

**Gadsden County School District**

**RFP YR 14**

**VENDOR MEETING**

**February 28, 2011**

**10:05 a.m.**

**Vendors Attending:**

Denny Engling-NCS

Tim Oliver-NCS

Frank Holcomb-TDS

Jason Maddox-CDW-G

Stephen Gauss-Intratech

Bill Mapoles-Applied Com

Carol Robinson-PCI

Chris Cronluno-PCI

Mark Johnson-PCI

Holly Snyder-HCS

Ben Holton-PCI

Steve Curry-HCS

**Technology Staff Attending:**

Sonja Bridges, Ed.D., Technology Director

Sheantika Wiggins – Technology Training Specialist

Darlean Youmans – Information technology Coordinator

Patricia Beamon – Administrative Assistant

The meeting was opened by Dr. Sonja Bridges.

RFP Packets were given to all Vendors in attendance.

Discussion of items referenced in the RFP:

- Service is needed for 18 sites
- Increased Internet bandwidth is being requested to be added to the current 6mb we are currently receiving from the State of Florida – a minimum of 50mb up to 100mb coming into the central office out to the schools.
- The district is requesting Web-Hosting services for all schools within the district.
- Infrastructure upgrades needed at 11 schools throughout the district as listed in the RFP.
- The district is requesting an upgrade to its current VOIP system.
- Infrastructure upgrades need to be compatible with the VOIP system.

- 12 Servers needed as well as an email server for the district
- The district is requesting Video-on-Demand Digital Media Distribution systems for schools within the district. Safari Montage is referenced in the RFP, however, another system may be selected if it has the same or better functionality.
- Basic Maintenance on Internal connections is be requested for Client/Server Services, video-to-the-classroom components and the district's network infrastructure.
- All questions asked in the RFP should be addressed in all Vendor proposals
- There will be a revision to the RFP because the due date for proposals listed is during the Gadsden County School District's Spring Break. Therefore, proposals received after March 18, 2011 will be sent to a different address to ensure that the proposals are received by the due date of March 23, 2011 by 1:00 p.m.
- No phone calls will be accepted for answering questions regarding the RFP YR14 from this point. All questions should be submitted to Dr. Bridges by email or mailed to the Gadsden County School District's address as listed in the RFP.

#### Question and Answer Period:

1. Is there a last date to ask questions? Up until the proposals are due – March 23, 2011 at 1:00 p.m.
2. Where is the drop off location? All proposals should be sent to the addresses listed in the RFP. Proposals are to be sent to the following address until march 18, 2011: 35 Martin Luther King Jr Blvd Quincy, FL 32351 and after March 18, 2011 until March 23, 2011 at 1:00 p.m., proposals are to be sent to 585 Sparkle Berry Blvd Quincy, FL 32351
3. Is there a standard configuration for each classroom or school? Classrooms – (6 drops) 4 drops in the back and 2 drops in the front; Labs - HS/ES (30); Media Centers – (10 drops) 2 in the media office area and 8 in the mini-lab area for elementary and middle schools; 22 in the media centers in the high schools – 2 in the media center office area and 20 in the lab areas.
4. Do you want old cabling removed? yes
5. What kind of cabling components? No preference.

6. What type of horizontal cabling, Plenum or Non-Plenum, or termination method will be used - 568A or 568B? Category 6 cabling is to be used. The schools that will need to use Plenum are: the office building at Gadsden Technical Institute; Crossroad Academy; George Munroe Elementary School's front office, Building 12 & 15. The termination method to be used is 568A.
7. Should the wiring closet in the classrooms be enclosed? Yes, they are to be in a cabinet.
8. What type of fiber is to be used? 50 micron fiber is to be used
9. Will the vendor need to replace the schools' UPS? The District will replace these.
10. What protocol of wireless is to be used if it is being requested? The district is not requesting wireless at this time.
11. Is the district requesting a centralized Controller? This does not apply since we are not requesting wireless at this time.
12. How many channels does each school need? One (1) channel per school
13. Do we support any other network protocols other than IP? No
14. Will the existing infrastructure need to be kept in place? No – but do not dismantle until everything is working with the new infrastructure.
15. Is it ok to change the phone numbers at the Havana area schools, to include EGHS, and CES? Yes
16. Is the district requesting standard POE installation? Yes
17. Is E-Rate filed district-wide or by school? District wide.
18. Is there a hardware preference for VOIP systems? See RFP.
19. How many drops are to be placed in the offices at the schools? 2 drops in each office
20. Does the gigabit switches to the desktop need to be 10/100/1000? Yes

**Vendor Walk-Thru will begin at 9am. Vendors should be here at 8:30a.m. on March 3<sup>rd</sup> and 4<sup>th</sup>.**

Meeting adjourned at 10:45a.m.

Additional Questions/Answers submitted after the Vendor Meeting

1. We need to know how many VoIP telephones will be needed at each location and what are the extension numbers working at each location?

Count of phone in district.  
location - phones in use (licenses available)

CES - 36 (38)  
CPA - 57 (61)  
EGHS - 114 (116)  
ESOL - 18 (18)  
GEMS - 20 (21)  
GES - 47 (48)  
GMES - 73 (74)  
Gretna - 39 (40)  
GTI - 30 (30)  
HES - 56 (63)  
HMS - 51 (51)  
JASMS - 68 (71)  
District - 82 (83)  
SJES - 36 (39)  
SSES - 85 (85) Includes maintenance and transportation WGHS - 61 (61)  
  
All - 873 (899)

2. How many of these VoIP Telephones will need Voice Mail?

All phones need voice mail.

3. In regards to VoIP telephones how many will need Direct In Dial (DID) numbers assigned to them? This gives the user the capability of receiving a call directly to their telephone without the call going through the Receptionist or Auto Attendant.

Chattahoochoo Elem - 3  
District Office - 12  
Maintenance - 2  
Transportation - 2  
Greensboro Elem - 4  
Gretna - 4  
West Gadsden - 6  
George Munroe - 5  
CPA - 4  
GCA - 2  
HOPE - 2  
GTI - 5  
SSES - 4  
East Gadsden - 5  
Havana Elem - 4  
Havana Middle - 3  
Gadsden Elementary Magnet - 3

James A Shanks - 5  
St. John - 3

4. How many locations have external paging systems in use? All locations
5. How many analog lines will need to be left at each location for misc. purposes like, faxes, alarm system, modems line, etc. etc.?

Chattahoochee Elem – 2 (fax and alarm)  
District Office – 13 (9-fax and 4-alarm)  
Maintenance – 4 (fax, 2-modem and alarm)  
Transportation – 4 (1-fax, 2- modem and alarm)  
Greensboro Elem – 2 (fax and alarm)  
Gretna – 2 (fax and alarm)  
West Gadsden – 9 (5-fax, 2-fire, 1-AC and alarm)  
George Munroe – 2 (1-fax and 1-alarm)  
CPA – 2 (1-fax and 1-alarm)  
GCA – 2 (1-fax and 1-alarm)  
HOPE – 2 (1-fax and 1-alarm)  
GTI – 5 (1-fax, 1-credit card and 1-alarm)  
SSES – 2 (fax and alarm)  
East Gadsden – 7 (2-fax, 1-fire, 1-AC modem, 1-radio broadcast and 2-alarm)  
Havana Elem – 2 (fax and alarm)  
Havana Middle – 3 (fax, AC and alarm)  
Gadsden Elementary Magnet – 3 (fax and alarm)  
James A Shanks – 3 (fax, AC and alarm)  
St. John – 2 (fax and alarm)

6. Do you want each school priced separately for the Internal Connections and cabling?  
Schools are to be priced separately.

#### Questions and Answers added 3/10/2011

1. Will the winning bidder be able to work during normal business hours (8:00am-5:00pm) while students are on site?

Work will need to be performed outside normal school hours.

2. If work must be done at night; or during school district breaks; will a school district employee be available to gain entry to classrooms etc, and arm-disarm security systems?

The Director of Technology will make arrangements for Vendor access to designated sites/classrooms. Alarms will be disabled and enabled as needed.

3. Will there be a secure location at each campus to store equipment, parts, cable, and tools?

The school board will not be liable for any equipment, parts, cable, tools, etc. that are left on site.

4. In regards to the video services mentioned in the RFP, how is the video services distributed throughout the school? Is the Video service working over its own Network, or is it sharing the LAN. If so what's providing the QoS (Quality of Service) function?

The current system is running over its own network. The RFP calls for a media distribution system to function over the existing data network. QOS is to be provided by the network equipment (switches and routers) and media distribution system.

5. Or is it (the media distribution system) using Radio Frequency distribution normally using coax cabling?

The current system is using Radio Frequency distribution over coax cabling. The RFP calls for distribution over the data network.

6. In addition to Structured Cabling will we need to provide the network equipment switches etc?

All switches are to be replaced with CISCO products and have POE as indicated in the RFP.

#### Additional Questions – 3/16/2011

1. Please confirm which schools the Gadsden County School District desires CABLING Infrastructure upgrades in. The term “infrastructure upgrades” is used in the RFP and the Q&A Update documents, but is not clearly defined. In the RFP, page 10, Part One, “Upgrades for schools’ local area network”, the schools listed are:

Gadsden Elementary Magnet School

Gretna Elementary School

Greensboro Elementary School

Gadsden Technical Institute

James A. Shanks Middle School

St. John Elementary School

Havana Elementary School

Carter Parramore Academy

Gadsden Central (Part of CPA)

Hope Academy (Part of CPA)

Use the information provided in the RFP, which is:

- **Upgrades for schools' local area network.** This contract will be to replace existing 10-base Ethernet infrastructure including switches, hubs and network media with Switched Gigabit Ethernet to the Desktop for select schools. Ethernet to the desktop will include Power Over Ethernet (POE) services. Infrastructure Upgrades with 1GB or better connection backbone. Infrastructure upgrades will be for the following sites:

Gadsden Elementary Magnet School	Havana Elementary School
Gretna Elementary School	Havana Middle School
Greensboro Elementary School	Carter-Parramore Academy
Gadsden Technical Institute	Gadsden Central Academy (on CPA campus)
James A. Shanks Middle School	Hope Academy (on CPA's campus)
St . John Elementary School	

- 2. RFP Q&A Update document, 2<sup>nd</sup> page, under Questions and Answer Period, Item 3, it references standard configuration for each classroom or school. For Labs and Media Center drops, the document details HS/ES Drops for the Computers Labs and Media Center. It is my assumption that HS stands for High Schools. However, there is no mention of High Schools in the schools listed above (taken from RFP). Again, we need to know which schools CABLING are needed in.

Carter-Parramore Academy is a High School.

- 3. RFP Q&A Update document, 3<sup>rd</sup> page, Item 6, reference is made to horizontal cabling. It list one of the schools Plenum Cable is needed in to be Crossroads Academy. This school is not one of the original schools listed above. Please clarify. Does the Gadsden County School District want new cabling in Crossroads Academy; if so, please define what is needed for CABLING infrastructure in this school.

As indicated in the RFP, cabling is needed for the schools listed. The schools listed in the Q & A are for point of reference only.

- 4. Is Crossroads Academy presently on the school's WAN? If not, does the school district plan to add them? Per the drawing provided to us during the site visits, this school is not listed. However, it is very near Chattahoochee Elementary. This school is presently connected back to TDS with a 100 Mbps link and then to the BOE (same bandwidth). Can I assume this link will be the same for Crossroads Academy?

The schools that need infrastructure upgrades are listed in the RFP. Crossroad Academy will be a part of the WAN.

5. Does the school district desire Media Distribution for Crossroads Academy? If so, are they utilizing Brighthouse as their TV Cable Company (or does this Cable TV company own that territory?)

Comcast is the TV Cable Company in the Quincy area.

6. Crossroads Academy is not listed on the WAN drawing provided to us during the site visit. Does the school district desire VoIP for this school? See attached drawing provided.

Crossroad Academy will need VoIP along with the other eligible sites listed in the RFP.

7. Is the school district seeking more WAN bandwidth for the schools in Havana and the school(s) going through the Chattahoochee Telco?

Yes

8. RFP Q&A Update document, 3<sup>rd</sup> page, Item 6 – please clarify that PVC cable can be used in all other Gadsden County Schools other than the ones listed in this section.

Non-plenum cabling is to be used in the schools requiring infrastructure upgrades that do not require plenum cabling.

9. RFP Q&A Update document, 3<sup>rd</sup> page, Item 8, it states that that 50 micron fiber is desired. There are two types of 50 micro fibers; OM2 provides 1 Gig of bandwidth for up to 300 meters and 10 Gig of bandwidth for up to 100 meters. OM3 provides 1 Gig of bandwidth without a distance limitation (LANs) and 10 Gig of bandwidth for up to 300 meters. Please clarify which 50 micron fiber is desired.

The district's preference for fiber usage is OM3 50 micron fiber.

10. Does Gadsden County desire ELECTRONICS (POE Switches) Infrastructure Upgrades in only the schools listed above (Item 1) or for all Gadsden County Schools and District Offices?

Only schools listed in the RFP for infrastructure upgrades are to have POE switches installed.

11. RFP Q&A Update document, page 4 in response to VoIP phone counts at each location (Question 1); a phone count is listed (with additional licenses). For bidding purposes, are the actual existing phone counts of 873 desired or is the license count desired (for new phones).



The license count is to be used.

12. After our site walk through of the all the schools in Gadsden County, I asked if there was any type of report that would help us determine how many classrooms and offices there are per school, as they are not clearly marked on the drawing. Will the Gadsden County School District provide a teacher count per school that can be generated through the district's Student Database?

This should have been determined during the scheduled two day walkthrough. The vendors should have been marking the drawings as they visited school sites.

Questions – 3/17/2011

1. What are the warranty requirements for the cabling system?

The warranty requirements are on page 18 of the RFP.

### **Warranty**

The Vendor shall fully warrant all items and services provided under this RFP against defects in material and workmanship for a minimum of three years or greater as provided by the equipment manufacturer's warranty. Warranty information should be submitted per an equipment basis in the Bid Proposal. Should any defects in workmanship or material, excepting ordinary wear and tear or abuse, appear during the warranty period, the manufacturer or his representative shall repair or replace such items at no cost to the Gadsden County School District.

2. Do you want 10/100/1000 + PoE for every drop?

The Gadsden County School District is looking for 10/100/1000 cabling + PoE for every switch.

3. Terminations of 50 micron fiber. The District uses type SC connectors. The newest type is LC. Both are accepted standards of termination. Will SC type connectors be acceptable?

Yes - SC type connectors will be acceptable.

4. Does the School district request that FIBER switches for fiber backbone be included in the RFP?

The school district is requesting the use of fiber switches for the fiber backbone.

5. All cafeteria drops were re-wired just 2 months ago with CAT-5E cabling. The CAFS software does not require 1000 base T speed . Does The School district want these areas rewired again?

The Gadsden School District does not require that these areas be re-wired at this time.

### **Specific campus Questions:**

#### **Gretna Elementary**

6. Due to the age, and construction of this campus, "Power-Poles" are currently used in all classrooms, and media center. The Power Poles not only provide data drops, but A/C power for the computers. Can this system be reused with new cabling? \*If not, please note that extensive electrical work will need to be done. If electrical work must be done, will the school board electrical dept handle this, or does it need to be included in the RFP?

Yes – the current system is to be used at this site in areas where there are power poles.

#### **Carter-Parramore/ Hope Academy**

7. This campus uses Panduit T-3 raceway for its current data system. This raceway; like Gretna; provides data and A/C power. Can this raceway be re-used? If not, extensive electrical work will need to be done. Will the District electrical dept. handle this, or should electrical be included in RFP?

Use the current raceway at this site.

#### **Gadsden Technical Institute**

8. The Adult education classrooms and cosmetology classrooms were re-wired 1 month ago with CAT5E cabling. Do these classrooms need to be rewired again?

These areas does not need to be re-wired at this time.