

**INSTRUCTIONS, SPECIFICATIONS, BID RESPONSE FORM
FOR WINDHAM PRIMARY SCHOOL PHONE SYSTEM**

SECTION 1: GENERAL REQUEST FOR QUOTE INFORMATION

- A. RSU #14 Windham Raymond Schools is seeking competitive bids to provide and install a new IP based phone system at Windham Primary School located at 404 Gray Road.
- B. **Sealed bids will be received by RSU #14 – care of: DIRECTOR OF FACILITIES RSU #14, 228 Windham Center Road, Windham, ME 04062, until 1:30 pm on Wednesday June 6th, 2018 (Required: one (1) original and one (1) unbound copy) at which time and place they will be opened. Due to the nature of public competitive quotations, RSU #14 will not accept quotes via Fax or E-mail.**
- C. If the RSU #14 fails to enter into a contract with the bidder which submits the highest ranked qualified proposal, it may present that contract to the bidder who submitted the next highest ranked qualified proposal under the same terms and conditions.
- D. RFP's shall be submitted in the requested format in sealed envelopes, plainly marked "WINDHAM PRIMARY SCHOOL IP BASED PHONE SYSTEM RFP #19-10" and shall be addressed to the Director of Facilities at the above-listed address.
- E. Questions regarding the quote offering may be directed to Robert Hickey, RSU #14 Director of Technology at RHickey@RSU14.org or Bill Hansen, RSU #14 Director of Facilities at BHansen@RSU14.org
- F. Bidders shall contact Technology Director Robert Hickey to arrange a site visit to see the project sites and discuss the installation. Design build recommendations/alterations that benefit schedule, reduce cost, or improve project deliverables are encouraged and shall be provided in addition to the required bid response information.
- G. Warrantee information: Details of the Warrantee provided are to be included in the bid response. A minimum of one (1) year parts and labor, all-inclusive warrantee is required for all proposals.
- H. The successful contractor will be required to sign a District contract. Prices quoted shall be honored by contractor for a minimum of four (4) months beyond the quote due date of **June 6, 2018**.

SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS

- In determining the “successful contractor(s),” the Facilities Director, Assistant Superintendent, Finance Committee, or Designee will evaluate price, compliance with all applicable quote specifications where appropriate, and shall also consider:
- The ability, capacity and skill of the contractor to perform the quote or provide any services that may be required;
- The proposal of a system which is modular and can be expanded upon;
- Whether the contractor can perform the quote and provide any service that may be required promptly, or within the time specified, without delay or interference;
- The character, integrity, knowledge, reputation, judgment, experience and efficiency of the contractor;
- References from non-RSU #14 Windham Raymond School District;
- The quality of performance from previous quotes and or prior work experience with the District;
- The previous existing compliance by the contractor with laws and ordinances relating to the quote;
- The sufficiency of the financial resources and ability of the contractor to perform the quote;
- The quality, availability and adaptability of the equipment to the particular use required;
- The ability of the contractor to provide future warrantee replacement and service for the use of the subject of the quote;
- The number and scope of conditions attached to the quote;
- Such other factors that may be indicated by the Assistant Superintendent demonstrating that the quote is not in the best interest of RSU #14 and does not promote the underlying purposes of this policy.

It is the custom of RSU #14 to pay invoices within thirty (30) days following receipt of the invoice provided the products and services for all items covered by the purchase order are complete. In submitting quotes under the attached specifications, contractors should take into consideration all discounts, both trade and time allowed in accordance with the above-mentioned payment policy. All contractors shall quote net prices, therefore, exclusive of all taxes.

- Any contractor submitting a quote hereby certifies that no member of RSU #14 School Board, agent, or employee of the District has pecuniary interest in the quote; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other contractor for the same work; and that the contractor is competing solely on his/her behalf without connection with, or obligation to, any undisclosed person or firm.

SECTION 2: QUOTE INFORMATION, REQUIREMENTS, AND INSTRUCTIONS (continued)

- RSU #14 reserves the right at its sole discretion to waive any informality or irregularity in any quote, to reject any or all quotes, to split the award to two (2) parties or more, award a quote wholly or in part, to call for re-quotes, to negotiate with any contractor, or to accept any quote even if it is not the lowest, or if it is deemed not to be in the best interest of RSU #14.

SECTION 3: GENERAL CONDITIONS

The following General Conditions shall apply and govern all equipment suppliers and contractors in matters of furnishing equipment.

ARTICLE 1: CONTRACT DOCUMENTS

The contract of the parties includes: Bid Response Form, Advertisement, Purchase Order, General Conditions and Specifications. These documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the specifications shall be immediately brought to the attention of RSU #14 for correction by addendum during the review period. Any such discrepancies discovered by the contractor not corrected by addendum shall be resolved on the basis of furnishing the greater quantity without change in contract.

ARTICLE 2: INTENT

It is the intent of these contract documents to include all labor, materials, fees, charges, features, capabilities, shipping and services of every kind necessary to properly execute the work, carry out the terms and conditions of payment and to establish minimum acceptable requirements for equipment design, construction and contract performance.

ARTICLE 3: QUALIFICATIONS OF CONTRACTORS

No quote will be considered unless the firm submitting the quote can meet the following conditions:

- A. The Contractor must have financial and personal resources of sufficient scope to assure prompt and satisfactory performance in the execution of the total conditions of this specification so as to not delay the progress of the work.
- B. The Contractor must provide with this quote a certification from the manufacturer/supplier that he is authorized to perform the service proposed.
- C. The Contractor must have a service center/office within 75 miles of the RSU #14 Campus location, 406 Gray Road, Windham Maine.

SECTION 3: GENERAL CONDITIONS (Continued)

ARTICLE 4: CHANGES IN WORK

RSU #14 may, at its discretion, order changes in the work with the contract sum being adjusted accordingly. All changes for additional equipment must be submitted in writing in advance for approval.

ARTICLE 5: CORRECTIONS AND GUARANTEES

All work shall be inspected periodically by RSU #14 and/or its representative and any items found not in conformance with the intent of the contract and the quality specified shall be repaired or replaced promptly without additional charge. All workmanship and products shall be new and guaranteed against defective parts, materials, and finish under normal usage for a period of twelve (12) months from date of final acceptance. Any defective materials or faulty workmanship occurring within that time shall be replaced or corrected to the satisfaction of RSU #14 and promptly without charge, upon notification by RSU #14. Best practices and industry standards should be followed by the vendor or permission may be granted to vary by RSU #14.

ARTICLE 6: SUBMITTALS

The Contractor shall not be relieved of responsibility for any deviation from the requirements of the Quote Documents unless the Contractor has specifically informed RSU #14 in writing of such deviation at the time of submission and RSU #14 has given written approval to the specific deviation.

By submitting alternates, the Contractor thereby represents that the accuracy of all information is the responsibility of the Contractor.

ARTICLE 7: MATERIALS

Equality of Materials:

It is the prime intent of specifying the items therein to show and define the essential minimum requirements as in the quality of material, construction, finish and overall workmanship.

The Contractor shall clearly identify each individual item they propose to furnish in which a deviation occurs in any respect, to that which is specified, by over striking the item as it appears on the specification and writing above the overstrike the deviation which is proposed.

The Contractor shall, upon request and without cost to RSU #14, furnish documents, independent laboratory tests, and similar authenticated proof materials to substantiate the deviation that he/she proposed in his/her quote is “equal to” or “exceeding” that which is specified.

Quote proposals offering deviations shall be submitted in strict conformance to the requirements and procedures described herein, and failure to comply shall be just cause for rejection of the quote or the enforcement of supplying the time or items of equipment exactly as specified, without exception or recourse.

SECTION 3: GENERAL CONDITIONS (Continued)

ARTICLE 8. CONTRACTOR’S INSURANCE REQUIREMENTS

The Contractor shall not commence work under this Contract until he/she has obtained all insurance required under this paragraph and such Insurance has been approved by RSU #14, nor shall the Contractor allow any Subcontractor to commence work on his/her subcontract until all similar insurance required to Subcontractor has been so obtained and approved.

A. Worker’s Compensation Insurance. The Contractor shall take out and maintain during the life of the contract, Worker’s Compensation Insurance for all of his employees employed at the site of the project, and, in case any work is sublet, the Contractor shall require the Subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor.

In the event that any class of employees are engaged in hazardous work under this Contract at the site of the project is not protected under the Worker’s Compensation Statute, the Contractor shall provide and shall cause such Subcontractor to provide for the protection of his employees not otherwise protected.

B. Insurance Requirements. In addition to Worker’s Compensation, the Contractor shall maintain the following additional insurance coverage’s: Property Damage, Liability Insurance (General and Public), Errors and Omissions, Auto, and Umbrella.

C. Required Insurance Coverage. The Contractor shall provide the above mentioned insurance to meet the following required levels:

- a) Worker’s Compensation: \$500,000
- b) Liability Insurance per Occurrence: \$1,000,000
- c) Liability Insurance Aggregate: \$2,000,000
- d) Errors and Omission: \$1,000,000
- e) Auto: \$1,000,000
- f) Umbrella: \$1,000,000

D. Certificate of Insurance. The Contractor shall furnish RSU #14 Certificates of Insurance as provided in Paragraphs A., B., and C. above. Said Certificates of Insurance, in addition to the amount of coverage, shall carry a statement worded as follows: “In the event of cancellation or expiration of any of the foregoing policies, ten (10) days written notice by the insurance company shall be mailed to RSU #14.” RSU #14 is also to be listed as additional insured.

SECTION 3: GENERAL CONDITIONS (Continued)

ARTICLE 9. CONTRACT BOND

The Contractor **is** to furnish RSU #14 with pricing for Contract Payment and Performance Bonds, in accordance with the General Conditions, each in the amount of 100% of the contract sum. RSU #14 will exercise the right to require/omit the bond coverage after awarding the bid.

ARTICLE 10: FINANCIAL

PROGRESS PAYMENTS

RSU #14 shall make progress payments on account within thirty (30) days of receipt of invoice for the goods delivered or services completed. Ten percent retainage will be held on all invoices until successful completion and acceptance of the system.

FINAL PAYMENT

Final payment shall be due after completion and acceptance of the work, provided the Contractor has submitted evidence satisfactory to RSU #14 that all payrolls, materials bills and other indebtedness connected with the work has been paid by providing the appropriate affidavit and lien waivers.

AFFADAVIT AND LIEN WAIVER

At the discretion of RSU #14, the Contractor agrees that RSU #14 may withhold progress payments or final payment until RSU #14 is in receipt of; 1) an affidavit, executed by the Contractor, indicating all the Subcontractors or material men who have performed or furnished services, labor, or materials in connection with the Project for, or on behalf of, with the knowledge of the Contractor; and 2) lien waivers, executed by the Contractor and all Subcontractors and material men who have furnished labor, services, or materials for which the progress payments or the final payment is owed. The lien waiver and affidavit forms shall be provided by RSU #14.

LIQUIDATED DAMAGES

The Contractor shall be responsible for liquidated damages in the amount of one hundred dollars (\$100.00) per day for the first ten (10) calendar days the project completion is beyond the agreed to completion date and five hundred dollars (\$500.00) per day for any additional days beyond the initial ten (10) days. For the purposes of this bid, the determination of completion will be made at 7:00 am each day and any incomplete work will result in a full days liquidated damages.

ARTICLE 11: BID EVALUATION

RSU #14 is requesting separate standalone pricing for each project and will evaluate the bids for each project based the following criteria:

- Cost of Proposed Solution (All Project Costs) – 60%
- System Design– 30%
- Project Schedule – 10%

ARTICLE 12: PROJECT SCHEDULE

The base schedule for the proposed project is as follows:

- Work Start Date – As early as July 1, 2018
- Installation Completion Date – August 10, 2018
- Completion of Training – August 24, 2018
- Completion of “As Built” Drawings and System Installation Documentation – September 28, 2018

SECTION 4: QUOTE RECOMMENDATIONS

Contractors are encouraged to provide recommendations in the bid response Section 3 to the bid based on equipment knowledge, new materials, availability, new technology, or other factors that would benefit RSU #14. Any proposal based on a recommendation shall be **in addition** to responding to the requested bid response forms.

SECTION 5: PROJECT SCOPE

GENERAL SPECIFICATION

RSU #14 is requesting bids to replace the current phone system at the Windham Primary School with a new IP based phone system. The system will be expanded to provide phone access to all the occupied spaces in the building. The proposed system must:

- **District Requirements**
 - The system shall be a locally hosted solution, not a cloud hosted solution
 - The system must support the continued use of 4 digit dialing throughout the District
 - The system must integrate with the current Nortel systems
 - The system must integrate with the current RSU #14 network
 - A virtual server will be created at the High School for the system software to reside on
 - Building based phone system head end components must be rack mountable to fit in RSU #14 APC rack system
 - The solution provided must be able to support up to a total of 1200 handsets in the future at eight different locations
 - Must be able to provide enhanced 911 address information for where calls are initiated regardless of the routing (E911)
 - In loss of network connectivity, each building must be able to continue to operate via connected POTs line
 - Each site must have a minimum of two emergency fail over phones that will operate in the event of a power loss (assumes pots lines still have connectivity)
 - Must be able to integrate the two RSU #14 PRI lines, one in Windham Middle School and one in Windham High School
 - Must utilize least cost routing for phone calls made outside of the school buildings
 - Must utilize least cost routing for Raymond calls made in greater Portland
 - Must interface with an offsite Nortel BCM accessible via VPN (RSU#14 Bus Garage)
 - Must have Night Mode or Emergency Mode so calls can be rerouted in a serious event
 - Must support analog trunks where needed (fax, emergency lines, etc.)
 - Must support copper lines, PRI and SIP trunks
 - Must have dial by name directory capacity
 - Must support caller-id, call transfers, intercom features using the speakers of phones
 - Must support intercom paging all phones at the same time
 - Must have auto attendant with quick dial options
 - Must have call reporting that records time, date, and phone number received and/or dialed and which extension the call was received or initiated
 - System must have ping monitoring and notification for system problems
 - Must track 911 calls

- Primary School Phone System Requirements
 - 124 phone sets
 - 3 phones to have digital displays, be able to handle multiple incoming calls, programmable buttons, and have additional features and capabilities for front office staff, voice mail, must support use of headsets plus one spare phone
 - 17 phones to administrative phones with additional features – display, speaker phone, programmable buttons, voice mail, must support use of headsets plus one spare phone
 - 100 phones to be standard phones with display and voice mail plus two spares phone
 - A minimum of two power fail over phones must be provided, they can be in addition to the phones listed above or integral to the phones provided. One shall be located in the Main Office, the second shall be a located in the conference room in the Main Office.
 - Unified messaging feature (voice mail to e-mail) for minimum of 30 seats
 - Call forwarding to alternate number (cell or other)
 - The 4 digit call numbers shall be in the following ranges: 2400-2499 and 3400-3499
 - Each phone shall have a unique IP address and/or a dedicated phone cable that extends back to the main phone room without the use of switches or routers
 - Connectivity
 - 28 existing phones are hard wired and the plan is to reuse that hardwired connections
 - 92 phones are new location and vendors are asked to provide pricing for wireless connectivity of the new phones to the RSU #14 access points.
 - Vendors may also provide as an alternate wired solution for the new phones and the pricing for the wired solution must include:
 - Providing, installing, and testing of all new phone wiring
 - All new wiring must run from the phone locations and terminate in the DR Room, B House.
 - Vendor to provide and install J-hooks every 3 ft. to support the new phone wiring & the j-hooks must be installed a minimum of 6 inches above any ceiling.
 - All wire to be plenum rated category 6 cable.
 - All wires installed must be fully tested and pass category 6 specifications.
 - Switches **must be Meraki MS225P**
 - Three 48 port switches required, all ports must be POE
 - System must be able to integrate all POTs, Centrex, or other exiting phone lines other than those specifically dedicated for fire or safety systems (see Appendix A)
 - A phone tie to the intercom shall be provided to allow pages to be initiated through the phone system. Must require a pass code or special number sequence to activate
- Project Documentation
 - Vendor shall provide the following documentation for the project
 - Riser diagram showing component connectivity
 - Labels on both ends of any hard wired line used on the system
 - As-Built drawings showing details of component locations, punch down block details, and wire labeling
 - Wire testing results for all communication wires installed
 - Submittals for major components
 - Bill of Materials for the Project

- Training
 - Vendor shall provide the following training
 - Detailed training for I/T staff and front office staff
 - Training video(s) that can be accessed via the network for phone users
 - PDF training documents
 - PDF system documentation

DRAWINGS

The attached drawing details the current phone locations as well as the new phone locations.

Drawing #1 – Primary School First Floor – A-1

Drawing #2 – Primary School Second Floor A-2

Alternate #1

Additional cost to replace the existing Hardwired Nortel Phone System in the District Office with a similar solution as that proposed for the Primary School. The following details are to be included:

- 32 phone sets
 - 3 phones to have digital displays, be able to handle multiple incoming calls, programmable buttons, and have additional features and capabilities for front office staff, voice mail, must support use of headsets plus one spare
 - 23 phones to administrative phones with additional features – display, speaker phone, programmable buttons, voice mail, must support use of headsets plus one spare
 - 2 phones to be standard phones with display
 - 2 Polycom Style Speaker Phones for Conference rooms
 - A minimum of one power fail over phones must be provided, they can be in addition to the phones listed above or integral to the phones provided. One shall be located in the Mail Room
 - Unified messaging feature (voice mail to e-mail) for minimum 30 seats
 - Call forwarding to alternate number (cell or other)
 - The 4 digit call numbers shall be in the following ranges: 2000-2099
 - Each phone shall have a unique IP address and/or a dedicated phone cable that extends back to the main phone room without the use of switches or routers
 - Switches must be Meraki MS225P
 - One 48 port switches required, all ports must be POE

- Training
 - Vendor shall provide the following training
 - Detailed training for District office staff and (Admin & Support staff in the school)
 - Training video(s) that can be accessed via the network for phone users
 - PDF training documents
 - PDF system documentation

SECTION 6: RESPONSE INSTRUCTIONS

Please submit this bid response cover sheet and signature page with your bid.

Section 1	Project Pricing Section:	
	Primary School Phone System Complete:	Materials:
		Labor:
		Total:
	Alternate #1 District Office System Complete:	Materials:
		Labor:
		Total:
	One Time Licensing Fee for Primary School Phone System:	
	One Time Licensing Fee for Alternate Phone System:	
	Reoccurring Annual Fees for Primary School Phone System	
	Reoccurring Annual Fees for Alternate:	
	Annual Maintenance/Software Cost Primary Phone School System:	
	Annual Maintenance/Software Cost for Alternate:	
	Cost to Add a line to the system (excluding wiring or phone):	
	Purchase cost for Call Accounting Software	
	Reoccurring costs for Call Accounting Software	
	Payment and Performance Bond Pricing	

Section 2	Project Schedule: Provide a project schedule based on a letter of intent to award on June 12 th and a contract on June 21 st , 2018 and a complete date on or before August 24, 2018.
	<u>Primary School Project</u> <ul style="list-style-type: none"> • Start Date: • Completion Date:
	<u>District Office Project</u> <ul style="list-style-type: none"> • Start Date: • Completion Date:
Section 3	Riser Diagram Provide the following riser diagrams: <ul style="list-style-type: none"> • Primary School Project • Alternate District Office Project • Concept Riser for Conversion of All Locations: High School, Windham Middle School, Field Allen, Primary School, Manchester School, District Office, Transportation Department, Raymond Elementary School, Raymond Jordan Small School
Section 4	Component Information Provide itemized component list with detailed component pricing
	Provide cut sheets for all phone system components provided with the system
Section 5	Service
	Service Labor Rate Cost
	Service Truck Charges
	Guaranteed Response Time
Section 6	Completed Bid Submission Signature Page provided by RSU #14.

RFP #19-10 Bid Submission Signature Page

Bid submitted by:

Company Name:	
Address:	
Telephone:	
Fax:	
Authorized Representative's Name:	
Authorized Representative's Title	
Authorized Representative's E-Mail	

Signature
(Authorized Representative)

Date

Appendix A: Existing Phone Lines

Primary School

892-1840	PRI-20	Primary School
892-1841	PRI-21	Primary School
892-1842	PRI-22	Primary School
892-1843	PRI-23	Primary School
892-1849	CX-36	Primary School
892-1844	CX-37	Primary School
893-2184	CX-38	Primary School - computer
892-1818	CX-39	Primary School - Computer
892-1838	CX-40	Primary School Fire Alarm #1 & Security
892-1836	CX-41	Primary School Fire Alarm #2
892-1851	CX-42	Primary School- New Fax line

District Office

892-1800	CX-3	Central Office
892-1801	PRI-1	Central Office
892-1802	PRI-2	Central Office
892-1803	PRI-3	Central Office
892-1805	CX-5	Central Office - Fax Line
892-1837	CX-4	Central Office - Fire Alarm #2 & Security
892-1808	PRI-4	Central Office -Sub Finder
893-2185	PRI-5	Central Office -Sub Finder
893-2186	PRI-6	Central Office -Sub Finder
893-2187	PRI-7	Central Office -Sub Finder
893-2188	CX-6	Central Office -Fire Alarm Line #1
892-3941	CX-7	Central Office-Superintendent