

**DATE:** February 14, 2024

**DISTRICT NAME:** Ottawa Area ISD Consortium (BEN 17001964)

**SUBJECT:** Addendum to Universal Service Fund Request for Proposal (RFP)  
(FY24: 2024-2025)

**ASSOCIATED FORM 470:** 240016240

**2.0.0 BIDDER INSTRUCTIONS**

**2.1.0 BID OPENING**

All Bid responses to this RFP must be **in duplicate** in a sealed opaque envelope labeled as follows: ***Self-Provisioned Fiber (SPF) - FY2024 USF Bid and “March 13, 2024”.*** ***The bidder must also include an electronic copy of all bid materials on a flash drive as well as the paper copies.***

- 2.1.1 No oral, telephonic, telegraphic, e-mail or facsimile Bids will be considered.
- 2.1.2 No Bids will be considered after **10:00 AM, March 13, 2024.**
- 2.1.3 The Bidder shall be responsible for the timely delivery of the Bid; the District shall not be liable to any Bidder for any delivery or postal delays and postmarking to the bid opening date will not substitute for receipt of the Bid.
- 2.1.4 All timely submitted Bids received by the District will be opened at the **Educational Services Building, 13565 Port Sheldon Street, Holland, MI 49424** at **10:00 AM, March 13, 2024** for recommendation to the Board of Education at a future regularly scheduled meeting.
- 2.1.5 If the District is closed due to unforeseen circumstances on the bid opening date, Bids will be due on the next day that the District is open.

**A. BID ACCEPTANCE**

This RFP is not an offer to enter into a contract, but rather a solicitation for Bids. All Bids must be submitted in a sealed opaque envelope labeled ***“FY24 USF Bid”*** and ***“March 13, 2024”.*** ***The bidder must also include an electronic copy of all bid materials on a flash drive as well as the paper copies.***

- 1. No oral, telephonic, telegraphic, e-mail or facsimile Bids will be considered.
- 2. The Bidder shall be responsible for the timely delivery of the Bid; the District shall not be liable to any Bidder for any delivery or postal delays and postmarking to the bid opening date will not substitute for receipt of the Bid.
- 3. No Bids will be considered after **10:00 AM March 13, 2024**
- 4. If the District is closed due to unforeseen circumstances on the bid opening date, Bids will be due on the next day that the District is open.
- 5. The District reserves the right to reject Bids submitted without a signed Signature Page, Familial Disclosure Affidavit, and Iran Linked Business Affidavit.

**B. BID OPENING**

All timely submitted Bids received by the District will be opened at the **Educational Services Building, 13565 Port Sheldon Street, Holland, MI 49424** at **10:00 AM, March 13, 2024** for recommendation to the Board of Education at a future regularly scheduled meeting.

**APPENDIX A – INTENT TO BID FORM**

*If the Bidder intends to submit a Bid for the Self-Provisioned Fiber (SPF) project at Ottawa Area ISD Consortium, this Intent to Bid Form must be completed and returned via mail or email to the District no later than February 20, 2024.*

Please complete and return to:

**Ottawa Area ISD Consortium**

**Rex Thelen**

**13565 Port Sheldon Street**

**Holland, MI 49424**

**Phone: 616.738.8940**

**Email: rthelen@oaisd.org**

---

I will attend the scheduled virtual walkthrough meeting **at 2:00PM, on February 14, 2024.**

Yes  No (Check one)

I will attend the scheduled virtual walkthrough meeting **at 9:00AM, on February 15, 2024.**

Yes  No (Check one)

I would like drawings of potential route(s) for the SPF.

Yes  No (Check one)

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

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

City, State, Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

Date: \_\_\_\_\_