

**GCCLR – Dr. M.L. Garza-Gonzalez Charter School
E-RateFY2009
Hardware Request
FY09-HR-ER08**

DATE: January 5, 2009

QUOTES MUST BE DELIVERED BY: February 3, 2009 at 5:00 P.M.

QUOTES MUST BE DELIVERED TO: GCCLR
4129 Greenwood Drive
Corpus Christi, TX 78416
Attn: Office of Finance
361-881-9988
361-881-9994 FAX

CONTACT PERSONS: All questions must be sent to peter.fernandez@gcclr.org.

Dr. M. L. Garza-Gonzalez
CEO

Submission of this proposal shall serve as evidence that the offeror understands and agrees to all conditions of the Request for Proposal. Faxed proposals will not be considered. All offerors must submit the attached felony conviction form, in accordance with Section 44.034 of the *Texas Education Code*, the non-collusion disclosure, conflict of interest questionnaire and all signed addendum pages. Failure to submit these forms may result in disqualification of your proposal.

NAME OF VENDOR	SIGNATURE OF REPRESENTATIVE
----------------	-----------------------------

ADDRESS	PHONE & CELL PHONE
---------	--------------------

E-MAIL ADDRESS	DATE
----------------	------

Note to Vendors:

1. The term of this Competitive Sealed Proposal shall be for twelve months, beginning July 1, 2009 and ending June 30, 2010.
2. This is a twelve (12) month contract subject to approval by Schools and Libraries Division and Charter funding.
3. DR. M. L. Garza-Gonzalez Charter School (Charter) reserves the right to reject any or all proposals, waive all irregularities and to choose the best value proposal.
4. All questions regarding this proposal should be e-mailed to peter.fernandez@gcclr.org.
5. Bidders must submit the original paper copy and two (2) Data Compact Disks (CDs) each containing the following two files. All PDF files and CD names should be as follows: "ICM # FY09-HR-ER08 Your SPIN #_____."
 1. Electronic version of proposal in PDF format; The PDF file name should be as follows: IC #FY09-HR-ER08 Your SPIN #_____."
6. Charter reserves the right to award all, part or none of the proposal and is subject to Schools and Libraries Division funding and/or availability of Charter funding.
7. Award of bidder's Competitive Sealed Proposals will be in the form of a contract. Award is contingent on funding from Schools and Libraries Division and Charter funding.

GENERAL CONDITIONS FOR QUOTES:

1. **INSTRUCTIONS:** These instructions apply to all quotations and become part of the terms and conditions of any quotations submitted.

2. **ALL OR NONE QUOTES:** This is not an all or none. Quotes may be accepted or rejected on an individual project basis or combined to benefit the district. The GCCLR reserves the right to award equipment and services to different vendors and to negotiate with those vendors that are likely to provide the best value to the district.

3. **EVALUATION OF QUOTES:** GCCLR will evaluate the quotes based on the following matrix:

Price	30%
Prior Experience (Similar Projects)	25%
Personnel Qualifications	15%
Management capability	10%
Past Performance (Similar Projects)	<u>20%</u>
	100%

4. **ERATE CERTIFIED:** All responding vendors must be Universal Service Fund (USF), E-Rate vendors with a currently valid Service Provider Identification Number (SPIN) and FCC Registration Number (FRN)

5. **LATE QUOTES: NO FAXED QUOTES WILL BE ACCEPTED.**

6. **AUTHORIZED SIGNATURE:** Quotations MUST show full firm name and address of vendor, and be manually signed on the “QUOTATION SIGNATURE SHEET.” **Failure to do so will disqualify quotation.** Person signing quotation must show title or AUTHORITY TO BIND HIS FIRM IN A CONTRACT.

7. **WITHDRAWAL/ALTERATION OF QUOTATIONS:** Quotations may be negotiated at the School District’s option after the Quotation closing. Alterations made before quotation closing must be initialed by vendor guaranteeing authenticity. No quotation may be withdrawn

after closing without acceptable reason in writing and with the approval of GCCLR.

8. **FELONY CONVICATION NOTIFICATION:** All vendors must also include a Felony Conviction Notification as required by Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a) with the proposal. A copy of this form is included and shall be submitted with the proposal.
9. **ACCEPTANCE:** The right is reserved to accept or reject any or all quotes and to waive any technicalities and accept the offer considered most advantages to GCCLR
10. **INSURANCE:** Workman's compensation is required for this proposal. Insurance Certificates shall be submitted with the proposal. GCCLR reserves the right to review all insurance policies pertaining to the proposal item(s) to guarantee that the proper coverage is obtained by the bidder.

Contractor will be required to maintain in full force and in effect the following types of insurance:

- | | |
|---|-------------------|
| a. Worker's Compensation | \$100/\$500/\$100 |
| b. Bodily Injury Liability (CSL)* | \$300,000 |
| c. Property Damage Liability (CSL)* | \$300,000 |
| d. Automobile Bodily Injury Liability | \$300,000 |
| e. Automobile Property Damage Liability | \$100,000 |
- * Combined Single Limit

Each insurance policy to be furnished by successful bidder shall include, by endorsement to the policy, a statement that a notice shall be given to GCCLR by certified mail thirty (30) days prior to cancellation or upon any materials changes in coverage.

Any non-compliance with this section will result in termination of contract.

- 11. Submission of a Proposal:** Obligates the submitter to agree to be held responsible for:
- a. having examined the Request for Proposal and all referenced and applicable decisions of authorities having jurisdiction over the work herein, statutory authority, and local policy;
 - b. having become familiar with the nature and Scope of Services required by the District; and
 - c. identifying any local conditions that may affect the labor availability, administrative rules and other factors that may impact the District's timeline for completion of the Services.
- 12. Funding:** If the District fails to appropriate funds to provide for the annual renewal of a contract, the District may cancel without termination charge. This is provided that the Contractor receives at least 30 days written notice of the termination stating the lack of funding as the reason for the termination.
- 13. PROJECT MANAGER:** The vendor will provide a Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager will be required to make on-site decisions regarding the scope of the work and any changes required by the work. The Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation or changes to the work without affecting the bottom line.
- 14. DELIVERY TIME:** Deliveries will be accepted only during normal working hours, 8:00 A.M. to 5:00 P.M., Monday through Friday except during the times that the district will be closed during the Holidays from December 20, 2008 through January 4, 2009.
- 15. TIE QUOTATIONS:** Consistent and continued tie quotation submittals on any commodity could cause for rejection of all quotations by GCCLR.
- 16. PATENT RIGHTS:** The vendor agrees to protect the Charter School from any claim involving patent right infringement of copyrights on goods supplied.

17. **NO QUOTATION:** If vendor is unable to submit a quotation, the vendor shall notify the Office of Finance by returning the enclosed “No Quotation Reply Form” by the quotation opening date. Vendors who fail to respond will be dropped from the Vendor Bid List.
18. **QUOTATION EVALUATION:** All quotations are evaluated for compliance with specifications before the quotation price is considered. Response to specifications is primary in determining the best value to the district.
19. **Qualifications of Responding Vendors:** The selected Vendor shall be fully capable and experienced in the scope of work specified in the projects. To ensure the system has continued support, GCCLR will contract with Vendors having a successful history of sales, installation, service, and support. During the evaluation process, GCCLR may, with full cooperation of the Vendors, visit the vendors’ places of business, observe operations, inspect similar project-related information, and request financial information in order to show capability to perform the project. It is preferred that the vendor have a minimum of five (5) years of successful experience in performing the work required. Where appropriate, GCCLR prefers that the vendor have a Cisco Certified Internetworking Engineer (CCIE) on staff that can be made available for training, configuration, and/or troubleshooting the project. Any vendor submitting a quote for Cisco IP Telephony equipment must be a certified Cisco IP Telephony partner with current revised certifications. The vendor must submit proof of their current certifications. Any vendor submitting a quote for Cisco equipment must be a certified Cisco Gold partner with current certifications. The vendor must submit proof of their current certifications.
20. **QUESTIONS:** If there are any questions regarding any part of this solicitation, please contact peter.fernandez@gcclr.org for fastest response.
21. **FINAL AUTHORITY:** GGCLR is the final authority in determining if the quote is in compliance with all specifications.
22. GCCLR reserves the right to accept or reject any and all quotes.
23. All items are to be net F.O.B., DESTINATION, and Freight Prepaid (inside delivery) to GCCLR.

24.FINANCIAL INFORMATION: Vendor agrees to provide financial information upon request.

25.REFERENCES: Vendors must provide a minimum of three schools, School District, or educationally related references acceptable to the school district. These references must be for projects that are similar in scope and design, and have been completed by the vendor within the last three (3) years. References that are not positive will be grounds for vendor disqualification.

THIS REQUEST FOR QUOTES IS NOT A COMMITMENT BY DR. M.L. GARZA-GONZALEZ CHARTER SCHOOL TO ENTER INTO A PURCHASING AGREEMENT WITH ANY VENDOR. ANY AGREEMENTS WILL BE CONTIGENT UPON THE AWARD OF E-RATE FY2009 FUNDING FROM THE SCHOOLS AND LIBRARIES DIVISION TO THE DR. M.L. GARZA-GONZALEZ CHARTER SCHOOL AND GCCLR RESERVES THE RIGHT TO REDESIGN, SCALE DOWNWARD OR CANCEL ANY PROJECT FOR WHICH FUNDING IS AWARDED.

EXCEPTIONS/DEVIATIONS FROM SPECIFICATIONS AND/OR TERMS & CONDITIONS:

WARRANTY:

Please Describe: _____

DELIVERY:

REFERENCES:

School	Contact Person	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

QUOTATION SIGNATURE SHEET

The undersigned affirms that they are duly authorized to execute this contract, that the company, corporation, firm, partnership or individual has not prepared this quotation in collusion with any other vendor, and that the contents of this quotation as to prices, terms and conditions of said quotation have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this quotation.

Vendor: _____

Address: _____

Phone Number: _____ Fax Number: _____

Bidder (Print Name of Company official authorizing this quotation)

Signature of Company official authorizing this quotation

Position With Company

Federal Identification Number

SPIN Number

Date

- Sole Proprietorship owned by: _____
- Corporation organized and existing under the laws of the State of _____ whose officers are : _____, President: _____, Vice-President: _____ and _____, Secretary
(Include Articles of Corporation and Certificate of Good Standing)
- Partnership of: _____
- Other: _____
- D/B/A of Bidder/Proposer (if any): _____
(Include D/B/A certificate)

DR. M.L. GARZA-GONZALEZ CHARTER SCHOOL

NOTICE OF FELONY CONVICTION

Texas Education Code § 44.034 (a) provides that any person or business entity, other than a publicly held corporation, that enters into a contract with a school district must give advance notice to the school district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

TEXAS EDUCATION Code § 44.034 (b) provides that if the school district determines that the person or business entity failed to give notice as required by Texas Education Code § 44.034 (a) or misrepresented the conduct resulting in the conviction, the school district may terminate the contract after compensating the person or business entity for services performed before the termination of the contract.

Type of Business Entity (e.g., sole proprietorship, Partnership, limited partnership, limited liability company, close corporation, publicly-held corporation, etc.): _____.

Registered name of partnership/corporation: _____.

Business Entity does business as: _____ (attach copy of d/b/a certificate).

Physical Address of Principal Place of Business: _____

Mailing Address: _____ Phone: () _____.

Fax: () _____ E-mail address: _____.

(all business entities other than publicly-held corporations must complete the following)

No owner or operator of the business entity named herein has ever been convicted of a felony.

The business entity named herein is owned or operated by the following person(s) who has (have) been convicted of a felony:

Name: _____ ; Reason for conviction: _____
_____ ; Date of conviction: _____ ; Dates
and place of Incarceration: _____ ;
Probation/parole status: _____

Name: _____ ; Reason for conviction: _____
_____ ; Date of conviction: _____ ; Dates
and place of Incarceration: _____ ;
Probation/parole status: _____

Name: _____ ; Reason for conviction: _____
_____ ; Date of conviction: _____ ; Dates
and place of Incarceration: _____ ;
Probation/parole status: _____

Date

Signature-Company Official

NO QUOTATION REPLY FORM

Quotation Title: _____

We are returning a “No Quotation” response to your Request for Quotations for the reason(s) below. This information will allow the GCCLR to better identify particular commodities, update the respective records and improve the quality and content of quotation records. This information should not preclude our receipt of future invitations unless we request removal from the Vendor Bid List or from a particular product category. Please treat this “No Quotation” response as a proper reply to an invitation.

**PLEASE READ ALL OPTIONS AND RESPOND ACCORDINGLY.
PLEASE MARK ALL APPLICABLE OPTIONS.**

1. We do not wish to participate in the quotation process; we wish to be deleted from the Vendor Bid List.
2. Remove us from these items/services only.
3. We do not wish to offer under the terms and conditions of this quotation. Our objections are:

4. We do not feel we can be competitive.
5. We do not wish to sell to your School District. Our objections are:

6. Other:

7. We wish to remain on the Vendor Bid List. Reason for not participating this time:

Vendor Name: _____

Mailing Address: _____

Phone: _____

Contact Person: _____

Signed: _____

Date: _____

Notes to Vendor:

1. GCCLR reserves the rights to accept all, part or none of the quotation that are being provided.
2. Vendor will provide equipment as shown in Appendix “A”
3. Vendor must provide 1 hard copy of Bid and one PDF Electronic copy

Appendix A
Equipment Request For Baldwin (214460)

Baldwin Location

Manu	Product#	Description	
IBM		Blade File Server (DNS/DHCP/Email/Data Storage)	1
APC		Large UPS Power Backup	2
		Rack System for File Server and UPS	1

PROPOSAL BID SHEET FY09-HR-ER08

Bidder represents that prior to preparing this proposal, he carefully read the contract documents and/or coordinated with Office for Finance to ensure he is fully informed of the conditions, difficulties, and requirements which he will, or may, encounter in the completion of this project in accordance to all contract documents. The bidder warrants that all equipment is new. Warranted period shall begin when system is accepted by School. This project is subject to e-rate approval.

Please provide the following prices for options of School:

Office of Accounting		Buyer:
		Proposal Number: FY09-HR-ER08
4129 Greenwood		Date Order Placed:
Corpus Christi, Texas 78416		Remarks:
(361) 881-9988 FAX (361) 886-9999		
Title: Hardware Request		
VENDOR:		
Vender Location:		
ITEM		Total
1	RFP#:	
2	Entity Name:	
3	Vendor SPIN	
4	Monthly Charges	N/A
5	Monthly Ineligible Amount	N/A
6	Monthly Eligible Amount:	N/A
7	Annual Ineligible Amount:	
8	Annual Eligible Amount	
Comments:		
Annual Charges: (Total of Lines 7 + 8)		

Submission of this proposal shall serve as evidence that the vendor understands and agrees to all conditions of the request for proposal. Faxed proposals will not be considered. All vendors must submit the attached felony conviction form, in accordance

with Section 44.034 of the *Texas Education Code*, the non-collusion affidavit, and all signed addendum pages. Failure to submit this form may result in disqualification of your bid.

NAME OF VENDOR	ADDRESS/ZIP	DATE
----------------	-------------	------

SIGNATURE OF REPRESENTATIVE	PHONE & CELL PHONE	TITLE
-----------------------------	--------------------	-------

E-mail address

The GCCLR will select two vendors based on costs, qualifications, proposal and the ability to expand the GCCLR's Wide Area Network in the future. Negotiations will be entered into with two vendors to select a single vendor to provide the GCCLR's MAN.

Appendix A

207798

GCC L R - ATS DISTRICT

TX

DISTRICT

Location of MAN nodes

Entity Number:	214460
Entity Name:	LA RAZA C B C
NCES District Number:	00025
Primary Street:	2203 BALDWIN
Primary City:	CORPUS CHRISTI, TX 78405
Entity Category:	SCHOOL

Felony Conviction Notice

Senate Bill 1 passed by the State of Texas Legislators, Section 44.034, Notification of Criminal History, Subsection (a) states “a person or business entity that enters into a contract with a school district must give **advance notice** to the district if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction.” The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name _____

Authorized Company
Official’s Name (please print) _____

A. My firm is not owned nor operated by anyone who has been convicted of a felony.
Signature of Company Official _____

B. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:
Name of Felon(s) _____

Details of Conviction(s) _____

Signature of Company Official _____ Date _____

C. My firm is a publicly owned, stock-exchange corporation; therefore, this reporting requirement is not required.

Signature of Company Official _____

NON-COLLUSION DISCLOSURE

I am the manager, secretary or other agent or officer of the principal of the Bidder in the matter of the proposals to which this disclosure is attached and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool, or combination to control the price of supplies, materials and/or services proposal on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transaction to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.

Contractors receiving individual awards for \$100,000 or more and all sub-recipients must certify that the organizations and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

- Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (§_.36)

Vendor Name: _____

Vendor Address: _____

Vendor Telephone: _____

Authorized Company Official's Name: _____

(printed)

Signature of Company Official: _____

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

If applicable, attached Form CIQ must be filed by vendor with Charter no later than the seventh business day after vendor submits vendor's response to the proposal. See Section 176.006, Local Government Code.

CONFLICT OF INTEREST QUESTIONNAIRE	FORM CIQ
For vendor or other person doing business with local governmental entity	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.</p> <p>By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Codes.</p> <p>A person commits an offense if the person violates Sections 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	Office Use Only Date Received
<p>1. Name of person doing business with local governmental entity.</p>	
<p>2.</p> <p><input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a). Local Government Code is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
<p>3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendation to a local government officer of the local governmental entity with respect to expenditure of money.</p>	
<p>4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of the questionnaire.</p>	

5. Name of local governmental officer with who filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with who the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer names in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer names in this section AND the taxable income is not from the local governmental entity?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local governmental officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each affiliation or business relationship.

6. Describe any other affiliation or business relationship that might cause a conflict of Interest.

7.

Signature of person doing business with the governmental entity

Date