

SET NO: \_\_\_\_\_

# PROJECT MANUAL

**Project:**

KELSO SCHOOL DISTRICT  
DISTRICT-WIDE PHONE SYSTEM  
REPLACEMENT

**PROJECT NO. 2019-23B**

August 1st, 2019



950 12TH AVE., SUITE 200, LONGVIEW, WA 98632  
PHONE (360) 425 0000

**Project Title:** Kelso School District  
District-Wide Phone System Replacement

**Date:** August 1st, 2019

**Client Agency:** Kelso School District No. 458

**Architect:** Collins Architectural Group, p.s.  
950 12<sup>th</sup> Avenue, Suite 200  
Longview, WA 98632  
(360) 425-0000  
Contact: Craig Collins  
e-mail: [craigc@collinsarchgroup.com](mailto:craigc@collinsarchgroup.com)



# KELSO SCHOOL DISTRICT NO. 458

## Request For Proposal:

Furnish and install a replacement district-wide Cisco Unified Communications Solution to replace an existing Tadiran phone system.

**PROJECT TITLE:** District-wide phone system replacement

**PROPOSAL DUE DATE:** August 22nd, 2019

**EXPECTED TIME PERIOD FOR CONTRACT:** August 30<sup>th</sup>, 2019 to January 3<sup>rd</sup>, 2020

**ELIGIBILITY:** This procurement is open to those individuals or organizations that satisfy the minimum qualifications stated herein and that are available and licensed for work in Washington State. This is a competitive bid public works projects and will require a bid bond, performance bond, payment bond (the cost of such will be included in the bid) retainage (5%) and payment of prevailing wages.

This RFP is available on the Kelso School District website at:

[www.kelso.wednet.edu/district/departments/capital-projects-and-construction/](http://www.kelso.wednet.edu/district/departments/capital-projects-and-construction/)

## KELSO SCHOOL DISTRICT RFP COORDINATOR

Gary Schimmel, Facilities Supervisor  
[Gary.schimmel@kelsosd.org](mailto:Gary.schimmel@kelsosd.org) 360-501-1341

## RFP OBJECTIVE

The objective of the RFP is to:

- Determine the most qualified telecommunications firm to plan, supply, setup and install a replacement for the district's existing Tadiran PBX and provide an ongoing support agreement for the implementation of a reliable, quality solution.

## PROJECT SUMMARY

- Installation and configuration of two fully redundant Cisco Business Edition 6000 platform servers, one installed at two separate sites.
- Provide 630 Cisco 7800/8800 series phone or equivalent. Kelso School District staff will perform the labor of unboxing the phones and placing them in the end locations.
- The system will connect to the phone company via PRI's currently located at Kelso High School.
- A total of 12 sites will require service.
- There will not be any SRST gateways at any site.

## DESIRED CONTRACTOR QUALIFICATIONS

- A full service telecommunications contractor and system VAR for the proposed new phone system, with the expertise, experience, financial stability, and trained staff to successfully supply and install a new highly reliable E911 compliant VoIP phone system, voice mail system and all necessary networking systems and database systems.
- The ability to install components and test to current EIA/TIA standards, specifications and industry “best practices”.
- The ability to provide ongoing high quality service and support to Kelso School District.

## NON-DISCRIMINATION

The Kelso School District is an Equal Opportunity district in education programs, activities, services, and employment. Kelso School District does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. We also comply with Section 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws.

## PROJECT TIMELINE

Description	Date	Time
Issue Request for Proposals, Place 1 <sup>st</sup> Advertisement	August 4	
Place Second Advertisement	August 11	
Pre-Bid Conference and Site walkthroughs	August 13	10:00am
Last day to submit questions	August 16	12:00pm
Bids Due	August 22	4:00pm
Kelso School District to evaluate proposals, determine top 3	August 22	4:01pm
Announce top 3 scoring bidders, schedule interviews	August 23	
Interviews with top 3 scoring bidders	Week of August 26	
Announce “Apparent successful contractor”	September 4	
School board award of contract	September 9	
Commence contract	September 12	
Commence installation of equipment	November	
First Cutover	December 27, 2019	
Second Cutover	January 3, 2020	
All project related work complete	January 3, 2020	

**RFP COORDINATOR**

The Kelso School District RFP coordinator is the sole point of contact in the District for this procurement. With the exception of registration and requests for copies of the project drawings, all communication between a Proposer and the District shall be with the RFP Coordinator identified on the cover page of this RFP.

Any other communication will be considered unofficial and non-binding on the District. Bidders are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification.

**Pre-Bid Conference and Site Walk-Through**

A pre-bid conference and all-sites walk-through will be held at:

Meeting Location: ..... Kelso High School, 1904 Allen St, Kelso, WA 98626

Meeting Time: ..... 10AM August 13th, 2019

It is strongly recommended that all bidders attend this conference and the site walk-through.

Given the number of Kelso School District sites and the fairly large geographic areas they are in, if all sites are visited, it may take most of the day to complete the walk through.

**SUBMISSION OF PROPOSALS**

Proposers are required to submit five (5) hard copies and one (1) full electronic copy in searchable PDF format on a thumb drive. The proposal, whether mailed or hand delivered, must arrive at the following address prior to bid submittal closing:

Kelso School District  
Business Office  
601 Crawford Street  
Kelso, Washington, 98626.  
Phone: 360-501-1903

The exterior of the envelope/package must be clearly marked with the project name: "Kelso School District District-Wide Phone System Replacement"

All proposals must arrive no later than 4 PM local time, on August 22nd, 2019. Proposers must allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. Proposers assume the risk for the method of delivery chosen. The District assumes no responsibility for delays impacting the delivery of the proposals to Kelso School District. Proposals may not be transmitted using electronic media such as email or facsimile transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the District and will not be returned.

## **PROPOSAL PACKAGE CONTENT**

Proposers shall submit FIVE hard copies and ONE electronic copy of the following documents. Hard copies of the files shall be submitted in neatly organized binders. The electronic copy shall be supplied on a thumb drive. Electronic documents shall be in their native format or in searchable PDF format. The thumb drive will not be returned to the bidder.

### **INCLUDE THE FOLLOWING**

#### **A. BUSINESS BACKGROUND**

Provide a document that identifies the proposing firm's history, capabilities, range of services, similar work in size and scope to this project, business contact information, business insurance information and business bondability information. Proposers may include limited marketing collateral documents.

#### **B. PROPOSAL SUMMARY**

Provide a document defining why the proposed solution serves the best interest of Kelso School District. Include a detailed description of its proposed products and services.

#### **C. PROPOSED EQUIPMENT SPECIFICATIONS**

Provide specification documents for all major equipment proposed as part of this RFP.

#### **D. PRICE PROPOSAL**

Identify all costs and fees associated with the project, signed and dated by a corporate officer. NOTE: this is in addition to the information required on the Bid Response Format document (Attachment A). The price proposal document represents the proposer's official contact submittal values. Values inserted into the Bid Response Formation document by the proposers are considered informational only but must be accurately correlated with the bidders Cost Proposal document.

#### **E. BID RESPONSE SPREADSHEET**

A fully and accurately filled out copy of attachment A, the Bid Response Spreadsheet. Note that an unlocked electronic copy of the bid response spreadsheet, in Microsoft Excel (latest version), must also be submitted with the bid deliverables package. Failure to supply this may disqualify a proposer.

#### **F. ATTACHMENTS 8 THROUGH E**

Fully and accurately filled out copies of attachments B through E at the end of this document.

- Proposal Signature Page (Attachment B)
- Vendor Reference Form (Attachment C)
- Certification and Assurances (Attachment D)
- Certificate Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters (Attachment E)

#### **G. PROPOSAL DELIVERY**

Response envelopes must be sealed and shall have the name of the proposing firm and the title "Kelso School District District-Wide Phone System Replacement" printed in large text on the outside. Do not use staples; place each of the 5 hard copies and one CD ROM proposal in a separate notebook or binder. Failure to provide the required information in the specified manner will be a basis for disqualifying the bid and causing the bid to be rejected without consideration.

#### **BIDDER REGISTRATION**

In order to receive bid addendums prior to the bid submission date, bidders will need to register with the Kelso School District at the address above.

#### **QUESTIONS REGARDING THIS RFP**

All questions relating to the contract or technical design of this request for proposal must be submitted via Email to the RFP coordinator. Questions and answers will be forwarded to all proposing suppliers who provide contact information. In order to make information available to all proposing suppliers, no questions will be entertained after noon, Friday, August 16<sup>th</sup>, 2019.

#### **PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Materials submitted in response to this competitive procurement shall become the property of the District.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Superintendent and the apparent successful proposer; thereafter, the proposals shall be deemed public records that are subject to disclosure under the Public Records Act (RCW 42.17).

Any information in the proposal that the proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.17.250 to .340 must be clearly designated. The page must be identified and must include the particular exception from disclosure upon which the proposer is relying. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The District will consider a proposer's request for exemption from disclosure; however, the District will make a decision predicated upon the Public Records Act. Marking the entire proposal exempt from disclosure will not be honored. The proposer must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge may be made by Kelso School District for copying and shipping. No fee shall be charged for inspection of contract files, but twenty four (24) hours' notice to the RFP Coordinator is required. All requests for information should be directed to the RFP Coordinator.

## **RCW COMPLIANCE**

This Request for Proposal is being posted and advertised in compliance with Washington State RCW 39.04.270.

## **REVISIONS TO THE RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to anyone who has notified the District they are responding to the RFP and who has requested notice of any addenda. Proposers' questions regarding this RFP and the RFP Coordinator's answers, as well as any other pertinent information shall be provided in addenda. The District reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a decision. The District also has the right to reject any or all proposals.

## **ACCEPTANCE PERIOD**

A proposer may not withdraw his/her proposal after the time and date the proposals are due and before the District has awarded a contract, unless the District does not award a contract within sixty (60) days of the date the proposals were due. If the District's decision to award a contract is delayed for more than sixty (60) days, the District may invite proposers to agree to extend their proposal.

## **RESPONSIVENESS**

1. All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP.
2. The District reserves the right, at its sole discretion, to waive minor administrative irregularities and to reject any or all proposals.
3. All proposals received after the time and date of bid submittal closing will not be evaluated.

## **MOST FAVORABLE TERMS**

The District reserves the right to make a decision without further discussion of the proposal that is submitted. Therefore, the proposal should be submitted with the most favorable terms. The District may contact the proposer for clarification, but there will not be an opportunity for proposers to present "best and final" offers. Proposers must be prepared to enter into a contract based on their proposal and the terms and conditions in this RFP.

## **COSTS TO PROPOSE**

This request for proposal for Phone System Replacement is not an offer to enter into a contract, but rather a solicitation for Bids. The District shall not be liable for any costs incurred by the proposer in preparation of the proposal that is submitted in response to this RFP, or for any presentations or other activities related to responding to this RFP.



## **BID IDENTIFICATION REQUIREMENTS**

All bids shall include the full legal name of the Bidder, its business address, telephone number, and a statement identifying the Bidder as a sole proprietorship, partnership, corporation, or other legal entity. A sole proprietorship shall state the full name of the proprietor, a partnership shall state the full names of all general partners, and a corporation shall identify the state in which it is incorporated. Each copy of the Bid shall be signed by the person or persons legally authorized to bind the Bidder to a contract. The Bidder shall complete and submit, along with the Bid, attachments A, B, C and D at the end of this document. Bid submittal documents which are incomplete, or which do not provide forms with information filled in shall be considered non-responsive and shall not be evaluated.

## **RIGHT TO REJECT OR STOP THE WORK**

Kelso School District may reject work which does not conform to the Bid or awarded contract specifications. If the contractor fails to correct any defective work or fails to supply labor, materials, or equipment in accordance with the specifications of the awarded contract, Kelso School District may order the selected contractor to stop all work, or any portion thereof, until the cause for such order has been eliminated.

The District reserves the right of cancellation for non-performance of the terms specified in the awarded contract. Non-performance shall include, but is not restricted to:

1. Failure to start programming and planning by December 1<sup>st</sup>, 2019.
2. Failure to complete installations in the school district sites in a timely manner.
3. Failure to coordinate and facilitate inspections of installed systems and devices in a timely manner.

## **EMPLOYMENT PRACTICES**

The selected vendor/contractor, by signing a contract, agrees to comply with the provision of the State of Washington policy regarding "Non-Discrimination of Employment".

## **CRIMINAL BACKGROUND CHECKS**

Prior to starting work, all contractor employees and subcontractors working in Kelso School District sites must provide to Kelso School District proof of a current fingerprint-based criminal background check through the Washington State Patrol. Prior to starting site work, the contractor shall convey to the RFP coordinator a list of all employees and subcontractors that will be working at the school sites, along with a photo copy of the current background check documents for each employee or subcontractor.

See <http://www.k12.wa.us/ProfPractices/fingerprint/Procedure-Fees.aspx>

## **POLICY REGARDING WEAPONS, POSSESSION OR USE OF TOBACCO, ALCOHOL AND CANNABIS**

Possession and / or use of weapons, tobacco, alcohol or cannabis products are prohibited on all Kelso School District property. Possession or use of weapons, tobacco, alcohol or cannabis products on Kelso School District property is grounds for expulsion from the property and possible legal action to restrain the offending party from entering Kelso School District property.

## **BUSINESS AND OPERATING PRACTICES**

The selected vendor/contractor shall:

- Obtain and pay for all required Federal, State, County and/or City licenses and permits.
- Obtain and pay for all required business insurance and project bonds.
- Obtain and pay for all necessary liability and workers compensation insurance.
- Pay all necessary Federal, State, County and City taxes.
- Pay prevailing wage to all applicable employees on this project.
- Provide all contractor employees working on Kelso School District sites with picture ID.
- Upon arrival and departure from a school site, have all employees sign in and out at the main office for each school building location.
- Supply the District, by email, with weekly progress reports and work schedules for the next week each Wednesday.

Failure to do so may result in the schedule being rejected by the District.

## **PREVAILING WAGE RATES**

- Contractor shall pay no less than the prevailing wage to all applicable employees on this project. See RCW 39. Contractor and all subcontractors shall file all necessary Statements of Intent to Pay Prevailing Wages (Intent), and Affidavit of Wages Paid (Affidavit) Public Works forms.
- Prevailing wage shall be as specified by L&I for Kelso, Cowlitz County, Washington.
- Applicable Prevailing Wage Rate: NOTE: IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY APPROPRIATE PREVAILING WAGE RATES AND REQUIREMENTS WITH L&I BEFORE SUBMITTING A PROPOSAL FOR THE PROJECT.
- “Residential” prevailing wage is not applicable to this project.
- All contractors (including subcontractors) must complete certain training prior to bidding or performing work on public works projects in the State of Washington. The training is provided by Washington State Department of Labor and Industries (L&I) and may be completed online or in person at several scheduled training classes around the state. Contractors that have been in business for three or more years and have completed three or more public works projects are exempt from this requirement. In order to bid on this project, your company must have record of performing the training or qualify for the exemption.

## **BID EVALUATION AND CONTRACT AWARD**

### **EVALUATION PROCEDURE**

1. Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the District which will determine the ranking of the proposals.
2. Kelso School district will review all proposals received prior to the proposal due date and score them based on the Initial Bid Selection Criteria listed below.
3. Kelso School District will select the top three proposals and invite those proposers to an oral interview and presentation. Kelso School District will contact the top-scoring proposers to schedule a date, time and location. Commitments made by the proposer at the oral interview, if any, will be considered binding. Oral presentations will be scored using the Top Three Proposer Scale listed below.

### **INITIAL BID SELECTION SCALE**

Bids will be scored comparatively, and the bid awarded, based on the school districts scoring on the following weighting scale:

- |   |            |
|---|------------|
| 1. Total cost to Kelso School District.                           | 25%        |
| 2. Perceived quality & value of the systems and services offered: | 20%        |
| 3. Prior similar experience:                                      | 15%        |
| 4. Quality of recommendations from references:                    | 5%         |
| 5. Range of other services offered:                               | 10%        |
| 6. Proximity To Kelso:  | 10%        |
| 7. Bidder's representatives attended the walk through.            | 10%        |
|   | Total 100% |

### **TOP THREE PROPOSER SCALE**

- |   |            |
|---|------------|
| 1. Total cost to Kelso School District.                           | 25%        |
| 2. Perceived quality & value of the systems and services offered: | 20%        |
| 3. Results of the oral presentations:                             | 15%        |
| 4. Prior similar experience:                                      | 15%        |
| 5. Quality of recommendations from references:                    | 10%        |
| 6. Range of other services offered:                               | 5%         |
| 7. Proximity to Kelso:  | 10%        |
|   | Total 100% |

### **NOTIFICATION TO PROPOSERS**

Proposers who have not been selected for further negotiation or award will be notified via e-mail, wherever possible.

## **REJECTION OF PROPOSALS**

Kelso School District reserves the right at its sole discretion to reject any and all proposals and not to issue a decision. This RFP does not obligate the District to award a contract for the services specified herein.

## **HARDWARE**

- 2 Cisco Business Edition 6000 platform servers with optimal hardware configuration.
- 14 Conference Phones (Cisco 7832 IP Conference Station)
- 526 Classroom Phones (Cisco UC Phone 7811)
- 90 Office Phones (Cisco C Phone 7841)
- 14 Lead Secretary Phones (Cisco IP Phone 8851)
- 14 Key Expansion Modules (Cisco 8800 Series Audio KEM, 28 button)

## **REQUIRED NEW SYSTEMS AND SERVICES:**

- Provide, program, setup and install a new Cisco Unified Communications Solution with redundant servers, to replace the existing phone system.
- Provide, program, setup and install Voicemail Servers.
- Program and install all new telephones. Note: All phones will be owned by Kelso School District, provided and installed by the PBX contractor. All phones will be new-in box.
- Work with each of the sites management group to determine existing call groups, auto attendant, call forwarding, ring and pickup and other custom configurations and reestablish those configurations in the new PBX system.
- Provide, program, setup and install all necessary data networking equipment and patch cords to interface the PBX equipment at the school sites to existing systems.
- Provide all required hardware and software to program, setup and install an E911 compliant database. Facilitate and obtain the infrastructure necessary to create and maintain a fully compliant telecommunications system.
- Provide, program, setup and install all network equipment necessary to maintain E911 compliant service at each school and business site if the data link to the core data center is lost.

## **SCOPE OF WORK**

1. Supply and install a reliable, fully operational and E911 compliant core VoIP PBX and voicemail system at for Kelso School District and all necessary data networking equipment required to interface to the existing Kelso School District data network.
2. Provide all necessary Telco and service provider traffic engineering, planning, circuit ordering, circuit installation, project management,

installation labor and materials, except as noted. Kelso School District will provide a Letter of Agency for this effort. This is estimated to require approximately 40 hours of project management service.

3. Provide all required network gateways, border gateway controllers and/or T1 or PRI to SIP conversion electronics.
4. Coordinate with and assist Kelso School District data network staff to configure the existing Kelso School District data network to facilitate the addition of the new VoIP PBX and voicemail systems.
5. Install primary and redundant phone system server in the Kelso High School District MDF. Install the voicemail server in the Kelso High School MDF.
6. Provide and install all new PBX systems, servers, patch cables, power supplies, PoLRE switches (if required) and phones.
7. Place all required devices, components and cable patches and make all systems fully operational. Kelso School District will provide all data network PoE ports for the individual phones and port connectivity (except PoLRE switches) to the local data network for phone connectivity to the core systems in the Kelso High School phone room.
8. Provide all planning, labor and project management to transfer all required phone location records to the regional database such that the local PSAP receives the correct room location for all phones attached to the new Kelso School District PBX. Provide these records to Kelso School District technical staff for long term management of the system. Records shall be conveyed to Kelso School District in a format compatible with E911ETC records systems.
9. At each school site, interconnect one (1) PBX port to the school overhead paging system. Test the interoperation of the system and train the on-site staff on use of the interface.
10. At each free standing site that has a PBX gateway, plug in two Kelso School District provided POTS lines to the gateway.
11. Integrate all necessary VoIP circuits to maintain the proper operation of the existing Kelso School District owned multi-function printer-copier-scanner-fax machines at each site.
12. All phones shall be new-in-box.
13. Kelso School District will provide all installed UTP cables and PoE ports.
14. Cutover. Cutover shall be a two step process. 1st Cutover: December 27th, 2019. First phase cutover is for test and system familiarity for the Kelso School District technical staff. 2nd Cutover: January 3rd, 2020. Cut over all remaining sites and systems.
15. Remove all existing phones connected to the Tadiran switch and return them to the Kelso School District warehouse.
16. Train Kelso School District administrative staff on how to use the new phone system. Kelso School District will use a "train the trainer" system.

Provide all training materials to use in training districtwide. Provide 8 hours of school administrative training. Training shall take place in December, at a time convenient for Kelso School District.

17. Train Kelso School District technical staff on management and routine programming of the new PBX, voicemail system and fax server. Provide 16 hours of technical staff training. Training shall take place in December, at a time convenient for Kelso School District.

**CONTRACTOR SHALL PROVIDE PROPOSALS FOR A COMPLETE, FINISHED AND FULLY OPERATIONAL TELEPHONE AND VOICEMAIL SYSTEM INSTALLATION.**

Prior to submitting their proposals, all bidders will be given the opportunity to fully inspect and review all of the facilities and locations where the project work will take place prior and all system support documents and floor plans. Contractor shall provide all necessary project management, design review, coordination, tools, test equipment, shipping, labor and materials necessary for the installation and completion of fully operational systems as defined in this document. Where methods or materials are shown or described in Kelso School District supplied documents or drawings, they are to be interpreted as intended to illustrate methods or materials the owner wants used in specific locations.

**STANDARD PBX FEATURE CAPABILITIES AND REQUIREMENTS.**

1. Simple, reliable, easy to use, easy to learn intuitive features and interface. Ability for callers to press a DTMF key to escape to operator/auto-attendant
2. Ability for system administrator to require/reset passwords for voice mailboxes
3. Analog device support
4. Automatic Call Distribution (ACD) including order of arrival (required) and priority (desired) queuing, with overflow to secondary point (ACD group, auto-attendant, or voice mailbox)
5. Automatic Time of Day and Day of Week scheduling with separate greeting options.
  - a. Scheduling must include manual override, and granular application (that is, it must have the ability to establish separate settings for classroom, front desk, and office phones), with the ability to distinguish internal from external calls
7. Call park
8. Classes of Service for Toll Restriction
9. Conference calling capability for up to 6 participants, with the ability to include both internal and external callers. If the proposers base system will not support 6 participants on a single call, please identify

the number of participants the system will provide without adding additional equipment.

10. Custom Call Routing
11. DID addressable Auto-Attendants
12. Direct Inward Dial
13. Do Not Disturb/Forward to voicemail functions at both the system and handset level
14. DTMF integration with overhead paging systems at each school site.
15. Group extensions/ringing
16. Inbound and outbound caller identification
17. Individual and Group call pickup
18. Individual and group paging, including the ability to override current phone status and force paging content to the telephone speaker
19. Offline database editing (the ability to download, edit, and re-upload/import the database)
20. Online Backup and restore capabilities for user and configuration data, without service interruption
21. The ability to pre-record, store, and dynamically switch between stored messages within an auto-attendant.
  - a. For example, if the auto-attendant instructs a user to “press 9 for emergency notifications”, the system should have the capability to store multiple messages — “there are no emergencies,” “two-hour delay for snow” — and allow a system/mailbox administrator to quickly switch which message is presented.
22. Timed ring back for held/parked calls.
23. Transfer display showing origin of incoming transferred calls
24. TTY/TDD support.
25. Twinning.
26. Wireless headset compatibility with industry-standard wireless devices.

#### **DESIRED/OPTIONAL PBX FEATURES**

1. “Hot Desking” phone features which allow a user to log in to a shared phone, and have that phone take on the characteristics of the user’s assigned extension, including class of service and voice messaging
  - a. In such cases, facility must be made for appropriate E911 location reporting
2. Ability to set ‘message waiting indicators for multiple extensions on a single handset

3. Ability to set line status for an alternate line on a handset (e.g., program one light on a
  - a. secretary's handset to flash when the administrator's phone is ringing, and to display a solid light when the administrator's line is in use)
4. Microsoft Active Directory Integration
5. Call forward to external numbers, with toll-limiting capability
6. Camp on for internal and external destinations
7. Distinctive Ring to distinguish outside/inside calls
8. District-wide 4-digit dialing.
9. Integration of software between the voice system and the PS/ALI database allowing for automated update/refresh of PS/ALI data resulting from relevant MAC actions
10. Multiple, configurable tiers of system management, to allow for a distinction between site manager-level (switch between pre-recorded emergency messages), Help-desk level (simple MAC) and System Administrator level (dial plan) access
11. One-time CID masking
12. Support for nested or multi-level auto-attendants, allowing a selected option to branch out into a new auto-attendant tree
13. The ability to activate the recording of a call as a voice message, programmable based on class of service
14. The ability to program a limited-response mailbox that can be programmed to ask a series of questions and record the respondent's answer as a single message, with recorded delimiters for each question answered
15. User/extension-specific speed-dial/frequently-called numbers directory
16. Visual queuing for ACD agents
17. In an emergency or high-volume situation, dispatcher should be able to review pending calls and selectively answer
  - a. While calls are generally answered in queue order, emergency situations may require the operator to selectively answer calls from specific; identified sources
  - b. Web-based administration

**REQUIRED HANDSET FEATURES:**

1. Call transfer
2. Dark-colored handsets
3. Desktop and wall mount capability in the same phone.
4. Display CID/origin data for incoming calls



5. Feature keys on the phones should be customizable so a system administrator can map to common industry features, such as release, parL, remote call pickup, and direct transfer to another user's voicemail
6. Last number redial
7. List recent call activity (inbound, outbound, missed)
8. Message waiting indicator
9. Multiple assigned extensions, with message waiting display for each extension
10. Network pass-through ports, allowing a PC to be 'daisy-chained' through the telephone unit
11. Online site phone directory
12. Power requirements:
  - a. The district network consists of category 5e, and 6 infrastructure with most IP telephone points served by first-generation 802.3af-compliant powered switch ports.
  - b. As some points are not served by Ethernet power, handsets must have an option to receive power from electrical outlets at the point of services.
13. User customizations should be associated with the extension and stored on the server, so that users are not required to recreate them in the event of handset replacement.
14. Visual indicator for parked calls, including time on park
15. Volume and mute controls (voice and ringer)
16. Phones offered by bidders shall be equivalent in quality and features to Polycom SoundPoint IP 331 (typical classroom phone) and SoundPoint IP 550 (typical administrator's phone).
17. Phones requiring side cars shall be equivalent in quality and features to Polycom SoundPoint IP 650s. Phones requiring side cars shall be capable of providing a minimum of 20 programmable buttons.
18. Conference room speaker phones shall be PolyCom IP 6000 or equivalent.

**REQUIRED NETWORK FEATURES:**

1. All network systems and power supplies must be rack mountable in a standard 19" data rack served by standard 110-volt electrical power.
2. Network connectivity is provided by 100Mb or 1Gb RJ-45 Ethernet ports.
3. All equipment must be installed to meet earthquake mitigation requirements
4. IP networking features must allow branch-to-branch voice traffic between multiple controllers to be routed over the organization's LAN/WAN infrastructure
5. The system must support Quality of Service and the latest

published standards standard for voice prioritization.

**REQUIRED VOICEMAIL FEATURES:**

1. The system should allow the provisioning of a voicemail box for every extension, including extensions which are not tied directly to a physical handset. Voicemail boxes should allow user configuration/access of the following features:
  - a. Configure the mailbox to not accept incoming messages
  - b. Configure message forwarding/offsite notification to e-mail, external phone number, or SMS.
  - c. External message retrieval by phone or web access
  - d. Configure the number of rings before routing to voicemail.
  - e. Require input of a passcode before voicemail can be accessed.
  - f. Forward messages to another user, with the ability to append a message of their own in the process.
  - g. Send voicemails to the mailbox user, attaching the voicemail as an WAV or other audio file type to the email;
  - h. Individual user web management of their voicemail configurations.
  - i. Temporary/alternate greeting storage that allows the user to later restore their standard message without re-recording. The administrative offices may require up to 6 alternate greetings to notify callers of special conditions and closures.
  - j. Voicemail-To-Email Text. Voicemail-to-email text is a highly desirable feature. Please identify the capability of your proposed voicemail system to provide this service.

**REQUIRED REPORTING FEATURES:**

1. The system should have robust call accounting capabilities with, at a minimum, the ability to report inbound, outbound, and internal calls by station, group, department, and building. System must provide additional, separate reporting for 911 calls, and should provide similar reporting for custom-internal emergency numbers. Call accounting reports should be available to print, email, or export to a commonly-used file format such as CSV.

**Bid responses shall include sample call reports demonstrating the ability to track and identify the information above.**

2. The system should provide system and user-level voice mailbox reporting to track basic system functions and usage, including size of message store, message aging, bad password entries, average accesses per day, access method (handset, web interface, etc.), and

auto-deletion of messages.

3. Performance reporting, including:
  - a. Real-time reporting/monitoring of lines in use, with the ability for a system administrator to forcibly disconnect calls if required
  - b. Reporting of the average and maximum wait times to acquire a channel.
  - c. Reporting of calls failed due to lack of available channel
  - d. ACD volume and wait reporting

#### **REQUIRED EMERGENCY CALLING FEATURES:**

1. E911 capability is required for all Kelso School District phones by State Law. The vendor shall provide a solution for 911 dialing that achieves the expected functions of a 911 system without substantially changing any of the expected normal operations of the system, including:
  - a. Ability to dial 911 without any special access code for external dialing
  - b. Ability to dial 911 from any phone regardless of login/lock status and/or class of service
  - c. Ability for a 911 call to override other calls to access the PSAP.
  - d. Capability to call 911 in the event of a local power outage or if the link to the data center is severed.
2. System should be configurable to allow automatic notification of designated station(s) when a 911 call is made from within the site (e.g. flashing light or distinctive ring notification to the site attendant console).
3. The system must also have the capability for internal emergency dialing, allowing users to dial an emergency number that will be automatically routed to other pre-specified desks within the organization.
4. "Reverse 911" capability — the ability to generate system-wide or geographically designated calls in the case of an emergency or announcement — is not required, but is considered an advantageous feature/enhancement.

#### **REQUIRED EMERGENCY SYSTEM OPERATIONS**

1. Vendor shall outline redundancy and failover capabilities, providing an architecture that allows for continued service in the event of system, link, hardware or power failure. District data facilities are equipped with limited UPS capacity.

## Kelso School District Site Addresses

**Kelso High School and Stadium**

1904 Allen St. Kelso, WA 98626

**Coweeman Middle School**

2000 Allen St. Kelso, WA 98626

**Loowit High School**

2001 Allen St. Kelso, WA 98626

**Huntington Middle School**

500 Redpath St. Kelso, WA 98626

**Barnes Elementary**

401 Barnes St. Kelso, WA 98626

**Beacon Hill Elementary**

257 Alpha Dr. Longview, WA 98632

**Butler Acres Elementary**

1609 Burcham St. Kelso, WA 98626

**Carrolls Elementary**

3902 Old Pacific Hwy S. (PO Box 3) Kelso, WA 98626

**Catlin Elementary**

404 W. Long St. Kelso, WA 98626

**Rose Valley Elementary**

1502 Rose Valley Rd. Kelso, WA 98626

**Wallace Elementary**

410 Elm St. Kelso, WA 98626

**Administration Offices**

601 Crawford St, Kelso, WA 98626

**Transportation & Maintenance Offices**

612 Ash St, Kelso, WA 98626

## Phone Handset Model Count Summary

	Analog Phones									SIP Phones			Total Handsets	FAX
	Basic Handset			Added Features		Basic Handset		Added Features		Basic Handset		Added Features		
	Tadiran DST	Tadiran DKT-1100	Tadiran DKT-1110	Tadiran DKT-2320	Tadiran DKT-2321	Tadiran FlexSet 281S	Tadiran T207M	Tadiran T208D	Tadiran T208M/TEM	Tadiran T320P	Tadiran T42G	Tadiran T46G		
Barnes	0	42	1	3	1	0	0	0	0	0	0	0	47	2
Beacon Hill	0	0	0	0	0	0	0	0	0	47	0	2	49	2
Butler Acres	4	36	2	6	0	0	0	0	0	0	0	0	48	2
Carrolls	0	0	0	0	0	0	18	0	2	0	0	0	20	1
Catlin	0	0	0	0	0	0	0	0	0	0	40	3	43	1
Rose Valley	0	0	0	0	0	0	18	2	0	0	0	0	20	1
Wallace	0	0	0	0	0	0	0	0	0	0	40	2	42	2
Coweeman	10	39	0	6	0	0	0	0	0	0	0	0	55	1
Huntington	6	43	0	6	2	0	0	0	0	0	0	0	57	1
KHS	26	126	3	17	0	6	0	0	0	0	0	0	178	7
Admin	1	8	10	1	32	0	0	0	0	0	0	0	52	4
Maint/Transp	0	0	0	0	0	0	0	0	19	0	0	0	19	4
<b>TOTALS</b>	<b>47</b>	<b>294</b>	<b>16</b>	<b>39</b>	<b>35</b>	<b>6</b>	<b>36</b>	<b>2</b>	<b>21</b>	<b>47</b>	<b>80</b>	<b>7</b>	<b>630</b>	<b>28</b>

# BID FORM

**PROPOSAL:** Kelso School District  
District-Wide phone-system replacement  
Project No. 2019-23B

**TO:** Kelso School District No. 458  
601 Crawford Street  
Kelso, WA 98626

**FROM:** \_\_\_\_\_

**DATE:** Thursday, August 22<sup>nd</sup>, 2019  
**TIME:** 4:00 p.m.  
**PLACE:** Kelso School District Business Office  
601 Crawford Street  
Kelso, WA 98626

The undersigned contractor declares that he has carefully examined the drawings and specifications, that he has made an examination of the site of the proposed work and has made such investigations necessary to determine the character of material and the conditions to be encountered. The undersigned hereby proposes to furnish all material and labor and perform all work to complete the **Kelso School District District-wide Phone System Replacement** project in accordance with the drawings and specifications provided by the firm Collins Architectural Group, PS., Longview, WA 98632, and to be bound by the following documents:

This proposal packet  
Proposal Form  
Prevailing Wage Rates

## SCOPE OF WORK:

The project includes the following items of work and those items of work indicated on the drawings:

**Replacement of existing phone system with new system including hardware and software, programming and training.**

The undersigned contractor hereby proposes to furnish all material and complete the work as shown on the drawings and specifications for the sum of:

## BASE BID:

Perform work identified in the documents.

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
(Does not include State and Local Sales Tax)

## TIME:

The undersigned contractor agrees that it will substantially complete the project by **January 3<sup>rd</sup>, 2020**.

The undersigned contractor agrees to hold this proposal open for twenty (20) days following the opening of bids and to execute the Agreement within five (5) days of the Notice of Intent to Award Contract

Time is of the essence of the contract. Delay in substantial completion will cause the Owner additional

**KELSO SCHOOL DISTRICT NO. 458  
DISTRICT-WIDE PHONE SYSTEM REPLACEMENT**

general expenses in ways including but not limited to: delay or interruption of the ability to use the facility as required for school functions, and the costs of employees devoting attention to the project.

For each day after the substantial completion date that the Contractor has not achieved substantial completion, the Contractor shall pay as general liquidated damages the sum of One Thousand Dollars (\$1,000.00).

The Contractor, by submitting his bid, represents that he has reviewed the above-referenced costs and damages and agrees with The Kelso School District that the above stated liquidated sums are reasonable estimates of both the direct costs and damages to The Kelso School District which would be incurred in the event of a failure by the Contractor to achieve substantial completion on or before the date provided in the contract documents for substantial completion.

**LABOR RATES:**

This project is subject to Washington State Prevailing Wage Rates for the trades utilized in the work. The wage rates are included within this project manual.

**CORRECTION PERIOD:**

The undersigned contractor understands and agrees that he shall be held responsible for a period of (12) twelve months after the Date of Substantial Completion, guaranteeing to replace at its own expense any defective work due to poor material or poor workmanship. This right shall be in addition to any other right the Owner may have.

The Owner reserves the right to reject any or all bids and waive all informalities and to accept only such bids as may be in the Owner's best interests.

The contractor states below whether it is doing business as an individual, a co-partnership, or as a corporation. If a co-partnership, all partners are named and the person signing on behalf of the co-partnership states his position with the co-partnership. If a corporation, the contractor gives the state of incorporation, whether it is licensed to do business in the State of Washington, and the position of the person signing on behalf of the corporation.

The undersigned contractor hereby represents that his bid is made without connection with any person, firm or corporation making a bid on the same material, and is in all respects fair and without collusion or fraud.

**FIRM** \_\_\_\_\_

**BUSINESS AS** \_\_\_\_\_

**STATE OF INCORPORATION** \_\_\_\_\_

**WASHINGTON CONTRACTOR LICENSE NO.** \_\_\_\_\_

**PARTNERS** \_\_\_\_\_

\_\_\_\_\_

**BY** \_\_\_\_\_

**Signature and Title**

**ADDRESS** \_\_\_\_\_

ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE: \_\_\_\_\_

I have received Addenda Nos. \_\_\_\_\_

**END OF SECTION**



## BIDDER REFERENCES FORM

Provide a minimum of three recent verifiable client references for similar projects completed within the last year in the State of Washington. References must be from customers and end users. We will contact all references. References from equipment vendors, suppliers, manufacturers or subcontractors are not acceptable and bidders submitting them shall be deemed unresponsive.

Reference 1- Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service: Voice <input type="checkbox"/> Data <input type="checkbox"/>	E-mail Address:	OK to contact
Number of devices / approximate monthly minutes	When Installed:	

Description / Notes:

Reference 2– Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service: Voice <input type="radio"/> Data <input type="radio"/>	E-mail Address:	OK to Contact?
Number of devices / approximate monthly minutes	When Installed:	

Description / Notes:

Reference 3 - Client Name:	State:	Type of Business:
Contact Name:	Job Title:	Phone Number:
Type of Service/CP? Voice <input type="checkbox"/> Data <input type="checkbox"/>	E-mail Address:	OK to Contact?
Number of devices / approximate monthly minutes	When Installed:	

Description / Notes:

CERTIFICATION AND  
ASSURANCES

Attachment- D

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by the District without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the District, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Proposer \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT  
AND OTHER RESPONSIBILITY MATTERS

Attachment — E

\_\_\_\_\_ certifies that to the best of their knowledge/belief that neither \_\_\_\_\_ as an individual and/or the company and its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department.

“Principals”, for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of subsidiary, division, or business segment, and similar positions).

\_\_\_\_\_ shall provide immediate written notice to Kelso School District if at any time during the term of this Agreement, including any renewals hereof, if such certification was erroneous when made or has become erroneous by reason of changed circumstances. Based on such notification, or if Kelso School District should determine at any time that this certification is false, Kelso School District reserves the right to review the status of the organization and if necessary, terminate this agreement.

Should individual/company enter into a covered transaction with another person at the next lower tier, we agree by signing this agreement that we will verify that the person with whom we intend to do business is not excluded or disqualified. We will do this by:

- A. Checking the federal Excluded Parties List System (EPLS); or
- B. Collecting a certification from that person if allowed by this rule; or
- C. Adding a clause or condition to the covered transaction with that person.

We agree by signing this agreement that we shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Authorized Signature

Date

\_\_\_\_\_  
Printed Name