



**Litchfield Board of
Education
Invitation to Bid
LMS/LHS VoIP Phone System 2019
14 Plumb Hill Rd. Litchfield, Connecticut**

The Town of Litchfield Board of Education (BOE) is accepting bids to replace the existing phone system with Avaya IP Office at the Litchfield Middle/High School, 14 Plumb Hill Rd, Litchfield. Migration to a PRI is expected and the phone service will cutover will need to be built into the phone system replacement project plan. All bids must be submitted on forms and in accordance with specifications supplied by the Town of Litchfield BOE, 35 Plumb Hill Road, Litchfield, CT, 06759. **Bids will be received at the Office of the Superintendent, 35 Plumb Hill Road, Litchfield, CT, 06759 until 11:00 am on Tuesday June 4, 2019 and will be opened and read publicly at that time in said office.** There is a **mandatory** bid walk on Friday May 24, 2019 at 3:00 pm located at the front entrance of 14 Plumb Hill Rd, Litchfield CT.

Instructions to Bidder

1. Intent

The intent of these specifications is to obtain a Contractor to furnish, install and configure a VoIP phone system at the Litchfield Middle/High School and to complete all work required to bring the district into one unified phone system. The Contractor shall have adequate insurance, licenses, staff, equipment, and materials for this project to start by July 8, 2019 and to insure completion no later than July 22, 2019 with any expected interruptions to phone service clearly communicated and approved by the Technology Manager in advance. Cutover day/time must be submitted within 24 hour notice unless approved by the Technology Manager.

All Bidders shall observe the following instruction and specifications:

2. General Provisions

Place of Opening: Office of the Superintendent, 35 Plumb Hill Road, Litchfield, CT,

Time of Opening: Tuesday June 4th, 2019 at 11:00 am

Bid Return Envelope: Bidders shall submit bids in an envelope clearly marked, with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the BOE shall be rejected. The following forms must be submitted:

- A. Bid Schedule
- B. Hold Harmless Agreement and Supplemental Agreement
- C. Completed Projects and References
- D. Non Collusion Form(s)
- E. Non Discrimination Form(s)

Mandatory Bid Walk shall be held on Tuesday May 24, 2019 starting at 3:00 pm at the 14 Plumb Hill Rd, Litchfield, CT Main Entrance.

3. Proposal Questions

Any questions pertaining to the scope of the work or content or procedure for submitting proposals should be directed to Jamie Terry, Technology Manager, by e-mail to be received no later than Monday May 29, 2019 3:00 pm. Any questions received after that date will not be answered. All contractors shall provide their e-mail addresses as the questions will only be answered via e-mail. Contact information is as follows:

Jamie Terry, Technology Manager
860-689-4849 (Mobile)
TerryJ@litchfieldschools.org

4. Basis of Award

It is intended this Contract shall be awarded to the Bidder that best meets the needs of the BOE with respect to qualifications, contractor's submitted start date and cost. Qualifications shall include the ability of the Contractor to complete all work within the stated time frame.

5. Notice of Award

The BOE shall give notice of Acceptance of a bid to the successful bidder by mail to the Bidder's address stated in the bid. Individuals are invited to attend the Bid Opening, with official bid results pending notification of the successful bidder.

6. Award of Contract

The BOE reserves the right to reject any and all bids for any reason the BOE deems advisable, and to award contract or contracts to any Contractors bidding on the work, regardless of the amount of bid.

7. Bid Security

There is no bid bond or certified check required for this bid.

8. Performance; Labor and Material Bond

There is no Performance Bond or Certified Check required for this bid.

9. Scope of Work Change

The BOE reserves the right to change the scope of the project after the bid is awarded, without penalty to the BOE. All changes in scope will be issued in writing by the Technology Manager.

10. Substitution of Named Brands

Should brand names appear in this bid, before bidding on any item considered equal to or better than a named item, the Bidder must get written approval from the Technology Manager.

11. Price, Discounts, and Payment

Prices bid shall not include any taxes, Local, State, or Federal, as the BOE is not liable. In addition to the price bid, each Bidder may quote binding discounts, which will be considered when making the award.

12. Delays

Contract time delays for completion of work shall be authorized in writing by the Technology Manager.

13. Liquidated Damages

The amount of two hundred dollars (\$200) is agreed upon as liquidated damages and shall be paid for every day the Contractor exceeds the allowable contract time for completion, July 29, 2019. This sum shall be paid by the Contractor to the BOE or withheld from final payment to the Contractor. The contract time period must start with the Notice to Proceed from the BOE.

14. Assignment of Contract

Contractor shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein or obligations thereunder, without written consent of the Board of Education.

15. Acceptance of Subcontractor

Submission of name of Subcontractor in proposal shall be deemed to constitute an acceptance by Contractor, if awarded contract of bid, of such Subcontractor. Any alteration therein, after award of contract, shall be subject to the approval of the BOE.

16. Basis of Payment

Payment for this work shall be at the lump sum bid for work completed and accepted, except as noted herein and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

17. Payments for Extra Work

Written notice of claims for extra work shall be given by Contractor within ten (10) days after receipt of written instruction from the BOE as approved by the Technology Manager to proceed with extra work and also before any work is commenced, except in emergency endangering life or property. No claim shall be valid unless so made. In all

cases, Contractor's itemized sheet showing all labor and material must be submitted to the Technology Manager. An order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit Prices or combination of unit prices.
- B. A lump sum based on Contractor's estimate accepted by owner and approved by the BOE Technology Manager.
- C. Actual costs plus ten percent (10%) for overhead and profit.

18. Payment Requests, Retain age and Guarantee Period

Contractor must submit a payment request for payment once each month for work done and materials delivered and installed on the site. Each request for payment must be computed from work completed, less ten percent (10%) to be retained until expiration of the guarantee period, which is one (1) year from written acceptance of work.

19. Insurance

The contractor will file with the BOE, the following evidence of insurance. Certificates must be on file with the BOE before acceptance of Bid or work commences.

Workers Compensation

Coverage A: Statutory

Coverage B: Employers Liability:

Bodily injury by accident	\$ 100,000 per person
Bodily injury by disease	\$ 100,000 per person
Bodily injury	\$ 500,000 aggregate

Comprehensive Commercial Liability

Bodily injury; General Limit	\$ 1,000,000 aggregate
Products/Completed Operations	\$ 1,000,000 aggregate
Personal and Advertising Injury	\$ 1,000,000 aggregate
Each Occurrence	\$ 1,000,000 aggregate
Fire Damage Limit	\$ 1,000,000 aggregate
Medical Expenses	\$ 100,000 per person

Premises/Independent Contractors

Contractual/Completed Operations/Products

Contractual/Liability will be Broad Form

XCU (explosion/collapse/underground utilities)

Comprehensive Broad Form Liability endorsement or Equivalent

Broad Form property Damage Liability

Automobile Liability

Bodily Injury	\$1,000,000 per person
Aggregate	\$1,000,000 per person
Property Damage	\$1,000,000 per person

Coverage:

All owned/non owned/hired/borrowed

Contractual liability to be included

Contractors must name the Town of Litchfield Board of Education as an additional named insured on all certificates. All policies will provide thirty (30) days' notice of cancellation as well as ten (10) days' notice of material change in the policies to the Office of the Superintendent.

20. Environmental, Health and Safety Compliance

The contractor must comply with all local, state and federal environmental health and safety regulations. The contractor must submit a Health and Safety Plan to the Facility Manager prior to commencing the project if necessary. **NOTE: For this project a Health and Safety Plan is not required.**

21. Permits

The contractor is responsible for obtaining all local, state and federal permits required for completion of the project. Copies of all permits will be submitted to the Technology Manager prior to commencing work. In instances where the governing body waives a permit a copy of the communication in lieu of the permit.

NOTE: For this project a Permit is not required.

22. Hold Harmless Agreement

The Contractor agrees to hold harmless the Town of Litchfield Board of Education and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgments, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Contractor will be required to sign the enclosed Hold Harmless Agreement prepared by the Town of Litchfield Board of Education.

23. Supplemental Agreement

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's Subcontractor(s) under any circumstances, will be considered servants or agents of the Town of Litchfield Board of Education and the BOE will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's Subcontractor(s). The BOE will not withhold from contract payments to the Contractor any Federal or State unemployment taxes, Federal or State Income Taxes, Social Security Tax, or any other amount for

benefits to the Contractor. The lump sum or unit charges for service provided does not represent gross wages and further the Town will not provide the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the BOE to its employees. The Contractor will be required to sign the enclosed Supplemental Agreement prepared by the Town of Litchfield BOE.

24. Background Checks

Background checks will be required for all employees that will be on school premises: Criminal Conviction Information and Department of Children and Families CPS Search.

25. Length of Contract

The Technology Manager is requesting bid proposals for the time period beginning May 18, 2019 until June 4, 2019. The Technology manager reserves the right to negotiate with the Contractor selected, additional periods beyond June 4, 2019 if deemed to be in the best interest of the BOE.

26. Contractor Employee Background Checks

It is the Litchfield Board of Education's policy that all contractors performing work on school grounds while children are attending school have background checks. Therefore, background checks will be required for all employees that will be on school premises: Criminal Conviction Information and Department of Children and Families CPS Search.

Scope of Work

Litchfield Middle / High School seeks to replace its current PBX phone system with a turnkey, integrated, VoIP telephony solution at the Litchfield Middle / High School, a continuation of the District VoIP telephony solution. Work is also needed to fully unify the district, some work will be needed at the Center and Intermediate school. Voicemail will be shared across the District and will utilize the current Virtual Voicemail Pro system. The IP Office should be an Avaya IP Office 500. Reconditioned, remanufactured or demo models shall not be accepted. The Contractor shall have adequate insurance, licenses, staff, equipment, and materials for this project to start by July 8, 2019 and to insure completion no later than July 22, 2019. There shall be no interruption to current phone system users without 24 hour notice.

A. Important Dates

- Mandatory bid walk: May 24 at 3pm
- Questions due by: May 29 at 3
- Bid opening: June 4 at 11
- Project start: July 8
- Project end: July 22

B. Building mapping and inventory

- Center – 125 West Street, Litchfield CT 06759
 - There is currently 1 Avaya IP Office 500
- Intermediate – 35 Plumb Hill Rd, Litchfield CT 06759
 - There is currently 1 Avaya IP Office 500
- Middle / High – 14 Plumb Hill Rd, Litchfield CT 06759
 - NEW - We are seeking 1 new Avaya IP Office 500
 - There is currently 1 Virtual Voicemail Pro Server

C. Contractor

- Any vendor coming onsite must complete a contractor background check form on behalf of their employees, this form must be submitted to the Central Office prior to the start of work.
- Forms can be obtained online at:
https://www.litchfieldschools.org/uploaded/Technology/contractor_verification_form_and_applicant_release_pa_16_67.pdf
- They can be sent to lavoied@litchfieldschools.org

D. Project support and work hours

- a. Although some portions of this work can be done remotely, on-premise support is needed for various pieces and is expected. Third party vendors will need to be documented and approved by the Technology Manager.
- b. Project management to coordinate all installation, configuration and testing activities.

- c. Work is to be done Monday through Friday between the hours of 0800 and 1600, work outside of these hours can be approved by the Technology Manager.

E. Voicemail

- a. Voicemail will be centralized utilizing the current Virtual VoiceMail Pro Server residing at the High School and will be shared with the Center and Intermediate School.
- b. Intermediate is currently configured to be the primary school, this should change and the High School should be the primary as this goes along with our structure of the High School being our Data Colocation. VoiceMail Pro should be reprogrammed at Center, Intermediate and the new system to ensure proper structure.
- c. Account setup for groups, end users, auto attendants on current Voicemail Pro Server will be needed.
- d. Quantity of Voicemail expected is 130
- e. Licensing and/or ports needed to accommodate new staff joining the Voicemail Pro Server, must address the voicemail busy

F. Removal of NEC phones from the walls

- a. Removal of NEC phones / cables from the walls
- b. All areas need to be free from debris after removal
- c. All phones will need to be stored in the area designated by the Technology Manager
- d. A walk of the building should be done to ensure no phones were missed

G. 1 on-premise Avaya IP Office 500 added into District

- a. Placement of new system, configuration of ports and programming of IP Office.

H. New phones and placements

Preferred model phones are the 9608G.

- a. Majority of the new phones will be placed on desks
- b. High School – 90 phones needed
- c. Middle School – 18 phones needed
- d. Sidecars will be needed for – quantity 15

I. Conference Phones – 7 needed across the district

- a. Testing is required prior to completion of the project.
- b. New – Purchase, configure and test Center school analog conference phone
- c. New – Purchase, configure and test LIS Principals Office (Direct dial line needed)
- d. New in this project – IP Conference Units are preferred over analog
 - i. High School Main Office Conference Room (Direct dial line needed)
 - ii. High School Guidance Conference Room (Direct dial line needed)
 - iii. High School Tech Office (Direct dial not needed)
 - iv. Middle School Main Office Conference Room (Direct dial line needed)
 - v. Middle School Teachers Work Room (Direct dial line needed)

J. Current 9608G and 1608 handsets may need to have their firmware brought up to date, at the Center and Intermediate School.

- a. It is expected that all handsets will be brought up to their most recent firmware by the end of the project.

K. Cordless phones – 6 total

- a. Intermediate School – configuration and phone is needed
 - i. Two will be needed. One for the Gymnasium and one for the Cafeteria
- b. High School – configuration and phone is needed

- i. Two will be needed. One for the Gymnasium and one for the Cafeteria
 - ii. A 908G will be in each location as well, in addition to a cordless phone.
 - c. Center School - configuration and phone is needed
 - i. Two will be needed. One for the Gymnasium and one for the Cafeteria
- L. All District IP Office systems should be updated to the same Service Pack.**
 - a. Evaluation and cost of software updates for all schools is necessary.
- M. On-premise IP Offices and any other updates to unify the District.**
- N. SCN will be utilized to facilitate four digit dialing across district.**
 - a. This will need to be configured and tested.
- O. Implement new dial plan for Middle and High School.**
 - District dial plan inventory will be provided at award of bid*
- P. Change the need to dial a 9 for an outside line to a 7, to reduce 911 misdials.**
 - a. This is to be done at Center School and Middle/ High School.
 - b. Programming and testing with the local PSAP is a necessary condition prior to project completion.
- Q. Programming to allow emergency calls from all phones when the end user dials 911 or 7911 or 9911.**
- R. Integration with current RedSky E911 Anywhere should be configured and tested.**
- S. Phone Service Change – PRI Installation and cutover for two buildings.**
 - Inventory of Optimum bills will be provided at award of bid*
 - New Horizon Customer Information will be provided at award of bid*
 - a. Internet service is not needed, we have this through CEN not the phone provider.
 - b. LMS/LHS phone service migration to PRI with integration into our New Horizon account.
 - i. LHS has 17 DIDs
 - ii. LMS has 3 DIDs
 - c. LCS phone service migration to new service provider New Horizon
 - i. LCS has 9 DIDs
 - d. Consolidation of District accounts with New Horizon so we are on one joint bill and be billed to Accounts Payable at 35 Plumb Hill Rd, Litchfield CT 06759
- T. Failover to another school in the event the phone service is out for this school.**
 - a. This should be setup for the Center and Intermediate School as well.
 - b. This is relative to a phone service outage.
- U. CName adjustments with Phone Service Provider, and follow-up testing until these are correct.**
 - Desired inventory of CName with Numbers will be provided at award of bid*
 - a. New - Middle School – Litch Mid Scl
 - b. New - High School – Litch High Scl
 - c. New – Center School – Litch Ctr Scl
 - d. Incorrect – Central Office – Litch Pub Scl
 - e. Incorrect – Intermediate School – Litch Int Scl
- V. Two separate Caller IDs for Middle School and High School are needed**
 - Desired inventory of Caller ID with Numbers will be provided at award of bid*
 - a. Middle School should be – 860-567-7540
 - b. High School should be – 860-567-7530
- W. Fax Machines**
 - a. Four Analog ports needed
 - i. Nurse, Guidance Office, LHS Main Office, LMS Main Office

- b. Physical line transfer from Optimum to New Horizon
- c. New – Intermediate School - fax line extended for Nurse. DID is available.
- d. Testing is necessary prior to completion of the project.

X. Alarm System

- a. Physical line transfer from Optimum to New Horizon

Y. Fire Alarm System

- a. Physical line transfer from Optimum to New Horizon

Z. Paging System

- a. Physical line transfer from Optimum to New Horizon
- b. Analog port is needed to interface the PA system with the Avaya IP Office
- c. Any necessary configurations within IP Office
- d. Testing of the PA system functionality, to include physical verification for all zones is a necessary condition prior to project completion.
- e. Emergency Paging button should be configured on the phones so each phone can page out to all building phones if needed.
- f. Main Office staff should be able to page over the loud speakers in the same manner they do with the current NEC phone system. Configuration and testing is necessary.

AA. Warranty / Service Agreement alignment across the district

- a. District would like one service agreement for all schools with dates aligned for ease of renewal.
- b. Cost for aligning service agreements should be identified.
- c. Alignment dates desired are August 1 through July 31st or July 1 through June 30

BB. Training

- a. Training for multiple end users is expected: Tech, Teachers, and Secretary's.
- b. Tech can receive training prior to the start of school.
- c. Secretary's will require training prior to the start of school; it will be around the 2nd or 3rd week of August during their Professional Development training day.
- d. Teachers will require training at the start of school on a specific day; August 26th or 27th, will confirm with building principals as begin the project.

CC. Physical cleanup

- a. Removal of current NEC Aspire phone system and NEC handsets. LPS Will recycle the equipment.
- b. All work locations should be clean of packing material, boxes, cables, debris upon
- c. Completion at the end of each work day, a designated area for garbage and broken down recycles will be identified by thee Technology manager.

DD. Additional notes:

- a. **a call accounting package is not expected to be priced in the RFP response.**
- b. **We do not require Network Switches for this project.**
- c. **CAT 5 wiring exists in the building today.** Cabling should be provided for all VoIP handset connections.

APPENDIX A

Bid Schedule

LMS/LHS Phone System 2019 For Town of Litchfield

Lump Sum Bid \$ _____

Written: _____ U. S. Dollars

Construction Start Date _____

** If a discrepancy the written word will prevail.

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder _____

By _____

(Signature)

(Title)

Name – Typed _____

Date _____

Address _____

Phone _____

Fax _____

Email: _____



NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

AFFIDAVIT FOR CORPORATION BIDDER

STATE OF _____

COUNTRY OF _____

_____ Being first duly sworn, deposes and says:
(Person's Name)

That they are the _____ of the
corporation who
(Official Title of Cooperate Officer or Agent)

Is the Bidder submitting the accompanying bid for Town of Litchfield Board of Education Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20__

_____ My Commission
expires _____
Notary Public
(Seal)

(Signature of Cooperate Officer or Agent)



Appendix D

NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

AFFIDAVIT FOR INDIVIDUAL BIDDER

STATE OF _____

COUNTRY OF _____

_____ Being first duly sworn, deposes and says:
(Person's Name)

That they are the person who is the Bidder submitting the accompanying bid for Town Project, and that they, having read, understood, and agreed to all the terms and provisions thereof, signed this affidavit; and the accompanying bid; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20____

_____ My Commission
expires _____
Notary Public
(Seal)

(Signature of named individual)



Appendix E
TOWN OF LITCHFIELD

NONDISCRIMINATION CERTIFICATION

Representation by Entity

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Instructions:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Litchfield, regardless of contract value. Submit to the awarding agency prior to contract execution.

Representation of an Entity:

I, _____, of _____,
Authorized Signatory Title Name of Entity

An entity duly formed and existing under the laws of _____,
Name State of Commonwealth

Represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____ has a
Name of Entity Name of Entity

Policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60 (a) (1) as amended.

Authorized Signatory

Date

Printed Name

