

Request for Proposal

Kalkaska Public Schools

Kalkaska, Michigan

For

Phone System

BID PACKAGE

The deadline for sealed bids is **March 6th, 2019** at 1:30 PM at the following location:

Kalkaska Public Schools
Central Office
315 South Coral Street
Kalkaska MI, 49646

Kalkaska Public Schools reserves the right to accept and/or reject any and all bids, to waive any irregularity in a bid, and to accept that bid which, in the opinion of the Board of Education, is in the best interest of the District.

Bid Prepared by:
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INTRODUCTION

1.1. DESCRIPTION OF KALKASKA PUBLIC SCHOOLS

All of the buildings involved in this bid are located within Kalkaska, Michigan and Rapid City, Michigan. This project includes work in the following District facilities:

- Kalkaska Main Campuses
- Rapid City Campus

1.2. GENERAL BACKGROUND

This document is issued as a request for proposal for the phone system equipment. If a non-Digium solution is provided, the design, and installation of an on-premise phone system.

1.3. INTENT

It is the intent of Kalkaska Public Schools to solicit proposals from qualified vendors to:

- Upgrade or replace current VoIP phone system.

1.4. CLARIFICATIONS

- All inquiries should be directed, in writing, to Matt Goodhue:
mgoodhue@arbsol.com
- All inquiries must be made by email.

1.5. TERMS AND CONDITIONS OF QUOTES

This is an invitation to submit a bid based on the materials and services described in this document. All bids must be submitted in accordance with the specifications and information contained herein, as well as with any addenda, if required, issued by Kalkaska Public Schools or Arbor Solutions in the form of website postings.

1.5.1. INSTRUCTIONS TO THE BIDDER

- Prices shall be quoted in US Dollars.
- Kalkaska Public Schools is a tax exempt institution.
- All times are local time: Kalkaska, Michigan.
- The Bidder is responsible for obtaining all necessary permits, permissions, and rights of way needed to complete this project.
- The Bidder shall consider the nature and amount of work to be done as well as the difficulties involved in its proper execution.
- The bid shall include all costs deemed necessary to cover all contingencies essential to the installation of the specified system.
- The Bidder is responsible for providing test results and as-built drawings of all work prior to final payment.
- Any cost encountered, which is not specifically itemized in the bid, shall not be incurred unless specifically agreed upon, in writing.
- No additional compensation will be allowed for extra work incurred on the part of the Contractor due to the Bidder's failure to notice any existing condition which may cause the additional labor.
- Bid responses shall be concise following the format and numbering of this specification. Items not requiring responses shall be acknowledged by the bidder as being understood.
- The bid shall be considered good for a period of 90 days following bid opening.
- Bidders must notify Arbor Solutions, as soon as detected, of any omissions or errors in the specification so corrective addenda may be issued. Such notification must be received by Arbor Solutions by the deadline listed in the Schedule of Events.

1.5.2. RIGHTS OF KALKASKA PUBLIC SCHOOLS

- Kalkaska Public Schools reserves the right to accept any bid, in whole or part, or, at its discretion, reject any or all bids for whatever reason that is in the best interest of Kalkaska Public Schools.

- Receipt of a bid response does not obligate Kalkaska Public Schools to pay any expenses incurred by the bidder in preparation of the bid response or obligate Kalkaska Public Schools in any other respect.
- Kalkaska Public Schools reserves the right to modify the specifications contained in the Request for Quote anytime during the bidding period.
- Only changes issued as a written addendum will be binding upon Kalkaska Public Schools. No verbal instructions or interpretations of requirements shall be honored.

1.5.3. NON DISCRIMINATION

The successful bidder must agree to comply with all applicable federal and state statutes, rules, and regulations regarding non-discrimination in hiring and employment.

1.6. PROPOSAL EVALUATION

Proposal responses will be judged on the following:

- Reference checks
- Vendor Qualifications
- Price of the proposed solution(s)
- Vendor Experience

1.7. SCHEDULE OF EVENTS

The schedule below indicates the critical dates that must be satisfied by the Contractor.

<u>Event</u>	<u>Date</u>
Release of this RFQ	Wednesday February 13th, 2019
Final Date for questions	March 4 th , 2019
Proposals Due	March 6th, 2019, 1:30pm
Bid Opening	March 6th, 2019, 1:30pm in Central Office

1.8. PRE-BID WALKTHROUGH

- Walkthroughs are optional. To schedule a walk through, please contact Gabe at glucas@kpschools.comm

1.9. CONTRACTOR QUALIFICATIONS AND TRAINING

The vendor shall be fully conversant and capable in the design, installation, and support of phone system. The vendor shall:

- Fill out the Bidder Qualification Form (Section 9).
- List all licenses and certifications held by personnel assigned to this project.
- Provide current liability insurance certificates.

2. PROPOSAL REQUIREMENTS

2.1. REFERENCES

- Please include references for other projects that were implemented similar in size and scope.

2.2. FORMAT OF PROPOSAL

- Only the specified sheets of this proposal must be included in the proposal. Please do NOT include a complete copy of this bid document as part of your proposal.
- Sections 6, 7, 8, 9, and 10 must be filled out completely and included in bid responses.
- Bids must be clearly marked: PHONE SYSTEM BID on the outside of the sealed package.
- One copy submitted must have original signatures and be clearly marked "Original".
- Two additional copies must be submitted and be clearly marked "Copy".
- Bids must be sent or delivered to the following:
 - Kalkaska Public Schools
 - Central Office
 - 315 South Coral Street
 - Kalkaska, MI 49646
- Bids will be accepted by hand delivery, express delivery, or US mail.

- NO FAX or EMAIL COPIES WILL BE CONSIDERED.
- **Bids will be accepted until:**
1:30 PM March 6th, 1:30pm
- Bids received after this time will be discarded unopened.

2.3. PRICING

- All prices quoted must include all of the following:
 - Shipping/delivery
 - Insurance
 - Engineering/design
 - Installation/construction
 - Testing
 - Warranty

2.4. TIME FOR COMPLETION

- If Digium solution presented, need time frame for delivery of equipment.
- If non-Digium solution presented, the phone system must be installed and operational before May 30, 2019

2.5. CONTRACT

A sample of any contracts required must be included with your bid response.

2.6. SPECIFICATIONS

- All proposals must detail specifics about brand, model, and specification of each component recommended.

2.7. WARRANTY

Warranties for all products must be specified, including:

- The warranty time period.
- Warranty limitations, if any.
- Minimum response time options.
- Warranty/service provider information if warranty/service is to be by other than the bidder.

3. GENERAL REQUIREMENTS

- The contractor will be responsible for all permits needed and coordinating with the District for the disposal of any trash.
- The contractor assumes all risk of loss or damage to the equipment and supplies in transit to the owner's facility.

4. INSTALLATION

4.1. SCHEDULING

Work will be scheduled by building. Work schedules will be approved by the District and Arbor Solutions. All work will be done in a manner that allows for the least possible disruption.

4.2. CODE COMPLIANCE

All work shall comply with the latest revision of codes and/or regulations. When conflict exists between local or national codes or regulations, the most stringent codes or regulations shall be followed.

4.3. SAFETY

The successful bidder shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed. The successful bidder shall at all times comply with the regulations set forth by federal, state, and local laws, including OSHA and MIOSHA, and all applicable state labor laws, regulations, and standards.

4.4. RESPONSIBILITY

- The successful bidder shall be the sole responsible party throughout the project as defined by this document. This includes responsibility for all subcontractors.
- Any subcontractor used must be identified in the Bidder Qualification Form (Section 13). Any change of subcontractors requires the written approval of the District.

5. Phone System Requirements

- Kalkaska Public Schools currently uses a Digium / Switchvox VoIP system. This is the preferred solution, but are willing to consider other products.
- Kalkaska Public Main Campus phone service is provided via SIP trunks.
- Rapid City Campus phone service is provided via Analog Lines
- School has adequate network switch and PoE capacity for IP phone system.
- No new cabling is required.

5.1. KALKASKA MAIN CAMPUS – DIGIUM SOLUTION

- 160 Phones
 - Phones must include a 1gig port for PC
 - PoE
 - Digium Model D62 Preferred
- Server Requirements
 - Support SIP trunks for phone service
 - Physical Server, No VM
 - Hardware to support up to 230 extensions
 - Dual Power Supply
 - Raid 1 minimum, Raid 10 or better preferred
 - Digium Model E540 with Titanium License Preferred
 - 5 Year Hardware Warranty
 - 5 Year Software Support and Maintenance
 - Installation & Configuration to be handled by school staff

5.2. RAPID CITY CAMPUS – DIGIUM SOLUTION

- 40 Phones
 - Phones must include a 1gig port for PC
 - PoE
 - Digium Model D62 Preferred
- Server Requirements
 - 4 Port FXO card
 - Physical Server, No VM
 - Hardware to support up to 40 extensions
 - Dual Power Supply
 - Raid 1 minimum, Raid 10 or better preferred
 - Digium Model E510 with Titanium License Preferred
 - 5 Year Hardware Warranty
 - 5 Year Software Support and Maintenance
 - Installation & Configuration to be handled by school staff

5.3. KALKSKA PUBLIC MAIN CAMPUS – NON-DIGIUM SOLUTION

- 160 Basic Classroom Phones
 - Phones must include a 1gig port for PC
 - PoE
- 30 Admin / Secretarial Style phones
 - Phones must include a 1gig port for PC
 - PoE
- Server Requirements
 - Support SIP trunks for phone service
 - Physical Server, No VM
 - Hardware to support up to 230 extensions
 - Dual Power Supply
 - Raid 1 minimum, Raid 10 or better preferred
 - 5 Year Hardware Warranty
 - 5 Year Software Support and Maintenance
 - Installations and Configuration

5.4. RAPID CITY CAMPUS – NON-DIGIUM SOLUTION

- 40 Basic Classroom Phones
 - Phones must include a 1gig port for PC
 - PoE
- 10 Admin / Secretarial Style phones
 - Phones must include a 1gig port for PC
 - PoE
- Server Requirements
 - Support 4 Analog lines for phone service
 - Physical Server, No VM
 - Hardware to support up to 230 extensions
 - Dual Power Supply
 - Raid 1 minimum, Raid 10 or better preferred
 - 5 Year Hardware Warranty
 - 5 Year Software Support and Maintenance
 - Installation & Configuration

6. ADDITIONS

This completed sheet must be submitted, with all other required attachments as part of the bid response

Company Name : _____

Add Phones

Cost to add a Single Basic Phone: \$ _____

Cost to add a Single Admin Phone: \$ _____

7. BIDDER QUALIFICATION FORM

This form, completely filled in and with requested attachments, shall be submitted by the bidder and received with the Letter of Intent to Bid. Failure to submit this completed form within the stated time frame listed under Schedule of Events (Section 1.7) may be considered grounds for the rejection of any bid.

- 1. Name of Bidding Organization _____

- 2. Type of Organization _____
(Corporation, Partnership, LLC, etc.)

- 3. Date of Organization/Incorporation _____

- 4. List three projects of similar size and nature, along with contact person and contact information.

- 5. Has the organization ever failed to complete any contract? NO YES
(If yes, list the details on a separate attachment.)

- 6. List the names of the Project Manager and the Project Superintendent proposed for the Project.

- 7. How many employees do you expect to dedicate to this project: _____

- 8. List all vendor certifications relevant to this project.

- 9. List all licensed or certified personnel that will be assigned to this project.

- 10. The personnel assigned to this project are knowledgeable in local, state, and national codes and regulations. NO YES

- 11. List any subcontractors that are planned to be used and what part of the project they will be working on:

8. SIGNATURE AND CERTIFICATION SHEET

By my signature below, I certify that, should I be awarded this contract, I will abide by all the conditions and requirements listed in this document, and that all equipment and materials submitted by my firm or my affiliates meets all of the requirements of this document.

Signature of authorized agent

Date

Printed or typed name of authorized agent

Title of authorized agent

Company Name

Address

City

State

Zip

Voice telephone number

FAX telephone number

Business web address (URL)

E-mail address of contact person

9. FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Kalkaska Public School District, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. Kalkaska Public School board shall not accept a bid that does not include this sworn and notarized disclosure statement.

I state that no familial relationship exists between the owner or any employee of the company and any member of the Kalkaska Public Schools, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

If such a relationship exists, please explain:

By: _____
Signature

Title: _____
Type or Print

Subscribed and Sworn to Before Me:

This ____ day of _____, 2019, in and for the County of _____, Michigan.

My commission expires _____

Signature of Notary

10. IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Iran Business Relationship Affidavit

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the “Iran Economic Sanctions Act”. The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business” as the term is defined in the Act.

_____	_____
Signature	Title
_____	_____
Company	Date