	<b>Page Unified School District, #8</b> <b>Notice of Request for Proposal</b>		500 S Navajo Page, AZ 86040 928.608.4182
	RFP: 16-04-21 Project: Wide Area Network (WAN)	Page 1 of 17	

**Request for Proposal #:** **RFP 16-04-21**  
**Material or Service:** **Wide Area Network (WAN)**

**Solicitation Release Date:** **December 20, 2016**  
**Solicitation Due Date/Time:** **January 18, 2017 3:00 PM**

**Physical Opening Location:** Page Unified School District, #8  
 Procurement Department  
**500 South Navajo Drive**  
 Page, AZ 86040

**USPS Mail to:** **PO Box 1927, Page, AZ 86040**  
**FedEx, UPS Delivery, etc. to:** **817 Aqua Street, Page, AZ 86040**

**Pre-Offer Conference Date/Time:** **None Scheduled**


This solicitation may be obtained from our website at <http://www.pageusd.org/>. Any interested Offerors without internet access may obtain a copy of this solicitation by calling 928.608.4182, or a copy may be picked up during regular business hours at the District’s Procurement Department, 500 S Navajo, Page, AZ 86040. If you experience any problems receiving this solicitation, please call 928.608.4182.

**If you do not wish to bid on this solicitation, please provide written notification of your decision.** Failure to respond could result in deletion of your name from the District’s vendor listing. This form may be returned to the address above, or faxed to 928.645.2805. A “No Bid” will be considered a response.

- I am submitting a “No Bid” at this time.**  
Please keep my name on the District’s Bidder’s List.
- I cannot provide services of this nature.**  
Please remove my name from this category. I will submit a revised Vendor Registration Form
- I no longer wish to do business with Page Unified School District.**  
Please remove my name from the District’s Bidder’s List.
- I am no longer in the business to provide these services.**  
Please remove my name from the District’s Bidder’s List.

Name of Company	Date Signed
Authorized Signature/Local Representative	Telephone/Fax Number
Type Name and Position Held with Company	
Mailing Address	City <span style="margin-left: 200px;">State</span> <span style="margin-left: 200px;">Zip</span>

RFP Notice mailed: December 20, 2016

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<http://www.pageusd.org/>

Proposal Responses Due January 18, 2017 at 3:00 PM Local Time  
 Proposals Received will be received at 500 S Navajo Dr, Page, AZ 86040

Proposals Received will be opened at Purchasing Department  
 500 S Navajo Dr, Page, AZ 86040

In accordance with School District Procurement Rules in the Arizona Administrative Code (A.A.C.) promulgated by the State Board of Education pursuant to A.R.S. 15-213, Proposals for the material or services specified will be received by the **Page Unified School District**, at the above specified location, until the time and date cited. Proposals received by the correct time and date shall be opened and the vendors submitting shall be publicly read. All other information contained in the Proposal shall remain confidential until award is made. **If you need directions to our office**, please call **928.608.4182**. **We are not in an overnight delivery area.**

Proposals must be sealed and may be presented in person, or mailed (no faxed copy will be accepted) at the address listed in this solicitation. Proposals will be time stamped when received. Proposals received after the stated opening time will not be considered and will be returned to the offeror. The offeror assumes the risk of delay in the mail or in the handling of the mail. Whether sent by mail or by means of personal delivery, the offeror assumes the responsibility for having his proposal deposited on time at the place specified. Offers must be marked on the outside of the envelope with the RFP number and title and the submitting company's name. **The District is not responsible for the pre-opening of, post-opening of, or failure to open a solicitation not properly addressed or identified.**

Proposals shall be in the actual possession of the District, at the location indicated, on or prior to the exact time and date indicated above. Late Proposals shall not be considered.

Additional instructions for preparing a proposal are provided with this notice. Offeror's are strongly encouraged to review the enclosed proposal requirements and specifications as the District reserves the right to accept or reject any or all proposals, waive irregularities and accept any proposal deemed to be in the best interest of the District. The submission of a proposal will indicate that the offeror understands the requirements and specifications and that he can supply the services and materials requested, and meet the required delivery time line as specified.

VENDORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE REQUEST FOR PROPOSAL.

*Janette Bunting*


12/20/16

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**Janette Bunting**  
 Purchasing Clerk  
 928.608.4182 Phone  
 928.645.2805 Fax

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Date

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**DOCUMENTS REFERENCED:**


You may access a copy of the documents referenced within this proposal at the following web addresses:

Arizona Revised Statutes (A.R.S.) is available at: <http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

The Arizona School District Procurement Rules in the Arizona Administrative Code is available at: [http://azsos.gov/public\\_services/Title\\_07/7-02.htm#Article\\_10](http://azsos.gov/public_services/Title_07/7-02.htm#Article_10)

I.R.S W-9 Form (Request for Taxpayer I.D. Number) is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

USFR Questionnaire: [http://www.auditorgen.state.az.us/manuals\\_schooldistrict.htm](http://www.auditorgen.state.az.us/manuals_schooldistrict.htm)

	<b>Page Unified School District, #8</b> <b>Uniform Instruction to Offerors</b>		500 S Navajo Page, AZ 86040 928.608.4182
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## INSTRUCTIONS TO BIDDERS

### 1. PREPARATION OF BID:

- A. Unit Price Prevails. Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. Exceptions to Terms and Conditions. An Offer that takes exception to a requirement of any part of the Solicitation shall clearly identify the specific paragraph(s) where the exception(s) occurs. All exceptions that are contained in the Offer may negatively affect the District's proposal evaluation based on the evaluation criteria as stated in the Solicitation or result in rejection of the Offer.
- C. Submit five (5) copies of the proposal with one copy marked "Original."

### 2. PROPOSAL FORMAT: Offers shall be tabbed with the following sections in the following order:

- A. Introductory letter
- B. Table of contents
- C. Firm's experience and qualifications in providing the requested services.
- D. List the members of your firm that will be assigned to this account. Please show their education, experience backgrounds, and the number of years employed by your firm.
- E. Reference: Provide at least 3 references- preferably school districts in Arizona
- F. Cost Proposal

### 3. PRE-OFFER CONFERENCE:


If a pre-Offer conference has been scheduled under this Solicitation, the date, time and location appear on the Solicitation's cover sheet or elsewhere in the Solicitation. An Offeror should raise any questions it may have about the Solicitation or the procurement at that time. An Offeror may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation amendment.

### 4. INQUIRES:

Any inquiry related to a Solicitation shall be directed solely to the Solicitation contact person. The Offeror shall not contact or direct inquiries concerning this Solicitation to any other District employee unless the Solicitation specifically identifies a person other than the Solicitation contact person as an additional contact.

### 5. SUBMISSION OF OFFER:

- A. Sealed Envelope or Package. Each Offer shall be submitted to the submittal location identified in this Solicitation, in a sealed envelope or package that identifies its contents as an Offer and the Solicitation number to which it responds. The appropriate Solicitation number shall be plainly marked on the outside of the envelope or package. Bids will be time stamped when received. Bids received after the stated opening time will not be considered and will be returned to the bidder.
- B. Late Offers. An Offer submitted after the exact Offer due date and time shall be rejected.
- C. Offer Amendment or Withdrawal. An Offer may not be amended or withdrawn after the Offer due date and time except as otherwise provided under applicable law.

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**6. OFFER ACCEPTANCE PERIOD:**

An Offeror submitting an Offer under this Solicitation shall hold its Offer open until after the E-Rate Form 471 Application filing deadline for the current E-Rate Funding Year.

**7. TAXES:**

- A. All applicable taxes stated in the Offer will be considered by the District when determining the lowest bid or evaluating proposals. The District will add use tax to out-of-state offers in evaluating the solicitation. At all times, payment of transaction privilege taxes and the determination of applicable taxes and rates are the sole responsibility of the Offeror.
- B. If Arizona resident Offerors do not indicate taxes as a separate item in the Offer, the District will conclude that the price(s) offered includes all applicable taxes.


**8. AWARD OF CONTRACT:**

- A. Where applicable, the District reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the District. If the District determines that an aggregate award to one Offeror is not in the District's best interest, "all or none" Offers shall be rejected.
- B. An Offeror's submission of an Offer does not in and of itself constitute a Contract nor does it confer any rights on the Offeror to the award of a Contract. A contract will not be created until the Offer is formally accepted and executed in writing as confirmed by the Procurement Officer's signature on the District's Offer and Acceptance Form. A notice of award or recommendation by the District's Governing Board of its intent to award prior to acceptance and execution by the Procurement Officer shall not constitute acceptance of the Offer. The District's Procurement Officer shall not formally accept or execute an Offer until all requisite formalities of the solicitation process have been complied with.

**9. PROTESTS:**

A protest shall be filed, and shall be resolved, in accordance with the Arizona State Procurement Code for school districts, Section R7-2-1153, as may be amended. A protest must be in writing and must be filed with the Procurement Officer of record. Protests based upon alleged improprieties in a Solicitation that are apparent before the bid opening shall be filed before bid opening. Protests based upon alleged improprieties in a Solicitation that are apparent before the closing date for receipt of initial proposals shall be filed before the closing date for receipt of initial proposals. In procurements requesting proposals, protests concerning improprieties that do not exist in the initial Solicitation but that are subsequently incorporated into the Solicitation shall be filed by the next closing date for receipt of proposals following the incorporation. In all other cases, protests shall be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest must include:

- 1. The name, address, and telephone number of the protester;
- 2. The signature of the protester or its representative;
- 3. Identification of the Solicitation or Contract number;
- 4. A detailed statement of the legal and factual ground of protest including copies of relevant documents; and
- 5. The form of relief requested.


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**TERMS & CONDITIONS:**


1. **CONTRACT:** This contract shall be valid from the date of award through June 30, 2018. The Parties agree that this contract may be renewed at the initiative and option of the District for up to four (4) additional years in increments of one year or less with ninety (90) days written notice. If the parties cannot agree on terms for the renewal period, at least ninety (90) days before the anniversary date, the agreement will expire as scheduled.
2. **PRICING:** Pricing must be submitted in an all-inclusive basis and shall include all taxes and other related cost factors associated with the services described in this document. Any pricing proposed must comply with the FCC Lowest Corresponding Price Rule as required by the Universal Service First Report and Order, and restated in the FCC E-Rate Modernization Report and Order, adopted July 11, 2014. The FCC Lowest Corresponding Price rule prohibits an E-rate services offeror from offering or charging E-rate applicants a price higher than the lowest price that the offeror charges to non-residential customers who are similarly situated to a particular school, library, rural health care provider, or consortium that purchase directly from the offeror.
3. **EVALUATION:** In accordance with the School District Procurement Rules, Competitive Sealed Proposals, awards shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals. Evaluation criteria shall include:

Evaluation Criteria	Weight
Cost of Eligible Service	40
Compliance with Specifications	25
Ability to Deliver the Bandwidths Specified	25
Cost of Ineligible Services	10
<b>Total Possible Score</b>	100

4. **DISCUSSIONS:** Discussions may or may not, at the sole discretion of the District, be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements. If discussions occur pursuant to provisions of this paragraph, the District shall issue a request for best and final offer pursuant to Rule R7-2-1048 of the Arizona School District Procurement Rules.
5. **CONFIDENTIAL INFORMATION:** All proposals will be made available for public inspection after the award has been made; except to the extent that, pursuant to the provisions of the Arizona School District Procurement Rules, A.A.C. Rules R7-2-1001, et seq., the Offeror has designated certain information to remain confidential and the District concurs that that information should remain confidential. If an Offeror believes that data in its proposal contains trade secrets or other proprietary information, and should remain confidential and not be disclosed, a statement advising the District of this fact shall accompany the respective document or documents, and such information shall be specifically identified wherever it appears. PROPOSALS SUBMITTED REQUESTING THAT THE ENTIRE PROPOSAL BE HELD CONFIDENTIAL SHALL BE REJECTED AS NON-RESPONSIVE. The District shall not be responsible for disclosure of any confidential material that is not clearly marked as such.
6. **E-Rate:** This solicitation and resulting contract is wholly contingent on the successful funding of future E-rate awards from the Universal Services Administration Company and at the option of the Page Unified School District. The successful vendor shall honor all pricing and contract components regardless of E-Rate funding status. Page Unified School District #8 agrees to make clear to the successful vendor at the

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time of purchase whether a purchase is using the E-Rate discount mechanism or is not using the E-Rate discount mechanism, and will seek separate reimbursement through the E-rate process.

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## **SCOPE OF WORK - WIDE AREA NETWORK**

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The Page Unified School District is requesting proposals for a Wide Area Network to support existing and anticipated instructional and administrative needs of the District between the Page High School (Hub) and the locations identified in the specifications below. The District is seeking a high reliability solution, and will accept land based copper/Optical Ethernet or Wireless proposals.

The District is seeking proposals for one of two options. Offerors are not required to respond to both options.

1. A fully managed, ‘lit’ service WAN with pricing at the required bandwidth levels outlined below.
2. A Dark Fiber or IRU (Indefeasible Right to Use) solution that includes fiber maintenance and operations.


### **WIDE AREA NETWORK BANDWIDTH REQUIREMENTS:**

The current Wide Area Network consists of 1 Gbps leased Dark Fiber Point to Point connections from each site to the District Hub location. The District Office Hub is located at Page High School, 500 S. Navajo, Page, AZ 86040. The proposal must address each of these requirements:

#### **LEASED ‘LIT’ WAN**

1. The proposal must identify the cost for all non-recurring expenses, including but not limited to construction of conduit, trenching, campus assessment, engineering, project management, documentation, contingency, installation, configuration, travel, taxes, etc. The Offeror must obtain and pay for all permits and inspections required by all legal authorities and agencies having jurisdiction for the work.
2. The proposal must include a cost for the Minimum Bandwidth, the Maximum Bandwidth, and each Incremental Bandwidth denomination specified between the Minimum and Maximum Bandwidth. *For example, a Minimum Bandwidth of 100 Mbs and a Maximum Bandwidth of 500 Mbs with an Incremental Bandwidth of 100 Mbs will require pricing for 100 Mbs, 200 Mbs, 300 Mbs, 400 Mbs, and 500 Mbs levels of Bandwidth.*
3. Contract must allow for upgrades to quoted bandwidths.
4. The proposed network must support Quality of Service (QoS).
5. Any components provided such as “On-Premise Category 1” equipment must be new and purchased from the manufacturer, not refurbished or purchased from “secondary markets” or “independent re-furbishers.”
6. The proposed network must support a Service Level of 99.9% uptime.
7. The proposed network must include a 24 x 7 x 365 monitoring and trouble notification service.
8. A monthly report on trouble tickets must be provided.




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9. The proposal must state what the Offeror's policy and procedure for escalation of unresolved trouble tickets. This statement must include the Offeror's policy on providing outage credits.
10. The proposal must include an implementation plan including a proposed cut-over date.
11. The proposed network will meet all requirements and service tariffs of the Local Exchange Carrier (LEC).
12. The Offeror must provide and be responsible for all coordination work and correspondence required with the operating Telephone Company for arranging the required telephone service, interface, charges, cut over schedule, and dates.
13. The Offeror must provide a competent supervisor and supporting technical personnel, acceptable to the District, during the entire installation.

#### DARK FIBER

1. The proposal must quote pricing for 2, 4, and 6 strands of fiber for all segments.
2. The District will require on-going maintenance and operations of the fiber for the term of the contract, including:
  - a. Routine maintenance and inspection
  - b. Scheduled maintenance windows and scheduling practices for planned outages
  - c. Fiber monitoring including information on what fiber management software is used, what fiber monitoring system is used, and who performs the monitoring
  - d. Handling of unscheduled outages and customer problem reports
  - e. What service level agreement is included, and what alternative service levels may be available at additional cost
  - f. What agreements are in place with applicable utilities and utility contractors for emergency restoration
  - g. Repair of fiber breaks
  - h. Replacement of damaged fiber
  - i. Replacement of fiber which no longer meets specifications
  - j. Policies for customer notification regarding maintenance
  - k. Process for changing procedures, including customer notification practices
3. The proposal must identify the cost for all non-recurring expenses, including but not limited to construction of conduit, trenching, campus assessment, engineering, project management, documentation, contingency, installation, configuration, travel, taxes, etc. The Offeror must obtain and pay for all permits and inspections required by all legal authorities and agencies having jurisdiction for the work.

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4. The Offeror must provide and be responsible for all coordination work and correspondence required with the operating Telephone Company for arranging the required telephone service, interface, charges, cut over schedule, and dates.
5. The Offeror must provide a competent supervisor and supporting technical personnel, acceptable to the District, during the entire installation.

Required Wide Area Network Circuits

Location	Address	Minimum Bandwidth	Maximum Bandwidth	Incremental Bandwidth
<b>Page High School (Hub)</b>	500 S. Navajo, Page, Az 86040	If the proposed solution is a metro Ethernet solution please meet these requirements for bandwidth aggregation.		
		1Gbps	10Gbps	1Gbps
<b>Desert View Elementary</b>	462 S. Lake Powell Blvd., Page, Az 86040	1Gbps	10Gbps	1Gbps
<b>Lake View Elementary</b>	1801 N. Navajo, Page, Az 86040	1Gbps	10Gbps	1Gbps



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Uniform Instruction to Offerors**

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Project: Wide Area Network (WAN)

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500 S Navajo  
Page, AZ  
86040  
928.608.4182

**REFERENCES**

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District/School \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Size of District \_\_\_\_\_ Year(s) Services Provided \_\_\_\_\_

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District/School \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Size of District \_\_\_\_\_ Year(s) Services Provided \_\_\_\_\_

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District/School \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Size of District \_\_\_\_\_ Year(s) Services Provided \_\_\_\_\_

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District/School \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Size of District \_\_\_\_\_ Year(s) Services Provided \_\_\_\_\_

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District/School \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Size of District \_\_\_\_\_ Year(s) Services Provided \_\_\_\_\_

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	<b>Page Unified School District, #8</b> <b>Deviations and Exceptions</b>		500 S Navajo Page, AZ 86040 928.608.4182
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**DEVIATIONS / EXCEPTIONS**

List any deviation or exception for any item listed in this RFP. The item number must be listed and the page it is found on. Any deviation/exception or inability of the provider to handle that particular item must be clearly and fully stated. Failure to show specific deviations indicates noncompliance with the RFP.

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

\_\_\_\_\_ Date

	<b>Page Unified School District, #8</b> <b>Addendum Acknowledgement Form</b>		500 S Navajo Page, AZ 86040 928.608.4182
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This page is used to acknowledge any and all addendums that might be issued. If no addendum is issued, you need not return this page. Your signature indicates that you took the information provided in the addendum into consideration when providing your response.


It is necessary to check the District website prior to signing this to make sure there are no additional documents for you to consider prior to submitting your response.

Please sign and date

Addendum #1 \_\_\_\_\_ Date\_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date\_\_\_\_\_

Addendum #3 \_\_\_\_\_ Date\_\_\_\_\_

	<b>Page Unified School District, #8</b> <b>Drug Free Workplace</b>		500 S Navajo Page, AZ 86040 928.608.4182
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**DRUG FREE WORKPLACE**

Preference must be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace. The special condition is as follows:


**IDENTICAL TIE PROPOSALS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifies the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
7. As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

COMPANY NAME: \_\_\_\_\_

VENDOR'S SIGNATURE: \_\_\_\_\_

**Must be executed and returned with attached proposal at time of solicitation opening to be considered.**

	<b>Page Unified School District, #8</b> <b>Request for W-9</b>	500 S Navajo Page, AZ 86040 928.608.4182
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## OFFER AND ACCEPTANCE

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation and any written exceptions in the offer.	
Company Name	For Clarification of this Offer, contact:
Arizona Transaction (Sales) Privilege Tax License No.	
Federal Employer Identification No.	Name
Street Address	Phone
City	Fax
State	E-mail
Zip	_____ <b>Signature</b> of Person Authorized to Sign Offer
Tax Rate (if applicable) ___%	
	Title

### CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the offer did not involve collusion or other anti-competitive practices.
2. The bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The offer complies and maintains compliance with FINA, ARS 41-4401 and 23-214 which requires compliance with federal immigration laws by State Employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.
4. The bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract, and may be subject to legal remedies provided by law.
5. In accordance with A.R.S. § 35-391, the offeror is in compliance and shall remain in compliance with the Export Administration Act
6. In accordance with A.R.S. § 35-397, the offeror does not have scrutinized business operations in Iran or Sudan.
7. In accordance with A.R.S. § 15-512, the offeror shall comply with fingerprinting requirements unless otherwise exempted.

### ACCEPTANCE OF OFFER

The offer is hereby accepted.


The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the school district/public entity.

**This contract shall henceforth be referred to as Contract No. 16-803-21**

The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document, or written notice to proceed.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
 Authorized Signature of the District

	<b>Page Unified School District Drug Free Workplace</b>		500 S Navajo Page, AZ 86040 928.608.4182
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**NON-COLLUSION AFFIDAVIT**

State of Arizona )  
 ) ss.  
 County of )

\_\_\_\_\_, affiant,

the \_\_\_\_\_  
 (Title)

\_\_\_\_\_  
 (Contractor/Offeror)

the persons, corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest of, or behalf of, any persons not herein named, and that the Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the Offeror has not in any manner sought by collusion to secure for itself an advantage over any other Offeror.

\_\_\_\_\_  
 \_\_\_\_\_  
 (Title)

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Notary Public in and for the

State of \_\_\_\_\_

County of \_\_\_\_\_





Page Unified School District
Drug Free Workplace

RFP: 16-04-21
Project: Wide Area Network (WAN)

Page
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500 S Navajo
Page, AZ
86040
928.608.4182

Form W-9
(Rov. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Business name, if different from above
Check appropriate box: Individual/Sole proprietor, Corporation, Partnership, Limited liability company, Other
Address (number, street, and apt. or suite no.)
City, state, and ZIP code
List account number(s) here (optional)
Requester's name and address (optional)
Exempt payee

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
An estate (other than a foreign estate), or
A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,