

**TOWN OF OXFORD, CONNECTICUT
Board of Education**

REQUEST FOR PROPOSAL (RFP)

Telecommunications for Oxford Middle School

BID NUMBER: OPS2020-03

DUE: March 12, 2020 10am

TOWN OF OXFORD, CONNECTICUT

REQUEST FOR PROPOSAL (RFP)

Service required and/or Products to be purchased

SCOPE OF WORK: Purchase and installation of VOIP Phones, PBX, Voicemail

Summary

Oxford Public Schools is seeking proposals to purchase and install VOIP phones, PBX and Voicemail systems. The vendor will be responsible for delivery, installation, testing, asset tagging, inventory spreadsheet (with room location, serial number, asset tag), necessary licensing for 1 year for all hardware, service(s) and support. The start date for this project is contingent on the schedule of construction for the new Oxford Middle School construction project with a go live date no later than August 22, 2020.

Anticipated Timeline

Bidders must provide a timeline detailing the total time required to complete the project. Timeline must be detailed in 8 hour shifts and quantity of work days to start and complete the project.

Specifications

- 65 VOIP Classroom Phones
 - PoE
 - 10/100/1000 Speeds for LAN and PC Interfaces
 - 16+ programmable keys

- o Call forwarding, Call hold, Call transfer, caller ID, Voicemail
 - o At least 2.8" display
- 3 VOIP Office Phones
 - o PoE
 - o 10/100/1000 Speeds for LAN and PC Interfaces
 - o 100+ Programmatic function keys
 - o At least 4.3" display
 - o Acoustic echo cancellation (AEC), Voice activity detection (VAD)
 - o Phone directory memory capable of at least 1,000 names and numbers
 - o Call forwarding, Call hold, Call transfer, call waiting, caller ID, message waiting and voicemail
- 1 VOIP Conference Room Phone
 - o PoE
 - o 10/100/1000 Speeds for LAN and PC interfaces
 - o At least 4 programmatic function keys
 - o Speaker Phone
 - o HD Voice
- 1 PBX Phone Systems
 - o SIP, PRI, POTS, PSTN Trunk support
 - o 500+ Extension support with 500+ Voicemails
 - o Support for VOIP Phones
 - o Support for SoftPhones
 - o Scalable to support additional locations
 - o Auto Attendant, Dial by name directory, DID, Individual voicemail, Group Voicemail, Caller ID, Caller ID Modification, Voicemail to email, EFAX, E911, Call detail record monitoring, Call conference/bridge, Paging to selected phones, User privileges, Automatic hotline, Real Time call status monitoring, Personal and System speed dial, Ring Groups,
 - o Simplified Management
- Delivery, installation, testing, asset tagging, inventory
- 1 Year licensing and support contract (3 & 5 year options to be included with the initial purchase)

The successful contractor awarded this bid will acquire any necessary permits required for the Scopes of Work listed above.

Quote

A fully detailed quote, including hardware, licenses, and labor are to be included in the RFP response. Lack of a detailed quote will result in a disqualification from the bid process. Note, extended software licenses and warranty are to be detailed as optional items on the quote.

GENERAL PROVISIONS

The Board of Education for the Town of Oxford, Connecticut (hereinafter referred to as Board), is seeking proposals from qualified vendors to install

1. PREPARATION OF PROPOSALS

Proposals shall be submitted in a sealed envelope clearly stating that it is a response to bid # OPS2020-03 one (1) ORIGINAL and one (2) EXACT COPY of their bid. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded

2. BID SUBMISSION

Bids are to be submitted in DUPLICATE and sealed in the bid envelope provided and addressed as follows:

Oxford Board of Education
144 Oxford Rd, Unit 1B
Oxford, CT 06478
Attn: Dr. Robert Miller

The person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations for the delivery period requested.

3. BID TIME

Bids shall be received at the Oxford Board of Education, Central Office, prior to the advertised hour. All bids will be opened and recorded by the Oxford Public School District Central Office on March 2 at 12:00 PM.

A bidder may withdraw a proposal at any time prior to the above-scheduled date and time. Any bid received after the above-scheduled date and time shall not be

considered or opened. No bidder may withdraw a bid within sixty (60) days after the actual bid opening.

4. TOWN'S OPTIONS

The Town reserves the right to award the requirement as one contract or multiple contracts depending on the best interest of the Town and the Board of Education.

The Town reserves the right to extend the award of the requirements if it is in the best interest of the Town. The contract extension shall be awarded in one (1) year periods, not to exceed a total of two (2) years.

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Board of Education. The award shall be made after careful consideration of all factors including but not limited to price.

The requirements and specifications of this request calls for specific requirements. The Board may waive any items listed in the bid (RFP).

If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town/Board, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request shall be answered up to the close of business on February 19, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders.

All inquiries are to be directed to the IT Department at bids@oxfordpublicschools.org. Answers to all received questions will be posted on the Oxford Public School District website [http://www.oxfordpublicschools.org/district information/bid notifications](http://www.oxfordpublicschools.org/district_information/bid_notifications) with the Bid # OPS2020-03.

After proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further

reserves the right to request additional information from any bidder at any time after proposals are opened.

7. AWARD AND AUTHORITY

The Town/Board shall issue notification of award in writing.

8. PRICING

All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title, and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

10. HOLD HARMLESS CLAUSE

The Contractor further agrees to indemnify, hold harmless and defend the Town/Board from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

11. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

12. PERFORMANCE BOND

The Town requires a performance bond from the successful bidder(s) in the amount of twenty thousand dollars (\$20,000) as a guarantee of fulfillment of the contract before a purchase order is awarded. The Town may waive the Bond requirement based on prior acceptable services supplied to the Town.

13. DELIVERY AND TERMS

All prices shall be quoted as DELIVERED and INSTALLED PRICES. The terms of the sale must be stated. No advance payments will be made to the vendor. Payment will be made following the completion of the work and acceptance by the Town/Board Partial payments are not acceptable.

14. REFERENCES

The vendor must provide a list of no less than 5 references from school districts that have used their services within the past 2 years. Reference list must include contact name, email, and phone number.

14. INVOICES

Individual original invoices shall be furnished to the Town/Board. Statements are not acceptable for use as in voices.

Oxford Board of Education
144 Oxford Rd, Unit 1B
Oxford, CT 06478

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DUE: March 2, 2020 at 10:00 AM

Total Cost _____

Signature Submission Page

Company Name

by (Signature)

Address

Print Name

Company Name

Title

Date