

WILLOWS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

Date of Meeting: December 13, 2018

Request For Placement on Board Agenda:

AGENDA TOPIC: Authorize Contract with SHI International Corp. for E-Rate Category 2 Project – Network Electronics

PRESENTER: Debbie Costello, Director of Business Services

BACKGROUND

The District contracted with Infinity Communications and Consulting to solicit bids for an E-Rate Category 2 project to acquire wireless access points, switches and other network electronics. Infinity posted a request for proposals on the Districts' behalf on November 7, 2018 and bids were due by December 5, 2018 at 10:00 am.

On December 6th, the District was notified that 2 timely responses were received; SHI International Corp. and ComputerLand. A third response was received from GIGAKOM after the close of the bid period and was therefore not evaluated by the District.

The evaluation of the two timely bids, based on established criteria as shown on the attached worksheet, resulted in SHI International Corp. being scored above ComputerLand.

RECOMMENDATION

District Administration recommends the board authorize a contract with SHI International Corp. as per the RFP and bid response for this project.



BID EVALUATION LETTER

PROJECT: Year 22 (2019-2020) E-rate Project for Willows Unified School District

BID/RFP No.: 0440-18C.1 - Willows Unified School District - Network Electronics

REPORT DATE: December 05, 2018

Willows Unified School District has contracted Infinity Communications and Consulting, Inc (Infinity) to provide professional services for Erate Consulting. Per our agreement, Infinity has prepared documents to solicit competitive bidding and FCC/Erate funding requirements. The following statement is a recap of the process that has been instituted specifically for the above titled project:

- A Request for Proposal (RFP) document
- As required by E-Rate, to achieve maximum competitive results, a "Project Notice" was posted through the Internet, in the form of filing an FCC Erate form 470 (on-line posting of bid).
- The project was posted on Infinity Communications' Erate project website.
- Fourteen (14) prospective bidders downloaded the RFP from the Infinity website.
- Bids were due on Wednesday, December 05, 2018 at 10:00am.
- Two (2) Bid responses were received:

Project Overview

Base Bid price includes the Structured Cabling.

Contingency Fee price includes a 10% "Contingency Fee" * for the Base Bid portion only.

*The above specified "Contingency Fee" can be used for ads, moves and changes that meet the intent of the original project scope, requested by the Owner during the construction process, **only**. All unused "Contingency Fee" funds **must** be returned to the Erate program.

Bid Results

Contractor Name	Base Bid	Contingency Fee	Total Bid Price
ComputerLand	\$61,799.28	\$0.00	\$61,799.28
SHI International Corp.	\$50,109.71	\$0.00	\$50,109.71
GIGAKOM (Received Late)	\$56,779.07	\$5,677.91	\$62,456.98

The District's Recommendation

Contract Award: The District recommends award of contract to the bidder with the highest evaluated ranking bid response, **SHI International Corp.**

Contract Amount: The District recommends that the board approve the Base Bid and Contingency Fee, for a sum total of **\$50,109.71**

Infinity recommends that the Board gives the District Superintendent signing authority for this contract to be able to meet the Erate's Form 471 "Funding Request" filing deadline of March 2019.

Final discounts for E-rate eligibility will be calculated at the time of the 471 filing. Eligible components are estimated by the vendor and are subject to final determination by the SLD.

Per the requirements of the Erate program and their Document Retention policy please sign, date, and return the attached E-Rate Bid Assessment Worksheet along with the Vendor contract and return a copy to Infinity at your

earliest convenience. If the District intends to request funding for a vendor other than Infinity's above recommendation please revise the E-Rate Bid Assessment Worksheet and return a signed and dated copy to our office.

The Form 471 with the funding request for this service will be sent to the District for final approval and certification within the next 10 business days. Since E-rate rules require the District to keep copies of all documentation for five years after the end of service, we will be scanning in the above proposals for our files and then sending the originals to you for you to keep.

E-Rate Bid Evaluation Worksheet

Funding Year: 2018

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Billed Entity Name: Willows Unified School District

FRN: _____

Project or Service: Network Electronics

of Responders: 2

Vendor Scoring

Selection Criteria	Weight*
Price	50%
Experience & Qualifications	25%
Accuracy of Bid	25%
	100%

ComputerLand	
Raw Score**	Weighted Score***
1	0.50
1	0.25
2	0.50
	0.00
	0.00
	0.00
	0.00

Overall Ranking **63**

SHI International Corp	
Raw Score	Weighted Score
2	1.00
2	0.50
2	0.50
	0.00
	0.00
	0.00
	0.00

Overall Ranking **100**

Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

Overall Ranking **0**

Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

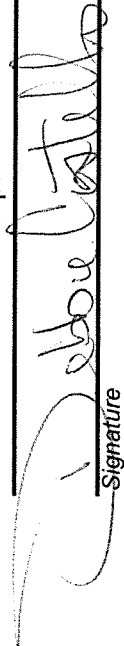
Overall Ranking **0**

Raw Score	Weighted Score
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00

Overall Ranking **0**

Notes:
 * Percentage weights must add up to 100%. Price is the heaviest weighted criteria
 ** Evaluated on a "Ranking" scale: Lowest Ranking #=-worst - Highest Ranking #=-best
 *** Weight x Raw Score

Vendor Selected: SHI International Corp.

Approved By: 
 Signature
Debbie Costello
 Print Name
Director of Business Services
 Title

Date: 12/07/18

Comments, if needed:

