



**“Completely Committed to Kids”**

Phone: 734-782-2441  
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Huron School District  
32044 Huron Driver Drive  
New Boston, MI 48164

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**The Huron School District Board of Education, New Boston, Michigan**

**Hereby**

**Invites the submission of sealed bids for the purchase of:**

**New Phone System**

**Date of Release: May 1st, 2018**

**Bid Due Date: May 31st, 2018**

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## SECTION 1. SCOPE OF BID

### 1.1 Bid Intent and Requirements

- 1.1.1 Huron School District, also referred to as HSD, desires to receive bids for the purchase of an upgrade/replacement to its existing phone system.
- 1.1.2 In general, the components of the Project (defined in more detail in Section 3) are:
  - Provide a new phone system with voicemail and requested features.
  - Provide servers and storage required by the new phone system.
  - Provide, place, and configure 275 new handsets. Remove existing handsets.
- 1.1.3 A vendor may choose to bid on as many of these sections as desired, or may bid on all or none of them.
- 1.1.4 Bidding vendors may suggest alternate configurations or pricing considerations, that extend beyond the base bid, for consideration by the district. However, these considerations must be submitted as an "Alternate Bid" on VRF #4.7.
- 1.1.5 Bids that do not include all Vendor Response Forms (VRFs) completed in their entirety may be disqualified.

### 1.2 Bid Security / Performance Bond

- 1.2.1 A bank money order, certified check or bid bond must accompany all Proposals by a recognized surety company for not less than five percent (5%) of the amount of the Proposal submitted and made payable to the School District as required by MCL 380.1267. This bank money order, certified check or bid bond is a guarantee the Selected Contractor will, in case its Proposal is accepted, enter into a contract with the School District within thirty (30) days, unless extended by the School District, to construct the Project proposed and to give satisfactory performance and payment bonds in the amount of the contract as specified. The bank money order, certified check or bid bond of the Selected Contractor will be forfeited to the School District upon failure to enter into such contract and to give such bonds. The bank money order, certified check or bid bond of the Selected Contractor will be returned as soon as the contract is signed by the Selected Contractor and returned to the School District.

### 1.3 Dates Relative to Submitting a Bid

Release "Request for Proposal" to vendors	May 1st, 2018
Pre-bid meeting and Walk-through	May 9th, 2018 at 2:00pm in the board room
Deadline for Questions	May 15th, 2018
Deadline for vendors to submit bids	May 31st, 2018, Prior 1:00 p.m.
Public bid opening	May 31st, 2018 at 1:00 p.m. in the board room



#### 1.4 Location of Pre-Bid Meeting

All vendors are invited to attend.

Huron School District Board of Education  
32044 Huron Driver Drive  
New Boston, MI 48164

#### 1.5 Bid Submission

Bids must be **sealed and clearly marked** on the outside:

##### **Phone System Upgrades**

Bids must be submitted with (1) Original and (2) copies to:

Clifton Mullins, Technology Support Specialist  
Huron School District  
32044 Huron Driver Drive  
New Boston, MI 48164

**Late bids will not be accepted.**

**Faxed bids and bids submitted via Electronic Mail will NOT be accepted and may disqualify any sealed bids submitted by the vendor.**

#### 1.6 Location of Public Bid Opening

All bids will be publicly opened and read at the Bid Opening on **May 31st, 2018, at 1:00 p.m.**  
All vendors are invited to attend.

Huron School District Board of Education  
32044 Huron Driver Drive  
New Boston, MI 48164

The bid opening will be held in the board room

#### 1.7 Bid Clarifications

Questions regarding this proposal should be sent to [technology@huronschools.org](mailto:technology@huronschools.org)

***Bid questions must be received no later than May 15th, 2018.***

Clarifications will be posted on Huron School District Website through a shared google document and made available to all vendors on the original bid request list as soon as they become available.



## **SECTION 2. INSTRUCTIONS AND EXPECTATIONS**

### **2.1 Vendor Eligibility**

#### **2.1.1 Age**

Vendor must be of lawful age as defined by the State of Michigan.

#### **2.1.2 Established Firm**

Vendor must be a firm established not less than 3 years in the field for which this bid is solicited.

#### **2.1.3 Authorized Distributor**

Vendor must be an authorized distributor of products being bid and can provide appropriate documentation on request.

#### **2.1.4 Conflict of Interest**

No employee of HSD, or any officer or person whose salary is payable in whole or in part by HSD, may be directly or indirectly interested in this bid or any portion of the profits derived from it.

All bids must be accompanied by a sworn and notarized statement (VRF #4.3) disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board of Education or the Superintendent of the Huron School District. No bid shall be accepted that does not include this sworn and notarized disclosure statement.

#### **2.1.5 Collusion**

Under penalty of perjury, the vendor certifies that their bid has not been arrived at collusively or otherwise in violation of Federal or State anti-trust laws. The vendor also certifies that their bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

### **2.2 Bid Submission**

#### **2.2.1 Vendor Response Forms**

One set of Vendor Response Forms (VRF) is provided. Original VRFs must be returned along with 2 copies of the complete set of VRFs for the proposal to be considered valid.

#### **2.2.2 References**

Vendor must provide five (5) references of which three (3) must be educational environments using products similar to those being proposed in the bid response.



### 2.2.3 Taxes

Any prices quoted to HSD are net including shipping and delivery charges and exclusive of all federal, state and municipal sales and excise taxes. Exemption certificate will be provided upon request.

### 2.2.4 Confidential Information

As a public entity, HSD is subject to the Michigan Freedom of Information Act (FOIA). Information contained in proposals may be subject to FOIA requests.

### 2.2.5 Proposal Preparation Costs

The vendor is responsible for any and all costs incurred in responding to this request for proposal.

## 2.3 Bid Award

### 2.3.1 Current Market Value

Prices are based on current market value with agreement to invoice according to any price reduction that may occur prior to final delivery. **Additional purchases of like model or better may be made based on the bid price or lower for a period of six (6) months after the original purchase order is placed.**

### 2.3.2 Evaluation Criteria

The District will consider all information provided by the vendor in the bid response as a part of the evaluation process. In addition, the following criteria shall be included, but not limited to, for consideration in evaluating the bids (the listed order of the criteria is not necessarily indicative of the order of importance):

- Cost of equipment
- Specifications of equipment
- References of vendor
- Serviceability of equipment
- Standardization of equipment
- Network management of equipment
- Delivery timeline for equipment ordered
- Toll-free tech support

### 2.3.3 Right to Request Additional Information

The District reserves the right to request any additional information that might be deemed necessary after the completion of this document.

### 2.3.4 Compliancy

Vendors responding to this RFP are accountable for understanding the needs of HSD and complying with all bid requirements herewith or noting any exceptions to their ability to meet the requirements as described.



### **2.3.5 Additional Charges**

No additional charges, other than those listed on the VRFs, shall be made against the district.

### **2.3.6 Bid Award**

The District reserves the right to reject any or all bids in whole or in part. In addition, HSD reserves the right to award the bid separately or in total, or for reasons of establishing uniformity, to other than low bidder.

### **2.3.7 Pricing Eligibility Period**

All vendor proposal bids are required to be offered for a term not less than 90 calendar days in duration from the date of the formal bid opening.

### **2.3.8 Bid Specification Errors**

Vendors will not be allowed to take advantage of any errors and/or omissions in the specifications of this proposal.

### **2.3.9 Proposal Computations**

The vendor will be responsible for validating any quantities, costs and calculations contained in the proposal. Figures that are omitted, incorrect or calculated improperly will not result in a financial burden to HSD.

### **2.3.10 State of Equipment**

Vendor certifies that all equipment and parts furnished to HSD will be original and new. No refurbished, previously owned and/or used equipment will be acceptable to HSD.

## **2.4 Expectations**

### **2.4.1 Compliance with Local, State and Federal Law**

In providing goods and services to HSD, the vendor will adhere to all applicable federal, state, and local laws and regulations. The District will remain harmless for any liability from vendor failure to comply with said laws.

### **2.4.2 Equal Employment Opportunity Requirements**

The vendor, and any sub-vendors associated with such, will abide by all of the guidelines and regulations set in the Equal Employment Opportunity and Affirmative Action regulations. Vendor failure to comply with these regulations will offer HSD just cause for immediate termination of any and all contracts with HSD.

### **2.4.3 OSHA Compliance**

The vendor, and any sub-vendors associated with such, will abide by all of the guidelines and regulations set in the Occupational Safety and Health Act (OSHA). Vendor failure to comply with these regulations will offer HSD just cause for immediate termination of any and all contracts with HSD.



#### **2.4.4 Smoking On School Property**

As defined by the State of Michigan, smoking or the use of tobacco products is not allowed during normal school hours in any District-owned buildings or vehicles. Smoking is only allowed outside on days when school is not scheduled or after 6:00 pm on days during which there are classes.

#### **2.4.5 Appropriate Behavior and Dress**

The vendor, including any sub-vendors associated with such, is expected to dress and act in a professional manner congruent to an educational environment when working in any District-owned building. Specific questions about behavior and dress issues can be directed to the Human Relations office of HSD. Vendor personnel are required to check in with the office and display picture ID while at any District site. Failure to comply with these policies offers HSD just cause for immediate termination of any and all contracts with the vendor.

#### **2.4.6 Workmanship and Quality of Products**

The vendor is responsible for all goods and services supplied to HSD, including workmanship and furnishing systems/materials without defects. All goods and/or services must be suitable for intended use as supplied - the original manufacturer must approve any modifications in writing.

#### **2.4.7 Safeguarding District Property**

The vendor will be responsible for preventing degradation of any District property, including but not limited to equipment, buildings, or infrastructure. Any damage to District facilities caused by the vendor, including any sub-vendors associated with such, shall be repaired to original functionality with all financial obligations from said repairs being paid by the vendor.

#### **2.4.8 Liability**

The vendor agrees to hold and save the school system, its officers, agents and employees harmless from liability of any kind, including costs and expenses with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment, materials, supplies or service furnished by selected vendor.

#### **2.4.9 Insurance**

No work connected with this project may start until the selected vendor/contractor has submitted a Certificate of Insurance executed by the selected vendor/contractor's insurance carrier showing required insurance coverage and Huron School District is named as additional insured on said policy. An endorsement or statement waiving the right of cancellation or reduction in coverage, unless thirty (30) days prior written notice is given to the District by registered or certified mail, shall be included. As a condition of performing work as a vendor/contractor, you must provide the District with satisfactory evidence of insurance coverage.





#### **2.4.10 Date Compliance**

All applications and systems in software and/or hardware, including all their related supporting data and files, will function correctly when dealing with dates/time.

#### **2.4.11 Hardware Compliance**

All hardware components must be the same make and model for all equipment being purchased from this bid. Any deviations must be presented to HSD in writing and written acceptance by HSD received by Vendor before deviations will be considered acceptable.

### **2.5 Summary of Vendor Response Forms**

Supplied with this RFP are Vendor Response Forms (VRF). These forms provide the format for the response and must be completed and submitted with your proposal to be considered. The following describes the forms provided in Section 4 – Vendor Response.

#### **2.5.1 VRF 4.1 – Vendor References**

Vendor must provide five (5) references, of which a minimum of three (3) are to be educational environments using hardware similar to that contained in the bid.

#### **2.5.2 VRF 4.2 – Identification of Responsibility**

The individuals responsible for specific tasks, as identified on the form, need to be established along with appropriate contact information.

#### **2.5.3 VRF 4.3 – Affidavit of Bidder – Familial Disclosure**

All bidders must complete the disclosure statement in compliance with MCL 380.1267.

#### **2.5.4 VRF 4.4 – Affidavit of Compliance - Iran Economic Sanctions Act**

All bidders must complete an Iran Linked Business Affidavit form.

#### **2.5.5 VRF 4.5 – Cost Summary**

Cost summary for purchases as defined in Section 3

#### **2.5.6 VRF 4.6 – Proposer Acknowledgement of RFP requirements**

All bidders must complete an acknowledgement of RFP requirements

#### **2.5.7 VRF 4.7 – Vendor Supplements**

Vendor may optionally choose to include any additional information for consideration by HSD in determining Vendor's qualifications. Optional information may include alternate configurations, extended warranty information, or any other options that the vendor deems of value to the purpose of this bid.



## SECTION 3.0: SPECIFICATIONS OF SYSTEMS

### 3.1 Phone System Specifications

#### INTRODUCTION

These Product and Services Specifications provide the Bidder with the Telephone System requirements for the turnkey upgrade project for HSD. The Telephone System Specifications is set forth to provide information that assists the Bidder to bid the engineering, hardware, labor, and project management to complete the system upgrades. Please describe in detail training and support that will be included.

- 3.1.1 HSD is using AT&T SIP with PRI handoff. The desire is to go to pure native SIP. The bid should be designed for SIP trunks and use existing POTS lines. Current Unified communication manager is version 7.x. Handsets currently deployed are end of life / end of support Cisco IP phones and should be replaced.
- 3.1.2 The chosen vendor is responsible for proposing any and all items required for a complete Telephone System upgrade even though it may not be identified in the specifications incorporated herein this RFP. **A detailed bill of material and labor costs is a requirement and must be attached to the bid to be considered.**
- 3.1.3 The successful Bidder shall meet or exceed all requirements for the Telephone System described in this RFP and any Bid attachment documents provided by the District.
- 3.1.4 Phone system should have the following basic or standard features: Speakerphone. Distinguish internal calls from external calls and route to appropriate groups. Incoming callers must have the option to transfer out of a call path/control to a directed number, central answering position, and/or specific extension. Missed call log for internal and external calls. On hold light for internal and external calls. Company directory. Soft keys / soft buttons on all handsets. Automatic Call Back (Redial), Call Block, Call Forwarding (Ring no answer external and internal), Call Hold, Call Park, Busy Override, Call Pick-up (Directed and Group), Call Queuing, Camp-on (Call Waiting) Conference Calling, Day/Night Class of Service) Direct Inward Dial (DID), Direct Outward Dial (DOD) Disconnect Supervision, Do not Disturb, Flexible Numbering Plan, Forced and Verified Authorization Codes, Incoming Call Identification (Caller ID: Name, Number, Last Number Redial) Least Cost Routing, Music/Message on Hold, Multiple Console Operation, Night Ring Assignments, Power Fail Transfer (PFT), Remote Diagnosis, Remote moves, adds and changes, Restrictive Station Control, Station to Station Dialing (3, 4 or 5 digit), System Security Codes, Toll Restriction (0 /1 Access, By Area Code), Trunk Hunting (Inbound and Outbound), Call Recording, Gigabit pass-through.
- 3.1.5 The telephone system shall be capable of being administered via a web browser attached to the network. The System administrator shall be capable of complete system back-up and full system restoration from a previously saved configuration. System reporting shall include, but not be limited to: Real time trunk and gateway status, Historical trunk and gateway utilization for administrator defined period, Status of all system and call routing components, Real time Station status, Real time call trace capability, Complete historical call detail reporting



- 3.1.6 The telephone system shall connect across the district's fiber optic network to provide for 3 digit dialing.
- 3.1.7 All building sites shall have system survivability (redundant call processing) that provides basic telephone system functionality to local and Public Switched Telephone Network lines in the event of a Wide Area Network outage.
- 3.1.8 The telephone system shall be configured to provide Quality of Service for delivery across the HSD network. Call quality will be maintained at the public switched telephone circuits.
- 3.1.9 The telephone system shall comply with all federal, state, and local Laws, policies, and guidelines for phone systems. Paying special attention to e911, ADA, and TDD compliancy.
- 3.1.10 If a power outage is to occur, upon restoration, the telephone system will load independently returning to its fully functional state.
- 3.1.11 The phone system servers should have redundancy at deployment. Servers with redundant power supplies, internal storage, load balancing, and failover. The proposed telephones will be connected to existing Category 6 cable drops. The service provider should quote all necessary patch cables in the proposal. The district's current switching environment is vastly PoE. In the event PoE switching isn't available at a building site, switching should be included in the bid.

**3.1.12 Voice Message System**

Voice messaging system will have a capacity of 400 mail boxes on the onset and be expandable to 500 without need for additional hardware capacity. The following fully functional features should be included in the voice mail system: Record personal greetings, Message waiting and missed call indicators. User set passwords and admin password reset capabilities, Time / calendar based greetings for voice mail boxes. Message forwarding, Message reply, Dial by name from directory. Transfer messages to other system users and append them with comments. Reports will be availability by the system, with details on usage for voice mail boxes, and call attendants.

**3.1.13 Unified Communications Application / Soft Phone**

Phone system must have an available communications application or softphone application that is compatible with Windows, Android, MAC, and IOS devices. The unified communications application or softphone application should support at a minimum basic internal and external call functions, voicemail functions, and e911 compliance on network.

**3.1.14 Emergency Response e911 Maintenance Application**

Assist with maintaining the Automatic Location Information (ALI) database when an IP phone is relocated. Notifies building staff if a 911 call is placed. Facilitates PSAP callback to reach the most recent callers from each location, including callers from stations without direct-inward-dialing (DID) numbers.



## **SECTION 4: LIST OF VENDOR RESPONSE FORMS (VRF)**

- 4.1**    VRF 4.1        Vendor References
  
- 4.2**    VRF 4.2        Identification of Responsibility
  
- 4.3**    VRF 4.3        Affidavit of Bidder – Familial Disclosure
  
- 4.4**    VRF 4.4        Affidavit of Compliance - Iran Economic Sanctions Act
  
- 4.5**    VRF 4.5        Cost Summary
  
- 4.6**    VRF 4.6        Vendor Supplements



**HURON SCHOOL DISTRICT**

**REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.1**

**Vendor References**

**A minimum of 3 references must be for educational environments using hardware similar to that contained in the bid.**

Name of Vendor and Company: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

School District/Company	Contact Name and Title	Phone/Email
1.		
2.		
3.		
4.		
5.		
<b>Signature of Vendor</b>		<b>Date</b>



**HURON SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.2**

**Identification of Responsibility**

**4.2.1 Person(s) responsible for bid clarifications**

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Name / Title	Phone	Email
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**4.2.2 Person(s) responsible for coordinating sales and delivery (product, prices, availability, etc)**

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Name / Title	Phone	Email
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**4.2.3 Person(s) responsible for software technical assistance (configuration of phones, faxes, etc)**

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Name / Title	Phone	Email
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**4.2.4 Person(s) responsible for hardware technical support for District technicians (able to provide support beyond the entry level)**

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Name / Title	Phone	Email
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HURON SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.3

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized office of \_\_\_\_\_  
\_\_\_\_\_ (the "Bidder"), pursuant to the familial disclosure requirement  
provided in the advertisement for Request for Proposals for Phone System Upgrades,  
hereby represent and warrant, except as provided below, that no familial relationships  
exist between the owner(s) or any employee of \_\_\_\_\_ and  
any member of the Board of Education of the School District or the Superintendent of the  
School District.

List any Familial Relationships:

- 1.
- 2.
- 3.
- 4.
- 5.

**BIDDER:**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN    )  
  )ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me on the \_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_  
\_\_\_\_\_.

\_\_\_\_\_

\_\_\_\_\_, Notary Public  
\_\_\_\_\_, County, Michigan

My Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_







HURON SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.5

**SECTION 4: COST SUMMARY FOR PURCHASE OF PHONE SYSTEM UPGRADES**

Specifications must be attached to VRF#4.5 for the specific products being bid and not be a generic listing of available options.

**4.1 Total Cost of Proposal (Base Bid)**

Total Amount \_\_\_\_\_

**Please attach a detailed bill of materials or your bid will not be considered**



HURON SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.6

**PROPOSER ACKNOWLEDGMENT OF RFP REQUIREMENTS**

The undersigned declares that he/she has carefully examined the instructions and specifications contained in the RFP and will perform the work and services set forth in its sealed Proposal for the price set forth in its sealed Proposal.

**Any exceptions to the terms and conditions contained in this RFP or any other special considerations or conditions requested or required by the Bidder MUST be specifically enumerated by the Bidder and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of the RFP cannot be met by, or, in the Bidder's opinion, are not applicable to, the Bidder. The Bidder shall be required and expected to meet the specifications and requirements as set forth in this RFP in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Bidder's Proposal and those exceptions or special considerations or conditions are expressly accepted by the School District. All Pricing factors must be clearly indicated in the Proposal Forms provided as part of the Bidder's Proposal.**

Name of Bidder:

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Address:

---

City/State/Zip:

---

Phone/Fax:

---

Representative/Title:

---

Signature:

---

Date: \_\_\_\_\_



**HURON SCHOOL DISTRICT  
REQUEST FOR PROPOSAL  
VENDOR RESPONSE FORM #4.7**

**Vendor Supplements**

**Optional:** Add any additional information relevant to the bid to be considered by HSD. This may include, but is not limited to: alternate configurations, pricing considerations, extra items not specified in the bid or additional warranty programs.

If you do not have additional information to submit, please note as such on this form.



**SECTION 5: Exhibits**

**Exhibit 5.1  
List of School District Facilities**

<b>Include?</b>	<b>Building Name</b>	<b>Address</b>	<b>City/State</b>
Yes	Huron High School	32077 Huron River Drive	New Boston, MI
Yes	Renton Junior High	31578 Huron River Drive	New Boston, MI
Yes	Brown Elementary School	25485 Middlebelt Road	New Boston, MI
Yes	Miller Elementary	18955 Hannan Road	New Boston, MI
Yes	Board of Education	32044 Huron River Drive	New Boston, MI
Yes	Maintenance	32042 Huron River Drive	New Boston, MI
Yes	Sunny Side	24820 Merriman Road	New Boston, MI
Yes	Transportation	24870 Merriman Road	New Boston, MI

