

**Wenden Elementary School**  
**Request for Quotation (RFQ) 1048- BASIC MAINTENANCE AND TECHNICAL SUPPORT**

- I. Basic Maintenance for Internal Connections
  - a. Network Maintenance for School District
  - b. Server Maintenance for School District
  - c. Router Maintenance for School District
  - d. Firewall Maintenance for School District
- II. Technical Support to Wenden Elementary School Network, Server, Router and/or Firewall during the term of the Contract.
- III. Repair of Network, Server, Router and/or Firewall during the term of the Contract.

**WENDEN ELEMENTARY SCHOOL DISTRICT NO. 19  
REQUEST FOR QUOTATION NO. 1048**

**REQUEST FOR QUOTATION DUE DATE JUNE 5, 2025 AT 3 P.M., M.S.T.**

**MATERIAL AND/OR SERVICE: For Written Price Quotation for Internet Technical Services**

**LOCATION:** Interested, qualified Offerors may submit a quotation to Wenden Elementary School District No. 19 at the following address:

**MAILING ADDRESS:**

Wenden Elementary School District #19  
P O Box 8  
Wenden, AZ 85357-0008

**HAND DELIVERY-OVERNIGHT MAIL:**

Wenden Elementary School District #19  
71001 Santa Fe Avenue  
Wenden, AZ 85357-0008

In accordance with the School District Procurement Rules in the Arizona Administrative Code R7-2-1001, *et seq.*, promulgated by the State Board of Education pursuant to A.R.S. §§ 15-213 & 271(C), competitive sealed quotations for the materials or services specified will be received by the Wenden Elementary School District #19 at the above specified location until the time and date cited. Quotations received by the correct time and date shall be opened and the name of each Offeror, the amount of each offer, and other relevant information deemed appropriate by the District shall be recorded and made available for public inspection.

The District will not be responsible for the pre-opening of, post-opening of or failure to open, a quotation not properly addressed or identified. Vendors will mark all envelopes/boxes/etc. with **Bid Number RFQ-1048** for school year 2025-2026. Offers must be in the actual possession of the District Office on or prior to the time (based on the official District time clock) and date, and at the location indicated above. Late offers will not be considered. If a firm is not interested in this procurement and wishes to submit a “No Bid”, the firm shall complete the enclosed Offer and Acceptance page and clearly note on that page – No Bid – and return that single page to the address noted above. Please indicate the bid number on the envelope.

Quotations must be submitted in a sealed envelope with the Request for Quotations number and the Offers’ name and address clearly indicated on the envelope. All quotations must be completed in ink or typewritten. Additional instructions for preparing a quotation are provided herein.

Offeror are strongly encouraged to carefully read the entire solicitation document.

Buyer

Wenden Elementary School #19  
Attn: Gloria Dean

Phone Number  
928-859-3806

Date: May 21, 2025

CONTACT PERSON: Gloria Dean, Superintendent

Ph# (928) 859-3806 Fax # (928) 859-3958 E-mail gloriadean@wendenk8.org

DATE ISSUED: May 21, 2025

By: Gloria Dean, Superintendent

**Internet Technical Services**  
**Terms and Conditions**

The Board of Education of Wenden Elementary School District is accepting written quotations for BASIC MAINTENANCE FOR INTERNAL CONNECTIONS and TECHNICAL SUPPORT at all schools and buildings as outlined in the specifications attached hereto.

By submitting a Written Price Quotation, you certify that you meet or exceed all specification requirements, including the necessary licenses and ability to perform the work requested services in a timely manner.

Offeror must indicate how the Offeror intends to provide the necessary maintenance requirements of the District as stated in the specifications. Offeror may submit additions to the basic maintenance requirements of the District stated in the specifications. These proposed additional services must be submitted separately in writing, must include the cost, and the specific additional services provided for the additional cost.

Offeror must indicate how the Offeror intends to provide Technical Service and potential repairs to the District internet, intranet, server, router, and/or firewall should such Technical Service be necessary during the term of the Contract. Offeror must specify the predicted response time for evaluating technical issues and for making repairs to the system, if necessary.

With respect to the above products and services, for which competitive bids are sought, the District will evaluate quotations from qualified Offerors, taking into consideration the following factors:

- Cost (one-time as well as recurring)
- Minimization of service disruptions
- Compatibility with overall solution including existing infrastructure and equipment
- Performance characteristics, including speed and reliability
- Offeror track record
- Offeror financial stability
- Flexibility to adapt to site changes or modernization activities
- Realism of estimates and soundness of technical approach
- Quality of the quotation document
- Familiarity of Offeror with the original equipment installation, and/or Offeror service certifications on basic maintenance of District equipment
- Completeness of solution (single Offeror contract to provide multiple, eligible services preferred)
- Ability to meet the District's needs in a rural setting
- Assurance of maintenance of District and student confidentiality in maintaining computer records.
- Agreement to report violations of state and federal law regarding child pornography if found on District computers as well as violations of District internet use policies if discovered during maintenance and/or repair of District internet, intranet, server, router and/or firewall.

Cost is required to be the primary criterion; but these other factors listed above will also be taken into consideration.

The Offeror acknowledges the right of Wenden Elementary School to accept or reject any or all bids and to waive any informality in any bid received. It declares that the bid is in all respects fair and without collusion or fraud, and that no member of the school board or officer of the school district, or any person employed by the District, is directly or indirectly interested in the bid, or in any portion of the profits that might result from the bid.

The District reserves the right to reject any bid if an investigation of the Offeror fails to satisfy the District that such Offeror is properly qualified to carry out the obligations of the contract. Awarded contracts must be signed by winning Offeror no later than **June 5, 2025**.

Any questions or explanations in regard to the above matters should be directed to Gloria Dean, Superintendent.

**Functional Description**

The District requires basic maintenance and technical support for the District's LAN and related equipment. Basic maintenance and technical support includes such tasks as fixing equipment that is broken, correcting network operating software problems such as corrupted configurations, configuring software for moves, adds and changes, and basic preventive maintenance for both hardware and software, such as software defragging and updating.

Basic Maintenance and Technical Support should include Offeror’s recommendations for assisting the District in the following areas, or, if not applicable, a reason explaining why the area is not applicable to the District. If any of these areas are not considered by the Offeror to be part of a Basic Maintenance and Technical Service as interpreted by Offeror, then Offeror should separate out which items are part of the Basic Maintenance and Technical Service as provided by the Offeror and which are outside the Basic Maintenance and Technical Service. For those areas outside of the Basic Maintenance and Technical Service provided by the Offeror, the Offeror should indicate what additional charges, time frames, and other essential information relating to the providing the additional service(s), should District require them:

- Staff training
- Service calls with response within 4 hours
- Prevent notification
- Problem identification
- Fault isolation
- Problem resolution
- Router configuration database maintenance and IOS upgrades
- Web Portal reporting and tracking (statistics, issues and availability)
- WAN, LAN and Access equipment support
- Security Support (Firewall, IDS, IPS, Wireless and QOS)
- Change management process
- Configuration management

**Minimal Requirements**

Offeror should indicate the individual(s) who will be performing the maintenance and technical support of the District network, server, router, firewalls and intranet and internet connectivity for the District, and for each, indicate

- Training with network intranet and internet connectivity issues, servers, routers, and firewalls.
- Specific experience in dealing with networks, intranet and internet connectivity, firewalls, protection of data, servers, routers and firewalls.
- Specific information in experience dealing with school districts.
- List the (estimated) number of staff, estimated hours (weekly, monthly, annually) needed, and the respective hourly cost for each staff type included in the proposal
- A minimum of five (5) years experience is preferred.

Description of Services offered for Basic Maintenance and Technical Service, including response time, where applicable:

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Indicate if the Amount of the Bid for Providing the Basic Maintenance and Technical Service listed above is reflected in (check as many as apply):

Total Annual Cost \$ \_\_\_\_\_

Monthly charges (if applicable) \$ \_\_\_\_\_

Additional charges (driving, per diem, etc.) if applicable. Please specify:

\_\_\_\_\_ for \$ \_\_\_\_\_

\_\_\_\_\_ for \$ \_\_\_\_\_

\_\_\_\_\_ for \$ \_\_\_\_\_

\_\_\_\_\_ for \$ \_\_\_\_\_

Description of Services offered outside of the Basic Maintenance and Technical Service listed above, including response time, where applicable, the cost of the additional service, and any other information that the District should be made aware of concerning the extent of the additional service, the benefits offered with the additional service, and any additional requirements beyond cost expected of the District:

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Description of Services offered outside of the Basic Maintenance and Technical Service listed above that the Offeror wishes to offer at no additional charge to the District as part of what the Offeror considers to be Basic Maintenance and Technical Service. Offeror should indicate any other information that the District should be made aware of concerning the extent of the additional service, the benefits offered with the additional service, and any additional requirements expected of the District:

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## **SPECIAL TERMS AND CONDITIONS**

### **1. PURPOSE:**

The purpose of this Request for Quotation is to enter into a contract with a qualified Supplier for repair and maintenance for Technical Support on Network, Computers, Server, Router and/or Firewall during the term of the Contract and repair of Network, Computers, Server, Router and/or Firewall throughout the 2025/2026 school year ending June 30, 2026.

### **2. AWARD BASIS:**

Successful Supplier(s) will be determined by Evaluation Criteria and the ability to provide services, pricing, or other incentives offered. The District reserves the right to award as many term contracts as may be in the best interest of the District but a single award is anticipated. Award will not be made based on price alone; however it is a major factor.

**Any deviation from the general terms and conditions or exceptions taken shall be described fully and appended to the Quote from on the Supplier's letterhead over the signature of the person signing the Quote form.** Such appendages shall be considered part of the vendor's written quote. For the absence of any statements of deviation or exception, the Quote shall be accepted as in strict compliance with all terms and conditions.

### **3. EVALUATION:**

The District shall evaluate all offers and award a contract to the apparent low responsive and responsible supplier(s). Price shall not be the sole factor in making the award, and suppliers should not anticipate that the lowest priced item or service will be awarded in all instances. Responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of the District and their decision shall be final.

Other factors to be considered in making the award include but are not limited to: Conformity with specifications, support available from vendor representative, reliability of supplier, satisfaction of previous service, time for delivery, and adherence in providing information as requested in this Request for Quotation.

### **4. MINIMUM:**

The Wenden Elementary School District will not be bound to purchase a minimum quantity.

### **5. NON-EXCLUSIVE CONTRACT:**

Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the District. The District reserves the rights to obtain like goods or services from another source when necessary.

### **6. BILLING:**

All billing notices must be sent to the District's Accounts Payable Department as shown on purchase orders. All invoices shall identify the specific item(s) being billed. Any purchase order issued by the Wenden Elementary School will refer to the RFQ number of this Solicitation.

### **7. INSURANCE**

Offeror agrees to maintain such insurance as will fully protect Offeror and the District from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this contract, either by Offeror, its employees, or by anyone directly or indirectly engaged or employed by Offeror. Offeror agrees to maintain such automobile liability insurance as will fully protect Offeror and the District for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Offeror or its employees, while providing services to the District.

Successful Offeror will be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage with a deductible of not more than \$5,000 and naming the Wenden Elementary School District as an additional insured party.

Successful Offeror will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

**8. TERM OF CONTRACT:**

The term of the resultant contract will commence upon award and will continue until June 30, 2026. Purchase orders issued during that time will reflect those quote prices. Those quote prices must be held firm until payment on those purchase orders can be made after receipt of merchandise.

The term of this contract shall commence upon board approval and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.

**9. OPTION TO EXTEND:**

Wenden Elementary School District reserves the right to unilaterally extend the period of any resultant contract for thirty-one days beyond the stated expiration date. In addition, by mutual written agreement, the contract may be extended for an additional four (4) years.

**10. CHANGES:**

The District reserves the right to revise the work quantities, locations and schedule and make other changes within the general scope of work as may be deemed necessary to best serve the interest of the District.

**11. PRICE CLAUSES:**

Prices shall be firm for the term of the contract. Prices as stated must be complete for the services offered and shall include all associated costs, **including delivery**. DO NOT include sales tax on any item in the Quote.

**12. SPECIFICATIONS:**

The attached specifications are intended to meet the requirements of the District. When any part or parts of the equipment are not specifically mentioned, it shall be understood that what is usually provided in the manufacturer's stock model shall be furnished complete and ready for operation.

Wherever, in these specifications, a particular make or model number is indicated, it is done solely to establish the level of quality desired. This should not be interpreted to mean that only the make or model specified will be considered.

The District reserves the right to decide if alternates are equal and satisfy the District's needs. Alternate offer must include a listing of all areas where the item offered varies from the item specified; the manufacturer's name; catalog literature; and detailed specifications on the item offered. Failure to include the required information on alternate offer may result in the offer being rejected as non-responsive.

## **UNIFORM GENERAL TERMS AND CONDITIONS**

**1. CONTRACT INTERPRETATION:**

- a. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona Procurement Code, Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7.
- b. Implied Contract Terms. Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- c. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee agent of the other party to the Contract.

- d. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- e. No Parol Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- f. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

## **2. CONTRACT ADMINISTRATION AND OPERATION:**

- a. Non-Discrimination. The Contractor shall comply with State Executive Order No. 99-4 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- b. Property of the School District/Public Entity. Any materials, including reports, computer programs and other deliverables, created under this Contract are the sole property of the school district/public entity. The Contractor is not entitled to a patent or copyright on those materials and may not transfer the patent or copyright to anyone else. The Contractor shall not use or release these materials without the prior written consent of the school district/public entity.

## **3. COSTS AND PAYMENTS:**

- a. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment from the school district/public entity within thirty (30) days. The Purchase Order number must be referenced on the invoice.
- b. Applicable Taxes.
  - Payment of Taxes by the School District/Public Entity. The school district/public entity will pay only the rate and/or amount of taxes identified in the Offer and in any resulting Contract.
  - State and Local Transaction Privilege Taxes. The school district/public entity is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.
  - Tax Indemnification. Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the school district/public entity harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

## **4. CONTRACT CHANGES:**

- a. Amendments. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.
- b. Subcontracts. The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- c. Assignment and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The Procurement Officer shall not unreasonably withhold approval.

## 5. RISK AND LIABILITY:

- a. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- b. General Indemnification. To the extent permitted by A.R.S. § 41-621 and § 35-154, the school district/public entity shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- c. Indemnification - Patent and Copyright. To the extent permitted by A.R.S. § 41-621 and § 35-154, the Contractor shall indemnify and hold harmless the school district/public entity against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the school district/public entity of materials furnished or work performed under this Contract. The school district/public entity shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- d. Third Party Antitrust Violations. The Contractor assigns to the school district/public entity any claim for overcharges resulting from antitrust violation the extent that those violations concern materials of services supplied by third parties to the Contractor toward fulfillment of this Contract.

## 6. CONTRACT TERMINATION:

- a. Cancellation for Conflict of Interest. Per A.R.S. 38-511 the school district/public entity may cancel this Contract after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of the school district/public entity is, or becomes at any time while the Contract or an extension the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.
- b. Gratuities. The school district/public entity may, by written notice, terminate this Contract, in whole or in part, if the school district/public entity determines that employment or gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the school district/public entity for the purpose of influencing the outcome of the procurement or securing the Contract, an Amendment to the Contract, or favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The school district/public entity, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three (3) times the value of the gratuity offered by the Contractor.
- c. Suspension or Debarment. The school district/public entity may, by written notice to the Contractor, immediately terminate this Contract if the school district/public entity determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- d. Termination for Convenience. The school district/public entity reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the school district/public entity without penalty recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the school district/public entity. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school district/public entity. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination. The cost principles and procedures provided in A.A.C. R2-7-701 shall apply.
- e. Termination for Default.
  - In addition to the rights reserved in the Uniform Terms and Conditions, the school district/public entity reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.
  - Upon termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the school district/public entity.

- The school district/public entity may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials and services to replace those under this Contract. The Contractor shall be liable to the school district/public entity for any excess costs incurred by the school district/public entity reprocurring the materials or services.
- f. Continuation of Performance through Termination. The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.
- g. Registered Sex Offender Restriction. Pursuant to this order, the named vendor agrees by acceptance of this order that no employee of the vendor or a subcontractor of the vendor, who has been adjudicated to be a registered sex offender, will perform work on District premises or equipment at any time when District students are, or are reasonably expected to be, present. The vendor further agrees by acceptance of this order that a violation of this condition shall be considered a material breach and may result in a cancellation of the order at the District's discretion.

**7. CONTRACT CLAIMS:**

All Contract claims and controversies under this Contract shall be resolved according to A.R.S. Title 41, Chapter 23, Article 9, and rules adopted thereunder.

**8. CONTRACTOR'S EMPLOYMENT ELIGIBILITY:**

By entering the contract, contractor warrants compliance with A.R.S. 41-4401, A.R.S. 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations.

The District may request verification of compliance from any contractor or subcontractor performing work under this contract. The District reserves the right to confirm compliance in accordance with applicable laws.

Should the District suspect or find that the contractor or any of its subcontractors are not in compliance, the District may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the contract for default, and suspension and/or debarment of the contractor. All costs necessary to verify compliance are the responsibility of the contractor.

**9. TERRORISM COUNTRY DIVESTMENTS:**

Per A.R.S. 35-392, the District is prohibited from purchasing from a company that is in violation of the Export Administration Act.

**10. ISRAEL BOYCOTT DIVESTMENTS:**

Per A.R.S. § 35-393.01, the District is prohibited from purchasing from a company that is currently engaged in, or will become engaged in during the duration of the contract, a boycott of Israel. By signature on this RFQ, the company certifies that it is not currently engaged in, nor will engage in during the duration of this contract, a boycott of Israel.

**11. FINGERPRINT CHECKS:**

A Contractor, Subcontractor, Vendor, or any employee of a Contractor, Subcontractor, or Vendor, who is contracted to provide services at least once a month for two or more months during the fiscal year at an individual school, shall obtain a valid fingerprint clearance card pursuant to A.R.S. 41-1758 et seq. The Superintendent or Superintendent approved designee(s) may exempt the fingerprint requirement upon determining that the Contractor, Subcontractor, Vendor, or any employee of a Contractor, Subcontractor, or Vendor is not likely to have independent access or unsupervised contact with students as part of their normal job duties while performing services at the school.

**13. OFFSHORE PERFORMANCE:**

Due to security and identity protection concerns, direct services under any subsequent Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the School District(s) or Charter School(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to

indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by Subcontractors at all tiers.

**Reservation of Rights**

The Owner reserves the right to reject any or all quotations, to proceed or not to proceed with any subsequent quotation process, or to negotiate without further process any contract as may be in the best interest of the Owner and this project.

The Owner further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Vendor and to evaluate its quotation. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification.

All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Owner.

**Site Visit**

Wenden Elementary understands that, in the course of preparing quotations, it is necessary for the Vendor to access the building to gather information, inspect, take measurements, etc. A Wenden Elementary School representative will direct the tour and answer questions on an appointment basis by calling the District office during normal business hours Monday through Thursday, 8 AM to 4 PM.

**Notification of RFP Award**

Wenden Elementary may accept the quotation, which in its sole discretion, it determines to be in its own best interests or it may reject any or all quotations. These bidding documents in no way establish the right of any Vendor to the award of the contract. Assignment by successful Vendor to third parties of any contract based on the RFQ or any monies due is prohibited and shall not be recognized by Wenden Elementary unless approved by Wenden Elementary in writing. Wenden Elementary reserves the right to accept and reject any and all quotations and to waive informality, technical defect, or clerical error in any proposal, as the interest of Wenden Elementary may require. Wenden Elementary reserves the right to negotiate with one or more Vendor as it sees necessary. All quotation submissions and materials become the property of Wenden Elementary and shall not be returned. Wenden Elementary will notify the successful Vendor within 5 days following selection of the suitable Vendor. The successful Vendor will be required to submit a current Certificate of Insurance and will be required to apply for and obtain all required building permits prior to beginning any work.

**SUBMITTING ORGANIZATION/COMPANY**

PROJECT: Request for Written Price Quotations for Parts and Labor Charges for Internet Technical Services during the Fiscal Year ending June 30, 2026.

By my signature below, it is certified that all specifications in this call for Written Price Quotations have been met.

Person Submitting Quotation (Contact Person): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_