



Unified School District 263
628 East Mulvane Street
Mulvane, Kansas 67110

Request for Proposal
Telephone System Upgrade

RFP Available
November 20, 2019

Deadline for Submission
December 4, 2019 @ 3:00 PM

Contact
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Telephone System

Request for Proposal

I. SUMMARY

The Mulvane School District, to be referred to as Unified School District 263 or District in this document, is soliciting sealed and written proposals for the District's upgrade of its current digital phone system and equipment maintenance for a minimum of 5 years. The current phone system is NEC Univerge SV8100 installed in January 2012, and its EOEM (End of Extended Maintenance) date is December 31, 2020. The Mulvane School District will upgrade its digital phone system to NEC SV9100 and integrate its transportation building to this updated phone system. Any proposal wishing to be considered must be received at Unified School District 263 Central Office (628 East Mulvane Street-Mulvane, KS 67110) by 3:00 PM on December 4, 2019 when the proposals will be publicly opened. Late proposals will not be considered. The District reserves the right to reject any and/or all proposals and waives any and/or all formalities. Questions and/or any requests for additional information should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.

II. DEADLINE FOR PROPOSALS TO BE CONSIDERED

December 4, 2019 @ 3:00 PM: Unified School District 263 will stop accepting proposals related to this document and successful proposals received in accordance with the guidelines of this document will be publicly opened. No late proposals will be considered.

III. DESCRIPTION OF NEED

Unified School District 263 will update its current phone systems to a single digital phone system that will service all District buildings. The updated system will be NEC SV9100.

Current end user NEC phones and handsets will not be replaced, but replacement phones must be available and compatible with the new NEC SV9100 system for a minimal period of 5 years.

Central Office and the four student attendance building are currently linked VIA the NEC Univerge SV8100 system that was installed in January 2012. The transportation building operates from an older and isolated Norstar M7208 phone system operating with 3 POTS lines. This and all Unified School District 263 buildings will be linked into the new NEC SV9100 phone system.

One additional phone line will be installed at the transportation building. The selected vendor bid must include all cost related to this new phone line and replace the existing 6 NorStar phones with NEC DT330-32 button display black digital phones or similar model. All phones must be compatible with the new NEC SV9100 system.

The new NEC SV9100 phone system must be configured to successfully integrate with all existing features and applications. These features and applications include, but may not be limited to, voicemail, auto attendant for each building, hunt groups for each building main number, 4-digit dial to other District phones (first digit building number next three digits room number), call forward, three-way calling, call waiting, caller id, call park, and any other features of our current NEC Univerge SV8100

phone system. Each building has a separate Fax line. Phone system is also tied into the building intercom system for building/playground all calls.

IV. **DELIVERY**

Delivery, configuration, installation, and training will be completed prior to June 30, 2020.

V. **PRICE CHANGES**

Prices may decrease any time after award.

VI. **GENERAL INFORMATION**

1. All awarded prices include installation of equipment, electrical surge protection equipment, and training. All awarded prices shall remain firm for the duration of the contract, including all renewals.
2. The vendor shall provide sufficient initial training to adequately instruct personnel in the use of equipment. On network connected equipment, training shall also include orientation with the District Director of Technology and technology department at no charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered. Necessary warnings and safety precautions should be included.
3. Maintenance Contract: This contract is a supply inclusive contract. Vendor is required to include the cost of any and all supplies in the contract price. Vendor shall provide shipping and handling at no charge.
4. The vendor must submit a bid(s) to address all of the District's needs. All needs must be targeted in entirety by any interested vendor's bid(s). The vendor is responsible for clearly identifying all specific needs being targeted within each provided bid. The vendor shall submit in writing to Unified School District 263 the reason it cannot respond and note an exception if the vendor cannot supply any requested information.
5. Responses to this **RFP must be submitted in hard copy** to the attention of Thomas Schmitz using the mailing address listed on the cover page of this RFP. Only complete responses will be considered, omissions or errors will be the responsibility of the responding vendor. Complete and attach the **Cost Form** located at the end of this RFP with any submitted bid(s) and bid documents.
6. All district purchased equipment shall be new and meet the requirements of the manufacturer's specification sheets. The definition of new equipment is standard new equipment, latest model of regular stock product and in production at the time of award. Equipment should be new and not remanufactured, reconditioned, newly manufactured, showroom, or used.
7. Vendors are encouraged to submit multiple bids to include a bid(s) providing a **purchase option** for the requested telephone system.
8. Following the contract award, alterations in product manufacturing, fabrication, or delivery of substitute models require prior written approval of Unified School District 263. If at a later date, the equipment awarded in a contract is discontinued by the manufacturer, Unified School District 263 will be allowed to substitute at the same price with another model exceeding specifications in the awarded contract.
9. Unified School District 263 may, by written notice, terminate the contract or purchase order if the selected vendor refuses or fails to make delivery of the equipment within the times specified within this RFP.

10. Any dispute arising out of or related to the contract documents or their interpretation will be litigated only within the state of Kansas.
11. All bids will provide the lowest possible cost and utilize state contract pricing when available.
12. The winning bid for each individual need will be assigned to a single winning vendor. Individual needs will not be awarded to separate vendors. The vendor is responsible for clearly identifying the listed needs being targeted within each provided bid.
13. The selected vendor is responsible for all shipping and handlings costs.
14. The selected vendor shall provide full and detailed documentation of all aspects of all projects.
15. Bids for refurbished or open boxes shall not be accepted.
16. No payment shall be made until after Mulvane Unified School District 263 has accepted all hardware and software and has certified it ready to use and in good working order. Payments will be made upon receipt, verification of order, and invoice received by Unified School District 263.
17. Each vendor bid shall be subject to acceptance or rejection by Unified School District 263. Unified School District 263 reserves the right to reject any and all bids.
18. Unified School District 263 reserves the right to contact specific vendors for additional information after the scheduled bid opening to assist in selecting the winning vendor.
19. Inquiries associated to the content related to this RFP should be directed to Thomas Schmitz using the contact information listed on the cover page of this RFP.
20. The selected vendor shall be available for follow up questions VIA phone calls and e-mails from Unified School District at no additional cost.
21. Bids submitted may not be withdrawn for a period of 120 days immediately following the bid opening related to this RFP.
22. The selected vendor will certify and warrant that equipment sold and delivered are free and clear of any and all liens, or claims of liens, right, or claim of any nature or kind whatsoever.
23. The selected vendor shall save Mulvane Unified School District 263 and its employees from any liability. The selected vendor or subcontractors working on Mulvane Unified School District 263 property or on the behalf of Mulvane Unified School District 263 shall be required to carry all needed insurance.
24. Mulvane Unified School District 263 is tax exempt.
25. Each vendor shall clearly indicate the total amount of money due from Mulvane Unified School District 263 for completion of all necessary cabling, hardware, software, consultation, service, licensing, maintenance and repairs, warranties, manufacture defects and accidental damage repair coverage, labeling, shipping and handling costs, other documentation, available software and firmware updates, support and training for the appropriate technology staff of Mulvane Unified School District 263 and any other incidental cost associated with the configuration, installation, implementation and usage of all aspects of any submitted bids related to this RFP.
26. All selected vendor employees and subcontractors shall comply with all applicable federal, state and local laws.
27. Service technicians shall be certified in their respected technologies.
28. All vendor bids wishing to be considered shall include purchase (total cost) pricing.
29. Cutover time will be minimal. All measures will be implemented to reduce interruption to the general operation of the District.
30. If replacement equipment is needed within the District prior to the expiration of this five years contract, any new equipment will be provided at no additional cost to Unified School District 263.
31. Risk of Loss or Damage: The risk of loss or damage remains with the vendor. The District shall be relieved from the risks of loss or damage related to all equipment during the period of transportation, installation, and during the entire time the equipment is in the possession of the District, except when loss or damage is due to fault or negligence of the District.

32. Relocating equipment within the same building, same complex, or to another location shall be performed by the vendor. The vendor may submit a written document listing an hourly rate or a flat rate for move requests prior to completing the needed task. Failure to submit hourly rate or flat rate will result in moves being performed by the vendor at no charge to the District.
33. Lease related options will not be considered by Unified School District related to this RFP.
34. The vendor, during the term of the contract, shall provide both remedial and preventative service for all equipment, the cost for such being included in the initial bid provided in response to this RFP. The vendor will provide on-call remedial service, including replacement of all unserviceable parts. Vendor will provide preventative service based upon the manufacturer's recommended schedule, necessary equipment adjustments, and replacement of all unserviceable parts.
35. Service response for service repair calls shall occur with a maximum response time of four hours on the same day, and should be performed during normal working hours, 8:00 A.M. to 4:00 P.M., Monday – Friday. Fully trained and qualified technicians shall perform all maintenance service and shall be on-site prepared to accomplish repairs within the required response time.

VII. CANCELLATION

Should the District experience a change in circumstance due to the decision of the District's funding authority such as downsizing, consolidation of facilities, elimination of a program, or some other reason that will negate the need for the equipment, the District reserves the right to cancel the contract of the equipment. If this type of cancellation becomes necessary, the District shall provide a minimum of 60 day advance written notice to the vendor. Any part of the contract may be cancelled for cause under any one of the following circumstances:

1. The vendor fails to make delivery of goods or services as specified in this contract.
2. The vendor fails to perform any of the provisions of this contract.
3. Equipment fails to perform as represented by the vendor.

If cancellation should occur, the awarded vendor shall refund, in full, any unused portion of the prepaid contract payment beginning on the effective date of the cancellation.

VIII. PROPOSAL COST

Unified School District 263 is not liable for any costs incurred by a vendor prior to the full execution of an awarded contract. All costs incurred in response to this Request for Proposal, including any travel cost incurred to meet with the District, are solely the responsibility of the proposer.

IX. VENDOR SELECTION

Purchase price	25 points
Reputation of the vendor and of the vendor's goods and services	10 points
The extent to which the goods and services meet the District's needs	25 points
The vendor's past relationship with the District	10 points
The impact on the ability of the District to comply with laws and rules	10 points
The total long term cost to the District to acquire the vendor's goods and services	10 points
Any other relevant factors specifically listed in the request of bids or proposals	10 points

X. LIST OF CURRENT EQUIPMENT

1. Munson Primary School: 1007 Westview Dr. || Mulvane, Kansas
 - a. NEC DT330-32 button display black digital phone (x8)
 - b. NEC DT310-2 button univerge non-display DTL-2E-1 black digital phone (x44)
 - c. Chassis (x0, routed to hardware located at the Mulvane Middle School)
 - d. CO ports (x0, routed to hardware located at the Mulvane Middle School)
 - e. Digital station ports (x0, routed to hardware located at the Mulvane Middle School)
2. Mulvane Grade School: 411 Southeast Blvd. || Mulvane, Kansas
 - a. NEC DT330-32 button display black digital phone (x6)
 - b. NEC DT310-2 button univerge non-display DTL-2E-1 black digital phone (x41)
 - c. Chassis (x1)
 - d. CO ports (x4)
 - e. Digital station ports (x48)
3. Mulvane Middle School: 915 Westview Dr. || Mulvane, Kansas
 - a. NEC DT330-32 button display black digital phone (x12)
 - b. NEC DT310-2 button univerge non-display DTL-2E-1 black digital phone (x54)
 - c. Chassis (x2)
 - d. CO ports (x4)
 - e. Digital station ports (x128)
4. Mulvane High School: 1900 North Rock Rd. || Mulvane, Kansas

- a. NEC DT330-32 button display black digital phone (x18)
 - b. NEC DT310-2 button univerge non-display DTL-2E-1 black digital phone (x67)
 - c. Chassis (x2)
 - d. CO ports (x4)
 - e. Digital station ports (x96)
5. Mulvane Central Office: 628 East Mulvane St. || Mulvane, Kansas
- a. NEC DT330-32 button display black digital phone (x27)
 - b. NEC DT310-2 button univerge non-display DTL-2E-1 black digital phone (x4)
 - c. Chassis (x2)
 - d. CO ports (x8)
 - e. Digital station ports (x40)
 - f. PRI (x1)
 - g. Analog station ports (x4)
 - h. Voicemail ports (x16)
6. Mulvane Transportation: 10080 East 111th St. || Mulvane, Kansas
- a. Isolated Norstar M7208 phone system to be integrated into the new NEC SV9100 phone system

Cost Form for RFP

(Shipping, freight, and any and all incidental costs must be included)

COMPANY NAME: _____

COMPANY PERSON OF CONTACT: _____

CONTACT PHONE NUMBER: _____ TODAY DATE: _____

ITEM	DESCRIPTION: MINIMUM SPECS	QUANTITY	UNIT PRICE	TOTAL PRICE