

# East China School District

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*East China, Michigan*



## *Request for Proposal and Specifications*

*December 19, 2018*

- *Internet Service*
- *Managed Leased Lit Fiber*

*Bid Due Date/Opening: January 18, 2019*

**East China School District  
East China, Michigan**

**December 19, 2018**

**Internet Access Service and Transport - Leased Lit Fiber RFP**

East China School District is soliciting proposals from Internet Service Providers to obtain the most cost effective solution for internet service and managed leased lit fiber. Combined bids for both internet and transport are preferred, but all options will be accepted and reviewed.

East China School District is located in southeastern Michigan on the St. Clair River. We service the cities of St. Clair and Marine City as well as China, Cottrellville, East China, St. Clair, and portions of Casco, Columbus and Ira townships. This is a total of 122 square miles. We have approximately 4,200 students, 275 professional staff, and 13 eligible entity buildings utilizing broadband internet access. Bidders should note that there is a possibility that the number of entities could change (decrease in number, location changes) in the next five years due to a possible district bond issue passing. Any changes can be addressed at that time.

It is the responsibility of the bidder to be familiar with district facilities and be able to adhere to any county consortium agreements and services. The bidder must clearly identify all costs and fees associated with their proposed solution.

Current connections/structure for fiber in the district with minimum/preferred managed leased lit fiber requirements:

- Currently, all internet traffic routes to a single server room in the district (1585 Meisner Road, East China, MI 48054) via a fiber optic cable network. Bidder would be responsible to ensure there are data paths from each district facility to this single point and each data path must have the capability of providing a preferred minimum of 10 Gbps. There also needs to be a minimum 10 Gbps data path from this single server room to 499 Range Road, Marysville, MI 48040 to connect ECSD to the county shared data center. All network and equipment required should be supplied/installed and maintained by the bidder. All products and services must be in place and functional by July 1, 2019.
- Bidders should provide pricing options for a 1 year, 2 year, and 3 year term. Bidder may also propose additional term options and/or renewal options. The fiscal year for terms of the agreement shall be July 1 thru June 30.

Minimum requirements for internet service would include but are not limited to:

- Provide Broadband Internet Access (Minimum 1Gbps, Burstable to 5Gbps)
- Provide all equipment necessary to accommodate these connections
- Provide for Domain Name Service (DNS)
- Network Address Translation Service (NAT)
- Provide a bank of class C publicly routable IP addresses
- Provide a firewall appliance separating our district facilities from the public internet
- 24 hour 365 day “live” on-call technical support
- During the contract period, service up time is not to fall below 99.8% during any 30 day time frame. Contracts can be cancelled based on performance failures if notified in writing.
- A minimum of 48 hours advanced notice is to be given for scheduled maintenance/downtime. Every effort should be taken to perform system maintenance during off hours.

Minimum requirements for bidders would include but are not limited to:

- The ISP must invoice SLD directly for the USF-funded portion of bills and fees; providing USF-discounted monthly billing to the district
- The selected vendor shall be able to prove successful fiber network connections and broadband internet access to school districts for a minimum of five years and shall be required to provide names and addresses of recent customers and installations.
- Be an SLD-Approved vendor and continue approved status through term of service.
- Features or options that are not USF funded under USAC Eligible Services List, “Internet Access Services”, such as caching and filtering, may be included as an integral component part of the service. For example: Caching and filtering may be integrated components of the firewall and therefore included in the bid response, but at no additional charge.
- Must have proven experience in working with school districts and USF funding (have a SPIN number).
- Bidders must be familiar with state and federal internet access compliance guidelines relating to schools and advise accordingly.

## **Instructions to bidders**

1. All bids must be submitted using the form Appendix A: “Bid Form and Pricing Summary” included in this document.
2. All bidders must include the form Appendix B: “Vendor Profile” included in this document
3. Two (2) copies of the bid (Appendices A & B) and accompanying documents must be received in a sealed envelope no later than 10:00 AM (E.S.T), on Friday, January 18, 2019 at which time the bids will be publicly opened and read aloud. Bids received after 10:00 AM (E.S.T), on Friday, January 18, 2019 will not be considered. Faxed bids will not be accepted.

Proposals must be clearly marked “Internet Service and Managed Leased Lit Fiber” and delivered to:

East China School District  
Attn: Craig Headlee, Director of Technology  
1585 Meisner Road, East China, MI 48054.

4. Bidder shall promptly notify East China School District of any ambiguity, inconsistency or errors, which they may discover upon examination of the bid documents. Bidders requesting clarification or interpretation of the contract documents shall E-mail all questions to: [bidquestions@ecsd.us](mailto:bidquestions@ecsd.us).
5. Any interpretation, correction or change of the contract documents will be made by addendum. Interpretations, corrections or changes of the documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretations, corrections and/or changes. Any and all addendums will be available online in the RFP section of the website at: <https://eastchinaschools.org/business/>

## **General Terms and Conditions**

1. Bid prices quoted shall remain in effect for the entire USF funding period outlined in this RFP.
2. East China School District reserves the right to accept or reject any and all proposals or parts thereof deemed to be in the best interests of the district.
3. The East China School District is exempt from Michigan Sales Tax.
4. Any defects in material and/or workmanship and/or shipping shall be corrected promptly by the vendor.
5. Vendors are required to comply with all USF and FCC regulations, including but not limited to document retention requirements.
6. Vendors are required to have a valid Service Provider Identification Number (SPIN).
7. Vendors will bill for all products and/or work in accordance with all E-rate rules and regulations.
8. It is the responsibility of the bidder to be familiar with district facilities and be in compliant with any county consortium agreements and services.
9. In submitting a bid, each vendor represents that they have read and understand these requirements.

**Appendix A: Bid Form and Pricing Summary**

- Completely fill out the summary sheet below. Bidders should provide pricing options for costs on a 1 year, 2 year, and 3 year term. Bidder may also propose additional term options and/or renewal options. The fiscal year for terms of the agreement shall be July 1 thru June 30.

**Please provide a detailed summary of services you are proposing:**

Warranty/Service Provider Contact Information:

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**Grand Total Base Bid:** \$\_\_\_\_\_

The undersigned certifies that this bid meets or exceeds the minimum bid specifications and the price listed under “Grand Total Base Bid” is the complete, delivered price.

\_\_\_\_\_  
**Company Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contact Email**

\_\_\_\_\_  
**Contact Number**

**Appendix B: Vendor Profile**

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

Location and phone number of office that will provide support and respond to trouble calls:

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

References: Provide a list, complete with contact names and telephone numbers, of companies for whom you have provided equipment and services comparable in scope to what is outlined in this bid.

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may add additional pages.

Submitted by:

\_\_\_\_\_  
**Company Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Contact Email**

\_\_\_\_\_  
**Contact Number**

## EAST CHINA SCHOOL DISTRICT

## SCHOOL/FACILITY MAP

### 1. St. Clair High School

2200 Clinton Avenue  
St. Clair, MI 48079

### 2. St. Clair Middle School

4335 Yankee Road  
St. Clair, MI 48079

### 3. Gearing Elementary

200 North Carney Drive  
St. Clair, MI 48079

### 4. Eddy Elementary

301 N. Ninth Street  
St. Clair, MI 48079

### 5. East China Educational Center

601 N. Sixth Street  
St. Clair, MI 48079  
Home of:  
Kids' Connection

### 6. Pine River Elementary

3575 King Road  
China, MI 48054

### 7. East China Administrative Offices

1585 Meisner Road  
East China, MI 48054  
Central Athletic Facility  
Performing Arts Center  
Maintenance  
Transportation  
4-Year-Old Program  
GSRP Program

### 8. Marine City High School

1085 Ward St.  
Marine City, MI 48039

### 9. Marine City Middle School

6373 King Road  
Marine City, MI 48039  
Also home of:  
Riverview East High School

### 10. Belle River Elementary

1601 Chartier Road  
Marine City, MI 48039

### 11. Palms Elementary

6101 Palms Road, Fair Haven, MI 48023

