

# Request for Proposal

<b>Eligible Entity:</b>	<b>Zuni Public School District P.O. Drawer A Zuni, NM 87327</b>
<b>General Description:</b>	<b>Basic Maintenance</b>
<b>RFP Number:</b>	<b>ZPSD20120628100722</b>
<b>470 Number:</b>	<b>483660001052250</b>
<b>470 Post Date:</b>	<b>01/17/2013</b>
<b>RFP Due Date:</b>	<b>02/19/2013 at 2:00P.M. local standard time</b>
<b>Billed Entity Number:</b>	<b>143258</b>
<b>Email Address:</b>	<b><a href="mailto:ZPSD@adsadsi.com">ZPSD@adsadsi.com</a></b>

## **DUE TO THE PRESIDENT'S DAY HOLIDAY THE RFP DUE DATE HAS BEEN EXTENDED TO 2/19/2013**

Zuni Public School District ("ZPSD") seeks proposals in accordance with the terms and conditions posted within. The awarded contract may cover both E-Rate eligible and non-eligible items. If eligible and non-eligible items or services are bid, bidders must break out the non-eligible items and list them as such. Contract award(s) shall be made in accordance with FCC Universal Service Administration Company E-Rate Program Rules.

For consideration Bidder must submit a Sealed Bid. ZPSD shall not be responsible for the pre-opening of, post-opening of or failure to open, a RFP not properly addressed or identified. Sealed bids shall be delivered to Zuni Public School District.

Responses to this Request for Proposal ("RFP") that include or require a demonstration shall not be considered.

SEALED BID MARKING: 483660001052250  
PLACE OF SEALED BID RECEIPT: Zuni Public School District  
Attn: Martin Romine  
P.O. Drawer A  
Zuni NM 87327  
METHOD OF BID RECEIPT: Personal delivery, courier, or mailed via United States Postal Service to above address.  
Late offers shall not be considered.  
Bids that are only E-mailed shall not be accepted.  
Offers that are E-mailed prior to the bid deadline may not be accepted.

### **Sealed bids must be delivered to the Applicant as described.**

In addition, offers must be delivered to the [ZPSD@adsadsi.com](mailto:ZPSD@adsadsi.com) email address after the 2PM deadline on 02/19/2013 and before 6PM CST the following day. There shall be no difference between the sealed documents and documents delivered by email. The documentation delivered in a sealed envelope shall be considered for proposal evaluation.

**DO NOT UNDER ANY CIRCUMSTANCE PROVIDE CONFLICTING DATA. IF CONFLICTING DATA IS PRESENTED THE SUBMITTING BIDDER MAY BE DISQUALIFIED.**

Bidders agree to comply with the entire New Mexico Procurement Code referenced in Citation §§ 13-1-1 through 13-1-199 NMSA 1978 for all details. Submitting a response Bidder acknowledges understanding and compliance with Citation §§ 13-1-1 through 13-1-199 NMSA 1978.

A campaign disclosure form must be submitted in accordance with §§ 13-1-191.1 NMSA 1978. A sample form is attached.

ZPSD requires a performance bond in the amount of the proposal: Note: IAW 13-1-148 NMSA 1978.

To perform the work required by this RFP, the winning Bidder must provide a valid Service Provider Identification Number (SPIN) and be licensed in accordance with all applicable rules and regulations, including Local and State Law.

**QUESTIONS:**

To assure all vendors have the same information **ALL QUESTIONS MUST** be posted to [http://adsadsi.com/rfp\\_year\\_16.shtml](http://adsadsi.com/rfp_year_16.shtml). Please visit the website and click on the RFP/470 Q/A link associated with the applicant's Form 470 Application to submit a question. In addition, please click on the RFP/470 Q/A link associated with this application to review all questions asked and answered. Please remember that questions submitted within 5 business days of bid due date shall not be answered.

If you do not have a question, but would like to stay current with questions asked and answered, please visit the website and click on the RFP/470 Q/A link associated with the applicant's Form 470 Application and submit a request, in the form of a question, to be added to the question and answer distribution list. If you submit a question you are automatically added to the distribution list for updates.

No other method of asking questions is acceptable. Questions asked in any other method than the acceptable method as described above shall not be answered – i.e. questions submitted via text, E-mail, or asked via a telephone, or left on a voicemail shall not be answered.

**ADS Advanced Data Services, Inc. role is to assist with the E-Rate Application Process:**

**ADS Advanced Data Services, Inc. does not evaluate Service Provider Service Offerings – The applicant is responsible for selecting all Service Providers. ADS shall not recommend Service Providers.**

All information is provided on the 470, to include applicant type, service locations, addresses, and service NPA/NXXs.

If you have a proposal, or optional packages, please provide details and the eligible applicant shall evaluate all options to select a winner. Pricing specific to the applicant's requirements must be included for an evaluation to be completed. Please make sure any required Contracts or Statements of Work are authorized and included in your response.

If the applicant has a question on your service offering, terms, and/or pricing, clarification shall be sought.

## **Service Provider Authorized Response**

This form must be completed and returned with RFP response.

<b>Form 470 Number:</b>	<b>483660001052250</b>
<b>General Description:</b>	<b>Basic Maintenance</b>
<b>RFP Number:</b>	<b>ZPSD20120628100722</b>
<b>RFP Due Date:</b>	<b>02/19/2013 at 2:00P.M. local standard time</b>
<b>Term:</b>	<b>July 1, 2013 thru June 30, 2014 unless otherwise specified</b>

Service Provider Name:	
Service Provider Address:	
Service Provider City, State and Zip:	
Service Provider Contact Name:	
Service Provider Contact Phone Number:	
Service Provider Contact FAX Number:	
Service Provider Contact Email Address:	
State Tax Number(s):	
Federal Tax Identification Number:	
Service Provider SPIN:	

**By submitting an authorized response, Service Provider Agrees to all Terms and Conditions contained within. If additional Terms, Conditions or contracts are required please submit a signed copy within the RFP Response.**

**If Service Provider's response is selected, Zuni Public School District shall award ZPSD20120628100722 to Service Provider and authorize this cover page - creating a contract. If required, an authorized and dated Service Provider Contract is encouraged to be submitted with the Service Provider's response. All signatures MUST be original.**

**Internal Connections (including Basic Maintenance) Pricing must be included with the Bidder response in the form of an ITEM 21 – by location. All Service Provider responses without Item 21 attachments shall be considered incomplete and may NOT be considered. Make and Model Numbers must be included on the Item 21 Attachments and all agreements. Eligible Products and Services must be clearly separated from any and all Ineligible Products and Services.**

**All invoices must cross reference the Bidder provided Inventory Documentation.**

**The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). To qualify as a Service Provider, your organization must be able to produce a valid SPIN (Service Provider Identification Number). If your organization does not currently have a valid SPIN and wishes to submit a response to this RFP, please visit: <http://www.universalservice.org/sl/providers/step01/> and obtain a SPIN prior to submitting a bid for consideration.**

\_\_\_\_\_  
Service Provider Authorized Signature (Original)  
Please do not submit with an electronic signature

\_\_\_\_\_  
Date of Service Provider Signature

\_\_\_\_\_  
ZPSD Authorized Signature

\_\_\_\_\_  
Date of ZPSD Signature