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|  | REQUEST FOR PROPOSALS  TECHNOLOGY |

DATE: 06/27/23

TO: All Proponents

FROM: Lincoln County School District #2

222 E. 4th Ave

Afton, WY 83110

1. Please enter your company's quotes on an attached proposal form.
2. Proposals should be mailed to the address above, c/o JC Inskeep, and be clearly marked as **Technology Phone Bid.** No telephone or faxed proposals will be accepted. Physical bid bond is required and must be attached.
3. Proposals will be opened at **1:00 PM** on **July 18th 2023.**
4. No proponent may withdraw his/her proposal for a period of forty-five (45) days after the actual date of proposal opening.
5. Upon issuance of notice to proceed, the awarded vendor will have until August 15, 2024 for project substantial completion.
6. Hardware items will be shipped to:  
     
   Kyle Weber  
   Star Valley High School  
   445 W. Swift Creek Lane  
   Afton, WY 83110
7. Lincoln County School District #2 (the School District) reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District to accept any item or groups of items in the bid, as may be in the best interest of the District.
8. Bid Schedule 2023  
   * July 5th 2023 through July 20th, until 12:59 pm (MDT) submittals allowed.
   * July 18th 2023 at 1:00 PM, mandatory walkthrough at Star Valley High School (address listed below).
   * July 20th 2023, 1:00 pm (MST) open sealed bids at District Office, 360 South Jefferson Street, Afton WY.
     + Mailed envelopes will be submitted to 222 East 4th Avenue, Afton, WY. Hand delivered bids to 360 Jefferson Street, Afton, WY.
     + The sealed bid will have Attention JC Inskeep, Technology Phone Bid.
     + Any bids received after the cut-off time will be refused by the District, not opened and returned to the sender. **(note: package delivery vendors will not always guarantee next-day delivery to this region)**
   * August 16th, 2023, School Board will award vendor bid at evening board meeting.
   * August 17th, 2023, district will sign copier/machine agreements per bid specifications.

Contact Person:

Star Valley High School

445 W. Swift Creek Lane

Afton, WY 83110

Phone: 307-885-7103

Email: kweber@lcsd2.org

**Objective / Purpose**

The School District is looking to upgrade its current phone system throughout the district. Project completion time is due by the beginning of the 2024-2025 school year.

**Pricing**

Prices quoted are to be FOB Lincoln County School District #2, 222 E. 4th Ave, Afton, WY 83110. Prices are to be without State of Wyoming or Federal Excise Tax. In case of error in the extension of prices on the proposal, the unit price will prevail.

**RFP Conditions**

**Submittals**

* Physically mailed to:
  + JC Inskeep  
    360 Jefferson  
    Afton, WY 83110
* Proposals must be clearly marked on as **LINCOLN #2 2023 Technology** and be received by **10:00 AM** on **March 17, 2022.**

**Criteria to be considered**:

* Compliance with all requirements.
* Durability of the units.
* Total Cost.
* Ability, capability, and skills of the Vendor to deliver.
* Character, integrity, reputation, judgment, experience, and efficiency of the Vendor.
* History with the Vendor.
* Warranty periods and terms.
* Mandatory walk through will be held by appointment during the bidding window (see bid schedule for the specific date and time).
* Vendor must be a registered Wyoming Business and provide evidence of registration.
* Installation must meet local fire code and regulations (including cable mounting supports, etc.)
* All workspaces will be cleaned to district standard.
* If applicable, all visible holes (not covered by equipment) will be filled and painted.
* If applicable, finishes will match current wall finishes.
* Any damage to School District grounds or property by the vendor will repaired or replaced at the expense of the vendor.
* Bid must include an attached per unit cost summary sheet (Appendix A).
* Physical bid bond is required at time of bid opening.

**Rejection of Qualified Proposals**

Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and/or specifications of the RFP. Please note that sealed proposals received after the above stated deadline may be rejected and considered disqualified, and no faxed proposals will be accepted.

**Changes to Proposals**

No additions or other changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the School District may be required at the sole expense of the respondent.

**Conflict of Interest**

A vendor may be disqualified on the basis of a real or apparent conflict of interest that is disclosed by the proposal or other data available to the School District.

**Indemnification**

The successful provider hereby undertakes to indemnify and hold the district harmless from all losses, cost, damages and all fees arising out of, or in any manner connected with the performance of this agreement.

**No Claim for Compensation**

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participation in the RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim against the School District.

**Selection Process**

The School District staff will review and evaluate submittals and make a recommendation to the School Board for award. The School District may or may not select the lowest cost, responsive proposal.

**Project Deadline**

Due to the current environment of delayed technology hardware purchases and the date of the RFP in relation to the beginning of the 2023-2024 school year, the target deadline will be the beginning of the 2024-2025 school year. Hardware will be paid to the vendor upon delivery to and inspection by district technology staff personnel. If the winning bidder feels the project can be completed prior to the 2024-2025 school year, the winning bidder can coordinate with the technology department for the completion time of the scope of the project.

**SPECIFICATIONS:**

# **BACKGROUND INFORMATION ON THE CURRENT SYSTEM TO BE MIGRATED:**

# Current phone system hands off through a T1/PRI, located at Star Valley High School.

# Current phone server is a Cisco Unified Call Manager, version 10.5, hosted in a virtual environment. Voicemail is also virtualized, running Cisco Unity Connection version 10.5

# Most phones in service currently are Cisco 7911 or 7945 models.

# New system will need to be quoted with 20 multi-line phones and 440 single line phones (or better and be comparable upgrades to the Cisco versions mentioned above).

# Site locations are Cokeville High School, Cokeville Elementary School, Osmond Elementary School, Swift Creek High School, Afton Elementary, Star Valley High School, Star Valley Middle School, Thayne Elementary, Etna Elementary, Administrative Office, Maintenance Department Office and the Transportation Department Office.

# Locations are connected via a MOE between buildings (Star Valley High School houses the main connection)

# All school locations use the phone system to tie into the their intercom systems (an extension picks up a physical line on the router to trigger the intercom).

# A cost breakdown matrix is required.

1. The bid will include warranty, maintenance, service, and supplies. No hidden or extra costs will be allowed after parties accept the specified submission.

# **PROJECT COMPONENTS:**

All project components will be configured by the winning bidder to be similar to the current configuration. Any changes must be approved by the owner. All components will be installed by the winning bidder in the final location.

1. Server: PBXact Software Only New Deployment
   1. Licenses needed to cover deployed configuration
   2. Support license of at least 1 year for both winning bidder and installed system/hardware.
2. Phones:
   1. Sangoma P325 Phone, quantity 20
   2. Sangoma P315 Phone, quantity 440
   3. Wall Mount Kit for P-Series IP Phones, 20
   4. Soft phone (computer and mobile) option for the 20 lines using the P325 models.
3. Installation/Configuration  
   1. Installation will be performed by the winning bidder, with guidance on technical assistance for questions from LCSD2 IT Staff.
   2. Phone extensions to owners and voicemail will be configured.
   3. Location call handlers will be configured (press 1 for, 2 for, etc.)
   4. System must meet local and federal 911 regulations, per location.
   5. Buildings must be able to make internal calls in the case of an external network outage.
   6. Buildings with intercom systems will be configured to support new systems (4.b).
   7. Buildings without intercom systems will need to be configured to use the phones as an intercom system (where a user can pick up a phone and speak to the rooms through the speaker on the phones in each room).  
      Additional wiring (if necessary) will be charged at an hourly rate.
   8. Must be low voltage certified in Wyoming – per state law
4. Configuration
   1. Must be certified in Wyoming – per state law
   2. Estimated 90 runs to various wall ports in primarily three computer labs – will be pulled from lab to nearest IDF/MDF - Cat6 plenum
   3. The district is open to the idea of switching from the T1/PRI to a SIP trunk. Please provide any costs associated with moving to a SIP trunk as an OPTIONAL line item.

**APPENDIX A- ESTIMATED COMPONENTS**

|  |  |  |
| --- | --- | --- |
| Qty | Manufacturer Part Number | Long Description |
|  |
| 1 |  | PBXact Software Only New Deployment |  |
|  |
| 1 |  | License and support for PBXact |  |
|  |
| 20 |  | Sangoma P325 |  |
| 440 |  | Sangoma P315 |  |
|  |
| 20 |  | Wall Mount Kit for P-Series IP Phones |  |
|  |
| 20 |  | License for PBXact soft phone lines |  |
| 1 |  | Wiring at Installation Hourly Rate |  |
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