

REQUEST FOR PROPOSAL
FOR FURNISHING AND DELIVERY OF
DISTANCE LEARNING EQUIPMENT
TO

North Pike School District

RFP #060119

RFP PROPOSALS DUE DATE: 6/19/19

TIME: 3:00 P.M., C.S.T.

REVERSE BID OPENING DATE: 6/26/19

TIME: 2:00 P.M., C.S.T.

North Pike School District Specifications for Bid #060119

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Purpose:

You are invited to submit a proposal for providing Distance Learning and Training Services for the North Pike School District (NPSD). NPSD wishes to establish a three year contract, with qualified vendor who offers the desired services at competitive prices and who meet all bid qualifications. Competitive pricing will be a major part of the evaluation and all vendors will not necessarily be accepted.

Background:

The North Pike School District is leading this distance learning initiative on behalf of North Pike School District, South Pike School District, Natchez-Adams, Yazoo School District, Simpson School District and Pearl River Community College.

General Requirements:

All school locations shall be connected to the respective district offices, unless otherwise designated by "The Client", where the entry point for Internet access is to be provided by connecting to "The Client" designated ISP. Existing electronic equipment and software shall be considered and integrated into the proposal submitted to the fullest extent possible. Detailed specifications are included as part of this RFP. Proposals from interested parties (hereafter known as "The Vendor") shall include all services requested by North Pike School District, South Pike School District, Natchez-Adams, Yazoo School District, Simpson School District and Pearl River Community College, (The Client") hereafter refers to "The Client" selecting services under the contract established through North Pike School District (NPSD).

Proposed Solution must include additional licenses for existing Polycom Clariti infrastructure located at Marion County Schools. Additional licenses are required for video endpoints, firewall traversal, centralized management, reporting, and call detail records to be activated for existing on-premise Clariti Infrastructure at Marion County. Each new District will be purchasing perpetual licenses to provide additional capacity to the existing Clariti infrastructure at Marion County Schools to accommodate the additional video systems. All systems must be able to register directly with the Polycom Clariti infrastructure to make calls to other districts and use the meeting rooms, recording, and other resources available through the infrastructure currently installed at Marion County Schools.

RFP Package Contents:

- I. General Conditions
- II. Detailed Specifications
- III. NPSD Responsibilities
- IV. “The Vendor’s” responsibilities
- V. Proposal Forms

Schedule of Events:

Event	Date(s)
Release of RFP to Vendors	TBD
Run first advertisement (one week)	6/5/19
Run second advertisement (one week)	6/12/19
Deadline for responses to RFP	6/19/19
Deadline for Proposals	June 19, 2019 3:00 PM C.S.T NPSD District Office 1036 Jaguar Trail Summit, MS 39666
Evaluation of responses	June 19 - 25
Reverse Auction	June 26, 2019 at 2:00 p.m.

Inquiries

All correspondence and inquiries regarding this RFP must be addressed to:

Raymond Newton – rnewton@npsd.k12.ms.us

Do Not Fax Correspondence or inquiries.

See also I. 11. Addenda (Page 7)

Basis of Award:

- 1. Most Comprehensive Proposal to meet project objectives
- 2. Most Competitive Pricing
- 3. Mandatory Walk Through All Sites
- 4. Polycom Certifications
- 5. Required References

I. General Conditions

The following are the minimal General Conditions for the work to be performed in the school districts (“Client”) as outlined in the Detailed Specifications.

1. Location of Sites:

The location of the work is on property owned by “The Client”.

2. Scope of Work:

It is understood that, except as otherwise specifically stated in this RFP, “The Vendor” shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Licenses necessary for the execution of the work shall be secured and paid for by “The Vendor”.

Any work necessary to be performed after regular working hours, on weekends or legal holidays, shall be performed without additional expense to “The Client”, unless the weekend or holiday work due to a delay caused by “The Client”.

All data sheets and catalogs or other materials which are subject to review and action by “The Client” shall be submitted in the original and in electronic format, preferably on USB media. Prior to start of work, “The Vendor” should submit a proposed layout of any work to be performed.

3. Protection in General:

“The Vendor” shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at “The Vendor’s” expense. Labor shall include all restoration (leveling, sodding) of grounds broken up during the installation of this network.

4. Change in Contract:

“The Client” will not be responsible for any change in the work involving extra costs unless approval in writing is furnished by an authorized representative of “The Client” before such work is begun.

5. Existing Conditions:

“The Vendor”, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions, which might affect this work before issuing a bid. The location of the demarc shall be in the server closet or another location specified by “The Client” technical personnel. No consideration will be given to any claims based on a lack of knowledge of existing conditions. A site survey of the premises for existing conditions & equipment must be performed at all sites involved within this project.

6. Insurance:

Within ten (10) days after notification of award, "The Vendor" shall furnish to "The Client" a Certificate of Insurance showing compliance within the following limitations:

- a) "The Vendor" agrees to comply with the provisions of Worker's Compensation Laws of the State of Mississippi.
- b) It shall be stated on every policy or Certificate of Insurance, as the case may be, that "The insurance company agrees that the policy shall not be canceled, changed, or allowed to lapse until ten (10) days after "The Client" has received written notice as evidenced by the return receipt of registered mail, and it is agreed further that as to lapsing, such notice will not be valid if mailed more than fifteen (15) days prior to the expiration date shown on the policy."
- c) "The Vendor" shall maintain other insurance (with the limits shown below) that shall protect "The Vendor" and "The Client" from any claim for property damage or personal injury, including death, which may arise out of operations under this contract, and "The Vendor" shall furnish "The Client" with certificates and policies of such insurance as shown below.

Below is a list of the insurance coverage that must be procured by "The Vendor" at his own expense. "The Vendor" agrees to follow instructions indicated in each case:

"The Client" Protective Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.

Vendor's Public Liability Insurance:

- Personal injury, including death, limits of \$1,000,000.00 for each person and \$1,000,000.00 for each accident.
- Property Damage limits of \$100,000.00 for each accident and \$500,000.00 for the aggregate.

7. Workmanship

All work shall be performed in a professional manner. Personnel from "The Client" may observe the work procedures and workmanship of "The Vendor", but such observation will not relieve "The Vendor" from any responsibility of performance or constitute acceptance of the work performed.

8. Warranty

"The Vendor" shall furnish a written warranty that describes the services proposed under these specifications. It is understood that "The Vendor" is not responsible for the warranty/function of existing equipment already installed at the schools. However, limited troubleshooting of existing equipment or cabling will be provided by "The Vendor" free of charge to determine if the existing equipment or cabling can be reutilized. "The Vendor" must also show proof that their employee(s) are certified to install the proposed cabling components and electronic equipment, as assurance that a warranty can be provided.

9. Financing

“The Vendor” will provide a binding contract or service agreement to “The Client”. After notification of award from “The Client”, “The Vendor” will receive a purchase order for the products and services for which “The Vendor” will be responsible as a result of this RFP. This purchase order will show the amount that is the responsibility of the local school system. This purchase order will constitute a contingent contract between “The Client” and “The Vendor”. The purchase order will become a legal binding contract between “The Client” and “The Vendor”. The purchase order will be the document used to determine the status of the contract and will determine the amount of payment by the school system.

10. Application for Payment

All applications (invoices) for payment shall be submitted to “The Client”.

11. Addenda

Any addenda issued after the issue of this RFP shall be covered in the proposal and in closing the contract they shall become part thereof.

If any questions arise within the RFP documents, “The Vendor” may submit to North Pike School District, written request for interpretation. Any interpretation of documents will be made by addendum to the RFP. Copies of any addendum will be e-mailed to each firm attending the mandatory pre-bid conference. NPSD will not be responsible for any other explanation or interpretations. NPSD reserves the right to reject any or all proposals and wave technicalities and informalities.

12. Proposal Submittal:

Proposals and supporting documentation must be hand-delivered or sent by registered mail. Proposals must be in a SEALED envelope clearly marked Bid #060119

Mail to: Raymond Newton	or	Deliver to: Raymond Newton
Bid #060119		Bid #060119
1036 Jaguar Trail		1036 Jaguar Trail
Summit, MS 39666		Summit, MS 39666

Do Not Fax Proposals. Proposals will be received at NPSD Monday through Friday from 8:00am until 4:00 pm at the address shown above until 4:30 pm CST, June 14, 2019. Proposals must be hand delivered or sent by common carrier.

NPSD will not be responsible for any proposals that are late due to late delivery by common carrier.

13. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless “The Vendor” makes a request in writing to NORTH PIKE SCHOOL DISTRICT prior to the time set for the opening of submitted proposals. NPSD will accept no bids after the time fixed for the opening of proposals/bids.

14. “The Vendor’s” Qualifications must be presented to “The Client” as a condition of the Vendor/District Contract

“The Vendor” must submit a copy of Polycom Video and Infrastructure Technical Certifications.

15. Stored Materials

Any materials stored on job site shall be “The Vendor’s” responsibility.

16. Specifications

Complete specification details for all products being proposed must be provided as part of the RFP response package (proposal).

17. Accident Prevention

Precautions shall be exercised at all times for the protection of persons (including employees) and property and hazardous conditions shall be guarded against or eliminated.

18. Indemnification

“The Vendor” agrees to hold “The Client” harmless and to indemnify “The Client” for every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of whom the owner may be of the property) of any place in which work is located arising out of or suffered through any act or omission of “The Vendor” or Subcontractor.

19. “The Vendors’ Representative

“The Client” reserves the right, with sole discretion, to refuse to allow any representative of “The Vendor” to service the contract in any manner. In this event, “The Vendor” shall furnish another representative that is acceptable to “The Client”. Examples of reasons for refusing to allow a Vendor representative to service the contract include, but are not limited to:

- Use of profanity or abusive language around any school personnel or students.
- Use of tobacco products in areas labeled as “Tobacco Free”.
- Unclean or unkempt appearance.
- Intoxication or obvious drug use.
- Threatening behavior towards any school personnel or students.

Should “The Vendor” use subcontractors for portions of the work, “The Client” reserves the right to reject any subcontractor without explanations or recourse by “The Vendor” or subcontractor.

20. “The Client” Regulations

“The Vendor” and his representatives shall follow all applicable school district regulations while on “The Client” property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless the Principal or person in charge gives permission. All Vendor personnel shall be easily identified by the use of identification badges and uniforms or shirts with “The Vendor’s” logo clearly visible.

21. Governing Law

All RFPs and related documents submitted to NPDS and “The Client” by “The Vendor” are governed under the laws of the State of Mississippi.

22. NORTH PIKE SCHOOL DISTRICT reserves the right to:

- a. Give full and proper consideration to the service, reputation, product knowledge, and experience of all companies presenting proposals, and to disqualify any such Vendor it deems unqualified to provide the services requested.
- b. Reject any and all proposals if deemed necessary.
- c. Accept any alternative proposal believed to be in the best interest of “The Client”.
- d. Waive any formality in the bid submission.
- e. Reject any proposal by a vendor who did not participate in the mandatory walk through of all districts included in this RFP.

The “Client” has the responsibility of reviewing all bids and selecting a Vendor.

23. Price Quotations

Price quotations are to include the furnishing of all materials, equipment, maintenance, shipping costs, delivery, installation, drawings and the provision of all labor and services necessary or proper for the completion of the work as may be otherwise expressly provided in the Contract Documents. "The Client" will not be liable for any costs beyond those proposed herein and awards. Please be advised that public schools are specifically exempted from the payment of Mississippi Sales Tax.

In case of discrepancy in computed proposal prices, the unit price shall govern and the total price shall be revised accordingly.

Please follow the instruction on the RFP Pricing Worksheet and only complete the "Unit" pricing column.

24. Terms of Payment

All terms of payment are to be in accordance with Mississippi statutes after the project has been approved and inspected as a complete job by "The Client".

25. Turnkey Solution

All proposals are to provide a turnkey solution for installation of Distance Learning Equipment. "The Client" agrees to certify acceptance by location to establish an incremental performance baseline. However, the final system installation shall provide the capabilities specified in Section II, Detailed Specifications.

26. Longevity of Price Quotation

Any prices quoted in the bid responses will remain in effect until 6/26/2022.

II. Detailed Specifications

Must be a company with offices and technical personnel within two hours of North Pike School District

Must be certified to provide ALL the products specified in the bid, and must be a member of the MS EPL reseller list for each of the brands included in this RFP

Must be able to integrate the use of ALL the products and provide interoperability training for ALL the brands of equipment included in the RFP

Must use NEW original manufacturer equipment for all items. All items are specifically to bid per the manufacturer's part number if bidding the brand specified. If bidding an equivalent brand, bidder must provide proof that the products bid are, in fact, equivalent, including all the products and services.

Installation of all infrastructure licenses and endpoint Group video Conferencing Systems will be provided by the reseller.

Vendor is totally responsible for the integration all the products to work cohesively, and must provide any miscellaneous parts and services to provide a fully operational system.

Vendor must provide a minimum of three MS K-12 RUS Grant references where the vendor has sold and implemented video conferencing systems and peripherals. At least one of the references must include multiple districts utilizing an on-premise infrastructure solution to provide calling capabilities and management of the video systems. All references must include installation, training, and on-going maintenance and support.

Proposed products must meet all the following technical specifications:

- Additional licenses to support video endpoints, firewall traversal, centralized management, reporting and call detail records to be provided and installed for existing on-premise Clariti Infrastructure at Marion County.
- Video codec User Interface native Touch Support (endpoint UI must have full touch functionality through the Interactive touch display via standard usb connection to codec)
- Native registration of each codec directly to Microsoft SFB/O. No gateway option will be considered.
- Noise Block Audio feature (cancels distracting non-human speech sounds)
- Acoustic fence audio segmentation (defines specific audio pick up area)
- Music Mode (ability to equalize audio from content source)
- H.264 High Profile (provides 720p resolution/30fps at 512Kbps + overhead)

III. “The Client’s” Responsibilities

A. Access for Installation

“The Client” will, during the progress of the installation, allow “The Vendor” and its employee’s access to the premises and facilities at all reasonable hours or at such hours as “The Client” representative and “The Vendor” agree upon.

“The Client” will provide access to existing conduit or the placement of new conduit if necessary, to all work locations, floors, buildings, etc., to support the media installation and provide Vendor access to these adjacent areas where and when required.

B. Heating/Cooling

Provide heat or cooling when required and general illumination in rooms where work is to be performed by “The Vendor”.

C. Inspections

Promptly make inspections when notified by “The Vendor” that the equipment or any part thereof, is ready for installation.

D. Electrical

“The Client” sites will provide all electrical needs.

E. Delay in Work

It is understood that “The Vendor” will not be held accountable for any delays caused by “The Client”.

IV. “The Vendor’s” Responsibilities

A. Provision

“The Vendor” must provide all supervision, tools, equipment, hardware and wiring materials as specified; transportation, erection, construction, unloading, inspecting, and keeping inventory as specified in attached contract documents. Whenever in the Contract the terms "provide, furnish, supply, install, etc.", can be interpreted as requiring “The Vendor” both to furnish and/or install materials, unless specific provisioning/installation of the materials by “The Client” is denoted.

B. Firewalls

Provide for the installation of all conduits and sleeves through firewalls and application of fire-stopping materials as required to meet codes.

C. Ceiling Tiles

Provide for the removal and reinstallation of all ceiling tiles as needed. Any broken ceiling tiles will be replaced with equal or better quality of the damaged ceiling tiles.

D. Identification

“The Vendor” will identify to "The Client" any work necessitating cutting into or through any part of the building structure such as girders, beams, concrete, tile floors or partition ceilings.

E. Permits

“The Vendor” shall obtain all necessary county, municipal, and/or state work/building permits.

F. Damage

“The Vendor” will be responsible for repairs of damage to the building, roads, equipment, existing cable, or property. “The Vendor” will promptly report to a representative of “The Client” any such damage to the building, roads, equipment, existing cable, or property that may occur while performing work in the facilities.

G. Installation

Install any wire, cable, and/or associated hardware in accordance with the manufacturer’s specifications. All cabling and equipment shall be sufficiently labeled such that the equipment designation or purpose, interconnections and cabling endpoints can be easily determined.

H. Test and Inspections

Conduct tests and inspections in the presence of a “The Client” technical representative after installation has been completed in order that “The Client” may be assured that the requirements for the installation are met.

I. Completion Notification

Promptly notify “The Client” designated contact of completion of this proposed project.

J. Defects

“The Vendor” will promptly correct all defects for which “The Vendor” is responsible.

K. “The Client” Contact

“The Vendor” must coordinate all work with “The Client” designated contact.

L. Cleanup

Upon completion of the work each day, “The Vendor” must remove all tools, equipment, rubbish and debris from the premises and must leave the premises clean and neat and in the same condition as it was found.

M. Subcontractors

“The Vendor’s” may not use subcontractors to perform work without prior approval by “The Client”.

N. Testing

“The Vendor” will provide “The Client” with complete detailed test results. The test results must be delivered to “The Client” before payment.

O. Warranty

This system is to be provided as a turnkey solution and requires “The Vendor” to provide complete maintenance and warranty the system in full.

P. Codes, Standards, and Ordinances

All work shall conform to the latest edition of the National Electrical Code, the Building Code, and all local codes and ordinances, as applicable. ANSI/TIA/EIA-568-A and ANSI/EIA/TIA-569 shall be adhered to during all installation activities. Should conflicts exist with the foregoing, the authority having jurisdiction for enforcement will have responsibility for making interpretation

Q. Safety

“The Vendor” shall take the necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. “The Vendor” shall at all times comply with the regulations set forth by federal, state, and local laws; rules; and regulations concerning “OSHA”, and all applicable state labor laws, regulations, and standards. “The Vendor” shall indemnify and hold harmless The Customer from and against all liabilities, suits, damages, costs, and expenses (including attorney’s fees and court costs) that may be imposed on The Customer because of “The Vendor”, subcontractor, or supplier’s failure to comply with the regulations stated herein.

R. Patents and Royalties

“The Vendor”, without exception, shall indemnify and hold harmless The Customer and its employees from any liability of any nature or kind, including costs and expenses for or on account of any trademarked, copyrighted, patented, or non-patented invention, process, or article manufactured or used in the performance of the Contract, including its use by The Customer. If “The Vendor” or subcontractor uses any design, device, or material covered by letters, patent, trademark, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

S. Indemnification

“The Vendor” shall indemnify and hold harmless The Customer, its agents and employees from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operation connected with this Contract; or by consequence or any negligence (excluding negligence by The Customer, its agents, or employees) in connection with the same; or by use of any improper material or by or on account of any act or omission of said Vendor or its subcontractors, agents, servants, or employees. “The Vendor” further agrees to indemnify and hold harmless The Customer, its agents or employees, against claims or liability arising from or based upon the violation of any federal, state, county, city, or other applicable laws, bylaws, ordinances, or regulations by “The Vendor”, its agents, associates, or employees.

The indemnification provided above shall obligate “The Vendor” to defend at its own expense or to provide for such defense, at The Customer’s option, of any and all claims of liability and all suits and actions of every name and description that may be brought against The Customer which may result from the operations and activities under this Contract whether the installation operations be performed by “The Vendor”, subcontractor, or by anyone directly or indirectly employed by either.

The award of this Contract to “The Vendor” shall obligate “The Vendor” to comply with the foregoing indemnity provision; however, the collateral obligation of insuring this indemnity must be complied with as set forth.

North Pike School District
RFP BID RESPONSE FORM

This signature sheet must be returned with your proposal as a part of your response.

Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	
Fax No.	E-Mail Address
Circle one: -- Individual -- Partnership – Corporation	
If a corporation, incorporated under the laws of the State of__	
Licensed to do business in the State of Mississippi? ___yes ___no	

References

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

Name of Client / Company	
Contact Name	
Contact Phone Number	
Contact Email Address	
Description of project	

BID SUBMISSION

**The following Attachments are to be submitted
with the worksheets above:**

- *Copy of Polycom Video Certifications*
- *Copy of Polycom Infrastructure Certifications*
- *Copy of MS EPL for each manufacturer certifications*
- *Specifications of products proposed*
- *3 References for similar RUS K-12 installations as described in the specifications*
- *Completion of the attached RFP Pricing Worksheet.*
- *Forms Signed by Each Site (not just the district) certifying vendor walk through*