

Manheim Central School District
71 N. Hazel Street
Manheim PA 17545

Request for Proposal (RFP) MC_RFP_1112-001
Internet Service

The Manheim Central School District ("School District") invites qualified firms to provide proposals for Internet Service according to the following specifications.

GENERAL TERMS AND CONDITIONS

1. **SUBMISSION OF PROPOSALS** – Manheim Central School District is soliciting proposals for Internet Service. Proposals are due on or before 1:00 PM prevailing time on **December 30, 2010**, at which time they will be opened. Proposals should be submitted to Kristee Reichard, Business Manager, Manheim Central School District, 71 N. Hazel Street, Manheim PA 17545. Electronic submissions should be sent to reichardk@manheimcentral.org. Submissions should follow the detailed directions found under Proposal Format and Submission Procedure.
2. **EVIDENCE OF RESPONSIBILITY** - Any vendor/supplier submitting a proposal may be required to furnish evidence in writing that such supplier (a) maintains a permanent place of business and (b) has adequate equipment, finances and personnel to furnish satisfactorily and expeditiously the service/equipment requested and (c) is authorized by the state of Pennsylvania and all applicable government bodies to provide necessary services and warranties for the items proposed. In addition, vendors/suppliers are required to conform to all requirements of this document and furnish completely and truthfully all requested information.
3. **COMPLIANCE WITH PROPOSAL REQUIREMENTS** - Any inability to comply with the conditions and specifications as outlined must be clearly stated in the proposal. Any proposal which is incomplete or contains additions, alterations, deletions, or terms and conditions not called for or allowed under the provisions of the proposal documents or any other irregularities may be rejected as non-conforming.
4. **SELECTION OR REJECTION OF PROPOSALS** - The School District reserves the right to accept or reject any or all proposals, in whole or in part, to award contracts to one or more service providers, and to waive any or all informalities in connection with any proposals at its discretion.
5. **CONTRACTS** - If any proposal is accepted, the contract(s) shall consist of the Request for Proposals (RFP), the proposal specifications applicable to this RFP, the general terms and conditions, the proposal, and all other relevant documents along with any revisions, clarifications, error correction notices, and explanatory notes issued prior to proposal opening, and the School District's standard form purchase order or

signed service agreement with the supplier who has been awarded contracts under this Request for Proposal. In the case of differing or contradictory contract language, the language providing the greatest benefit to the Manheim Central School District shall take precedence. The contract shall be interpreted, construed and given effect in all respects according to the laws of the Commonwealth of Pennsylvania. The term "contract" wherever worded in the singular, may be taken to refer to multiple contracts if required. The contract and the final award of this proposal are contingent upon approval by the Manheim Central School Board.

6. ASSIGNMENT - The successful vendor/supplier shall not assign the performance of the contract nor any portion thereof to any other person without the prior written consent from the School District.
7. BILLING -All invoices shall be sent to the Business Office of the Manheim Central School District at 71 N. Hazel Street, Manheim PA 17545.
8. TAXES – The Manheim Central School District is exempt from Pennsylvania State sales taxes and Federal excise taxes.
9. DEFAULT -The School District may, upon written notice of default to the Supplier, terminate any contract resulting from this Request for Proposal if the Supplier fails to perform the services or deliver supplies or commodities as specified in the proposal specifications and other proposal documents or fails to conform to the general terms and conditions and other requirements set for by the Request for Proposal documents.
10. DISPUTES -Exclusive jurisdiction and venue for any dispute relating to any matters pertaining to any proposal (or to any contract resulting from any proposal) shall be in the Court of Common Pleas of Lancaster County Pennsylvania, and any such dispute shall be governed by the laws of the Commonwealth of Pennsylvania.
11. RIGHTS AND REMEDIES -The rights and remedies of the School District shall be exclusive and are in addition to any other rights and remedies provided by law or under the contract. The School District reserves the right to waive minor irregularities or reject any and all proposals provided that such action is in the best interest of the School District. Any such waiver shall not modify any remaining RFP requirements or excuse the RFP offeror from full compliance with other specifications and contract requirements.

All applicable federal, state, and local laws shall be deemed to be part of the Specifications and the supplier shall be responsible for compliance therewith.

12. FORCE MAJEURE -The occurrence of a force majeure event rendering either party unable to carry out its obligations shall excuse both parties from their obligations during any such force majeure event. The term "force majeure" shall mean events not reasonably within the control of the party claiming suspension and shall specifically

include any future change in laws, rules, or regulations as may prohibit or materially frustrate the parties from carrying out the terms of the agreement.

13. PERIOD OF VALIDITY – Quotes/bids by the vendor will be valid for a period of 60 days from the due date of the proposals requested by this RFP. It is anticipated that the selected vendor will be recommended to the Board for approval in early 2011.

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PROPOSAL SPECIFICATIONS

1. We require burstable Internet service: **at least 5 Mbps, option up to 10 Mbps** of Internet bandwidth, 100 Mbps maximum burst. Connection shall be terminated as a full-duplex Ethernet connection at demarc at minimum 100 Mbps at our main distribution facility at 261 White Oak Road, Manheim, PA.
2. Terms and Conditions
 - **Length** of contract: Base period of three years, beginning on July 1, 2011. One-year renewable option at the discretion of the district.
 - Billing shall be in one invoice in duplicate to the Business Office.
 - Manheim Central School District **requires** that approved E-rate discounts be reflected on the monthly invoice(s).
 - Applicants must certify that they are not subject to the FCC's Red Light Rule.
 - **"Funding Out Clause:"** In the event that the School District does not receive all of its E-rate funding request, the contract is null and void at the discretion of the School District.

For additional information, contact Chris Gantz at (717) 664-1820 or gantzc@manheimcentral.org.

QUALIFICATION STATEMENT

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our qualification process: most recent annual report, audited financial statement, biographies of corporate officers and/or major decision makers, vendor's standard promotional package.

All of the information provided on this statement and any backup documentation is true and accurate to the best of my knowledge.

Signature: _____ Title: _____

Print Name: _____ Date: _____

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PROPOSAL FORMAT AND SUBMISSION PROCEDURE

Vendor responses to the RFP must include the following:

1. Cover letter indicating the vendor's reply to the RFP with a proposal to perform the services as detailed in the RFP. The cover letter must include an affirmative statement that the vendor shall perform the services and produce the deliverables as described in the RFP. The price for the services and/or deliverables must be clearly stated. If there are any deviations from the services and/or deliverables, a statement clearly detailing such deviations must be included. Any additional, optional services and/or deliverables must be clearly defined and priced separately, to be chosen by the School District.
2. Completed Qualification Statement contained in the RFP document.
3. Three client references with the contact person's name, address, phone and fax number, and e-mail address. At least one client reference must be a public school district in Pennsylvania.

Responses to the RFP may be submitted by U.S. mail or electronically. Paper submissions should be mailed to: Kristee Reichard, Business Manager, Manheim Central School District, 71 N. Hazel Street, Manheim PA 17545

Electronic submissions must be in PDF file format or MS Word format. Please use the following e-mail address to transmit the completed Response: reichardk@manheimcentral.org. The attached file should be named "MC_RFP_1112-001-[insert vendor name]."

Proposals are due on or before 1:00 PM prevailing time on **December 30, 2011**