

Lyford CISD

C/O Gil Saldivar, Network Specialist

8180 Simon Gomez Rd

Lyford, Texas 78569

Phone: (956)347-3919

Gil.saldivar@lyfordcisd.net

RFP # 1718-014

E-Rate Year 18

Internal Connections

Wireless Project

Scope of Work

Respondent Instructions:

1. Vendors responding to RFP # 1718-014 via overnight services must submit using 8180 Simon Gomez Road, Lyford, Texas 78569
2. Vendors must clearly include the RFP # 1718-014 when submitting their response on the envelope or box.

Corresponding with district:

1. All vendor inquires during RFP period must be via email to Gil Saldivar – Gil.Saldivar@lyfordcisd.net and rlanier@stx.rr.com .

Part 1:

E-Rate Category 2:

Lyford CISD is requesting that respondents must include in their proposal all required documentation and that they attend the mandatory walk-through.

The District reserves the right to down size the project as needed.

Vendor **must** use format for cost sheets and all other pricing sheets.

Each campus is considered a project (FRN). The campuses are listed as follows:

This project includes hardware and services as per specifications.

Vendor Grading Table:

Factor	Weight
Price	30%
Prior experience	20%
Personnel qualifications	10%
Local Network Engineers	15%
Meets District Standards	25%
Total	100%

*Note: The district will also consider appropriate State of Texas criteria.

Table 1

Summary and General Information for each Project ERATE - YEAR 18

Campus Name:	Lyford CISD High School
Scope of Work:	Install and configure 70 Access Points 70 Licenses
Campus Name:	Lyford CISD Middle School
Scope of Work:	Install and configure 42 Access Points 42 Licenses
Campus Name:	Lyford CISD Elementary School
Scope of Work:	Install and configure 73 Access Points 73 Licenses
Campus Name:	Lyford CISD CORE
Scope of Work:	Install and configure 2 Wireless Controllers

LYFORD CISD reserves the right not to proceed with any part or the entire project.

Vendor must provide 1 original and 3 copies of RFP. Original must state it is the original. Make sure original and copies of RFP have a table of contents, **page numbers and tabs.** **Also include a signed contract.**

1. DISTRICT PREFERS VENDORS THAT ARE STATE OF TEXAS DIR VENDORS FOR CISCO AND CISCO GOLD PARTNERS or equivalent. SUBMIT PROPER DOCUMENTATION TO SUPPORT VENDORS STATUS. VENDOR MUST ALSO PROVIDE AN E-RATE SPIN NO. AND

FCC REGISTRATION NUMBER WITH RFP. Vendor must also provide a list of the different statuses.

2. This RFP requests manufacturer specific equipment (ex. Cisco.) Lyford CISD is standardized on this equipment throughout all campuses and is providing these manufacturer specific parts lists as they insure the maximum interoperability with the rest of the District's infrastructure. Lyford CISD will consider proposals for equipment that is equivalent to the makes and models of the equipment in this RFP.
3. **Vendors will have to coordinate work schedule with the District's Network Specialist. Work schedule may vary; during school hours, after school, weekends and district holidays.**
4. **Signing of contracts with vendor is non-binding until determination of award from the SLD and Lyford CISD budget availability. Scope may change depending upon the amount of money granted by the SLD. Lyford CISD has the right to downsize any or all projects.**
5. **Vendor must give at least 5 references for District of similar scope with dollar amount of project with in the last three Erates. Please provide contact person and phone number.**
6. **Vendor must provide a list of all districts that have been awarded Erate projects with vendor in the last 3 years. The list must include the district name, dollar amount, and Erate year.**
7. **Vendor must provide a list of staff with certifications that will be working with this project.**
8. **Vendor must provide all tools and equipment to complete Wireless Project.**
9. **Engineer Qualifications: Vendor must submit proof of qualifications.**
 - A. Lyford CISD prefers that the vendor have a Cisco Certified Network Associate (CCNA), Cisco Certified Network Associate Wireless (CCNA Wireless), Cisco Certified Network Associate Voice (CCNA Voice), Cisco Certified Network Professional (CCNP) and Cisco Certified Internetworking Engineer (CCIE).
 - B. Cisco Certified Internetworking Engineer (CCIE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a CCIE is not on staff, the vendor must provide the name of the CCIE that will work on the project at the vendor's expense. The Lyford CISD will require that a CCIE be accessible.
 - C. Lyford CISD prefers that the vendor have a Microsoft Certified Engineer (MCSA/MCSE) on staff that will be available for training, configuration, and/or troubleshooting the project. If a MCSA/MCSE is not on staff, the vendor must provide the name of the MCSA/MCSE that will work on the project at the vendor's expense. The Lyford CISD will require that a MCSA/MCSE be accessible.

10. **Vendor must provide distance and location of engineers what will be dispatched for maintenance work or to work on this project. Engineers should be dispatched within 50 miles from Lyford CISD with a reponse time of 4 hours.**
11. **Vendor must provide a signed contract with RFP.**
12. **By vendor signing contract, vendor agrees to extent pricing of this RFP once district is funded by the SLD and agree to hold pricing and agree to extend the contract past the Erate funding year with approved extensions from the SLD.**
13. **Vendor must sign all district documents that are included in this RFP**
14. **This calls for an “all or none” RFP, this will be a turn-key project.**
15. **Vendor must be available during the evaluation process should there be any questions or should the district request a best and final offer.**
16. **Proposed Timeline (subject to revision):**
 - Release of RFP and Posting of F-470 February 13, 2018
 - **Vendor meeting/walk-through Mandatory** February 27, 2018 at 9:00 am
(Required) Administrate Annex 8220 Simon Gomez Rd, Lyford, Texas 78569
 - Deadlines for Receiving RFP: March 12, 2018 at 11:00 am
 - Evaluate and Negotiate: March 12-13

***** Vendors that do not attend the Walk-Through will not be considered during vendor evaluation**
17. **Proposals received after the deadline will not be considered.**
18. **Unsigned proposals will not be considered. Person signing the offer must be authorized to bind their company to the contract.**
19. **All items are to be F.O.B., destination, Freight Prepaid (inside delivery) either to Lyford CISD.**
20. **Vendor is responsible obtaining all permits associated with the project.**
21. **If, through any cause, the Lyford CISD determines that the successful Vendor has failed to fulfill, in a timely and proper manner, the obligations agreed to, the Lyford CISD shall have the right to terminate the contract by specifying the date of termination in a written notice to the Vendor at least thirty (30) days before the termination date. Lyford CISD shall have the right to cancel for default all or any part of the undelivered portion of this order if vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any other remedies that the District may have in law or equity.**

III. GENERAL REQUIREMENTS: (Applicable to Parts 1 of this RFP as applicable and as required).

Payment Conditions

- 1.1 All payments will be made in accordance with Chapter 2251 of the Texas Government Code. The project(s) will be deemed acceptable when the vendor delivers to the Lyford CISD that is fully functional to the District's specifications and satisfaction.
- 1.1. On Universal Service Fund projects, the Lyford CISD is responsible only for the Lyford CISD's portion of the total cost. The Lyford CISD will submit appropriate documentation to the Schools and Libraries Division (SLD) so that the vendor can be paid for the portion that the Lyford CISD is not responsible for paying directly. The vendor is responsible for requesting their portion of payment from the SLD. In the case where subcontractors or shared billing is in place, the vendor is responsible for insuring that all parties are promptly paid (within 10 days of receiving SLD reimbursement).
- 1.2. Acceptance shall be further defined as beneficial use by the Lyford CISD.

WARRANTY

If the vendor procures equipment and material under the contract, the vendor shall obtain for the benefit of the District's equipment and material, warranties against defects in material and workmanship to the extent such warranties are reasonably obtainable.

The vendor shall pass along to the District any additional warranties offered by the manufacturers, at no additional cost to LYFORD CISD. This warranty shall in no manner cover equipment that has been damaged or rendered unserviceable due to negligence, misuse acts of vandalism or tampering by the district or anyone other than employees or agents of the vendor.

The vendor's obligation under its warranty is limited to the cost of repair of the warranted item or replacement thereof, at the vendor's option. Insurance covering said equipment from damage or loss is to be paid by the vendor until full acceptance of equipment and services:

- Vendor must install and configure new or current hardware, as required.
- Vendor must provide electronic schematic drawings by room and campuses building of all hardware with model number of hardware. (PAYMENT WILL BE MADE ONCE DRAWINGS ARE TURNED IN TO IT STAFF)

Project will be considered complete upon:

- Completion of all "Punch List" items as noted during a "Walk Through" of campus upon the Contractor indicating Substantial Completion. **All punch list items must be completed within 15 days or payment will not be released.**
Warranty paperwork, test results and As-Builds have been turned in to Technology Department to the attention of Gil Saldivar.

SUPPORT AGREEMENT COSTS

- List all support agreement cost by type of hardware / software.
- List cost for after hour support.

- A list discount maintenance charges for every hour hardware is out of service or for every hour that the maintenance personnel are late according to contract response time.
- List onsite response time.
- List if there is a “depot” agreement.
- List of telephone support hours.
- List date when warranties starts and date when warranties ends. (This is the warranty that is at no cost to the district)
- Include copies of support contracts with start dates and end dates.

TRAINING

Vendor must provide on site training and manuals to LYFORD CISD at no cost to personnel selected by the District network operating system, routers and switches. Include schedule and time length of training.

VARIATION IN QUANTITIES AND CONFIGURATIONS

Equipment and capacity requirements are the best estimates currently available. The district reserves the right to modify quantity and configuration requirements. The vendor agrees to sell the district the revised quantity of items at the unit price or lower as stated in the RFP.

PROJECT MANAGER

The vendor will provide a full-time 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 implement any changes required. The Project Manager will be totally responsible for all aspects of the work and shall have the authority to make immediate decisions regarding implementation on changes to the work with approval of the School District Project Manager. Project Manager must submit a mandatory written report on a weekly basis on the progress of the project and meet with the Network Specialist and or District Technology Consultant.

VENDOR REFERENCES

Vendors must provide a minimum of five school district references. 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 which can not be confirmed will be grounds for vendor disqualification. References must include company name, address, and phone number contact person. Also a brief summary of the actual projects performed for the customer should be included as well as the total cost of the last project.

The District may, with full cooperation of the vendors, visit client installations to observe equipment operations and consult with references. Specified visits and discussion shall be arranged through the vendors; however, the vendor personnel shall not be present during discussions with references.

LICENSING

The vendor must provide a list of all applicable licenses currently held by installation personnel or certifications.

WORKING HOURS

Vendor must be **prepared to work on weekends and after school hours** in order to complete job or meet dead lines as needed.

MANPOWER

Due to the implementation plan of this project, a large contingent of manpower may be required for limited durations. Provide a description of manpower availability and how this requirement will be met.

COMPLIANCE WITH LAWS AND REGULATIONS

The vendor's performance of work shall comply with applicable federal, state, and local laws, rules, and regulations. In the event of violation, the vendor shall pay all fines and penalties, including attorney's fees, other defense costs, and expenses in connection: including any expense in cabling or hardware. **Vendor must also comply with all ERATE requirements and regulations.**

FEDERAL COMMUNICATIONS COMMISSION:

Equipment requiring FCC registration or approval shall have received such approval and shall be appropriately identified prior to installation in the District's property and/or final acceptance by the District.

SAFETY

The vendor shall take the necessary precaution and bear the sole responsibility for the safety methods employed in performing the work. The vendor shall at all times comply with the regulations set forth by federal, state, and local laws, rules and regulations concerning "OSHA" and all applicable state labor laws, regulations and standards. The vendor shall identify and hold harmless the District from and against all liabilities, suits, damages, costs and expenses (including attorney's fees and court costs) which may be imposed on the district because of the vendor, subcontractor, or supplier's failure to comply with the regulations stated herein.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006 Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP & SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office

 Signature of officer administering oath

 Printed name of officer administering oath

 Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

Information below from website: <https://www.ethics.state.tx.us/tec/1295-Info.htm>
Visit website above for additional information

Certificate of Interested Parties (Form 1295):

Filing Process:

Starting on January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site starting on January 1, 2016.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional):	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). Check the "Limited liability company" box only and enter the appropriate code for the tax classification ("D" for disregarded entity, "C" for corporation, "P" for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

For an LLC classified as a partnership or a corporation, enter the LLC's name on the "Name" line and any business, trade, or DBA name on the "Business name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2. The United States or any of its agencies or instrumentalities.

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation.

7. A foreign central bank of issue.

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States.

9. A futures commission merchant registered with the Commodity Futures Trading Commission.

10. A real estate investment trust.

11. An entity registered at all times during the tax year under the Investment Company Act of 1940.

12. A common trust fund operated by a bank under section 584(a).

13. A financial institution.

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requestor's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit cards, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or contact them at www.consumer.gov/idtheft or 1-877-IDTHEFT(438-4338).

Visit the IRS website at www.irs.gov to learn more about identity theft and how to reduce your risk.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee
b. So-called trust account that is not a legal or valid trust under state law	The actual owner
5. Sole proprietorship or disregarded entity owned by an individual	The owner
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see Special rules for partnerships on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal non-tax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, 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, 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.

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY -HELD CORPORATION, BUT THE COMPANY REPRESENTATIVE MUST CHECK OFF A SELECTION BELOW (A, B OR C)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions 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 (printed): _____

Authorized company official's signature: _____

Date: _____

PLEASE CHECK OFF A SELECTION BELOW

- A. My firm is a publicly-held corporation; therefore, this report requirement is not applicable.
- B. My firm is not owned and/or operated by anyone who has been convicted of a felony.
- C. 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): _____

NON-COLLUSIVE CERTIFICATE

By submission of this bid or proposal, the Vendor certifies that:

- (a) This bid or proposal has been independently arrived at without collusion with any other vendor or with any competitor;
- (b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of the bids, or proposals for this project, to any other vendor, competitor or potential competitor;
- (c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- (d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the vendor as well as to the person signing in its behalf.

I, _____, have read the standard terms and conditions.
(Print Type Name of Company Officer)

I fully understand them, and will fully execute them if I am awarded this proposal.

Company _____

Address _____

City, State, Zip Code _____

Telephone Number _____

Authorized Signature _____

Title _____

Date _____

SCOPE AND INTENT

Scope: This package describes the item needed. It includes the Scope and Intent, Applicable Documents, General Conditions of bid, requirements, Quality Assurance, Special Notes, Etc.

Intent: It is the intent of Lyford CISD to request sealed bids from various general air conditioning equipment & supplies stores within or near Lyford CISD for walk-in purchase of air conditioning equipment & supplies for the school year 2016-2017.

Term: One year with option to renew for an additional year period if in the best interest of Lyford CISD.

Specifications:

- A. Specifications are for unknown quantities of items to be purchased on an as needed basis. The primary purchases from this bid will be air conditioning parts, equipment, supplies, and related items.
- B. Lyford CISD designated personnel will visit the awarded stores, select and purchase the necessary items using district purchase orders.
- C. Based on past purchasing history the estimated value of this contract is \$30,000. Lyford CISD does not guarantee any quantities or dollar amounts and actual purchases could be more or less.
- D. This is a benchmark/catalog bid. A discount or mark-up from a verifiable benchmark is required. Bidders can use manufacturer's price sheets, in-house custom pricing, dealer's cost, wholesale pricing, retail pricing, shelf pricing at time of purchase, etc., as benchmarks. The benchmark must be verifiable by Lyford CISD.
- E. Benchmark/catalog pricing is a pricing structure which uses verifiable prices as a starting point for establishing the final cost of a product. A benchmark/catalog price can be established in various ways. Listed below are examples of benchmark/catalog pricing.
 - 1. Manufacturer's catalog/price sheets
 - 2. Company catalog/price sheet
 - 3. Store catalog/price sheet
 - 4. shelf pricing

Catalog and price sheets may be bid different ways. Listed below are two methods of bidding a catalog/price sheet.

OTHER REQUIREMENTS

- A. Bidders must have the experience, qualifications, stock and facilities to handle this kind of contract. Inventory must include a substantial stock of Air Conditioning Equipment & Supplies likely to be purchased by Lyford CISD.
- B. Invoice each order and shipment separately. **DO NOT** mix purchase orders number on a single invoice.
- C. Lyford CISD reserves the right to make purchases from other vendors should it be on an emergency basis or should there be a substantial price difference favorable to Lyford CISD.

Certification Regarding Terrorist Organizations and Boycott of Israel

Respondent shall provide an executed "Anti-Terrorism Certification" provided in this document certifying that pursuant to Texas Government Code 2252.151 *et al.* it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to, a foreign terrorist organization. Respondent further certifies that it will not take any action that would cause it to be included on the Texas Comptroller's list. The certification shall be executed by all Respondents.

Respondent shall execute the written verification provided in this document, in accordance with Texas Gov't Code Section 2270.001 *et al.*, verifying that Respondent or any affiliate, subsidiary, or parent company of Respondent, if any, does not boycott Israel and will not boycott Israel during the term of the Agreement. The term "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes. The verification shall be executed by all Respondents.

ANTI-TERRORISM CERTIFICATION

I, _____, the undersigned representative of _____ (the "Company"), my date of birth being _____, pursuant to Texas Government Code Chapter 2252, certifies that the above-named Company is not identified on the list prepared and maintained under Texas Government Code Section 2270.0201 (formerly 806.051) as a scrutinized company, Section 807.051, or Section 2252.153. I further certify that should the above-named Company become listed in accordance with any of the foregoing Sections (or as the Sections may be amended or supplemented) or enter in to a contract with a company that is on said listings, I will immediately notify Lyford CISD Business Office.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____ 20 _____.

TEX. GOV'T CODE 2270 VERIFICATION

STATE OF TEXAS }
COUNTY OF WILLACY }

Date: _____

Name of Affiant: _____

Title of Affiant: _____

Business Name of Company ("Company"): _____

County of Company: _____

Affiant hereby swears, verifies, and declares under penalty of perjury that the following statements are true in accordance with Texas Government Code 2270.001 *et al* (the "Code"):

1. Affiant is authorized by Company to make this affidavit.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language and is over eighteen (18) years of age.
4. Company does not currently boycott Israel.
5. Company will not boycott Israel during the term of the Agreement with Lyford Consolidated Independent School District in accordance with the Code.

Signature of Affiant

Address

SUBSCRIBED AND SWORN TO before me by _____ on _____
_____ 20_____.

Notary Public, State of _____

Typed or printed name of notary

My commission expires: _____

Part 1:

NETWORK Hardware

**Refer to E-RATE YR
18 RFP Spread Sheet**

RFP # 1718-014

Lyford CISD

PROJECT LYFORD CISD HIGH SCHOOL

Part Number	Description	Unit List Price	Qty	Disc %	Unit Net Price	Disc(%)	Ineligible Cost	Eligible Cost	Extended Net Price
AIR-AP2802I-B-K9	802.11ac W2 AP w/CA; 4x4:3; Int Ant; 2xGbE B		70						
CON-SW-AIRAPIKB	SNTC-NO RMA 802.11ac W2 AP w/CA; 3x4:3; Int Ant; 2xG		70						
LIC-CT5520-1A	Cisco 5520 Wireless Controller 1 AP Adder License		70						
CON-ECMU-LICT5520	SWSS UPGRADES Cisco 5520 Wireless Controller 1 AP Ad		70						

TOTAL COST

RFP # 1718-014

Lyford CISD

PROJECT LYFORD CISD ELEM SCHOOL

Part Number	Description	Unit List Price	Qty	Disc %	Unit Net Price	Disc(%)	Ineligible Cost	Eligible Cost	Extended Net Price
AIR-AP2802I-B-K9	802.11ac W2 AP w/CA; 4x4:3; Int Ant; 2xGbE B		73						
CON-SW-AIRAPIKB	SNTC-NO RMA 802.11ac W2 AP w/CA; 3x4:3; Int Ant; 2xG		73						
LIC-CT5520-1A	Cisco 5520 Wireless Controller 1 AP Adder License		73						
CON-ECMU-LICT5520	SWSS UPGRADES Cisco 5520 Wireless Controller 1 AP Ad		73						

TOTAL COST

RFP # 1718-014

Lyford CISD

PROJECT LYFORD CISD MIDDLE SCHOOL

Part Number	Description	Unit List Price	Qty	Disc %	Unit Net Price	Disc(%)	Ineligible Cost	Eligible Cost	Extended Net Price
AIR-AP28021-B-K9	802.11ac W2 AP w/CA; 4x4:3; Int Ant; 2xGbE B		42						
CON-SW- AIRAPIKB	SNTC-NO RMA 802.11ac W2 AP w/CA; 3x4:3; Int Ant; 2xG		42						
LIC-CT5520-1A	Cisco 5520 Wireless Controller 1 AP Adder License		42						
CON-ECMU- LICT5520	SWSS UPGRADES Cisco 5520 Wireless Controller 1 AP Ad		42						

TOTAL COST

RFP # 1718-014

Lyford CISD

PROJECT DISTRICT CORE

Part Number	Description	Unit List Price	Qty	Disc %	Unit Net Price	Ineligible Cost	Eligible Cost	Extended Net Price
EDU-CT5520-K9	Cisco 5520 Wireless Controller w/rack mounting kit K12		2					
CON-SW-EDU2CT55	SMARTNET NO RMA Cisco 5520 Wireless Controller w/rack		2					
AIR-PSU1-770W	770W AC Hot-Plug Power Supply for 5520 Controller		2					
Installation Cost								

TOTAL COST

SUMMARY SHEET

RFP #1718-014

Lyford CISD

PROJECT

Campus Name	Installation Cost	Ineligible Cost	Eligible Cost	Extended Net Price
Lyford CISD Core				
Lyford High School				
Lyford Middle School				
Lyford Elem School				

TOTAL COST