



## INVITATION TO BID

### FINANCE DEPARTMENT

GREGORY N. L'HEUREUX  
Finance Director

KRISTIE BRADBURY  
Deputy Finance Director

COLLEEN C. SELBERG  
Purchasing Agent

### CISCO EQUIPMENT – or equivalent

Sealed bids for furnishing the City of South Portland School Department with Cisco Equipment (or equivalent) as specified below and in the attached proposal will be received by the City Purchasing Agent, Room 105, City Hall, 25 Cottage Road, South Portland, Maine until 2:00 PM, **Monday, March 21, 2016** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #21-16 for Cisco Equipment" and shall be addressed to the Purchasing Agent at the above address.

Actual receipt of equipment will be after July 1st. Payment for equipment will be after July 1st and is contingent upon successful receipt of Federal E-Rate funding for the items below. Delivery to be made upon receipt of purchase order and shall be F.O.B., Information Services, 25 Cottage Rd Street, South Portland, Maine.

All bidders should list their valid E-Rate SPIN Number.

Equipment can be in NEW or REFURBISHED condition and be accompanied by standard manufacturers warranties. Equivalents will be considered.

Please contact Chris Dumais [cdumais@southportland.org](mailto:cdumais@southportland.org) and Andrew Wallace [atw@spsd.org](mailto:atw@spsd.org) with any questions.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg  
Purchasing Agent

## P R O P O S A L

The UNDERSIGNED hereby proposes to furnish Cisco Equipment – or equivalent - to the City of South Portland, Maine, F.O.B., City hall, 25 Cottage Rd, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery times:

Qty	Description	Price	Total Price
26	Cisco SFP-10G-LR, or equivalent, switch modules	\$	\$
13	Cisco 2960-X, WS-C2960x-48P-FPD-L, switches, or equivalent	\$	\$
13	C2960X-STACK Flexstack Plus modules, or equivalent	\$	\$
150	Cisco Meraki MR34, or equivalent, Cloud Managed Access Points- <b>installed and configured</b>	\$	\$

Memorial Middle School: 3 switch, 6 sfp modules, 3 Flexstack, 34 WAPs  
87 Thompson Street, South Portland, Maine 04106

Mahoney Middle School School: 2 switches, 4 sfp modules, 2 Flexstack, 26 WAPs  
37 Highland Avenue, South Portland, Maine 04106

South Portland High School: 8 switches, 16 sfp modules, 8 Flexstack, 90 WAPs  
52 Alfred Street, South Portland, Maine 04106

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

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

Zip Code \_\_\_\_\_ Date: \_\_\_\_\_

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

Email: \_\_\_\_\_

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.