

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

Sheet Number: 1 of 18

Sealed bids for the services listed herein (this document serves as the official bid response contract) will be received at the West Allegheny School District (WASD) Administration Office 110 Bruno Lane, PO Box 55, Imperial PA, 15126 - ATTN: Mr. George Safin until 10:00 A.M., February 7, 2018. Respondents are invited to attend the bid opening however no bid modifications will be permitted, only clarifications pertaining to submitted responses or defining deliverables within the RFP. Bidders are responsible for checking the website where they acquired this bid for any potential addendums and/or change of dates (opening and/or walk-throughs).

1. ***Two (2) hard copies*** (signed with original signatures where noted) and ***two (2) soft copies on USB drive*** of the official Bid document and the corresponding Respondent-populated Excel file (as defined in this document) for this bid inquiry are to be returned to **WASD** as instructed below in item numbers 2 and 3. **All items identified to be returned shall constitute a complete bid response to this inquiry. Incomplete responses shall not be considered. This bid document modified from its original format in any manner by the respondent shall not be considered.**
2. All bid responses shall be returned in sealed envelopes and addressed to **WASD** at the address stated above. **Please show the bid number (BID#: YR210002- WASD) on the outside of the envelope.**
3. **Additionally, a soft copy of the Respondent's documents (signed submitted proposal in .word or .pdf and corresponding excel spreadsheet in excel format only!) MUST be attached and emailed with a subject line of "WASD BIDYR210002" to e-rateyr21bidresponse@ advanedgesolutions.com**
The email must be sent prior to the date/time as outlined above.
4. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via U.S. mail and/or carrier service with tracking** prior to 10:00 A.M. on the date stated above. Delivering that Bid document to a **WASD** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **WASD** is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the public opening of this Bid.
5. Bid responses shall be submitted on this official Bid document which must be signed by a duly authorized agent or officer of the Company making the bid response. Absence of original signature of person duly authorized to sign for the Company submitting this bid response will automatically leave this bid response null and void.
6. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges. Pricing quoted by the respondent shall be valid for the complete term requested in this bid. Optional related equipment may be quoted separately.
7. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be attached separately and be accompanied with a valid signature from the submitting vendor.
8. The Board of School Directors shall have full power and authority to reject any and all bid responses furnished which in their opinion, are not in strict compliance and/or conformity with the specifications. The decision of said group shall be final, conclusive, and without challenge.
9. **WASD** reserves the right to reject any or all bid responses, and to accept or reject any item or group of items, for which a bid has been submitted. Bid Proposals received after the date and time set for the Bid opening shall be considered non-responsive and returned unopened to the Bidder.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

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10. Upon identification of the selected bid for identified services and installations (if warranted) the successful bidder will be notified in writing. Additionally, it should be noted that all bid responses will commit the respondent to hold submitted quoted pricing for the entire term(s) as outlined in this bid. Once notified of funding WASD will/may commence with deploying said services. WASD may also elect to initiate services before funding notification and will coordinate with the vendor.
11. The district may/will award all items in-whole or in-part as a bundle to a single service provider.
12. Local, State and Federal Compliance Requirements:
Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the school.
13. Bid Proposals received omitting any/all of the following items and/or not meeting specific criteria may be subject to disqualification:
 - Service Provider Identification Number (SPIN/498)
 - Service Provider must have an FCC Registration Number and provide proof of such if requested
 - Service Provider must provide a copy of general and professional liability insurance certificates upon request
 - Service Provider does not offer program discount billing
 - Service provider must be registered to conduct business in PA
 - Service Provider solution does not meet/offer the requested service(s)
 - Service Provider solution is incompatible with school's current infrastructure
 - Service Providers bid response is not received within the identified timelines or is incomplete
 - Service Provider failure to sign all pages as required
 - Spam, generic and telecom broker inquiries will not be considered
 - Service Provider is on E-rate Program "Red-Light" Status or in "Select Review"
 - Service Providers previous workmanship with the school is deemed "unfavorable"
 - Service Provider response must include this bid document and the corresponding excel response Sheet
14. Security and Pennsylvania Act 34 Clearance/Act 151 Clearances/FBI Background Check Act 114:
All personnel (contractors and subcontractors) that will be working on this project in the schools or school grounds must observe all security and safety procedures of each school facility and must secure all record checks required by law (and submit the results thereof) Such as:
 - (1) Form SP4-164-Pennsylvania State Police "Request for Criminal Record Check"
 - (2) Pa. Form SP4-164 and FBI Fingerprint-based Background Check
 - (3) Pennsylvania "Child Abuse History Clearance"
15. The respondent affirms the following:
 - No employees of the respondent are employed by the school
 - The respondent will not provide the school any gifts in relation to this agreement
 - The respondent is registered to conduct business in PA

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BID SPECIFICATIONS
FOR
MANAGED LIT & DARK FIBER SERVICES

WEST ALLEGHENY SCHOOL DISTRICT IS SEEKING A MULTI-YEAR CONTRACT FOR MANAGED FIBER SERVICES FOR MULTIPLE SCHOOL SITES. RESPONDENT LIT FIBER SOLUTION MUST INCLUDE ALL COMPENENTS NECESSARY TO FULLY DELIVER AND MANAGE THE SERVICE. RESPONDENT DARK FIBER SOLUTION MUST FULLY DELIVER AND MANAGE THE FIBER SERVICE. THE SERVICE CONTRACT WILL EXTEND FROM APPROXIMATELY JULY 1, 2018 THROUGH JUNE 30, 2023. WASD RESERVES THE RIGHT TO EXTEND THE CONTRACT ON A MTM AND/OR ANNUAL BASIS WITH VOLUNTARY EXTENSIONS IF SO NEEDED OR REDUCE, CANCEL AND/OR IMPLEMENT SERVICES AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL/MAY COMMENCE SOMETIME ON OR AFTER JULY 1, 2018 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES. THE TERM OF THE CONTRACT IS DEFINED BY THE "CONTRACT AGREEMENT" LETTER. AUTO-RENEWAL OF THE TERM OF THIS CONTRACT IS PROHIBITED. NOTE: FOR RFP SCORING COST WILL BE THE HEAVIEST WEIGHTED FACTOR. THE COMPLETE SCORING MATRIX IS EMBEDDED WITHIN THE CORRESPONDING RESPONDENT SPREADSHEET. THE SCHOOL RESERVES THE RIGHT TO AWARD ANY/ALL SERVICE ITEMS AS A GROUP.

ANY/ALL QUESTIONS PERTAINING TO THIS BID PROCESS AND/OR TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

ERATESUPPORT2018@ADVANEDGESOLUTIONS.COM

NOTE: PLEASE REFERENCE "WASD" – BID# YR210001- WASD" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.

IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.

FOR ANY ADDITIONAL POSTED INFORMATION/CLARIFICATIONS AND/OR ANY UPDATES PLEASE PERIODICALLY REVIEW WWW.ADVANEDGESOLUTIONS.COM

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DISTRICT SATELITE SITES TO CONNECT TO CENTRAL DELIVERY POINT:

3. WILSON ELEMENTARY SCHOOL & ADMIN OFFICES
100 BRUNO LANE, IMPERIAL, PA 15126

| <u>ITEM #</u> | <u>SERVICE LEVEL</u> | <u>MONTHLY SERVICE COST</u> | <u>ONE-TIME INSTALLATION COST</u> |
|---------------|----------------------|-----------------------------|-----------------------------------|
| G | 1GB | | |
| H | 5GB | | |
| I | 10GB | | |

4. DONALDSON ELEMENTARY SCHOOL
600 DONALDSON ROAD, IMPERIAL, PA 15071

| <u>ITEM #</u> | <u>SERVICE LEVEL</u> | <u>MONTHLY SERVICE COST</u> | <u>ONE-TIME INSTALLATION COST</u> |
|---------------|----------------------|-----------------------------|-----------------------------------|
| J | 1GB | | |
| K | 5GB | | |
| L | 10GB | | |

5. WEST ALLEGHENY HIGH SCHOOL
205 WEST ALLEGHENY ROAD, IMPERIAL, PA 15126

| <u>ITEM #</u> | <u>SERVICE LEVEL</u> | <u>MONTHLY SERVICE COST</u> | <u>ONE-TIME INSTALLATION COST</u> |
|---------------|----------------------|-----------------------------|-----------------------------------|
| M | 1GB | | |
| N | 5GB | | |
| O | 10GB | | |

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- C. THE VENDOR WILL BE RESPONSIBLE FOR ALL CONSTRUCTION AND INSTALLATION. THE ENTRANCE FACILITY IN EACH BUILDING SHALL BE TERMINATED AT THE DESIGNATED DATA MDF.**
- D. THE SERVICE PROVIDER IS SOLEY RESPONSIBLE FOR OBTAINING ALL NECESSARY RIGHTS OF WAY, INCLUDING CITY AND COUNTY PERMITS REQUIRED FO RTHIS PROJECT. ADDITIONALLY, DETAILED DIAGRAMS MUST BE PROVIDED AS TO DOCUMENT THE PROPOSED SOLUTION.**
- E. THE PROVIDER SHALL HAVE SOLE COST AND EXPENSE RESPONSIBILITY FOR ALL FIBER MAINTENANCE AND REPAIR WITHIN THE TERM OF THIS AGREEMENT (INCLUDING ANY VOLUNTARY EXTENSIONS).**
- F. THE PROVIDER IS REQUIRED TO INCLUDE A VENDOR PROFILE AS DEFINED IN THE RFP, ITEM #3.**
- G. THE PROVIDER IS REQUIRED TO DEFINE AND INSURE THE QUALITY OF AND FUNCTIONAL SERVICES (QoS) OF THEIR PROPOSED SOLUTION, ITEM #4.**

SERVICE REQUEST: 1-10GB GB FIBER CAPACITY BETWEEN DISTRICT SITES

- H.) WEST ALLEGHENY MIDDLE SCHOOL (CENTRAL MDF)
207 WEST ALLEGHENY ROAD, IMPERIAL, PA 15126
- I.) WEST ALLEGHENY HIGH SCHOOL
205 WEST ALLEGHENY ROAD, IMPERIAL, PA 15126
- J.) DONALDSON ELEMENTARY SCHOOL
600 DONALDSON ROAD, OAKDALE, PA 15071
- K.) MCKEE ELEMENTARY
1501 OAKDALE ROAD, OAKDALE, PA 15071
- L.) WILSON ELEMENTARY & DISTRICT ADMIN OFFICES
100 BRUNO LANE, IMPERIAL, PA 15126
- M.) MAINTENANCE BUILDING
1495 OAKDALE ROAD, OAKDALE, PA 15071

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**N.) CORRESPONDING TOTAL MONTHLY COST FOR ALL SITES TO MANAGE
FIBER SOLUTION INCLUDING MAINTENANCE AND OPERATING
COSTS @ 1 - 10 GB**

MONTHLY COST: _____

TOTAL ONE-TIME BUILDOUT COST: _____

TOTAL SPECIAL CONSTRUCTION COST: _____

COMMENTS: _____

**O.) OPTIONAL EQUIPMENT TO LIGHT A DARK FIBER SOLUTION AS IDENTIFIED
IN ITEM M. PRICING PRESENTED SHOULD BE A COMPLETE SOLUTION
FOR ALL SITES**

LEASED COST FOR REQUIRED EQUIPMENT TO LIGHT DARK FIBER:

MONTHLY COST: _____

ONE-TIME PURCHASE COST FOR REQUIRED EQUIPMENT TO
LIGHT DARK FIBER: _____

PLEASE PROVIDE MODULATING EQUIPMENT MANUFACTURER AND MODEL:

MONTHLY MAINTENANCE COST FOR ALL FIBER MODULATING EQUIPMENT:

MO: _____

HOURLY MAINTENANCE COST FOR FIBER MODULATING EQUIPMENT:

HOURLY: _____

COMMENT: _____

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ITEM/SERVICE DESCRIPTION

3. VENDOR PROFILE (FOR DARK FIBER RESPONSES ONLY):

PROVIDE IN THE FOLLOWING ORDER:

1. OVERVIEW OF THE COMPANY INCLUDING THE FOLLOWING:

A. NUMBER OF YEARS IN BUSINESS UNDER THE CURRENT BUSINESS NAME AND PREVIOUS NAMES OF YOUR FIRM, IF ANY.

B. PROVIDE A DESCRIPTION OF YOUR FIRM INCLUDING STAFF SIZE, GEOGRAPHIC LOCATION, NUMBER AND NATURE OF THE PROFESSIONAL STAFF TO BE ASSIGNED TO THE DISTRICT.

C. PROVIDE RESUMES, STAFF EXPERIENCE, TRAINING AND RELEVANT CERTIFICATIONS FOR KEY PERSONNEL LISTED.

2. PROVIDE A BRIEF OVERVIEW OF THE KEY ELEMENTS OF VENDOR'S PROPOSAL. HIGHLIGHT ANY FEATURES OR AREAS THAT DIFFERENTIATE VENDOR'S SERVICES AND PRODUCTS FROM COMPETITORS.

3. PROVIDE A DESCRIPTION OF VENDOR'S GEOGRAPHIC REACH AND MARKET PENETRATION.

4. LIST DETAILS OF ANY LITIGATION THE VENDOR OR ANY OF ITS SUBSIDIARIES OR AFFILIATES HAS HAD IN THE PAST THREE (3) YEARS AS WELL AS ANY THAT ARE CURRENTLY IN LITIGATION, INCLUDING PARTY NAMES, REVIEWING COURT, AND DOCKET NUMBER.

5. LIST AT LEAST THREE (3) REFERENCES FROM PROJECTS SIMILAR IN SIZE, APPLICATION, AND SCOPE. VENDOR MUST INCLUDE A CONTACT NAME, POSITION, EMAIL ADDRESS, MAILING ADDRESS, AND CURRENT PHONE NUMBER FOR EACH.

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ITEM/SERVICE DESCRIPTION

4. DEFINE AND INSURE THE QUALITY OF AND FUNCTIONAL SERVICES (QoS):

PROVIDE IN THE FOLLOWING ORDER:

1. ROUTINE MAINTENANCE AND INSPECTION, SCHEDULED MAINTENANCE WINDOWS AND SCHEDULING PRACTICES FOR PLANNED OUTAGES
2. IDENTIFY WHAT FIBER MONITORING SYSTEM IS USED, AND WHO PERFORMS THE MONITORING
 - A. HANDLING OF UNSCHEDULED OUTAGES AND CUSTOMER PROBLEM REPORTS?
 - B. WHAT SERVICE LEVEL AGREEMENT IS INCLUDED, AND WHAT ALTERNATIVE SERVICE LEVELS MAY BE AVAILABLE AT ADDITIONAL COST?
3. WHAT AGREEMENTS ARE IN PLACE WITH APPLICABLE UTILITIES AND UTILITY CONTRACTORS FOR:
 - A. EMERGENCY RESTORATION
 - B. REPAIR OF FIBER BREAKS and/or REPLACEMENT OF DAMAGED FIBER
 - C. REPLACEMENT OF FIBER WHICH NO LONGER MEETS SPECIFICATIONS
 - D. POLICIES FOR CUSTOMER NOTIFICATION REGARDING MAINTENANCE

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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DARK FIBER QOS EXPECTATIONS:

IN REGARDS TO LEASED SERVICES EXPECTATIONS AND REQUIREMENTS ARE FOR HIGH AVAILABILITY AND FULL FUNCTIONALITY. IT IS UNDERSTOOD THAT 100% AVAILABILITY IS A SUBSTANTIAL CHALLENGE FOR SERVICE PROVIDERS BUT NEVER THE LESS THE DISTRICT MUST INSIST THAT PROPOSED LEASED SERVICES/EQUIPMENT BE AT OPTIMAL LEVELS. THE FOLLOWING QoS RELATED CONDITIONS ARE HEREIN SET FOR LEASED SERVICES AS OFFERED AND CONFIRMED VIA THIS BID CONTRACT:

CONDITIONS:

1. ANY ROUTINE MAINTENANCE/SERVICE OUTAGES MUST BE SCHEDULED PRO-ACTIVELY AND IN COLLABORATION WITH THE DISTRICT. THESE EVENTS MUST FOLLOW A STRICT 5 BUSINESS DAY NOTIFICATION PROCESS OF PROPOSED DOWNGAGE DATE/TIME. THIS TIME SPAN IS REQUIRED SO THAT THE DISTRICT CAN PREPARE ACCORDINGLY OR, IN THE EVENT OF EXTREME NEED DENY SAID PROPOSED SCHEDULED TIMELINE. ANY SUCH SERVICE DOWNGAGES ARE EXEMPT FROM SERVICE INVOICING REDUCTIONS ASSUMING THE PRO-ACTIVE NOTIFICATION AND AUTHORIZATION PROCESS IS FOLLOWED.
2. IN ANY EVENTS WHERE THE LEASED SERVICES EXPERIENCE UNEXPECTED/NON-SCHEDULED OUTAGES, DEGRADED SERVICE LEVELS AND/OR FUNCTIONAL FAILURE THE DISTRICT IMPOSES THE FOLLOWING INVOICE REDUCTION MATRIX UPON NOTIFICATION TO SERVICE PROVIDER THAT SERVICES ARE BEING IMPACTED:
 - A.) UNDER 2 HOURS...NO INVOICING REDUCTIONS
 - B.) 2-4 HOURS...INVOICING REDUCTION BASED ON ACTUAL NUMBER OF HOURS SERVICES ARE NOT AVAILABLE AT ACCEPTABLE LEVEL
 - C.) OVER 4 HOURS BUT UNDER 8 HOURS...INVOICING REDUCTION BASED ON TWO TIMES THE ACTUAL NUMBER OF HOURS SERVICES ARE NOT AVAILABLE AT ACCEPTABLE LEVEL
 - D.) 8 HOURS OR MORE...INVOICING REDUCTION BASED ON FIVE TIMES THE ACTUAL NUMBER OF HOURS SERVICES ARE NOT AVAILABLE AT ACCEPTABLE LEVEL
 - E.) IT IS THE SERVICE PROVIDER'S RESPONSIBILITY TO ALSO ADJUST THE SERVICE INVOICINGS TO THE SLD TO COINCIDE WITH THE OUTAGE CREDIT PENALTIES AS REFLECTED ABOVE

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CONDITIONS (CONT'D):

3. IN THE EVENT THERE ARE REPEATED SERVICE ISSUES THE DISTRICT WILL NOTIFY THE SERVICE PROVIDER WITH A CERTIFIED LETTER OF WARNING WHEREBY SAID SERVICE PROVIDER WILL BE FORMALLY PUT ON NOTICE THAT SUBSEQUENT OUTAGES WILL RESULT IN TERMINATION OF SERVICE CONTRACT AT A DATE/TIME PERIOD TO BE DETERMINED BY THE DISTRICT IN ITS SOLE DISCRETION. ANY TERMINATION OF SERVICES CONTRACTS DUE TO THIS SCENARIO WILL BE AT THE DISTRICT'S SOLE DISCRETION AND WITHOUT PENALTIES OR DAMAGES.

VENDOR COMMENTS:

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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INCLUDED AS PART OF THIS BID IS AN EXCEL SPREADSHEET DOCUMENT TO ASSIST IN EVALUATING THE PROJECT AND POSTING CORRESPONDING BID RESPONSES. **YOUR BID RESPONSE MUST INCLUDE YOUR COMPLETED VERSION OF THIS EXCEL SPREADSHEET IN EXCEL FORMAT ALONG WITH YOUR COMPLETED BID DOCUMENT. ITEM IS AS FOLLOWS:**

A.) “WASD YR210002- WASD FIBER SERVICE BID RESPONDENT SPREADSHEET”: THIS DOCUMENT CONTAINS SPECIFIC AREAS FOR VENDOR ENTRY AND MUST BE COMPLETED AND SUBMITTED BACK TO THE SCHOOL ALONG WITH THIS FULLY SIGNED BID/CONTRACT DOCUMENT AND CONTRACT AGREEMENT LETTER. THE SPREADSHEET DOCUMENT CAN BE FOUND ON THE SAME WEBSITE WHERE THIS RFP DOCUMENT WAS DOWNLOADED. SEE PAGE 1 FOR SUBMISSION INSTRUCTIONS.

GENERAL BID CONDITIONS:

1. BID CONTRACT ITEMS/CONDITIONS:
 - A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT’S DOCUMENT TO BE SIGNED AND EXECUTED BY WASD UPON AWARD OF THIS BID THEN **TWO (2) COPIES OF SAID DOCUMENT, CONTAINING ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID RESPONSE DOCUMENT AND RESPONDENT PROPOSAL. PLEASE NOTE THAT THIS SIGNED AND DATED BID CONTRACT DOCUMENT WHEN ACCOMPANIED BY THE DUALY SIGNED (SCHOOL ADMINISTRATOR AND RESPONDENT’S AGENT) CONTRACT AWARD AGREEMENT LETTER WILL BE THE CONTRACT OF RECORD FOR THE IDENTIFIED SERVICES. NO OTHER DOCUMENTS AND/OR ADDED LANGUAGE WILL SUPERCEDE THIS CONTRACT DOCUMENT PROCESS.**
 - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT’S OFFICIAL RESPONSE. ANY RESPONDENT COMMENTS, ETC. THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT MUST BE ATTACHED SEPARATELY.
 - C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT’S ADDITIONAL DOCUMENT/S THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM’S ELIGIBILITY REQUIREMENTS AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).

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GENERAL BID CONDITIONS: (CONTINUED)

- D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID CONTRACT DOCUMENT.

- 2. LIABILITY FOR TERMINATION OF SERVICES:
 - A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST **WASD** FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.

 - B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE AT ANY ACTIVE EDUCATIONAL FACILITY OTHER THAN A MINIMAL CHARGE FOR RE-ENGINEERING AND EQUIPMENT DIFFERENTIAL.

 - C. IN THE EVENT THAT **WASD** MUST DISCONTINUE INTERNET ACCESS SERVICE DUE TO BUDGET ISSUES AND/OR E-RATE CHANGES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON **WASD** SO LONG AS **WASD** DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR IDENTICAL SERVICE/S.

 - D. **WASD** RESERVES THE RIGHT TO CANCEL SERVICES AT ANY TIME WITH A 30-DAY WRITTEN NOTICE FOR INSUFFICIENT, INCONSISTENT OR OTHERWISE DEEMED SERVICES AND/OR SUPPORT. ALL ATTEMPTS TO RESOLVE ANY ISSUES (SERVICE, SUPPORT, INVOICING, ETC.) WILL BE MADE BEFORE EXERCISING THIS RIGHT.

- 3. ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. **WASD** WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.

- 4. INSTALLATION / ACTIVATION OF ALL SERVICES MUST BE COORDINATED THROUGH THE DISTRICT'S DIRECTOR OF TECHNOLOGY

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

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GENERAL BID CONDITIONS: (CONTINUED)

5. THE LEVEL OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:
- A. PROVIDE DISCOUNTED BILLING...WHEREAS **WASD** WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (To be determined on an annual basis).

THE RESPONDENT CAN PROVIDE "SPI" BILLING: **YES OR NO**

- B. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW. **FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S BID RESPONSE.**

SPIN #: _____

- C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST, SELECTIVE REVIEW LIST AND/OR PART OF ANY OTHER SLD INVESTIGATION(S). **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S BID RESPONSE.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS: **YES OR NO**

RESPONDENT PART OF ANY SLD INVESTIGATION(S) LIST: **YES OR NO**

- D. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED OR BECOME INVOLVED IN ANY OTHER INVESTIGATION RESULTING IN DELAY OR POTENTIAL DELAY OF FUNDING AWARD, **WASD** SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS.
- E. SERVICE PROVIDER MUST AGREE TO TIMELY SUBMIT A COMPLETED FORM 473 TO THE SLD. **AGREE: YES OR NO**
- F. SERVICE PROVIDER MUST AGREE TO PROMPTLY PROCESS DISTRICT'S E-RATE REIMBURSEMENT FORMS THAT DISTRICT MAY SUBMIT TO THE SLD IN ORDER TO RECEIVE THE E-RATE FUNDS, SHOULD DISTRICT CHOOSE NOT TO REQUEST DISCOUNTED BILLS. **AGREE: YES OR NO**
- G. SERVICE PROVIDER MUST HOLD AN FCC REGISTRATION NUMBER.

PLEASE PROVIDE: _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

Sheet Number: 16 of 18

GENERAL BID CONDITIONS: (CONTINUED)

6. CONTRACT REDUCTION/MODIFICATION:
 - a. THE AWARDED RESPONDENT MUST COMMIT TO A REDUCTION IN THE COST OF THE PER-SITE LEASED SERVICES AND/OR INTERNET ACCESS SERVICES IN THE EVENT THAT COMMERCIAL LEASE RATES FOR SIMILAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.
 - b. IF, DURING THE COURSE OF THE CONTRACT, IMPROVEMENTS IN TECHNOLOGY PROVIDE FOR HIGHER BANDWIDTH AT REDUCED COSTS **WASD** RESERVES THE RIGHT TO FORGO REDUCED BILLING (AS STATED IN 5. A.) AND ACCEPT THE FASTER SERVICE AT A RATE EQUAL TO THE SERVICE RATES BEING PAID VIA THE CONTRACT FOR THE ORIGINAL SERVICE LEVELS.
7. BIDS WILL NOT BE CONSIDERED FROM "RESELLERS" OF DATA NETWORK ACCESS OR INTERNET ACCESS THAT DO NOT OWN AND/OR OPERATE AND MANAGE THE PHYSICAL CONNECTIONS FOR EACH SITE (CURRENT AND FUTURE) WITH THE ABILITY FOR REAL-TIME MONITORING AND 24X7X365 MAINTENANCE OF THE BIDDER'S NETWORK AND CORRESPONDING SERVICES TO THE ENTITY.
8. **WASD** WILL CONSIDER HYBRID NETWORKS OR ALTERNATE TECHNOLOGIES AS A VIABLE MIGRATION PATH TO OBTAIN THE IDENTIFIED END CONNECTIVITY AND SERVICES AS LONG AS THE SERVICE COST IS EQUAL TO OR LESS THAN THE QUOTED FINAL PRICING AND THE VENDOR SUPPLIES ALL REQUIRED INTERACTIVE EQUIPMENT AT NO ADDITIONAL COSTS TO **WASD**. SERVICE HANDOFF MUST BE VIA AN RJ45 ETHERNET PORT.
9. THE LOCATION OF TERMINATION FROM THE RESPONDENT WILL BE AT THE FOLLOWING SITE. IT SHOULD BE NOTED THAT THE SERVICE TERMINATION LOCATION (SCHOOL) MAY BE CHANGED IN THE FUTURE DUE TO RE-STRUCTURING OF **WASD'S** WAN NETWORK. POSSIBLE OTHER SITES OF TERMINATION COULD BE ANY OF THE SITES IDENTIFIED ON **WASD'S** WEBPAGE.

West Allegheny Middle School - (**CENTRAL MDF SITE**)
207 West Allegheny Road, Imperial, PA 15126

West Allegheny High School
207 West Allegheny Road, Imperial, PA 15126

Donaldson Elementary
600 Donaldson Road, Oakdale, PA 15071

McKee Elementary
1501 Oakdale Road, Oakdale, PA 15071

Wilson Elementary & Admin District Offices
100 Bruno Lane, Imperial, PA 15126

West Allegheny Maintenance Building
1495 Oakdale Road, Oakdale, PA 15071

ANY FUTURE WEST ALLEGHENY SITE(S) (TBD)
IMPERIAL / OAKDALE, PA AREA

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

Sheet Number: 17 of 18

GENERAL BID CONDITIONS: (CONTINUED)

10. IT SHOULD BE UNDERSTOOD THAT IT'S THE VENDOR'S RESPONSIBILITY TO NOTIFY **WASD** DIRECTLY VIA E-MAIL AND PHONE CALL OF ANY ANTICIPATED AND/OR IDENTIFIED EXTENDED SERVICE OUTAGES. VENDOR WILL BE HELD RESPONSIBLE FOR ANY COSTS INHERITED BY THE SCHOOL DUE TO EXTENDED SERVICE OUTAGE.

11. THE SCHOOL RESERVES THE RIGHT TO INVOKE VOLUNTARY EXTENSION(S) AND EXTEND THE TERM AND PRICE MATCH MONTHLY SERVICE COSTS OF THIS CONTRACT ON A MTM AND/OR ANNUAL BASIS IF SO NEEDED FOR A PERIOD OF UP TO 12 MONTHS.

12. THE PROVIDER IS REQUIRED TO COMPLETE AND RETURN THE "**NON-COLLUSION AFFIDAVIT**" FOUND AT THE END OF THIS RFP DOCUMENT. FAILURE TO RETURN, COMPLETE AND SIGN WILL NULLIFY THE PROVIDER RESPONSE.

RESPONDENT CONTACT INFORMATION (IF DIFFERENT THAN SIGNATURE PERSON)

Name: _____ Title: _____

Phone: _____ Email: _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

Sheet Number: 18 of 18

13. BID SCORING CRITERIA:

COST WILL BE THE HEAVIEST WEIGHTED FACTOR AS REQUIRED. SEE THE CORRESPONDING RESPONDENT SPREADSHEET FOR THE SCORING CRITERIA.

FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN TWO HARD AND SOFT COPIES AND SUBMIT ELECTRONIC COPIES (VIA EMAIL AS OUTLINED ON PAGE 1) OF THE ATTACHED "CONTRACT AWARD AGREEMENT" (AT THE AREAS MARKED WITH "X") FOR THE APPROPRIATE SERVICE(S) RESPONSE SUBMITTED. ONLY THE SIGNATURE AND NAME/TITLE LINES ARE TO BE COMPLETED, THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY WASD AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT'S SIGNED BID PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

CONTRACT AWARD AGREEMENT

RESPONDENT: _____ **SPIN (498 ID):** _____

CONTRACT #: YR21 BID **CONTRACT#:** YR210002 **CONTRACT AWARD DATE:** _____

RE: WASD LIT FIBER SERVICES CONTRACT **BID #:** YR210002 – LIT FIBER SERVICES

TERM: 5 Year Term (July 1, 2018 through June 30, 2023)

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter. The school reserves the right to invoke voluntary extension(s) and extend the term and service costs of this agreement on a MTM and/or Annual basis if needed.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1st, of 2018 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited.

In acceptance of these terms and conditions, please sign below:

Authorized vendor representative confirmation:

[Signature]: _____ **[Name & Title]:** _____

Authorized School representative:

[Signature]: _____ **[Name & Title]:** _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

WEST ALLEGHENY SCHOOL DISTRICT
110 BRUNO LANE, PO BOX 55
IMPERIAL PA, 15126
BID #: YR210002

CONTRACT AWARD AGREEMENT

RESPONDENT: _____ **SPIN (498 ID):** _____

CONTRACT #: YR21 BID **CONTRACT#:** YR210002 **CONTRACT AWARD DATE:** _____

RE: WASD DARK FIBER SERVICES CONTRACT **BID #:** YR210002 – DARK FIBER SERVICES

TERM: 5 Year Term (July 1, 2018 through June 30, 2023)

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter. The school reserves the right to invoke voluntary extension(s) and extend the term and service costs of this agreement on a MTM and/or Annual basis if needed.

This purchase/service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1st, of 2018 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited.

In acceptance of these terms and conditions, please sign below:

Authorized vendor representative confirmation:

[Signature]: _____ **[Name & Title]:** _____

Authorized School representative:

[Signature]: _____ **[Name & Title]:** _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

NON-COLLUSION AFFIDAVIT INSTRUCTIONS AND FORM

1. This Non-Collusion Affidavit is material to any contract pursuant to this RFP. According to the Pennsylvania Antibribe Act, 73 P.S., Sections 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the RFP.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the Bid Documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

PROJECT NAME: WEST ALLEGHENY SCHOOL DISTRICT FIBER SERVICES

OWNER: _____

PROJECT NO.: BID#: YR210002

COMMONWEALTH OF PENNSYLVANIA:

COUNTY OF _____ :

I state that I am _____ of _____ and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- 1.) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- 2.) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- 3.) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- 4.) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- 5.) _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:
- 6.) I state that _____ understands and acknowledges that the above representations are material and important, and will be relied on by the Owner in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Owner of the true facts relating to the submission of bids for this Agreement.

Name:

Title:

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 2018

NOTARY PUBLIC
My Commission Expires _____