

BID INFORMATION FORM

(This is NOT an order form)

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone : _____ Website: _____

Name of Primary Contact: _____ Title of Primary Contact: _____

ERATE SPIN: _____

*In the event a valid SPIN is not included, the bid will be null and void.

BID REFERENCE IDENTIFICATION (SELECT THE ITEM PERTAINING TO THE BID):

- E-Rate 2014-2015 Email/Web service
- E-Rate 2014-2015 Cell Phone Service
- E-Rate 2014-2015 Telephone service
- E-Rate 2014-2015 Basic internet connection

Notice to Bidders

1. QUESTIONS RELATED TO THE RFP: Questions to this RFP should be directed to Cristalle Callis, Chief Operating Officer at ccallis@newmillenniumschool.org.
2. E-RATE PARTICIPATION: New Millennium Secondary School is participating in the Federal Universal Service Discount program for schools and libraries (E-RATE) offered by the Federal Communications Commissions (FCC) , via the Schools and Libraries Division (SLD) . The proposal and the contract negotiated implementing this proposal are conditional and subject to full E-RATE funding by SLD. The School reserves the right to cancel or in any manner reduce the scope of this procurement in the event the SLD does not completely fund the request for funding submitted referencing this proposal.
3. SPIN: Each vendor providing services to New Millennium Secondary school as of the E-Rate program must have a Service Provider Identification Number(SPIN). Vendor is responsible to apply to and receive from the Schools and Libraries Division a valid SPIN. School and Libraries Corporation can be reached online at: <http://www.slcfund.org>- click on- Service Provider Area.

4. **ACCEPTANCE OR REJECTION OF PROPOSALS:** New Millennium Secondary school reserves the right to reject any and all proposal or any or all items in proposal, or waive any irregularity of any proposal.
5. **SIGNATURE:** The proposal must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duty authorized to sign the proposal. In case a proposal is submitted by a corporation by a duty authorized officer or agent thereof.
6. **EXAMINATION OF CONTRACT DOCUMENTS:** Bidders shall thoroughly examine and be familiar with the Drawing and Specifications. The failure or omission of any bidder to receive or examine any contract documents, forms, instruments, agendas or other documents or to visit the site an acquaint himself with the conditions there existing shall in no way relieve any bidder from obligations with respect to his proposal or the contract. The submission of a proposal shall be taken as- Prime Facie evidence of compliance with this section.
7. **ERROR IN PROPOSAL:** Any claim by bidder of error in his proposal must be made before proposals are opened, or the claim shall be deemed waived. Any bidder may withdraw his proposal at any time between the hour of the proposal submittal and the hour of the proposal opening and, having done so, no bidder will be permitted to resubmit a proposal.
8. **WITHDRAWAL OF PROPOSAL:** Any bidder may withdraw his propos either personally, by written request, or by telegraphic request confirmed in the manner specified in the proceeding section immediately above prior to the schedule closing time for receipt of proposal. All proposals received by New Millennium Secondary school shall remain subject to acceptance for a period of ninety calendar days after the date of the proposal opening.
9. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the School, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the School satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
10. **THE CONTRACT:** The bidder to whom the award is made shall be required to enter into a written contract with New Millennium Secondary School. These bid specifications and the Bidder's proposal will be attached to, and become a part of, the final contract document.
11. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal law , regulations' or rules, then the letter shall prevail.
12. **FEDERAL OR STATE REGULATIONS:** The Bidders proposal and any contract entered into are subject to all applicable statues of the United States or the state of California and all applicable regulations and orders of the Federal or State governments now in effect or which shall be in effect during the period of such contract.
13. **EQUAL OPPORTUNITY EMPLOYMENT:** Bidder, in submitting his proposal, certifies that he is an Equal Opportunity Employer, and certifies that he is in compliance with the Civil Rights Act of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State Laws and regulations relating to equal opportunity employment, including Executive Order No. 11246 of September 24, 1965.
14. **BRANDS:** When a particular brand or brand and number are named in connection with any item it is named as a standard quality and utility only. A Bidder may submit a bid to furnish an item other than the named, but the item offered by the Bidder must state in Bid Form the brand with its number, if any, which will furnish. The school shall

be sole judge of whether an offered item is the equal of the named item. If the Bidder fails to write in the brand and number by the school as the standard of quality and utility.

15. **SAMPLES:** Where the Bidder quotes on a brand named as a standard of the quality and utility desired, a sample of the item will not be required unless specifically requested. If the bid submitted is on any other brand or make that that so named a sample thereof must be furnished, if requested, or the bid number will not be considered. The sample submitted shall be exact item the Bidder proposes to furnish. Samples of items, when requested, must be furnished free of expense to the school.
16. **INSPECTION OF ITEMS FURNISHED:** All items furnished shall be subject to inspection and rejection by the School for defects or non-compliance with specifications may be deducted from the contract price.
17. **INABILITY TO PERFORM.** In the event that the Bidder is prevented from making delivery or otherwise performing on the time as specified in the contract by fire, flood, earthquake, labor or transportation problems , war acts of government, or any other similar cause commonly known as an act of God , which is not the fault of the Bidder , The Bidder shall not required to deliver or perform, subject to the following requirements:
 - a. The Bidder shall send written notice to the School of the Bidder's inability to perform in accordance with the contract. The notice shall contain all facts which show the condition which prevents performance. The Bidder shall send such notice as soon as possible but in no event later than the fifth day following the date of insurance of purchase order by the School no later than the date specified in the contract or purchase order, entirely or in part.
 - b. The School may cancel the contract or purchase order entirely or in part.
 - c. The Bidder shall not make any delivery or otherwise attempt to perform under the contract except on the basis of insurance by the School of a new purchase order or written instruction.
18. **WARRANTY PRODUCT:** Seller warrants that all articles furnished shall be free from all defects of material and workmanship, that all articles shall be fit and sufficient for the purposes intended, and shall save, keep, bear harmless and fully identify the School and any of its officers, employees or agents from all damages, or claims for damages, cost or expenses in law or equity that may at any time arise from buyers normal use.

Information to bidders

All proposals should include detailed descriptions of the product and services with clearly identified per unit cost as pertinent to the request,

The proposal to include the minimum:

- 1. Length of time business has provided this type of service**
- 2. 3 references sites using your service 3 years or more**
- 3. The Service Level Agreement (SLA) for your proposal**
- 4. Indicate any options available**
- 5. Trouble reporting and escalation procedures**
- 6. Hours of operation for help trouble reporting**
- 7. Describe maintenance and trouble notification procedures**
- 8. Cost: Detail all service costs with cost of supported equipment separate**
- 9. Please show applicable discounts separately, if applicable**
- 10. Your E-Rate Service Provider Identification Number(SPIN) on your proposal**

New Millennium Secondary School
1301 W. 182ND St. Suite B
Gardena, CA 90248
(310) 999-6162

E-Rate RFP 2014-2015

No proposal should exceed 50 pages length. The school reserve to right to discard any information that exceeds the maximum of number pages. The total number of pages does not include in this "Bid Information Form"

I hereby declare all prices and descriptions of service inclined in bid proposal to be valid and final as submitted.

Authorized Signature: _____

Print Name & Title: _____

Date Signed : _____

Submit completed form to:

New Millennium Secondary School

Attn: Cristalle Callis

ccallis@newmillenniumschool.org.