

**TOWN OF NEW FAIRFIELD  
FINANCE DEPARTMENT  
Municipal & School Financial Services  
4 Brush Hill Road  
New Fairfield, CT 06812-2665  
(203) 312-5653 FAX (203) 312-5658  
REQUEST FOR PROPOSAL**

**RFP 19-20 Firewall & components request- 470 form #190025177  
Basic Maintenance of Internal  
Connections**

Address the proposal to Jennifer Foss, Meeting House Hill School/BOE, 24 Gillotti Road, New Fairfield, CT 06812; or via email [foss.jennifer@newfairfieldschools.org](mailto:foss.jennifer@newfairfieldschools.org). The last day for proposals according to USAC rules (E-rate) will be March 20, 2019.

The New Fairfield Board of Education is interested in receiving your proposal to provide basic maintenance of internal connections for a firewall and components. See list of equipment and components on the bottom of the last page of this RFP.

New Fairfield Public Schools services approximately 2300 students and four buildings (four schools). For more assistance with questions, please contact Jennifer Foss at (203) 312-5759 or email, [foss.jennifer@newfairfieldschools.org](mailto:foss.jennifer@newfairfieldschools.org).

All bids submitted may be in envelopes or email and must be marked with the bid name **RFP 19-20 Firewall & components request- 470 form #190025177** either on the front of the envelope or on the subject line in the email.

Amendments to or withdrawals of any section of the submitted bid received later than the time and date set for the bid submission date will not be considered. Bids received later than the time and date specified for submission will not be considered. Replies submitted, whether a bid or “no bid,” must have the bid name clearly marked on the front of the envelope. Bidders not marking the envelope will have no recourse against any Town of New Fairfield/New Fairfield BOE employee. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the Town of New Fairfield/New Fairfield BOE will be disregarded. Requests for interpretation of any portion of the bid may be made by telephone to Jennifer Foss at 203-312-5759.

The Town of New Fairfield/New Fairfield BOE is exempt from the payment of taxes imposed by Federal Government and the State of Connecticut. Such taxes should NOT BE included in the bid price.

Any and all tariffs must be filled with the Connecticut Department of Public Utility Control (“DPUC”), (DPUC Tariffs”), and with the Federal Communications Commission (FCC Tariffs) which may change from time to time during the term of this Agreement. Bidders must be in accordance with the Universal Service Fund rules and regulations, to insure ability for E-Rate refunds.

## **General Conditions and Requirements for Submitting Bids**

### **Award or Rejection:**

All qualified bids will be evaluated. The award will be made to a responsible Bidder whose overall arrangements are deemed the best interest of the Town of New Fairfield/New Fairfield Board of Education. The Town of New Fairfield/New Fairfield Board of Education reserves the right to reject any bids. Bidders should be advised that should budgetary constraints dictate part and/or all of the items listed in this bid might be rejected. The decision shall be final and not subject to recourse by the Bidder. Notification of Intention to Bid:

All costs incurred by Bidders in preparing or submitting bids are the Bidders sole responsibility. The Town of New Fairfield/New Fairfield BOE will not reimburse any Bidder for costs incurred prior to the award of bid.

### **Bidder to be Bound:**

The successful Bidder agrees to be bound by its bid, unless specifically accepted. The bid will be incorporated into a purchase order. A purchase order will be negotiated between the Town of New Fairfield/New Fairfield BOE and the Bidder.

### **Bidder's Representative:**

The person signing the bid must be a legal representative of the firm authorized to bind the firm to the contract in the event of a successful bid.

### **Time of Acceptance:**

The Bidders agrees to be bound by their bids for a period of 60 days from the date of submission. During which time the Town of New Fairfield/ New Fairfield BOE may request clarification of the bid for the purpose of evaluation. Statement of Bidder's Qualification:

A statement may be requested of the successful Bidder's financial resources, his experience and his organization and equipment available to complete the work. The Town of New Fairfield/New Fairfield BOE shall have the right to take such steps as deems necessary to determine the ability of the responsible bidder to perform the work. The Bidder shall furnish all information and data for this purpose as requested. The right is reserved to reject any bid where an investigation of the available information does not satisfy the Town of New Fairfield/New Fairfield BOE that the Bidder is qualified to carry out properly the terms of the specifications.

### **Execution of Contract:**

After the award of the Purchase Order within thirty (30), days after the forms are presented for signature.

The successful Bidder shall execute and deliver them to the New Fairfield BOE. The Purchase Order along with the form(s) included in the specifications will be handed out in such a number as the Town of New Fairfield/New Fairfield BOE may require.

The failure of the successful Bidder to execute such Purchase Order within thirty (30) days after the prescribed forms are presented for signature shall constitute a default, and at the Town of New Fairfield/New Fairfield BOE sole discretion, the Town of New Fairfield/New Fairfield BOE may either award the Contract to the next responsible Bidder or return to the bid process.

Payment of Licenses and Fees:

Bidder shall pay all licenses and permit fees now in existence or which may be incurred due to this agreement or the services provided. Bidder shall be responsible for complying with any applicable federal, state and local laws, codes and regulations concerning any or all services covered by this agreement. Compliance with All Laws, Regulations and Policies:

Bidder shall comply with all Town of New Fairfield/New Fairfield BOE policies and federal and state laws, rules and regulations concerning non-discrimination in employment.

**SPECIFICATION**

Any and all Tariffs must be filed with the Connecticut Department of Public Utility Control (“DPUC”) (DPUC Tariffs”), which may change from time to time during the term of this Agreement. Term of this agreement will be for a period of one year.. Bidders must be in accordance with all Local, State and Federal rules and regulations, the Universal Service Fund rules and regulations, to insure ability for E-Rate refunds.

The Town of New Fairfield/New Fairfield BOE reserves the right to reject any or all bids and to award the contract to the bidder deemed to be in the best interest of the Town of New Fairfield/New Fairfield BOE. The Town of New Fairfield/New Fairfield BOE reserves the right to award all, some or none of the items listed, and to place actual orders based on funds available at the time of award. Awards may be made to one or more vendors.

The Town of New Fairfield/New Fairfield BOE is not obligated for expenditures unless funds have been encumbered by Purchase Order or executed contract. A company or person who proceeds prior to receiving a Purchase Order or signing a contract does so without a contract and at their own risk.

**LIST OF ITEM DESCRIPTIONS**

<b>FG-900-BDL-950-12 Security appliance-with 1 year FortiCare 24x7 Comprehensive Support + 1 year FortiGuard-10GigE-1U</b>	<b>1</b>
<b>FC1-15-EMS02-158-02-12 Forticlient Chrmebook ENT MGMT SVR 100U</b>	<b>23</b>
<b>FG-60E-BDL-950-12 H/W + 1 YR 24x7 Forticare and Fortiguard</b>	<b>6</b>