



Purchasing Department

Rio Grande City Consolidated Independent School District

Joe D. Smedley
Purchasing Agent

**All forms must be
properly completed
and returned.**

RFP #18-18

Gentlemen,

The District invites your proposal on **E-Rate 21 (Funding Year 2018)**. Sealed proposals will be received at **10:00 a.m., Monday, January 29, 2018**, opened and read aloud in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas, at **10:15 a.m., Monday, January 29, 2018**.

Proposals are to be net F.O.B. Rio Grande City, Texas. Proposals will not be awarded on opening but after study and consideration by the Board of Education. Rio Grande City Consolidated Independent School District reserves the right to hold proposal process for ninety (90) days after proposal opening without acting on them. Any proposals received after the time set for opening will be returned to bidder unopened. The District will not be responsible for missent or misplaced proposals.

The District reserves the right to reject any or all proposals and to waive any technicalities and informalities in bids received and accept the bid most advantageous to the District.

Please note the attached conditions of the proposal. The District requests that all proposals be submitted on the enclosed proposal forms.

No advance payment will be made to the vendor receiving the proposal award. Payment will be made after merchandise is received and in good order.

Sincerely yours,

Joe D. Smedley, Purchasing Agent

Enclosures

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #18-18 E-Rate 21 (Funding Year 2018)

PROPOSAL PACKAGE CHECKLIST REMINDER

IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED, THE FOLLOWING ITEMS ARE REQUIRED TO BE INCLUDED IN THE PROPOSAL PACKAGE:

	DESCRIPTION OF ITEM	YES	NO	N/A
1.	GENERAL INSTRUCTIONS & CONDITIONS (Pages 3-6)	_____	_____	_____
2.	PROPOSAL SPECIFICATION REQUIREMENTS FORM (Fill in ALL blank lines as needed, Page 7).	_____	_____	_____
3.	VENDOR ACKNOWLEDGEMENT FORM (PAGE 9-10)	_____	_____	_____
4.	SPECIFICATIONS : Basic Telephone Service (Page 11)	_____	_____	_____
5.	PRICING SHEET (pages 12)	_____	_____	_____
6.	VENDOR INFORMATION (Page 13)	_____	_____	_____
7.	NON-COLLUSION STATEMENT & SIGNATURE SHEET (Fill in blank lines on form completely and sign it, Page 14).	_____	_____	_____
8.	NOTICE OF FELONY CONVICTION (Page 15)	_____	_____	_____
9.	CONFLICT OF INTEREST (Page 16)	_____	_____	_____
10.	W-9 (Page 17)	_____	_____	_____
11.	NO-BID REPLY (Page 18)	_____	_____	_____
12.	ATTACHMENT	_____	_____	_____

PLEASE SUBMIT THE WHOLE PACKAGE EVEN IF NOT SUBMITTING A PROPOSAL ON ALL ITEMS.

**** (FAILURE TO SIGN THE PROPOSAL MANUALLY WILL DISQUALIFY IT.) ****

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL
DISTRICT**

I. GENERAL INTRUCTIONS AND CONDITIONS TO BIDDERS

1. All proposals must be submitted by **10:00 a.m., Monday, January 29, 2018 and will be opened at 10:15 a.m.**, on that day in the Purchasing Department, Fort Ringgold, Rio Grande City, Texas.
2. Detailed specifications are included. Compliance with all specifications and conditions is required. All proposals must include a detailed statement of exceptions taken to any part of the request.

3. PROPOSAL ACCEPTANCE:

A. UNSIGNED PROPOSALS WILL NOT BE CONSIDERED.

B. PROPOSALS RECEIVED AFTER PROPOSAL DATE WILL NOT BE CONSIDERED AND WILL BE RETURNED TO VENDOR UNOPENED. PROPOSAL DUE 10:00 A.M., MONDAY, JANUARY 29, 2018.

C. ONLY SEALED PROPOSALS WILL BE ACCEPTED.

D. WHEN MORE THAN ONE BRAND NAME OF THE "OR EQUAL" IS AVAILABLE, DO NOT BID MORE THAN TWO ITEM CHOICES.

E. "OR EQUAL" PRODUCTS WILL BE EVALUATED AFTER PROPOSALS ARE RECEIVED, BASED ON LITERATURE SUBMITTED AND ANY REQUIRED TESTING OF THE PRODUCT.

4. For any questions pertaining to the proposal specification, please contact:

Joe D. Smedley, Purchasing Agent
Phone Number (956)716-6810

5. Any change to this proposal document must be in written addendum and signed by Joe D. Smedley, Purchasing Agent or his designee.
6. When a brand name and model are specified and the proposer fails to make a statement to the contrary, the proposer is intercepted as bidding on the exact brand and model specified.
7. Rio Grande City Consolidated Independent School District reserves the right to accept or reject any or all proposals.
8. Rio Grande City Consolidated Independent School District will not accept “factory seconds” or otherwise inferior goods and reserves the right to return such item(s) within thirty (30) days of receipt at vendor’s expense.
9. No substitutes will be accepted after item(s) have been awarded as specified.
10. Detailed explanation or warranties must be provided with proposal.
11. Proposal prices are to remain firm through August 31, 2018.
12. To expedite evaluation of the proposals, it is preferable that Rio Grande City Consolidated Independent School District forms be used.
13. Proposals are to be net F.O.B. Rio Grande City Consolidated Independent School District Purchasing Department, Fort Ringgold, Rio Grande City, Texas.
14. No cash advance discount will be considered.
15. Proposals shall be on the Proposal FORM enclosed and sealed in an envelope clearly marked:

RFP #18-18 E-Rate 21 (Funding Year 2018)
Due: 10:00 a.m., Monday, January 29, 2018
Attention: Joe D. Smedley, Purchasing Agent

II. PROPOSAL SPECIFICATIONS

See Attachment

III. PROPOSAL AWARD

1. The Rio Grande City Consolidated Independent School District shall award this proposal on lump sum basis to one proposer and/or on an item-by-item basis, whichever is in the best interest of the District. For evaluation of items bid, samples must be furnished upon request.
2. After proposal is awarded and low bidder(s) default(s) in meeting the General Instructions to bidders and/or comply with contract agreement; Rio Grande City Consolidated Independent School District reserves the right to seek services from the next low bidder. In such event, the District shall charge the successful bidder the difference for any additional cost of such bid item.

IV. DELIVERY INSTRUCTION

1. Deliveries are to be made as requested by Joe D. Smedley, Purchasing Agent. No deliveries shall be accepted after 2:30 p.m., Wednesday through Friday.
2. At least seventy-two (72) hours prior notice of delivery must be given to Joe D. Smedley, Purchasing Agent, before delivery will be accepted.

Can you meet this requirement? Yes No

V. BILLING AND PAYMENT INSTRUCTIONS

1. Invoices must include:
 - a. Purchase Order Number
 - b. Marked – **RFP #18-18 E-Rate 21**
 - c. Copy of signed delivery ticket
2. The District makes payment on or about the 15th of each month upon receipt of a properly executed invoice and verification of delivery from the consignee.

3. Contact Person for Billing and Payment questions:

Joe D. Smedley
Purchasing Agent
(956)716-6810

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

It is the intent of these specifications to secure proposals for:

RFP #18-18 E-Rate 21 (Funding Year 2018)

For further information, please contact:

Eduardo Saenz Director of Technology RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT Rio Grande City, Texas 78582 (956) 716-6743 / Fax: (956) 716-6814 ehsaenz@rgccisd.org
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According to the Texas Education Code, Subchapter B, Section 44.031 (b), in determining to whom to award a contract, the district will consider the following criteria:

No.	Criteria	Points
1	Prices/charges	45 points
2	Vendor experience on this type of project	15 points
3	Past relationship with vendor	10 points
4	Personnel qualification/certifications	10 points
5	Location/response time	10 points
6	Meeting the overall RGCCISD Objectives	10 points
	Total (maximum) Overall ranking	100 points

**RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
VENDOR ACKNOWLEDGMENT FORM**

I/We have read instructions bidder and specifications. My/Our proposal conforms with all proposal specifications, conditions, and instructions as outlined by Rio Grande City Consolidated Independent School District.

Items Check List:	Yes	No
1. Used Rio Grande City Consolidated Independent School District forms.	_____	_____
2. Understand that samples must be submitted where requested.	_____	_____
3. Prior notice at least 72 hours before delivery.	_____	_____
4. Proposal Sheet shows full name and address of Bidder.	_____	_____
5. Proposal Sheet signed by authorized representative.	_____	_____
6. Proposal Price firm through August 31, 2018.	_____	_____
7. I have read and understand the general instructions and conditions to Bidders:	_____	_____
I. General Instructions and Conditions to Bidders – Item number 1-5.	_____	_____
II. Proposal Specifications	_____	_____
III. Proposal Award – Item numbers 2 and 3.	_____	_____
IV. Delivery Instructions – Item number 4	_____	_____
V. Billing and Payment Instructions Item number 5.	_____	_____

COMPANY NAME

AUTHORIZED SIGNATURE DATE

ADDRESS

PHONE NUMBER

FAX NUMBER

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
SPECIFICATIONS for Basic Local Telephone Services-Districtwide

General specifications and Guidelines

Vendors shall submit two copies of their proposal.

Each section of this proposal shall be awarded to a single vendor. A vendor may be awarded multiple sections.

The items in this proposal may be funded through the E-Rate program; however, there is no guarantee of E-Rate funding. If the E-Rate and non-E-Rate pricing are not the same the vendor needs to specify that on the PROPOSAL SPECIFICATION REQUIREMENTS FORM and provide two copies of each applicable pricing sheet, one for E-Rate pricing and one for non-E-Rate pricing. The two pricing sheets need to be clearly marked "E-Rate Pricing" and "Non-E-Rate Pricing".

Award of this RFP by the Board of Trustees is not a guarantee of purchase. Decisions to purchase E-Rate eligible items may be dependent upon E-Rate funding and the needs of the District. All District purchases will be in the form of a Purchase Order issued by Rio Grande City CISD to the vendor.

Rio Grande City CISD is requesting proposals for basic local telephone service for all eligible E-Rate entities. Please see Attachment for additional information.

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #18-18 E-Rate 21 (Funding Year 2018)

Vendor Information

1. Please state the number of years that your company has been in business.

Number of years in business: _____

2. Does your company offer on-site hardware services in Rio Grande City?

Yes No

3. If you offer on-site hardware services in Rio Grande City, what is the name of the company who will perform the service?

Support Company: _____

4. How many technicians will provide on-site support to Rio Grande City CISD?

Number of Local Certified Technicians: _____

5. Approximately how many school districts has your company done business with in the last 12 months on this type of project? Please attach a list at the end of the proposal. Please include contact person and phone number for each district.

Number of School Districts: _____

6. What response time can your company assure the district for on-site service from the time the initial service call is placed? Please state time in number of hours.

Guaranteed Turnaround Time: _____

7. Please attach any additional information which you would like the district to consider in evaluating your response/proposal.

RFP # 18-18

Company

Authorized Signature

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

RFP #18-18 E-Rate 21 (Funding Year 2018)

(a) NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Offeror, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Further, I affirm that prior to or after the opening of this proposal, I (or any representative of my company) will not discuss the contents of this proposal with any person affiliated with Rio Grande City CISD, other than the Purchasing Agent or his Designee, prior to the awarding of this proposal. I understand that failure to observe this procedure may cause my proposal to be rejected.

I also affirm that no officer or stockholder of the offer or (proposer) is a member of the staff, or related to any employee of the Rio Grande City CISD except as noted herein _____.

By signing this proposal, vendor makes the assurance that vendor has not been debarred or suspended from conducting business with the U. S. Government according to Executive Order 12549 entitled "Debarment and Suspension."

I, _____, have read the general instructions and conditions (*Print/Type Name of Company Officer*) (pages 3-6), I fully understand them, and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification. I have checked off one of the three statements on page 17.

I fully understand the proposal specifications (pages 11-13).

COMPANY _____ EMPLOYER I. D. NUMBER _____

ADDRESS _____

CITY, STATE, ZIP CODE _____

AREA CODE/TELEPHONE/FAX _____ EMAIL _____

SIGNATURE TITLE DATE

Notice of Felony Conviction

Texas Education Code §44.034 (a) provides that any person or business entity, other than a publicly held corporation, that enters into a contract with a school district must give advance notice to the school district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Texas Education Code §44.034 (b) provides that if the school district determines that the person or business entity failed to give notice as required by Texas Education Code §44.034 (a) or misrepresented the conduct resulting in the conviction, the school district may terminate the contract after compensating the person or business entity for services performed before the termination of the contract.

Type of Business Entity(e.g. sole proprietorship, partnership, limited partnership, limited liability company, close corporation, publicly-held corporation, etc.): _____

Name of Business: _____

Mailing Address: _____ **Phone:** () _____

Fax: () _____ **E-mail address:** _____

- Publicly-held corporation, therefore, this reporting requirement is not applicable.
- No owner or operator of the business entity named herein has ever been convicted of a felony.
- The business entity named herein is owned or operated by the following person(s) who has (have) been convicted of a felony:

Name: _____

Reason for Conviction: _____

Date of Conviction: _____ **Date & Place of Incarceration:** _____

Probation/Parole Status: _____

Name: _____

Reason for Conviction: _____

Date of Conviction: _____ **Date & Place of Incarceration:** _____

Probation/Parole Status: _____

The Bidder agrees to comply with Section 22.0834. Criminal History Record Information Review of Certain Contract Employees, Texas Education Code if awarded a contract through this solicitation. The undersigned Bidder, if awarded a contract, shall obtain criminal history record information through the criminal history clearinghouse as provided by Section 411.0845, Government Code relating to an employee or applicant of Bidder who has or will have continuing duties related to the contracted services; and the employee or applicant of Bidder has or will perform said duties on District property or a location where students are present. The Bidder further agrees that if awarded a contract, Bidder shall assume all expenses associated with the criminal background check and shall immediately remove any employee or agent who was convicted of any felony or a misdemeanor involving moral turpitude, as defined by Texas law, from District property or a location where students are present.

Signature-Business Official Date



Rio Grande City Consolidated Independent School District
Purchasing Department

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This requirement reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

OFFICE USE ONLY

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

Date Received

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1) Name of person who has a business relationship with local governmental entity.

2) Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3) Name of local government officer with whom filer has employment or business relationship.

Name of Officer _____

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4)

Signature of person doing business with the governmental entity

Date

**Request for Taxpayer
Identification Number and Certification**

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

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ _____

Exemptions (see instructions):
 Exempt payer code (if any) _____
 Exemption from FATCA reporting code (if any) _____

Address (number, street, and apt. or suite no.) _____
 City, state, and ZIP code _____
 List account number(s) here (optional) _____

Requester's name and address (optional) _____

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here: _____ Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

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

Future developments. The IRS has created a page on irs.gov for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

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

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

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payer. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

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

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

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-1).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to file a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

NO BID REPLY FORM

Bid No:	_____
Bid Title:	_____

We are returning a "No Bid" response to your request for bids for the reason(s) below. This information will allow the Rio Grande City Consolidated Independent School District to better identify particular commodities, update the respective records and improve the quality and content of bid records. This information should not preclude our receipt of future invitations unless we request removal from the Vendor Bid List or from a particular product category. Please treat this "No Bid" response as a proper reply to an invitation.

PLEASE READ ALL OPTIONS AND RESPOND ACCORDINGLY.

PLEASE MARK ALL APPLICABLE OPTIONS.

- We do not wish to participate in the bid process; we wish to be deleted from the Vendor List.
- Remove us from these items/services only.
- We do not wish to bid under the terms and conditions of this bid.
- We do not feel we can be competitive.
- We wish to remain on the Vendor Bid List. Reason for not bidding this time: _____
- Other: _____

Vendor Name: _____

Mailing Address: _____

Phone: _____

Contact Person: _____

Signed: _____

Date: _____

Attachment

Pricing on Basic Phone service items	
Service	Price
PRI	
Business Line	
DID 1st 100 numbers	
Additional 100 DID numbers	