

**SCHOOL ADMINISTRATIVE UNIT FIFTY-SIX
Somersworth School District
51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603)692-9100**

April 5, 2021

**REQUEST FOR PROPOSAL
RFP - 4-21
District-wide Phone System Replacement Project**

For the
School Administrative Unit #56
Somersworth School District
51 West High St,
Somersworth, NH 03878

The School Administrative Unit (SAU) 56/Somersworth School District is seeking proposals from interested vendors for the purchase and installation of a new digital phone system for the Somersworth School District's schools and SAU office building.

The Somersworth School Board reserves the right to accept or reject any or all submissions, wholly or in part, to negotiate with any or all responsible submitters, and to waive any formality or irregularity in the Request for Proposal, to call for new submissions, to negotiate with any company providing a submission, to enter into an agreement with the vendor, and to accept the proposal that the SAU 56/Somersworth School District, in its sole discretion determines is in the best interests of the SAU 56/Somersworth School District even though it may not be the lowest bid or proposal. Submitters shall be responsible for any and all expenses that they may incur in preparing qualifications.

A mandatory site visit has been scheduled on Tuesday, April 27, 2021 at 9 AM. starting at Somersworth Middle School, 7 Memorial Drive, Somersworth, NH 03878. After visiting the Middle School, there will be a visit to Somersworth High School, 11 Memorial Drive, Somersworth, NH 03878, Maple Wood Elementary School, 184 Maple Street Somersworth, NH 03878 and Idlehurst Elementary School, 46 Stackpole Road, Somersworth, NH 03878.

All RFP's (**5 copies of Proposals and 1 PDF File**) must be submitted in a **sealed envelope, plainly marked:**

"Sealed RFP – 4-21 – District-wide Phone System Replacement Project for the Somersworth School District"

Karl Ingoldsby, Facilities Director
SAU 56/Somersworth School District
51 West High Street
Somersworth, NH 03878

**All proposals must be received no later than Wednesday, May 12, 2021 at 2:00 P.M.
(No e-mailed or faxed submissions will be accepted)**

All proposals submitted are governmental records subject to disclosure under the Right-to-Know Law. The District will not accept proposals marked confidential in whole or in part.

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I. GENERAL INFORMATION

Somersworth School District/SAU 56 consists of five buildings located in Somersworth, New Hampshire:

- Somersworth High School/Career Technical Center
- Somersworth Middle School
- Maple Wood Elementary School
- Idlehurst Elementary School
- The SAU Central Office building

Each school building has a student and staff population between 350 – 500 people. The SAU office houses approximately 12 employees.

II. PHONE SYSTEM SPECIFICATIONS

A. The phone system will include approximately 270 handsets that will be installed throughout the four school buildings in the school district and at the SAU 56 central office. By building, the breakdown of handsets needed is:

Idlehurst Elementary School	70 VOIP handsets
Maple Wood Elementary School	45 digital handsets
Somersworth Middle School	46 digital handsets
Somersworth High School/CTC	92 digital handsets
SAU 56 Central Office	15 digital handsets

- B. The phone system will be a Premise based system.
- C. The phone system will support both digital and IP handsets.
- D. The phone system will be network manageable.
- E. There will be a minimum of 40 hours of voicemail storage.
- F. There will be an IP gateway module to allow for “four digit” calling between all school district buildings.
- G. The phone service will be delivered via single PRI.
- H. The phone system must be E-911 compliant.
- I. The phone system should be capable of interfacing with intercom systems to allow for district-wide paging.

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- J. The phone system should be compatible with, but not be limited to the following intercom systems:
Bogen
Johnson Controls
Simplex

III. Vendor Qualifications

Interested vendors should submit qualifications in accordance with the following:

- A. Demonstrated expertise/experience in assessing needs of the client, determining the most appropriate product(s) for the client, phone system installation and training/follow-up support.
- B. Demonstrated expertise/experience in working in conjunction with multiple, simultaneous and consecutive contracts and contractors in an occupied school facility.

IV. Items for Inclusion in Proposal

All submitted proposals shall address the following items in the order listed below and shall be numbered 1 through 15 in the proposal document:

- 1) Interest Statement – Briefly describe the particular interest your firm has in the project.
- 2) Description of Firm – Provide the District information regarding the size, location, nature of work performed, years in business, and approach that will be used in meeting the needs of the District. The principals of the firm should be identified.
- 3) Background of Vendor's Personnel – Identify all personnel who will be participating in the project and provide a brief description of their pertinent experience.
- 4) Experience with School District or Similar Projects - Identify any similar projects the vendor has had with school districts or projects of similar size and scope.
- 5) Description: Include a description of each component in the phone system, including accessories and specifications.
- 6) Cost Proposal to Include:
 - a. New phone system, including delivery.
 - b. Removal of the old phone system.

 - c. Installation of the new phone system.

 - d. Training and Setup Costs.
 - e. Cost of additional handsets beyond the identified, if the client wishes to purchase in the future.

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- 7) Capacity – Proposals should include information on the configured and maximum capacity of the phone lines and the handsets.
- 8) Warranty: Proposals must include a warranty including Service. Service must include all parts and labor.
- 9) Financial Statement – A certified or authenticated financial statement dated at least since the end of the last fiscal year may be required if a firm is selected.
- 10) Other Work Under Contract – List work presently under contract and work that may be under contract through 2021.
- 11) Litigation – Please describe whether your firm is presently involved in, or has been involved in, any litigation, arbitration, mediation, disciplinary actions, or administrative proceedings.
- 12) References – List references including contact information (a minimum of five) public school contacts.
- 13) Other – Each firm is encouraged to provide any additional information or description of resources the firm feels is pertinent to this Request for Proposal. The inclusion of a brochure is acceptable.
- 14) Please provide information on any schools you have worked on and describe any challenges you may have encountered.
- 15) Provide preliminary schedule and/or timeline for project completion. **PLEASE NOTE: Because of the funding source, this project must be completed or substantially completed by June 30, 2021.**

V. SELECTION PROCESS

The process that will be used by the Somersworth School Board in selecting the vendor as outlined in this RFP will be as follows:

- A. The Somersworth School Board will select firms to be interviewed based on responses to this RFP.
- B. All designs, concepts, information, and cost analyses presented by the vendor during the selection process shall become the property of the Somersworth School District, and shall thereafter be used at its sole discretion. The District shall own all instruments of service.
- C. The District may at any time terminate the services and/or contract with firm at the District's convenience and without cause. In case of termination for the District's convenience, the firm shall be entitled to receive payment from the District limited to actual documented expenses as of the date of termination as its sole remedy. In no event will the District be responsible for lost profits, compensatory or other consequential damages.

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- D. The Somersworth School Board decision with regard to the selection of the vendor shall be considered final. The Somersworth School Board reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the vendor to assure service throughout the term of the contract.
- E. It is anticipated that the Somersworth School District will have a funding source for this project. If, however, funds are not available, this project will not be executed.

VI. EVALUATION PROCESS

Vendors submitting Proposals are advised that all submittals will be evaluated to determine the “best” firm that will be able to meet the needs of the Somersworth School District as determined by the School Board in its sole discretion. Evaluation will include, but not be limited to, the criteria listed below:

- A. Experience and expertise of the firm, particularly with public school districts in New Hampshire.
- B. Ability to meet the District’s schedule and budget.
- C. Proposal for fees for services.
- D. Project Plan/Methodology and a Statement of Interest as outlined in the proposal.
- E. Completeness of the Proposal. **IN ORDER FOR A PROPOSAL TO BE CONSIDERED, SAID PROPOSAL MUST ADDRESS ITEMS OUTLINED IN THIS REQUEST FOR PROPOSALS.**
- F. The oral interview and presentation: The Somersworth School Board reserves the right to determine firms that will be requested to appear for oral interview and review and discussion of the questionnaire regarding the firm’s fee structure for the project.
- G. References.
- H. All personnel assigned to this project.
- I. The firm must be able to show financial and managerial stability.
- J. Proposals not meeting the above minimum submission criteria and requested information described in the Request for Proposals will be rejected.
- K. Any and all other considerations that the Somersworth School Board in its sole discretion determines are in the best interests of the project.

NOTE: Any omissions or errors in this RFP are not binding on the Somersworth School Board and/or District.

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The District accepts no financial responsibility for costs incurred by any vendor responding to this request for proposal.

VII. SUBMISSION REQUIREMENTS

Interested parties shall submit five (5) copies plus a PDF electronic file of their proposal by **Wednesday, May 12, 2021 at 2:00 P.M.** to:

Karl Ingoldsby
Facilities Director
51 West High St
Somersworth, NH 03878
kingoldsby@sau56.org

The selection of a vendor does not obligate the District to enter into a contract provided however that any contract entered into between the District and a selected candidate shall be in a form entirely satisfactory to the District or its authorized agents.

The District reserves the right to request additional information from any candidate at the District's sole discretion.

VIII. SUBMITTAL INSTRUCTIONS

- A. Each organization submitting qualifications shall provide five (5) bound copies and one (1) digital copy (PDF) of the proposal in a sealed envelope prominently marked with the Request for Proposal title, the due date and time, and the name of the organization submitting the qualifications.
- B. Proposals submitted after **2:00 P.M. on Wednesday, May 12, 2021** will not be considered. Facsimile copies or emails of proposals will not be accepted.
- C. Proposals shall be signed by an authorized individual or officer of the firm submitting the proposal.
- D. Proposals may be withdrawn by the firm at any time prior to the closing date and time for receipt of proposals.

IX. SELECTION TIME LINE

- a. Deadline to submit proposals: 2:00 P.M., May 12, 2021
- b. Proposal Review and Vendor Selection: Expected no later than May 31, 2021