

**ADLA E-RATE CATEGORY TWO  
INFRASTRUCTURE CONSORTIUM, 2025  
Request for Proposals**

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## 1. INTRODUCTION

### 1.1 Description of the Archdiocese of Los Angeles E-rate Category 2 Infrastructure Consortium Project, 2025

Roman Catholic Archbishop of Los Angeles, a California corporation sole, on behalf of the schools that are participants in the Archdiocese of Los Angeles E-rate Category 2 Infrastructure Consortium Project, 2025, ("Archdiocese of LA", "ADLA", "Archdiocese", CONSORTIUM, "C2IC Project") has formed a consortium of elementary schools and high schools that are looking to purchase, install, refresh, and enhance network infrastructure to support the distribution of highspeed Internet services throughout their E-rate eligible facilities. As the lead member of the CONSORTIUM, the Archdiocese of LA is issuing this Request for Proposals ("RFP") in conjunction with the submission of E-rate Form 470 by the CONSORTIUM, to request bids on Category 2 E-rate eligible products, such as cabling components, switches, bridges, and access points. This RFP in its entirety is available at: <https://c3.la-archdiocese.org/e-rate-2025>

### 1.2 Demographics

The Archdiocese of LA currently operates approximately 600 parishes, schools, and administrative offices in Los Angeles, Ventura, and Santa Barbara Counties in California. This RFP includes only E-rate eligible elementary and high schools that are members of this Consortium.

### 1.3 General Background

#### 1.3.1 Intent

The Archdiocese of LA is soliciting proposals from qualified firms (**Bidders**) for installing and supporting wired and wireless network infrastructure and equipment for the distribution of high-speed Internet services at E-rate eligible elementary and high schools.

#### 1.3.2 Scope of Bids

The C2IC Project will consider bids that incorporate any and/or all schools in the CONSORTIUM, listed in [Appendix A](#).

Bids for a subset of schools will be accepted.

#### 1.3.3 Description of Network Infrastructure Products and Services

This document is issued as a Request for Proposals for the purchase, installation and support of E-rate Category 2 eligible network infrastructure products and services at schools participating in the CONSORTIUM. See [Section 3](#) of this RFP for the scope of work requested.

### 1.4 Clarifications

Inquiries related to clarification of this RFP and the RFP process must be submitted by email to: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org).

Telephone calls are not allowed and may disqualify a potential **Bidder** or **Bidders**. When a potential **Bidder** or **Bidders** ask questions that have been answered in this RFP, they will be redirected to the RFP. Answers to questions that have not been answered in the RFP will be posted and made available publicly at: <https://c3.la-archdiocese.org/e-rate-2025> and will also posted to the Universal Service Administrative Corporation's ("USAC") E-rate Productivity Center ("EPC") at least weekly.

### 1.5 Terms and Conditions

This is an invitation to submit a proposal based on the requirements described in this document. All proposals must be submitted in accordance with the requirements, specifications, and information contained herein, as well as with any addenda to this RFP, if required, issued by the Archdiocese of LA.

#### Rights of the Archdiocese of LA

##### 1.5.1 The rights of the Archdiocese of LA include:

###### 1.5.1.1 Subject to all applicable rules and regulations of the Federal Communications Commission ("FCC"), including E-

rate rules, and applicable policies of the Universal Service Administrative Company (collectively, “E-rate Rules”), the CONSORTIUM reserves the right to reject any and/or all proposals for whatever reason. Subject to E-rate Rules, nothing in this RFP shall obligate the Archdiocese of LA, the CONSORTIUM, or Consortium Member Schools to select one or more winning **Bidders** or execute a contract with the winning **Bidder(s)**. The Archdiocese of LA may withdraw this RFP at any time and for any reason.

**1.5.1.2** Receipt of a proposal does not oblige the Archdiocese of LA to pay any expenses incurred by the **Bidder(s)** in preparation of their proposal or obligate the Archdiocese of LA in any other respect.

**1.5.1.3** Subject to E-rate Rules, the Archdiocese of LA reserves the right to modify the RFP at any time during the bidding period. Any modifications will be posted at: <https://c3.la-archdiocese.org/e-rate-2025>. and posted to the Universal Service Administrative Corporation’s (“USAC”) E-rate Productivity Center (“EPC”) at least weekly. Modifications will not trigger a new 28-day waiting period pursuant to 47 C.F.R. Section 54.622(g) unless required under the E-rate Rules. The Archdiocese of LA will indicate whether a modification triggers a new 28-day waiting period. Only changes issued in writing, as an addendum, will be binding upon the Archdiocese of LA. No verbal instructions or interpretations of requirements shall be accepted.

**1.5.1.4** The selection and award of any bid and a resulting contract with a **Bidder** is contingent upon E-rate funding approval. Services and purchases will not be approved or provided under any said contract until E-rate funds are approved and accepted by the Archdiocese of LA.

## **1.5.2 Non-discrimination**

The successful **Bidder(s)** must agree to comply with all applicable federal, state, and local statutes, rules, and regulations regarding non-discrimination in hiring and employment.

## **1.5.3 Other**

- a. The Archdiocese of LA approval is required of all personnel provided by the winning **Bidder(s)** before services commence. Proof of background checks and fingerprinting will be required and to be on file with the **Bidders** in accordance with the State of California and Archdiocese of LA policies.
- b. Changes in personnel must be approved by the C2IC Project Manager prior to them reporting to a school building.
- c. Work shall be performed outside of regular school hours unless there is prior written approval by the school principal and the C2IC Project Manager.
- d. Any planned service outages must be coordinated with the school principal and the C2IC Project Manager.
- e. Any cost encountered, which is not specifically itemized in a **Bidder’s** proposal, shall not be passed on to the Archdiocese of LA or a Consortium Member school without Archdiocese of LA written approval.
- f. No additional compensation will be allowed for extra work incurred on the part of the winning Bidder due to Bidder’s failure to notice any preexisting condition which may cause additional labor.

## **1.6 Schedule of Events**

The schedule below indicates the critical dates that must be satisfied for proposal consideration.

- RFP Release and Form 470 filing – **Monday, December 09, 2024**
- Final Date for Questions – **Monday, December 16, 2024, at 5:00 PM PST**
- Proposal Deadline – **Monday, January 06, 2025, at 5:00 PM PST**
- Vendor(s) Selection – **Monday, February 03, 2025 (Expected date)**
- Contract Negotiations Complete – **Monday, March 03, 2025 (Expected date)**
- Construction Start Date – **Tuesday, July 01, 2025 (Actual start date contingent on funding approval by USAC.)**

## **1.7 Bidder References, Qualifications, and Liability Insurance Certificate**

### **1.7.1 References**

As a reference, **Bidders** must submit information regarding three comparable projects, of comparable size and scope, that the **Bidder** has completed as the Prime Vendor within the last ten (10) years, preferably in K-12 school

districts and/or individual schools. A **Bidder** must not list an ADLA Consortium as a reference. ADLA will contact these references to verify **Bidder's** ability to perform the services sought under this RFP. A **Bidder** must notify listed references prior to the submission of their Proposal that representatives from the ADLA directly contact the references for scheduling interviews. The reference projects submitted shall indicate the start and completion dates, services and equipment provided, project costs, contract terms, warranty, and benefits to the owner. **Bidders** must provide the school/district owner's name, address, telephone number, and contact person for each reference. **Bidders** must include in their proposal, a complete disclosure of any alleged or actual, significant prior or ongoing contract failures, any past or current civil or criminal proceedings, or investigations which involve the **Bidder** or which the **Bidder** has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal. The Archdiocese of LA reserves the right to reject any proposal based upon the Bidder's prior history with the Archdiocese of LA and/or its schools, or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones, filing of liens or other proceedings, failure to pay their vendors or subcontractors, or other contractual failures.

**Bidders** must provide the appropriate State and local Vendor License(s). **Bidders** must meet the following qualifications:

- a. **Bidder** shall be a licensed vendor holding at least one of the following State of California licenses: B, C- 7, or C-10
- b. **Bidders** must submit a valid Service Provider Identification Number (SPIN) and a valid Federal Communications Commission Registration Number (FCCRN) reflecting a vendor/bidder's FCC green light status.
- c. **The bidder** must hold the required Manufacturer Certifications for the Products/Systems proposed in their bid.
- d. **Bidder** shall provide educational discount pricing or better.
- e. **The bidder** must be able to warrant the equipment for a period of one year, plus agree to extend any/all manufacturer warranties at no additional cost to the Archdiocese of LA.
- f. **The bidder** shall work with manufacturers to establish the manufacturer warranty period, starting at the time of delivery or notice of completion (as agreed upon by the C2CI Project Manager).

#### 1.7.2 Qualifications, Training, and Resumes of Personnel Assigned to Project

The **Bidder** shall be fully conversant and capable in all the areas of Project response. The Bidder shall provide the following information:

- A description of the **Bidder's** background and organizational history.
- Number of years in business.
- A statement of how long **Bidder** has been performing the services required by this RFP.
- Location of offices and personnel which will be used to perform services provided under this RFP.
- A description of the number of employees and client base as it relates to the services procured under this RFP.
- Whether there have been any mergers, acquisitions, sales, or reorganization of the **Bidder's** company within the last five (5) years (and if so, an explanation providing relevant details).
- Form or type of business entity.
- A statement as to whether any **Bidder's** employees to be assigned to this project have been convicted of, pled guilty to, or pled *nolo contendere* to any felony or have been suspended or disbarred from the Schools and Libraries Program (E-rate); and if so, an explanation providing relevant details.
- A statement from the **Bidder's** legal counsel as to whether there is pending or current litigation which would impair **Bidder's** performance in a Contract let under this RFP.
- A statement as to whether, in the last ten (10) years, the **Bidder** has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.
- A statement as to whether the **Bidder** has ever been disqualified from competition for government Contracts because of unsatisfactory performance; and if so, an explanation providing relevant details.
- A description of its experience with the Universal Service Administrative Company (USAC) E-rate Program.
- A statement as to whether there is any pending litigation against any Subcontractor; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the Subcontractor's performance in a Contract under this RFP.

## Bidder's Financial Stability

- A letter signed by an Executive Member of the Bidder's organization such as the Chief Executive Officer or Chief Financial Officer or by an officer empowered to bind the Bidder to the provisions of this RFP and any Contract negotiated and awarded pursuant to it, attesting that the information provided pursuant to this Section is to his/her knowledge correct and complete.
- Documentation of the most recent credit rating determined by an accredited rating agency, such as Dun and Bradstreet, Moody's, Standard and Poor's, etc.
- Provide the latest copy of all required lender reporting if applicable. This should include current lender covenant submissions along with calculations. Data to include current borrowing base submission along with current loan availability.
- Statement signed by the Chief Executive Officer or Chief Financial Officer or by an officer empowered to bind the **Bidder** to the provisions of this RFP and any Contract negotiated and awarded pursuant to the RFP stating that **Bidder** has no significant unrecorded contingent liabilities that could affect the company's financial viability. Contingent liabilities are considered significant if, in the aggregate, they total 10% or more of **Bidder's** assets. If significant contingent liabilities exist, details must be provided concerning the nature and amount of such contingent liabilities.
- Brief resumes of all key personnel to be assigned to this project.

## Staffing

The **Bidder** must provide the following information for the staff to be assigned to the CONSORTIUM for the duration of the Contract term set under this RFP:

## Project Organization Chart

The **Bidder** must provide a project organization chart that, at a minimum, identifies each Key Position. The CONSORTIUM reserves the right to interview and approve the individuals assigned to those positions, as well as to approve any later reassignment or replacement, although such approval will not be unreasonably withheld. For each position shown in the project organization chart, the following must be provided (referencing the subsections in sequence):

## Key Positions

At a minimum, the Key Positions must include the roles of Service Delivery Manager, Senior Network Engineer [and others specific to the project]. Though the **Bidder** may use different position titles, the **Bidder** must clearly specify which is the Program Director and the Services Lead (or clearly described equivalent). The **Bidder** must affirm that their team will be able to meet with the CONSORTIUM either in person, teleconference, webinar, or any other way deemed satisfactory to the CONSORTIUM through the duration of a Contract awarded under this RFP.

For each position designated as a Key Position, the **Bidder** must provide:

- Name and title of the individual proposed for that position.
- Description of project role and responsibilities.
- Completed Key Position Resume Sheet for each individual as provided in [Attachment to the RFP].
- Designation of the individual as a Contract employee (compensation paid by an organization other than the **Bidder** submitting this Proposal) or staff.

## Staffing Time

The **Bidder** must indicate the time it will require to start work after a Contract is awarded and provide assurances as to the availability of staff for Key Positions within that timeframe. The **Bidder** must also indicate its timeframe for filling Non-Key Positions.

## Employment Certification

By submission of this information, the **Bidder** is certifying that the individuals submitted are currently employed within the **Bidder** organization or have been contacted by the **Bidder** and have agreed to join the **Bidder** organization upon Contract award. The CONSORTIUM reserves the right to contact and/or interview submitted personnel prior to Contract award, and the CONSORTIUM reserves the right to approve or reject such personnel.

### 1.7.3 Current Liability Insurance Certificate

**Bidder** will be required to provide proof of insurance subject to the following limits:

- General Liability - \$2,000,000.00
- Automobile Liability - \$1,000,000.00 per occurrence
- Workers Compensation - \$1,000,000.00 per occurrence

### 1.7.4 Evaluation Criteria

The Archdiocese of LA will select **Bidders**, based on an E-rate compliant “bid evaluation matrix,” with price of E-rate eligible components being the highest weighted factor.

## 2. PROPOSAL REQUIREMENTS

### 2.1 Document Formats and Pricing

#### 2.1.1 Document Formats and File Naming

All documents must be submitted on paper (hard copy) and electronically in PDF format, except for the [Section 8](#) Bid Sheets which must be submitted in Microsoft Excel format. Each **Bidder** who submits an Intent to Respond ([Appendix G](#)) will receive a unique **Bidder** ID. Each school in the consortium has a School ID for the purpose of file naming, which is the same as its BEN as listed in [Appendix A](#). Electronic versions of proposal documents must adhere to the following file naming convention, given for example bidder Acme Unlimited (to which we assigned **Bidder** ID ‘ACU’) and example school St. Puebla Elementary (School ID 123456):

- General RFP Documents (except for Bid Sheet)** Prepend **Bidder** ID to file name. If you prefer that we review files in a particular order, please include a file sequence number after **Bidder** ID. Examples: ACU01General.pdf, ACU02AboutUs.pdf, AKU03SampleConstructionAgreement.pdf, ACU04SampleMaintenanceAgreement.pdf. **Bidders** submitting completed Archdiocesan- provided documents are requested to use the Archdiocesan assigned file name after the **Bidder** ID and optional sequence number.
- School- specific RFP Documents (except for Bid Sheet)** Submit as PDF, with name beginning with **Bidder** ID and School ID. Example: ACU123456NetworkDiagram.pdf (see [Appendix D](#)).
- Bid Sheet** **Bidder** will electronically submit a separate Excel workbook for each school in which they bid beginning with **Bidder** ID and School ID. Example: ACU123456BidSheet.xls.

#### 2.1.2 Price Quotes

- Prices shall be quoted in US Dollars.
- Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, installation of equipment, training, technical support, and trash removal) and represent complete installation and integration with the existing network. Prices quoted in the **Bidder's** response will remain in effect for a period of twenty-four months from the time of the contract signing. Vendors should pass along discounts should manufacturer pricing change.
- Price quotes shall be all inclusive and break down E-Rate eligible equipment as it pertains to each component or percentage of that component eligible for E-Rate reimbursement.

#### 2.1.3 10 % Contingency Fee as a Required Bid Inclusion

The **Bidder** shall complete and submit with their proposal a 10 % Contingency Fee as a Required Bid Inclusion on Item Form 21 (see [Appendix I](#)) to demonstrate their understanding that a 10 % Contingency Fee will be included as a line item on each school's Item 21 Form Bid. The **Bidder** agrees that the Contingency Fee will be used for changes requested by the Archdiocese of LA during the construction process for eligible services and equipment only. If the Archdiocese of LA does not request changes, the E-rate eligible committed funding amount of the contingency will be given back to the E-rate grant program.



#### 2.1.4 Pricing Considerations

**Bidders** should consider the nature and amount of work to be done and equipment to be replaced, as well as the difficulties involved in necessary and proper installation execution. Please note such circumstances to assist us in our bid review.

#### 2.1.5 Item 21 Attachment Bid Sheet

The **Bidder** shall provide itemized pricing for all equipment to be included in this Bid Response **BY PARTICIPATING SCHOOL SITE**; see [Section 2.1.1.a](#). Pricing shall include E-rate eligibility, materials, labor, tax, shipping, and any other associated charges. On the day of the bid submission, this information *MUST* be supplied in hard copy and in an electronic format. The bidder shall provide Item 21 Attachment information in an electronic form that can be transferred into the EPC as required by USAC, prior to the Archdiocese of LA's submitting its Form 471 filing.

#### 2.1.6 E-Rate Program Requirements

This project will depend on partial funding from the Universal Services Administrative Company (USAC) E-Rate program. The Archdiocese of LA expects each **Bidder** to make themselves fully familiar with any rules or regulations regarding the E-Rate program. All contracts entered into as a result of the posting of Form 470/RFP will be contingent upon the approval of discounts from the Universal Services Administrative Company (USAC) and the Archdiocese of LA's acceptance of said discounts.

The **Bidder** agrees that no services may be delivered prior to **July 1, 2025**. The **Bidder** is responsible for providing a valid SPIN number with their proposals.

The selected vendor/s shall be responsible for invoicing and collecting payment of the discounted contract amount from USAC, utilizing the SPI invoicing method. The undiscounted contract amount will be the maximum amount that the Archdiocese of LA is liable for. The **Bidder** agrees to provide in advance, to the Archdiocese of LA and C2IC Project Manager, a copy of their USAC invoice to verify that the service/equipment has been delivered and accepted by the Archdiocese of LA before Vendor bills USAC.

### 2.2 Instructions to the Bidder

#### 2.2.1 Intent to Respond

**Bidders** are encouraged to submit an Intent to Respond (ITR) Form (see [Appendix G](#)). Submitting an ITR does not bind a **Bidder** to respond, and **Bidders** can respond without completing an ITR, but if an ITR is submitted, the Archdiocese of LA will send you update announcement emails.

#### 2.2.2 Questions

All questions related to this RFP must be emailed to: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org), no later than **Monday, December 16, 2024, at 5:00 PM PST**. Questions (but not their origin) and responses will be made available to all bidders simultaneously as addenda posted on <https://c3.la-archdiocese.org/e-rate-2025>. Also refer to Section 1.4 Clarifications.

#### 2.2.3 Omissions and Errors

If you find any omissions or errors in this RFP, please e-mail the Archdiocese at: [phernandez@la-archdiocese.org](mailto:phernandez@la-archdiocese.org).

#### 2.2.4 Proposal Contents

The following documents must be in the proposal:

- a. Resumes and Qualifications ([Section 1.7](#))
- b. References ([Section 1.7](#))
- c. Insurance Certificate ([Section 1.7](#))
- d. Sample Contract(s) ([Section 4](#))
- e. Bid Sheet ([Section 8](#))

- f. Signatures and Certifications Sheet ([Appendix E](#))
- g. Letter to the Archdiocese of LA ([Appendix F](#))
- h. Contingency Fee as a Requirement Form ([Appendix I](#))

### 2.2.5 Proposal Submission

Proposals must be submitted as follows:

- a. Response to this RFP must be submitted on the forms provided in the appropriate appendices included in this RFP. Additional sheets may be used for clarification as needed. A single **Bidder** may submit only one proposal.
- b. One paper copy must be submitted with original signatures and be clearly marked “Original.”
- c. An electronic copy in PDF format, except for the Bid Sheets ([Section 8](#)) in Excel format, must be submitted via USB flash drive or CD. File names for the Bid Sheets must be as defined in [Section 2.2.1](#).
- d. Sealed proposals must be clearly marked: “**ADLA E-RATE CATEGORY 2 INFRASTRUCTURE CONSORTIUM, 2025 PROPOSAL**” on the outside.
- e. Sealed proposals will be accepted by hand delivery (i.e., signed-received at the building’s ground level security station), express delivery, or US mail to the following address:

Archdiocese of Los Angeles  
E-RATE CATEGORY 2 INFRASTRUCTURE CONSORTIUM, 2025 PROPOSAL  
Applied Technology, 3rd Floor 3424 Wilshire Blvd.  
Los Angeles, CA 90010

- f. The proposal must be submitted on or before **Monday, January 6, 2025, 5:00 PM PST**.

## 3. SCOPE OF WORK

This RFP describes the wired and wireless local area network (LAN) infrastructure and/or equipment to be installed at schools participating in the C2IC Project. The general scope of work required is as follows:

- Site survey with ADLA Resource Specialist/C2IC Project management to determine school specific needs.
- Wired and/or wireless network design for upgrade/equipment replacement/additional wiring.
- Procurement of materials and equipment.
- Installation of necessary network equipment and integration with existing broadband Internet services and infrastructure in place.
- Testing and documentation that demonstrate installed network/equipment meets specified requirements.
- Turnover of network infrastructure/equipment to include delivery of specified network documentation, installation and equipment/component warranties, and any training.
- Negotiated rate schedules and contact information for post-turnover support not covered by warranties (e.g., troubleshooting, repairs, network modifications, etc.).
- Detailed requirements for each item in the scope of work are provided in the following sections.

### 3.1. School Locations

Bids are being solicited to install wired and/or wireless network and/or specified equipment replacement at Consortium Member Schools in the Archdiocese of LA. A list of the schools with their addresses and requirements is attached to this RFP as [Appendix A](#). Existing data infrastructure must be evaluated for conformance to the requirements in [Appendix C](#) and areas and equipment that do not conform must be reworked or replaced to meet requirements.

### 3.2. Floor Plan Information and Asbestos Abatement Information

Basic floor plans of all schools, like the example shown in [Appendix B](#), have been collected. Bidders that submit the Intent to Respond Form (see [Appendix G](#)) will be provided access to an Archdiocese of LA website to obtain the floor plans. In addition, information will be provided identifying any asbestos at school locations. Vendors are to install networks at locations in a manner that does not require any asbestos abatement to be performed. Full indemnification is required for any violations. See [Appendix H](#) for Asbestos Abatement Specifications for removing asbestos-containing materials.

### 3.3. Network Design Requirements

All networks and/or equipment replacement must be designed to meet the “Baseline Data Infrastructure Standards” established by the Archdiocese of LA. The standards are shown in [Appendix C](#). In addition, all network designs/equipment supplied must meet the following requirements:

### 3.3.1 In-Scope Area Designations

Each school BAN shall have all rooms and common building areas used for instruction or administration purposes designated as being in scope for design purposes. All areas designated as “in scope” must meet wireless performance standards as set forth in [Appendix C, Section 2](#).

### 3.3.2 Cabling Requirements

Per the “Baseline Data Infrastructure Standards” ([Appendix C](#)), new cabling systems, if necessary and required to meet articulated school needs, must be Category 6 compliant. Three Ethernet cables will be pulled to each school room that has a wireless access point, with one cable supporting the access point and two cables to be terminated at locations that best support the requirements of that room. If there is not an access point in the room, only two Ethernet cables will be installed.

### 3.3.3 Integration with Existing Data Infrastructure at a School

Most schools will have existing wired data infrastructure that meets the performance requirements of [Appendix C](#). Any bid for work at those schools must endeavor to use the existing infrastructure, if possible, and just add updated equipment to accomplish the requirements stated for those schools.

## 3.4. Testing

Vendor must perform testing and document results to validate that all installed data infrastructure and/or new equipment installed meets the requirements identified in [Appendix C, Section 2](#).

## 3.5. Network Documentation

After Testing has been completed, Vendor will provide the following documentation:

- a. Test results including approval signature by the C2IC Project Manager
- b. Vendor and manufacturer warranties
- c. Vendor and manufacturer user manuals where applicable
- d. Floor plan-based wiring schematics with terminations identified in accordance with labeling standards in [Appendix C, Section 3.4.1](#).
- e. Documentation of equipment configurations at time of successful acceptance testing

## 3.6. Warranties

After implementation of a successful **Bidder's** proposal, if additional equipment, cabling, or labor is needed, the vendor will submit for approval any additional costs necessary to satisfy the requirements of this RFP. These additional costs will be funded from contingency funding if available. It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The vendor warranties shall commence with acceptance of/or payment for the work in full. All warranties by vendor and manufacturer, on both products and labor, must be specified<sup>1</sup> in the proposal. During the first three months that the school is in session (following testing signoff), the vendor will remedy any system issues at no cost.

## 3.7. Recurring Operational Costs

So that the total cost of ownership and maintaining the network is clear, the **Bidder** is to specify the following:

- a. Any recurring annual license fees and terms/dates of coverage for Project installed hardware and software.
- b. Rate card specifying labor costs for most required technical support services following the

installation (e.g., troubleshooting network issues, reconfiguring network for new requirements, and services not covered under vendor or manufacturer warranty, etc.).

### 3.8. Contract Completion

After a final signed contract is in place and E-Rate funding is approved, the Vendor must complete contract installations according to a project schedule worked out between Vendor and the C2IC Project Manager. (See [Section 5.7](#)). A final Notice of Completion will not be granted to the Vendor until the entire Scope of Work, including punch list items, have been completed to the Archdiocese of LA's satisfaction. Completion of the project is contingent upon successfully installing, configuring, and demonstrating the performance of all the specified equipment.

## 4. CONTRACTS AND PAYMENT

Regarding contracts and payments:

- a. Any contracts or agreements requested by the **Bidder** in its bid should be provided in draft form as part of the proposal for review and, if the **Bidder** is selected, will be subject to review, and negotiation with the legal staff of the Archdiocese of LA.
- b. A successful **Bidder** will sign a contract that will specify total projected costs including a 10% Contingency line-item cost for each school bid.
- c. All contracts will follow USAC's requirements and schedules for completed construction and billing.
- d. The first year of any warranty or maintenance service will be prorated to the final acceptance date.
- e. The Term of the contract shall be one year but shall automatically be extended for an additional one- year period but should not exceed two one-year extensions, subject to the termination provision below, but without any change in compensation beyond those in the contract, to allow for any completion of work or services under the contract. The contract may be terminated without penalty, by either party with 60 days' written notice. The Archdiocese of LA reserves the right to cancel this Project and terminate this Contract at any time prior to the issuance of a Notice to Proceed. If Archdiocese of LA exercises its cancellation/termination rights as set forth herein prior to the issuance of a Notice to Proceed, Archdiocese of LA shall have no liability to Bidder for any bid preparation or any other costs which may be incurred by the
- f. Bidder prior to cancellation of the Contract.

## 5. PROJECT MANAGEMENT

The Archdiocese of LA will appoint a Representative ("C2IC Project Manager"), to act on their behalf to provide Construction Management and Project Administrative services. The bidder's submission of a bid for this project is an acknowledgment of this fact and will include in their bid price any/all costs associated with and for compliance with the requirements described below.

All durations shown in this section shall reflect business days, unless otherwise noted.

### 5.1. C2IC Project Manager's Role

- a. Primary point of contact between the Archdiocese of LA and the Vendor.
- b. Contract Administration.
- c. Prepare and issue the Notice to Proceed to the Vendor.
- d. Receive and process Vendor's Submittal Documentation.
- e. Receive and process Vendor's insurance certificates and bonds, as required by the project's scope.
- f. Coordinate site access.
- g. Receive and process Vendor's project documents, reports, scheduling updates, etc.
- h. Receive, review, and respond to Vendor's Request for Information (RFI) and Change Order Request (COR)
- i. Coordinate and conduct regular project meetings.
- j. Receive, review, and make recommendations for Vendor payment requests.
- k. Coordinate the work of all C2IC Project Vendors.

- l. Monitor Vendor's performance with respect to the project schedule.
- m. Evaluate and inspect Vendor's adherence to the project documents, installation services, and required equipment installation.
- n. Witness Vendor testing.
- o. Prepare a punch list and inspect Vendor's corrective work.
- p. Prepare and issue the Final Notice of Completion to Vendor.

The C2IC Project Manager will be the primary point of contact for all project related documentation, questions, requests for information, payment requests, requests for testing, inspections, and verification of project completion, etc. Vendor will route all documents and requests to the Archdiocese of LA's C2IC Project Manager.

## 5.2. Notice to Proceed

This project is contingent on funding from the FCC/USAC E-Rate program. As such, the Archdiocese of LA will not issue a Notice to Proceed until a copy of the approved Funding Commitment Decision Letter ("FCDL") has been received from USAC and a Form 486 "Receipt of Service Conformation" has been filed. The vendor will not be permitted to commence work, unless otherwise directed in writing by the Archdiocese of LA, until a Notice to Proceed has been issued. The Archdiocese of LA will not be responsible for costs incurred by the Vendor before receiving a Notice to Proceed.

Upon the Archdiocese of LA's issuance of the Notice to Proceed, the Vendor shall have ten days to submit the following fully executed documents provided that, if the Vendor does not provide the required documents listed below within the specified time, the Archdiocese of LA reserves the right to consider the Vendor non-responsive and terminate the Agreement:

- a. Payment Bond (100%): Vendor shall provide their Bond on the form provided in the RFP and fully executed as indicated on the form.
- b. Faithful Performance Bond (100%). Vendors shall provide their Bond on the form to be provided.
- c. Fingerprinting Certification Form
- d. Prevailing Wage Certification Form
- e. Insurance Certifications and Endorsements as required in the Agreement.

## 5.3. Submittals

Submittals must be received by the C2IC Project Manager within ten days of the Notice to Proceed. In general, Submittals are product catalog sheets, performance data, diagrams, drawings, schedules, and other data prepared by the Vendor to demonstrate their adherence to the systems as specified and their ability to complete this project as described in the project documents.

Shop Drawings will be required from the Vendor if materials/equipment/installation provided in the bid require coordination with other trades and/or the Archdiocese of LA, to complete the installation of said materials/equipment.

Copies of System Configuration Worksheets and/or Programming Questionnaires shall be required if the Vendor requires these documents to be completed before system installations can begin.

Vendors will submit two copies of their submittal directly to the C2IC Project Manager. The reviewed copy will be returned to the vendor directly from the C2IC Project Manager. The submittal will be returned to the Vendor by the C2IC Project Manager as "approved", or "revise and resubmit, or "rejected". Failure of the Vendor to adhere to the submittal requirements as stated below will result in an immediate submittal rejection. No "Extension of Time," to the project schedule, will be granted due to the rejection of the Vendor's submittal. If the Vendor's submittal is rejected, it is the vendor's obligation to resubmit a compliant submittal within five days.

Submittals shall be bound and include:

- a. A coversheet on the Vendor's Company Letterhead including Vendor Name, Vendor License Number, Project Name, Specification Number and Description, and submittal Date.
- b. Full material list of products and equipment included in the Vendor's bid price. Material list will include the following for each item, Manufacturer name, Part Number, Description, and Quantity.
- c. Manufacturer's Catalog Cutsheet for each part included in the bid. The Catalog Cutsheets shall be placed in the same order as shown on the spreadsheet.

- d. Shop Drawings (as necessary)
- e. Configuration Worksheets and/or Programming Questionnaires (as necessary)

#### 5.4. Insurance

Vendor shall maintain general liability, automobile liability, and builder's risk insurance for the duration of the Contract, in accordance with the Insurance Requirements portion of the Contract Documents. Prior to the commencing any work, the Vendor shall submit to the Archdiocese of LA for approval, the required Certificates of Insurance within ten days of the Notice to Proceed. The Vendor shall not be allowed to enter any site until the Vendor's proof of insurance is accepted by the Archdiocese of LA in writing.

#### 5.5. Payment and Faithful Performance Bond

The successful **Bidder** will be required to execute Payment and Faithful Performance bonds within ten days of the Notice to Proceed. The **Payment Bond** shall be in the amount not less than **One Hundred percent (100%)** of the amount of the contract in accordance with the Project documents and Civil Code section 3248. The **Bidder** will also be required to furnish a separate **Faithful Performance Bond** in the amount of **One Hundred Percent (100%)** of the contract and in the form included in the Project documents.

#### 5.6. Site Availability

All work performed at a project site will be done during the site construction schedule. The Vendor will include in its price all costs necessary to coordinate with the Archdiocese of LA, C2IC Project Manager, and any Construction project vendors.

#### 5.7. Project Schedule

Vendor will submit to the C2IC Project Manager for approval of a Project Schedule within ten (10) days of the Notice to Proceed. The vendor will submit the Project Schedule directly to the C2IC Project Manager for review and approval. The schedule will be returned to the vendor by the C2IC Project Manager as "approved", or "revise and resubmit" or "rejected". It is the vendor's obligation to coordinate with the C2IC Project Manager to develop the approved Project Schedule.

The project duration, defined by the "Start Date" and "Completion Date" as shown on the Notice to Proceed will be strictly adhered to. The approved schedule will be the basis for assessing Liquidated Damages.

The project schedule shall be graphical in nature and contain specific project milestones that match the scope of work as specified in the project documents. The schedule shall provide for "early" and "late" start/end dates for each milestone, and include sufficient time for testing, inspections, and corrective work.

It is the vendor's responsibility to provide sufficient qualified personnel to complete the project within the specified time. The vendor, at their own expense, is expected to employ any means necessary, such as overtime or working Saturdays, to complete their work on schedule. Access to the site for overtime and Saturday work will be coordinated with the C2IC Project Manager.

#### 5.8. Schedule of Values

Vendor will submit to the C2IC Project Manager, for review and approval, a Schedule of Values, within ten

(10) days of the Notice to Proceed. The Schedule of Values will be returned to the vendor by the C2IC Project Manager as "approved", or "revise and resubmit" or "rejected". It is the vendor's obligation to coordinate with the C2IC Project Manager to develop the approved Schedule of Values.

The Schedule of Values will include, at a minimum, separate line items for the material cost and labor cost associated with a school construction project. The Schedule of Values will also include "Pay Request Amount," "Retention Amount," and "Total Billable Amount." Vendor will include on the approved Schedule of Values the Archdiocese of LA's E-rate billable portion and USAC's billable portion. A detailed invoice for payment must accompany all payment requests and be submitted to the C2IC Project Manager for approval and submission to the Archdiocese of LA for payment.

#### 5.9. Meetings

Vendors will be required to attend and participate in the following types of meetings will be:

#### **5.9.1 Pre-Construction Meeting**

Vendor will be required to attend a one-time meeting to review and discuss:

1. Introduction of Project Contact
2. Correspondence Procedures
3. Archdiocese of LA's Rules of Conduct
4. Submittal Procedures
5. Insurance/Bond requirements
6. Project Schedule
7. Invoicing/Payment Procedures
8. "Progress Meeting" Schedule
9. Site Access
10. Changes to Scope of Work
11. Schedule "Programming Meeting"
12. Verify Exact Equipment Placement
13. Address Archdiocese of LA/Vendor Questions

#### **5.9.2 Progress Meeting**

Vendor is required to attend regularly scheduled project "Progress Meetings" to provide Archdiocese of LA/C2IC Project Manager with project status updates, address outstanding/ unresolved items, and/or revise/update Project Schedule. C2IC Project Manager will notify the Vendor of the location (on-site or conference call), time and place for all Progress Meetings.

#### **5.9.3 Programming Meetings (as necessary)**

See individual Specification Sections for each system "Programming Meeting" requirements.

#### **5.10. Reports**

The Vendor will be required to prepare an onsite report on activities. The report shall indicate the total number of employees and or sub-vendors present on site, and a brief description of work performed. Problems or delays should be clearly noted along with what action was taken to address the situation. Vendors will be required to submit the week's report to the C2IC Project Manager no later than Friday each week.

#### **5.11. Request for Information (RFI)**

In the case that there is a conflict within the project documents and/or site conditions, it is the responsibility of the Vendor to request clarification from the C2IC Project Manager in writing. The C2IC Project Manager reserves the right to respond to the RFI, or to provide Supplemental Instruction (SI) to make minor changes to the work that are not intended to affect the project cost.

#### **5.12. Price Request/Change Order**

If the Archdiocese of LA/C2IC Project Manager revises and/or alters the scope of work, the C2IC Project Manager will issue a Change Request to the vendor. The Vendor will return the completed Change Request to the C2IC Project Manager within five days.

The vendor's Price Change Request shall include a detailed cost breakdown of all required equipment, material, sales tax, and labor for the changed scope of work. If additional time is required to complete the modified scope of work, then the Vendor will indicate so in the Price Change Request. The acceptance of the Vendor's Price Change Request will be completed after the C2IC Project Manager issues an approved written Change Order in writing. All costs incurred by the Vendor for work performed without an approved written Price Change Order will be the Vendor's responsibility.

#### **5.13. Payment Request**



The vendor will submit all payment requests to the C2IC Project Manager by the 20th of each month. Payment requests not received by the 20th will be held until the following month.

All payment requests must be complied with an approved Schedule of Values. Payment requests that are denied will be held until the 20th of the following month.

Submission of a bid proposal obligates the Vendor to comply with the SLD's Form 474 "Service Provider Invoicing" (SPI) method for this contract. Vendor will invoice USAC directly for the committed discounted funding amount of "eligible" equipment and services. The Archdiocese of LA will only be responsible for its percentage of the "eligible" equipment and services and 100% of "ineligible" equipment and services. A copy of Form 474 will be sent to the C2IC Project Manager for approval, prior to it being submitted to USAC.

Archdiocese of LA will withhold a 5% Retention from all payment requests. Final payment to the vendor of the 5% retention will be made after Archdiocese of LA "accepts" the project and the C2IC Project Manager has issued a Final Notice of Completion.

#### **5.14. Delivery and Storage**

It will be the sole fiscal responsibility of the Vendor to arrange delivery and storage of all project-related products, materials, and equipment. The Archdiocese of LA will not be responsible for the warehousing or transportation of any project related products, material, and equipment, without prior written approval. The Archdiocese of LA's written approval will be contingent on the Vendor developing and maintaining an onsite inventory and check-in/check-out system and indemnification from all lost or stolen items. A centralized location may be provided by the school for asset tagging and staging of equipment prior to installation.

#### **5.15. Damage**

It will be the sole responsibility of the Bidder to repair and/or replace all damage done by the Bidder to the Archdiocese of LA's school property during installation. Bidder will make a point of documenting all existing damage in their daily reports and in person with the Archdiocese of LA/C2IC Project Manager prior to the beginning of the installation.

#### **5.16. Inspections**

The C2IC Project Manager will monitor the progress of the Bidder's work on a regular basis. It is the responsibility of the Bidder to make all aspects of the installation available to the C2IC Project Manager for inspection.

Acceptance of the Bidder's work by the Archdiocese of LA/C2IC Project Manager does not relieve the Bidder from acts of negligence on the part of the Vendor or work not completed that is in the Bidder's scope, as defined in the project documents.

Illegitimate or erroneous claims of completion by the Vendor resulting in a premature inspection(s) shall be at the Bidder's sole expense, and the Archdiocese of LA shall reserve the right to reduce the contract price to pay for any costs incurred by the Archdiocese of LA. The Bidder will supply the C2IC Project Manager with a minimum of five days' written notice for the following inspections:

- a. Witnessed Testing. The Vendor will perform the testing as specified in the specification in the presence of the C2IC Project Manager.
- b. Preliminary Final Inspection/Punch List. At the completion of all work in the scope of the contract, the Vendor will issue a written "Request for Inspection" to the C2IC Project Manager. The C2IC Project Manager and the Vendor will inspect the completed work and prepare a preliminary punch list of corrective work needed.
- c. Final Inspection. At the completion of the corrective work on the preliminary punch list, the Vendor will issue a written "Request for Final Inspection." The C2IC Project Manager will perform a final "Inspection" and "Punch List".



### 5.17. Acceptance

The Archdiocese of LA's final acceptance of the project will occur when:

- a. All aspects of the project scope have been completed, including successful installation, configuration, and demonstration of the specified equipment meeting RFP and contract specifications/performance.
- b. All punch list items have been corrected to the Archdiocese of LA's satisfaction.
- c. The Archdiocese of LA has received all product and performance warranties as specified in the project documents.
- d. All Archdiocese of LA Maintenance and Operation Manuals, Test documents, Drawings, and Project Close-Out documents have been received by the Archdiocese of LA.
- e. C2IC Project Manager has issued a final "Notice of Completion".
- f. 5% Retention has been received by the Vendor.

## 6. RECOMMENDATIONS FOR SAVINGS

**Bidders** are encouraged to offer any suggestions or alternative approaches to any portion of this bid that could be eliminated or modified to reduce the overall cost of the project or cost at a location without reducing full compliance with project requirements.

## 7. RIGHT TO REJECT ANY AND ALL QUOTES

The Archdiocese of LA reserves the right to reject any or all bid proposals and to waive any informalities or irregularities. The **Bidder's** submission of a proposal is recognition of this right.

In addition, the Archdiocese of LA reserves the right to fund, or not to fund this project, regardless of E-rate approval.

## 8. BID SHEET

This sheet must be submitted in both paper format and electronically in Excel format, with all other required attachments as part of the bid response. Additional pages may be added but must reference the appropriate section number. Failure to include this completed form with your bid response may result in disqualification of bid. Components of the bid sheet are described in the following sections. The corresponding Excel filename is "C2ICBidSheet.xls" and located at: <https://c3.la-archdiocese.org/e-rate-2025>.

### 8.1. Letter to the Archdiocese

**Bidders** must complete the Letter to the Archdiocese Form (*Appendix F*).

### 8.2. Requirements Compliance Spreadsheet

**Bidders** must complete the Requirements Compliance spreadsheet. A "Yes" answer indicates that the **Bidder** has met the requirement. If a **Bidder** does not meet a specific requirement, a brief explanation must be provided as to why the requirement has not been met.

### 8.3. Cost Spreadsheet (Item 21 Attachment Form)

**Bidders** must complete the cost spreadsheet for each school. No changes may be made to the existing spreadsheet line items; however, additional spreadsheet lines may be added if there is not a suitable line-item for a given cost component. Each school spreadsheet file must be named using the naming convention specified in *Section 2.1 Document Formats*.

### 8.4. Labor Rate Spreadsheet

**Bidders** must complete a Labor Rate spreadsheet. **Bidders** must use the given spreadsheet format, but may change the description (i.e., job title) for each labor category.

## APPENDIX A

### LIST OF PARTICIPATING SCHOOLS AND THEIR REQUIREMENTS

(Reference [Section 1.3.2](#) Scope of Bids)

SCHOOL NAME	BEN	ADDRESS	ITEM LIST	CABLING
All Souls World Language School	103592	29 So. Electric Ave. Alhambra, CA 91801-1992	I:30 - O:0 - WB:0 - S:7 - T:7	None
Bishop Montgomery High School	101508	5430 Torrance Blvd. Torrance, CA 90503-4006	I:35 - O:0 - WB:8 - S:10 - T:17	None
Damien High School	103280	2280 Damien Ave. La Verne, CA 91750-5210	I:57 - O:5 - WB:0 - S:11 - T:36	None
De La Salle School	102628	16535 Chatsworth St. Granada Hills, CA 91344-6705	I:12 - O:0 - WB:1 - S:3 - T:10	None
Good Shepherd School	16051957	148 S. Linden Dr. Beverly Hills, CA 90212-2209	I:15 - O:0 - WB:0 - S:4 - T:10	None
Mary Immaculate School	102519	10390 Remick Ave. Pacoima, CA 91331-3658	I:20 - O:0 - WB:2 - S:5 - T:8	None
Our Lady of Guadalupe School	101238	340 Massey Ave. Hermosa Beach, CA 90254-4927	I:18 - O:0 - WB:0 - S:6 - T:8	None
Our Lady of Malibu School	101294	3625 S. Winter Cyn. Rd. Malibu, CA 90265-4858	I:15 - O:0 - WB:0 - S:5 - T:6	None
Our Lady of Perpetual Help School	101146	10441 S. Downey Ave. Downey, CA 90241-2513	I:18 - O:0 - WB:0 - S:3 - T:6	None
Our Lady of Talpa School	100693	411 S. Evergreen Ave. Los Angeles, CA 90033-4410	I:12 - O:0 - WB:0 - S:4 - T:6	None
Ramona Convent Secondary School	103616	1701 W. Ramona Rd. Alhambra, CA 91803-3080	I:35 - O:4 - WB:4 - S:10 - T:20	None
Sacred Heart School	103094	360 W. Workman Ave. Covina, CA 91723-3345	I:25 - O:0 - WB:0 - S:5 - T:10	None
Santa Clara School	106235	324 S. "E" St. Oxnard, CA 93030-5801	I:19 - O:0 - WB:0 - S:4 - T:7	3000 ft
Santa Teresita School	100670	2646 Zonal Ave. Los Angeles, CA 90033-1436	I:16 - O:2 - WB:2 - S:5 - T:6	None
Ss. Felicitas & Perpetua School	102309	2955 Huntington Dr. San Marino, CA 91108-2222	I:16 - O:0 - WB:1 - S:6 - T:6	None
St. Aloysius School	102246	2023 E. Nadeau St. Los Angeles, CA 90001-3503	I:18 - O:0 - WB:0 - S:5 - T:9	None
St. Anthony High School	102009	620 Olive Ave. Long Beach, CA 90802-1546	I:38 - O:0 - WB:2 - S:11 - T:11	None
St. Anthony School	102014	855 E. 5th St. Long Beach, CA 90802-2602	I:22 - O:0 - WB:2 - S:7 - T:7	None
St. Barnabas School	102069	3980 Marron Ave. Long Beach, CA 90807-3664	I:17 - O:0 - WB:0 - S:4 - T:7	None
St. Bede the Venerable School	102195	4524 Crown Ave. La Canada, CA 91011-3636	I:4 - O:2 - WB:1 - S:2 - T:14	None
St. Bruno School	101561	15700 Citrustree Rd. Whittier, CA 90603-2404	I:17 - O:0 - WB:0 - S:5 - T:8	None
St. Catherine Laboure School	101515	3846 W. Redondo Beach Blvd. Torrance, CA 90504-1114	I:25 - O:0 - WB:0 - S:9 - T:14	None
St. Cornelius School	102084	3330 Bellflower Blvd. Long Beach, CA 90808-3655	I:14 - O:0 - WB:0 - S:6 - T:6	None
St. Francis High School	102191	200 Foothill Blvd. La Canada Flintridge, CA 91011-3700	I:46 - O:0 - WB:0 - S:4 - T:10	None
St. Helen School	101384	9329 Madison Avenue South Gate, CA 90280-4225	I:16 - O:0 - WB:0 - S:5 - T:11	None
St. James School	101504	4625 Garnet St. Torrance, CA 90503-2218	I:20 - O:0 - WB:0 - S:5 - T:11	None
St. John Fisher School	101344	5446 Crest Rd. Rancho Palos Verdes, CA 90275-5027	I:31 - O:0 - WB:0 - S:8 - T:16	None
St. Joseph High School	101875	5825 N. Woodruff Ave. Lakewood, CA 90713-1198	I:48 - O:0 - WB:0 - S:19 - T:34	None
St. Jude the Apostle School	102715	32036 Lindero Cyn. Rd. Westlake Village, CA 91361-4224	I:28 - O:0 - WB:1 - S:12 - T:16	None
St. Lucy School	102095	2320 Cota Ave. Long Beach, CA 90810-3230	I:19 - O:0 - WB:0 - S:4 - T:8	None
St. Margaret Mary Alacoque School	101897	25515 Eshelman Ave. Lomita, CA 90717-2621	I:14 - O:0 - WB:1 - S:5 - T:6	None
St. Mark School	101402	912 Coeur d'Alene Ave. Venice, CA 90291-4929	I:14 - O:0 - WB:2 - S:6 - T:5	None
St. Mary Magdalen School	106157	2534 Ventura Blvd. Camarillo, CA 93010-6649	I:17 - O:0 - WB:0 - S:6 - T:6	None
St. Mel School	102734	20874 Ventura Blvd. Woodland Hills, CA 91364-2318	I:26 - O:0 - WB:0 - S:12 - T:16	None
St. Monica Preparatory High School	101460	1030 Lincoln Blvd. Santa Monica, CA 90403-4010	I:20 - O:0 - WB:0 - S:15 - T:30	None
St. Paul Dual Language School	100480	1908 S. Bronson Ave. Los Angeles, CA 90018-1039	I:15 - O:0 - WB:0 - S:4 - T:8	None
St. Paul High School	101781	9635 S. Greenleaf Ave. Santa Fe Springs, CA 90670-3001	I:50 - O:2 - WB:0 - S:11 - T:20	None
St. Pius - St. Matthias Academy	16041103	7851 E. Gardendale St. Downey, CA 90242-4121	I:0 - O:0 - WB:0 - S:22 - T:20	None

St. Rita Catholic School	102215	322 N. Baldwin Ave. Sierra Madre, CA 91024-1213	I:20 - O:0 - WB:0 - S:5 - T:5	None
Verbum Dei High School	100934	11100 S. Central Ave. Los Angeles, CA 90059-1120	I:50 - O:2 - WB:0 - S:12 - T:20	None

**LEGEND**

I: Indoor AP

O: Outdoor AP (+Antenna, if needed)

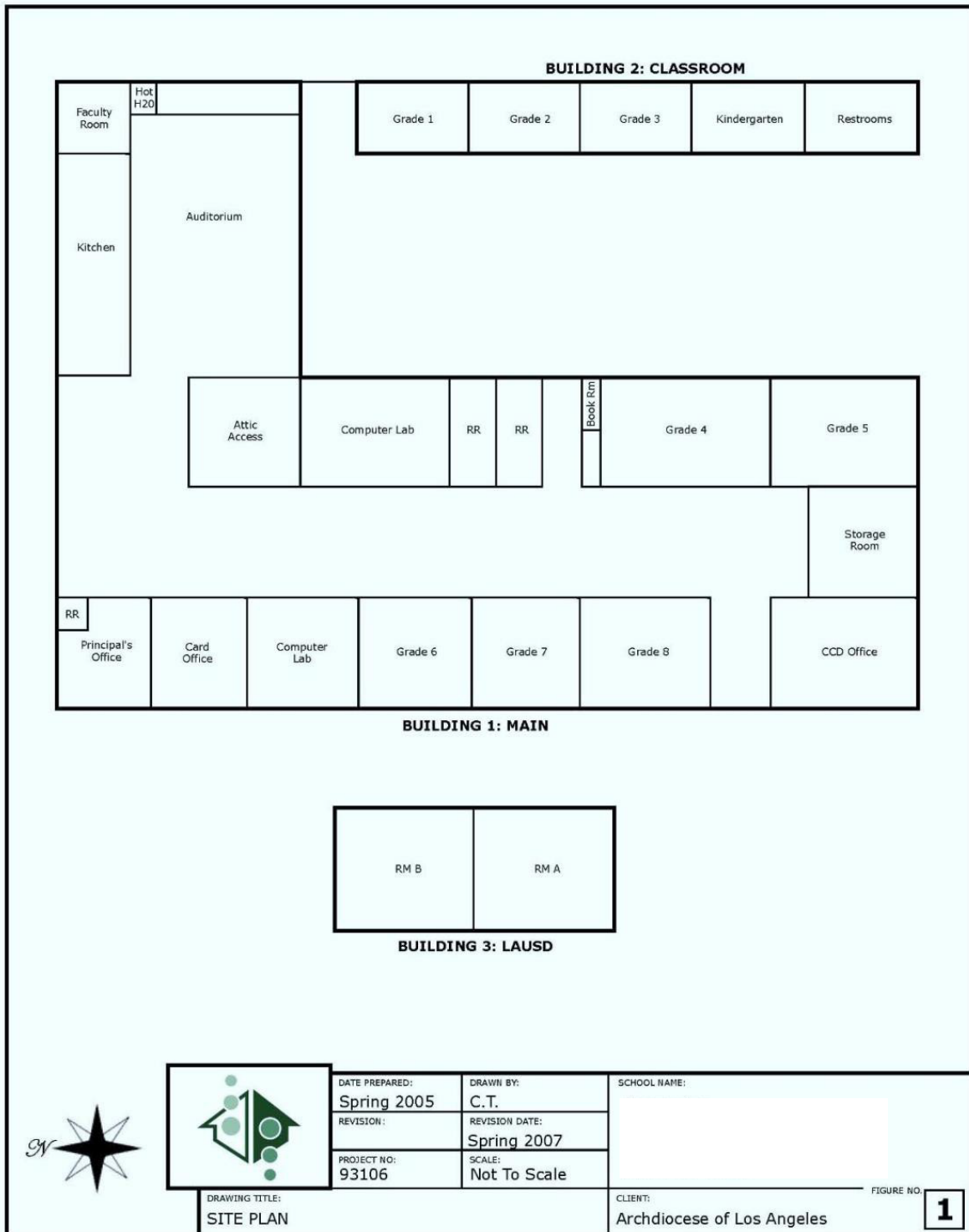
WB: Wireless Bridge Pair (+Antenna, as needed)

S: Switches = 48 port

UPS will be 1:1 for each switch

T: Transceivers

**APPENDIX B**  
**SAMPLE SCHOOL FLOOR PLAN**  
 (Reference [Section 3.2](#) Floor Plan Information)



## APPENDIX C

### BASELINE DATA INFRASTRUCTURE STANDARDS

Effective and efficient data network infrastructure is a crucial component in school technology implementation that impacts teaching and learning. To ensure that all students and educators have access to a comprehensive infrastructure for learning when and where they need it, the following infrastructure design and implementation standards must be satisfied.

#### 1. General Design Standards and Considerations

No two schools are alike so the design of the data infrastructure must be tailored to meet the needs of each individual school's students and staff. The following base design standards allow some flexibility while providing a common pattern across all schools:

##### 1.1 The primary communications standard for the cabled data infrastructure is Gigabit Ethernet.

###### 1.1.1 All copper plant components must be certified to meet the following standards:

- 1.1.1.1 Category 6 (TIA 568-B.2-1)
- 1.1.1.2 1000Base-T (802.3ab) Ethernet
- 1.1.1.3 PoE+ (802.3at Type 2)
- 1.1.1.4 Use of TIA 568B pin assignments
- 1.1.1.5 Patch cables used for interconnection in wiring frames must be as short as practicable.

###### 1.1.2 All fiber plant components must be certified to meet the following standards:

- 1.1.2.1 Use of OM4 or OS2 fiber cable components to meet design requirements for each designed span length.
- 1.1.2.2 Terminations into LC connectors
- 1.1.2.3 Patch bays may use LC couplers (i.e. "bulkhead couplers") with less than 1.5dB insertion loss.
- 1.1.2.4 End-to-end testing falls within 10GBase-SR or 10GBase-LR specifications, depending on span length.

###### 1.1.3 Ethernet switch hardware must support the following features:

- 1.1.3.1 802.1Q VLAN support (minimum of 64 VLANs)
- 1.1.3.2 802.1x per-port authentication
- 1.1.3.3 RMON or SFlow
- 1.1.3.4 802.3ad LACP/trunking
- 1.1.3.5 SNMPv3
- 1.1.3.6 PoE+ power insertion (802.3at or better). Midspan power inserters are not permitted except for certain custom equipment. Such custom equipment must be called out specifically and justified in the bid document.

##### 1.2 The primary standard for wireless data infrastructure is 802.11ax and must support the following:

- 1.2.1 Support for legacy 802.11ac, 802.11n, 802.11a, 802.11g clients
- 1.2.2 Coordinated SSID broadcast and layer-2 roaming of clients between access points (i.e., an integrated campus-wide wireless network)
- 1.2.3 Multiple SSIDs, assignable to tagged 802.1Q VLANs.
- 1.2.4 WPA2-PSK/AES authentication and encryption. WPA3 is allowable.
- 1.2.5 802.1x EAP with RADIUS or similar directory-based authentication
- 1.2.6 Interference detection and mitigation

##### 1.3 The IP-based data networks running on the infrastructure must be protected by firewalls or similar network traffic routing, inspection, and control systems.

##### 1.4 All data network hardware must support IPv4 and IPv6.

##### 1.5 All data infrastructure hardware installed indoors must be supported for operating in typical classroom environmental conditions without voiding any factory warranties. Fully enclosed cabinets, when used to house hardware, must have forced ventilation installed that does not exceed 32dBA noise level.

##### 1.6 All data infrastructure hardware installed outdoors must be rated to IP65.

- 1.7 All hardware that requires utility power must operate on 120V AC, 15A circuits provided by NEMA 5-15P cord sets.
- 1.8 The composite wired and wireless network equipment must interact with a single cloud-based, web-accessible configuration and management application that provides the following features:
  - 1.8.1 Inventory, configuration, and monitoring of all network hardware installed within the scope of each BEN in this RFP, logically grouped per BEN.
  - 1.8.2 Role-based user authentication and authorization to support various support personnel roles (i.e., read-only roles, inventory control, configuration control, auditing)
  - 1.8.3 Client traffic monitoring and reporting tools.
  - 1.8.4 Exposes a web-based API for automated device management and data collection.

## 2 Performance Standards for Data Infrastructure

A professionally designed and implemented data infrastructure should not hinder the delivery of data to its users. The following performance metrics should be considered a minimum benchmark:

- 2.1 Layer 2 end-to-end latency across the wired network should not exceed 250us.
- 2.2 Layer 3 end-to-end latency across routed/firewalled IP segments of the wired network should not exceed 2ms.
- 2.3 Client port to trunk bandwidth ratios do not exceed 15:1. Every 15 1000Base-T ports on a switch must have a minimum of 1Gigabit of trunk bandwidth available.
- 2.4 Wireless networks must maintain a SNR of 17dB or greater over their designed coverage volume.
- 2.5 Wireless networks must support a minimum of 40 802.11ac clients per access point.
- 2.6 Full filtered DIA service bandwidth is available to any single client, wireless or wired, anywhere inside of the designed coverage volume.
- 2.7 Fairly divided filtered DIA service bandwidth is available to any number of clients, wireless or wired, anywhere inside of the designed coverage volume. For example, fifty clients using a 100Mbps DIA service should each get a steady 2Mbps of bandwidth under full load conditions.

## 3 Construction and Maintenance Standards

### 3.1 Cabling Construction Standards

- 3.1.1 All data cabling construction must meet all applicable state and local building codes for low-voltage wiring.
- 3.1.2 All data cabling must be run through surface-mount color-coordinated raceway when runs are in exposed interior areas like hallways and classrooms. Terminations of such raceway installations must use standard-sized outlet boxes, sized for the designed number of cable terminations.
- 3.1.3 All inter-closet fiber must be run through 2" EMT. If fiber station drops are designed, such fiber may be run through EMT or surface-mount color-coordinated raceway that meets the requirements (bending radius, etc.) for the station fiber.
- 3.1.4 All exterior cabling must be run in appropriately sized EMT with water-tight hardware.
- 3.1.5 Inter-building connections, where buildings do not share a common wall, must be connected via subsurface raceway, a minimum of 2" in diameter. Raceways between buildings must terminate into exterior surface mounted pull boxes.
- 3.1.6 Up to 4 Ethernet RJ45 jacks may be installed in a single gang pull box.
- 3.1.7 All Ethernet jacks must be orange in color and labeled "Cat6" or like denote their rating.
- 3.1.8 Faceplates for station terminations must be metal or "unbreakable" nylon.

### 3.2 Access Point Construction Standards

- 3.2.1 Access points must use factory-furnished mounting systems.
- 3.2.2 Access points must be mounted in an open space of a minimum of 7' above the floor. Access points that cannot be mounted at such height must have locking mounts or other anti-tamper provisions.

**3.2.3** Ethernet terminations for access points must be no more than 3' from the access point.

**3.3** Power Conditioning and Distribution Standards

**3.3.1** Every rack or equipment location that consumes utility power (see "General Design Standards" item 7) must have a UPS installed to provide filtered, battery-backed power to the installed network equipment.

**3.3.2** UPS equipment must meet or exceed the following:

**3.3.2.1** 1500VA power capacity with a minimum battery run time of 4 minutes at 100% load.

**3.3.2.2** Provides filtered backup power to six NEMA 5-15R outlets.

**3.3.2.3** Has a 12-foot or longer non-detachable power supply cord with a NEMA 5-15P termination

**3.3.2.4** Provides EMI filtering, spike suppression and automatic output voltage regulation within 5%.

**3.3.2.5** Is tested to UL 1778

**3.3.2.6** Field-replaceable battery modules are preferred over sealed UPS units.

**3.4** Construction Documentation Standards

**3.4.1** Each cable or fiber must be labeled with a location-wide unique identifier. This identifier will be affixed above or below the station jack and its corresponding on the terminating patch panel. The identifier is constructed as follows: n-Txxx where:

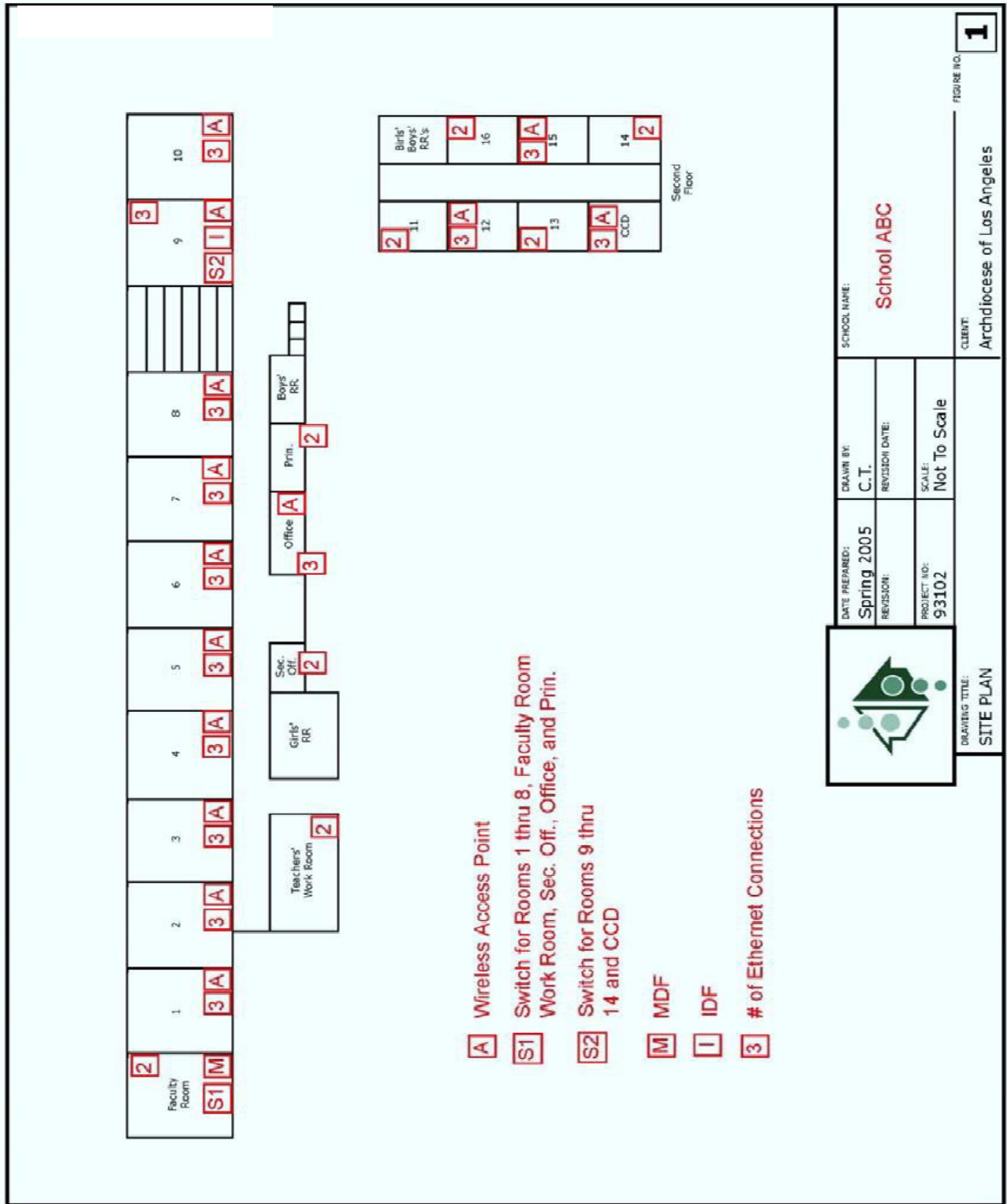
"n" is the closet/nexus/frame number that this cable originates from

"T" is the drop type of: (E)thernet, (M)ulti-mode fiber, (S)ingle-mode fiber, (A)ccess point "xxx" is a unique number formatted with leading zeros. EXAMPLE: 1-E020 (closet 1, Ethernet cable 020)

**3.4.2** All cabling, access points, wire frames and other data infrastructure equipment must have their locations accurately documented on a schematic floor plan using their unique identifier. Each wireframe/closet must be furnished with such a schematic that identifies all cabling that originates from the frame/closet.

## APPENDIX D

### SAMPLE TOP LEVEL NETWORK DESIGN DIAGRAM





## APPENDIX E

### SIGNATURE AND CERTIFICATION

By signing below, I certify that, should we be awarded this contract, we accept, and will abide by all the conditions and requirements listed in this document, and that all services provided by my firm, or my affiliates, meet all the requirements of this document.

---

Signature of Authorized Agent

---

Date

---

Printed or typed name of Authorized Agent

---

Title of Authorized Agent

---

Company Name

---

Address

---

City

State

Zip

---

Voice telephone number

---

FAX telephone number

---

Business web address (URL)

---

Email address of contact person

**APPENDIX F**  
**LETTER TO THE ARCHDIOCESE OF LOS ANGELES**

**Please submit a signed copy of this document with your hard copy response.**

ADLA E-RATE CATEGORY TWO INFRASTRUCTURE CONSORTIUM, 2025 RFP  
C/C Applied Technology; 3<sup>rd</sup> floor.  
3424 Wilshire Blvd. Los Angeles, CA 90010

To Whom It May Concern:

The undersigned has carefully read and understands the terms and conditions specified in this document and submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

The undersigned further understands and agrees that by submitting this offer, he/she certifies that the prices submitted were independently arrived at without collusion.

Further, the undersigned represents that this is a binding proposal good for 120 days and that he/she is fully authorized to submit this proposal.

Respondent Company Name: \_\_\_\_\_

Sole Proprietor, Partnership, Corporation, Joint Venture, Other (Please indicate)

Service Provider Identification Number (SPIN) \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_

Payment address (if it is other than the street address below): \_\_\_\_\_

Exact legal name of company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Representative Name and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized (Original) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX G INTENT TO RESPOND FORM

### RESPONSE TO THE ADLA E-RATE CATEGORY TWO INFRASTRUCTURE CONSORTIUM, 2025 RFP

We intend to respond to the ADLA E-RATE CATEGORY TWO INFRASTRUCTURE CONSORTIUM, 2025 RFP dated **Monday, January 6, 2025**.

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Voice telephone number: \_\_\_\_\_

Fax telephone number: \_\_\_\_\_

**Bidders** are encouraged to submit an Intent to Respond (ITR) Form (see [Appendix G](#)). Submitting an ITR does not bind a **Bidder** to respond, and **Bidders** can respond without completing an ITR, but if an ITR is submitted, the Archdiocese of LA will send you update announcement emails.

## **APPENDIX H**

### **ASBESTOS ABATEMENT SPECIFICATIONS**

Asbestos Abatement Specifications posted on: <https://c3.la-archdiocese.org/e-rate-2025> (File name: ACMabatementSpecs.pdf)

## APPENDIX I

### CONTINGENCY FEE IS A REQUIRED BID CONDITION

#### Project: ADLA E-RATE CATEGORY TWO INFRASTRUCTURE CONSORTIUM, 2025

The Archdiocese of LA is establishing a classification "Contingency Fee" for changes as affected by the construction/funding grants and/or campus facility needs/requirements. This classification applies to any and all E-rate eligible network infrastructure/equipment and construction work necessary to support the distribution of highspeed Internet services throughout their E-rate qualified facilities. This classification includes items that are cost components common to construction, equipment, project, and E-rate eligible estimates.

Contingency will not be allowed for increases to labor cost, taxes, surcharges, shipping, and handling.

The **Bidder** agrees that a 10 % contingency fee will be included as a separate line item on each Consortium Member School's Item 21 Form bid and will only be used for changes requested by the Archdiocese during the pre-construction walk-through and construction process for E-rate eligible services and/or equipment. If the Archdiocese of LA does not request any changes, the contingency fee will not be invoice by the bidder and will be given back to the E-rate program.

A contingency of 10% is **required** as a line item on the Item 21 Forms on the bid submitted for each individual Consortium Member Participation School's bid sheet.

I hereby certify under penalty of the perjury laws of the State of California that the foregoing is understood and will be complied with.

Executed at \_\_\_\_\_, California, on \_\_\_\_\_, 2025.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_