



# Strasburg School District 31J

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## **Request for Proposal 2023-01 Intercom – Hemphill Middle School**

**Proposal Submission Deadline  
September 8, 2023  
4:00 p.m.**

**Issued By**  
Darel Dodge  
Director of Technology  
August 18, 2023

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# A. GENERAL INFORMATION

## A.1 Organization Profile

Strasburg School District 31J is located approximately 30 minutes east of the Dever Metro area and serves 4 public schools and approximately 1,200 students in Adams and Arapahoe counties. The campus contains 1 middle school building which is where this intercom is located.

### A.1.1 Background

The middle school building contains approximately 35 rooms and approximately 85 speakers. Currently, the intercom system is working for “all calls” and calls made individually to each classroom. Intercom calls can only be placed from one designated phone. The bell system has worked intermittently. This RFP is looking to fix some speakers in a hallway that are not working and also looking to expand the functionality of the current system. We currently have a Simplex 5100 Series Central Processing Unit, an Architectural Acoustics PZS 14ORA Multi-zone Mixer/Amplifier, and a Advanced ITS Data Port Speakerphone.

## A.2 RFP Purpose

The purpose of Request for Proposal 2023-01 is to solicit and obtain a proposal to provide fixes to our current intercom system and also expand the functionality of the current system.

### A.2.1 Statement of Need

#### Repairs

- Fix 7 speakers in main and 6<sup>th</sup> grade hallway (See diagram)



Room #	Teacher/Staff	Is it working:	Does it have callback:	Notes:
103	Echer	No	No	I think speaker was turned off intentionally due to speaker directly outside
104	Nurse	Yes	Yes	
105	Devlin	No	No	I think speaker was turned off intentionally due to speaker directly outside
106	Lounge	Yes	Yes	
107	Nelson	No	No	I think speaker was turned off intentionally due to speaker directly outside
112	Cafeteria	Yes	Yes	
121	Library	Yes	Yes	
131	Gym	Yes	No	
134	STEM room	Yes	Yes	
139	Band room	Yes	Yes	
141	Lasecke	Yes	Yes	
143	McCoy	Yes	Yes	
144	McDowell	Yes	Yes	
145	Rome	Yes	Yes	
146	Neira/Lee	Yes	Yes	
147	BOCES	Yes	Yes	
161	Hauser	Yes	Yes	
162	Price	Yes	Yes	
163	Bomnskie	Yes	Yes	
164	Green	Yes	Yes	
165	Smith	Yes	Yes	
171	Abbott	Yes	Yes	
172	Schiller	Yes	Yes	
173	Neumann	Yes	Yes	
174	Hart	Yes	Yes	
Kitchen	Hickson	Yes	No	Can't be called individually
Bathrooms	n/a	Yes	No	Can't be called individually
Hallways	n/a	Mixed	No	Can't be called individually, 6th grade hallway not working

### **Bell System**

- Update bell system from current Simplex system
- Provide updated software and support for software
- Provide necessary infrastructure to support bell and intercom system (i.e., computer, etc.)
- Provide adequate staff training to ensure district employees can modify bell schedule and make other necessary system updates, as appropriate.
- Provide ongoing support for system including maintenance and technical enhancements.

### **Enhancements**

- Provide a redundant dedicated line to allow “all calls” to be placed from other locations throughout building
- Add call buttons in each classroom to ensure they can initiate a call to the front office

### **A.3 Contract Timeline**

Contract would be issued upon acceptance of a qualified bid approved by the Board of Education.

## **B. INSTRUCTIONS TO BIDDERS**

### **B.1 Schedule for Proposals and Evaluation Process**

RFP Released	August 8, 2023
Meeting to Discuss RFP with Vendors	August 24, 2023, 2pm
Deadline for RFP questions	August 29, 2023, 3pm
Deadline for RFP response to questions	August 31, 2023, 4pm
Proposal Submission Deadline	September 8, 2023, 4pm

### **B.2 Proposal Format**

In order to maintain comparability and consistency in review and evaluation responses, all proposals shall include all of the items specified below. Avoid elaborate promotional materials and provide only the information that is required. All supporting materials should clearly reference the portion of the RFP to which they pertain. Proposals not meeting the requirements below may be determined to be non-responsive; non-responsive proposals will receive no further consideration.

The Proposal will consist of one volume as organized below:

#### **Tab 1 – Scope and Pricing**

Separate the price for each area or entity described above. Indicate any exceptions to the scope of services with your proposed cost. Contractors are encouraged to provide their best financial incentives with the initial proposal, since the District reserves the right to award a contract based on initial proposals without further discussion or negotiation. Furthermore, if necessitated by the budget or desire of the District, District reserves the right to adjust the scope of services with the chosen Contractor and issue a contract for a different sum than what was originally bid.

#### **Tab 2 – Sample Insurance Certificate**

Provide a sample insurance certificate that meets the Districts minimum insurance requirements (outlined below).

#### **Tab 3 – References**

Provide 3 references for jobs similar in scope within the last 3 years. Please provide project location, price, and point of contact with current phone and email.

### **B.3 Preparation of the Proposal**

District shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal or for any work performed prior to the execution of the contract.

Each proposer is responsible for downloading and printing all RFP information; District does not print and distribute hard copies of information. However, if you do not have internet access or need assistance with obtaining this information, we can provide assistance.

District posts all official RFP correspondence on the following website:

<https://www.strasburg31j.com/departments-services/purchasing-vendor-information>

Discussion with anyone other than the Point of Contact, including other District personnel or officials, board members, members of the RFP preparation panel, members of the evaluation panel and/or any consultant or advisor retained by District for purposes of assisting District in securing the scope of services contemplated by this RFP is **strictly prohibited** (until such time as the contract has been fully executed).

#### **B.4 Bid and Performance Bonds**

There are no bid or performance bonds required for this project.

#### **B.5 Withdrawal of Proposals**

Any proposal may be withdrawn prior to the closing for the opening of bids or authorized postponement thereof. No proposal shall be withdrawn for a period of 90 days after the actual opening without a written request explaining the cause for the withdrawal and without the written consent of District after reviewing the cause.

#### **B.6 Submission of Proposals**

Electronically submit your pricing form, sample insurance and product specifications to [ddodge@strasburg31j.com](mailto:ddodge@strasburg31j.com); cc: [ntaylor@strasburg31j.com](mailto:ntaylor@strasburg31j.com). Bids received before the bid time will not be opened until bid time but email confirmation of receipt will be provided. Each bidder is responsible for ensuring their bid was received prior to bid time and late bids will be rejected.

All proposals must follow the exact format requested in this RFP. Failure to provide the requested information tabbed and in the exact order requested in this RFP, will inhibit District's ability to thoroughly review and score your proposal. The quality of the information submitted and the presentation of the submittal directly affects the score your proposal will receive. It is highly advisable that all instructions are followed and if there are questions about how and/or what to submit, Bidders should seek clarification at least seven (7) days prior to the proposal submission deadline.

Packages and files shall be opened by appropriate District officials or employees at the time specified, and all proposers are invited to be present. Proposal costs will only be read aloud if bidders are present. If there are no bidders present, proposal costs will be tabulated and published on the Rocky Mountain E-Purchasing Website. Late bids may not be opened and may be disposed of at District's discretion.

#### **B.7 Interpretations, Changes and Questions**

Should a Bidder find discrepancies, or errors in the RFP documents, the vendor shall notify the Contact no later than seven (7) days prior to the date of the Proposal Opening.

Should a Bidder find inconsistencies or contradictions within the RFP documents, the higher quality or greater service shall take precedence. Bid qualifications or assumptions should be stated on the appropriate pricing form or included on an attachment to the pricing form.

All changes in the RFP documents shall be through written addendum and made available to all Bidders. Verbal information obtained otherwise will not be considered a formal change. All changes will become part of the proposal documents and all Contractors shall be bound by such changes, whether or not the Contractor received it.

Questions regarding the project shall be submitted via email ([ddodge@strasburg31j.com](mailto:ddodge@strasburg31j.com), cc: [ntaylor@strasburg31j.com](mailto:ntaylor@strasburg31j.com)). Clearly identify in the subject line the RFP number and include detailed contact information for responses. See **B.1 Schedule for Proposals and Evaluation Process** for question deadlines.

## **B.8 Price Policy**

Award of a contract is subject to Annual Appropriation. Any financial commitment of District arising out of this Contract is subject to annual appropriation by the Board of Education. This Contract is not intended to create a multiple fiscal year debt or other obligation and the School District's obligations hereunder shall be interpreted and limited in such a manner as to avoid creation of a multiple fiscal year debt or other obligation under the terms of the Colorado Constitution.

## **B.9 Notifications**

Vendors will be notified regarding the need for additional information or clarification on their proposal no later than close of business on the day prior to vendor selection. The bid will be awarded as listed in **B.1 Schedule for Proposals and Evaluation Process**. The winning bid will be notified via phone and email, all other bidders will be notified via email.

## **C. AWARD**

### **C.1 Evaluation of Proposals**

District will select one or two contractors that best meet the needs of the District. Although price is usually weighted the heaviest for selection, it is not the only factor considered. Prior work with the district and good/bad references will also be factors.

The Contractor's response to each of the requirements of this RFP and other requests for information is contractually binding.

### **C.2 Award of Contract**

District has the right to:

- Accept or Reject any or all proposals received as a result of this RFP.
- Request best and final proposals after the initial proposals have been received; if the project is over budget and changes were made by the District in an effort to reduce costs.
- Value Engineer any or all proposals received as a result of this RFP.
- Waive or modify informalities and any irregularities in the responses received.
- Select the vendor it deems to be most qualified to fulfill the needs of the School District.
- Without posting a new RFP or notification to bidders; District may change or modify scope, material, or budget after Award has been given based on the information submitted in this RFP or with the addition of new information.

Proposals submitted will be evaluated by an Evaluation Committee. During the evaluation process, the Evaluation Committee and the District reserve the right, where it may serve the

District's best interest, to request additional information or clarifications from the Contractor, request an interview, or to allow corrections of errors or omissions. In all instances, the decision rendered by the District shall be final and not subject to contest by others.

District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Contractor of these conditions, unless clearly and specifically noted in the Pricing Tab in the proposal submitted and confirmed in the contract between District and the Contractor selected.

The Contractor shall not assign or transfer any or all of its rights, burdens, duties or obligations without the prior written consent of District.

### **C.2.1 Contract Termination with Cause**

District shall have the right at any time and at all times to terminate this Contract for cause. It is agreed that the violation by the awarded Contractor of any covenant or provision contained in this Contract, or the failure or refusal of the awarded Contractor to abide or carry out any covenants or provision of this Contract, shall constitute sufficient cause for which the School District may terminate this Contract. In the event District shall elect to terminate this contract for cause, District shall notify the awarded Contractor in writing and shall specify the cause for such termination and the date that such termination shall be effective. Whereupon the awarded Contractor shall have no further rights and District shall have no further obligation to the awarded Contractor, pursuant this Contract subsequent to the date that the Contract is terminated for cause as aforementioned by District.

### **C.2.2 Contract Termination without Cause**

District shall have the right at any time and at all times to terminate this Contract without cause, upon written notice of such termination not less than 90 days prior to the date that such termination shall be effective. Such right to terminate this Contract without cause is hereby reserved by and to District. In the event District shall elect to terminate this Contract without cause, District shall notify the awarded Contractor in writing and shall specify the date (not earlier than 90 days after the date of delivery of written notice by District to the awarded Contractor) on which this Contract will terminate. Upon receipt of written notice, the awarded Contractor agrees to abide and perform all covenants and provisions of this Contract until the date of termination specified in the written notice of termination. The awarded Contractor shall have no further rights, and District shall have no further obligation to the awarded Contractor, subsequent to the date of termination of this Contract as specified in the written notice.

### **C.3 Notice to Proceed**

Work may begin onsite once all of the following requirements have been satisfied:

- The contract has been executed and returned to the District and counter-executed and returned to the Contractor.
- District has issued a purchase order.
- The Contractor has issued project specific insurance to the District and all minimum levels meet the District's requirements.
- Work has been coordinated and been approved by Jim Tanner of District.



No expenses shall be acknowledged prior to completion of the above listed items.

## **D. SCOPE OF WORK**

### **D.1 Detailed Scope of Work**

The detailed scope of work is broken out into sections outlined in the Statement of Need above.

### **D.2 Insurance Requirements**

At all times during the term of this contract, the Contractor shall carry and maintain in full force at the Contractor's expense an insurance policy which meets the requirements stated below with no exceptions.

A certificate of insurance verifying coverage must be submitted with the proposal. The initial certificate can be a copy and does not have to show District as a certificate holder or additional insured. Upon award of the contract, an original certificate must be provided naming District as an additional insured.

"Certificate of Insurance" (specific to District) must be provided to District before starting work under the contract. Insurance Certificates must show coverage compliant with the minimum levels indicated below and be effective until conclusion of the contract. If the expiration date of the insurance certificate is prior to the conclusion of the contract, the Vendor shall provide a new certificate of insurance prior to 30 days from the expiration of the current policy. District shall be named as additionally insured and the Additional Insured Endorsement stating that the Vendor's insurance policies shall be primary and that any liability insurance of District shall be secondary and noncontributory shall be attached.

#### **D.2.1 Minimum Insurance Coverage**

Workers' Compensation Insurance and Employer's Liability

- a) Workers' Compensation Insurance, to comply with Colorado Statutory Provisions.
- b) Employer's liability must have limits of at least \$500,000 each accident, \$500,000 disease each employee and \$500,000 accident/disease policy limit.

General Liability

- a) Comprehensive General Liability Insurance, covering Bodily Injury of at least \$1,000,000/person, \$2,000,000/accident, and Property Damage of at least \$2,000,000/accident.

Automobile Liability

- a) Comprehensive Automobile Liability Insurance, including coverage for all power mobile equipment used by the Vendor, Bodily Injury \$2,000,000/person, \$2,000,000/accident; and \$2,000,000/ Property Damage this may be included in the same policy with Item (a) above.

### **D.3 Taxes**

The Contractor shall not include federal, state or applicable local excise or sales taxes in proposal prices, as the School District is a public governmental non-profit entity that is tax exempt under Section 115 of the Internal Revenue Code. District's Tax ID is 84-6000836.

### **D.4 Additional Requirements**

As a part of this RFP, the Contractor agrees to comply with the information required below for Contractor's Personnel, Communications, Contract Administration and Background Checks.

#### **D.4.1 Contractor's Personnel**

Qualifications, licensing and certification of people working on a District contract may be required at any time. The Contractor agrees to provide such information if requested by the District. District reserves the right to have Contractor's Personnel removed from the project without penalty or an increase in the cost or schedule.

Background Checks as discussed in Section **D.4.4 Background Checks** will be enforced at all times.

#### **D.4.2 Communications**

The Contractor must provide a means to receive direct communications from District. A copy of all written communication concerning contract discrepancies, issues or concerns from the District and the Contractor shall be forwarded to the Superintendent and Chief Financial Officer upon issuance.

#### **D.4.3 Contract Administration**

District will periodically inspect work to assure that the requirements of this contract are being met. Should it be found that the requirements specified herein are not being satisfactorily maintained, the Contractor shall be contacted and any discrepancies, inconsistencies or items not meeting the specifications contained herein will be corrected immediately at no additional cost to District. A second discrepancy notice shall serve as notification that any future discrepancies, inconsistencies or items not meeting specifications contained herein will result in termination of the Contractor's right to proceed further with this work. In such event the Contractor will be paid only for materials used. The Contractor and his sureties may be liable to District for any additional cost incurred by District to complete the job. At this point the Contractor shall be considered in default and the contract subject to termination.

Failure of the Contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of the District.

District reserves the right to terminate this contract in whole or in part should the need for the services cease to exist.

The Contractor shall be subject to periodic performance evaluations by District personnel. This will include verifying that all agreed upon KPI and SLA's are being met. Continued unsatisfactory ratings shall be cause to find the Contractor in default of the contract. Performance ratings may be considered during award of future contracts by the District.

#### **D.4.4 Background Checks**

The successful Contractor will be required to submit a driver's license for all employees intending to work on District property. These IDs will be run through the RAPTOR background check system that checks for registered sex offenders. Anyone not able to provide proper identification to perform this check will be escorted off District property and not allowed to return.

#### **D.5 District Responsibilities**

District agrees to provide the following during the performance of the contract:

- Coordination.
- Access to project sites.
- One main point of contact for correspondence and day-to-day management, work approval, and general information.