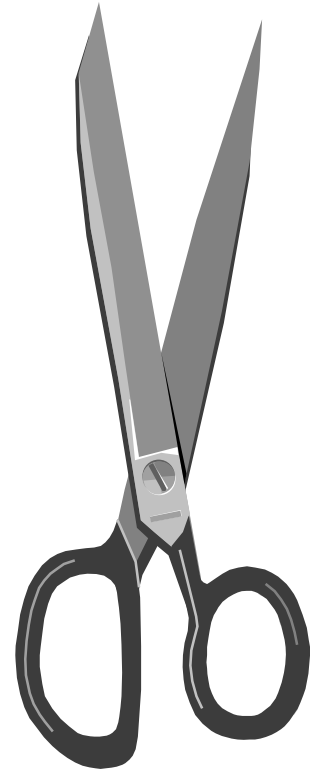


Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Neither faxed nor electronically submitted bids will be accepted. Be sure to include the name of the company submitting the bid where requested.

<b>DELIVER TO: PURCHASING DEPARTMENT</b> <b>School Board of Polk County</b> <b>1915 South Floral Avenue, PO Box 391</b> <b>Bartow, FL 33831-0391</b>
<b>SEALED BID DO NOT OPEN</b>
SEALED BID NO.: 047-MHH-0212
BID TITLE: Wireless Access Point Installations (ERATE)
DUE DATE/TIME: March 2, 2012 @ 3:00PM
SUBMITTED BY: _____ Name of company



*Please Note:*

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same web site from which you obtained this bid. Vendors receiving bids via US mail will be sent notification of all addenda. If you downloaded the bid from this web site, you will need to check the web site to see if there are any addenda that have been posted.

Interested vendors must have a completed vendor application on file with the School Board Purchasing Department prior to bid award in order for your bid to be considered. The Vendor Application Form is available from our web site at <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> Click on “[Vendor Application](#)” from the menu on the left side of the screen and follow the instructions.

THE SCHOOL BOARD OF POLK COUNTY, FLORIDA

P.O. BOX 391  
BARTOW, FLORIDA 33831-0391

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830-7124

INVITATION TO BID

Bid Title Wireless Access Point Installations (ERATE)

Bid File Number 047-MHH-0212 Posted February 2, 2012

Sealed bids will be received until 3:00 PM on March 2, 2012 in the School Board Purchasing Office at the above address. The official clock for the purpose of receiving bids is located in the Purchasing Office. All bids must be date and time stamped by the official clock. Bids will be opened in the Purchasing Offices after the deadline for receiving bids. Any bid received in Purchasing after the deadline indicated above will be date and time stamped and will not be opened. It is vendors' responsibility to see that their bids are properly received at the correct location prior to the deadline. Your bid must be on this form with the Bidder Acknowledgment completed. Inquiries on this bid should be addressed to: Harold Hamby telephone (863) 534-0575, FAX (863) 534-0802, E-Mail harold.hambyjr@polk-fl.net.

BIDDER ACKNOWLEDGMENT

The undersigned, having carefully examined the "Invitation to Bid" with any attached "Special Terms and Conditions" agrees to abide by all conditions of the bid and offers to furnish the items or services as set forth. I further certify that I am authorized to sign this bid.

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINT OR TYPE SIGNATURE AND TITLE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
WRITTEN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER (TOLL FREE, IF AVAILABLE)

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

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

\_\_\_\_\_  
FEID NUMBER

**DISCOUNT:** Our company offers the following discount schedule: \_\_\_\_\_.

**NOTE: THE ABOVE BIDDER ACKNOWLEDGMENT MUST BE SIGNED FOR YOUR BID TO BE ACCEPTED.**

GENERAL INSTRUCTIONS AND CONDITIONS

1. **CONTRACT PERIOD:** Bids that do not offer prices good until the following date will not be accepted: June 30, 2013. Contract(s) awarded from this bid will begin on July 1, 2012 and will run through June 30, 2013.
2. **F.O.B. DELIVERY POINT:** All prices bid must include delivery charges to stated destination(s) as follows: See bid form.
3. **POSTING OF BID AWARDS:** Recommended award of this bid will be posted at the School Board Administrative Offices and on the Purchasing Department's website at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> on or about March 6, 2012 and will remain posted for a period of at least 72 hours. Bid tabulations will not be mailed. Bid files and tabulations may be examined during normal working hours.
4. **PRICES AND TAXES:** All prices are normally fixed for the duration of the contract period. Fluctuating or adjustable prices are only acceptable if so stated in the Special Terms and Conditions". The School Board is exempt from State sales and use taxes and Federal excise taxes. (State Exemption No. 85-8013927632C-8)

5. **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in bid evaluation unless all other factors are equal. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
6. **DELIVERY:** Deliveries must be made in accordance with specified delivery schedules or as soon as possible after receipt of the purchase order if no delivery schedule is specified or bid. All delivery containers must be marked with the Polk County School Board purchase order number and product item number. Unless stated otherwise, all products being shipped into the Board's warehouse shall be packaged in cardboard cartons so as to prevent damage both in transit and in the warehouse. For all truck deliveries into the warehouse, the Bidder is required to provide notification AT LEAST 24 HOURS PRIOR TO DELIVERY. For Bartow deliveries, call Warehouse Receiving at (863) 534-0910. Truck drivers will be required to assist in unloading.
7. **QUANTITIES:** Quantities shown are not guarantees of purchase. The Board may purchase additional quantities during the life of the contract unless the bid sheets are noted, "Bid is for Specified Quantity Only," by the Bidder. The bid sheets must state, "Minimum Reorder Quantities," if applicable.
8. **EQUIVALENT PRODUCTS:** Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications unless noted otherwise in the specifications. If an equivalent model is offered, the Bidder must clearly indicate any deviation from the specifications and include complete descriptive literature on alternate item(s) or the items will not be considered.
9. **SPECIFICATIONS:** All items offered must be in accordance with specifications except as noted above. Minor departures from specifications may be considered at the option of the Board. When applicable, all products shall carry evidence of Underwriters' Laboratory (UL) listing and comply with the requirements of the Occupational Safety and Health Act, (OSHA). When applicable, delivered items must be accompanied by a Material Safety Data Sheet (MSDS). If product packing or packaging is to be different than specified in the bid, the Bidder must state any deviation. The bid, lacking any statement to the contrary, will be received as being in complete compliance with specifications. When more than one bid meets all specifications, the Board reserves the right to determine the "Lowest and Best" bid. Bid items are subject to testing at the Bidder's expense. Delivery of items not meeting specifications is cause for removal from the list of acceptable Bidders and no payment will be made for the entire delivery, including usage.
10. **SAMPLES:** When requested, samples will be furnished at Bidder's expense. Requests for sample returns must be made within 30 days of the bid opening. If no return request is made, the samples will become the property of the Board. Failure to submit samples when required may result in non-acceptance of the bid.
11. **SERVICE AND WARRANTY:** Bidder should attach any warranties offered and explain warranties and service provided. These may not be in conflict with warranties required in the specifications.
12. **ACCEPTANCE OR REJECTION:** The right to accept or reject any bids or individual items in the bids and to waive irregularities in bids is reserved by the Board.
13. **DETERMINATION OF BID AWARD BASIS:** Unless specifically excluded by the Bidder, bid awards may be made on either a composite or a line item basis.
14. **MISTAKES:** In case of mathematical errors, the Bidder's unit price shall be considered the bid price. It is the Bidder's responsibility to understand the terms, conditions, and specifications of the bid. Failure to do so will be at the Bidder's risk.
15. **PLACING AND ACCEPTANCE OF ORDERS:** The award of this bid does not constitute an order. Before delivery is made the Bidder must receive a duly executed purchase order or contract. Acceptance by the Bidder is assumed upon issue by the Board of a duly executed purchase order or contract. Inspection and acceptance of items will be at the stated destination(s) unless otherwise provided, and title to and risk of loss or damage is the responsibility of the Bidder until acceptance by the Board.
16. **ASSIGNMENT, INVOICES, AND PAYMENT:** No assignment of an order or monies to be derived there from is acceptable without the prior written approval of the Board. All invoices must be submitted in triplicate to the Board with each purchase order being invoiced separately. Payment shall be made upon presentation of properly prepared invoices. Payment is generally made on the next Friday following the week in which invoicing is completed.

17. **PERFORMANCE:** If the Bidder refuses or is unable to make delivery within a reasonable time, the Board may hold the Bidder responsible for any damages or costs incurred by the Bidder's actions. The Board may withhold payments pending satisfactory compliance with the terms of the agreement. The Bidder shall hold and save the Board and Board employees harmless from liability of any kind in the performance of this contract.
18. **CONTRACT FAILURE:** Should any Contractor fail to enter into a contract with the School Board on the basis of the submitted bid by said Contractor, Contractor acknowledges that Contractor shall be liable to the School Board for the difference between such bid price and the price the School Board pays to secure the merchandise from another source. Failure to pay said amount to the School Board upon demand will result in the company being removed from the bid list for a period of not less than two (2) years from the date of infraction.
19. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Board. Further, all Bidders must disclose the name of any Board employee who owns, directly or indirectly, any interest of any amount in the Bidders firm or branches.
20. **ATTACHMENTS:** All attached sheets are a part of this bid and any Special Terms and Conditions contained therein which are in conflict with the GENERAL INSTRUCTIONS AND CONDITIONS shall have precedence.
21. **ADDENDUM:** Any changes in this bid shall be in the form of a written addendum by the Purchasing Director. No other person shall be authorized to make changes verbally or in writing. It shall be the responsibility of the bidder to ascertain if any addenda have been issued and to obtain all such addenda. Any Addendum shall be returned with this bid by the Bidder.
22. **EXTENSION:** The Board reserves the option to extend the contract period provided the Bidder is in agreement. The request for extension shall be submitted by the Bidder in writing.
23. **DISPUTES:** Any person who may be adversely affected by an intended decision with respect to the award of any bid, may protest such a decision by following the Bid Protest Procedure of the School Board of Polk County. A copy of the Procedure, which has been prepared in accordance with the provisions of the Florida Administrative Code, is available upon request and is permanently posted at the Administrative Offices of the School Board of Polk County, Florida. Failure to follow the requirements of the bid protest procedures established by the School Board of Polk County, Florida shall constitute a waiver of all protest rights. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
24. **PREFERENCE FOR DRUG-FREE WORKPLACE:** Whenever two or more bids which are equal with respect to price, quality, and service are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
25. **AGREEMENT:** This Bid and the Purchase Orders issued hereunder constitute the entire agreement between the School District and the Vendor awarded the bid. No modification of this bid shall be binding on the District or the Bidders.
26. **TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this bid. If submitted either purposely through intent or design or inadvertently appearing separately in transmitted letters, specifications, literature, price estimates or warranties, it is understood and agreed the General Conditions and Special Terms and Conditions in this bid solicitation are the only terms and conditions applicable to this bid and the bidders authorized signature affixed to the bidder acknowledgment form attests to this.
27. **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST:** Per the provisions of Florida Statute 287.133 (2)(a), "a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list". The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from

participation in this transaction or otherwise precluded by Florida Statute 287.133 from participating in this contract.

28. **DISCRIMINATORY VENDOR LIST:** Per the provisions of Florida Statute 287.134(2)(a), "An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity." The prospective bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representative is presently on the discriminatory vendor list, or otherwise precluded by Florida Statute 287.134 from participating in this contract.
29. **FEDERAL DEBARMENT CERTIFICATION:** Certification regarding debarment, suspension, ineligibility and voluntary exclusion as required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, Part 85, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.
- a. The prospective lower tier participant certifies, by submission and signature of this bid, that neither it, nor its principals, its agents or its representatives are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.
30. **NON-COLLUSION:** The bidder certifies, by submission and signature of this bid, that it warrants that he/she has not employed or retained any company or person other than a bonafide employee working solely for the bidder to solicit or secure this bid and that he/she has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working sole for the bidder, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from this award or making of this bid.

The bidder further certifies that its bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

31. **SALES TO OTHER PUBLIC AGENCIES:** With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other public agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein. (Check where applicable): Agree to extend pricing to \_\_\_ School Boards and/or \_\_\_ public agencies within the State of Florida.
32. **BID RESPONSES:** If the bid is to be returned via express mail or in a courier envelope, the bid the bid documents should be submitted in a separate sealed envelope within the courier envelope. Express mail or courier envelopes will be opened and discarded. The face of the sealed bid envelope should have attached the label included with the bid package or noted, the Bid File Number and "Attention: Purchasing Department - Sealed Bid." If there is not going to be a bid submitted, return the "No Bid" post card, or return the Invitation to Bid, marked, "No Bid."
33. **TERMINATION OF CONTRACT:** This contract may be terminated without liability to the School Board in whole or in part when it is deemed to be in the best interest of the School Board to so act. Notification of termination must be in writing and issued by the Director of Purchasing or designee. This contract may be terminated upon 30 days written notice. Further, at the discretion of the School Board, the contract may be terminated in a period of less than 30 days in the event of poor performance or violation of the terms and conditions of this contract.

The School Board, upon termination, shall exercise its discretion to complete the balance of the contract consistent with the best interest of the School Board.

34. **SOLICITATION OF DISTRICT EMPLOYEES:** Bidders/vendors and others involved with this bid are prohibited from making any offer of any value to any employee of the School Board who is directly or indirectly involved in the development, solicitation or evaluation and subsequent recommendation for award of this bid.

SCOTT CLANTON  
DIRECTOR, PURCHASING AND WAREHOUSING

NOTE: The Bidder Acknowledgment on Page 1 MUST be signed for your bid to be considered.  
Rev.Pur. 8/2010

**Special Terms and Conditions**

A. **SCOPE:** The School Board of Polk County, Florida hereinafter referred to as "the District" is accepting sealed bids for the assignment of a Contract to one or more Wiring Contractors to furnish and install Wireless Access points and associated equipment. Work locations shall be at schools listed in Appendix A. For the purpose of this Invitation to Bid, the term "Bidder", "Contractor" and "Vendor" shall be considered synonymous.

B. **PRE-BID CONFERENCE:** A non-mandatory Pre-Bid Conference will be held in the Purchasing Department Conference Room at the District office, 1915 S. Floral Avenue, Bartow, Florida, on **February 14, 2012** at 10:00 a.m. After reviewing the scope of the bid the pre-bid conference will move to Bartow Middle School at 540 East Clower Street, Bartow FL 33830 and after reviewing the scope of work here the pre-bid conference will move to James H. Stephens Elementary at 1350 N. Maple Avenue, Bartow FL 33830 and then the pre-bid conference will move to Eagle Lake Elementary at 400 W Crystal Beach Road, Eagle Lake FL 33839. Prospective bidders are encouraged to attend this conference and to bring all questions in writing. Compose your questions on paper, ask your questions at the pre-bid conference and give the facilitator a written copy of your questions. **Please write each question that you will ask on a separate page indicating the bid page number and section to which the question refers.**

C. **DEADLINE FOR RECEIPT OF WRITTEN QUESTIONS:** Written questions from potential bidders will be accepted by mail, facsimile or email addressed to the attention of Harold Hamby at 1915 S Floral Ave. Bartow, FL 33830. All written questions must be received by the District's Purchasing Department no later than 4:00 pm February 16, 2012. Telephone inquiries will not be accepted, nor will answers be provided by telephone. It is the sole responsibility of the bidder at its own risk to ensure that written questions, however submitted, will be received by the deadline indicated above. If warranted the District will post the responses (as an addendum) to the same website where this Bid is posted, at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>.

D. **OFFICIAL RESPONSES:** On or about February 17, 2012 the District will issue responses to all questions timely received. The District will post the responses (as an addendum) to the same website where this Bid is posted, at <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm>..

E. **RESTRICTIONS ON CONTACTING THE DISTRICT:** Upon the issuance of this Invitation to Bid, all contact with the District **must** be made through the designated contact person listed in Section C. Potential Bidders **must** limit communication with the designated contact to the means specified in this Invitation to Bid. Other District employees and representatives of the District are instructed not to answer questions regarding the bid or otherwise discuss the contents of the bid with potential bidders or their representatives. Any contacts made with other District employees or representatives of the District will be reported to the Purchasing Department. Potential Bidders shall not, under the penalty of law, offer any gratuities, favors or anything of monetary value to any officer or employee of the District or representative of the District in connection with this competitive procurement.

F. **F.O.B. DESTINATION:** Prices bid for all items shall be F.O.B. Destination and include all shipping charges to all Polk County school locations.

G. **OTHER FEES:** Bidder/Contractor may not add any additional fees to the order including, but not limited to, special handling charges, hazardous materials fees, fuel surcharges, etc.

H. **COMPLIANCE WITH THE JESSICA LUNSFORD ACT:** Florida Statutes contain certain fingerprinting and/or screening requirements pertaining to all persons or entities entering into contracts with Schools/School Boards/School Districts/Charter Schools who may have personnel who will be on school grounds when students may be present. Any individual who fails to meet the statutory requirements shall not be allowed on school grounds. Failure to comply with the statutory requirements will be considered a material default of this contract/agreement. Please visit <http://www.polk-fl.net/community/doingbusinesswithus/jessicalunsfordact.htm> for a list of links to requirements regarding the Jessica Lunsford Act.

I. **SIGN IN REQUIREMENTS:**

1. For the safety and security of children and staff, it is imperative that school personnel be aware of all non-school personnel on the campus.
2. All contractors/workers are required to sign in at the school office upon arrival each day and to sign out when departing.
3. All contractors/workers shall wear Polk County School Board Vendor/Contractor photo identification at all times while on school grounds.

J. **AWARD OF CONTRACT:**

1. The District reserves the right to reject any or all bids and to waive any informalities or irregularities in any bids received.
2. The District reserves the right to award this bid in whole or in part to one or more bidders, or to take any other actions that may be in the best interest of the District. It is anticipated there will be a recommendation for award of contract based on the lowest composite bid received from a responsive and responsible bidder. This will be the Primary Contractor award. There may be an additional award based on the second lowest composite bid received from a responsive and responsible bidder. This would/will be the first alternate award. The District reserves the right to make additional alternate awards based on the next lowest composite bid received from a responsive and responsible bidder if it is in the District's best interest to do so. In the event there is a scheduling conflict, or if the Primary Contractor is unable to complete a given project satisfactorily or in a timely manner, the Contract Administrator (Senior Network Wiring Specialist or designee) may request the services outlined in this Invitation To Bid from the first alternate awardee; if the first alternate awardee is unable to perform as outlined above the Contract Administrator (Senior Network Wiring Specialist or designee) may select the next awarded alternate awardee. If in the opinion of the Contract Administrator (Senior Network Wiring Specialist or designee) the order exceeds the capability of the primary contractor, the services outlined in this Invitation to Bid may be purchased from the first alternate awardee; if the first alternate awardee is unable to perform as outlined above the Contract Administrator (Senior Network Wiring Specialist or designee) may select the next awarded alternate awardee.
3. The composite (all or none) bid price for each submitted bid will be calculated as follows:

❖ The line item total bid price for each item number will be determined by multiplying the bidder's unit price by the estimated quantity for each item number in the BID FORM & SPECIFICATIONS. For example, item number 1 unit price multiplied by the estimated quantity equals line item number 1 total bid price. This process will be repeated for all item numbers.

❖ Bidders total composite (all or none) bid price will be determined by adding the item number total bid price for Item Number 1 through Item Number 34 on the BID FORM & SPECIFICATIONS.

4. Failure to satisfactorily perform current or past contracts may result in the rejection of a bid as non-responsible.
5. Quantities shown are simply estimates that may be purchased during the bid period and do not obligate the District to purchase the quantities stated on the Bid Form. Purchases may be made for more or less quantities of any particular item, at any time, during the bid period.

K. **CONTRACT DOCUMENT:** All terms and conditions of this Invitation to Bid document shall constitute the entire agreement between the District and the Board approved vendor(s). The bidder's signature on the bidder acknowledgement form shall be considered the bidders executing signature. Board approval of the recommended bidder(s) at a regularly scheduled board meeting shall be considered the Districts executing signature. No work shall commence under this contract until after Board approval and the awarded bidder(s) receives a duly authorized purchase order.

L. **PERFORMANCE AND PAYMENT BOND:** Within ten working days from notice of award of bid, the awarded bidder must submit to The School Board of Polk County, Florida, a satisfactory performance and payment bond executed by the bidder and a Surety Company that is authorized to do business in the state of Florida, in an amount equal to 100 (100%) percent of the total estimated value of the contract. This will be determined by the bidder's composite bid (see Section J.3.). The bond submitted is to serve as security for performance of contract and payment of labor and materials. If the awarded bidder fails to comply in full with these specifications, complete the project and/or fails to make payment for labor and materials, as noted herein, during any period of this contract, The School Board of Polk County, Florida, reserves the right to consider the awarded bidder in default and invoke this performance and payment bond. A Certified or Cashier's Check in the amount of 100% of the total estimated contract period volume will be acceptable. (A personal or business firm check will NOT be acceptable.) Upon satisfactory completion of the contract, the bond obligation will be considered released and your Certified or Cashier's Check will be returned by The School Board of Polk County, Florida.

- a) The performance and payment bond shall be conditioned to both perform the Contract and guarantee payment of all legitimate invoices for labor and materials in the performance of the work.
- b) The performance and payment bond shall be acceptable to the OWNER only if the SURETY is in compliance with the provisions of the Florida Insurance Code (Florida statues Chapters 624-632, 634, 635, 636, 641, 642, 648, and 651 constitute the "Florida Insurance Code.") and holds a current valid Certificate of Authority issued by the United States Department of Treasury.
- c) All bonds must be executed under corporate seal of the SURETY and countersigned on behalf of the SURETY by its qualified resident agent or attorney-in-fact with proof of power attached.

- d) In case of default on the part of the awarded bidder, actions for all expenses incident to ascertaining and collecting losses under the bond shall lie against the bond, including legal services.
- e) The surety company and bond will require approval of the School Board Risk Management Department.
- f) Performance and Payment Bonds are not eligible for discount under current ERATE rules. The cost of the Performance and Payment Bond must be cost allocated from the other eligible services/equipment. The apparent successful bidder must be able to provide the District with the cost of the Performance and Payment bond after the notice of recommended award is posted. The requested cost must be received by the District's Purchasing Department within two (2) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the two (2) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

**M. DAVIS-BACON ACT (34 CFR 80.36(i)(5)):** All vendors, contractors and subcontractors must comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation). (Applies to construction contracts in excess of \$2000 awarded by the district and subgrantees when required by Federal grant program legislation).

**N. CONTRACTOR REGISTRATION WITH THE SCHOOLS AND LIBRARIES DIVISION:** The bidder certifies, by submission and signature of this bid, that neither the bidder, nor its principal, its agent or its representatives are under suspension or debarment by the FCC. The bidder also certifies, by submission and signature of this bid, that the vendor is in compliance and will remain in compliance with e-rate rules, or the vendor agrees to reimburse the District for funds the District would have received if the vendor would have been in compliance with e-rate rules.

**O. CANCELLATION:** In the event any of the provisions of this bid are violated by the awarded vendor, the Superintendent or designee will give written notice to the vendor stating the deficiencies and unless the deficiencies are corrected within ten (10) days, recommendation will be made to the Board for immediate cancellation of this contract. Upon cancellation hereunder the District may pursue any and all legal remedies as provided herein and by law. The District reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving thirty (30) days prior written notice to the other party. If said contract should be terminated for convenience as provided herein, the District will be relieved of all obligations under said contract. The District will only be required to pay to the vendor that amount of the contract actually performed to the date of termination.

**P. WARRANTY OF ABILITY TO PERFORM:** By signing the "Bidder Acknowledgment" on page 1 of this document, the Bidder warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Bidder's ability to satisfy its Contract obligations. The Bidder warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Bidder

shall immediately notify the District in writing if its ability to perform is compromised in any manner during the term of the Contract.

**Q. QUALIFICATION OF BIDDERS:** In order to be considered for award of this bid, the bidder shall meet or exceed the following qualifications and provide documentation of same as requested below. Please return required submittal listed in items 1, 2, 3, 4, 5, 6, 7, 8 and 9 with your bid.

After bid opening the District reserves the right to request the required submittals listed below (1, 2, 3, 4, 5, 6, 7, 8 {if applicable}) should bidder not return these submittals with their bid packet. Furthermore the District reserves the right to request additional clarification of any item submitted by the bidder in response to this Invitation to Bid. Any requested additional information must be received by the District's Purchasing Department within two (2) days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the two (2) day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

1. The bidder or the bidders sub-contractor shall be a low voltage contractor possessing a current, up-to-date EC, ER, EF, EH, EI, EJ, EY, EZ, EG, ET (069) or ES (069) license issued by The State Of Florida Department Of Business And Professional Regulation Electrical Contractors Licensing Board. A photocopy of this license shall be submitted with bid. The bidder shall hold all active licenses and certifications specified in this Invitation To Bid prior to the deadline for receiving bids (failure to meet this requirement will be cause to consider the bid non-responsive).

**NOTE: Qualified Business License Requirement:**

If you are a contractor licensed under Chapter 489, Florida Statutes, and you are operating as a business organization, including a partnership, corporation or other legal entity, you must apply or have a qualified business license (also known as a certificate of authority) with the Construction Industry Licensing Board. This requirement is contained in Section 489.119(2), Florida Statutes. The requirement does not include contractors operating as sole proprietorships. Failure to obtain this license is a violation of Florida law and could be subject to possible disciplinary action including a fine of \$500 to \$1,000 along with possible suspension or revocation of license for a repeat violation. Information, including applications to apply for a qualified business license, can also be found on the Internet at [www.MyFlorida.com](http://www.MyFlorida.com) under Business and Professional Regulation.

2. The bidder shall have one certified BICSI, Registered Communications Distribution Designer on staff assigned to Polk Schools. A photocopy of the current, up-to date Registration Certificate shall be submitted with bid (failure to meet this requirement will be cause to consider the bid non-responsive).
3. The bidder shall have personnel on staff with current, up-to-date Hubbell Certification or approved alternate. District IST staff will determine if the certification proposed by a bidder is an acceptable alternate. Photocopies of these Certificates shall be submitted with bid (failure to meet this requirement will be cause to consider the bid non-responsive).
4. The bidder shall have personnel on staff with current, up-to-date Unique Fire-Stop Certification or approved alternate. District IST staff will determine if the certification proposed by a bidder is an acceptable

alternate. Photocopies of these Certificates shall be submitted with bid (failure to meet this requirement will be cause to consider the bid non-responsive).

5. Bidder should submit customer references for a minimum of three (3) recent jobs/projects:
  - a) The bidder must provide a minimum of three (3) customer references for recent jobs/projects that demonstrates that the bidder has satisfactorily furnished and installed equipment similar to the equipment listed in this Invitation to Bid (failure to meet this requirement will be cause to consider the bid non-responsive).
  - b) For the purpose of this Invitation to Bid, recent is defined as any jobs/projects performed since January 1, 2006. References for jobs/projects performed prior to January 1, 2006 will be considered non-responsive.
  - c) A BIDDER REFERENCE FORM is provided for these references on page 24 of this invitation to bid. These jobs may have been performed for a single customer or for multiple customers.
6. A project manager and/or supervisor shall be assigned to each project, who will be responsible for supervising the installation and who will address any questions and concerns. The project manager/supervisor shall submit reports to the Polk County Schools Senior Network Wiring Specialist on the progress of each project.
7. The bidder shall have an established office within 75 miles radius of 4270 Wallace Road, Lakeland Fl. 33813. The address used on the bidders acknowledgement will be used to determine compliance with this requirement. Bidder should submit proof of an established office within the 75 mile radius with bid if the bidder is submitting bid from a corporate office with an address outside of the 75 mile radius. Failure to provide evidence of an office within the 75 mile radius will be cause to declare a bid non-responsive.
8. The bidder should submit the name and address of any subcontracting firm the bidder intends to subcontract any portion of this work. Attach additional sheets to your bid response as necessary in order to provide this information. You may use the space provided for SUBCONTRACTORS on page 25 (if applicable).
9. The awarded bidder must be registered with the USAC Schools and Libraries and have a SPIN # (service provider identification number) prior to submitting their bid response. The bidder must furnish the SPIN # in the space provided on the BID FORM & SPECIFICATIONS (failure to meet this requirement will be cause to consider the bid non-responsive).

**R. PERFORMANCE QUALIFICATIONS:** The District reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Bidder meet the Contract requirements. Bidder shall at all times during the Contract term remain responsive and responsible. In determining Bidder's responsibility as a vendor, the District may consider all information or evidence which is gathered or comes to the attention of the District which demonstrates the Bidder's capability to fully satisfy the requirements of the solicitation and the contract.

Bidder must be prepared, if requested by the District, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the Bidder for the production, distribution, and servicing of this bid. If the District determines that the conditions of the solicitation documents are not complied with, or that the service proposed to be furnished does not meet the specified requirements, or that the qualifications,

Please state company name and authorized signature \_\_\_\_\_

financial standing, or facilities are not satisfactory, or that performance is untimely, the District may reject the response or terminate the Contract. Bidder may be disqualified from receiving awards if bidder, or anyone in Bidder's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This section shall not mean or imply that it is obligatory upon the District to make an investigation either before or after award of the Contract, but should the District elect to do so, bidder is not relieved from fulfilling all Contract requirements.

S. **SUBCONTRACTORS:** If during the term of the contract the awarded bidder intends to subcontract any portion of this work for any reason, the name and address of the subcontracting firm must be submitted for approval. No subcontracting shall take place prior to awarded bidder furnishing this information and receiving written approval from the District.

The subcontractor will be equally responsible for meeting all requirements as specified in Section H. The District reserves the right to reject a subcontractor who previously failed in the proper performance of an award or failed to deliver on-time contracts of a similar nature, or who (in the opinion of the Superintendent Of Schools, or designee) is not in the position to perform this award. The District reserves the right to inspect all facilities of any subcontractor in order to make the determination as to the foregoing. In the event the District elects to reject a subcontractor for cause, the bidder may submit another subcontractor, which will also be subject to approval by the District.

T. **EMPLOYEES, SUBCONTRACTORS, AND AGENTS:** Nothing contained in these specifications shall be construed as creating any contractual relationship between any subcontractor and the District. The successful firm shall not only be held liable to the District for the acts and omissions of its employees, but also for the employees of any of its subcontractors. The District may reject and bar from any facility (for cause) any of the Contractor's employees, subcontractors, or agents.

U. **AUTHORIZATION TO PERFORM UNDER CONTRACT:** All purchases must be properly authorized in advance. Vendors must first obtain a printed purchase order before commencing performance under a contract. Vendors shall take no directions to modify (increase, change, decrease, cancel) a purchase order, once issued, from anyone other than the District's Purchasing Department. Additional work must be authorized in advance by the Purchasing Department; at the discretion of the Purchasing Department either a change order to the original purchase order or a supplemental purchase order will be issued for the requested modification (increase, change, decrease, cancel). The vendor assumes all liability for any costs or damages incurred and payment will be denied for additional work if this procedure is not strictly followed.

V. **USE OF OTHER CONTRACTS:** The District reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, any other school board, or any other community college/state university system cooperative bid agreement, in lieu of any offer received or award made as a result of this bid, if it is in its best interest to do so. The District also reserves the right to separately bid any single order or to purchase any item on this bid if it is in its best interest to do so.

W. **FAMILIARITY WITH LAWS:** The awarded vendor is required to be familiar with all Federal, State, and local laws, ordinances, rules and regulations that may in

any manner affect their work. Failure on the part of the vendor to be aware of any law, ordinance, rule or regulation will in no way relieve him from any responsibility or liability arising from the contract award. The awarded vendor assures and certifies that they will comply with all laws, ordinances, rules, regulations, and all other legal requirements.

X. **ADDENDA:** It shall be the responsibility of each responding bidder to check the District's Purchasing Department website @ <http://www.polk-fl.net/community/doingbusinesswithus/purchasing/default.htm> for addendum related to this bid and to obtain all addendum.

Y. **LINE ITEM CORRECTIONS:** The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by strikethrough (~~strikethrough~~) of the incorrect figures, writing in of correct figures and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected items only.

Z. **INSURANCE:** The contractor(s) shall take every precaution to prevent injury to persons, particularly children, or damage to public or private property while performing services under this agreement. He shall assume full responsibility for such occurrences if resulting from his operations. Before commencing work, the contractor shall furnish the District a certificate of insurance showing his coverage with the following minimum requirements:

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>
Worker's Compensation	Statutory
Commercial General Liability .....	Combined Single Limit \$1,000,000 per occurrence
Automobile Liability .....	\$1,000,000 Combined single limit (All owned autos, or any auto if vehicles other than owned are used).

- a) The School Board of Polk County shall be named as an additional insured and certificate holder on the certificate for commercial general liability insurance and as a certificate holder for automobile liability insurance. All insurance must be issued by a company or companies approved by the School Board.
- b) The VENDOR shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the VENDOR. **A Certificate of Insurance shall contain the provision that the SBPC LOCATION be given no less than thirty (30) days written notice of cancellation.** If the insurance is scheduled to expire during the contractual period, the VENDOR shall be responsible for submitting any new or renewed Certificate of Insurance at a minimum of fifteen calendar days in advance of such expiration.

AA. **SUBSTITUTES/ALTERNATES:**

- 1. When an item is listed as a "Reference" in the BID FORM AND SPECIFICATIONS and the bidder offers an alternate brand/model item the bidder must clearly indicate in writing any deviation between the item listed as a "Reference" and the alternate item offered by the bidder, and include complete descriptive literature on the alternate item or the item will not be considered. District IST staff will determine if a brand/model proposed by a

bidder is an acceptable alternate. The bidder must include complete specification and product data sheets for any alternate brand/model the bidder proposes to use. A Deviation form is provided on page 27 of this Invitation to Bid.

2. The bidder may be given the opportunity to submit the above information during the bid evaluation period. If the information is requested the bidder shall be given two (2) business days from the date of the request to submit the information. Failure to meet this requirement will result in the bid being rejected as non-responsive.
3. When "NO SUBSTITUTION" is used in combination with a manufacturer's name, brand name and/or model number, that named item is the only item that will be accepted by the District.
4. Photographs and pictures or illustrations that are part of standard product literature may not provide sufficient detail to be used in determining product compliance with these specifications. The District reserves the right, before awarding the contract, to require bidder(s) to submit evidence of qualifications or any other information the District may deem necessary.
5. After all bid proposals have been evaluated, the bidder deemed to have submitted the lowest bid from a responsive and responsible bidder may be required to demonstrate the equipment (at no cost to the District) which has been proposed for evaluation by the District. This demonstration shall be for the purpose of enabling District Staff to observe the equipment in an operating environment and verify it's capability, suitability, and adaptability in regard to the performance requirements. In the event a demonstration is required, the District will notify the bidder of such in writing and will specify the date, time and location of the demonstration. If the bidder fails to perform the demonstration on the date stipulated in the notice, the District may elect to reject the bidder's proposal or to re-schedule the demonstration, if this is deemed to be in the District's best interest. The District shall be the sole judge of the acceptability of the equipment in conformance with the Bid Specifications and its decision shall be final.
6. The equipment used for the demonstration shall be the same as the manufacturer's model identified in the bidder's proposal. Accordingly, the equipment used in the demonstration shall create an express warranty that the actual equipment provided by the bidder during the contract period shall conform to the equipment used in the demonstration. Should that equipment be new, not previously demonstrated and conform with all bid specifications and requirements, The District reserves the right to purchase that equipment upon successful completion of the demonstration and approval by The School Board Of Polk County.

**BB. REQUESTS FOR BID INFORMATION & RELATED DATA:** Requests for information relating to bids in process will be addressed without delay when such information has a *material* effect on the completion of your bid response. Every effort will be made to supply other requested information of a less critical nature, such as, *lists of vendors solicited, pre-bid conference attendees, individuals picking up plans and specifications, historical bid data or tabulations* within (48) hours from receipt of a request. Vendors are welcome to visit our offices to obtain the information in person, but we respectfully request that you notify the buyer in advance at the telephone number listed on the **Invitation to Bid** form so that they might have ample opportunity to compile the information for you before you arrive.

If you have Internet access, visit our Web site @ <http://www.polk-fl.net/districtinfo/departments/businessservices/purchasing.htm> to obtain:

- ❖ A copy of a bid packet for a contract or project currently out for bid
- ❖ A listing of all term and recurring contracts awarded by the School Board of Polk County, FL currently in force.
- ❖ A copy of any addenda issued to current bids in process

NOTE: It is the bidders responsibility to check our Web site frequently for updated information.

- ❖ A copy of a Vendor Application Form
- ❖ A copy of our Commodity List which will, when properly completed and returned to Purchasing, enable us to notify you of future bids
- ❖ A listing of departmental personnel, with job titles, phone numbers and email addresses

CC. **CLEAN UP:** All work shall be done in a neat and workmanlike manner. The contractor shall dispose of all packing, crating, unusable scraps, and any miscellaneous materials. The contractor(s) shall remove all rubbish, materials and equipment, and leave the premises clean and orderly. The contractor shall legally dispose of unsalvageable materials at the contractor(s) expense.

The contractor shall, as a part of this job, properly store and secure any salvageable materials, at the location designated by the Contract Administrator.

DD. **EMPLOYEES:** The contractor shall at all times enforce strict discipline, good order, proper dress and appearance among employees and shall employ skilled personnel for the assigned work. No person shall be allowed to bring alcoholic beverages, controlled substances, firearms, or dogs to the site. Smoking on school premises is not permitted.

EE. **SCOPE OF WORK:**

1. The contractor's primary workload under this bid will consist of Network Wiring for the installation of Wireless Access points in classrooms and the installation of the Electronic Devices. See Appendix A for school locations. Programming of the Network Switches and Access Points will be done by Polk County School Board Staff; however other work assignments may arise. This Bid is for all labor and materials required to complete any given project.
2. At the time of the walk through on a given project, it is the responsibility of the contractor to verify all aspects of the installation. All design and installation practices shall be in compliance with current ANSI/TIA/EIA Standards and currently adopted NEC Codes.
3. The contractor shall install category 5E cabling systems for data and voice connectivity as project requirements dictate.
4. The contractor shall install either Star or hierarchical star configured local area networks consisting of fiber optic cable and 25 pair voice cable from the MC (Main Cross-connect) to each IC (Intermediate Cross connect) or TR (Telecommunications Room) as project requirements dictate.

Each MC/IC/TR will in turn be connected with category 5E cable to each TO (telecommunications outlet) in the WA (work area) as indicated.

5. The contractor shall install fiber optic cable (in Innerduct); UTP cabling, data racks, wall mount cabinets, patch panels, wire management and all associated connectivity hardware as project requirements dictate.
6. The contractor shall perform all fiber optic testing and UTP testing to assure Gigabit Ethernet data transmission capability. The awarded bidder will furnish and utilize a Fluke DTX 1800 copper and fiber cable tester or an approved alternate. All test results shall be in original Test Format and provided on a Compact Disk to the Sr. Network Wiring Specialist.
7. All work and scheduling shall be coordinated by the Polk County Schools Senior Network Wiring Specialist, 4270 Wallace Road, Lakeland, Fl 33813, (863) 534-0860.
8. The awarded bidder shall provide Electronic and Hard Copy CAD "As Built" drawings indicating all cable pathways, backbone cabling, each drop location, including the labeling scheme.

**FF. SPECIFICATIONS, GENERAL:**

1. The apparent silence of the Specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.
2. Any manufacturers' trade, brand, model or catalog number listed as a specification is for information purposes and not to limit competition. The Bidder may offer any equivalent current production model which meets or exceeds the specifications (see Section Z.).
3. For the purpose of evaluation, the Bidder shall indicate any variance or exceptions to the stated Specifications, no matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Bidder meets all Specifications in every respect.

**GG. MDF/IDF LOCATIONS:**

1. Clearance around racks shall be 36" in front of racks and racks should be 36" from the supporting wall. Each telecommunications room shall contain adequate racks to accommodate network wiring and hardware equipment, cable, vertical wire-managers and rack support. All racks shall be secured to the floor and wall. The following list of rack and rack components reference Chatsworth Products. Chatsworth rack #55053-703 or approved alternate; Chatsworth Vertical wire-managers # 30095-703 or approved alternate; Chatsworth wall angle support #11421-712 or approved alternate; Chatsworth mounting plate #10595-712 or approved alternate; Chatsworth ladder runway #10250-712 or approved alternate.
2. In the event a freestanding rack is not feasible due to lack of space, a wall mount cabinet shall be installed. The following wall cabinets reference Great Lakes Products: Great Lakes Cabinets GLWM-24 or approved alternate; GLWM-36 or approved alternate; GLWM-48 or approved alternate; GLWM-72 or approved alternate.

**HH. NETWORKING EQUIPMENT:**

1. Install one (1) 24-Port 10/100, 2-Port 10/100/1000 Gigabit and 24-Port PoE Network Switch in the IDF/MDF location(s) at the schools listed in Appendix A (reference HP ProCurve Switch 2610-24-PWR {part # J9087A} or approved alternate). This Network Switch shall be installed into the existing data rack or cabinet. Contractor shall provide with each switch one (1) mini GBIC SX-LC fiber connector (reference HP ProCurve Gigabit SX-LC Mini-GBIC part # J4858c or approved alternate) and one (1) ST-LC 62.5/125 mm fiber optic patch cord (reference Corning part # 055002K5120002M or approved alternate).

**II. WIRELESS ACCESS POINT:**

1. Install (1) Wireless Access point (reference Proxim AP-8000 US or approved alternate) within the ceiling space of classrooms at the schools listed in Appendix A. Access point shall be cross-connected to the data outlet installed. Install one (1) Data patch cable (reference Hubbell part # HC5EBK02 or approved alternate) from the Access point to the orange port of the data outlet. Management software/hardware shall be included to support and fully manage all Wireless access points installed.

**JJ. GROUNDING AND BONDING:**

1. All data racks and cabinets shall receive a grounding bus bar mounted to the wall directly behind the rack or cabinet. This bus bar shall be grounded to an approved ground. Reference Chatsworth 10610-019 or approved alternate.
2. All data racks and cabinets shall receive a separate ground bar, connected to the wall mount bus bar. Reference Chatsworth 10622-010 or approved alternate.
3. All grounding shall be with #6AWG stranded wire.
4. All voice backbone cabling between buildings shall be 25pr.PE 89 type cabling using bullet bonds to facilitate proper grounding to bus bar. Reference Superior Essex # 09-097-02 or an approved alternate and 3M TYPE bullet bonds properly connected to the cabling shield.

**KK. FIRE STOPPING:**

1. Contractor shall properly fire stop all floor, wall and ceiling penetrations per local codes and the current NEC codes, including but not limited to any request indicated within the Bid. Contractor shall use the maximum cable load per sleeve as indicated per the Unique Fire stop products system # or an approved alternate.
2. All ceiling penetrations located in MC, IC or any TR shall have a EMT sleeve which penetrates above and below the ceiling space to provide a pathway for cable to the rack or cabinet.
3. All sleeves including wall, floor, and ceiling penetrations must be fire stopped using the proper cable fill ratio. Contractor to use the following materials: Unique Fire Stop Products or approved alternates.
4. All Surface Raceway used on any walls shall be fire caulked at ceiling level and a ceiling entrance cover shall be installed. Reference Fire caulk # STI,ES 100 or an approved alternate.

**LL. FIBER OPTIC CABLING:**

1. All fiber optic cabling shall be installed within Innerduct. Reference Endot Industries, for Riser applications use part #(IRI100-22-1707-1000)

or an approved alternate Plenum applications use part # (IPR100-22-1707-1000) or an approved alternate regardless if conduit is present.

2. All 12 strands shall be terminated at each end. Reference Polymer Unicam ST connectors # 95-000-50 or an approved alternate.
3. All fiber optic cabling shall be permanently identified at each end.
4. All 12 strand tight buffer 62.5/125 multi-mode fiber optic cable shall be home run between any MC, IC or TR with no splices.
5. All fiber optic cable shall be terminated into 36 port fiber optic patch panels on each end with ST style connectors. Reference material is Optical Cable Corporation #OCC-RK 020502-01, Superior Modular RTC-36-B with Superior Modular 616-MMST or approved alternates.

**MM. UNSHIELDED TWISTED PAIR CABLING:**

1. All twisted pair cable shall be 4-pair, 24AWG, category 5E and either CMP or CMR rated depending on the environment in which the cabling is being installed.
2. All unshielded twisted pair cable shall be home run, free of splices from the MC, IC or TR to each specified room location.
3. Each location will receive 4-4 pair wires terminated on RJ-45, 110 style patch panels at the MC, IC or TR and 4-4 pair wires terminated on RJ-45, 110 style wall plate jacks at each WA Location.
4. Wires shall be terminated on both ends to ANSI/TIA/EIA568A standards and all 8 wires properly punched down to T568A configuration.
5. Cables shall be permanently tagged/identified at each end. Reference Superior Essex Cobra Cat5E, cable jacket color "Green" #58-200-55 or an approved alternate for Plenum environments. Reference Superior Essex Cobra Cat5E, cable jacket color "Green" # 52-200-55 or an approved alternate for riser rated installation.

**NN. UTP ROUTING:**

1. All cable shall be installed using the hallways as the main cable trunk; cables are to be installed using the street and alley method and properly supported using J-hooks (4 to 5 feet intervals) and/or cable tray. Cable shall be bundled every 2-3ft with Velcro throughout the entire project cable ties and or zip ties are not permitted. Reference Panduit Velcro # HLS-75R-0 or approved alternate. Reference Erico brand "Caddy" J-hooks and fasteners # CAT32BC and or CAT64BC or approved alternates.
2. Cable slack of 10 ft min. shall be provided both at the MC, IC or TR, and the work area TO. The cable slack shall be supported with J-hooks and configured into a figure 8 shape. Be sure the cable slack is included in the overall measurement to ensure the overall distance between the patch panel and the TO does not exceed 295 ft.
3. All cabling shall be fished within walls when possible adjacent to an existing electrical outlet near the computer/phone location, if this is not possible, surface mounted raceway will be permitted. Reference Panduit Raceway # LD5WH6-A or approved alternate; Panduit ceiling entrance cover # DCFWH-X or approved alternate; Panduit splice cover # CF5WH-E or approved alternate; Panduit right angle fitting # RAFC5WH-X or approved alternate. Panduit surface mounted box # JBX3510WH-A or approved alternate.
4. All raceway including surface mounted jack boxes shall be mechanically secured to the wall with tapcons and/or appropriate hardware.

**OO. WIRE MANAGEMENT:**

1. Data racks shall receive vertical wire management installed on both sides of each data rack. Reference Chatsworth # 30095-703 or approved alternate.
2. Horizontal wire management shall be installed above and below each patch panel installed. Reference Chatsworth # SK-5455-719 or approved alternate.

**PP. UTP PATCH PANELS:**

1. Each data rack and/or cabinet shall receive a minimum of one (1) - 24 port patch panel for the voice backbone cable which extends to the CIRCA Protector on the wall directly behind the rack or cabinet. Reference Hubbell # P5E24UE or approved alternate
2. All UTP cabling shall be terminated on 48 port patch panels. Reference Hubbell # P5E48UE or approved alternate.
3. All UTP 48 port patch panels shall receive colored icons matching the colored jack on each station wall plate. Reference the following icons Hubbell # IB100, IOR100, IGN100, IGY100 or approved alternates.
4. Termination of these patch panels shall be in accordance with the Current ANSI/TIA/EIA STANDARDS.

**QQ. STATION WALL PLATES:**

1. Each faceplate shall have 4 data jacks and 2 blank inserts.
2. Each faceplate shall have 4 different colored jacks (blue, orange, green and gray).
3. The placement of the blank inserts as well as the colored jacks in each faceplate shall remain the same. Reference the following materials: Hubbell wall plate #IFP16OW or approved alternate; Hubbell Blanks # SFB10 or approved alternate; Hubbell Data Jacks #HXJ5EB, HXJ5EOR, HXJ5EGN, HXJ5EGY or approved alternates.

**RR. TELEPHONE TERMINATIONS:**

1. Voice backbone cabling shall terminate onto a Circa Protector located directly behind the rack or cabinet. Reference Circa # 1890ECT/NSC-25 loaded with (20) C3B3S-30 and (5) C4B1FS-BAL protection Modules or approved alternates.
2. From the Circa Protector on the wall (backboard location) a 25 pair IW cable will extend to the 24 port patch panel for voice connectivity. Reference Superior Essex #18-475-33 or approved alternate.
3. Termination on the 24 port patch panel shall be 1 pair per port on this panel.

**SS. FIBER TESTING:**

1. Each fiber strand of each cable shall be tested to meet or exceed the 568B.3 standard.
2. Each fiber in every backbone cable shall be tested with an optical light source and power meter.
3. Multimode fiber shall be tested at both 850 and 1300nm.
4. Contractor to use a Fluke DTX1800 with Fiber Smart Probes or an approved alternate.
5. All fiber optic tests shall be furnished to the Polk County Schools Senior Network Wiring Specialist and shall include: Wavelength, Fiber type, Measured DB loss, calculated dB to measured dB margin, cable length, test equipment model number, date, and operator.

6. Fiber maximum attenuation per component: Connector attenuation 0.75dB/1 mated connector pair. Cable attenuation = 3.5dB/km @ 850nm and 1.0 dB @ 1300nm. No splices are permitted.
7. All test results shall be in the testers original software format.

**TT. CATEGORY 5E UTP TESTING:**

1. Each UTP cable shall be tested.
2. Each UTP cable shall be tested in the Permanent link format.
3. Each UTP 5E cable to be tested using Fluke DTX 1800 350 Level III tester compliant with ANSI/TIA/EIA568 B.1 AND B.2 Standards specifications for testing Cat 5E cabling or an approved alternate.
4. The correct cable NVP (Nominal velocity of propagation) shall be entered into the tester to assure proper length and attenuation readings.
5. All UTP wiring shall be tested for 1000Mps capability I.A.W. IEEE802.3ab (1000 base-TX).
6. All UTP test results shall be furnished to the Polk County Schools Senior Network Wiring Specialist and shall include: Near end Cross Talk - NEXT, power Sum Near End Cross Talk - PSNEXT, Equal Level Far End Cross Talk - ELFEXT, Power Sum Equal Level Far End Cross Talk - PSELFEXT, Return Loss, Length, Wiremap, Delay, Delay Skew, and Attenuation.
7. All test results to be in Fluke DTX 1800 Software format or an approved alternate.

**UU. DOCUMENTATION:**

1. Unique cable identification shall be installed on both ends of all cables and each location.
2. All station wall plates shall be labeled with the room number (FISH number) and wall plate number. Example: RM.001/1, and so on.
3. UTP patch panels shall be labeled with the room number and the wall plate number. **Example:** Rm. 001/1 and so on. All terminations shall be placed in sequence from the lowest room number to the highest room number.
4. All fiber optic cable and voice backbone cable shall be labeled indicating both locations of its termination on either end. **Example:** 12 strand fiber to (or from) Bldg 1 Rm 001
5. Complete electronic and Hard Copy CAD "AS BUILT" drawing depicting all data drop locations, cable backbone pathways, and main cable bundles shall be provided by the contractor for each project. This shall include the Labeling Scheme as well as documentation of test results for all cabling involved with that project. Drawings and documentation shall be submitted to the Polk County Schools Senior Network Wiring Specialist. Payment may be withheld until this has been accomplished.

**VV. PRECAUTIONS:**

1. When work requires removal of ceiling panels, workstations beneath the panels shall be protected from falling debris.
2. Special care shall be taken to prevent contamination of any computer equipment.
3. Ceiling panels removed to facilitate access to the ceiling space shall be restored to their original condition.
4. At the end of each workday, all trash and debris shall be removed from the work site and disposed of properly.
5. All materials used for a project shall be stored at the project site at an approved location.

6. General good housekeeping standards shall be adhered to throughout each project.

**WW. WARRANTY:**

1. The Contractor shall warrant all work for 1 year after inspection/sign off date.
2. The Polk County Schools Senior Network Wiring Specialist will inspect all work within 15 days after notification that the job has been completed.
3. Payment to the contractor will be accomplished as soon as possible, but only after work has been inspected, approved and "AS BUILT" drawings with test results have been received.
4. Work shall begin no later than 5 workdays after the contractor has received the Purchase Order (unless otherwise instructed by the Polk County Schools Senior Network Wiring Specialist).
5. Once work has commenced, it is the responsibility of the contractor to complete all work before beginning any other project (unless otherwise instructed by the Polk County Schools Senior Network Wiring Specialist).

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**BID FORM & SPECIFICATIONS**

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

**ITEM QUANTITY DESCRIPTION UNIT PRICE**

Items 1 through 5 shall be installed in compliance with specifications listed in the Special Terms and Conditions of this bid. Miscellaneous Materials not listed are the Contractors responsibility.

1. 175 Network Switch Furnish and install \$\_\_\_\_\_ ea.  
24-Port 10/100, 2-Port 10/100/1000 Gigabit  
and 24-Port PoE Network Switch  
Reference Model/part # HP ProCurve # J9087A or  
approved alternate.
2. 175 Mini GBIC SX-LC fiber connector Furnish and install \$\_\_\_\_\_ ea.  
Reference Model/part # HP ProCurve J4858C or  
approved alternate.
3. 175 ST-LC Fiber patch Cord Furnish and install \$\_\_\_\_\_ ea.  
Reference Model/part # Corning 055002K5120002M or  
approved alternate
4. 588 Wireless Access Point Furnish and install \$\_\_\_\_\_ ea.  
Reference Model/part # Proxim wireless access point 8000US  
or approved alternate.
5. 588 Cat5E Patch Cord Furnish and install \$\_\_\_\_\_ ea.  
Reference Model/part # Hubbell HC5EBK02 or  
approved alternate.

**DROPS** - Each 4-gang drop shall include all materials necessary for the installation of 4 UTP category 5E cables; 4 category 5E jacks; faceplates and boxes with associated hardware; patch panels; wire management; all cable supporting hardware; fire stopping cabling at ceiling when penetrating ceiling tile; labeling all cables, faceplates and patch panels; dressing all cables into rack or cabinet; Terminating and testing all cables. Any Miscellaneous Materials not listed is the Contractors responsibility. All work shall be in compliance with specifications listed in the Special Terms and Conditions of this bid.

(Quantities indicated below are per job site or campus location.)

6. 11 to 40 22 4-gang drops complete Furnish and install \$\_\_\_\_\_ each drop
7. 41 to 80 1 4-gang drops complete Furnish and install \$\_\_\_\_\_ each drop

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**BID FORM & SPECIFICATIONS continued**

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

**INNERDUCT** - Provide and Install 1" ribbed Innerduct either through existing conduit or into ceiling space using J-hook type fasteners to properly secure. Properly dress Innerduct to data racks or cabinets keeping the proper bend radius at all times. Any Miscellaneous Materials not listed are the Contractors responsibility. All work shall be in compliance with specifications listed in the Special Terms and Conditions of this bid.

8. 5000 ft. Per foot pricing - Furnish and install \$\_\_\_\_\_/foot

**FIBER OPTIC CABLING** - Provide and Install 12 strand fiber optic cabling in Innerduct. This Innerduct may be in conduit or in ceiling space supported with J-hook type fasteners - dressing cable into fiber patch panels (RICS) keeping the proper bend radius at all times. Any Miscellaneous Materials not listed are the Contractors responsibility. All work shall be in compliance with specifications listed in the Special Terms and Conditions of this bid.

9. 5000 ft. Per foot pricing - Furnish and install \$\_\_\_\_\_/foot

**TERMINATIONS** - Terminate ST fiber connectors on new or existing fiber optic cable to include labeling and testing. Any Miscellaneous Materials not listed are the Contractors responsibility. All work shall be in compliance with specifications listed in the Special Terms and Conditions of this bid.

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
10.	70	6 ST fiber connectors	Furnish and install \$_____
11.	10	12 ST fiber connectors	Furnish and install \$_____
12.	10	24 ST fiber connectors	Furnish and install \$_____
13.	1	48 ST fiber connectors	Furnish and install \$_____
14.	1	72 ST fiber connectors	Furnish and install \$_____
15.	1	96 ST fiber connectors	Furnish and install \$_____
16.	1	120 ST fiber connectors	Furnish and install \$_____
17.	1	144 ST fiber connectors	Furnish and install \$_____
18.	1	168 ST fiber connectors	Furnish and install \$_____

Please state company name and authorized signature \_\_\_\_\_

**BID FORM & SPECIFICATIONS continued**

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

**VOICE CABLING** - Provide and Install PE 89 type 25 pair voice cable through existing conduit or above ceiling space Max 50ft using J-hook type fasteners. To include installing 3M type connectors to the cable shield with proper grounding, and terminating all 25 pairs on each end onto a Circa Protector. This includes the termination of the 25pr IW from the Circa Protector to a 24 port patch panel, with the appropriate labeling. Any Miscellaneous Materials not listed are the Contractors responsibility. All work to be in compliance with specifications listed in the Special Terms and Conditions of this bid.

19. 3000 ft. **Per foot pricing** - Furnish and install \$\_\_\_\_\_/foot

**HOURLY RATE** - Hourly rate (per technician) for items 21 through 31 if the scope of work requires the bidder to reconfigure data racks or wall cabinets.

20. 300 hrs. **Per hour pricing** - Labor cost only \$\_\_\_\_\_/hour

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

<b>ITEM</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>
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Items 21 through 31 are for sites where the scope of work requires additional MDF/IDF equipment Miscellaneous Materials not listed are the Contractors responsibility.

21.	10	<b>RACK, DATA -</b> 7 ft. x 19in, Aluminum, Black finish. Reference Model/part # Chatsworth, 55053-703 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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22.	10	<b>MASTER CABLE SECTION -</b> 7ft. x 6in., color: Black Reference Model/part # Chatsworth, 30095-703 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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23.	10	<b>LADDER RUNWAY -</b> Wall Angle Support, Black Reference Model/part # Chatsworth, 11421-712 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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24.	10	<b>LADDER RUNWAY -</b> Rack To Runway Mounting Plate, Black Reference Model/part #Chatsworth, 10595-712 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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25.	10	<b>LADDER RUNWAY -</b> 12" X 10' Tube, Black Reference Model/part # Chatsworth, 10250-712 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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26.	10	<b>GROUND BAR -</b> Rack Mount, 19 in. Reference Model/part # Chatsworth, 10610-019 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$_____ ea.</b>
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**BID FORM & SPECIFICATIONS continued**

**QUANTITIES INDICATED BELOW ARE ESTIMATES ONLY AND NOT A GUARANTEE OF PURCHASE.**

<b>ITEM</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>
<b>Items 21 through 31 are for sites where the scope of work requires additional MDF/IDF equipment. Miscellaneous Materials not listed are the Contractors responsibility.</b>			
27.	10	<b>Wall Mount -</b> 10 inch x 4 inch Reference Model/part # Chatsworth, 10622-010 or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$ _____ ea.</b>
28.	10	<b>CABINET, ENCLOSED -</b> 24in., Wall Mount, w/removable hinge, Black Reference Model/part # Great Lakes, GL24WM or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$ _____ ea.</b>
29.	10	<b>CABINET, ENCLOSED -</b> 36in., Wall Mount, w/removable hinge, Black Reference Model/part # Great Lakes, GL36WM or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$ _____ ea.</b>
30.	10	<b>CABINET, ENCLOSED -</b> 48in., Wall Mount, w/removable hinge, Black Reference Model/part # Great Lakes, GL48WM or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$ _____ ea.</b>
31.	10	<b>CABINET, ENCLOSED -</b> 72in., Wall Mount, Black Reference Model/part # Great Lakes, GL72WM or approved alternate. Furnish and install as per Section GG.	<b>Furnish and install \$ _____ ea.</b>
32.	50	<b>SLEEVES, CEILING -</b> Furnish and install sleeves in ceilings as per Section KK. Bid price shall include all labor and materials to install sleeves into ceilings.	<b>Furnish and install \$ _____ ea.</b>
33.	50	<b>SLEEVES, MASONRY WALLS -</b> Furnish and install sleeves in masonry walls as per Section KK. Bid price shall include all labor and materials to install sleeves into masonry walls.	<b>Furnish and install \$ _____ ea.</b>
34.	50	<b>SLEEVES, SHEETROCK WALLS -</b> Furnish and install sleeves in Sheetrock walls as per Section KK. Bid price shall include all labor and materials to install sleeves into Sheetrock walls.	<b>Furnish and install \$ _____ ea.</b>

Vendor SPIN # \_\_\_\_\_ (obtain from the USAC Schools and Libraries Division (FCC) SLD)

**NOTE: Sign the "Bidder's Acknowledgment" section on Page 1 of our "Invitation to Bid". Return the original of the Invitation to Bid and retain a photocopy for your files.**

Please state company name and authorized signature \_\_\_\_\_

**BIDDER REFERENCE FORM**  
(duplicate as needed)

Please provide all requested information for each reference.

Project Name and Scope: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Account Tenure (dates): \_\_\_\_\_

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

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

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

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

Additional Comments: \_\_\_\_\_

\*\*\*\*\*

Project Name and Scope: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Account Tenure (dates): \_\_\_\_\_

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

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

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

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

Additional Comments: \_\_\_\_\_

\*\*\*\*\*

Project Name and Scope: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Account Tenure (dates): \_\_\_\_\_

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

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

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

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

Additional Comments: \_\_\_\_\_

Please state company name and authorized signature \_\_\_\_\_

**PROJECT MANAGER/SUPERVISOR (see Section P.6.)**  
(Duplicate as needed)

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
After routine business hours Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_

**ESTABLISHED LOCAL OFFICE (see Section P.7.)**  
(Duplicate as needed)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

**SUBCONTRACTORS (see Section P.8.) (if applicable)**  
(Duplicate as needed)

Name of Subcontractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Please state company name and authorized signature \_\_\_\_\_



**DRUG FREE WORKPLACE CERTIFICATION FORM**

In accordance with Florida Statute 287.087, preference shall be given to businesses with drugfree workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
(vendor's signature)

**SUBMITTALS CHECKLIST**

To help ensure that you include all the submittals necessary to complete a thorough evaluation of your bid proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the **Verified** column indicating that the item is included in your bid proposal packet. We suggest you include this completed checklist along with your bid. Items checked **Required** should be submitted at the time you submit your bid in order to facilitate the bid evaluation process. With the exception of the signed BIDDER ACKNOWLEDGEMENT, furnishing the bidders SPIN number and unit pricing for the items listed in the BID FORM & SPECIFICATIONS the District reserves the right to request the required submittals listed below, after bid opening should the bidder not return these submittals with their bid packet. The signed BIDDER ACKNOWLEDGEMENT FORM, furnishing the bidders SPIN number and unit pricing for all items on the BID FORM & SPECIFICATIONS must be submitted with the bidders bid response or the bid will be rejected as non-responsive. Any requested additional information must be received by the District's Purchasing Department within two days after the date of the request for the additional information. Saturdays, Sundays and School Board Holidays shall be excluded from the two day time period provided by this paragraph. The request for additional information shall be in writing and will be sent via email or fax.

Verified	Required	Requested	Description of Submittal	Page No.
	x		Sign the BIDDER ACKNOWLEDGEMENT Form on page 1 of this Invitation to Bid. <b>Failure to sign the BIDDER ACKNOWLEDGEMENT Form on page 1 will result in the bid being rejected as non-responsive.</b>	1
	x		Bidders must enter a unit price in the space provided for <u>ALL</u> items listed on the BID FORM & SPECIFICATIONS. <b>Failure to enter all unit pricing will result in the bid being rejected as non-responsive.</b>	20-23
	x		USAC Schools and Libraries SPIN number (space provided on the BID FORM & SPECIFICATIONS). <b>Failure to provide a SPIN # will result in the bid being rejected as non-responsive.</b>	23
	x		Customer References (use enclosed form on page 25).	9
	x		Submit a copy of the bidders current, up-to-date EC, ER, EF, EH, EI, EJ, EY, EZ, EG, ET (069) or ES (069) license issued by The State Of Florida Department Of Business And Professional Regulation Electrical Contractors Licensing Board.	8
	x		The bidder must have a certified BICSI, Registered Communications Distribution Designer on staff assigned to Polk Schools. Submit a copy of the current, up-to date Registration Certificate.	8 9
	x		The bidder shall have personnel on staff with current, up-to-date Hubbell Certification or approved alternate. District IST staff will determine if the certification proposed by a bidder is an acceptable alternate. Photocopies of these Certificates shall be submitted with bid	9
			The bidder shall have personnel on staff with current, up-to-date Unique Fire-Stop Certification or approved alternate. District IST staff will determine if the certification proposed by a bidder is an acceptable alternate. Photocopies of these Certificates shall be submitted with bid	9
	x		Provide the name, telephone number and email address of the person to be contacted during normal business hours for the coordination of service. An answering service will not satisfy this requirement. PROJECT MANAGER/SUPERVISOR, LOCAL OFFICE, AND SUBCONTRACTORS FORM on page 25.	9
	x		Submit proof of established office within 75 mile radius of 4270 Wallace Road, Lakeland Fl. 33813. PROJECT MANAGER/SUPERVISOR, LOCAL OFFICE, AND SUBCONTRACTORS FORM on page 25.	9
	x		List all Sub-contractors you will be using to perform the services under this contract. PROJECT MANAGER/SUPERVISOR, LOCAL OFFICE, AND SUBCONTRACTORS FORM on page 25 (if applicable).	9
	x		Bidder must clearly indicate in writing any deviation between the item listed as a "Reference" and the alternate item offered by the bidder, and include complete descriptive literature on the alternate item. A DEVIATION FORM is provided on page 27.	12
		x	Completed and signed Drug Free Workplace Certification (optional).	28

**Appendix A**

School	Phone #	Street Address	City	Zip	Number of Switches	Number of AP's	
BARTOW MIDDLE SCHOOL	863-534-7415	550 East Clower Street	Bartow	33830	5	40	
BILL DUNCAN EXCEL CENTER	863-499-2860	3333 Winter Lake Rd	Lakeland	33803	3	15	
DENISON MIDDLE SCHOOL	863-291-5353	400 Avenue A South East	Winter Haven	33880	8	36	
DONALD E. WOODS EXCEL	863-421-3325	213 Lake Ave.	Dundee	33838	2	12	
EAGLE LAKE ELEMENTARY	863-291-5357	400 West Crystal Beach Road	Eagle Lake	33839	5	20	
EDGAR L. PADGETT ELEMENTARY	863-853-6044	110 Leelon Road	Lakeland	33809	7	23	
GAUSE ACADEMY OF LEADERSHIP	863-534-7425	1395 Polk Street	Bartow	33830	4	16	
JAMES E. STEPHENS ELEMENTARY	863-534-7455	1350 North Maple Avenue	Bartow	33830	6	19	
JEAN O'DELL LEARNING CENTER	863-534-7440	1310 South Floral Avenue	Bartow	33830	3	10	
JERE L. STAMBAUGH, SR. MIDDLE	863-965-5494	226 North Main Street	Auburndale	33823	8	30	
KATHLEEN MIDDLE SCHOOL	863-853-6040	3627 Kathleen Pines	Lakeland	33810	13	34	
** Lewis Anna Woodbury Elementary - Anna Woodbury Campus	863-285-1133	610 S Charleston Ave	Fort Meade	33841	9	19	
** Lewis Anna Woodbury Elementary - Lewis Campus	863-285-1150	115 S Oak Avenue	Fort Meade	33841	8	20	
LOUGHMAN OAKS ELEMENTARY	863-421-3309	4600 US Highway 17/92 North	Davenport	33837	7	30	
MCLAUGHLIN MIDDLE SCHOOL	863-678-4233	800 South 4 <sup>th</sup> Street	Lake Wales	33853	12	44	
NORTH LAKE LAND ELEMENTARY	863-499-2850	410 West Robson Street	Lakeland	33805	6	22	
PHILIP O'BRIEN ELEMENTARY	863-499-2950	1225 East Lime Street	Lakeland	33801	10	26	
ROOSEVELT ACADEMY	863-678-4252	115 E Street	Lake Wales	33853	8	25	
SLEEPY HILL MIDDLE SCHOOL	863-815-6577	2115 Sleepy Hill Road	Lakeland	33810	11	36	
SOCRUM ELEMENTARY SCHOOL	863-853-6050	9400 Old Dade City Road	Lakeland	33810	7	32	
SOUTHWEST ELEMENTARY	863-499-2830	2650 Southwest Avenue	Lakeland	33803	12	27	
SPOOK HILL ELEMENTARY SCHOOL	863-678-4262	321 Dr. J A Wiltshire Ave. East	Lake Wales	33853	11	27	
WALTER CALDWELL ELEMENTARY	863-965-5470	141 Dairy Road	Auburndale	33823	10	25	
** Lewis Anna Woodbury Elementary is located on two campuses.							
					<b>Totals</b>	<b>175</b>	<b>588</b>