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**Cartersville**  
*School System*

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MARC R. FEUERBACH, Ed.D.  
SUPERINTENDENT

**REQUEST FOR PROPOSAL**

KENNETH CLOUSE, Ed.S.  
ASSISTANT SUPERINTENDENT

May 6, 2019

Dear Sir or Madam:

The Cartersville School System invites you to submit a proposal on the following items.

**Cartersville Middle Valcom PA/Bell/Clock System Refresh**

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

Dr. Marc Feuerbach, Superintendent  
Cartersville School System  
RFP #0300-0506-119 ENCLOSED  
P.O. Box 3310, 15 Nelson Street  
Cartersville, Georgia 30120

no later than 2:00 p.m., Monday, June 3, 2019.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Respectfully,

Marc Feuerbach, Ed.D.  
Superintendent

Enclosures



# **Request for Proposal Cartersville Middle School Valcom PA/Bell/Clock System Refresh Cartersville School System**

May 6, 2019

*Prepared by:*

*Cartersville School System Technology Department*

*310 Old Mill Road*

*PO Box 3310*

*Cartersville, GA 30120*

## PROPOSAL FORM

**Please include this cover sheet as (page 1) of your proposal**

Cartersville School System  
P.O. Box 3310  
15 Nelson Street  
Cartersville, Georgia 30120

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

Total bid proposal price for **Cartersville Middle School Valcom PA/Bell/Clock System Refresh**

\$

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Name of Company

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Signature of Company Representative Authorized to Submit this Proposal

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Printed Name of Representative

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Business Address/ Street, City, State, Zip Code

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Phone Number

Fax Number

Email

Official Stamp

## INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 pm, Monday, June 3, 2019, and shall be opened publicly at that time. Each submittal must include two hard copies.
2. **Proposals must be submitted on the forms enclosed.** Bidders must attach specification sheet of prices/labor that also include warranty information. Bidders may enclose other appropriate information.
3. Proposals must meet the requirements relating to all Georgia Department of Education guidelines.
4. **There will be a mandatory pre-bid meeting held on Wednesday, May 15, 2019 @ 2:00 pm EST. at Cartersville Middle School located at 825 Douthit Ferry Road, Cartersville Georgia. Those in attendance will have the opportunity to inspect the site for measurements, review bid documents and ask any questions at that time.**
5. The Cartersville School Board reserves the right to accept or reject any and all proposals.
6. Work is to begin no earlier than July 8, 2019 and must be completed no later than August 2, 2019.
7. Payment will be made within 30 days of the completion of project.
8. Contractor must provide 2 references of comparable jobs.
9. Contractor must provide a copy of Certificate of Liability Insurance, E-Verification number, Workers Compensation Insurance and a W-9 form.
10. Further information regarding the RFP can be obtained by email only:

Kristy Hovers  
Director of Technology  
Cartersville School System  
[khovers@cartersvilleschools.org](mailto:khovers@cartersvilleschools.org)

David Hutcheson  
Network Administrator  
Cartersville School System  
[dhutch@cartersvilleschools.org](mailto:dhutch@cartersvilleschools.org)

## SCOPE OF PROJECT

Contractor will remove and replace existing Rauland intercom and clock system with a new Valcom system meeting specs included. Integration for current VoIP system must be supported including CID configuration for classroom call back. System must be accessible by local computer(s) for bell programming. Training must be provided for intercom use and bell programming.

Please see the approximate endpoint totals below

Description	Item	Approximate Count
Analog Gateway	VE8004 Analog Gateway	1
Gateway	VE8014 FXO Gateway	1
Server	VE6025 Application Server	1
Clock Wire Guard	V-WGD4 4" Clock Wire Guard	5
Exterior Horn	V-1030C Horn	27
Call Button	V-2971 Call Button	77
Classroom Speaker/Sign	VL-520 IP Speaker/Sign	86
Hallway Speaker	VE9022A	138
Hall Way Clocks	VIP-D440ADS 4" Double Sided	17

## SPECIFICATIONS

The Contractor shall furnish and install all equipment including, but not limited to, wiring, speakers, and all other necessary equipment to provide a complete operating system as indicated with the contract documents. Provide all necessary wall plates, specialty boxes etc. not provided by others.

The intent of this specification is to maximize communications between the classroom and administrative areas while reducing maintenance and operational cost.

Under this specification, system shall provide a complete Communication System for the Administrative, Classroom, Cafeteria, Library, and Recreational areas.

The Communication System shall provide distribution of intercom overhead paging, emergency paging, class change time tones, emergency tones and program material.

## RESPONSIBILITIES

Furnishing additional items not mentioned herein to meet requirements as specified without claim for additional payments. Items may include hardware or other devices that are required for installation.

Ensuring that labor furnished shall be trained and experienced in telecommunication systems.

Ensuring that all equipment unless otherwise specified shall be new, free from defects, and best craftsmanship in its class.

Ensuring that all manufactured equipment shall be installed as recommended by the manufacturers, or as indicated in their published installation manual.

Furnishing and installing necessary equipment, back boxes, supports, and enclosures.

Furnishing and installing all necessary wire.

## Furnishing shop drawings.

Performing initial programming of system and audio level adjustments.

Performing final programming of system and audio level adjustments.

**Providing system documentation including equipment manuals and drawings.**

Guaranteeing all equipment and components for their specified period from date of acceptance.

Providing information on system requirements to any Contractor responsible for supplying related materials for this system. Ensuring that FCC registration and U.L. listed numbers shall be available.

## IN-SERVICE TRAINING

The Contractor shall furnish in-service training with the system. The sessions shall facilitate the training of personnel in operating classroom equipment, administrative equipment, program distribution, and user programming functions. Manuals and user guides shall be provided at the time of training.

## INTERCOM SPECIFICATIONS

## COMMUNICATION SYSTEM

The Communication System shall be a Valcom Class Connection system and provide at least the following functions and features:

- Direct dialed intercom or one-way communication from all telephone ports to any location equipped with a talkback speaker and/or one-way self-amplified speakers.
- Automatic gain control on intercom speech to assure constant one-way page and talkback

speech level.

- Microprocessor based system capable of handling up to 360 zones. A zone is defined as a speaker output and call in switch input combination.
- System shall interface with any telephone system including VoIP telephony system, thus allowing the end user(s) to upgrade or replace their telephone system without suffering a requirement to replace, or lose any feature of, their internal communications (intercom & paging) system.
- Automatically sound an alert tone over any loudspeaker connected for two-way communication to alert the personnel that this two-way call has been established. This is intended to prevent unauthorized monitoring. This tone must repeat every 15 (fifteen) seconds.
- Distribution of emergency announcement(s) from any authorized telephone to all areas furnished with a loudspeaker. Emergency announcements shall have the highest system priority.
- Shall provide one-way priority override voice paging to all zones from a microphone.
- System shall provide a contact closure associated with each one-way page zone for activation of strobes and other ancillary devices.
- Distribution of general announcements from any administrative telephone, staff telephone, or room/office telephone. The system shall be capable of providing all-call, group call, multiple group call, or dial-on-the-fly page groups.
- Speakers shall be software assignable to any or all paging groups.
- Provide unlimited time tone schedules/unlimited events with the ability to automatically administer 8 (eight) or more schedules at any given time. Automatically administered schedules shall be capable of simultaneous operation. Schedule administration, modification and creation functions must be available through administration PC software. Systems that do not allow the school to manage their own schedules with PC software shall not be acceptable.
- Provide 1, 2, 3 or 4 digits numbering plan, thus allowing the speaker zone and the location telephone to be the same architectural number.
- System shall be capable of placing intercoms call on hold in order to perform other administrative functions.
- Any zone/area loudspeaker must have the flexibility to be programmed as a testing room. A testing room shall be excluded from receiving general announcements, class change tones, group announcements and program material. The testing room must receive emergency tones and announcements. A dial code must be provided that will access these testing rooms at the same time, allowing for an announcement to the testing rooms for applications such as standardized testing and administrative/employee testing. The testing rooms may be reactivated to normal operation at any time by the administration staff as needed. Testing rooms shall automatically be reset to normal operation before start of business the next day.
- Facilities to annunciate incoming intercom calls at multiple phones simultaneously. Calls may be answered from any of the administrative telephones by simply lifting handset, dialing the zone number or pressing a button on the telephone. Once answered, the call will automatically be cancelled for other phones.
- The system shall provide a built in Ethernet port on the CPU for network connectivity over the LAN/WAN for system setup, programming, and system changes. This port shall also be utilized

for the administration software as to allow easy and simple access to the system for daily, weekly, monthly, and yearly changes.

#### **WIRING**

- All interior wiring, when needed, shall be in accordance with new construction guidelines suggested by the Manufacturer; including the speakers and the call-in switches. All wiring shall be ground and short tested.
- All wiring shall be installed in raceways or plenum rated cable. 4.0

#### **PROTECTION**

- The contractor shall provide all necessary UPS protection on the AC power feed as well as protection on all station lines leaving/entering the building.
- Material and equipment shall be new, and conform to grade, quality, and standards specified. Equipment and materials of the same type shall be a product of the same manufacturer throughout.

#### **WARRANTY**

- On-the-premise maintenance shall be provided at no cost to the buyer for a period of one (1) year (parts and labor) from date of acceptance unless damage or failure is caused by misuse, abuse, neglect, or accident. Additionally, all manufacturer supplied products must be covered by a five (5) year (parts only) limited warranty from the date of acceptance. The warranty period shall begin on the date of acceptance by the owner.

#### **EVALUATION PROCESS**

The evaluators will consider how well the vendor has proposed solution meets the needs of the Cartersville School System as described in the vendor's response to items listed in the technical requirement section of this RFP. It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. This evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the Cartersville School System select the right vendor with the best combination of professional attributes, experience, product attributes, and price. The Cartersville School System reserves the right to require that a subset of finalists make a presentation for consideration.

This RFP provides general and technical information to be used to guide you in crafting your proposal. Your submitted responses will be the primary source of information used for the system evaluation and selection. Please include all required and appropriate information with your proposal.

At the completion of the RFP process, the Cartersville School System will determine the viability of moving forward and complete negotiations with the chosen vendor to provide equipment and services, representing, but not limited to, solutions that best meet the need of the Cartersville School System's criteria in cost, product design and management capability, and vendor prior experience and references.

#### **RIGHT OF SELECTION/REJECTION – WAIVER OF IRREGULARITIES**

The Cartersville School System reserves the right to reject any or all proposals, to waive any minor irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Cartersville School System. Selection of a vendor solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.



**RFP REVISIONS**

The Cartersville School System reserves the right to change the schedule or issue amendments to the RFP at any time. The Cartersville School System also reserves the right to cancel or reissue the RFP at any time

**PROPOSAL AMENDMENT**

The Cartersville School System shall not accept any amendments, revision, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the Cartersville School System.

**COMMITMENTS**

All quotes should be submitted initially on the most complete basis and with the most favorable financial terms available. The selected vendor's proposal may, at the Cartersville School System's option, be made part of the final purchase contract. All representations in the vendor's proposal may be considered commitments to supply the system as described. Vendors may submit more than one proposal in response to this RFP. However, each proposal must be a separate, complete package, which can be considered independently of any other proposals from the same vendor.

**CONTRACT AWARD AND EXECUTION**

The Cartersville School System reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Cartersville School System. The general conditions and specifications of the RFP and the successful vendor's response, as amended by agreements between the Cartersville School System and the vendor, will become part of the contract documents. Additionally, the Cartersville School System will verify vendor representations that appear in the proposal. Failure of the vendor's products to meet the mandatory specifications may result in elimination of the vendor from competition or in contract cancellation or termination. If selected vendor fails to sign and return the contract within the required stated timeframe, the Cartersville School System may elect to cancel the award and award the contract to the next best vendor. No cost chargeable to the proposed contract may be incurred before the vendor has received a fully executed contract.

**COMPENSATION**

No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited. Procurement of all equipment and services will be in accordance with subsequent contractual action.

**PAYMENT TERMS AND CONDITIONS**

The proposal must contain a fee schedule that includes payment terms and conditions, and line items for equipment, software, support/maintenance subscriptions, and warranties. Payment terms will be Net 30 days after installation and invoice.

**ALTERNATIVE SPECIFICATIONS**

Specifications must be attached if proposal is based on specifications different than specified by the school system. The Board of Education will determine if the item proposed is equal or comparable.

**RFP ATTACHMENTS AND SUBMISSION**

- Proposals must be submitted with the proposal form enclosed.
- Bidders may attach other appropriate information to best evaluate the proposal.
- Bidder must submit a copy of Certificate of Insurance with bid including workers compensation. Vendor's full compliance with all applicable federal and state security and immigration laws, including without limitation the Georgia Security and Immigration Compliance act as amended, O.C.G.A. 13-10-90, O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-1, et. seg. is a condition to the quote and contract. Vendor is required to affirm compliance by completing and returning the Georgia Security and Immigration Compliance Documents with Vendor's quote.

Please submit (2) hard copies of the proposal, sealed and in its entirety, to the Cartersville School System delegate at the address below no later than 2:00 PM, June 3, 2019.

**Dr. Marc Feuerbach, Superintendent  
Cartersville School System  
RFP# 0300-0506-119 ENCLOSED  
PO Box 3310  
15 Nelson Street  
Cartersville, GA 30120**