



Cartersville School System

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ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

December 18, 2019

Dear Sir or Madam:

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

Cartersville High School Crisis Alert System

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

Dr. Marc Feuerbach, Superintendent
Cartersville School System
RFP # 0400-1218-128 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120

no later than 2:00 p.m., Thursday, January 30, 2020.

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 High School Crisis Alert System Cartersville School System

December 18, 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 High School Crisis Alert System**

\$

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only

INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 p.m., Thursday, January 30, 2020, 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 will be held on Tuesday, January 7, 2020 @ 2:00 pm EST. The meeting will be held at the Central Office, 15 Nelson Street, Cartersville, GA 30120**
5. The Cartersville School Board reserves the right to accept or reject any and all proposals.
6. Work is to begin no earlier than February 19, 2020 and must be completed no later than June 1, 2020.
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

David Hutcheson
Network Administrator
Cartersville School System
dhutch@cartersvilleschools.org

OVERVIEW OF PROJECT

The goal of this project is to implement a school-wide crisis management system that will assist in the notification of emergencies with faculty and staff.

Technical Specifications

- The solution should have the ability for a staff member to generate a crisis alert from a button press via a badge and or badge holder. This equipment should not interfere in any with the district's current RFID badges.
- The solution should have the ability for some administrative members to generate and receive alerts via a mobile device.
- The solution should have the ability to integrate with the district's Valcom PA system in order to play any emergency announcements via intercom.
- The proposal should include campus-wide coverage including classrooms and outdoor areas with the ability to send an alert from any of these locations.
- The solution should not interfere with the district's current network switching configuration or wireless access capabilities.
- The solution should provide for the ability for notifications to be sent to windows, apple or android devices with the ability for some notifications to popup automatically when the most critical level of alerts are triggered.
- The solution should have the ability to leverage school floor plans in order to identify alert locations as well as display alert types. School floor plans will be made available upon vendor request. You may request by emailing the addresses in the solicitation letter at the beginning of this document.
- The solution should have the ability to digitally display information on various alert types based on dynamically changing input from staff.
- The system should have the ability to report on staff utilization information as well as the ability to report on infrastructure warnings (IT alerts etc.) with the solution
- The solution should include a schedule any costs for scheduled maintenance and system upgrades as well as any optional warranty costs, service costs, or device replacement costs.
- The solution should include all necessary hardware, cabling, interconnects, programming, etc, to have a complete and fully functional system at the end of the project.
- The proposal should include all integration capabilities with existing equipment in their proposal.
- Provide all documentation and training when project is complete.
- The Crisis Alert System should work for a minimum of 24 hours in the event that Wi-Fi or power is lost.
- The proposal should include manufacturer warranty information of five years.

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.

Factors	Total Points Available
Cost of Eligible Goods & Services	25
Availability/Current Equipment	20
Local Preference	20
Experience	20
Past Performance/References	15

VENDOR COMMUNICATION

Upon release of this RFP, all vendor communications concerning the overall RFP shall be directed to the School System’s delegate listed below. Any oral communication will be unofficial and non-binding to the Cartersville School System. Questions should be submitted in e-mail form to the School System’s delegate. Vendors should rely only on written, faxed, or e-mailed statements issued by the School System’s delegate.

Kristy Hovers
Director of Technology
Cartersville School System
PO Box 3310
310 Old Mill Road
Cartersville, GA 30120
Office: 770-387-5571
Fax: 770-607-7501
Email: khovers@cartersvilleschools.org

David Hutcheson
Network Administrator
Cartersville School System
PO Box 3310
310 Old Mill Road
Cartersville, GA 30120
Office: 770-606-3335
Fax: 770-607-7501
Email: dhutch@cartersvilleschools.org

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, January 30, 2020.

Dr. Marc Feuerbach, Superintendent
Cartersville School System
RFP # 0400-1218-128 ENCLOSED
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