

NAMPA SCHOOL DISTRICT #131

DATE: February 9, 2015

FROM: Office of Finance

TO: Contractors for building cabling installation and termination

SUBJECT: Instructions to Bidders

CONDITIONS:

1. Sealed bids will be received by the Nampa School District until 1:30 p.m. MST, Friday, March 13, 2015 by the Clerk of the Board, Attention: Tammy Wallen, 619 S Canyon Street, Nampa, Idaho 83686. Any bids received after this time and date will be returned unopened to the sender. The bids will be publicly opened immediately after the due date and time in the Finance Office.
2. All bid respondents must be registered, approved vendors with the USAC, have a SPIN (Service Provider Identification Number) and be capable of providing E-rate services including SPI (Service Provider Invoicing) billing.
3. The Nampa School District is requesting an itemized quote for multiple building wiring updates.
4. The bid should be organized by building and include all materials and labor to complete the installation per building.
5. The bid should include an estimated time to complete the installation per building.
6. All work must be completed by July 31, 2015.
7. Proposal for should adhere to the District's Network Engineer network design standard specifications titled, "Nampa School District Data Cable Plant Specification."
 - a. It can be found at on the Purchasing Bids web site at http://www4.nsd131.org/District/administration/Budget_Finance/purchasing_bids/.
8. The updates will be for the following locations:
 - a. Greenhurst Elementary, 1701 Discovery Place, Nampa, ID 83686
 - b. SnakeRiver Elementary, 500 Stampede Dr., Nampa, ID 83687
 - c. Skyview High School, 1303 E. Greenhurst Road, Nampa, ID 83686
 - d. Nampa High School, 203 Lake Lowell Ave., Nampa, ID 83686
9. Interested bidders must attend all scheduled building walk through times.
 - a. Greenhurst Elementary at 3:30 pm on Tuesday, February 24
 - b. SnakeRiver Elementary at 3:30 pm on Wednesday, February 25
 - c. Skyview High School at 3 pm on Thursday, February 26
 - d. Nampa High School at 3 pm on Friday, February 27

10. All proposed equipment, cabling, and hardware must be new (never used) items.
11. Bids are to be returned in a sealed envelope, clearly marked with Bid Name, Due Date, and Time. Proper postage is required.
12. All bid pricing proposals must be made on the forms supplied, completely filled in as requested, and must be signed by the bidder in pen.
13. Bids will be evaluated based on (1) cost, (3) quality of the product proposed and their conformity with specifications and (3) warranty and maintenance resources, capability and capacity. (expressed in order of priority)
14. Bids are to be based on a delivered price.
15. Bids are to be held firm for One (1) year after the due date of submissions.
16. The Nampa School District reserves the right to accept or reject any and/or all bids, portions thereof, and waive any formality which is deemed to be in the best interest of the Nampa School District 131.
17. Bids will be tabulated and recommendations for award of a contract will be made by the finance department.
18. At the discretion of the district, project may be in whole or in part contingent upon successful E-Rate funding.
19. NOTE: Please be sure that you have filled in all blank spaces and signed the bid and also complete the space on the last page of your bid.
20. Questions regarding this bid must be submitted in writing and received by the Nampa School District Finance Department NO LATER THAN Monday, March 2, 2015. Questions received after this date will not be considered. All questions and answers will be posted on the Purchasing Bids website at http://www4.nsd131.org/District/administration/Budget_Finance/purchasing_bids/. Submit questions in writing and mail or fax to:

Randy Dewey
619 S. Canyon
Nampa ID. 83686
Fax (208) 468-4638