

Request for Proposal

2020 Intercom Project

Claiborne County School District

NOTICE TO VENDORS

The Claiborne County School District, in accordance with Section 31-7-13 of the Mississippi Code, annotated, is now soliciting unpriced bid proposals for the following item:

Districtwide VoIP intercom system for integration with existing Mitel phone, Cisco WAN network and Video Insight security camera system.

Unpriced bid specs must be received by 12:00 p.m. CST July 13, 2020. No bid specs will be eligible if they are received after the said deadline. Electronic bids and/or reverse auction bids can be submitted at www.unsionglobal.com/marketplace/contact/ For any questions relating to the electronic bidding process, please contact Unison Marketplace at 877-933-3243. Bid specs will be examined for evaluation of whether bids specs are suitable/compatible for this project. Bid proposals that do not meet specifications will not be considered. Bidding will be held by electronic reverse auction on July 13th from 10:00 AM to 10:30 AM unless extended by automatic anti bid-sniping.

2020 Intercom Project

The Claiborne County School District wishes to install a new IP based intercom/communication to allow all schools to have campus and districtwide communications with all classrooms and offices from anywhere in the district. The capability of school to school paging is also desired.

Proposals should include a realistic assessment of cabling and switching as well as cabling and other equipment necessary to support the communication needs outlined above. Technical specifications of equipment should be provided with the proposal along with the Scope of Work describing this “turn-key” project.

The proposal must guarantee performance sufficient to fulfill the needs of the Claiborne County School District as requested within this RFP. After implementation of the successful vendor's proposal, if additional equipment, cabling or labor is needed, the vendor will bear all costs necessary to satisfy the requirements of this RFP. There should be no recurring costs for further functionality except for yearly licensing from Mitel.

It is the vendor's responsibility to ensure that the equipment proposed meets the performance specifications of the manufacturer and the previously stated requirements. The Claiborne County School District will not release the vendor from the performance guarantee required above because of malfunctions or defects in equipment due to manufacturer error or flaws in the equipment.

Because of the diversity of possible solutions, Claiborne County School District is asking for detailed proposals to accomplish the task. Specifications will be general and minimal to allow proposals to be as innovative as possible. However, vendors must be able to support any proposed solution.

All prospective vendors must complete a district walkthrough or onsite survey in order to be eligible to submit a bid. To schedule a walkthrough or onsite survey, you will need to contact Zikomo Turner (see contact information below). Proposals from vendors who do not complete the onsite survey or walkthrough WILL NOT be considered.

CLARIFICATION

If after the completion of this project, during normal operation of the network, the District discovers that the intercom system will not allow for the capacity required in this RFP as stated in paragraph three in page one of this document, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the Claiborne County School District.

GENERAL

The specifications herein are provided to convey the intent of the systems and upgrades and do not indicate every cable or component necessary for the complete system that the proposing vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping costs, installation of equipment, training, technical support and trash removal) and represent complete installation and integration with the existing network where necessary. Prices quoted in the vendor's response will remain in effect for a period of eighteen (18) months from the time of the contract signing.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligation to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify Claiborne County School District. All

questions should be addressed to Zikomo Turner as outlined below. The preferred mode of contact is via email.

Zikomo Turner
Technology Director
Claiborne County School District
zturner@claiborne.k12.ms.us
601-437-4232 (office)

Questions must be submitted to the email address zturner@claiborne.k12.ms.us. If a receipt email is not received within 24 hours, it is the responsibility of the respondent to call Zikomo Turner at 601-437-4232 (office) to confirm receipt of the message.

All questions and responses will be posted immediately on the District's procurement page at <https://www.claiborne.k12.ms.us/Page/407> . Any addenda to the RFP will also be reflected on the website. It is the sole responsibility of the respondent to visit this page prior to bid submission to ensure they have the latest information. Any modifications or clarifications will be posted as an addendum. Addendums may also be requested by email from any respondents after the walkthrough is completed.

CALENDAR OF EVENTS

| | |
|---|---------------------------------------|
| Release of Bid Advertisement | June 25th, 2020 |
| Mandatory Meetings/Walk-Through | July 2nd and July 3rd |
| Unpriced bid specs due | July 9th, 2020 @ 12PM |
| Reverse Auction | July 13th, 2020 @ 10AM (30 minutes) * |
| Presentation to Claiborne County School Board | August 12th, 2020 |

- Bidding may be extended due to anti sniping technology during the bidding process.

BID SUBMISSION INSTRUCTIONS

Bids will be opened for examination on July 13th, 2020, at the Claiborne County School District Central Office at 404 Market Street, Port Gibson, MS. Bids can be submitted electronically or in a sealed envelope clearly marked as follows:

“2020 Intercom Project”

Envelopes not so marked will remain sealed.

The Claiborne County School District Board Education or Superintendent reserves the right to reject any and/or all bids and waive any informalities.

The first page showing in the bid submission packet must be Attachment A so the total bid price may be easily seen for the bid tabulation. Failure to comply may result in bid disqualification.

Bids must include the following:

Attachment A Completed and Signed by the bidder.

(THIS PAGE MUST BE THE FIRST PAGE IN THE BID SUBMISSION DOCUMENTATION)

Attachment B Completed.

If submitting by envelope, “Claiborne County Intercom Project” should be clearly marked on the face of the envelope as well as the opening date of July 13th, 2020, 10:00a.m. CST.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Claiborne County School District is not responsible for delays of any commercial carrier or delays incurred by the respondents. Oral, telephone, fax, or telegraphic bids will not be considered. Signatures on the proposals shall be in longhand and executed by a principal duly authorized by the vendor to make a contract.

CERTIFICATE OF RESPONSIBILITY

- A. Each Bidder submitting a bid in excess of \$50,000 on public projects must show on his bid and on the face of the envelope containing the bid, his Certificate of Responsibility Number, as required by Section 31-3-5 and 31-3-21 (latest edition) Mississippi Code of 1972. If the bid does not exceed the amount of \$50,000 on public projects, a notation so stating must appear on the face of the envelope. When multiple contractors submit a joint venture bid in excess of \$50,000.00 on public projects, a Joint Venture Certificate of Responsibility Number is required on the bid and face of the envelope. If the Joint

Venture has not Joint Venture Certificate of Responsibility number, then each member of the Joint Venture must indicate their individual Certificate of Responsibility numbers on the bid and on the face of the envelope.

- B. Each subcontractor whose Subcontract exceeds \$50,000 on public projects shall have a Certificate of Responsibility Number, as required by Section 31-3-15 and 31-3-21 (latest version), Mississippi Code.
- C. No bid will be opened, considered or accepted unless the above information is given as specified. Sufficient evidence that said Certificate of Responsibility has been issued and is in effect at the time of receiving bids must be submitted when required by the Owner. Likewise, it shall be the responsibility of the Prime Contractor to require a Certificate of Responsibility Number from any subcontractor where applicable.

EVALUATION METHODOLOGY

The Claiborne County School District Board of Education or Superintendent will award a contract based on the vendor submission that best meets the needs of the school system with regard to the current Technology Plan, future growth, RFP specifications, and the lowest price in the reverse auction process. Due to the nature and diversity of the proposals, a significant amount of time may be required to determine which proposal provides the best option for The District. Once the reverse auction is completed, the District will go over every item and procedure with the vendor before a contract is awarded. The evaluation process will not be complete until The District has determined the best proposal based on all factors.

The following factors will be considered when evaluating responses:

- Price of goods and services.
- Preference will be given for prior positive experience with the Vendor.
- Preference will be given to Mississippi based vendors.
- Preference will be given for vendors proposing the use of devices in which the manufacturer offers a limited lifetime warranty on the access points with replacement within 4 days.

FINANCING

This project is being funded by the Claiborne County School District. The School Board and the Superintendent have sole power to fund or reject any and all bids.

VENDOR QUALIFICATIONS

The Claiborne County School District may make such investigations as deemed necessary to determine the ability of the bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Claiborne County School District all such information and data for this purpose as the Claiborne County School District may request. The Claiborne County School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Claiborne County School District that such bidder is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated therein within the time required.

The bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract or purchase order under this contract must be acceptable to the Claiborne County School District.

The successful vendor (contractor) must have or be certified with the following:

- Be able to supply all products and services.
- Be an authorized dealer in the State of Mississippi for all products.
- Have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).
- The bidder **MAY NOT** contract out any part of the work to a third party individual or company.
- Provide the documentation of the vendor's wireless, switching and cabling certifications.
- Bidder must **DEMONSTRATE** that any proposed solution can integrate with existing systems without problems or downtime.
- Installation of cabling and speakers must be done after school hours or at night.
- Be able to be onsite in 4 hours or less.
- Be able to modify existing VLANs to enable the door systems to communicate with the phone systems.
- Be able to modify existing phones and VLANs to communicate with the proposed intercom system.
- Due to the complexity of this project and the interconnectivity of this system with the existing network and various associated systems, the vendor will be required to have on staff (NOT subcontracted) people or resources that hold at minimum of the following:
 - Mitel certification
 - An RCDD on staff
 - MiVoice Business & Contact Center 2019 cert
 - Mitel Connect and UCC 2019 cert
 - MiVoice Connect 2019

The above is not an inclusive list.

DISQUALIFICATION OF BIDDER

The Claiborne County School District reserves the right to award to other than the lower bidder when, in the judgment of the district administration, it is in the best interest of the district do so. A Bidder may be disqualified for such reasons as:

- A. Bidder's failure to comply with requirements regarding Certificate of Responsibility.
- B. Bidder's failure to sign Bidder's Proposal Form or to otherwise properly complete the Proposal Form.
- C. Bidder's failure to complete the mandatory Pre-bid onsite walkthrough.
- D. Bidder being in litigation with the Claiborne County School District.
- E. Bidder having defaulted on a previous contract.
- F. Bidder having performed unsatisfactorily on a previous contract, including but not limited to the Bidder's failure to fulfill the warranty obligations of a previous contract with the Claiborne County School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

OBJECTIVE:

Claiborne County School District's objective is for vendors to propose a solution that will meet the criteria of replacing an existing analog communication system with a new IP based communication system throughout the district. This system will utilize existing WAN circuits between the campuses to allow any VoIP phone in the District to be used as a call point for the intercom system - even at a different school. This system should also provide the ability to use the new intercom system as a bell system. This system should be able to be administered from the existing computer system. Each classroom is to have a two-way speaker with call button connected to the existing Mitel system. Each phone and/or speaker must include any required licenses to connect to the existing Mitel server.

Equipment & Installation Specification

All cable and cabling components including jacks and patch panels used in this proposal will be minimum Category 6 rated.

The amount needed will be determined by the vendors proposed number of access points

- Bid must include cabling and all necessary components (patch cables, patch panels, jacks and mounts, crimp ends, etc.).
- Bid must include the cost of labor and installation.
- Cabling must be neatly run and connected to the wall via J-hooks in the ceiling and may not lay directly on ceiling tiles.
- When cabling runs outside of the building it must be placed in EMT conduit and attached to walkways.
- All speakers should be ceiling mounted in a drop ceiling classroom. Horns may be used in larger areas such as gymnasiums and cafeterias.
- All speakers must use new wiring. Telephones may use existing wiring.
- Wall switch call buttons (if used) must be installed inside walls or within wall mounted conduit. Exposed wiring is not acceptable. (Most rooms already have call buttons.)

Other Considerations

Vendor installed Patch Panels and Cabling

- Any cables run by the vendor will be terminated into a patch panel on one end and in a wall mounted full box jack on the other.
- The vendor will need to install new patch panels at all sites.
- Vendor must provide all MDF and IDF closets that have access point terminations with a UPS with minimum specs of 1000W or equivalent VA ratings). All UPS devices should be able to be monitored and managed from the network.

- CCSD has some open PoE ports on non E-Rate switches. Those ports may be used. If ports are not available, then new switches need to be installed. Any new switches must be compatible with the Catalyst C3650 series. Must be layer 3 capable.

CURRENT EQUIPMENT

1. The Claiborne County School District network is made up of Cisco managed switches. All ports are 1000Mbps minimum. Fiber connections from the core switches to any new equipment installed by the vendor are sufficient. All fiber patch cables will be provided by the vendor.
2. All switches supplied by the vendor must have proper stacking equipment and cables to interface with the existing infrastructure.
3. Any VLAN configurations proposed in this project necessary to meet the requirements must be configured completely by the vendor using the existing switches. The Claiborne County School District uses a flat network and will provide any needed information to the vendor to comply with existing infrastructure.
4. Each building in the Claiborne County School District is presently connected to the District Office via fiber provided by Medialink.
5. Servers and centralized devices are located at the building sites and at the Central Office. Each site has several switch cabinets and a main demark area. Details will be given at the onsite survey or walkthrough.

CLASSROOM COUNTS*

- Port Gibson High School has 34 Classrooms and 4 Other Areas
- AW Watson Elementary has 45 Classrooms and 4 Other Areas
- Port Gibson Middle School has 28 Classrooms and 6 Other areas
- Claiborne County CTE Center has 6 Classrooms and 4 Other Areas
- District Office will use current phones.

*(General Floor plans will be available at the walkthrough. Onsite walkthroughs will identify building materials, existing cabling, etc. Vendors will be responsible for taking any needed

measurements during the walkthrough. Not all rooms will have an intercom installed, and some existing phones can be repurposed).

RIGHT TO REJECT

The Claiborne County School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school system. The Claiborne County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms the vendor proposes. The Claiborne County School District reserves the right to reject the proposal of a vendor who has previously failed to perform properly or completed on time contracts and to reject the proposal of any vendor who in the opinion of the Claiborne County School District Board of Education or Superintendent, is not in a position to adequately perform the contract. The Claiborne County School District Board of Education or Superintendent reserves the right to reject any and all proposals any part or parts of a proposal, waive any technicalities/informalities, increase or reduce quantities, make modifications or specifications, and award any or the entire contract in a manner that is in the best interest of the Claiborne County School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Claiborne County School District.

ATTACHMENT A
INFORMATION FORM (Type or Print ONLY)

| | |
|--------------------------------|--|
| NAME OF COMPANY | |
| ADDRESS OF HOME OFFICE | |
| CITY OF HOME OFFICE | |
| STATE OF HOME OFFICE | |
| COUNTY OF HOME OFFICE | |
| 9 DIGIT HOME OFFICE ZIP | |
| PHONE # OF HOME OFFICE | |
| Federal EIN | |
| DUNS Number | |
| | |

CONTACT Name _____

CONTACT Phone Number _____

CONTACT Email Address _____

By signing below, the vendor acknowledges that the prices listed on this sheet are the prices being bid for this project and that the vendor understands that this Project can be implemented all at once or one location at a time as funding becomes availability.

PRINTED NAME _____ TITLE _____

SIGNED _____ DATE _____

ATTACHMENT A - continued

PRICING INFORMATION

Summary

| School | Total |
|------------------------------------|--------------|
| AW Watson Elementary | |
| Port Gibson Middle School | |
| Port Gibson High School | |
| Claiborne County CTE Center | |

ATTACHMENT A - continued

PRICING INFORMATION

Port Gibson Middle School

(You may submit your standard quotation instead of this document if you wish)

DELIVERED TO

Port Gibson, Mississippi 39150

(Specific address to be determined prior to shipment)

| Manufacturer Part Number | Description | QTY | Unit Price | Extended Price |
|--------------------------|-------------|-----|------------|----------------|
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ATTACHMENT A - continued

PRICING INFORMATION

Claiborne County CTE Center

(You may submit your standard quotation instead of this document if you wish)

DELIVERED TO

Port Gibson, Mississippi 39150

(Specific address to be determined prior to shipment)

| Manufacturer Part Number | Description | QTY | Unit Price | Extended Price |
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ATTACHMENT B

Vendor Required Documentation

- Specifications for the proposed hardware.
- Vendor shall provide a written summary of their proposal as well as drawings of all sites labeled with the location of each intercom speaker being proposed and the path of the access points' cabling to each network closet. Vendor will verify if the District has enough available switch ports and/or patch panel ports in each closet for their proposed solution.
- Current liability insurance and workers compensation insurance.
- Documentation of the vendor's wireless, switching and cabling certifications.
- Must include a detailed Scope of Work describing this "turnkey" project.