



Lindale ISD

505 Pierce Street, Lindale, TX, 75771

903-881-4000

[www.lindaleagles.org](http://www.lindaleagles.org)

## **Request for Proposal**

UPS-01-FY23

October 18, 2022

FY 2023

**Proposal Due Date**

January 9, 2022 2:00pm

Lindale ISD

Administration Building

505 Pierce Street

Lindale, Texas 75771

Mail or deliver complete proposal package to:

**LINDALE ISD**

**TECHNOLOGY SERVICES**

**Attn: Randall Anderson**

**505 Pierce St., LINDALE, TEXAS 75771**

This document constitutes a request for proposals from responsible vendors to provide Uninterruptible Power Supplies and Services to the Lindale Independent School District.

# REQUEST FOR PROPOSAL UNINTERRUPTIBLE POWER SUPPLIES

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## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

The purpose of this Request for Proposal (RFP) is to provide a standard from which to evaluate your company's products and services as they compare to other providers and as they pertain to the needs for Uninterruptible Power Supplies (SERVICE) for campuses within **Lindale Independent School District** as defined in this document.

### **1.2 INFORMATION ABOUT LINDALE ISD**

Lindale ISD is one of the highest performing school districts in all of Northeast Texas. Lindale ISD maintains a total of 6 campus and auxiliary facilities, and serves an enrollment of approximately 4500 students. The district is made up of one high school, one junior high, four elementary schools, one alternative school, and administrative offices.

This RFP further describes the System requirements and related features to be supplied under a Contract to be based on this RFP.

### **1.3 CURRENT ENVIRONMENT**

Lindale ISD currently utilizes various models of APC branded UPS equipment in MDF and IDF closets/rooms.

### **1.4 DESIRED SYSTEM**

The desired SERVICE is to provide appropriately sized UPSs to support critical network resources at all campuses within the Lindale ISD (See Appendix A for site locations and quantities). The proposed SERVICE shall be on a delivery of the equipment. Vendor **MUST** include ALL shipping charges necessary to deliver the required equipment to the district.

All bidders responding to this request must participate in the FCC E-rate discount program and provide their SPIN. Not all equipment included in this RFP may qualify for e-rate discount, but it is the bidder's responsibility to provide a solution that optimizes the e-rate discounts while meeting the requirements of this Request for Proposal. All equipment must be new. The details of the system requirements and features are fully described in later sections of this RFP.

### **1.5 PROJECTED INSTALLATION DATE**

Orders for the equipment will be placed no sooner than July 1, 2023 or the successful notice of receipt of E-rate program funding, whichever is later. This project coincides with the beginning of the E-rate funding year.

**This project is contingent upon the successful receipt of E-rate funding and the District reserves the right to cancel all, or any portion, of this project if the funding request is unsuccessful.**

The project is being directed by: Randall Anderson, Director of Technology Services, and all correspondence or questions regarding this RFP should be directed to his attention at:

Randall Anderson  
Lindale Independent School District  
505 Pierce St.  
Lindale, TX 75771

Office - 903-881-4098

E-Mail – [andersonr@lisdeagles.net](mailto:andersonr@lisdeagles.net)

Vendors are encouraged to ask questions and suggest revisions to this RFP that may benefit Lindale ISD in procuring or operating the SERVICE. All written questions will be answered in writing up until December 16, 2022. All verbal communications will not be considered as affecting this RFP unless distributed in writing to all bidders, and bidders are warned not to rely on verbal responses.

### **1.7 CLARIFICATION AND INTERPRETATION OF RFP**

The words “must” or “will” or “shall” in this Request for Proposal indicate mandatory requirements. Taking exception to any mandatory requirement may be grounds for rejection of the proposal. There are other requirements that Lindale ISD considers critical but not mandatory. Therefore, it is important that bidders respond in a brief but concise manner to each section of this document. Failure to do so may be grounds for rejection of the proposal as non-responsive.

## 1.8 CALENDAR OF EVENTS

The following reflects the project schedule. Delays in achieving one date may not delay later requirement dates.

ACTIVITY	DATE
RFP released to bidders	October 24, 2022
Bidder's acknowledgement of intention to submit a proposal	November 14, 2022
Final questions deadline	December 16, 2022
<b>Proposal delivery and opening</b>	<b>January 9, 2023</b>
Evaluation complete	January 13, 2023
Contract negotiations complete	January 20, 2023
Board review and approval	February 13, 2023
Project Start - No sooner than	July 1, 2023
System cutover (required completion)	June 30, 2024

## 2.0 RULES GOVERNING PROPOSALS

### 2.1 CONFIDENTIAL AND PROPRIETARY INFORMATION

Bidders must understand that this Request for Proposal includes confidential information pertaining to Lindale ISD. Information must be used only for the purposes of responding to the RFP. The reproduction and use of the contents of this document for any other purpose than responding to this RFP is restricted without the written approval of Lindale ISD.

### 2.2 ADDRESS AND DELIVER PROPOSALS TO:

LINDALE ISD  
TECHNOLOGY SERVICES  
Attn: Randall Anderson  
505 Pierce St., LINDALE, TEXAS 75771

### 2.3 DUE DATE:

January 9, 2023. 2:00PM.

**Proposals delivered after the 2:00 PM deadline will be rejected.**

### 2.4 GENERAL BIDDING PARAMETERS

#### 2.4.1 Contingencies

Vendor bidders, before submitting their bid, should make a careful examination of the scope of the work to be done and of the difficulties involved in its proper execution and include in their bid all costs they deem proper and sufficient to cover all contingencies essential to the installation of the proposed system notwithstanding that every item or contingency is not specifically mentioned herein.

#### **2.4.2 Omissions**

Omissions in the proposal of any provision herein described shall not be construed as to relieve the Vendor of any responsibility or obligation to the complete and satisfactory delivery, operation, and support of any and all equipment or services.

#### **2.4.3 Shipments**

All shipments and deliveries should be made to the Lindale ISD provided that the Vendor has made arrangements to unload and store such deliveries with the district. Lindale ISD shall take no responsibility for shipments, delivery, storage, or unloading of such shipments and will not be responsible for any losses or damages that may result from Vendor's failure to make adequate provisions. All equipment, supplies, and materials required for this project will remain the property of the Vendor until properly received and accepted by the Project Director.

#### **2.4.4 Manufacturer Support**

Bidder shall state that all equipment quoted is new, is in current production, and is currently available for Manufacturer's warranty and maintenance coverage. Bidder shall specify in detail the warranty and maintenance, which is available from the equipment Manufacturer and which is available from the Bidder.

#### **2.4.5 Price**

The price quoted will include all costs including delivery of the equipment.

Bidders shall submit a descriptive summary of the manufacturer and model of the proposed equipment. Bidders must describe general and specific features of the equipment, including features, SERVICE capacities, limiting factors, and optional characteristics. System capacity limitations for all features and functions must be stated and described in detail. Bidders shall include an overview of the equipment expansion capabilities.

#### **2.4.6 Duration of Offer**

Proposals must be valid for a minimum 90 days following the opening date of the Bids.

#### **2.4.7 Late Proposals**

Proposals or unsolicited amendments to proposals arriving after the bid due date will be rejected as not meeting the mandatory requirements of this RFP.

#### **2.4.8 Format and Number of Copies**

Bidders shall provide two (2) copies of the Proposal document, including one loosely bound copy that may be readily copied if needed. One copy must be a signed original copy that may be maintained as the official version of the Proposal and will be included in the contract.

**Bidders must also provide the response in a digital format.**



#### **2.4.9 Review Rights**

Proposals submitted may be reviewed and evaluated by any person(s) considered necessary to the decision-making process at the discretion of the Lindale ISD.

#### **2.4.10 Bidder's Proposal Preparation Costs**

Bidders will be responsible for all the costs associated with preparing their Proposals.

#### **2.4.11 Alternate/Multiple Proposals**

Bidders may submit alternate and/or multiple proposals. However, all such proposals must be in direct compliance with the format of this RFP. In all cases, to be considered responsive, proposals must clearly meet the intent of the mandatory requirements and the overall objectives of the RFP. In the interest of economy, identical information, literature, etc., need not be provided when additional proposals are submitted.

#### **2.4.12 Public Release of Information**

News releases, articles, brochures, advertisements, prepared speeches, and other information releases concerning this RFP, or any subsequent contract or activity related thereto, may not be made without the prior written approval of Lindale ISD.

#### **2.4.13 Special Note**

Each responding bidder is advised to read this RFP carefully. Any and all exceptions to an item in this specification MUST be duly noted and explained in the response. Failure to make exception to any item shall be considered as both the ability and the intention to fully comply with that item at the quoted price.

#### **2.4.14 Liability and Reserved Rights**

Lindale ISD reserves the right not to award a Contract to any of the bidders solicited in this RFP. Lindale ISD also reserves the right to make partial awards and to award to more than one bidder. This RFP may be withdrawn at any time without liability or responsibility for any damages or expenses incurred by bidders.

#### **2.4.15 Contract Documents**

Bidders shall provide copies of their standard contract documents and service level agreements with their proposal.

### **2.5 INSTRUCTION TO BIDDERS**

This section outlines specific instructions for proposal submission. Bidders not adhering to these instructions may be subject to disqualification without further consideration.

#### **2.5.1 Level of Compliance**

In preparing your response to this RFP, indicate the level of compliance with:

**“Acknowledge.”** – The bidder has read and understood the information provided; however, no action is required of the bidder.

**“Comply.”** – The bidder will meet the specifications.

**“Partially Comply.”** – The bidder will meet the specification; however, the manner in which it is accomplished may be different from that specified by Lindale ISD. Always provide clarifying information.

**“Exception.”** – The bidder will not meet the specification. Please provide an alternative when possible.

## **2.5.2 Preparation of Proposals**

All proposals shall be received by the specified date and no later than **2:00 PM**, and will be labeled:

**Proposal for Uninterruptible Power Supplies - Bidder’s Company Name**

**Attention: Randall Anderson, Director of Technology Services**

**Two (2) complete copies** and **digital version** of the proposal will be submitted to the Project Director, addressed as noted in above.

The complete proposal must include the proposal document with a point-by-point response to the RFP and all other materials requested. Bidders may include any additional materials they feel could assist in the evaluation of the proposed system. However, each question must be responded to completely. References to other documents will not be accepted.

All materials, equipment, accessories, database information, training, project management, fees, software, hardware and labor must be furnished for the complete installation of the SERVICE specified. The solution supplied must meet or exceed all of the functional requirements specified within this RFP. Any additional material or equipment necessary for the installation and operation of the system not specified or described in this RFP will be deemed to be required as a part of these specifications.

### 2.5.3 Evaluation Criteria

The proposals will be evaluated based on the following criteria:

Price	30%
Quality/References/Responsiveness	20%
Resources/Service Level Agreements/Implementation Plan/Proposed solution's ability to function with existing network environment	20%
Company Financials/Stability	10%
K-12 Experience	10%
E-Rate Program Experience	10%
<b>Total</b>	<b>100%</b>

### 2.6 COMPLETION AND TERMINATION

Should the bidder fail to participate as noted or fail to show substantial progress toward the completion of the installation then the bidder will be notified as to the failure observed and be allowed thirty (30) days to show substantial correction to meet the schedule. Should the bidder fail to make substantial correction and actual progress toward timely completion then the bidder will be notified to "Terminate" all activities, turn over all equipment and installation supplies to Lindale ISD, and vacate the site, so that Lindale ISD may make its best effort to salvage the equipment and meet the scheduled completion.

A negotiated settlement will be offered for the bidder completed work, useable equipment and supplies as may be reasonably appropriate.

### 2.7 SUPPLEMENTAL TERMS AND CONDITIONS / MODIFICATIONS

Supplemental terms and conditions and modifications will be made via the Contract document, which will be negotiated with the successful bidder.

### **3.0 STATEMENT OF WORK**

- 3.1 The Uninterruptible Power Supply (UPS) located in the MDF/IDF of each CAMPUS must be an APC or equivalent.
- 3.2 Describe how the proposed UPS provides support for the following specifications:
  - 3.2.1 Remote monitoring and control of UPS.

### **4.0 COMPANY INFORMATION**

In addition to the specific information requested below, please provide a profile of your company, including a description of your experience in providing communications systems.

**Corporate Name:**

**Corporate Address:**

**Number of Years Doing Business as Above:**

**Previous Name: (Please fill in if less than 5 years)**

**Corporate Mission Statement:**

- 4.1 Please provide the company's profit and loss statements for the last three years.
- 4.2 How many years has the bidder provided the SERVICE presented?
- 4.3 Please provide a list of three reference customers to whom you have sold similar SERVICES.
- 4.4 Provide the Contractor's experience with Kindergarten – 12th grade installations. Indicate the contract value of K-12 installations since January 1, 2018. Provide a list of K-12 installations that have been completed since January 1, 2018.
- 4.7 Within the East Texas area, identify the typical number of outages per week, the number of problem tickets opened per week, and the nature of most problems encountered.
- 4.8 Describe your presence in the East Texas area.

### **5.0 E-RATE PROGRAM INFORMATION**

- 5.1 Indicate the Contractor's Service Provider Identification Number (SPIN).
- 5.2 Provide the Contractor's experience with the FCC "E-Rate" program. Provide the total contract value that has been completed through "E-Rate" funding.
- 5.3 Has the company ever been debarred from the E-Rate program? If so, what is your current

status with the SLD?

5.4 Has the company ever had invoices "RED LIGHTED" by the E-Rate program? If so, please explain the reasons why and the disposition of the issue.

5.5 What date was the last company Service Provide Annual Certification (SPAC) form filed?

## **6.0 SERVICE PRICING**

The bidder agrees to furnish all equipment as specified and defined in this RFP. The bidder's pricing includes all of the functionality described in this document except where exceptions to this RFP have been noted.

Pricing must include an annual total cost for the requested SERVICE. All hardware, software, installation, warranty/maintenance, ongoing support services and hardware replacement due to failure shall be included.

**6.1 COST ITEMIZATION**

Complete the table below in a worksheet format showing the costs for the SERVICE for each of the campuses listed in Appendix A. List one campus per line on the table and total each column at the bottom for a Grand Total of the equipment costs for the entire project.

Site Name	Total Equipment Cost	Maintenance or Warranty Cost

**Grand Total Equipment Cost \$** \_\_\_\_\_

**6.2 PROFESSIONAL SERVICES**

Lindale ISD plans to complete the installation of the proposed equipment utilizing district staff, however in the event that professional services are required to assist with the installation please state your per hour professional services rate:

\$ \_\_\_\_\_

## Appendix A – Site Locations & Equipment Quantities

Please contact Randall Anderson to schedule an onsite visit, if needed, to help in preparation of your proposal. The lists below are not a complete list of parts needed, only the correct numbers and example of models of UPS. Equivalent new Uninterruptible Power Supplies will be considered.

### Early Childhood Center

#### APC Model

750	0
1500	0
2200	1
2200XL	1
Expansion	1
Network Card	1

### College Street Elementary

#### APC Model

750	<u>0</u>
1500	<u>1</u>
2200	<u>0</u>
2200XL	<u>1</u>
Expansion	<u>1</u>
Network Card	<u>1</u>

### Velma Penny Elementary

#### APC Model

750	<u>0</u>
1500	<u>0</u>
2200	<u>1</u>
2200XL	<u>1</u>
Expansion	<u>1</u>
Network Card	<u>1</u>

### E J Moss Intermediate (2 Buildings)

#### APC Model

750	<u>3</u>
1500	<u>2</u>
2200	<u>2</u>
2200XL	<u>2</u>
Expansion	<u>2</u>
Network Card	<u>2</u>

**Lindale Junior High**

**APC Model**

<b>750</b>	<b><u>0</u></b>
<b>1500</b>	<b><u>0</u></b>
<b>2200</b>	<b><u>4</u></b>
<b>2200XL</b>	<b><u>1</u></b>
<b>Expansion</b>	<b><u>1</u></b>
<b>Network Card</b>	<b><u>1</u></b>

**Lindale High School**

**APC Model**

<b>750</b>	<b><u>3</u></b>
<b>1500</b>	<b><u>3</u></b>
<b>2200</b>	<b><u>11</u></b>
<b>2200XL</b>	<b><u>0</u></b>
<b>Expansion</b>	<b><u>0</u></b>
<b>Network Card</b>	<b><u>2</u></b>