**Request for Proposals**

**2017 – 2018 VoIP E-Rate Project**

**Perry County School District**

**105 Main Street**

**New Augusta, MS 39462**

**March 31, 2017**

**Notice to Bidders**

Notice is hereby given to interested bidders that the Perry County School District will receive written, sealed bids at 10:00 AM on May 1, 2017 in the Office of the Superintendent of Education at 105 Main Street, New Augusta, MS 39462, and opened at said time and to be accepted or rejected by the Perry County School District, for sale to the district, pending availability of funds, for use in the Perry County School District, the following:

**2017 – 2018 VoIP E-Rate Internal Connections or Telecommunications/Internet Services**

The Perry County School District is currently accepting bids for Internal Connections/ Telecommunications/ Internet Services as specified in this RFP. A mandatory pre-bid conference/ walkthrough has been scheduled for interested bidders on Wednesday, April 5, 2017 at 10:00 AM. The pre-bid conference/ walkthrough will begin at the Administrative Building located at 105 Main Street, New Augusta, MS 39462. Bids will be due at 10:00 AM on Monday, May 1st, 2017. For more information, contact Jason Breland, Systems Administrator via phone (601)964-3211 or by e-mail at jbreland@pcsdms.us. The preferred mode of contact is via e-mail.

**General**

Provide Internal Connections or Telecommunication/Internet Services as specified herein.

The specifications herein are provided to convey the intent of the systems/services and upgrades and do not indicate every cable or component necessary for the complete system or services that the Proposing Vendor shall provide.

Prices quoted shall be all-inclusive (including all applicable taxes, shipping cost, 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 prior to 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 equipment or 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 the Perry County School District. All questions should be addressed to Dale Goodin as outlined below. The preferred mode of contact is via e-mail.

Jason Breland, Systems Administrator

Perry County School District

105 Main Street

New Augusta, MS 39462

***jbreland@pcsdms.us The preferred mode of contact is via e-mail.***

**Response Submission**

Responses to this RFP must be submitted to the Perry County School District NLT 10:00 AM on May 01, 2017. Two hard copies of the proposal must be sealed and submitted to:

**Perry County School District**

**105 Main Street**

**New Augusta, MS 39462**

“2017 – 2018 VoIP E-Rate Project” should be clearly marked on the face of the envelope as well as the opening date of May 1, 2017.

The Perry County School District has a Cisco network environment. The District has a preference for Cisco switches and VoIP/Berbee intercoms, but will accept and consider proposals for equivalent internal connections equipment or hosted VoIP solution as telecommunications/ internet services. Any equivalent equipment/services quoted must be able to integrate fully with the district's existing systems and equipment. Documentation of equivalence and integration must be included with the vendor’s response.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Perry County School District is not responsible for delays to the United States Postal Office, UPS, Fedex and/or etc. Oral, telephone, or telegraphic bids shall 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.

**Bid Security**

The Bid Security, which must accompany each Bid, shall be in the form of a Bid Bond, or a Certified Check:

A. Bid Bond: The Bidder may submit a Bid Bond by a Surety licensed in Mississippi in the amount of five percent (5%) of the base Bid. The Bid Bond shall be duly executed by the Bidder, the Surety and a Mississippi resident agent.

B. Certified Check: the Bidder may submit a certified check payable to Owner in the amount of five percent (5%) of the base Bid. All checks received for Bidders will be returned upon request, unless a Bidder is one (1) of the three (3) apparent low Bidders. The three (3) apparent low Bidder’s checks will be held for forty-five (45) days, unless a Contract is awarded and executed in less time. Personal and company checks that are not bank encumbered are not acceptable bid securities.

**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.

B. Each subcontractor whose Subcontract exceeds $50,000.00 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.

C. 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 Board of Education 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 not necessarily the lowest price even though price will be the priority factor. The following factors will be considered when evaluating responses:

Price of Goods and Services.

Preference will be given for Prior Positive Experience with School District.

Preference will be given to vendor with three Mississippi References.

**Financing**

Portions of this project may be funded from E-Rate funds. This project is subject to funding availability and contingent upon E-Rate funding and district funding.

**Vendor Qualifications**

The Perry County School District may make such investigations that are deemed necessary to determine the ability of the Bidder or subcontractors or suppliers to perform the work, and the bidder shall furnish to the Perry County School District all such information and data for this purpose as the Perry County School District may request. The Perry County School District reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder fails to satisfy the Perry 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 Perry County School District.

The winning vendor (contractor) must have or be certified with the following:

Preference will be given to Local and Mississippi Vendors.

Preference will be given to vendors who offer a turn-key solution.

Preference will be given to vendors with a recent working knowledge of the School District's existing network/services.

Preference will be given to vendors with a proven service history.

Must be able to supply all products and services.

Must have a valid SPIN number and be in good standing with USAC.

Must be an authorized dealer in the State of Mississippi for all products/services.

Must have current liability insurance and workers compensation insurance (please enclose a copy of each with your bid).

Must have an RCDD or equivalent on staff.

Must be Cisco Gold Partner or higher. Or if quoting equivalent equipment/services, must have appropriate equivalent Manufacturer Partner Status. Must have Cisco full-time CCIE and CCVP on staff or equivalent for switch/telephony/intercom integration. Please include proof of such in bid response packet. Or if quoting equivalent equipment/services, must have appropriate equivalent Manufacturer Certifications.

Must participate in the mandatory pre-bid conference and site walkthrough which will be held on April 5th, 2017 at 10:00 AM.

**Disqualification of Bidder**

The Owner reserves the right to award to other than the lower Bidder when, in the Owner’s judgment, it is in his best interest to 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 being in arrears on existing contracts.

D. Bidder being in litigation with the Owner.

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 Owner.

G. Bidder’s failure to include documentation for required certifications and

authorizations.

The above is not an all inclusive list.

**Equipment, Installation, Maintenance and/or Services**

***Equipment, installation, maintenance and/or services specifications will be distributed at the aforementioned MANDATORY pre-bid conference and site walkthrough.***

**Example of Possible/Probable Switches / Racks/ Services:**

Description

Layer 2, 24 Port Non-POE 10/100/1000

Layer 2, 48 Port Non- POE 10/100/1000

Layer 3, 24 Port POE 10/100

Layer 3, 48 Port POE 10/100

Layer 3, 12 Port Fiber Switch

1GB Fiber Modules and 3M Fiber Patch Cables

4FT Wall mount (non-enclosed) Racks

Bid should include cost of labor and installation

**Cabling:**

Category 6/ Fiber drops.

Bid should include cost of labor and installation

**Uninterruptible Power Supplies:**

Uninterruptible power supplies.

Bid should include cost of labor and installation

**VOIP Telephony/Intercoms/Services:**

District wide VoIP Telephony/Intercom system to include equipment and/or services, software, labor, training and installation.

Bid should identify any erate ineligible components/services.

**Right to Reject**

The Perry 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 Perry County School District reserves the right to award without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the vendor proposes. The Perry 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 Perry County Board of Education is not in a position to adequately perform the contract. The Perry County Board of Education 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 school system. Contracts will be awarded to the vendor submitting the proposal determined to be in the best interests of the Perry County School District.

Bid should include cabling and all necessary components (faceplates, conduit / raceway, patch cables, etc.)

Bid should include a 15FT, Category 6 cable at each jack

Cisco Call Manager Express or hosted VoIP solution for all district POTS lines

Bid should include pricing for any necessary servers, controllers, software, speakers, services, etc.

Bid should include cost of labor and installation for equipment and/or services