

# **Request for Proposal**

**2021 IP School Intercom Project**

## **Prentiss County School District**

### **NOTICE TO VENDORS**

The Prentiss County School District is now soliciting unpriced bid proposals for the following item:

*Valcom IP Based School Intercom System or Equivalent*

Unpriced bid specs must be received by September 14, 2021. 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.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please contact Central Bidding at 225-810-4814. 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 September 17, 2021 at 2:30 PM to 3:00 PM unless extended by automatic anti bid-sniping. Each school will be listed as a line item on the reverse auction. The district is evaluating this project by school so all correspondence needs to be by school instead of the combined district.

### **2021 IP School Intercom Project**

The Prentiss County School District wishes to install a new IP Intercom system to allow all schools to have communications with all classrooms, buildings and outdoor locations on campus.

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 Prentiss 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.

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 Prentiss 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, Prentiss 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 walk through on September 7, 2021 at 1:00 PM in order to be eligible to submit a bid. 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 phone system will not allow for the capacity required in this RFP as stated on 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 Prentiss 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 twelve (12) 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 Prentiss County School District. All questions should be addressed to Andrea Allen as outlined below. The preferred mode of contact is via email.

Andrea Allen  
[aallen@pcsd12.com](mailto:aallen@pcsd12.com)  
662-728-4911 (office)

Questions must be submitted to the email address [aallen@pcsd12.com](mailto:aallen@pcsd12.com). If a receipt email is not received within 24 hours, it is the responsibility of the respondent to call Andrea Allen at 662-728-4911 (office) to confirm receipt of the message.

All questions and responses will be posted immediately on the District's procurement page at <http://www.prentisscountyschools.com>. 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	August 27, 2021
Mandatory Walkthrough	September 7, 2021 @ 1PM
Unpriced bid specs due	September 14, 2021
Reverse Auction	September 17, 2021 @2:30 PM

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

## **BID SUBMISSION INSTRUCTIONS**

Non- Priced Bids will be opened for examination on September 14, 2021, at the Prentiss County School District Central Office at 105 North College Street Booneville, MS 38829. Bids can be submitted electronically or in a sealed envelope clearly marked as follows:

### **“2021 IP School Intercom Project”**

Envelopes not so marked will remain sealed.

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

If submitting by envelope, “Prentiss County IP School Intercom Project” should be clearly marked on the face of the envelope as well as the opening date of September 14<sup>th</sup>, 2021.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Prentiss 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.

## **EVALUATION METHODOLOGY**

The Prentiss County School District Board of Trustees 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 equipment with express product replacement within 2 days.

## **FINANCING**

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

## **VENDOR QUALIFICATIONS**

The Prentiss 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 Prentiss County School District all such information and data for this purpose as the Prentiss County School District may request. The Prentiss County School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the Prentiss 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 Prentiss 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 switching and cabling certifications.
- Bidder must DEMONSTRATE that any proposed solution can integrate with existing systems without problems or downtime.
- Installation of cabling and equipment must be done after school hours or at night.
- Be able to be onsite in 2 hours or less.
- 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 staff (NOT subcontracted) people familiar with the equipment and setup.

The above is not an inclusive list

### **DISQUALIFICATION OF BIDDER**

The Prentiss 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 Prentiss 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 Prentiss County School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list

## **OBJECTIVE:**

Prentiss County School District's objective is for vendors to propose a solution that will meet the criteria of replacing an existing communication system with a new IP based communication system throughout the school to all classrooms, buildings and outdoor areas.

## **Equipment & Installation Specification**

Vendor may assume that PCSD has the required bandwidth at all locations to accommodate the proposed intercom system. Also, since intercoms and speakers are not E-Rate eligible, and E-Rate funds have been used to install new switches in the schools within the last 5 years, only non E-Rate switches can be used.

Many closets have non E-Rate switches, so vendor may have to move or reconfigure existing switches. Ports on E-Rate purchased switches that are less than 5 years old may NOT be used for this project. 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 ports needed

- 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 telephones must use new wiring.

## **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.
- PCSD 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 current switches at each location.

## **SCHOOL COUNTS**

- Hills Chapel School
- Marietta Elementary
- New Site High School
- Wheeler Attendance Center
- Jumpertown Attendance Center
- Thrasher Attendance Center
- Prentiss Career Technical Center

\*(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.)

## **RIGHT TO REJECT**

The Prentiss 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 Prentiss 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 Prentiss 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 Prentiss County School District Board of Trustee or Superintendent, is not in a position to adequately perform the contract. The Prentiss County School District Board of Trustees 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 Prentiss County School District. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Prentiss County School District.

**ATTACHMENT A**  
**INFORMATION FORM (Type or Print ONLY)**

<b>NAME OF COMPANY</b>	
<b>ADDRESS</b>	
<b>PHONE NUMBER</b>	
<b>Federal EIN</b>	
<b>DUNS Number</b>	
<b>E-Rate SPIN number</b>	

**CONTACT Name** \_\_\_\_\_

**CONTACT Phone Number** \_\_\_\_\_

**CONTACT Email Address** \_\_\_\_\_

**By signing below, the vendor acknowledges that they understand the scope of the project as stated above. This project is subject to funding availability and contingent upon funding and PCSD School Board approval.**

**PRINTED NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **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 all equipment and phone being proposed and the path of the 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.
- Three K-12 wireless references.
- Must include a detailed Scope of Work describing this "turnkey" project.