

REQUEST FOR QUOTATION	<h1>TROY SCHOOL DISTRICT</h1> <p>1140 RANKIN, TROY, MICHIGAN 48083</p> <p>248-823-4052</p> <p>FAX: 248-823-4077</p>	
No. 9699		
DUE DATE NO LATER THAN 1/5/11 3 p.m.		DATE 11/11/10

**REQUEST FOR QUOTE - NOT AN ORDER**

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST  
BID ENVELOPE ENCLOSED

**THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER**

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with PRI LOCAL ACCESS AND LONG DISTANCE TELEPHONE SERVICE</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;"><a href="http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</a> (right column)</p> <p><b><i>FACSIMILE BID IS NOT ACCEPTABLE</i></b></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

**THIS AREA MUST BE FILLED IN**

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

**Note:** All bidders are specifically reminded that a completed Affidavit of Bidder (Familial Disclosure) MUST be completed and submitted with the bid response. Failure to include a completed copy will be grounds for disqualification of bid. The Affidavit of Bidder is required to be notarized for construction bids only. All others only require completion and signature.

**AFFIDAVIT OF BIDDER**

The undersigned, the owner or authorized officer of \_\_\_\_\_ (the "Bidder), pursuant to the familial disclosure requirement provided in the \_\_\_\_\_ (the "School District") advertisement for construction bids, hereby represent and warrant except as provided below, that no familial relationships exist between the over(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:

**BIDDER:**

\_\_\_\_\_

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

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

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

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, by \_\_\_\_\_.

\_\_\_\_\_

,Notary Public

\_\_\_\_\_County, Michigan

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

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

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## PROJECT SUMMARY

### 1.0 GENERAL

- A. Troy School District (the "Owner") is soliciting proposals until 3:00 p.m. January 5, 2011 for the purchase of:

1. Local Access and Long Distance Telephone Services (PRI)

- B. All questions and correspondence concerning this Request For Bid ("RFB") must be submitted in writing to the District's bid coordinator. Address all correspondence and questions to:

Attn: PRI Phone Services Bid Coordinator  
c/o Troy School District Technology Department  
Services Building  
4420 Livernois Rd  
Troy, MI 48098  
Email: [bids@troy.k12.mi.us](mailto:bids@troy.k12.mi.us), Subject "PRI Phone Service Question"  
Fax: 248-823-5050

All valid questions received in a timely manner, along with the District's responses will be posted via addendum on the District's Web site at

[http://www.troy.k12.mi.us/purchasing/items\\_out\\_for\\_bid.htm](http://www.troy.k12.mi.us/purchasing/items_out_for_bid.htm).

Questions will be accepted no later than 4:00 p.m. on December 15, 2010. Vendors are responsible for confirming their response against the list of posted questions. All other communication with District staff regarding this bid request is prohibited, and may be cause for rejection of bid.

- C. Sealed bids will be received up to the time noted above and should be labeled and delivered to:

Bid Number 9699  
Local Access and Long Distance Telephone Services (PRI)  
Troy School District  
Attn: Frank Lams  
1140 Rankin  
Troy, Michigan 48083

- D. The Owner reserves the right to accept or reject any and all proposals, or any part of any proposal, without penalty. The Owner may award a contract to a single prime contractor for all elements for the entire project or may award any of the elements separately.
- E. No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for at least ninety (90) days. All responses must be on the Bid Form that has been enclosed with this RFB.
- F. The formal proposals to be received will be evaluated by several criteria including, but not limited to costs, concurrence with requirements, and installation schedule.

## 1.1 INTRODUCTION

- A. The intent of this RFB is to secure under contract, Local Access and Long Distance Telephone service rates for the Owner.
- B. The Contractor's Universal Service Fund (USF) Service Provider Identification Number (SPIN) **MUST** be included in the bid proposal. Questions regarding the USF project should be directed to 888-203-8100.
- C. This project qualifies for USF FY 2011 funding. No invoice will be dated before July 1, 2011.

This contract is 100% conditional upon Universal Service Funding. Further, the District reserves the unrestricted right to reduce the contract amount by reducing the scope of work and/or components in order to meet budget requirements in the event the level of the USF discount is reduced. Unit pricing as specified in the bid proposal, will be used to control contract adjustments. Any such action will be taken before specific work on a building or on a project component has commenced.

## 1.2 CURRENT SITUATION

- A. The Owner has implemented a District-wide telephone system. All buildings are linked together by a fiber optic, wide area network. The Owner has consolidated local access services via four (4) ISDN – Primary Rate Interface (PRI) circuit(s). The District currently utilizes and intends to retain the following DID blocks:

248.823.2700-4199  
.4300-5299  
.8300-8399

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- B. Every school building has retained limited analog circuits for survivability issues, bid out under a separate project.
  - C. Local service is currently provided via ISDN-PRI circuits into 4420 Livernois, Troy MI 48098.
  - D. The proposal must allow the Owner to separate Local Service, Intra-LATA and Inter-LATA calls in their evaluation.
  - E. The Contractor shall itemize all miscellaneous charges for directory assistance, operator assisted calls and calling card placed calls.
  - F. The Contractor shall include details on all optional billing services and billing methods available.
  - G. The Contractor shall provide at least five (5) references from clients of similar type and size that it currently provides these services to, Michigan K-12 educational accounts preferred.
  - H. The Contractor must provide the Owner with customer service support on a twenty-four hour, seven (7) day a week basis.
  - I. The Contractor will be **totally** responsible for the migration from the existing Local Service, Intra-LATA and Inter-LATA providers, to the services purchased from this bid, including number retention. The Contractor must coordinate all installation issues with the existing Local Exchange Carrier.
  - J. The Contractor shall describe what options the Owner would have while under contract to ensure that it receives continued value regarding Local, Intra-LATA and Inter-LATA calling services.
  - K. All PRI circuits must provide DID and DOD on a call-by-call basis.
  - L. The Contractor shall include a detailed itemization of its local calling area for the Owner. Flat rate local calling options are desired.
  - M. The Contractor shall identify all associated costs that the Owner would incur if it were to cancel any or all proposed services prior to any contract expiration.
  - N. In the attached Bid Form, all costs for service, including but not limited to, local access fees, 911 fees and federal and state access charges and taxes (if applicable) must be itemized.

- O. The Contractor shall identify the Owner's options with regard to number retention (e.g. portability). The Contractor shall also include any associated cost.
- P. The Contractor shall state any service/performance guarantees provided in association with the service offering in its bid proposal.

### 1.3 TIMETABLE

- A. The anticipated timetable of key dates for this RFB are as follows:

Last Date for Questions	December 15, 2010
Bids Due	January 5, 2011
Board Award to Contractor	January 18, 2011
Start Implementation	July 1, 2011
Complete Installation	July 8, 2011

**BID FORM**

Bid For: Local Access and Long Distance Telephone Services

Project: Troy School District  
Troy, Michigan

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

Bidder's Name: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

USF - SPIN \_\_\_\_\_

**Universal Service Fund**

This project is being submitted for funding to the Universal Service Fund (USF). The USF is a federal program designed to assist school districts in becoming more technologically advanced by paying portions of various technology-related systems and components. It is the intent of Troy School District (the "Owner") to meet all eligibility requirements for participation in the USF. The successful Contractor must accommodate the Owner's participation in the USF and comply with all procedures and payment policies set forth by the USF governing body for all eligible items.

**ISDN – Primary Rate Interface**

Monthly Cost Per Circuit* (1 & 3 year contract period)	1 year _____	One Time Installation _____
	3 year _____	One Time Installation _____
Monthly Cost Per Circuit* (include local calling as flat rate, 1 & 3 year contract)	1 year _____	Installation _____
	3 year _____	One Time Installation _____

\* Include and itemize **all** associated charges (e.g. state and federal access, portability, etc.)

Monthly Cost Per DID \_\_\_\_\_ One Time Installation \_\_\_\_\_

Monthly Calling Number Display \_\_\_\_\_ One Time Installation \_\_\_\_\_

Monthly Calling Name Display \_\_\_\_\_ One Time Installation \_\_\_\_\_

Local Calls \_\_\_\_\_ per call

Local Call Billing Options \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Per minute rate for:	CONTRACT PERIOD	
IntraLATA calls	1 year _____	3 year _____
InterLATA – Intrastate	1 year _____	3 year _____
InterLATA – Interstate	1 year _____	3 year _____

Minimum call billing (in seconds or minutes) \_\_\_\_\_

Additional billing rounding after minimum call period \_\_\_\_\_

Minimum monthly/annual billing revenue \_\_\_\_\_  
(Attach additional information if multiple minimums are offered)

Number of directory assistance calls included per month \_\_\_\_\_

Cost of Directory Assistance call after allowed number \_\_\_\_\_

Cost of Operator Assisted call \_\_\_\_\_

Cost of calling card call Flat Fee \_\_\_\_\_ Per Minute \_\_\_\_\_

Other volume discounts \_\_\_\_\_

\_\_\_\_\_

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Installation Timeframe \_\_\_\_\_

Installation or other costs not identified above \_\_\_\_\_

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Optional Billing Services and Costs \_\_\_\_\_

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Voluntary Alternates \_\_\_\_\_

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**ADDENDA**

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**WITHDRAWAL OF BIDS**

The undersigned agrees that his/her Proposal shall not be withdrawn for a period of ninety (90) days after the date set for receipt of Proposal.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACCEPTANCE OF PROPOSAL**

The undersigned agrees to execute a Contract for work covered by this proposal provided that he/she is notified of its acceptance within ninety (90) days after the bid opening.

The undersigned affirms that the bid was developed without collusion, undertaking, or agreement, either directly or indirectly, with other contractor(s) to maintain the prices of indicated work or prevent any other contractor(s) from bidding the work.

**SIGNATURE**

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
(Individual, Partnership, Corporation)

Affix Corporate Seal

By: \_\_\_\_\_  
(Authorized Signature of Contractor)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Telephone Number)

Instructions: Submit three (3) copies to the OWNER and retain one (1) copy for your files.

**Troy School District**  
**PRI Local Access/Long Distance Telephone Service**  
**Bid 9699**

	Cavalier Telecom		Telnet Worldwide		Paetec Communications - Fairport, NY		Paetec Communications - Tampa, FL	
	1-Year	3-Year	1-Year	3-Year	1-Year	3-Year	1-Year	3-Year
ISDN Primary Rate Interface								
Monthly Cost/Circuit	\$ 275.00	\$ 260.00	\$ 465.00	\$ 365.00	\$ 1,180.54	\$ 1,182.64	\$ 1,007.40	\$ 907.40
One Time Installation	250.00	-	-	-	N/A	N/A	-	-
Monthly Cost/Circuit incl. local calling	400.00	360.00	465.00	365.00	420.00	420.00	1,007.40	907.40
One Time Installation	250.00	-	-	-	N/A	N/A	-	-
Monthly Cost/DID	0.15		0.15		-		1.00/block of #'s	
One Time Installation	-		-		N/A		-	
Monthly Calling Number Display	-		Included		-		3.25	
One Time Installation	-		-		N/A		-	
Monthly Calling Name Display	-		Included		-		3.25	
One Time Installation	-		-		N/A		-	
Local Calls	-		-		-			
Per Minute Rate								
IntraLATA calls	0.029	0.029	-	-	0.0266	0.0266	0.03	0.03
InterLATA Intrastate	0.029	0.029	.02/min	.02/min	0.0266	0.0266	0.03	0.03
InterLATA Interstate	0.029	0.029	.02/min	.02/min	0.0245	0.0245	0.02	0.02
Minimum Call Billing	18 seconds		18 seconds		6 Second		6 seconds	

**Troy School District**  
**PRI Local Access/Long Distance Telephone Service**  
**Bid 9699**

	<b>Cavalier Telecom</b>		<b>Telnet Worldwide</b>		<b>Paetec Communications - Fairport, NY</b>		<b>Paetec Communications - Tampa, FL</b>	
	<b>1-Year</b>	<b>3-Year</b>	<b>1-Year</b>	<b>3-Year</b>	<b>1-Year</b>	<b>3-Year</b>	<b>1-Year</b>	<b>3-Year</b>
Add'l Billing Rounding	6 seconds		6 seconds		2 Digit rounded up to nearest .01		6 seconds	
Min. Monthly/Annual Billing Revenue	-		-		-		N/A	
Directory Assistance Included/month	-		-		-		-	
Cost of Directory Assistance	1.79		1.25		1.99		1.99	
Cost of Operator Assisted	1.79		1.25		1.99		Service not provided	
Cost of Calling Card								
Flat Fee			N/A		N/A		N/A	
Per Minute	0.12		N/A		N/A		0.12	