



REQUEST FOR PROPOSAL RFP18-03

E-Rate FY 2018-2019

CATEGORY 2 WIRELESS UPGRADE

RELEASE RFP

Friday, January 26, 2018

USAC E-RATE PRODUCTIVITY PORTAL

<http://bidexpress.com>

QUESTIONS AND ANSWERS

January 29, 2018 to March 1, 2018 5:00PM

Darren Ducote

Darren.Ducote@mcschools.net

PROPOSAL DUE

Tuesday, March 6, 2018 2:00 PM

Monroe City Schools

ATTN: Purchasing Department

2006 Tower Drive

Monroe, Louisiana 71201

or electronically at <http://bidexpress.com>

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1. INTRODUCTION:

MONROE CITY SCHOOLS would like to receive information and/or proposals for:

Category 2- Equipment and installation to upgrade the wireless infrastructures in all school sites

Upgrades to include school-wide WI-FI access points on school by schools basis.

This Request for Proposal (RFP) is issued to invite vendors to submit information and/or proposal(s). Issuance of this RFP in no way constitutes a commitment by **MONROE CITY SCHOOLS** to select a vendor and/or award a contract for any or all of the products and services advertised in this RFP. The **MONROE CITY SCHOOLS** reserves the right to accept or reject any or all proposals submitted.

It is important that vendors meet the expectations as set forth in this RFP. **MONROE CITY SCHOOLS** plans to use existing equipment, as well as, new equipment in the same environment.

Proposals are being sought specifically for access points and installation, if needed. Since the District will use its remaining Category 2 budget, we are encouraging vendors to bid on installation, however, installation costs may exceed the budget restrictions. The District's main priority is to purchase more access points with licenses and support warranties, if E-Rate eligible and cost-effective.

The proposal must guarantee performance sufficient to fulfill the needs of the district as requested within the RFP. After a bid has been accepted and implementation of the successful vendor's proposal is underway, the district will not be held liable for additional equipment or labor needed to complete the work if specified in the bid.

Because of the diversity of possible solutions, the vendor will provide detailed proposals to accomplish the task. Specifications in this RFP are general and minimal to allow proposals to be as innovative as possible.

MONROE CITY SCHOOLS is requesting an all-inclusive solution including all applicable taxes, shipping costs, warranties and basic manufacturer's technical support. However, it also represents complete installation and integration with the existing network if the solution is cost-effective.

Proposals must include proof of authorization to resell and install the products being proposed. **MONROE CITY SCHOOLS** will *NOT* accept any proposal for refurbished or reconditioned equipment.

2. REQUIREMENTS

- 2.1. Proposers are required to submit a proposal detailing their project plan based on the specifications, and information addressed in this RFP.

3. SPECIFICATIONS OF ACCESS POINT REQUIREMENTS

- 3.1. **MONROE CITY SCHOOLS** believes in order to have successful implementation of wireless in the district, all students shall have equal wireless speeds in a high stakes educational environment. The district prefers a Meraki solution, but will consider equivalent products. If an equivalent solution is proposed, the vendor **MUST** include all specification and cut sheets, and the vendor must fully described the equivalent product. Currently, the District has several different types of access points; however, Meraki Model M42 or equivalent wireless access points are preferred.
- 3.2. There are other brands of Wireless Access Points (APs) currently in use at each site. The existing APs will be removed and replaced with new equipment. Existing equipment remains the property of **MONROE CITY SCHOOLS** and may not be removed from the premises by the vendor.
- 3.3. If the District opts to have the vendor install access points, all AP's shall be installed in to provide the ability to roam anywhere within the site without losing connection. The district will provide maps indicating the locations where new equipment is needed.
- 3.4. All AP's shall support dual-band, two-radio operation such that 2.4 GHz and 5 GHz operations are supported concurrently.
- 3.5. Wireless AP's shall support advertising the ability of five SSIDs simultaneously. The installed solution shall support auto-channel selection for all access point radios, and comply with U.S. government Dynamic Frequency Selection (DFS) requirements

- 3.6. APS shall allow for administratively defining the set of channels used for auto-assignment of both 2.4 GHz and 5 GHz operations.
- 3.7. The solution shall support auto-power and customized selection for access point radios.
- 3.8. The APs shall support load balancing wireless clients across multiple radios.
- 3.9. The APs must support enforced band steering between 2.4 Ghz and 5 Ghz.
- 3.10. Wireless AP's shall connect to the wired network with a minimum of a 1000 BASE-TX full-duplex Ethernet.
- 3.11. AP's shall support over-the-air packet captures without impairment or degradation of client services.
- 3.12. If the Vendor installs the APs all recreational areas shall be installed within an enclosure capable of withstanding a direct hit from a hard or large ball. The enclosure shall not interfere with AP's radio transmissions and must have an industrial design for durability, industrial grade antenna connectors, and with locking options.
- 3.13. APs shall have internal antennas unless otherwise approved by **MONROE CITY SCHOOLS**.
- 3.14. AP's shall support rogue access point detection, without impacting client services.
- 3.15. AP's shall support 802.11n and 802.11ac simultaneously on both the 2.4 GHz and 5 GHz radios.
- 3.16. APs must support Proactive Key Caching and/or other methods for fast, secure roaming.
- 3.17. All shall support locally significant certificates on the APs using a Public Key Infrastructure (PKI).
- 3.18. Must support the ability to serve clients and monitor the RF environment concurrently.

- 3.19. Wireless system must be capable of client tracking and interference reporting.
- 3.20. The proposer shall include in the cost an appropriate access point mounting (bracket and/or clip), as needed, for a ceiling grid or wall installation.

4. SYSTEM MANAGEMENT

- 4.1. All proposed solutions shall provide compatible with the current system management solutions
- 4.2. The system shall provide a management application that allows a single point of configuration for the entire solution and the ability for a single point of configuration per site.
- 4.3. The solution shall have the ability to classify types of interference observed during radio frequency monitoring.

5. PROJECT PLAN MANAGEMENT

- 5.1. Contractor shall provide, at a minimum, the following project management functions:
- 5.2. Contractor will provide day-to-day project management using best management practices for all tasks and activities necessary to complete the statement of work.

6. PROVIDE PROJECT WORK PLAN

- 6.1. Contractor shall develop and maintain a project work plan which breaks down the work to be performed into manageable phases, activities and tasks as appropriate.
- 6.2. The work plan shall identify activities/tasks to be performed, project personnel requirements (both **MONROE CITY SCHOOLS** and Contractor), estimated workdays/personnel hours to complete, and expected start and completion dates.
- 6.3. Scheduled completion dates for each delivery shall specifically be included.
- 6.4. Written concurrence of both parties shall be required to amend the work plan. The project work plan shall be approved by **MONROE CITY SCHOOLS** before project payments are

made. **MONROE CITY SCHOOLS** will work with vendor to ensure disruption of school activities are not impacted.

7. PROVIDE PROJECT PROGRESS REPORTS

- 7.1. Contractor shall submit monthly progress reports signed by the Contractor's project manager to **MONROE CITY SCHOOLS** no later than 10 days after the close of each calendar month. It imperative all work is completed by September 30, 2019, unless the district finds good cause to submit an installation deadline extension (e.g. weather, end-of-life announcements).
- 7.2. Each progress report shall describe the status of the Contractor's performance since the preceding report, including the products delivered, descriptions of problems encountered with a plan for resolving them, the work to be accomplished in the coming reporting period, and shall identifying issues requiring management attention, particularly those which may affect the scope of services, the project budget, or the deliveries to be provided by the Contractor.
- 7.3. Each report shall identify activities by reference to the project work plan.
- 7.4. Provide problem management and issue control.
- 7.5. Contractor will develop, and implement, with **MONROE CITY SCHOOLS'** approval, procedures and forms to monitor the identification and resolution of key project issues and problems.

8. EQUIPMENT INSTALLATION, CONFIGURATION, AND TESTING, IF ORDERED

- 8.1. Install/upgrade software/firmware to current versions
- 8.2. Review and correct latency or connectivity issues
- 8.3. Provide testing plan

- 8.4. Provide all license and support documentation information electronically
- 8.5. Be responsible for the configuration and testing of all newly installed equipment.
- 8.6. Be responsible for the configuration of existing equipment as needed to implement the new wireless solution.
- 8.7. Work closely with **MONROE CITY SCHOOLS'** staff to develop all configuration requirements for **MONROE CITY SCHOOLS** and work closely to ensure all configurations meet the needs of the district.
- 8.8. All configurations shall be adjusted as needed to function properly within the existing **MONROE CITY SCHOOLS** network and/or as specified by **MONROE CITY SCHOOLS**
- 8.9. **MONROE CITY SCHOOLS** shall approve all configurations.

9. ON-SITE REQUIREMENTS, IF INSTALLATION IS ORDERED

- 9.1. All Contractors shall sign-in at the main office of the site prior to beginning activities. Site credentials may be issued and may be required to be displayed at all times.
- 9.2. All sites must be completely cleaned each day and placed back in original condition. Work area shall remain clean at all times.
- 9.3. Shipping boxes and other trash and debris shall be disposed of each day.

ANY INTERACTION WITH STUDENTS BY THE CONTRACTOR AND/OR ANY REPRESENTATIVE IS STRICTLY PROHIBITED.

- 9.4. The Contractor is expected to supervise and exercise control over any employee or subcontractor employed and shall be held responsible for the actions and activities of both employees and subcontractors.

- 9.5. The Contractor, its employees, and subcontractors should refrain from engaging in conversation and interaction with personnel.

10. PRICING AND PROPOSAL OPTIONS REQUESTED

- 10.1. **MONROE CITY SCHOOLS** is seeking the ability to select from different options to develop the actual implemented solution. The District is requesting unit pricing (QTY 1) and installation and configuration of a quantity of 1 access point. The District already has wireless accesses in place, therefore, installation will just be to replace and configure the new AP. Again, the District may not require installation, but in the event installation is cost-effective, the District would like pricing for this as an option.
- 10.2. Provide pricing options shall include bundled manufacturer support and licenses if offered. The E-Rate Program will pay for bundled support and licenses for up to 3-years.
- 10.3. Pricing should be itemized and vendors must use the cost sheet to show the total cost per location. The district reserves the right to reject proposals that contain pricing located throughout the proposal or pricing that is group together for multiple locations. The evaluation committee will based its cost pricing on the pricing sheets.
- 10.4. Understanding that the responses as initially submitted may or may not completely meet the needs of the district, **MONROE CITY SCHOOLS** reserves the right to work with one or more selected proposers to customize and refine their proposal as a part of the selection process. This includes, but is not limited to, the refinement, addition, change and/or deletion of products, services and/or pricing as desired by the district. This clause allows the district to take the most favorable proposal(s) and customize it to best serve its needs.
- 10.5. Proposers will be given an opportunity to visit any sites in question to provide a basis for calculating cost.
- 10.6. Proposers will be allowed to submit questions in writing after the site visits and prior to submitting their responses.

- 10.7. The submitted quotes must include all items outlined in the Proposal Price Format Requirement listed.
- 10.8. Each quote shall include equipment and installation options, as selected by **MONROE CITY SCHOOLS** that best meet the needs of the district on a site-by-site basis.
- 10.9. **MONROE CITY SCHOOLS** shall have the right to approve a quote or ask for refinement as needed prior to the start of any installation.
- 10.10. **MONROE CITY SCHOOLS** prefers an authorized vendor with a Louisiana State Master Contract (See Evaluation Criteria)

11. SYSTEM MANAGEMENT

- 11.1. All proposed solutions shall provide compatible system management solutions
- 11.2. The installed system shall provide a management application that allows a single point of configuration for the entire solution and the ability for a single point of configuration per site.
- 11.3. The management application shall support administrative access by multiple users simultaneously.

12. INSTALLATION, IF ORDERED

- 12.1. Create and Use a migration plan and migrate to new hardware, if installation is selected
- 12.2. Be responsible for the configuration of all newly installed equipment.
- 12.3. Work closely with the **MONROE CITY SCHOOLS** to ensure all configurations meet the needs of the district. **MONROE CITY SCHOOLS** shall have final approval of all configurations.
- 12.4. Adjust all configurations as needed to function properly within the existing **MONROE CITY SCHOOLS** network and/or as specified by **MONROE CITY SCHOOLS**.

12.5. Fully install and test all equipment

13. PROJECT PLAN MANAGEMENT

13.1. Contractor shall provide, at a minimum, the following project management functions:

13.2. Contractor will provide day-to-day project management using best management practices for all tasks and activities necessary to complete the statement of work.

14. PROPOSAL REQUIREMENTS

14.1. Travel and expense charges are not allowed at any time.

14.2. Any cost not specified shall not be considered or paid by the **MONROE CITY SCHOOLS**.

14.3. Should a site not meet the installation requirements of **MONROE CITY SCHOOLS**, the vendor shall make adjustments until the site is able to meet the requirements and receive site acceptance from the **MONROE CITY SCHOOLS**.

14.4. All final site documentation and deliveries shall be delivered as specified by **MONROE CITY SCHOOLS** prior to its approval.

14.5. Sites work may require afterhours and/or holiday hours to accommodate instruction in the buildings. Pricing shall be also provided on the USAC's "Item 21" Attachment worksheet for Category 2 requests found on USAC website.

14.6. **MONROE CITY SCHOOLS** is seeking the ability to select from different options to develop the actual implemented solution. The options requested include the ability to select from a list of different access point options and switch options.

14.7. Pricing should be itemized

14.8. Once a site has successfully passed **MONROE CITY SCHOOLS'** inspection, and the installation has been verified to meet the specifications, the site will be accepted by **MONROE CITY SCHOOLS**.

- 14.9. The vendor shall provide knowledge transfer to IT staff on all installed hardware/software solutions provided.

15. E-RATE

- 15.1. This proposal request is for services to be subsidized under the Universal Services E-Rate Program for Schools and Libraries. No purchase order will be issued, no installation will occur and no services will be provided until approval of the form 471 application that is issued as a result of the proposals being submitted in response to this request. No administrative charges related to the USAC method for invoicing (SPI or BEAR) will be accepted. This project is subject to funding availability and may be contingent upon E-Rate funding commitment.
- 15.2. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the Form 474 Service Provider Invoice (SPI). The District will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (Form 472). The maximum percentage the District will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 and any identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from the SLD and submission and certification of Form 486, the District shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, if the District decides that it is in the best interest of the District to file a Form 472, the District will inform the Service Provider of its intent.
- 15.3. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the District will only be responsible for paying its non-discounted share.
- 15.4. The District expects Service Providers to be thoroughly familiar with any and all rules or regulations regarding the E-Rate program.
- 15.5. Service Providers are required to be in full compliance with all current requirements and future requirements issued by the SLD during the contractual period of any contract entered

into as a result of this RFP. This includes compliance with record retention rules. Vendors must store required records for 10-years from the last date of services.

- 15.6. Service Providers are responsible for providing a valid SPIN (Service Provider Identification Number).
- 15.7. Service Providers are responsible for providing a valid Federal Communications Commission (FCC) Registration Number (FRN) at the time the bid is submitted. More information about obtaining an FRN may be found at this website:
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- 15.8. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the bid is submitted. Any potential bidder found to be in Red Light Status will be disqualified from participation in the bidding process and will be considered non-responsive.
- 15.9. 15.9 may the Service Provider invoice before July 1, 2018.
- 15.10. Goods and services provided shall be clearly designated as “E-Rate Eligible.” Non-eligible goods and services shall be clearly listed as 100% non-eligible or shall be “cost allocated” to show the percentage of eligible costs per SLD guidelines.
- 15.11. In the event of questions during an E-Rate pre-commitment review, post- commitment review and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.

16. SERVICE PROVIDER ACKNOWLEDGEMENTS

- 16.1. The Service Provider acknowledges that no change in the products and/or services specified in this document will be allowed without prior written approval from the district and a USAC service substitution approval with the exception of a Global Service Substitutions. If the vendor changes a Service Provider Identification Number (SPIN) INSPIRENOLA must be notified prior to filing the Form 471.
- 16.2. This offer is in full compliance with [USAC's Free Services Advisory](#). There are no free services offered that would predicate an artificial discount and preclude the applicant from

paying its proportionate non-discounted share of costs. The service provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

17. **VENDOR QUALIFICATIONS**

- 17.1. The **MONROE CITY SCHOOLS** may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the **MONROE CITY SCHOOLS** all such information and data for this purpose as the **MONROE CITY SCHOOLS** may request. The **MONROE CITY SCHOOLS** reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the **MONROE CITY SCHOOLS** that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.
- 17.2. The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the **MONROE CITY SCHOOLS**.
- 17.3. The successful vendor (contractor) must have or be certified with the following:
- 17.4. Be able to supply all products and services.
- 17.5. Be an authorized reseller in the State of Louisiana for all products being proposed.
- 17.6. Provide a minimum of three K-12 client references for projects of similar size and complexity.
- 17.7. Must have eligibility to participate as a service provider in the E-Rate program

18. **RIGHT TO REJECT**

- 18.1. The **MONROE CITY SCHOOLS** reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The

MONROE CITY SCHOOLS reserves the right to award without further discussion.

Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The **MONROE CITY SCHOOLS** reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the district, is not in a position to adequately perform the contract. The **MONROE CITY SCHOOLS** reserves the right to reject any and all proposals, any part or parts of a proposal, waive any

19. RIGHT TO DISQUALIFY

19.1. **MONROE CITY SCHOOLS** reserves the right to award to other than the lowest cost bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for any of the following reasons:

19.1.1. Bidder's failure to comply with requirements regarding compliance with RFP specifications

19.1.2. Bidder's failure to complete the mandatory pre-bid meeting

19.1.3. Bidder being in litigation with the **MONROE CITY SCHOOLS**

19.1.4. Bidder having defaulted on a previous contract

19.1.5. Bidder having preformed unsatisfactorily on a previous contract

19.2. Bidder's failure to fulfill the warranty obligations of a previous contract with the **MONROE CITY SCHOOLS**.

19.3. Bidder's failure to include documentation for required certifications and authorizations

19.4. Bidder's failure to provide a minimum of three K-12 client references for projects of similar size and complexity

20. PROPOSAL RESPONSE FORMAT

20.1. Proposals should be submitted in letter-size (8-1/2" x 11") format. Proposals should follow the format and order of presentation described below:

20.1.1. Cover Page

The following information should be included in the response to this RFP:

- Name of the firm
- Firm address
- Firm telephone number
- Firm federal tax identification number
- Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Proposer on behalf of the firm

20.1.2. Proposal

1. Introduction (Cover Letter)

The proposals must include:

A brief statement regarding the vendor's understanding of the scope of the work to be performed.

2. Executive Summary

Provide an executive summary of the Proposer's proposed plan as well as its area(s) of expertise and resource capabilities it believes highlight its firm as superior or unique in addressing the needs of **MONROE CITY SCHOOLS** as described in the RFP.

This section shall also serve to introduce the purpose and scope of the proposal. It shall include a stipulation that the proposal is valid for a time period of one (18) months from the date of submission. The section shall also include a summary of the proposer's qualifications and ability to meet the overall requirements.

3. **Company Qualifications and Experience**

Vendor submitting this RFP shall have a minimum of five (5) years acceptable general experience in designing and upgrading technology infrastructures in K-12 school environments. In addition, proposers **MUST** provide **MONROE CITY SCHOOLS** with a list of at least five (3) references of public schools, school districts or governmental entities where similar work, as described in the RFP, has been performed.

In order to submit a proposal the vendor:

Must be eligible to participate in the E-Rate Program, have or apply for a service provider identification agree to obtain or have a current Service Provider Annual Certification Form (SPAC) on file with the SLD, and comply with all SLD service provider requirements

Vendor must be a “green light” company and agree that should the status change to “red light” at any time during the bid process or contract period that they will immediately notify the **MONROE CITY SCHOOLS** in writing.

The Vendor shall accept complete responsibility for the installation, acceptance testing, and certification of the System, if the District opts for the Vendor to install equipment

4. **Proposed Project Personnel**

The proposer should provide detailed information about the experience and qualifications of the proposer’s assigned personnel considered key to the success of the project.

The installation of any products shall be performed by certified employees of the Vendor, if applicable.

All installation and testing shall be performed or supervised by personnel qualified to install and test the System, in accordance with the manufacturer requirements. The supervisor(s) shall have successfully completed the installation training provided by the manufacturer.

21. PROPOSAL COPIES

21.1 One original and 5 duplicate copies of each proposal, plus one separate electronic copy in PDF format must be included in the proposal package. Electronic copies may be submitted on CD/DVD or thumb drive in a PDF format. Do not email copies.

21.1.1. All Correspondence regarding this RFP must be sent to:

Darren.Ducote@mcschools.net

21.1.2. Proposals must be mailed and hand delivered to:

Monroe City Schools
RFP18-03
ATTN: Purchasing Department
2006 Tower Drive
Monroe, Louisiana 71201
or electronically at <http://bidexpress.com>

22. EVALUATION METHODOLOGY

22.1. The **MONROE CITY SCHOOLS** will award a contract based on the vendor submission that best meets the needs of the school system and not necessarily the lowest price even though price will be the priority factor. The following factors may be considered when evaluating responses.

Criteria	Points
Price	30
Louisiana State Contract Authorized Vendor	10
Service & Support Terms	15
Integration with current wireless network products	20
Service Provider's Years of Experience in Designing and Implementing Proposed Service	10
MONROE CITY SCHOOLS Experience with Service Provider	15
Total	100

23. LIST OF ELIGIBLE ENTITIES

NAME	ADDRESS
Carroll Junior High School	2945 Renwick Street
Carver Elementary School	1700 Orange Street
J. S. Clark Magnet Elementary School	1207 Washington Street
Barkdull Faulk Elementary School	2110 Jackson Street
Sallied Humble Elementary School	3800 Westminster Avenue
Berg Jones Elementary School	3000 Burg Jones Lane
Lexington Elementary School	1905 Spencer Avenue
Minnie Ruffin Elementary School	1801 Parkvidw Drive
Sherrouse School	300 Sherrouse Ave
Cypress Point Elementary School	6701 Mosswood Drive
Madison James Foster Elementary School	1310 Richwood Road #1

24. SAMPLE PRICING FORM

SCHOOL NAME AND ADDRESS				
HARDWARE	MAKE AND MODEL	*QUANTITY (1) or Bundle	UNIT PRICE	EXTENDED COST
INSTALLATION	MAKE AND MODEL	QUANTITY (1)	UNIT PRICE	EXTENDED COST
TOTAL COST				

*The District reserves the right to purchase the appropriate Quantities as needed. If product has a bundled price quantity, please provide the cost as another Option.

