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State of Rhode Island and Providence Plantations

# DEPARTMENT OF EDUCATION

Shepard Building  
255 Westminster Street

Providence, Rhode Island 02903-3400

## Wireless Classroom Initiative (WCI)

Deborah A. Gist

Commissioner

**Vendor Site Survey Template**

**Notes to the Vendor:**

* Each location (school) in a district requires its own site survey document.
* All items in the document should be addressed to the best of the vendor’s ability.
* Answers should be entered via a word processing program (not by hand). Images should be inserted inline where necessary. All submissions to the Rhode Island Department of Education (RIDE) should include a digital copy.
* When submitting final survey/quote to RIDE, please refer to the Vendor Instruction document for submission instructions and compliance requirements.

**SECTION 1: LEA INFORMATION**

|  |  |
| --- | --- |
| LEA Name |  |
| School Name: |  |
| School Address: |  |
|  |  |
| IT Director/  Primary Contact: |  |
| Date first contacted by LEA: |  |

**SECTION 2: VENDOR INFORMATION**

|  |  |
| --- | --- |
| Company Name: |  |
| Phone Number: |  |
| Fax Number: |  |
| Primary Email: |  |
| Address: |  |
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| Primary Contact: |  |
| Please list any subcontractors you intend to work with throughout implementation: |  |
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**SECTION 3: SURVEY SUMMARY AND PROCEDURE**

The purpose of this survey is to:

* Analyze the building’s material in order to determine RF propagation expectations, hardware mounting concerns, wiring difficulties, etc.
* Identify impediments and constraints to the wireless network deployment.
* Select the optimal configuration for the wireless solution on a per-building basis.
* Provide a walkthrough test to determine ideal access point deployment locations.
* Document all findings, compile a list of equipment needed, give an overview of the solution, and provide the final cost breakdown from the vendor.

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| --- | --- |
| School Contact for Site Survey: |  |
|  |  |

Please list all personnel that were involved in performing the site survey, as well as the start and end dates/times of the survey process.

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| --- | --- | --- | --- |
| **Name** | **Contact Info/Subcontractor** | **Start Date/**  **Time of Survey** | **End Date/**  **Time of Survey** |
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Please list all personnel that were responsible for evaluating the survey results and designing the overall wireless solution.

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| --- | --- | --- |
| **Name** | **Title/Role/Subcontractor** | **Contact Info** |
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**Tools used in Site Survey**

Please list any and all tools used in the Site Survey. This includes any test equipment, access points/wireless devices used to test RF propagation, software used for gathering data and compiling maps, etc. Note that when testing access points, the model used should be the same one the vendor intends to deploy in the final wireless solution. Where relevant, please include details such as Manufacturer, Model, Power Ratings, and Description.

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| --- | --- | --- | --- |
| **Tool Name** | **Manufacturer** | **Model Number** | **Description/Other** |
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**SECTION 4: UNDERSTANDING OF BASELINE REQUIREMENTS**

Please indicate whether or not you fully understand the baseline requirements of the wireless solution. A space for more details/additional information is provided should you wish to include any.

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| --- | --- | --- | --- | --- | --- |
| **4.1 Specifications for the Wireless Controller and Access Points** | | **Understood (Y/N)** | **Details/Additional Info** | | |
| Dual-radio, dual-band wireless access points with 802.11a/n (5 Ghz) and 802.11b/g/n (2.4 Ghz) connectivity with MIMO (Multiple-In-Multiple-Out) capability for 802.11n. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Access points must be powered by IEEE standard PoE (802.3af) or PoE+ (802.3at). | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Access points must support tunneled traffic. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Full redundancy is required throughout the wireless platform. All wireless security and services must continue to function if connectivity to the controller is lost. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Wireless platform must support an 802.1X supplicant to prevent use by unwanted devices. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Wireless platform must support latest secure authentication and encryption standards. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Wireless platform must be capable of supporting a customizable, centralized Captive Portal | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Access point must support automatic channel selection and transmit power controls. Optimal channel selection must be reconfigured dynamically and without the need for user action. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Upon failure of an Access Point, the Wireless controller must expand neighboring Access Point coverage to eliminate any uncovered areas. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| QoS (Quality of Service) must be supported throughout the entire solution proposed by the vendor. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Access Points must support multiple SSIDs and fast, secure roaming and handover. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Solution must support location-based services providing an API to integrate location and presence capabilities with third-party applications. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Solution must support GUI-based management. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
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| **4.2 – Specifications for Switching and Infrastructure** | | **Understood (Y/N)** | **Details/Additional Info** | | |
| Vendor bid specifications must provide a stackable and/or blade expandable style switch family with the following minimum specifications: | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Multiple port density configurations from 12 to 384 ports (48 per switch \* 8 switches) depending on number of Access Points required. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Multiple connectivity options comprised of 10/100/1000 Ethernet ports, and 1/10 Gb fiber (as necessary). | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| All applicable ports providing connectivity to an Access Point must provide power in accordance with IEEE standard 802.3at (PoE+) and support gigabit throughput to each AP simultaneously. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Switch stacks must operate as a single managed device regardless of stack size (applies to throughput, management, and overall performance) via a single IP address. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Switches must not use ports from the user’s available port density to create said stacks. Dedicated connections and bandwidth for traffic between switches in the stack is required. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must store source IP address, MAC address, host name, user name, and activity status for all ports. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support ARP broadcast protection. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support BPDU port protection. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support Ingress Rate Limiting | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support QoS via all common industry standards. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support IEEE 802.3ad Link Aggregation with at least 8 ports per LAG | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support Closed Loop Stacking | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support redundant stack management | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support external load-sharing and redundant power options | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support IEEE 802.1x User Authentication | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support MAC and Web-based (PWA) authentication | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support MAC Port Locking (Dynamic and Static) | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support RFC 3580 (Dynamic VLAN Assignment based on 802.1x or MAC authentication with at least 8 RFC 3580 authenticated users per port | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support secure management via SSHv2, SSL, SNMPv3, AES and RADIUS | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support the following RMON groups: Statistics, History, Alarms, Events, Filters, Packet Capture | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support Many-to-One and One-to-One Port Mirroring | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support configuration for Secure Guest Access without requiring use of VLANs or ACLs | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support configuration for K-12 embedded AUP without requiring VLANs or ACLs | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support IEEE 802.1s & 802.1w Spanning Tree related standards. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support IGMP Snooping v1/2/3 | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
| Must support IEEE 802.1q encapsulation for VLANs, port-based VLANs, protocol-based VLANs and tagged-based VLANs with full support for the GARP and GVRP protocols. | | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  | | |
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| **4.3 – Bid Specifications for Network Cabling and Interconnects** | **Understood (Y/N)** | **Details/Additional Info** |
| As part of the turnkey installation, the physical network connections must meet the following: | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| All newly installed copper cabling should be Cat6 Plenum or greater and be certified for gigabit throughput. No cable shall exceed its maximum recommended length (i.e. 100m for Cat6). | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| All new Fiber Optic cabling shall provide a minimum of 3 separate links per run (6 strands). | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| Cabling will interface with existing network backbone at core junction points. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| Cabling will terminate into patch panels and/or network boxes with appropriate faceplates and keystones. All terminations shall be done with the appropriate end connectors or patch panels (Cat6 or greater). | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| Cabling below a ceiling is to be placed into conduit and properly terminated into network boxes with appropriate faceplates and keystones. Existing building conduits may be utilized where available/appropriate. Low voltage Ethernet should not be ran through the same conduit as high voltage lines. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| After installation, all cabling must be tested to verify connectivity between MDF/IDFs and Access Points, to ensure that all runs have been installed and terminated correctly, and that that the run meets industry standards regarding crosstalk and packet loss. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| All wall penetrations must be properly sealed according to Fire Marshall specifications. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| Cables and panels must be appropriately labeled and easily traced using a schema agreed upon with the individual School District’s IT Department. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| Vendor must provide a post-installation schematic detailing all cabling routes and termination points. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |

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| --- | --- | --- |
| **4.4 – Compliance and Understanding** | **Understood (Y/N)** | **Details/Additional Info** |
| We, the vendor, have read and fully understand the provided “Vendor Instruction” documents. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| As the bidding vendor, we agree to provide the LEA and RIDE with copies of all required licenses, including the Telecommunications license. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| All work performed must comply with all RIDE and local school construction regulations, fire and building codes, and any other town state, or federal regulations. Examples of those regulations include but are not limited to obtaining applicable electrical permits, compliance with labor laws (e.g. prevailing wages), meeting OSHA standards. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| All work performed must comply with CHPS regulations (no less than 50% of non-hazardous materials recycled) | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |
| **Notes about requirements of the wireless solution:**   1. The desired outcome of this project is to provide wireless access to all students in active instructional areas (i.e. core classrooms and library/media centers), taking into account that each student may be using up to one active and two passive wireless devices. 2. All solutions presented by a vendor should conform to the baseline requirements as detailed in Section 4. Solutions presented by a vendor that do not follow these requirements may be disqualified or sent back to the vendor for updating. The Wireless Classroom Initiative (WCI) provides funding for solutions meeting the baseline requirements *only.* Any additional work/upgrades not included in the scope of the WCI will not be reimbursable using WCI funds, and it will be the responsibility of the LEA to cover the additional cost. (For example: The WCI provides funds for as many 802.11n WAPs that a school requires, but not upgrade modules for 802.11ac. These modules would be the sole financial responsibility of the LEA). 3. Following the successful completion of the project, the vendor is to provide a minimum of one day of training on the proper configuration, daily operation, and maintenance of the system. This training shall be performed on-site at a mutually agreed upon date at the local school district’s requested sites. The training will be for no more than 10 individuals who work directly for, or closely with the Technology Department. This training session may be recorded on audio & video. The vendor will provide at minimum 2 copies of all installation, configuration, and training materials. This includes any and all materials offered by the vendor deemed to be helpful in the day to day operations of the system. In addition, a digital copy of these materials would be preferred but not required. | | |
| We, the vendor, have read and fully understand the notes regarding requirements of the wireless solution above. | |  |  | | --- | --- | | ☐ | Yes | | ☐ | No | |  |

**SECTION 5: PROPOSED SOLUTION**

Please use this section to include an executive summary of the proposed infrastructure. Things relevant to this section that should be noted below include:

* Issues/problems that may arise during the install
* Changes that need to be made to building structure/other construction requirements
* Notes about the layout of the network and location of various components
* How the suggested solution will handle maintaining user profiles/authentication
* Any other information the vendor would like to include

**Access Point Locations**

This section can be used to record the location and any signal readings for the proposed Access Points. If taking pictures during the initial site survey is disruptive to the school, a notation of the anticipated placement of WAPs on diagrams and heat maps is sufficient. Pictures of WAP placements are still required for the post-implementation walk-through. If available, include a photograph of each place where an AP will be installed, and include any installation notes for changes that have to be made to support deployment (including difficulties related to wiring).

It is acknowledged that different brands and models of access points have different capabilities such as power output, range, and number of simultaneous connections - ranging from dozens to multiple hundreds of devices at the same time. Regardless of the solution proposed, access points and their placement within a building should provide sufficient density, bandwidth, and signal strength to cover all students located within the area that access point is designed to cover. While in some cases this results in a situation with one access point per room, it is not a requirement.

There are no specific restrictions on the placement of the access points. Depending on the specifications of the equipment used in the wireless solution and the student population within wireless range, one access point may be capable of providing coverage to more than one classroom. Therefore, the situation may exist where multiple rooms can be covered by a single WAP located centrally to those rooms. When designing the wireless solution, vendors should operate under the assumption that students may have up to 3 wireless devices per person.

In the event of an access point failure, the solution must expand neighboring access point coverage to eliminate any uncovered areas and provide basic wireless access for at least one device per student. Each Access Point should have an identifier that corresponds to its place on the AP layout/coverage map later in this document.

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| --- | --- | --- | --- | --- |
| **ID/Name** | **AP Model** | **Location** | **Notes/Other Details** | **Picture of proposed AP location** |
| WAP\_00 | Linksys WRT54G | Room 305  Center of ceiling | This is an example. Please delete me! | 6b2c9bf2-1ecd-4f08-8424-4e7adf3f95ac |
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**Coverage/AP Layout Maps**

Use this section to include maps of the facility. Maps should indicate the following:

* Distinguish between classrooms/libraries and other areas (remember that only classrooms and libraries are eligible for wireless under the WCI)
* MDF/IDF locations
* Access Point locations and names
* Cable routes and drop locations
* Infrastructure locations (switches, controllers, etc.)
* Expected outer boundaries of coverage and heat maps

**Note:** Maps should distinguish whether hardware shown is pre-existing or part of the proposed solution.

**Diagram of Network Infrastructure**

Use this section to include a diagram of the network infrastructure. It should be created in MS Visio if available, and also identify (at minimum):

* VLAN or Zone Segmentation
* Device naming convention
* Power needs
* Data ports used/available

**Note:** Diagrams should distinguish between the layout of current infrastructure and post-implementation infrastructure. **SECTION 6: EQUIPMENT/PARTS LIST**

**Current equipment that can be repurposed/reused for solution**

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| --- | --- | --- | --- |
| **Equipment Model & Description** | **Quantity** | **Old Purpose** | **New Purpose** |
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**Current equipment that can be removed as it is no longer useful**

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| --- | --- | --- | --- |
| **Equipment Model & Description** | **Quantity** | **Reason for removal** | **Action Taken**  **(disposed/recycled/left with LEA)** |
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**New Hardware that needs to be purchased (in-scope expenses)**

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| **Quantity** | **Model Number** | **Description** |
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**New Hardware that needs to be purchased by LEA (co-shared expenses)**

Note: This section is provided for the vendor to list any hardware where the cost should be split between the WCI and the LEA. For example: If the LEA *requires* a 24 port switch that costs, but would rather upgrade to a 48 port switch, the WCI will still cover the cost of the *required* equipment as in-scope. The remaining cost (co-share) is the responsibility of the LEA. This should be reflected in the cost breakdown as well.

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| **Quantity** | **Model Number** | **Description** |
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**New Hardware that needs to be purchased by LEA (out-of-scope expenses)**

Note: This section is provided for the vendor to list any hardware that is considered out of scope, but the LEA wishes to include. For example: If the LEA wishes to add wireless to a room not covered by the WCI during implementation, they are free to do so, but all out-of-scope expenses are their responsibility. This should also be reflected in the cost breakdown.

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| **Quantity** | **Model Number** | **Description** |
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**SECTION 7: COST BREAKDOWN**

To facilitate the payment process, RIDE is asking that vendors categorize the cost breakdowns according to the type of equipment/service (MDF and IDF Equipment, Controllers, APs, Cabling, and Vendor Services). The example provided on the following page is for reference only. Please include your own cost breakdown with this document. The vendor should note that the LEA may request additional discounted pricing from an OEM for the purposes of WCI, and that the vendor may be asked align quotes with that special price list.

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|  | **MDF EQUIPMENT** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | 12345678910 | 48 Port Gigsbit Switch w/ PoE+ | 1 | $0.00 | $0.00 |  |
|  | 1112131415 | Switch Software Lisence | 1 | $0.00 | $0.00 |  |
|  | 16171819202 | Network Module | 1 | $0.00 | $0.00 |  |
|  | 1222324 | Rack Mounting Hardware | 1 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **IDF EQUIPMENT** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | 12345678910 | 48 Port Gigsbit Switch w/ PoE+ | 2 | $0.00 | $0.00 |  |
|  | 1112131415 | Switch Software Lisence | 2 | $0.00 | $0.00 |  |
|  | 16171819202 | Network Module | 4 | $0.00 | $0.00 |  |
|  | 1222324 | Rack Mounting Hardware | 2 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **WLAN CONTROLLERS** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | 2526272829 | Name-Brand Model X Wireless LAN Controller | 1 | $0.00 | $0.00 |  |
|  | 303132-100 | WLC Software Lisence - 100 users | 1 | $0.00 | $0.00 |  |
|  | 3334353637 | Other Required Network Module | 1 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **ACCESS POINTS** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | 383940-80211N | 802.11n Wireless Access Point | 78 | $0.00 | $0.00 |  |
|  | 414243 | Wall Mount Bracket for Access Point | 60 | $0.00 | $0.00 |  |
|  | 444546 | Ceiling Mount for Access Point | 18 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **CABLING** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | 47484950 | Cable, Keystones, etc. | 1 | $0.00 | $0.00 |  |
|  |  | **-OR-** X Drops @ $X.XX per drop | 1 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **CABLING + LABOR SERVICES** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  | N/A | Design | 1 | $0.00 | $0.00 |  |
|  |  | Installation | 1 | $0.00 | $0.00 |  |
|  |  | Configuration | 1 | $0.00 | $0.00 |  |
|  |  | Cabling (only if itemized separately from cabling equipment cost) | 1 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **CO-SHARED EXPENSES**  **(LEA’s Responsibility)** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  |  | Co-shared expense for MDF 48 Port Switch (24 Required) | 1 | $0.00 | $0.00 |  |
|  |  |  |  |  |  |  |
|  | **OUT OF SCOPE EXPENSES**  **(LEA’s Responsibility)** |  |  |  |  |  |
|  | **Part #** | **Description** | **Qty.** | **Unit Price** | **Total Price** |  |
|  |  | Out-of-scope expense for additional access point in gym | 2 | $0.00 | $0.00 |  |
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|  |  |  |  |  |  |  |
|  |  |  |  | **Total** | $0.00 |  |
|  |  |  |  |  |  |  |

**SECTION 8: OTHER INFORMATION**

In addition to completing the above components of this template, please include the following with your submission

1. Full size copies of any building floor plans, coverage maps, and network diagrams.
2. Proposed training syllabus.
3. Any other/additional information the vendor wishes to submit.

**Vendor Certification**

I, the Vendor, hereby certify that the information submitted with this document is true and complete to the best of my knowledge and represents the best effort of our company to complete the requirements set forth herein. I further certify that we have and will comply with all applicable federal, state and local regulations, including but not limited to labor laws (e.g. payment of prevailing wages), OSHA standards, and relevant construction permits (e.g. electrical).

|  |  |  |
| --- | --- | --- |
| **Vendor’s Signature** (authorized representative of the vendor) |  | Date |
| Name and title of authorized representative |  |  |