

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. 9700		
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 ANALOG LOCAL LOOP TELEPHONE SERVICE</p> <p style="text-align: center;">Copies of the bid are available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (left column)</p> <p style="text-align: center;">Bid recaps will be available at:</p> <p style="text-align: center;">www.troy.k12.mi.us/purchasing/items_out_for_bid.htm (right column)</p> <p><i>FACSIMILE BID IS NOT ACCEPTABLE</i></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: _____

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. Analog Local Loop Telephone Services

- 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: Analog Local Loop 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, Subject "Local Loop 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.

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 9700
Analog Local Loop Telephone Service
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, Analog Local Loop 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. Each building in the Troy School District is supplied by approximately two (2) local loop analog telephone lines to complement its District-wide fiber-based telephone system, bid out under a separate project. These lines provide survivability in case of failure of the fiber system, as well as provide service to alarm, fire, elevator, HVAC, and other safety and control systems.

B. Analog local loop service is provided at each of the following street addresses:

Barnard Elementary School

3601 Forge Dr.
Troy, MI 48083

Martell Elementary School

5666 Livernois
Troy, MI 48098

Bemis Elementary School

3571 Northfield Parkway
Troy, MI 48084

Morse Elementary School

475 Cherry
Troy, MI 48083

Costello Elementary School

1333 Hamman
Troy, MI 48085

Schroeder Elementary School

3541 Jack Drive
Troy, MI 48084

Hamilton Elementary School

5625 Northfield Parkway
Troy, MI 48098

Troy Union Elementary School

1340 E. Square Lake Road
Troy, MI 48085

Hill Elementary School

4600 Forsyth
Troy, MI 48085

Wass Elementary School

2340 Willard
Troy, MI 48085

Leonard Elementary School

4401 Tallman
Troy, MI 48085

Wattles Elementary School

3555 Ellenboro
Troy, MI 48083

Baker Middle School

1359 Torpey
Troy, MI 48083

Larson Middle School

2222 E. Long Lake Road
Troy, MI 48085

Boulan Park Middle School

3570 Northfield Parkway
Troy, MI 48084

Smith Middle School

5835 Donaldson
Troy, MI 48085

Athens High School

4333 John R
Troy, MI 48085

Troy High School

4777 Northfield Parkway
Troy, MI 48098

Niles Community High School

201 W. Square Lake Road
Troy, MI 48098

International Academy East

1291 Torpey Dr.
Troy, MI 48083

Central Office

4400 Livernois
Troy, MI 48098

Services Building

4420 Livernois
Troy, MI 48098

M&O/Purchasing

1140 Rankin
Troy, MI 48083

- C. The contractor shall provide both unit and package pricing to provide between one and three phone numbers to each physical location, as determined by the Owner after bid award.
- D. The Owner's current analog loop contract includes many unneeded lines. It is the Owner's intent to weed as many current lines as possible, and the successful Contractor is required to assist with this reduction process.
- E. The proposal must allow the Owner to separate Local Service, Intra-LATA and Inter-LATA calls in their evaluation.
- F. In most cases, long distance service is NOT required on these lines, and the Owner will request PIC locks on all numbers. Individual lines in certain instances may require LD service.
- G. Telephone numbers provided under this contract shall not be listed under directory assistance, and shall not accept directory assistance, operator assisted calls and calling card placed calls.
- H. The Contractor shall include details on all optional billing services and billing methods available.
- I. 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.
- J. The Contractor must provide the Owner with customer service support on a twenty-four hour, seven (7) day a week basis.

- K. 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. Existing numbers shall be provided to the successful Contractor.
- L. 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.
- M. The Contractor shall include a detailed itemization of its local calling area for the Owner. Flat rate local calling options are desired.
- N. 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.
- O. 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.
- P. The Contractor shall identify the Owner's options with regard to number retention (e.g. portability). The Contractor shall also include any associated cost.
- Q. 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	August 1, 2011

BID FORM

Bid For: Analog Local Loop 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.

Analog Local Loop Telephone Line

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
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)

Other volume discounts _____

Installation Timeframe _____

Installation or other costs not identified above _____

Optional Billing Services and Costs _____

Voluntary Alternates _____

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.