



REQUEST FOR RFP

FOR

Telephone Maintenance for DPS for 2011

RFP NUMBER (2011 Telephone Maintenance)

ISSUED December 17, 2010

Invitation to submit RFP

To: All Proposers

The Dalton Public School System invites you to submit a RFP to supply telephone maintenance services for Dalton Public Schools at various locations (see specifications) in Dalton, Georgia. RFP quoted shall remain effective for up to 60 months provided all parties are in agreement.

Responses to this Invitation for a RFP shall be submitted in a sealed envelope marked “**RFP No. 2011 Telephone System Maintenance.**” RFPs may be mailed or delivered to the Dalton Public School System, Technology Department, 105 N. Thornton Ave. or P.O. Box 1408, Dalton, Georgia 30722-1408 Attn: Irene Jones or hand delivered to the Technology Department prior to RFP opening time.

RFPs will be opened at the Dalton City Schools Administrative Annex Technology Department @ 105 N. Thornton Ave. on January 19, 2011 @ 3 PM.

Proposers are required to use the enclosed specifications’ forms. They are instructed to read carefully all items, conditions and specifications in this letter and the attached pages before completing their proposal.

The Dalton Public School System reserves the right to accept or reject any and all RFPs, and to waive any irregularity in RFPs received to award the entire RFP to one vendor or to make awards by groups or line items, whichever is in the best interest of the Dalton Public School System.

All proposals are based on e-rate funding.

Any questions concerning this RFP may be forwarded to:  
[howard.langford@dalton.k12.ga.us](mailto:howard.langford@dalton.k12.ga.us) or [patricia.davidson@dalton.k12.ga.us](mailto:patricia.davidson@dalton.k12.ga.us).

Your interest and participation are solicited and appreciated.

Sincerely,

Patricia Davidson  
Purchasing Supervisor

### **General Terms and Conditions**

1. RFPs should be mailed in ample time to assure delivery prior to the RFP opening date and time.

Mailing Address:

Dalton Public School System  
105 N. Thornton Ave.  
P.O. Box 1408  
Dalton, Georgia 30722-1408  
Attn: Irene Jones

RFPs may be hand delivered to the Technology Department, Dalton Public School System prior to bid opening time.

2. RFPS must be on the specifications forms provided within this Request for Proposals, sealed within an envelope marked as shown in the cover letter.

No awards of any kind are made at the time of the RFP opening. A copy of the RFP tabulations and/or the awards will be available upon request for any vendor who submitted a RFP. This information may be obtained after the bid has been awarded. Results will be placed on our web site after February 22, 2011.

3. RFPS submitted must include any and all freight and handling cost. The Dalton Public School System will pay no additional charges.
4. The proposer's and manufacturer's representative's responsibilities to the Dalton Public Schools include, but are not limited to, handling any problems with products supplied and any necessary instruction on use and upkeep.
5. When an article of particular make or trade name is specified, it is meant to establish a quality standard and is not intended to eliminate competing articles of equal quality. Proposers are at liberty to quote on substitutions provided complete specifications are included with the RFP. Vendor is also required to describe all exceptions to our specifications and include a color photo. We need the URL for the manufacturer website for the product listed. If no substitutions are indicated, it will be assumed the quotations are based on our specifications.
6. Samples may be requested for comparison purposes. Samples, when required, must be furnished free of expense to Dalton Public Schools, and must be tagged with the proposers' name and item number. If samples are not used or destroyed in testing, the bidder must claim them within thirty (30) days from date of RFP or they will

become the property of the school system. If there is a sample of the item within 30 miles that can be viewed please let us know.

7. Time of delivery is a part of this consideration and must be stated in definite terms and must be adhered to completely. Delivery must be complete on or before the specified date.
8. No partial payment will be made. The total amount of each purchase order will be paid only after the complete order has been received in good condition. The final inspection and approval must be made by an authorized representative of the Dalton Public School System.
9. The proposer, by submitting their proposals, certifies that to the best of their knowledge, neither they nor any of their suppliers discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
10. Quantities will vary due to budget and student enrollment.
11. Dalton Public Schools has the right to award the entire RFP to one vendor or to separate the RFP and order by line item. We will do whatever is in the best interest of the school system. All specifications quoted are subject to e-rate funding and can be changed at any time.
12. All vendors must have an office within 100 miles of the school system.
13. Our School System will be closed from December 17, 2010 until January 4, 2011 for winter break. All questions may be submitted to Howard Langford at the above e-mail address.
14. Please include 3 references where you have done work similar to the specifications in this bid. Please include a name and phone number that we might contact.
15. There will be a background check done on all potential proposers.
16. Please include a name and phone number that we might reach someone in your organization with any questions about your proposal.
17. Please include the name of the sales person or account executive that will be handling our account after the RFP is awarded and we submit purchase orders.

**Information on person preparing RFP packet for telephone services:**

Name of Company\_\_\_\_\_

Address of Company\_\_\_\_\_

Phone number of Company\_\_\_\_\_

Name of person preparing RFP\_\_\_\_\_

Address of person preparing RFP\_\_\_\_\_

Phone of person preparing RFP\_\_\_\_\_

Name of person in charge of our account\_\_\_\_\_

Phone Number of the person in charge of our account\_\_\_\_\_

## **PROPOSERS DECLARATION**

The proposer understands, agrees and warrants:

That the proposer has carefully read and fully understands the full scope of the specifications.

That the proposer has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.

That the installer must have million dollar general liability policy, proof of workers compensation on all workers, and proof of vehicle insurance that covers all vehicles on school property and proof of all insurances must be included in the RFP.

That this proposal may be withdrawn by requesting such withdrawal in writing at any time prior to **January 18, 2011 @ 8:00 AM**, but may not be withdrawn after such date and time.

That the Dalton Public School System reserves the right to reject any or all RFPS and to accept that RFP which will, in its opinion, best serve the public interest. The Dalton Public School System reserves the right to waive any technicalities and formalities in the proposals.

That by submission of this RFP the proposer acknowledges that the Dalton Public School System has the right to make any inquiry or investigation they deem appropriate to substantiate or supplement information supplied by the proposer.

If a partnership, a general partner must sign.

If a corporation, the authorized corporate officer(s) must sign and the corporate seal must be affixed to this bid.

### **PROPOSER**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

**AFFIX CORPORATE SEAL (If Applicable)**

**Non-Discrimination Statement**

**Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Title II of the Carl D. Perkins Vocational Education Act of 1984); age (O.C.G.A. §34-1-2); or handicap (Section 504 of the Rehabilitation Act of 1973); disability (Americans with Disabilities Act) in educational programs, employment or activities receiving federal financial assistance.**

**Employees, students and the general public are hereby notified that the Dalton Board of Education does not discriminate in any educational programs or activities or in employment policies.**

**The director of human resources has been designated as the employee responsible for coordinating the effort to implement this nondiscriminatory policy.**

**Inquiries concerning the application of Title II, Title VI, Title IX, Section 504, or ADA to the policies and practices of the Dalton Board of Education may be addressed to the Director of Human Resources, Equal Opportunity Employment Coordinator, Dalton Public Schools, P.O. Box1408, Dalton, GA 30722; to the Regional Office for Civil Rights, Atlanta, GA 30323; or to the Director, Office for Civil Rights, Education Department, Washington, D. C. 20201.**

**Dalton Public Schools is a Drug-Free Workplace.**

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**PROPOSER**

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**SIGNATURE**

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**TITLE**

**NON-COLLUSION AFFIDAVIT**

The following affidavit is to accompany the RFP:

**STATE OF**

**COUNTY OF**

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**Owner, Partner or Officer of Firm**

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**Company Name, Address, City and State**

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the proposer to submit the attached bid. Affidavit further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to propose at a fixed price or to refrain from proposing; or with any office of the Dalton Public School System, or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between proposers and any official of the Dalton Public School System, or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed RFP for:

**FIRM NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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**NOTARY PUBLIC**

**STATE OF GEORGIA PROMPT PAY ACT AFFIDAVIT**

***THIS AFFIDAVIT IS TO ACCOMPANY THE RFP***

GEORGIA PROMPT PAY ACT: The Georgia Prompt Pay Act was enacted by the General Assembly in 1994 and took effect January 1, 1995. This act requires owners to pay contractors within 15 days of receipt of a pay request by the owner or the owner's representative. If payment is not made the owner shall pay the contractor 1% per month interest on the delayed payment. Additionally, the contractor must pay subcontractors within 10 days of receipt of payment from the owner.

This Act is Code Section 13-11-1 (Georgia Laws of 1994, p. 1398 par. 4)

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

## CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Dalton Public Schools has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with Dalton Public Schools, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to Dalton Public Schools at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)

## Specifications

### ○ **Telephone System Maintenance - specs**

- The winning bidder is to provide annual maintenance for current Nortel telephone network which must include upgrades, parts, and patches to the existing system.
- This maintenance agreement must include regular periodic maintenance of the telephone network.
- The winning bidder will provide regular periodic maintenance and technical support for all related telephony equipment.
- The winning bidder must provide 24 hour 7 day a week support for the telephone network in the event of an outage. In addition, we require a designated point of contact for immediate service during system outages.
- Winner bidder will provide parts replacement or provide parts on hand for immediate repair of critical equipment within 4 hours.

The telephone network consists of following equipment.

- 11 CS1000 option elevens (Dalton High, Dalton Middle, City Park, Brookwood, Blue Ridge, Park Creek, Roan, Westwood, Central Office, Maintenance, Morris Innovative High).
- 3 Expansion cabinets for option eleven (City Park, Dalton Middle, Dalton High)
- 1 Fiber shelf – Dalton High
- Signaling Servers (Dalton High, Dalton Middle, City Park, Brookwood, Blue Ridge, Park Creek, Roan, Westwood, Central Office, Maintenance, Morris Innovative High).
- T1 point-to-point to all locations (Dalton High, Dalton Middle, City Park, Brookwood, Blue Ridge, Park Creek, Roan, Westwood, Central Office, Maintenance, Morris Innovative High) for redundancy. All T1 lines are connected through Adtran routers.
- Nortel CS1000 Telephone manager
- Nortel Callpilot7 manager version 04.04.04.30 for voicemail
- Nortel Optivity Telephone Manager (OTM) server version 3.1
  - Nortel 3903 and 3904 handsets

## COST PROPOSAL

We have examined the Request for Proposals, Specifications, Requirements, and related documents and are familiar with all the conditions surrounding this Request for Proposals, and hereby propose in accordance with these Contract Documents, the costs stated below. These costs are to cover all expenses incurred in performing the Work required as defined herein.

We agree that this offer may not be revoked or withdrawn after the time set for the opening of bids but shall remain open for acceptance for a period of one hundred eighty (180) days following such time.

We agree to execute a Contract for the Work as stated herein.

By submitting this proposal, we agree to perform all work as described herein based on the following fee schedule:

Total All –inclusive Maximum Price for the proposal for maintenance of Nortel telephone network.

\$\_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I am entitled to represent the firm, empowered  
(PLEASE PRINT)  
to submit this proposal, and authorized to sign a contract with the Dalton Public Schools

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_