

# RFP# EPSD.SAFETY.2019.0002

East Providence School District - Intercom and Safety System Solution

## East Providence School District Intercom and Safety System RFP

RFP SCHEDULE	
RFP PUBLISHED	5/14/19
MANDATORY WALK THROUGH	5/24/19
QUESTIONS DUE DATE	5/29/19
Q/A ADDENDA ISSUE	5/31/19
BID DUE DATE	6/7/19 10AM
SCHOOL COMMITTEE APPROVAL	TBD

### 1. SCOPE OF PROPOSAL:

- 1.1. East Providence School District (EPSD) is a K-12 public school district supporting the City of East Providence in Rhode Island. The district consists of eight lower elementary schools, two middle schools, one high school, a Career and Technical School and administrative offices. We are seeking proposals from well-qualified vendors/integrators to upgrade our district’s intercom system to a current solution.
- 1.2. The system would support 2-way communication between areas of the schools and announcements/alerts to all areas inside and outside the facilities. The below outline is a compiled list of functions desired by the district, solutions that cannot provide these functions must define alternative options with similar capabilities.
- 1.3. Proposals must be inclusive of hardware components, 5-year maintenance, cabling, installation services and training for support staff at each school.
- 2. Locations:
  - 2.1. Schools using legacy intercom solutions (10+ years old)
    - 2.1.1. Riverside Middle School – 179 Forbes St (Riverside)
    - 2.1.2. Oldham Elementary – 60 Bart Drive
    - 2.1.3. Silver Spring Elementary – 120 Silver Spring Street
    - 2.1.4. Myron J. Francis School - 64 Bourne Avenue
    - 2.1.5. Agnes B. Hennessey School - 75 Fort Street
    - 2.1.6. Kent Heights - 2680 Pawtucket Avenue
    - 2.1.7. Whiteknact Elementary - 261 Grosvenor Avenue
    - 2.1.8. Orlo Avenue School - 25 Orlo Avenue
  - 2.2. Updated Locations (Using Bogen Quantum Platform installed 2013)
    - 2.2.1. Waddington Elementary – 101 Legion Way (Riverside)
    - 2.2.2. Edward R Martin Middle School - 111 Brown Street

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#### 4. REQUEST FOR PROPOSAL (RFP) REQUIREMENTS

4.1. ALL CORRESPONDENCE FOR THIS RFP MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS. ATTEMPTS TO CONTACT EPSD STAFF DIRECTLY MAY LEAD TO EXCLUSION DURING BID SELECTION.

4.1.1. *Reference RFP# in the subject line all correspondence*

4.1.2. EPSD E-Bidding Email Account: e-bids@epschoolsri.com

4.1.3. Email inquiries will be reviewed at a predetermined time(s) and responses will be included in the Q/A Addendum

5. The East Providence School District requires a **Mandatory** walk through of all buildings included on this RFP for proposal to be considered. The date, location and time of arrival will be firm; there will be no late entries. It is your responsibility to plan accordingly for traffic and weather. Mandatory Walk-through will start begin at the following location:

5.1. Riverside Middle School

5.2. 179 Forbes St East Providence RI 02915

5.3. May 23, 2019 at 8:30am

5.4. *For coordination during walk-through, please text Ben at 401-433-9440*

5.5. Electronic and printed maps will be provided during the Walkthrough

#### 6. BID DELIVERY:

6.1. MAIL OR DELIVER SEALED PROPOSALS TO THE FOLLOWING ADDRESS:

6.1.1. Attn: EPSD Finance dept.

RFP# EPSD.TECH.2019.0002

145 Taunton Ave.

East Providence, RI 02914

6.2. SEALED BIDS MUST INCLUDE ALL OF THE FOLLOWING ITEMS:

6.2.1. Completed RFP# EPSD.SAFETY.2019.0002 Bid Form (attached)

6.2.2. Vendor proposal(s)

6.2.2.1. *All hardware and services must be itemized with quantity and unit prices clearly marked. No product bundles will be accepted*

6.2.2.2. *EPSD reserves the right to purchase any quantity and/or portion of proposals as determined best for the school based on budget approval*

6.2.3. Specification sheets for each product specified in your proposal

6.2.4. Map diagram of each site depicting equipment placement and structured cabling plan matching proposal

6.2.5. Proof of insurance and applicable certifications for vendor and all subcontractors

## 7. EVALUATION PROCESS

- 7.1. The highest weighting of selection will go to the lowest qualified and responsible bid. The district will review all bids for completeness, review vendor certifications and references from prior work. Proposals found to be incomplete or not accurate may be rejected as non-responsive; and proposals not deemed to be competitive vendors/solutions not qualified will be rejected.
- 7.2. The East Providence School District may choose to ask clarification questions or request additional information. All responses will be required in writing; incomplete or unclear responses will result in rejection of proposal.
- 7.3. **BID EVALUATION CHART:**
  - 7.3.1. Each vendor proposal will be reviewed and scored using the following criteria and maximum point values per topic:
  - 7.3.2. East Providence budget approval. The school district reserves the right to reject any portion of a bid dependent on available funding
  - 7.3.3. District reserves the right to exclude any bids that do not meet or exceed the requirements of this RFP.

<b>Criteria</b>	<b>Available Points</b>	<b>Bid1</b>	<b>Bid2</b>	<b>Bid3</b>
<b>Price of eligible products and services</b>	<b>30</b>			
<b>Solution selection/expertise in technology</b>	<b>25</b>			
<b>Experience/references</b>	<b>20</b>			
<b>In-state Vendor</b>	<b>15</b>			
<b>Prices for ineligible services, products, and fees</b>	<b>10</b>			

If proposals are excluded from bid review process, an explanation of exclusion will be included here:

-

## 8. MINIMUM SPECIFICATIONS FOR SPECIFIED SOLUTION:

### 8.1. SYSTEM MINIMUM REQUIREMENTS:

- 8.1.1. Unidirectional communication to all areas of schools in the district
- 8.1.2. Unidirectional announcements to select areas and individual rooms
- 8.1.3. District-connected unidirectional communication to allow emergency announcements across multiple campuses simultaneously
- 8.1.4. Bidirectional communication from all educational and group activity spaces
- 8.1.5. Bidirectional communication provided with speaker (intercom)
  - 8.1.5.1. Requires one (1) call control button in each service area/classroom
  - 8.1.5.2. Requires one (1) emergency/lockdown control button in customer defined secure location in all educational spaces
- 8.1.6. Intercom-connected handset for private 2-way communication (private intercom)
- 8.1.7. IP/Network managed solution with web-based/HTML5 or newer user interface (I.E. no dependance on Flash or Java is preferred)
- 8.1.8. System integration with Cox Hosted IP-Centrex VOIP phone system
  - 8.1.8.1. IP phones located in offices must have option to connect to intercom directly or with configured speed dial button

### 8.2. PREFERRED FEATURES

- 8.2.1. Ethernet-based system to rooms (CAT 6 Plenum)
- 8.2.2. Integration with or included 'connected clocks' to show updated time in entire facility
- 8.2.3. Browser-based system accessible from multiple staff workstations
- 8.2.4. Mobile UI or App for administration to communicate into the Intercom system

### 8.3. SOLUTION OPTIONS

- 8.3.1. As the schools have a mix of intercom infrastructure, we encourage responding vendors to propose multiple options for the district to evaluate as follows:
- 8.3.2. OPTION A: FULL ETHERNET SOLUTIONS INCLUDING:
  - 8.3.2.1. Management/Server
    - 8.3.2.1.1. The district does not maintain mission-critical/student safety server infrastructure so all components of the intercom system must be self-sustaining.
    - 8.3.2.1.2. Vendor must provide a 2-post rack mountable server appliance
    - 8.3.2.1.3. minimum of 5 years of support for hardware and software licenses
  - 8.3.2.2. PoE switch ports installed in nearest MDF/IDF to meet needs of the intercom system
    - 8.3.2.2.1. District standardizes on and requires the use of Cisco/Meraki MS350 series PoE switches
    - 8.3.2.2.2. Must include 5 years of cloud management/support license with purchase
  - 8.3.2.3. Single CAT6 cabling to each serviced area.
    - 8.3.2.3.1. See specification below
  - 8.3.2.4. Single PoE (802.3af or 802.3at) Connected device (ie speaker or clock) for each service area

- 8.3.2.5. Cabling from Connected Device to call/emergency buttons/handset in the room or hallway
- 8.3.3. OPTION B: HYBRID ETHERNET/ANALOG SYSTEM
  - 8.3.3.1. New additions to the system use Ethernet Connected system (see details from option A above)
  - 8.3.3.2. In Option B Proposals, Ethernet bridge(s) may be used to connect existing (analog) equipment to an IP solution
    - 8.3.3.2.1. May use existing speakers/call switches/wiring
    - 8.3.3.2.2. All equipment must be tested and repairs/replacements are required if not working at optimal performance.
      - 8.3.3.2.2.1. Optimal performance will be measured by volume/clarity of existing speakers and full operation of 2-way audio.
      - 8.3.3.2.2.2. Vendor must include estimated cost for expected replacement hardware as well as wiring as-needed (a firm, fixed price proposal).
      - 8.3.3.2.2.3. A limit/cap/budget for included replacement hardware and wiring may be included with the proposal. If so, price for adds/changes must be clearly defined in the proposal
  - 8.3.3.3. Management/Server
    - 8.3.3.3.1. The district does not maintain mission-critical/student safety server infrastructure so all components of the intercom system must be self-sustaining.
    - 8.3.3.3.2. Vendor must provide a 2-post rack mountable server appliance
    - 8.3.3.3.3. minimum of 5 years of support for hardware and software licenses
  - 8.3.3.4. PoE switch ports installed in nearest MDF/IDF to meet needs of the intercom system
    - 8.3.3.4.1. District standardizes on and requires the use of Cisco/Meraki MS350 series PoE switches
    - 8.3.3.4.2. Must include 5 years of cloud management/support license with purchase
  - 8.3.3.5. Cabling from IP/analog bridge to speakers, call/emergency buttons and handset in the room or hallway

## 8.4. SURVIVABILITY

- 8.4.1. As school intercom systems are an important part of school safety, it is preferred that the entire system be designed with survivability in mind.
  - 8.4.1.1. Equipment safety
    - 8.4.1.1.1. All components of the system must be installed into lockable cabinets or established network data facilities

- 8.4.1.1.2. Locations of backend equipment may not be accessible to the public
  - 8.4.1.2. Survivability in case of loss of Power/WAN/Internet
    - 8.4.1.2.1. Power redundancy:
      - 8.4.1.2.1.1. The district currently provides UPS battery backup using Tripp-Lite 2200 VA with the WEBCARDLX for network monitoring.
      - 8.4.1.2.1.2. Additional PoE switching may be supported by existing UPS battery backups. (to be determined by facility walk-through)
      - 8.4.1.2.1.3. If provided equipment outside of established MDF/IDF, equipment must have properly sized Uninterruptible Power Supply(ies) (UPS)
    - 8.4.1.3. WAN/Internet Redundancy:
      - 8.4.1.3.1. A district-wide solution is preferred and can use district fiber connected WAN for communication
      - 8.4.1.3.2. Each site must be individually sustainable in the event of WAN/Internet outage
- 8.5. PROFESSIONAL SERVICES IMPLEMENTATION
- 8.5.1. Please provide a outline of services provided once the solution is installed. This must include but is not limited to:
    - 8.5.1.1. Configuration of all components of the system (Hardware programming, controller programming and management platform)
    - 8.5.1.2. Load and configure interactive maps/diagrams for web-based UI (if applicable)
    - 8.5.1.3. Setup role-based user accounts for district and school level administration
    - 8.5.1.4. Configure phone connect from Cox IP-Centrex Hosted VOIP phones to intercom system
    - 8.5.1.5. Training for office staff at each facility
      - 8.5.1.5.1. Recorded video training (15 minutes or less) created and provided to teach administration and teaching staff to use the system
  - 8.5.2. Cleanup and use of facilities:
    - 8.5.2.1. Vendor is responsible for daily cleanup and trash removal in all areas accessed.
    - 8.5.2.2. Vendor is responsible to ensure all doors are shut and locked after end of work shift.
    - 8.5.2.3. Vendor is responsible to ensure all classrooms and offices are left in the same manner in which they were found.
    - 8.5.2.4. Service impacting 'cut-overs' shall be scheduled with the District.
    - 8.5.2.5. It is the vendor's responsibility to schedule work so that classroom or office impact is limited. Work should also be scheduled to minimize downtime of any network resources.
      - 8.5.2.5.1. In most locations, classroom availability is best from 2pm-9pm on weekdays during the school year.
      - 8.5.2.5.2. During the summer break, 7am-3pm are the most accessible hours in the buildings. Vendor must work around school floor waxing.
      - 8.5.2.5.3. It is the vendor's responsibility to provide adequate numbers of staff to complete the project within the timelines set by the District.

## 8.6. PROJECT COMPLETION

8.6.1. Drawings: Upon completion, the Vendor shall provide “As-Built” drawings for each school site.

8.6.1.1. The drawings must show all installed cabling and equipment locations with labels.

8.6.1.2. Drawings should be in Visio or CAD format. With PDFs exported versions

8.6.2. Vendor shall be responsible for making all repairs, not limited to wall repairs, ceiling tiles, painting, removal of exposed wiring and fixtures.

8.6.3. Site walk-through

8.6.3.1. Vendor must make themselves available to walk through the facility to demonstrate the system to district staff at the completion of each building



## 9. LOW VOLTAGE CABLING SPECIFICATIONS:

- 9.1. Cabling must be tested and labeled upon completion
- 9.2. Existing cabling may be reused/repurposed only if it meets the specifications listed on this RFP, is approved by the district and is tested and labeled properly by the vendor
- 9.3. Vendor must guarantee all cabling in the event of installation error for 1 year from the date of project completion
- 9.4. Cabling contractor and subcontractors must maintain Rhode Island Telecommunication Service Contractor (TSC) license and all technicians maintain the Telecommunications Service Technician (TST) license. For more information, please visit <http://www.dlt.ri.gov/profregs/TelcommMain.htm>
  - 9.4.1. *Cabling contractor is responsible to pull permit(s) as necessary with City of East Providence for all low voltage electrical work to be performed.*
- 9.5. **COPPER CABLING:**
  - 9.5.1. CAT 6 (or better)
  - 9.5.2. Cable jacket color standard for IP Intercom: **Orange**
  - 9.5.3. Plenum rated cable required
  - 9.5.4. Excessive cable bundles shall be avoided
- 9.6. **FIBER CABLING (IF APPLICABLE):**
  - 9.6.1. 6 Strand, Multi mode (MM), 10Gbps rate, minimum
  - 9.6.2. Indoor/ Outdoor (OFNR)
  - 9.6.3. CM, CMR or CMP rated (as required)
  - 9.6.4. 50/125um, Tight Buffer, Loose tube (no gel)
  - 9.6.5. Water and Rodent resistant
  - 9.6.6. Utilize innerduct where possible
- 9.7. **TERMINATIONS/ OUTLETS:**
  - 9.7.1. Terminate CAT6a cabling to EIA/TIA 568B Standard •
    - 9.7.1.1. All MDF/IDF terminations must use Panduit Mini-Com keystone jacks
      - 9.7.1.1.1. Note: IP Intercom color: **Orange**
      - 9.7.1.1.2. <http://www1.panduit.com/heiler/SelectionGuides/D-COSG09--WW-ENG-JackModSelectionGuide.pdf>
    - 9.7.1.2. Vendor must supply Panduit Mini-com Patch Panels as needed for cable terminations
      - 9.7.1.2.1. <http://www.panduit.com/heiler/SelectionGuides/D-COSG07--SA-ENG-PatchPanelSelectGuide-W.pdf>
  - 9.7.2. Terminate MM fiber cabling with SC connectors and couplers.
  - 9.7.3. Wall drops are to be flush mounted wherever possible.
- 9.8. **Pathways:**
  - 9.8.1. If existing pathways allow for additional fill, they are to be used in this project. It will be the responsibility of the vendor to determine the best pathways for both copper and fiber cabling.
  - 9.8.2. Where allowed, copper cable must be supported above t-bar or ceiling by JHooks, spaced no farther than 5' apart.
  - 9.8.3. Walls should be fished where possible. Surface mount conduit when required.
  - 9.8.4. Fiber must be installed in vendor provided UL rated innerduct
  - 9.8.5. Contractor shall provide and install EMT conduit sleeves as required through any intervening walls/fire-walls to properly route the station cabling to the required locations.
  - 9.8.6. Conduit sleeves provided by Contractor, or existing sleeves utilized by Contractor, to properly route station cabling from the station to the appropriate MDF, IDF, shall be properly returned to the original fire rating by Contractor.
  - 9.8.7. All exposed conduit ends and sleeves shall be properly protected with plastic bushings.

- 9.8.8. All wire (copper, fiber, and ground) will enter and or exit equipment closets by passing through contractor provided and installed EMT conduit fastened where needed by unistrut.
- 9.8.9. Pull strings must be left in all conduits and sleeves exceeding four (4) feet in length.
- 9.8.10. Penetrated firewalls will must be returned to their original fire rating using UL approved firestop system or sleeve
- 9.9. Distribution Frames (If required)
  - 9.9.1. All distribution frames shall be mounted on a backboard that is attached to no less than three (3) studs on the wall by lag bolts. Lag bolts shall penetrate the studs by no less than 3 inches. IDF/MDF cabinet shall be attached to the mounted uni-struts with 3/8ths spring nuts and bolts.
  - 9.9.2. All distribution frames shall be permanently Grounded both the main unit as well as the door if plastic hinges are used
- 9.10. IDF Cabinets/ Racks (If Required)
  - 9.10.1. All floor mount Racks are to be grounded and installed with Seismic kits (Ladder racks and floor brackets bolted to the floor).
  - 9.10.2. Cabinets shall have solid front door. Double swing, configurable left or right swing. Conduit sleeves shall be used for penetrations.
  - 9.10.3. Wall mounted cabinets shall be installed on a white back board min 3/4" thick. Backboards shall be mounted securely to support the weight of cabinet and gear.
  - 9.10.4. All fiber mounted in the racks must have a 10' service loop.
  - 9.10.5. All fiber service loops must be labeled.
  - 9.10.6. All copper mounted in the racks must have a 10' service loop.
  - 9.10.7. All cables are to be dressed in the Data Racks using **Velcro cable tie wraps.**

10. RFP# EPSD.SAFETY.2019.0002 BID FORM

10.1. Please fill out all appropriate fields and include this as the top document (serves as cover page) for your proposal

Vendor name	
Vendor Address (headquarter)	
Vendor Contact Phone	
Vendor Contact Email	

General Information for Bid:

Will you be subcontracting some/all of the implementation services? If yes, please provide contact information and 3 references for all subcontractors.	Yes <input type="checkbox"/> No <input type="checkbox"/>
As the primary contractor, do you hold the RI Telecommunications Service Contractor (TSC) licensure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please list the manufacturer(s) selected for the proposal	

<p>Please provide three references for similar solution implementations. One must be a school system deployed in the past 2 years. If you cannot provide such a reference, please explain.</p>	
<p>Is your business based in Rhode Island? Local purchasing requirements encourage supporting local/Rhode Island based businesses</p>	
<p>Please sign here that you have read and agree to follow all of the equipment and cabling specification provided in the RFP EPSD.SAFETY.2019.0002. EPSD reserves the right to withhold payment on equipment and services that do not meet these requirements.</p>	

**1. Breakdown of pricing:**

<b>Building/Facility</b>	<b>Solution Hardware Total</b>	<b>Solution Software/License Total</b>	<b>Solution Cabling Total</b>	<b>Solution Config/Training Pro Services</b>	<b>Annual Support Cost (after included 5 years)</b>
<b>Martin Middle School</b>					
<b>Whiteknact School</b>					
<b>Kent Heights School</b>					
<b>Myron J. Francis School</b>					
<b>Silver Spring School</b>					
<b>Agnes B. Hennessey</b>					
<b>Riverside Middle School</b>					
<b>Oldham School</b>					
<b>Waddington School</b>					
<b>Orlo Avenue</b>					