



## Request for Quotation for a Campus-Wide Wireless Solution #WC2006

Date: October 3, 2019

Mandatory Site Visit: October 18, 2019 at 1:00 p.m.

Bid Due: October 25, 2019

Inquiries and bids can be sent to:

Desiree Thompson  
Dean of Finance  
Washington County Community College  
1 College Drive  
Calais, ME 04619  
Phone (207) 454-7392  
E-Mail: [dthompson@wccc.me.edu](mailto:dthompson@wccc.me.edu)

**1. GENERAL INFORMATION**

Washington County Community College (WCCC) is requesting competitive quotations for a campus-wide wireless solution.

This Request for Quotation (RFQ) states the instructions for submitting bids, the procedure and criteria by which a vendor may be selected and the contractual terms by which the College intends to govern the relationship between it and the selected vendor.

- a. Definition of Parties: Washington County Community College will hereinafter be referred to as the "College". Respondents to the RFP shall be referred to as "Bidders". The Bidder to whom the contract is awarded shall be referred to as the "Contractor".
- b. Communication with the College: It is the responsibility of the Bidder to inquire about any requirement of the RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than addenda.
- c. Costs of Preparation: Bidder assumes all costs of preparation of the bid and any presentations necessary to the bidding process.
- d. Debarment: Submission of a signed bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the College will be notified of any change in this status.
- e. Bid Understanding: By submitting a bid, the Bidder agrees and assures that the specifications are adequate, and the Bidder accept the terms and conditions herein. Any exceptions should be noted in your response.
- f. Specification Protest Process and Remedies: If a bidder feels that the specifications are written in a way that limits competition, a specification protest may be sent to Washington County Community College's Dean of Finance. Protests will be responded to within five (5) business days of receipt. Determination of protest validity is at the sole discretion of the College. The due date of the bid may be changed, if necessary, to allow consideration of the protest and issuance of writing as soon as identified, but no less than five (5) business days prior to the bid opening date and time. No protest of the award due to the specifications shall be considered after this deadline. Protest shall include the reason for the protest and any proposed changes to the specifications. Protest should be delivered to the Dean of Finance Office in sealed envelopes
- g. Errors: Bids may be withdrawn or amended by Bidders at any time prior to the bid opening. After the bid opening, bids may not be amended. If a significant mistake has been made by an apparent low Bidder, the Bidder will be given the option of selling at the price given or withdrawing the bid. If an extension error has been made, the unit price will prevail.
- h. Tax Exempt: The College is exempt from the payment of Federal Excise Taxes on articles not for resale and for the Federal Transportation Tax on all shipments. The Contractor and subcontractor shall quote and shall be reimbursed less these taxes. Upon application, exemption certificates will be furnished when required. The College is exempt from the payment of Maine State Sales and Uses taxes.

- i. Award Protest: Bidders may appeal the award decision by submitting written protest to Washington County Community College's Dean of Finance within five (5) business days of the award notice, with a copy to the successful bidder. The protest must contain a statement of the basis for the challenge.
- j. Evaluation: Award will be made to the low Bidder(s) provided that all other requirements are satisfactorily met. However, consideration will be given to the Bidder's qualifications, references and capabilities to provide the specified service. During the evaluation process, WCCC reserves the right where it may serve the College's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.
- k. Award: The College reserves the right to conduct any tests it may deem advisable and to make all evaluations. The College reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the College. The College reserves the right to waive minor irregularities. Scholarships, donations or gifts to the College will not be considered in the evaluation of bids. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for "in-state bidders". When the bids are either both in-state or both out-of-state, the award will be made to the bid that arrives first.

## 2. **SUBMISSION REQUIREMENTS:**

- a. Site Visit: A mandatory site visit to is scheduled for Friday, October 18, 2019, 1:00 p.m. to determine the proper AP location for the desired coverage area. No other time will be provided for this campus walk-through.
- b. Bid Opening/Identification of Bid Envelope: A signed original of the bid must be received in the Dean of Finance office, Washington County Community College, 1 College Drive, Calais, ME 04619, in a sealed envelope by **4:00 p.m. October 28, 2019**. The signed bid should be returned in a sealed envelope or package and clearly identified as follows:

Enclosed: Quotation #WC2006

Attention: Desiree Thompson, Dean of Finance

Quotes may also be emailed to [dthompson@wccc.me.edu](mailto:dthompson@wccc.me.edu) by 4:00 p.m. October 28, 2019.

- c. Insurance: The Contractor is required to provide WCCC a certificate of insurance evidencing coverage of broad comprehensive liability insurance in the minimum amount of Four Hundred Thousand Dollars (\$400,000). Contractor must also provide evidence of workers' compensation insurance for all workers. Proof of all required insurance coverage must be submitted with the response.
- d. Variations/Alternative Specifications: Specifications given are used to indicate the quality and characteristics of products that will be satisfactory. Bids offering equal or alternative products will be considered for award if such items are clearly identified in the bid and are determined by WCCC to be of equal value in all material respects to the item specified. Unless the vendor clearly indicates in the bid that they are offering an "equal" or "alternative" product, the bid shall be considered as offering the items as specified. Bidders are required to provide details and specifications sheets for any Product submitted as "equal" or "alternative".

- e. Bid Amount: The bid amount shall be the net price per unit, Including shipping and handling F.O.B. Destination, Washington County Community College, Calais, Maine.
- f. Obligations: Vendor is to assure that all contractors meet state, federal, and OSHA guideline and codes, as applicable. As well as the following Bid Notices listed in Appendix A.

**3. PURPOSE/SCOPE/PROJECT DESCRIPTION**

**Campus Description/General Requirements**

Washington County is seeking quotations from service providers interested in providing a high quality, reliable wireless solution for our campus.

The College operates primarily at its Calais, Maine, campus location. The campus occupies a 400-acre site overlooking the St. Croix River, the international border between the United States and Canada. Of the total campus acreage, 41 acres are maintained and used to house the seven campus buildings, occupying approximately 163,440 square feet of interior space.

This request is to provide wireless services for the three main buildings of the campus (Riverview Hall, Harold Howland Building, and St. Croix Hall), plus our residence halls. The college residence halls are composed of two separate buildings with a total of 30 apartment style units, a student lounge, student weight room, and an office area.

The college has a student headcount of approximately 500 and employs approximately 107 faculty and staff.

The College has a full wireless solution for staff, faculty and student use. The system is designed with two connections: one public and one private. This is to provide extra security to the private side for faculty and staff, while allowing students access to the internet on the public side. This wireless solution is sparse in some areas of the campus as use has tripled since the system was first installed.

Wireless solution must allow for users to move between locations outlined above without loss of service.

Wireless solution must be architected to allow wireless internet access by both students utilizing their own personally owned devices and college provided hardware.

Wireless solution must be scalable (to allow for further expansion beyond the initial installation).

Wireless equipment must be installed in such a way that restricts physical access by unauthorized individuals.

**Project Equipment/Services**

The following is a breakdown of equipment and service expected from any bidder. Quantities indicated are estimates. Vendor is expected to provide a more precise solution.

**Equipment**

IEEE 802.11ac 2.25 Gbit/s Wireless Access Point  
2.40 GHz, 5 GHz - 8 x External Antenna(s) - 2 x Network (RJ-45) - Ceiling Mountable, Wall Mountable, Rail-mountable **(QTY 3)**

IEEE 802.11ac 1.30 Gbit/s Wireless Access Point  
 2.40 GHz, 5 GHz - 8 x Antenna(s) - 8 x Internal Antenna(s) - 2 x Network  
 (RJ-45) - Ceiling Mountable, Wall Mountable, Rail-mountable **(QTY 92)**

Network Security/Firewall Appliance - 8 Port -  
 1000Base-X, 1000Base-T, 10GBase-X Gigabit Ethernet - AES (128-bit), AES  
 (256-bit), SHA-256 - USB - 8 x RJ-45 - 10 - SFP, SFP+ - 8 x SFP - 2 x SFP+ -  
 Manageable - 1U - Rack-mountable - 3yr Warranty **(QTY 1)**

Switches 24 port Single mode Fiber Lucent Connector (LC), Power over ethernet (POE), with redundant power. **(QTY 12)**

### **Services Required**

#### **a. Installation:**

Wireless Access Points Installation - Services to include mounting of the Access Points Only  
 (Cabling will be complete prior to install).

#### **b. Setup:**

Update units to the latest stable firmware release.  
 Register and license the unit(s). Make sure subscription Licensing services are connected to FG:  
 Support, IPS, Anti-Virus, Web Filtering, Mobile Malware, and Cloud

#### **c. Configure Networking:**

Configure Programmable switch ports for switch and interface modes  
 Setup ISP connections to WAN ports  
 Configure Static Routes for ISP circuits  
 Configure Interfaces internal, DMZ and wireless  
 Program basic access policies  
 Setup DHCP ranges and scopes for Access points

#### **d. Configure Intrusion Prevention System:**

Assess the default IPS policy, customize if necessary  
 Configure monitoring  
 Create and enable policy

#### **e. Configure DNS and Web filtration policies:**

Enable category-based filter Bandwidth Consuming  
 Configure Monitoring  
 Create and enable policy

#### **f. Configure Application Control:**

Create Application control group to block Botnet and TOR traffic  
 Configure monitoring  
 Enable policy

#### **g. Configure Traffic Shaping:**

Identify users and segments of the network to assign max and min bandwidth requirements

- Configure Traffic shaping rules
- Configure monitoring
- Enable policies defined by rules

**h. Setup FSSO:**

- Integrate the wireless with the LDAP server
- Determine Polling method and deploy
- Install FSSO agent on Windows AD server
- Configure Single Sign-On on the wireless
- Add a policy in the controller
- Configure Logging & Report

**i. Setup Wireless System:**

- Configure APs throughout campus
- Update Firmware to all Aps
- Configure SSID groups and Radio settings
- Create AP profiles
- Configure Wireless Intrusion Detection system and Rogue AP detection
- Configure Authentication methods for AD and guest users
- Configure firewall policies for guest and LAN users
- Identify and name APs with a pre-defined nomenclature to categorize for use
- Configure Load balancing for high density use
- Configure Application rate limits and traffic shaping Suppress Broadcast packets from APs Configure monitoring and logging
- Test all access and wireless network health setup

**j. SSL VPN access:**

- Use LDAP to configure group of AD users with remote access rights
- Setup policies and access
- Setup logging and monitors test

**4. IMPLEMENTATION**

- a. WCCC will want to move forward as soon as possible to have the services installed so vendor should provide the date implementation and setup will be completed. In any event, system must be up and operational no later than December 31, 2019.
- b. Vendor to provide training on software, troubleshooting of wireless configurations, and OEM equipment. Provide topology on wireless network layout with configurations.

**5. QUOTATION CONTENT**

**A. General**

Quotes should include the following information:

- Vendor overview. Your overview should at a minimum include the following information:
  - List your company's legal name, address and telephone number.
  - How long has your company been in business?

Provide a brief description of your company and service area  
Vendor qualifications.

Vendor experience in implementing similar proposed systems.

- Anticipated vendor partners for the proposed solution.
- Vendor references. Provide a minimum of three (3) references for successful completion of similar services for higher education. Please provide name, address and telephone numbers of contact person for such projects.
- Implementation plan.
- Date vendor will complete installation and setup.
- Assumed infrastructure needed based on the manufacturer or vendor's recommendations.
- Warranty information for equipment and service provided.

**B. Cost**

Please include the following if applicable:

- Hourly labor rate charged for service outside the scope of this agreement.
- List as line items any/all recurring or one-time installation, delivery and/or equipment changes needed to fulfill this request.
- Continuing annual subscription/maintenance fees for services that are necessary to keep equipment functioning.

**6. RFP SCHEDULE**

<b>RFP Schedule</b>	<b>Date</b>
RFP issued	10/04/2019
Mandatory Site Visit	10/18/19 at 1:00 p.m.
RFP due back	4:00pm 10/28/2019
Winner selected	11/01/2019 By End of Business Day
Winner notification by	11/01/2019 By End of Business Day

**SUBMISSION SHEET**

Date:
Vendor's Representative name and title:
Representative e-mail address:
Vendor Firm Name:
Vendor Mailing Address:
Vendor City/State/Zip:
Vendor Telephone
Vendor Web Site Address:

REQUEST AMOUNTS:

Equipment and Setup Costs	
Hourly labor rate for additional work:	
Additional Equipment/Equipment Modification Costs:	
Costs of annual maintenance/subscription:	

Additional sheets may be added for a more comprehensive presentation.

## APPENDIX A

## NOTICE TO VENDORS AND BIDDERS:

## STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Quotation, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.