

**Clearbrook-Gonvick ISD 2311**

**16770 Clearwater Lake Road**

**Clearbrook, MN 56634**



**REQUEST FOR PROPOSAL**

**TO INCLUDE PERFORMANCE BOND**

**TECHNOLOGY & EQUIPMENT UPGRADE & INSTALLATION SERVICES:**

**INFRASTRUCTURE, PHONE SYSTEM, CLOCK SYSTEM**

**FOR**

**CLEARBROOK-GONVICK ISD 2311**

**DUE: 4:00 p.m. CDT on Tuesday, January 14, 2020**

**Attn: Paula Boomgaarden**

**Clearbrook-Gonvick ISD 2311**

**16770 Clearwater Lake Road**

**Clearbrook, MN 56634**

**Opening Bids after 2:00 p.m. on Wednesday, January 15, 2020**

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**CLEARBROOK-GONVICK ISD 2311**  
**CALL FOR PROPOSALS TO INCLUDE**  
**PERFORMANCE BOND**

Request for Proposal  
And Performance bond  
For The Following Installation:  
Technology Infrastructure Upgrade  
Telephone System Upgrade  
Clock System Upgrade

Proposals due by 4:00 p.m. Local Time on Tuesday, January 14, 2020

By the order of the School Board of Clearbrook-Gonvick ISD 2311, sealed proposals for upgrades to the technology infrastructure, telephone system, and clock system will be received in accordance with the specifications prepared by the Clearbrook-Gonvick ISD until 4:00 p.m. CST, on Tuesday, January 14, 2020, at the District Office, Attn: Paula Boomgaarden, 16770 Clearwater Lake Road, Clearbrook, MN 56634.

**The following RFP Timeline has been established:**

Thursday, December 6, 2019	Publication of RFP
Tuesday, December 17, 2019 at 3:00 p.m. CST	Deadline for Bidders to Submit Questions. Please provide email address for answers to be received
Friday, December 20, 2019	All Bidders Provided with a List of Questions Received and the District Answers, via email
<b>Tuesday, January 14, 2020 at 4:00 p.m. CST</b>	<b>Deadline for RFP Submission. Submissions must be hard copy, mailed or delivered in person</b>
Wednesday, January 15, 2020 after 2:00 p.m.	Opening of Bids
Wednesday, January 22, 2020	Board Presented with Bids to Award Contract or Call for New Bids
Wednesday, July 1, 2020 or Later	Project Start Date. Costs paid will be based on quotes approved in January 2020

The School Board reserves the right to reject any or all proposal or parts of proposal and to waive informalities in the proposal.

## **Background, Purpose and Definitions**

This request for proposal (RFP) invites vendors to propose providing services for the following: Infrastructure Upgrade, Telephone System, and Clock System. The bidder may bid on one, more or all components of the RFP.

The proposals for all components should include cost of new, and actively marketed by manufacturer, equipment. No refurbished equipment will be allowed for this project. The bidder will be responsible for shipment of new equipment, as well as removal of old equipment. The District requests that the vendor recycle old equipment if possible.

Our current equipment, to be replaced includes:

### **INFRASTRUCTURE – The District would like same brand or like brand**

**E-Rate Eligible Equipment** – Provides equipment needed for Internal Connections, Managed Internal Broadband Service, and Basic Maintenance of Internal Connections

- 1 Cisco Firepower 2110
- 2 Cisco Catalyst 3850 48 POE+ Switches with 2 C3850-NM-4-10G and Stack Wise
- 11 Cisco WS-C2960S-48-FPD-L Switches (10 with Stacking Modules)
- 1 Cisco WS-C2960S-24-PD-L with Stacking Module
- 50 Cisco Air-Cap 3602 802.11n Int Antenna Wired with Cat6
- 2 Cisco 5508 WLC
- 1 APC SUA5000RMT5U

### **Not E-Rate Eligible**

#### **Back Up Power**

- 1 APC SUA5000RMT5U
- 5 APC SMC 1500-2U

#### **Servers**

- 2 IBM System x3650M4 (7915) Servers
- 1 IBM Storwize V3700 SFF (2072)
  - Populated with 10 – 600GB 10k SAS Hard Drives
- Running ESXi 5.5 12 VMs to migrate (to ESXi 6.5+)
  - 6 Windows 2008 Servers to newer version
- Backups: Barracuda 390

## **TELEPHONE SYSTEM**

Our current system is an Iwatsu Omega Phone system. It is a stand-alone system that does not interact with our internet/computer system. The district is interested in the same type of system for replacement. Our current system consists of the following:

- 58 Single Line Phones, capable of
  - Receiving and making phone calls
  - Accessing the voice mail system to retrieve messages
  - Accessing the voice mail system to leave messages for other staff
- 12 Multi Line Phones, capable of
  - Receiving and making phone calls
  - Transferring incoming calls to proper extension
  - Accessing the voice mail system to retrieve messages
  - Accessing the voice mail system to leave messages for other staff
  - Accessing an overhead system allowing both “All Call” and Individual Hall or Room calls
  - Controlling the outside door system, allowing individuals to be buzzed into the building
- One Control Panel capable of
  - Controlling Phone System
  - Controlling the classroom bell system

## **CLOCK SYSTEM**

Our current system consists of:

- 72 Wired Clocks
- 16 Non-Wired Clocks

The District would like to switch to a system of digital clocks that will interact with our current bell system, in an effort to keep all clocks and bells operating in an accurate and similar manner.

## **Questions**

Questions regarding the RFP need to be submitted via to 3:00 p.m. CDT on Tuesday, December 17, 2019, to Paula Boomgaarden, Business Manager, Clearbrook-Gonvick ISD 2311, at [pboomgaa@clearbrook-gonvick.k12.mn.us](mailto:pboomgaa@clearbrook-gonvick.k12.mn.us).

Questions will be acknowledged upon receipt. All bidders will be provided with a list of questions received and District answers via email on Friday, December 20, 2019. Please note: In order to receive the answers via email, an email address for the contact person should be provided in the proposal.



## **Responding Vendor Qualifications**

Vendors must respond to at least one, and may respond to multiple or all, of the components as set forth in the RFP. Final determination of what is procured is dependent on the responses provided by the vendors and other budgetary considerations.

Vendors must submit proposed contracts, to include an estimated total cost to provide the above mentioned services.

The District reserves the right to determine whether a vendor is responsive and has the ability and resources to perform the contract in full and comply with contract requirements.

The District reserves the right to request additional information from the vendor to satisfy any questions that might arise, and the right to reject any or all proposals and/or to issue invitations for new proposals.

Verbal discussions pertaining to modifications or clarifications of this RFP will not be considered part of the RFP unless confirmed in writing. Any information provided by the vendor verbally will not be considered as part of that vendor's proposal until written confirmation is received by the District at the address provided in this RFP

The vendor is required to review this document and to become familiar with the requirements necessary to make a complete proposal in compliance with local, state, and federal codes and the RFP specifications.

## **Bid Submission**

It is the responsibility of the respondent to be certain that the proposed submission is in the actual possession of Clearbrook-Gonvick ISD 2311, ATTN: Paula Boomgaarden, 16770 Clearwater Lake Rd, Clearbrook, MN 56634 on or prior to the exact due date and time of **Tuesday, January 14, 2020 at 4:00 p.m. CDT.**

**Proposals must be submitted in hard copy form at the District Office. Oral, facsimile or email proposals are invalid and will not receive consideration.**

If the designated location for receiving proposals is closed due to an unforeseen circumstance on the day proposal responses are due, responses will be due at the same time on the next day the building is open. Responsive bids will be opened and the name of each Bidder and other appropriate information will be publicly read.

Requests for additional information or questions may be emailed as per the instructions noted above under the category "Questions".

### Conditions Precedent to Award

The District shall have the right to waive any informality or irregularity in any proposal or proposals received; to accept the proposal or proposals which, in their judgment, is in the best interest of the District; and to advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined to be in the best interest of the District.

Within these categories, specific criteria considered are included (but are not necessarily limited to) the following:

1. Award(s) will be based on, but not necessarily limited to, the following:
  - a. Adherence to all conditions and requirements of the bid specifications
  - b. Proposed pricing
  - c. Services and support of installed equipment
  - d. Qualifications and experience installing and supporting above equipment; and reputation with current and past users
  - e. Ease of communication; response time
  - f. Needs and requirements of the District
  - g. Evaluation of bidder's ability to service the District
  - h. Ease and efficiency of the bidder's order process
  - i. Respondent's ability to meet RFP requirements
  - j. Geographic service capability
  - k. Nature and extent of company data furnished upon request of the District
  - l. Ability of vendor to develop partnership with the District

All qualifying responses will be reviewed, analyzed, and evaluated based on the evaluation criteria stipulated within this RFP document. All proposals shall be evaluated using the same criteria and scoring process of 150 points. Each category bid on will be graded on its own scale.

The following criteria shall be used by the District to evaluate each aspect of the proposals (Infrastructure, Telephone System, and Clock System):

<b>Evaluation Item</b>	<b>Maximum Points</b>
<b>Pricing</b>	50
<b>Services and Support</b>	40
<b>Qualifications &amp; Experience</b>	30
<b>Ease of Communication; Response Time</b>	30
<b>Total Points</b>	<b>150</b>

### Contract Award

Following the final evaluations, the District will develop a contract with the most highly qualified respondent. If a satisfactory contract cannot be developed with the most highly qualified respondent the second most qualified respondent(s) may then be approached to develop a contract.