

# Request for Proposal

2021 Intercom Project

## West Bolivar Consolidated School District

### NOTICE TO VENDORS

The West Bolivar Consolidated 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 standalone system that does not coincide with any existing gear such as hardware (Switches, surveillance cameras, current phone system)*

Sealed bids must be submitted by 2:00 p.m. Wednesday May 12, 2021.

**Sealed proposals and bids must be delivered no later than 2:00 PM on Wednesday May 12, 2021**

Inquiries and requests regarding this RFP should be directed to:

Bradford Fair, Technology Director  
West Bolivar Consolidated School District  
909 Hwy 8  
Rosedale, MS 38769  
662-759-3525 or email: [bfair@wbcsdk12.org](mailto:bfair@wbcsdk12.org)

The subject of the email should read as followed:

ATTN: West Bolivar Consolidated School District-INTERCOM SYSTEM

## **West Bolivar Consolidated School District-INTERCOM SYSTEM**

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

The proposal must guarantee performance sufficient to fulfill the needs of the West Bolivar Consolidated 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 unless service contract is required. West Bolivar Consolidated School District has the right to accept or deny service contract if not agreed to for purchase.

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 West Bolivar Consolidated 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, West Bolivar Consolidated 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. 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, then the vendor will be required to do whatever is necessary to meet the specifications with no additional cost to the West Bolivar Consolidated 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 West Bolivar Consolidated School District. All questions should be addressed to Bradford Fair as outlined on the first page. The preferred mode of contact is via email.

## **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. 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.
- B. 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 West Bolivar Consolidated 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 the access points with replacement within 4 days.

## **FINANCING**

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

## **VENDOR QUALIFICATIONS**

The West Bolivar Consolidated 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 West Bolivar Consolidated School District all such information and data for this purpose as the West Bolivar Consolidated School District may request. The West Bolivar Consolidated School District reserves the right to reject any bid if the evidence submitted by or investigation of such Bidder fails to satisfy the West Bolivar Consolidated 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 West Bolivar Consolidated 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 worker's 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 gate systems to communicate with the phone systems.
- Be able to modify existing phones and VLANs to communicate with the proposed intercom system.

The above is not an inclusive list.

## **DISQUALIFICATION OF BIDDER**

The West Bolivar Consolidated 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 West Bolivar Consolidated 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 West Bolivar Consolidated School District.
- G. Bidder's failure to include documentation for required certifications and authorizations.

The above is not an inclusive list.

**OBJECTIVE:**

West Bolivar Consolidated 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 and/or central location. Each classroom should have a way to send a call and communicate abroad. Call buttons do qualify but not the only option.

**Equipment & Installation Specification**

Vendor is responsible for all equipment. Installation must not interfere with any district's day to day operation and use of bandwidth must be kept to a minimal.

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 wiring must be new
- Wall switch call buttons (if used) must be installed inside walls or within wall mounted conduit. Exposed wiring is not acceptable.

## **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 may need to install new patch panels at all sites. Wireless systems must have the ability to be centrally managed and to allow for guests to connect to the wireless points. The system must be able to support multiple VLANs and multiple SSIDs.
- 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.



## **CLASSROOM COUNTS\***

Will provide in a separate document.

## **RIGHT TO REJECT**

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

## **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 and phone 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 worker's compensation insurance.
- Documentation of the vendor's wireless, switching and cabling certifications.
- Three K-12 wireless references.