

**PROPEL CHARTER SCHOOLS  
24 SOUTH 18TH STREET  
PITTSBURGH, PA 15203**

**BID #: 0015**

**Sealed bids for the services listed herein will be received in the PROPEL CHARTER SCHOOLS Administration Office, located at 24 SOUTH 18TH STREET, PITTSBURGH, PA 15203 ATTN: MR. DARYL ROBINSON until 9:00 A.M., January 9th, 2008 and will be opened at 10:30 A.M. the same day in the Administration Conference Room. Respondents are invited to attend the bid opening however no bid modifications will be permitted.**

1. Three copies of the submitted proposal for this bid inquiry are to be filled out, signed with original signatures where noted and returned to PROPEL CHARTER SCHOOLS.
2. All bids shall be returned in sealed envelopes and addressed to PROPEL CHARTER SCHOOLS at the address stated above. **Please show the bid number (BID #: 0015) on the outside of the envelope.**
3. The Bidder is responsible for ensuring that the Bid document, inside a sealed envelope, is received **via registered mail** prior to 9:00 A.M. on the date of the Bid Opening stated above. Delivering that Bid document to a PROPEL CHARTER SCHOOLS employee, even if a signature is obtained, is **not** sufficient to meet the requirements of this Bid Condition. PROPEL CHARTER SCHOOLS is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
4. Bids shall be submitted on this Bid form which must be signed by a duly authorized agent or officer of the Company making the bid. Absence of original signature of person duly authorized to sign for the Company submitting this bid document will automatically leave this bid null and void.
5. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges.
6. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be typed in on the back side of this document and be accompanied with a valid signature from the submitting vendor.
7. The Technology Support Staff /Resources group shall have full power and authority to reject any and all bids furnished which in their opinion, are not in strict compliance and conformity with the requirements of the specifications. The decision of said group shall be final, conclusive, and without challenge.
8. PROPEL CHARTER SCHOOLS reserves the right to reject any or all bids, and to accept or reject any item or group of items, for which bid is submitted.
9. Upon identification of the lowest bid for identified services and installations (if warranted) the successful bidder will be notified in writing. It should be noted that awarding of this bid will commit the respondent to their quoted pricing for the entire period of time required for the SLD to notify PROPEL CHARTER SCHOOLS of e-rate funding. Once notified of funding PROPEL CHARTER SCHOOLS will immediately commence with deploying said services. PROPEL CHARTER SCHOOLS may also, at its discretion, initiate acquisition/start of services prior to funding notification (but not before July 1<sup>st</sup> 2008) and seek reimbursement if equipment/services is/are needed immediately.

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**BID SPECIFICATIONS  
FOR  
NETWORK CABLING SERVICES**

**PROPEL HOMESTEAD HIGH SCHOOL**

PROPEL CHARTER SCHOOLS IS SEEKING A CONTRACT FOR INSTALLATION OF NETWORK CABLING AND CORRESPONDING PATCH PANELS, PATCH CABLES AND REQUIRED RACKS FOR THE NEW PROPEL CHARTER HOMESTEAD HIGH SCHOOL SITE. THESE SERVICES ARE E-RATE ELIGIBLE AND THE SCHOOL WILL BE REQUESTING FUNDING ACCORDINGLY. SERVICES WILL COMMENCE AFTER JULY 1<sup>st</sup>, 2008 AND CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER/S FOR THE SERVICES THAT WERE REQUESTED.

ANY QUESTIONS PERTAINING TO PROCEDURES OR CLARIFICATIONS REGARDING THIS BID SHOULD BE DIRECTED TO:

**MR. DARYL ROBINSON  
PROPEL CHARTER SCHOOLS  
24 SOUTH 18TH STREET  
PITTSBURGH, PA 15203  
PHONE: 412-325-7305 EXT. 104**

ANY TECHNICAL QUESTIONS OR CLARIFICATIONS SHOULD BE E-MAILED TO:

[remy@intelagentresources.com](mailto:remy@intelagentresources.com)

**IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.**

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Signature: \_\_\_\_\_

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**PROPEL CHARTER SCHOOLS  
24 SOUTH 18TH STREET  
PITTSBURGH, PA 15203**

**ITEM  
NO.**

**ITEM/SERVICE DESCRIPTION**

**1. NETWORK CABLING SERVICES:** THE REQUEST IS FOR A QUOTE TO CABLE PROPEL CHARTER SCHOOLS' HOMESTEAD HIGH SCHOOL LOCATED AT THE CORNER OF 10 AVENUE & ANDREW STREET, MUNHALL, PENNSYLVANIA 15120. THE SCOPE OF WORK WILL INCLUDE ALL ELIGIBLE NETWORK AND VOICE DROPS AS DEFINED WITHIN THE ATTACHMENT DOCUMENTS ACCOMPANYING THIS BID CONTRACT DOCUMENT. A FIBER BACKBONE MUST BE INSTALLED TO SUPPORT THE NETWORK NEEDS. LISTED BELOW ARE BULLETED SPECIFICATIONS FOR THE NETWORK, ITS COMPONENTS AND CORRESPONDING REQUIREMENTS FOR THE PROJECT. THIS LIST AND ACCOMPANYING ATTACHMENTS ARE MEANT TO PROVIDE SIGNIFICANT INSIGHT TO ALL REQUIRED DELIVERABLES. ADDITIONALLY, THERE WILL BE A SCHEDULED SITE WALK-THROUGH TO PROVIDE INTERESTED RESPONDENTS THE OPPORTUNITY TO VIEW THE ACTUAL BUILDING TO BE CABLED. THIS PROPOSAL WILL LEVERAGE THE FEDERAL E-RATE PROGRAM. ALL DELIVERABLES AND CORRESPONDING MATERIALS ARE E-RATE ELIGIBLE. ANY ADDITIONAL NON E-RATE ELIGIBLE ITEMS THAT NEED ADDRESSED WILL BE DONE VIA A SEPARATE CONTRACT/AGREEMENT AND SHOULD NOT BE INCLUDED WITHIN ANY RESPONSE TO THIS RFP.

- A.) SCOPE OF WORK WILL INCLUDE THE RUNNING, TERMINATION, TESTING AND LABELING OF ALL CAT 6 AND 6 STRAND FIBER NETWORK REQUIREMENTS.
- B.) SCOPE OF WORK REQUIRES THAT THE CONTRACTOR PROVIDE ANY/ALL REQUIRED PATCH PANELS, NETWORK RACKS, BOOTED CAT6 PATCH CABLES, FIBER TERMINATION LGU CABINETS, FIBER PATCH CABLES, NETWORK WALL JACKS AND ANY REQUIRED NETWORK CONDUIT/RACEWAY.
- C.) INCLUDED IN THIS BID ARE NUMEROUS ATTACHMENTS TO ASSIST PARTICIPATING BIDDERS IN EVALUATING THE PROJECT TO PROVIDE THE MOST COMPETITIVE, COMPLETE SOLUTION. THE ATTACHMENTS ARE AS FOLLOWS:

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BID #: 0015

ITEM  
NO.

ITEM/SERVICE DESCRIPTION

- I. ATTACHMENT "A – HOMEHIGH-FLRPLAN & RISER": THIS ATTACHMENT CONTAINS MARKED FLOOR PLANS OF THE BUILDING TO BE CABLED IDENTIFYING LOCATION AND NUMBER OF DROPS. ADDITIONALLY, THERE IS A NETWORK RISER DIAGRAM OUTLINING THE DESIRED NETWORK SCENARIO OF THE NETWORK CLOSETS. THIS ATTACHMENT IS BEST VIEWED WHEN PRINTED ON LEGAL-SIZED PAPER (8.5 X 14).
- II. ATTACHMENT "B –HOMEHIGH-STDS & SPECS": THE PURPOSE OF THIS ATTACHMENT IS TO ASSIST THE BIDDING CONTRACTOR IN ESTIMATING NETWORK COMPONENTS THAT MAY BE NEEDED TO SUPPORT THE NETWORK AND SPECIFICS REGARDING LABELING, TESTING AND DOCUMENTATION REQUIREMENTS.
- D.) THERE WILL BE A SITE WALK-THROUGH SCHEDULED DECEMBER 21<sup>ST</sup>, 2007 @ 1:00 P.M. TO ASSIST INTERESTED BIDDERS IN ASSESSING THE PROJECT AND PROVIDE OPPORTUNITY FOR FURTHER QUESTIONING.
- E.) SCOPE OF WORK FOR THIS BID PROJECT INCLUDES THE INSTALLATION OF NETWORK ELECTRONICS TO BE SUPPLIED BY PROPEL CHARTER SCHOOLS AS DEFINED WITHIN THE ATTACHMENTS. FUNDING FOR THE EQUIPMENT TO BE INSTALLED IS BEING REQUESTED VIA E-RATE. IT SHOULD BE NOTED THAT THE EQUIPMENT MAY OR MAY NOT BE AVAILABLE (ON-HAND) UPON COMPLETETION OF THE CABLING ASPECTS OF THIS RFP. IN THE CASE THAT IT IS NOT AVAILABLE, IT IS REQUIRED THAT THE VENDOR RETURNS TO COMPLETE THE INSTALLATION.

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**ADDITIONAL BID CONDITIONS:**

1. CONTRACT ITEMS/CONDITIONS:
  - A. IF THE BID RESPONDENT WOULD REQUIRE A FORMAL CONTRACT DOCUMENT TO BE SIGNED AND EXECUTED BY PROPEL CHARTER SCHOOLS UPON AWARD OF THIS BID **THEN TWO COPIES OF SAID CONTRACT, WITH ALL REQUIRED RESPONDENT SIGNATURES INTACT, MUST BE SUBMITTED WITH THIS BID DOCUMENT AND CORRESPONDING RESPONDENT PROPOSAL.**
  - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE FORMAL CONTRACT DOCUMENT THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT.
  - C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE FORMAL CONTRACT DOCUMENT THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM'S ELIGIBILITY REQUIREMENTS AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).
  - D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE FORMAL CONTRACT DOCUMENT THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID DOCUMENT.
2. LIABILITY FOR TERMINATION OF SERVICES:
  - A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST PROPEL CHARTER SCHOOLS FOR TERMINATION OF SERVICES TO ANY BUILDING/S THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING/S LEASE BECOMES NULL OR VOIDED.
  - B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE/S AT ANY FACILITY FOR ANY REASON. PROPEL CHARTER SCHOOLS IS ONLY REQUIRED TO PROVIDE FORMAL WRITTEN NOTIFICATION TO THE SERVICE PROVIDER/S 5 BUSINESS DAYS PRIOR TO ACTUAL DESIRED TERMINATION OF SERVICES.

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Phone Number: \_\_\_\_\_

**PROPEL CHARTER SCHOOLS  
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BID #: 0015

**ADDITIONAL BID CONDITIONS:**

3. ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. PROPEL CHARTER SCHOOLS WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.
  - A. PROPEL CHARTER SCHOOLS IS NOT RESPONSIBLE FOR THE BALANCE FEE/S FOR ANY E-RATE ELIGIBLE PROJECT WHEREAS THE FUNDING COMMITMENT LETTER WAS RECEIVED AND CORRESPONDING SERVICES WERE LEVIED BUT IMPROPER PROCEDURES OR DELAYS FROM THE AWARDED SERVICE VENDOR DELAYS OR NEGATES E-RATE FUNDING.
  
4. THE LEVEL OF PARTICIPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:
  - A. PROVIDE DISCOUNTED BILLING...WHEREAS PROPEL CHARTER SCHOOLS WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (APPROXIMATELY 85-90%).
  
  - B. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW. **FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S PROPOSAL.**  
  
SPIN #: \_\_\_\_\_
  
  - C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST OR SELECTIVE REVIEW LIST. **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S PROPOSAL.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS OR SELECTIVE REVIEW LIST?      **YES**    or    **NO**    (circle one)

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**ADDITIONAL BID CONDITIONS:**

- D. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED BY THE FCC, PROPEL CHARTER SCHOOLS SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR
  - E. ALL INVOICING WILL ABIDE BY PROPEL CHARTER SCHOOLS STIPULATIONS AND BE DELIVERED IN A TIMELY MANNER. INVOICING WILL BE ACCEPTABLE IN ELECTRONIC FORMAT.
  - F. THROUGHOUT THE TERM OF THIS CONTRACT THERE WILL BE REQUESTS FROM PROPEL CHARTER SCHOOLS FOR QUOTES FROM THE AWARDED PROVIDER RELEVANT TO SPECIFIC E-RATE ELIGIBLE PROJECTS CONCERNING E-RATE ACQUIRED EQUIPMENT. SUCH QUOTES WILL CONTAIN ALL PROPEL CHARTER SCHOOLS IDENTIFIED INFORMATION AND WILL BE PRESENTED TO PROPEL CHARTER SCHOOLS WITHIN 3 BUSINESS DAYS OF REQUEST.
5. CONTRACT REDUCTION/MODIFICATION:
- A. IF, DURING THE COURSE OF THE CONTRACT, CHANGES IN TECHNOLOGY, THE ECONOMY, OR ANY OTHER CONTRIBUTING FACTOR PROVIDE THE NEED FOR MORE COSTLY SERVICES THE SELECTED VENDOR WILL AND CANNOT LEVY THESE COST INCREASES UPON PROPEL CHARTER SCHOOLS.
6. UPON AWARD OF THIS CONTRACT TO THE SUCCESSFUL RESPONDENT IT WILL BE THE RESPONDENT'S IMMEDIATE RESPONSIBILITY TO PROCURE REQUIRED BACKGROUND CHECKS (PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK [ACT 33/34] AND PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE [ACT 151] ) FOR ALL EMPLOYEES THAT WILL BE WORKING ONSITE WITHIN THE SCHOOLS OR HAVING ACCESS, EITHER DIRECTLY OR REMOTELY, TO PROPEL CHARTER SCHOOLS DATA/INFORMATION STORED ON AND COMPUTER AND/OR NETWORK EQUIPMENT. COPIES OF ALL CLEARANCES AND A PHOTO STATIC COPY OF EACH SUPPORT STAFF WILL BE DELIVERED TO MR. WALMSLEY AT THE ADMINISTRATION BUILDING.

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PITTSBURGH, PA 15203**

**ADDITIONAL BID CONDITIONS:**

7. PROPEL CHARTER SCHOOLS WILL CONSIDER BIDS THAT LEVERAGE SUBCONTRACTORS AS LONG AS THE IDENTIFIED SUBCONTRACTOR/S, THROUGH THE AWARDED VENDOR OF THIS BID CONTRACT, PROVIDES THE ABOVE DESCRIBED CLEARANCES AND ABIDES BY THE SAME GUIDELINES OUTLINED IN THIS BID. IT SHOULD BE NOTED THAT THE AWARDED VENDOR FOR THIS BID ACCEPTS ALL RESPONSIBILITIES AND LIABILITIES FOR ANY SUBCONTRACTORS THEY CHOSE TO LEVERAGE.
8. CONTRACTOR SHALL MAINTAIN THROUGHOUT THE ENTIRE TERM OF THIS AGREEMENT, ADEQUATE GENERAL LIABILITY INSURANCE PROVIDING COVERAGE AGAINST LIABILITY FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE THAT MAY ARISE OUT OF OR BE BASED UPON ANY ACT OR OMISSION OF CONSULTANTS OR ANY OF THEIR EMPLOYEES, AGENTS OR SUBCONTRACTORS. PROOF OF SUCH COVERAGE MUST BE SUBMITTED WITH RESPONDENT'S PROPOSAL. PROOF SHALL INCLUDE CERTIFICATES FROM THEIR INSURERS INDICATING THE AMOUNT OF INSURANCE COVERAGE, THE NATURE OF SUCH COVERAGE, AND THE EXPIRATION DATE OF EACH APPLICABLE POLICY.
9. IT IS THE RESPONDENT'S RESPONSIBILITY TO ENSURE ANY/ALL SUB-CONTRACTORS UTILIZED BY THE RESPONDENT COMPLY WITH ALL STIPULATIONS WITHIN THIS BID CONTRACT.
10. CONTRACTOR AGREES TO ADHERE TO ALL OF PROPEL CHARTER SCHOOLS POLICIES AND PROCEDURES CONCERNING CODE AND CONDUCT WHILE ON PROPEL CHARTER SCHOOLS PREMISES.
11. CONTRACTOR SHALL ONLY UTILIZE, AND IS REQUIRED FOR SERVICE/SUPPORT PURPOSES, TO PROVIDE TECHNICIANS HOLDING CERTIFICATIONS FOR THE PROPER WORK BEING PERFORMED WHILE ON PROPEL CHARTER SCHOOLS PREMISES.
12. THE LOCATION OF SUPPORT/PARTICIPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING SITE/S:
  - A. PROPEL CHARTER SCHOOLS –HOMESTEAD HIGH  
CORNER OF 10 AVENUE & ANDREW STREET  
MUNHALL, PA 15120

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