Date/Duration of Service Relationship

Describe in Detail Services Provided (use additional sheets if necessary):

Time Period of Project or Contact \_\_\_\_\_

**Important! This is a vital part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**ATTACHMENT E****RFP 20-07  
DISTRICT WIDE CABLING EQUIPMENT AND SERVICES****Statement of Confidentiality and Non-Disclosure**

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include, but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

---

Offeror Company Name

---

Company Representative

---

Date

---

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**ATTACHMENT F****RFP 20-07  
DISTRICT WIDE CABLING EQUIPMENT AND SERVICES****SUSPENSION AND DEBARMENT CERTIFICATION**

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

**Signature of Engaging Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Offeror Company Name/Certifying Official Signature)

Further, the DCSD's Purchasing Department will check the SAMS website at <http://sams.gov> to determine if the offeror is listed.

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

## ATTACHMENT G

### RFP 20-07 DISTRICT WIDE CABLING EQUIPMENT AND SERVICES

#### IMMIGRATION & SECURITY CERTIFICATION

If you are providing service, performing work or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

- 1) Offeror/Bidder (the "Offeror") shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) \_\_\_\_\_ **(Initial here)**: order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. [Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];

**or**

(b) \_\_\_\_\_ **(Initial here)**: Offeror warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [Offerors who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];

**or**

(c) \_\_\_\_\_ **(Initial here)**: Offeror is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

- 3) \_\_\_\_\_ **(Initial here)** Offeror will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

- 4) \_\_\_\_\_ **(Initial here)** Offeror agrees that, if Offeror employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1- .01, et seq that Offeror will secure from each sub -contractor at the time of the contract the sub-contractor’s name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor’s agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.
  
- 5) \_\_\_\_\_ **(Initial here)** Offeror agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
EEV/Basic Pilot Program \_\_\_\_\_  
User Identification Number Date of Authorization

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

DEKALB COUNTY SCHOOL DISTRICT  
Offeror E-Verify Affidavit

By executing this affidavit, the undersigned Offeror verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by federal law and regulation. Furthermore, the undersigned Offeror will continue to use the federal work authorization program throughout the contract period. Offeror hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number:

\_\_\_\_\_

Date of Authorization:

\_\_\_\_\_

Name of Project:

\_\_\_\_\_

Solicitation Number (if applicable):

\_\_\_\_\_

Name of Public Employer:

**DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**DEKALB COUNTY SCHOOL DISTRICT  
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual firm or corporation which is engaged in the physical performance of services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number:

\_\_\_\_\_

Date of Authorization:

\_\_\_\_\_

Name of Subcontractor:

\_\_\_\_\_

Name of Project:

\_\_\_\_\_

Solicitation Number (if applicable):

\_\_\_\_\_

Name of Public Employer:

**DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**DEKALB COUNTY SCHOOL DISTRICT  
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Solicitation Number (if applicable): \_\_\_\_\_

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**DEKALB COUNTY SCHOOL DISTRICT  
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ and \_\_\_\_\_ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Sub-subcontractor: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Solicitation Number (if applicable): \_\_\_\_\_

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**ATTACHMENT H**  
**SERVICE AGREEMENT**  
**BETWEEN THE**  
**DEKALB COUNTY SCHOOL DISTRICT**  
**AND \_\_\_\_\_**

**Service Provider:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**RFP No.:** 20-07  
**Description:** District Wide Cabling Equipment and Services

**THIS SERVICES AGREEMENT** and the below referenced documents attached as Exhibits (hereinafter the "Service Agreement") is made and entered into by and between the DeKalb County School District (hereinafter the "DCSD") whose address is 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083 and \_\_\_\_\_ (hereinafter the "Service Provider") whose physical address is \_\_\_\_\_. DCSD and Service Provider are referred to herein collectively as the "Parties" and individually as a "Party."

**WHEREAS**, DCSD desires to retain the services of a competent and qualified Service Provider to provide \_\_\_\_\_ services; and

**WHEREAS**, the DCSD has solicited for these services via an advertised request for proposals and has received numerous responsive proposals thereto; and

**WHEREAS**, after review and consideration of all responsive proposals, DCSD intends to engage the Service Provider to provide \_\_\_\_\_ services; and

**WHEREAS**, the Service Provider remains agreeable to provide DCSD the \_\_\_\_\_ services and represents that it is competent, qualified, capable, and prepared to do so according to the terms and conditions stated herein;

The Service Agreement consist of:

- a. This Service Agreement (Agreement for Services);
- b. Request for Proposal (RFP) No. 19-35 (**Exhibit A**);
- c. The Service Provider's Proposal to the above-numbered RFP, including pricing, and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this Service Agreement shall not be included in this Service Agreement and shall be given no weight or consideration; (**Exhibit B**);
- d. Board Directive Signed by the Superintendent and dated \_\_\_\_\_ (**Exhibit C**); and
- e. Notice of Award dated \_\_\_\_\_ (**Exhibit D**).

This Service Agreement together with the aforementioned exhibits collectively forms **the Service Agreement**. All prior and contemporaneous negotiations and Service Agreements between the Parties on the matters contained in this Service Agreement are expressly merged into and superseded by this Service Agreement. DCSD shall not be bound by any additional terms and conditions, including but not limited to, terms and conditions related to any provided service or good, limitations of the Service Provider's liability or any other third party's liability, limitation of warranties, packaging, invoices, service catalog, brochure, technical data sheet, electronic disclosures, electronic Service Agreements, or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions of this Service Agreement.

Any inconsistency or conflict among the specific provisions of this Service Agreement shall be resolved as follows:

- a. First, by giving preference to the specific provisions of this Service Agreement and any change orders or modifications issued after execution of this Service Agreement;
- b. Second, by giving preference to the specific provisions of the RFP attached hereto as **Exhibit "A;"**
- c. Third, by giving preference to the specific provisions of Service Provider's Proposal, including pricing and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached hereto as **Exhibit "B,"** except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this shall not be included in this Service Agreement and shall be given no weight or consideration.

NOW, THEREFORE, in consideration of the mutual promises, covenants and Service Agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, DCSD and the Service Provider agree as follows:

**ARTICLE 1**

**PARTIES TO THE SERVICE AGREEMENT**

The DCSD’s address and its contact person are:

DeKalb County School District  
1701 Mountain Industrial Blvd.  
Stone Mountain, GA 30083

Attention: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

With a copy to:

DeKalb County School District  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083

Attention: Dr. R. Stephen Green, Superintendent & CEO

The Service Provider’s contact information is:

Company Name: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

Phone No. Office: \_\_\_\_\_

Email: \_\_\_\_\_

Any notice or consent required to be given by or on behalf of any Party hereto to any other Party hereto shall be in writing and shall be sent to DCSD or to the Service Provider by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the above addresses shall be binding unless said address is changed, and provided in writing to the other Party, no less than fourteen days before such notice is sent.

**ARTICLE 2**

**DURATION OF AGREEMENT**

2.1 **Agreement Term.** The term of this Service Agreement begins on the date executed by the last Party to

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

execute below (hereinafter the "Effective Date"). The performance period for this Service Agreement is one (1) year from the Effective Date.

2.2 **Agreement Renewal.** In addition to the base period of one (1) year, there are four (4) one-year optional renewal terms (each a "Renewal Term") to be exercised at the sole discretion and approval of DCSD. Additionally, as required by O.C.G.A. § 20-2-506, this Service Agreement shall terminate absolutely and without further obligation on the part of DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed, but shall be automatically renewed for each subsequent calendar year during the term unless DCSD terminates this Service Agreement, by providing Service Provider with thirty (30) days advance notice of termination prior to the end of the calendar year. Renewal will depend upon the best interests of the DCSD, funding, and Service Provider's performance subject to the other termination methods available to the DCSD herein.

2.3 **Total Obligation.** Pursuant to O.C.G.A § 20-2-506(b), DCSD's total obligation under this Agreement is as follows:

2019 \$ \_\_\_\_\_

### ARTICLE 3

#### SCOPE OF SERVICES

3.1 DCSD does hereby retain Service Provider to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the DCSD's Request for Proposal \_\_\_\_\_, to include all attachments and addenda, attached hereto as Exhibit "A" and incorporated herein by reference; and (ii) the Service Provider's final responsive thereto, attached hereto as Exhibit "B" and incorporated into this Agreement by this reference. A complete copy of the Scope of Work section of RFP # \_\_\_\_\_, to include the Service Provider's final responsive proposal, is attached as Exhibit "B" and made a part of this Service Agreement.

3.2 Service Provider shall be solely responsible for the professional quality, accuracy, competence, methodology, and the coordination of all Services performed pursuant to this Agreement.

3.3 DCSD's review, approval, or acceptance of any of the Service Provider's Services shall not be construed to: (i) operate as a waiver of any rights the DCSD possesses under this Agreement; or (ii) waive or release any claim or cause of action arising out of the Service Provider's performance or nonperformance of this Agreement. The Service Provider shall always remain liable to the DCSD in accordance with applicable law for any and all damages to the DCSD caused by the Service Provider's breach of this Agreement.

### ARTICLE 4

#### COMPENSATION

4.1 The Service Provider agrees that the compensation for all services under this Service Agreement shall be the specific price set forth in the attached Exhibit "A" and Exhibit "B." There shall be no add-on charges of any kind.

### ARTICLE 5

#### WORKING RELATIONSHIP

5.1 The Service Provider will function in cooperation with the DCSD's designated representative, which is set forth in Article 1 of this Service Agreement. The Service Provider will consult with the DCSD's representative before finalizing recommendations or taking action at Program milestones or other key decision points. The Service Provider shall fully

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

cooperate with the DCSD and, if applicable, the DCSD's representative or designee. Such cooperation shall include, without limitation, providing any requested information to the DCSD's representative and advising, meeting with, consulting with, and coordinating with the DCSD's representative.

5.2 The DCSD shall have the right, at its sole discretion, to demand and require the Service Provider to remove any employee or subcontractor working for the Service Provider on the Program and to replace the employee or subcontractor without cost or liability to the DCSD.

5.3 For purposes of safety and otherwise, the Service Provider, at all times, shall ensure its ability to thoroughly and clearly communicate, in any and all necessary languages, with the DCSD representative and with the Service Provider's employees, agents, representatives, and subcontractors. The Service Provider agrees to employ one or more supervisory-level personnel capable of thoroughly and clearly communicating, in any and all necessary languages, with the DCSD's representative and with the Service Provider's employees, agents, representatives, and subcontractors, and that such supervisory-level and language-capable personnel shall be stationed at and assigned to the location(s) or site(s) where, and at all times when, any and all work or services under this Service Agreement shall be performed.

5.4 The Service Provider shall ensure that any and all electronic devices, computers, software, hardware, equipment and other similar and related items that are utilized by the Service Provider, or any entity or person under the Service Provider's supervision or control, do not harm, or allow harm, to the DCSD's computers, systems, networks, and technology. The Service Provider shall take any and all measures possible to protect the DCSD's computers, systems, networks, and technology from viruses and other malicious codes.

## ARTICLE 6

### INVOICING AND AGREEMENT PRICE

6.1 **Invoices.** The Service Provider shall submit invoices, to DCSD, for services rendered pursuant to the attached Exhibit "A" and Exhibit "B." Invoices will be paid by DCSD within thirty (30) days after receipt of the invoice from the Service Provider. All invoices shall be submitted by Service Provider shall be submitted to: Ms. Carla Smith, Purchasing Manager III, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

6.2 **Agreement Price.** DCSD shall pay, and the Service Provider shall accept, as full and complete payment for the Contractor's timely performance of its obligations hereunder the fixed price listed in Section 2.3. The price set forth in Paragraph 2.3 shall constitute the Agreement Price, which shall not be modified except where evidence acceptable to DCSD of changed market conditions and indices is produced. Any such proposed price escalation /de-escalation must be presented in writing with substantiating proof to DCSD, for approval, a minimum of ninety (90) days prior to taking effect.

## ARTICLE 7

### CANCELLATION OR TERMINATION BY DCSD

7.1 DCSD reserves the right to cancel or terminate this Service Agreement at any time for any reason, with notice in writing to the Service Provider. In the event of cancellation or termination, the DCSD shall pay to the Service Provider all compensation earned for actual services rendered. Any cancellation or termination by DCSD shall be effective within thirty (30) business days of the receipt of such cancellation or termination to Service Provider by DCSD.

7.2 Upon termination of this Service Agreement, the Service Provider shall:

7.2.1 Cease work under the Service Agreement and take all necessary or appropriate steps to limit disbursements and minimize costs

7.2.2 Immediately cease using and return to the DCSD, any personal property or materials, whether tangible or intangible, provided by the DCSD to the Service Provider

- 7.2.3 Cooperate in good faith with the DCSD and its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor(s); and
- 7.2.4 Immediately return to the DCSD any payments made by the DCSD for Services that were not delivered or rendered by the Service Provider.

## ARTICLE 8

### INDEPENDENT CONTRACTOR

8.1 The Service Provider and its employees shall perform as an independent contractor and not an employee or representative of the DCSD. The Service Provider retains sole and exclusive liability for all contributions, taxes or payments required to be made on account of the Service Provider's employees under federal or state income tax laws, unemployment and workers' compensation acts, social security acts, and all other legislation requiring employer contributions or withholdings.

8.2 The Service Provider shall maintain strict discipline among all personnel employed at DCSD, nor shall any person employed on any Program site have in his or her possession any drugs, alcohol or firearms. Unprofessional conduct, including but not limited to horseplay, wrestling, and fighting, shall not be permitted or allowed. No employee, subcontractor or representative of the Service Provider shall use any tobacco product while at any Program site, on any property owned by DCSD or at any function or event sponsored by or held on behalf of DCSD.

8.3 The Service Provider agrees that the Service Provider is not an employee of DCSD for purposes of the Patient Protection and Affordable Care Act, 42 U.S.C. § 18001, et seq. ("ACA"), or for any other purpose. The Service Provider agrees that the Service Provider will be responsible for reporting requirements under the ACA and certifies that the Service Provider has their own individual health plan coverage. The Service Provider agrees that the Service Provider shall make the necessary federal, state, and local filings and returns as required by law at the appropriate times, including, but not limited to, federal, state, and local income tax (including estimates), filings and returns required by the Self-Employment Contribution Act, and any other filing or return, required by federal, state, or local government. With respect to ACA compliance obligations, Service Provider acknowledges and agrees that:

- Service Provider is responsible for filing Form 1094-C and Form 1095-C with respect to all assigned workers assigned to DCSD;
- Service Provider is responsible for compliance with Internal Revenue Code Section 4980H with respect to assigned workers;
- If requested by DCSD in connection with any governmental audit or inquiry, Service Provider will cooperate in furnishing DCSD with detailed information on assigned workers as reasonably needed for DCSD to respond to such audit or inquiry, and at no additional charge;
- Service Provider will offer health plan coverage to assigned workers (and their dependents) that complies with the ACA's minimum value and affordability requirements and, during the term of their staffing Service Agreement; and
- In addition to any existing indemnification obligations set forth in Article 20, herein, Service Provider agrees to reimburse DCSD for any penalty or tax imposed against DCSD with respect to any assigned worker, and to indemnify and hold harmless DCSD against all liabilities, penalties and fees that may be imposed upon DCSD, under Internal Revenue Code Section 4980H(a) or (b); *provided* that DCSD will provide prompt notice to Service Provider of its

receipt of any notice of assessment of penalty or taxes under Code Section 4980H and Service Provider will cooperate fully with DCSD in contesting such assessment and accepting responsibility for its assigned workers.

## **ARTICLE 9**

### **RESPONSIBILITY FOR SERVICES**

9.1 In the performance of this Service Agreement, the Service Provider warrants that it shall consistently render its best efforts and shall exercise that degree of skill and care which others would exercise in like circumstances and that its Services will be performed without errors or omissions. Service Provider shall be responsible for the accuracy of its Services and any error and/or omission made by the Service Provider in any work under this Service Agreement. Services performed by the Service Provider shall be subject to review and acceptance in stages as required by the DCSD. Acceptance shall not relieve the Service Provider of its professional obligation to correct, at Service Provider's own expense, any errors in the S.

9.2 If Services performed by the Service Provider fail to meet the standards set forth in Paragraph 9.1, the DCSD may elect to have the Service Provider re-perform, or cause to be re-performed, at no cost to the DCSD any of the Services which fail to meet said standards where: (i) such failure appears during the performance of the Service Provider's Services or within one year from the date of completion of the Service Provider's Services, and (ii) the DCSD notifies Service Provider of any such failure within sixty (60) days of the time that the failure becomes apparent. This Paragraph 9.2 shall not be interpreted to limit the right of the DCSD to pursue and obtain any and all other remedies against the Service Provider at law or in equity.

9.3 Service Provider warrants that any goods to be produced to or delivered to DCSD during the course and scope of work for this Program will be of merchantable quality, free from defects in materials and workmanship.

9.4 DCSD acknowledges that the Service Provider shall be entitled to rely on the accuracy and currency of information supplied by the DCSD or by any of the DCSD's contractors or consultants, or available from generally accepted reputable sources.

9.5 DCSD MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED.

## **ARTICLE 10**

### **OWNERSHIP OF WORK PRODUCT**

10.1 Any reports, recommendations, estimates, specifications, drawings, technical data, sketches, computer software, and all other information developed, created, procured or requested by the Service Provider in connection with its performance under this Service Agreement (the "Information") shall be the property of the DCSD. In entering into this Service Agreement, the Service Provider hereby transfers to the DCSD all right, title, and interest, including the copyright, in and to the Information.

10.2 Any reports, recommendations, estimates, specification, drawings, technical data, sketches, computer software, and all other information developed by equipment Offerors or other third parties that relate to the Program shall be the property of the DCSD. This provision shall not act to transfer rights of DCSDs of standard software or specification packages for which copyright is retained by the developer.

10.3 All original technical data, evaluations, reports and other work product of the Service Provider shall be delivered to the DCSD upon the completion, cancellation or termination of Services under this Service Agreement within three (3) business days of such completion, cancellation or termination. The Service Provider may retain one (1) copy of all documents produced by the Contractor for its permanent file.

**ARTICLE 11****ACCOUNTING AND RECORDS**

11.1 The Service Provider shall maintain a system of accounting and record keeping for all Services. Further, the Service Provider will allow the DCSD's inspection of necessary supporting receipts and documentation for audit purposes for a period of six (6) years after completion of Services provided under this Service Agreement.

**ARTICLE 12****COMPLIANCE WITH LAWS**

12.1 The Service Provider shall comply with all federal, state and local laws, regulations, ordinances, and DeKalb County Board of Education policies that are in any way applicable to the performance of its Services under this Service Agreement including but not limited to laws governing health, safety, the protection or preservation of the environment, and occupational licensing.

**ARTICLE 13****EQUAL EMPLOYMENT OPPORTUNITY**

13.1 The Service Provider will not discriminate against any worker, employee or applicant for employment because of race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. The Service Provider will take affirmative action to ensure that applicants are employed, and that workers are treated during employment, without regard to their race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

**ARTICLE 14****CONTINGENCY FEES**

14.1 The Service Provider represents that it has not employed and shall not employ any person other than its own principals and employees to solicit this Service Agreement or any contract with the DCSD, and that it has not and shall not pay any person other than its own principals and employees any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Service Agreement or any other contract with the DCSD

**ARTICLE 15****SUBCONTRACTORS**

15.1 Service Provider shall manage all work and Services performed under this Service Agreement. Upon the DCSD's prior written consent, the Service Provider may subcontract all or part of the Services to be provided. In such event, the rights and obligations of the Service Provider and the DCSD will not be diminished.

15.2 All of the Service Provider's Subcontractors shall be directly responsible to Service Provider and shall be under the Service Provider's direct supervision. The Service Provider shall be as fully responsible and accountable to the DCSD for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by Subcontractors in the performance of Services under this Service Agreement as the Service Provider is for the acts and omissions of persons it directly employs. Other than the DCSD being a third-party beneficiary to any Service Agreement between the Service Provider and its Subcontractors, no other contractual relationship between DCSD and any subcontractor is created by any provision contained in this Service Agreement.

15.3 If the Service Provider utilizes Subcontractor(s) with respect to this Service Agreement then the Service Provider will require Subcontractor(s) to comply with all terms and conditions of this Service Agreement including, but not limited to the insurance requirements. The Contractor shall require all Subcontractors to supply a certificate of insurance as required herein before the Subcontractor commences any work.

## ARTICLE 16

### SUCCESSORS AND ASSIGNS

16.1 The Service Provider shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the DCSD. Subject to the provisions of the immediately preceding sentence, each Party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other Party.

## ARTICLE 17

### INSURANCE

17.1 The Service Provider and all Subcontractors shall maintain insurance in the types and coverage amounts shown below, which insurance shall provide coverage for Service Provider during the term of this Service Agreement. Prior to the date the Service Provider signs this Service Agreement, the Service Provider shall provide the DCSD with (i) an endorsement from the insurer naming the DeKalb County School District and The DeKalb County Board of Education as an additional insured under the liability policies and (ii) certificate(s) verifying that these insurance coverages and limits are in force. Additional certificates of insurance shall be provided whenever individual policies are renewed (or replaced) on their anniversary date and at such other times as the DCSD requests.

17.2 If the Service Provider is a joint venture involving two (2) or more entities, then each independent entity shall satisfy the limits and coverages specified below or the joint venture will be a named insured under each respective policy specified.

17.3 The insurance requirements of this Service Agreement are:

<b>Type of Insurance</b>	<b>Coverage Limits</b>
Workers Compensation	\$1,000,000
Employer's Liability	\$1,000,000 annual aggregate
Comprehensive General Liability	\$2,000,000 annual aggregate

Including Contractual Liability, Bodily Injury and Property Damage	\$1,000,000 per occurrence
Comprehensive Auto Liability Bodily Injury and Property Damage Covering Owned, Hired and Non-Owned Autos	\$2,000,000 annual aggregate \$1,000,000 per occurrence
Professional Liability	
Umbrella or Excess Insurance	

17.4 The Service Provider waives all rights, including rights of subrogation, against the DCSD and its respective directors, officers, partners, Board Members, officials, agents, insurers, subcontractors, consultants and employees for damages covered by any type of insurance during and after the completion of the Work.

17.5 Certificates of Insurance must be executed with the following provisions:

- (a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Service Agreement;
- (b) Certificates to contain the project number, location of property, name of property and operations information to which the insurance applies;
- (c) Certificates are to be issued to:  
DeKalb County School District  
DeKalb County Board of Education  
1701 Mountain Industrial Blvd.  
Stone Mountain, GA 30083  
Attention: Risk Management Department
- (d) Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the DCSD.
- (e) Service Provider shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

## ARTICLE 18

### ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

18.1 The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DCSD Contracts for physical performance of services (i.e. public works contracts).

18.2 Service Provider's compliance is set forth in Exhibit "B". The Service Provider warrants and represents that evidence of the Service Provider and their subcontractor(s)' compliance by completing the following forms is included in Exhibit "B" and incorporated herein as reference:

- (a) Immigration and Security Certification
- (b) Contractor Affidavit
- (c) Subcontractor Affidavit
- (d) Sub-Subcontractor Affidavit

**ARTICLE 19****TERMINATION FOR CAUSE**

19.1 Either Party hereto may terminate this Service Agreement upon giving seven (7) days prior written notice to the other Party in the event that such other Party substantially fails to perform its material obligations set forth herein. Any Party seeking to terminate this Service Agreement for cause shall, as a condition precedent to the termination of this Service Agreement, provide the other Party written notice specifically describing its failure to perform its material obligations and allow that Party thirty (30) days after receipt of the notice in which to cure any performance deficiency.

**ARTICLE 20****INDEMNIFICATION**

20.1 The Service Provider agrees to hold harmless and indemnify the DCSD, its Board, officers, employees and representatives (herein "Released Parties") from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons, damage to property, or financial loss, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation, defense or prosecution thereof, to the extent caused in whole or in part by a negligent act, error or omission of the Service Provider or any subcontractor(s), or as a result of defective Services under this Service Agreement.

20.2 The Service Provider further agrees to release, indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action inuring to the Service Provider from events over which the Released Parties exercise no control. The Service Provider further agrees to indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action arising out of DCSD's performance under this Service Agreement.

**ARTICLE 21****AGREEMENT ADMINISTRATION**

21.1 DCSD and the Service Provider have each appointed certain individuals whose names and phone numbers appear in Article 1 to be their respective representatives in the administration and performance of this Service Agreement. The DCSD's representative shall have no power or authority to change this Service Agreement, or to execute or agree to any change orders. The DCSD may change its representative or declare a designee by written notice to the Service Provider.

21.2 To be binding against the DCSD, and as a condition precedent thereto, any addition, deletion or modification to the terms of this Service Agreement must be in writing and signed by the DCSD. The Service Provider acknowledges that the DCSD does not, and will not be deemed to, waive this condition precedent under any circumstances.

21.3 Failure of the DCSD or the Service Provider to insist in any one or more instances on performance of any of the terms and conditions of this Service Agreement, or to exercise any right or privilege contained in this Service Agreement or the waiver of any breach of the terms and conditions of this Service Agreement, shall not be considered as creating or constituting a waiver of any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect.

21.4 The Service Provider and the DCSD will adhere to all applicable health and safety laws, rules and regulations including Occupational Safety and Health Administration's ("OSHA") Rules and Regulations effective at the time the work was performed.

21.5 This Service Agreement shall be governed by the laws of the State of Georgia.

**ARTICLE 22****PUBLIC RECORDS**

22.1 The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

**ARTICLE 23****FORCE MAJEURE**

23.1 The Service Provider will not be responsible or liable in any way for delay or failure to perform its obligations under this Service Agreement during any period which performance is prevented or hindered by conditions reasonably beyond its control, acts of God, fire, flood, and other unusually adverse weather conditions, war, embargo, explosions, riots, laws, rules, regulations and order of any governmental authority.

**ARTICLE 24****CAPTIONS**

24.1 The headings in this Service Agreement are for the convenience of the Parties hereto and shall in no way affect the construction or interpretation of this Service Agreement or any part hereof.

**ARTICLE 25****ENTIRE SERVICE AGREEMENT**

25.1 This Service Agreement constitutes the entire and exclusive Service Agreement between the Parties with reference to the Services and supersedes any and all prior communications, discussions, negotiations, understandings, or Service Agreements. This Service Agreement may be amended only by a writing signed by both the DCSD and the Service Provider. The signature of Service Provider below, represents to DCSD that he/she is duly authorized to execute and deliver this Service Agreement on behalf of Service Provider.

**ARTICLE 26****MISCELLANEOUS**

26.1 Unless otherwise expressly provided to the contrary in this Service Agreement, the term "day" shall mean calendar day.

26.2 Any claim, dispute or other matter in question arising out of or related to this Service Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Service Provider's services, the Service Provider may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. The DCSD and Service Provider shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other Party to this Service Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by Service Agreement of the parties or a court order. The Parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where

the Program is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

26.3 The exclusive venue for any civil action arising out of or related to this Service Agreement shall be in the federal, superior, or state courts of DeKalb County, Georgia. If any civil action is instituted to interpret, enforce or rescind this Service Agreement, the prevailing party in such lawsuit shall be entitled to recover, in addition to any other relief awarded, its reasonable attorney fees and other fees, costs, and expenses of every kind, incurred in connection with the lawsuit.

26.4 If any provision of this Service Agreement or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Service Agreement or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Service Agreement shall be valid and enforced to the fullest extent permitted by law.

26.5 This Service Agreement may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Service Agreement. A scanned or photocopy of an original signature shall be deemed an original for purposes of this Service Agreement.

26.6 Service Provider, and all personnel of Service Provider, agree to a background check. The Service Provider, and all personnel of Contractor, shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Service Provider. Additionally, any charges against the Service Provider, or personnel, may be deemed unacceptable in DCSD's sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a "first offender" or dead docketed. Upon receipt and evaluation of DCSD's background check results, DCSD may demand that the personnel named in the check result, not provide services to DCSD premises. Any failure of the Service Provider, or personnel, to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between Service Provider and DCSD. Confirmation of background checks must be submitted in writing prior to commencement of any services to DCSD to: Ms. Carla Smith, Purchasing Manager III, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

26.7 Service Provider shall obtain prior written approval from DCSD's Department of Communications before the distribution of any news, press release or any marketing materials, by Service Provider, which mentions DCSD, DeKalb County Board of Education, or any of the schools or centers within DCSD, or uses DCSD's logo or trademark. All requests for prior written approval shall be sent to: Communications Department, DeKalb County School District, 1701 Mountain Industrial Blvd., Stone Mountain, Georgia, 30083.

IN WITNESS WHEREOF, the DCSD and the Service Provider, agreeing to the above terms and conditions and intending to be legally bound and each acting through persons duly authorized, have placed their signatures on duplicate original copies of this Service Agreement.

DCSD:

SERVICE PROVIDER:

DEKALB COUNTY SCHOOL DISTRICT

\_\_\_\_\_

By: \_\_\_\_\_  
[Signature]

By: \_\_\_\_\_ [SEAL]  
[Signature]

Dr. R. Stephen Green, CEO and Superintendent

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

1701 Mountain Industrial Blvd  
Stone Mountain, GA 30083

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_ [Date of Execution]

\_\_\_\_\_ [Date of Execution]

**EXHIBIT "A"**

DeKalb County School District RFP No. \_\_\_\_\_

For

\_\_\_\_\_ Services

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**EXHIBIT "B"**

Service Provider's Proposal including pricing  
and any applicable Scope of Services  
and any applicable Payment and Payment Terms Schedule  
attached except that objections or amendments by the  
Service Provider that have not been explicitly accepted by DCSD in Writing In this Service  
Agreement and Contract shall not be included in the Contract Documents Or this  
Service Agreement and shall be given no weight or consideration

**EXHIBIT "C"**

DeKalb County Board of Education Directive

Signed by the Superintendent and dated \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

**EXHIBIT "D"**

Notice of Award Letter Dated \_\_\_\_\_

\_\_\_\_\_  
COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

END OF EXHIBITS

**ATTACHMENT I**

**RFP 20-07  
DISTRICT WIDE CABLING EQUIPMENT AND SERVICES**

**SIGNATURE PAGE**

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

\_\_\_\_\_  
Printed Name/Engaging Authorized  
Company Official

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Offeror's Company Name

\_\_\_\_\_  
Signature/Engaging Authorized  
Company Official

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**END OF RFP**