

FAIRFIELD CITY SCHOOL DISTRICT
Request for Proposal (RFP)
LOCAL PHONE, LONG DISTANCE, AND PRI TELEPHONE SERVICES
Bid Opening Date: January 7, 2010 at 2:00 P.M. (Central Time)

I. MISCELLANEOUS

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| <p>A. The Fairfield City School District/Board of Education intends to contract for local phone, long distance, and voice Primary Rate Interface (PRI) telephone services with the bidder offering a proposal that is deemed the most acceptable and advantageous to the Fairfield City School District. Fairfield City School District will accept sealed bids to provide specified services beginning July 1, 2010 to June 30, 2011 (E-rate funding to begin July 1, 2010 – June 30, 2011) with the school system having the option of two one year extensions July 1, 2011 to June 30, 2012 and July 1, 2012 to June 30, 2013. Options will be executed at the school district’s discretion provided pricing remains the same, vendor continues to meet all other requirements, and the school district continues to be funded through the E-rate program.</p> |
| <p>B. Vendors that have questions regarding bid specification must submit their questions in writing to the Technology Coordinator, Valarie Holmes, at vholmes@fairfield.k12.al.us not later than December 30, 2009</p> |
| <p>C. A site visit/survey to all facilities identified to receive services is scheduled for December 3, 2009 at 10:00 A.M.(Central Time) at the Fairfield City School Board of Education, 6405 Ave D, Fairfield, Alabama. This is an opportunity for potential bidders to survey each location, if desired, prior to submitting a bid response.</p> |
| <p>D. Any changes, additions, modifications to the bid request will be posted to the Fairfield City School’s web site at www.fairfield.k12.al.us It is the responsibility of the vendor to check the website for any changes to the bid request before submitting a bid.</p> |
| <p>E. Sealed bids must be submitted in two (2) printed copies and 1 electronic exact copy (files should be .doc or .pdf format) prior to the bid opening, at January 7, 2010, at 2:00 P.M at the Fairfield City School District, 6405 Avenue D, Fairfield, Alabama 35064.</p> <p>The envelope must be marked “Bid #2 - Local Phone, Long Distance, and PRI Telephone Services” on the front and “SEALED BID DO NOT OPEN” on the seal. If mailed, mail to Attention: Valerie Holmes at the address listed above.</p> <p>Any late bids will not be opened or considered. No faxed or electronic bids will be accepted.</p> <p>Failure to provide the information requested in this RFP in the requested format is reason for disqualification, without consideration.</p> |
| <p>F. Specifications are not intended to eliminate any reputable manufacturer, brand, or bidder. Reference to manufacturers, brand names, suppliers’ itemization numbers, etc. is intended to set quality standards and does NOT exclude bids from others as long as quality standards are met.</p> |
| <p>G. If a bid differs in any way from the bid specifications, the bidder must list the differences on the Bid Response Form telling exactly where and how the bid deviates from said specifications. If no exceptions are listed on the bid, it will be presumed the bidder proposes to meet all specifications in every respect; and if awarded the contract, performance on this basis will be required.</p> |
| <p>H. All vendors must use our Bid Response Form for submitting their bid. A total of two paper copies and one electronic EXACT copy of the bid (files should be .doc or .pdf format) on a CD.</p> |
| <p>I. It is the bidder’s responsibility to comply with all local, state and federal laws applicable within the context of this bid.</p> |

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| J. Fairfield City School District is exempt from all sales and use taxes under the provisions of Title 40, Chapter 23, Section 4 (15), Code of Alabama, 1975. |
| K. Bid price is to be all-inclusive (including taxes, fees, etc.) with no allowable additional costs to Fairfield City School District. |
| L. Contracts over \$10,000 require compliance with Equal Employment Opportunity Regulations, The Clean Air Act, The Clean Water Act and Environmental Protection Agency Regulations. |
| M. If the bid amount is \$10,000.00 or more, a certified check or bid bond, payable to Fairfield City School District, in the amount of five percent (5%) of the amount of the bid but in no event more than \$10,000.00, must accompany the vendor's proposal. Said bond will remain in effect until the contract is completed. |
| N. The Fairfield City School District is an equal educational opportunity agency and prohibits discrimination in any of its educational programs, including employment, on the basis of sex, race, religion, national origin, color, age or any handicapping condition. The Board of Education complies fully with the provisions of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the appropriate Department of Education regulations. |
| O. The final awarding of this bid will be made by the Fairfield City School District/Board of Education based on a recommendation from the Superintendent. |
| P. If you choose not to bid, please return the invitation to Fairfield City School District and state the reason. Failure to respond may cause your company to be removed from the bid list file. |
| Q. The Fairfield City School District reserves the right to reject any and all bid proposals, if deemed necessary. |
| R. All vendors must have a valid Service Provider Identification Number (SPIN as a valid Telecommunications service provider with the Schools and Libraries Division (SLD) of the Universal Services Administrative Company (USAC) and maintain such classification for the length of the contract to provide phones services. |
| S. Vendor must be classified as a common carrier for telecommunication services. |
| T. Fairfield City School District will review all proposals for service utilizing guidelines outlined by the Alabama State Bid Law and USAC-SLD E-rate funding. |
| U. All vendors submitting a bid are responsible for understanding USAC and FCC E-rate eligibility rules and are required to identify any costs, fees, products, or proposed uses that do not meet the rules of eligibility for E-rate funding and should be filed as ineligible fees/charges. |
| V. Vendor must have been in continuous business for a minimum of 3 years and must be an exclusive provider, not a reseller, of services requested. |
| W. In the event vendor equipment, software, materials, etc. are necessary to provide services, they must be compatible with existing equipment, software, material, etc. The school system is not required to make any purchase of equipment, software, material, etc. to accept the vendor's services. If there are any compatibility issues between the existing equipment, software, etc., and the vendor's services these should be noted in the Bid Response Form Exceptions to Specifications and/or Comments section. Additionally, the vendor shall identify any equipment, software, materials, etc. (and its costs) that must be obtained by Fairfield City Schools before the vendor is able to provide the requested services. Additionally, identify any actions that must be taken by Fairfield City Schools. |
| X. Prices shall be good for the length of this contract (including option years). The cost of phone lines, long distance services, or PRI services that are added during the contract term will be charged according to the contracted rate. |

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| <p>Y. Except as otherwise specifically stated in this RFP, the vendor shall provide and pay for all materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. This includes any and all costs necessary for the vendor to connect to Fairfield City School District equipment <i>inside</i> each facility. Licenses necessary for the execution of the work shall be secured and paid for by the vendor.</p> |
| <p>Z. The Vendor shall protect all buildings, furniture, equipment, personal items, trees, shrubs, lawns and all landscaping on school property from damage. Any damaged property shall be repaired or replaced at The Vendor's expense. Labor shall include all restoration (leveling, sodding) of grounds broken up during the installation of this network.</p> |
| <p>AA. The Vendor and his representatives shall follow all applicable school district regulations while on Fairfield City School property, including the no smoking, no weapons, and drug free policies. No work shall interfere with school activities or environment unless permission is given by the Principal or person in charge. All Vendor personnel shall be easily identified by the use of prominently displayed identification badges and uniforms or shirts with The Vendor's logo clearly visible.</p> |
| <p>BB. Fairfield City School District reserves the right to cancel the contract with the vendor for nonperformance at any time during the contract period. Nonperformance includes, but is not limited to; failure to supply good quality service, failure to provide services for the full term of the contract, installation performance, poor billing and customer service services, and failure to maintain status as an authorized representative of services.</p> |
| <p>CC. At the request of Fairfield City School District, the Vendor may be required to invoice the Schools and Library Division (SLD) directly (generate a Service Provider Invoice, FCC Form 474) for the discounted portion of each bill in accordance with SLD regulations. In this case, if requested, the school district will only be invoiced for the undiscounted portion.</p> |
| <p>DD. Fairfield City School District reserves the right to cancel the contract if E-rate funding is not approved during the specified period of the contract and/or the two-year extension periods.</p> |
| <p>EE. Vendor must be able to provide consolidated billing under a single billing account number and detailed breakdowns of charges to individual telephone numbers and by service type such as but not limited to maintenance and charges over and above basic plan. Billing should be available, at no extra charge, through an Internet interface with electronic invoices available when required.</p> |
| <p>FF. This bid and any resulting contract does not restrict Fairfield City Schools from using other telecommunication services from other vendors.</p> |
| <p>GG. All requirements specified in this RFP become a part of any awarded contract.</p> |

II. REQUIREMENT SPECIFICATIONS

A. Fairfield City School District is seeking local phone, long distance, and voice primary rate interface (PRI) telephone services for the entire school district for approximately 31 dedicated phone, fax, and security/fire lines and 2 PRIs. The number of sites and number of lines may change during the period of the contract to meet system requirements.

ITEM 1: Local Telephone Services

Fairfield City School District is seeking telephone services (telephone, fax, fire, and security lines) with local telephone capabilities for the Board of Education and all school system sites. Currently, there are 31 dedicated telephone, fax, fire, and security business lines within Fairfield City School District. This service is required to retain all existing phone numbers for Fairfield City School District, block all 900/976 calls, provide access to local calling at a uniform rate for access for all locations and numbers, and provide caller-id.

ITEM 2: Long Distance Calling Services

Fairfield City School District is seeking long distance calling services. These services are sought for 31 dedicated telephone lines and all PRI lines within Fairfield City School District. The services will provide access to 1+ equal access long distance calling services. The service will be provided at a uniform rate throughout the continental United States and a uniform rate for overseas calling.

ITEM 3: Primary Rate Interface (PRI)

Fairfield City School District is seeking two (2) 24-channel voice primary rate interfaces (PRIs) for local and long distance voice communications outside the school district with option pricing for additional PRIs as needed. One PRI is to be located at the Fairfield City School District Board of Education and the second shall be located at Fairfield High School.

The PRIs will be connected to the district's Nortel phone system that is comprised of a Nortel Business Communications Manager (BCM) 400 at the High School and a BCM50 at all other locations, including the Board of Education. There are currently approximately 231 (+/-) outside phone numbers required based on the current number being provided with the existing PRI services. The requested service is required to retain all existing phone numbers for Fairfield City School District, block all 900/976 calls, provide access to local and long distance calling at a uniform rate for access for all locations and numbers, and provide caller-id.

The number of PRIs and phone numbers will change (+/-) as needed during the period of the contract and any extensions to meet system needs.

B. List of Sites

| Site Name | Site Address |
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| 1. Donald Elementary School | 715 Valley Rd Fairfield, Alabama 35064 |
| 2. Fairfield City Schools Board of Education & Fairfield Alternative School | 6405 Avenue D Fairfield, Alabama 35064 |
| 3. Fairfield High Preparatory School | 610 Valley Rd Fairfield, Alabama 35064 |

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|----|-----------------------------|---|
| 4. | Forest Hills Middle School | 7000 Grasselli Rd Fairfield, Alabama 35064 |
| 5. | Glen Oaks Elementary School | 1301 Highland Dr Fairfield, Alabama 35064 |
| 6. | Robinson Elementary School | 301 61 st St Fairfield, Alabama 35064 |

Fairfield City Schools reserves the right to add or remove sites during the term of the contract and any extensions due to district site closures and openings that may occur during this time.

C. Responsibility for maintaining the equipment and services rests with the vendor. The Vendor will be responsible for installation, configuration, maintenance, support, and replacement, if necessary, of all equipment used to provide the leased services during the specified period of the contract.

D. All pricing must include installation, setup, configuration and maintenance fees. When installation is complete, vendor's connectivity equipment (which may include but not be limited to routers) must be connected to the existing Fairfield City School District network.

E. Vendor must provide a toll free number for technical support Monday-Friday 7:00 a.m. to 5:00 p.m. (Central Time), as a minimum.

F. System and services must be installed, tested and fully operational to all specified sites at least 48 hours prior to **July 1, 2010**. If the system is not operational by this time vendor must provide alternative connectivity to all specified locations at their cost. Fairfield City School District reserves the right to terminate the contract and award services to the next qualified vendor if services are not operational as required. Service activation must be transparent and down time, if any, must be at a time determined by Fairfield City School District.

G. The Vendor must identify any of the quoted services or portions of services that are ineligible for E-rate funding and provide separate eligible and ineligible pricing.

H. The Vendor must provide a detailed description of the proposed services identifying how the solution meets the requirements stated in this RFP.

I. Vendor must provide three (3) references of comparable size and scope with a summary of the services provided.

III. BASIS OF AWARD

In keeping with the guidelines of USAC, this RFP will be awarded to the most cost effective provider who submits a complete and accurate submittal that meets the stated requirements. Prices will be the primary factor, but not necessarily the sole factor, in evaluating the bids. Other factors of consideration may include but are not limited to prior experience, including past performance, personnel qualifications, including technical excellence; management capability, including schedule compliance; environmental objectives; and flexibility of leasing terms and arrangements. Fairfield City School District does not guarantee award of a contract and reserves the right to reject any and all bids.

These factors as well as others may be utilized in weighing the RFP responses as follows:

| Factor | Weight |
|------------------------------|---------------|
| Price | 30% |
| Prior Experience | 25% |
| Quality of Proposed Solution | 25% |
| Flexibility of Services/Plan | 10% |
| Management capability | 10% |
| TOTAL | 100% |

IV. REQUIRED CONTENTS OF BID AND ATTACHMENTS

- A) Completed Bid Response Form (2 pages)
- B) Documentation verifying vendor is a valid E-rate provider with an approved SPIN for Telecommunications
- C) Service Plan information
- D) References of a minimum of 3 other customers for whom company has provided similar size and scope of services
- E) Bid Bond or check, if applicable

An entire copy of the bid response and supporting documentation shall be submitted in two (2) paper copies and one exact electronic copy in Microsoft Word or Adobe Acrobat format (.doc or .pdf, respectively).

Failure to provide the required information in the specified manner may be a basis for disqualifying the bid and causing the bid to be thrown out without consideration.

BID RESPONSE FORM (Page 2 of 2)

LOCAL TELEPHONE SERVICE (Per line) \$ _____
Business Line Flat Rate

LONG DISTANCE TELEPHONE SERVICE \$ _____
Interstate Rate

(Included as cost per minute for each category listed)

\$ _____
Intrastate Rate

\$ _____
Overseas Rate

PRIMARY RATE INTERFACE (PRI)
(Connected at the Board of Education) \$ _____

PRIMARY RATE INTERFACE (PRI)
(Connected at Fairfield Preparatory High School) \$ _____

ESTIMATED TAXES & FEES (specify all taxes and fees)
*(if an estimate is not included the district will conclude
that the taxes and fees are included in the quoted prices
for each of the services):* \$ _____

OTHER FEES \$ _____
(Describe and be specific)

TOTAL BID PRICE \$ _____

OPTION PRICING:

INSIDE WIRE MAINTENANCE PLAN \$ _____
(Specify whether pricing is per month, per site, per line, etc.)

PRIMARY RATE INTERFACE (PRI)
(Connected at any Fairfield City Schools location) \$ _____

Note:

Rates to include all existing lines and any additional lines that may be added during the specified service dates.

The bid will be awarded on the basis of a collective grand total for E-rate eligible services not on an item-by-item basis. Award will be made to the responsive bidder offering a proposal that is deemed the most acceptable and advantageous to the Fairfield City School District.