

# REQUEST FOR PROPOSAL

## ETHERNET REPLACEMENT FOR SIDNEY C. HUNTINGTON JR/SR HIGH SCHOOL (SHS) and SIDNEY C. HUNTINGTON ELEMENTARY (SES)

**Issued on:** December 13, 2023

**Bid due date:** January 11, 2024, by COB (4:00 PM AKST)

**CLASSIFICATION:** Ethernet (low voltage) cable replacement request for proposal,

### **Terms & Conditions**

This request implies no obligation on the part of the buyer. All bids submitted must remain valid for a period of 60 days (unless otherwise specified). The Galena City School District (“School District or GCSD”) reserves the right to negotiate the terms and conditions of any contract entered into as a result of accepting any bid submitted by the successful bidder(s).

The Galena City School District is not responsible for any costs to the bidders for preparation of this bid.

One or more addenda to the Request for Proposal (RFP) may be issued by the School District after the RFP process is opened. A copy of any addendum issued by the School District must be signed by the bidder and submitted along with its bid. While the School District will make reasonable efforts to notify bidders of any addenda, it is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued. Bidders should check the School District website to ascertain if any addenda have been issued.

Any interested party may obtain a copy of the Request for Proposal from the Galena City School District website at <https://www.galenaalaska.org>

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, January 11th, 2024.

Submit your sealed bids to Dr. Jason Johnson via certified mail in a single sealed envelope or package marked on the outside to:

**Dr. Jason Johnson – Superintendent**  
**SHS/SES Ethernet RFP**  
**P.O. Box 299**  
**Galena, AK 99741**

## **Table of Contents**

Terms and Conditions.....	Page 1
Section I: Introduction.....	Page 2
Section 2: Scope of Work.....	Page 2
Section 3: Selection Criteria.....	Page 3
Section 4: Attachments.....	Page 3
Section 5: Compliance.....	Page 3
Section 6: Site Visit Requirement.....	Page 3
Section 7: Questions.....	Page 4
Section 8: Submission.....	Page 4, 5

### **SECTION 1 – INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to invite contractors experienced in installing ethernet (low volt) to submit proposals for installation of new ethernet at Sidney C. Huntington High School (SHS) and Sidney C. Huntington Elementary School (SES), located at 299 Antoski Road, Galena, Alaska.

### **SECTION 2 – SCOPE OF WORK**

- This will be a complete network wiring project including all wire-pulling, punch-down termination end-to-end, with full installation including all necessary and related equipment costs.
- Work must be completed during the summer period between 05/18/2024 and 07/19/2024.
- Replace all existing ethernet in both schools with NEW CAT6 Plenum ethernet cable installed and real world certified operational to CAT6 standards.
- Replace ALL punch-down panels with CAT6 compatible panels and jacks, labeled with a consistent labeling scheme at both termination ends. All patch panels and jacks are to be wired to TIA/EIA 568-B standards.
- All wiring must be terminated with an 18” service loop at the punch down panel itself and a minimum of an 8ft Service loop in the ceiling above the server rack it is punched down to.
- All wiring is to be punched down to the punch down block and the Keystone jacks. All Hardware (low voltage wall boxes – internal or external as required – Keystone jacks and plate covers), C and J hooks in ceiling and Velcro and zip ties for appropriate cable management at the server racks and any external Nonmetallic Single-Channel Surface Raceway (Panduit) as may be required in some cases will be provided by the installer.
- Relocate the underfloor switch rack, patch panel and phone switch, including all installed hardware, to a new location in the adjacent office.
- Construction of a new wiring closet / DEMARC for the underfloor rack relocation, with proper airflow, cooling for network hardware.
- Re-locate elementary switch rack and patch panel to adjacent office.
- Coordinate with GCSD Systems Administrator, Local Telco, and Internet providers prior to underfloor rack relocation.

- Provide customer with a completed wiring map on completion of the job.
- Additional cost breakdown or per line / drop cost is suggested to be included.
- The installer is responsible for travel, housing, and meals. The installer should bring all required tools.
- Lift use will be provided on an as-needed basis.

### **Section 3 – SELECTION CRITERIA**

- The contractor must have experience installing and real world certifying ethernet (low voltage) cable to at least CAT6 standards. Submission of a reference is suggested but not required.

### **Section 4 – ATTACHMENTS (BUILDING SCHEMATICS)**

Please see attached schematics of the building.

- Attachment 1 – Sidney C. Huntington Elementary (SES)  
<https://www.galenaalaska.org/wp-content/uploads/2023/12/Galena-SHS-Elem-Drawings-p5.pdf>
- Attachment 2 – Sidney C. Huntington Jr/Sr High School (SHS)  
<https://www.galenaalaska.org/wp-content/uploads/2023/12/Galena-GCSD-HS-HVAC-Controls-Drawings-vlowres-p4-6.pdf>

### **Section 5 – COMPLIANCE**

The selected vendor, contractor, installer will be required to adhere to all Alaska EED, state of Alaska, Federal laws and regulations as applicable, including, but not limited to FERPA, COPPA, CIPA, CIPA-2, HIPAA, ADA and the Galena City School District board policy.

The Galena City School District is committed to providing access to our electronic information, including our websites, for individuals with disabilities in accordance with all applicable State and Federal laws.

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require us to ensure that anyone with disabilities seeking information or services from us, have access to and use of information and data that is comparable to the access and use by any other members of the public who are not individuals with disabilities. This requirement extends to any and all web-based services, applications, or other technology that is acquired, contracted or otherwise made available by the School District, to its students, staff and/or community members. Responders to this solicitation shall be equally responsible and contractually bound to ensure their product and service offerings are accessible pursuant to the aforementioned laws. The School District's website accessibility standards can be found here: <https://www.galenaalaska.org/>

### **Section 6 – SITE VISIT REQUIREMENT**

In order to best understand the site conditions and potential challenges of our unique rural community of Galena, it is required that all interested parties conduct a site survey of the facility (299 Antoski Road, Galena, Alaska, 99741) with the GCSD Systems Administrator prior to submitting a bid.

## **Section 7 – QUESTIONS**

Please direct all questions to GCSD Systems Administrator via e-mail: [Scott.Betterton@galenanet.com](mailto:Scott.Betterton@galenanet.com)

All correspondence is required to be made in writing to ensure the integrity of our bidding process and for recording purposes. Questions initiated during the bid process may also result in addendum items being expanded beyond the initial posting. It is the sole responsibility of the bidder to verify whether any addenda/attachment has been issued or updated.

## **Section 8 – SUBMISSION**

To be considered for award, one (1) original of the bid must be received by our GCSD business office no later than 4:00 P.M., Alaska Time, January 11th, 2024.

Submit your sealed bids to Dr. Jason Johnson via certified mail in a single sealed envelope or package marked on the outside to:

**Dr. Jason Johnson – Superintendent**  
**SHS/SES Ethernet RFP**  
**P.O. Box 299**  
**Galena, AK 99741**

The following Proposal Transmittal Form must be completed and returned with the proposal.

**PROPOSAL TRANSMITTAL FORM**

BUSINESS NAME

MAILING ADDRESS
CITY / STATE / ZIP

PHYSICAL BUSINESS ADDRESS
CITY / STATE / ZIP

CONTACT PERSON FOR THIS PROPOSAL

TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

ALASKA BUSINESS LICENSE #

FEDERAL TAX ID #

**CERTIFICATION** I certify that I am a duly authorized representative of the business listed above and that the information and materials enclosed with this proposal accurately represent the capabilities of the business to provide the services as indicated in compliance with the requirements of the RFP.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **PRINTED TITLE:** \_\_\_\_\_