

## BIDDERS ADVISORY

This advisory places all bidders on notice that the following details must accompany all bids and that you will adhere to all USAC rules including those that came out in the Sixth Report and Order<sup>i</sup> as detailed below.

When responding to Forms 470 or RFPs, service providers should comply with all appropriate state or local procurement rules and/or regulations and competitive bidding requirements as detailed on the USAC website, and contained within the various FCC Reports and Orders. Service providers should also comply with any specific requirements detailed in an RFP.

### Required information for all Internal Connections bids:

See chart below for details:

Description: Basic Maintenance for E-Rate eligible equipment. See attached detail.									
Service					Location				
<input type="text"/> <input type="checkbox"/> Optional Item					<input type="text"/>				
Make	Model	Part #	Qty	List Price	Sell Price	Period	Extended	Elig %	Ext Eligible
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	100	<input type="text"/>
									<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Add site"/>
Description: <input type="text"/>									

*Note: Complete model numbers and part numbers (SKU) are required by USAC. After funding and installation, you should provide a copy for the applicant and keep one for your records. Also, assist the applicant to enter the information into an Asset Register thereby meeting the record retention requirements.*

### Required information for all maintenance bids

1. Provide a full list of equipment for this request including the per component cost for maintenance.
2. Provide in detail how the cost of maintenance was derived. This breakdown should include the cost of maintenance for each piece of equipment or the total hours of maintenance and the number of hours of maintenance for each individual piece of equipment and should reconcile to the total amount for 12 months of service.
3. Indicate the tasks that will be performed as basic maintenance under this agreement, and the cost or number of hours allocated per task.
4. If the request for basic maintenance includes travel charges please indicate the total cost of travel, the number of trips the vendor will be making to the entity, and indicate how the cost of travel was derived.
5. If any cabling maintenance is included in this request please provide the cost of cabling maintenance

I have read and, agree to abide by, the terms stated in this advisory:

Service Provider: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

**PLEASE SIGN AND RETURN TO [forms@kelloggllc.com](mailto:forms@kelloggllc.com)**

**Or Fax: 580-332-2532**

<sup>i</sup> [http://www.kelloggllc.com/docs/fcc/FCC-10-175A1\\_6RO\\_100923.pdf](http://www.kelloggllc.com/docs/fcc/FCC-10-175A1_6RO_100923.pdf)