
RFP# EPSD.SAFETY.2019.0003

East Providence School District - Intercom and Safety System Solution

East Providence School District Intercom and Safety System RFP

RFP SCHEDULE	
RFP PUBLISHED	10/22/19
MANDATORY WALK THROUGH	11/4/19 2:30PM
QUESTIONS DUE DATE	11/12/19
Q/A ADDENDA ISSUE	11/18/19
BID DUE DATE	11/26/19 10AM
SCHOOL COMMITTEE APPROVAL	12/10/19

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 an intercom system to a current solution.
- 1.2. The system would support 2-way communication between areas of the school 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 the school.
 - 2. Location
 - 2.1. Riverside Middle School – 179 Forbes St (Riverside)

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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 the building 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 begin at the following location:

5.1. Riverside Middle School

5.2. 179 Forbes St East Providence RI 02915

5.3. November 4th, 2019 at 2:30pm

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.SAFETY.2019.0003

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.2019.0003 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.

Criteria	Available Points	Bid1	Bid2	Bid3
Price of eligible products and services	35			
Solution selection/expertise in technology	25			
Experience/references	25			
In-state Vendor	10			
Eligibility for RI Minority/Women Business Enterprise	5			

If proposals are excluded from bid review process, an explanation of exclusion will be noted during the evaluation

8. MINIMUM SPECIFICATIONS FOR SPECIFIED SOLUTION:

8.1. SYSTEM MINIMUM REQUIREMENTS:

- 8.1.1. Must support unidirectional communication to all areas of schools in the district
- 8.1.2. Must support unidirectional announcements to select areas and individual rooms
- 8.1.3. Must be able to support district-connected unidirectional communication to allow emergency announcements across multiple campuses simultaneously.
 - 8.1.3.1. *Please provide multi-site/district components separately as an optional add-on*
- 8.1.4. Must be able to support visual messaging in classroom spaces (i.e. digital clock with scrolling text alerts or similar solution)
 - 8.1.4.1. *Please provide visual messaging components separately as an optional add-on*
- 8.1.5. Bidirectional communication from all educational and group activity spaces
- 8.1.6. Bidirectional communication provided with speaker (intercom)
 - 8.1.6.1. Requires one (1) call control button in each service area/classroom
 - 8.1.6.2. Must be able to support (1) emergency/lockdown control button in customer defined secure location in all educational spaces
 - 8.1.6.2.1. *Please provide emergency/lockdown button components separately as an optional add-on*
- 8.1.7. Must be able to support intercom-connected handset for private 2-way communication (private intercom)
 - 8.1.7.1. *Please provide private intercom components separately as an optional add-on*
- 8.1.8. Management interface must be IP/Network solution with web-based/HTML5 or newer user interface (I.E. no requirement for physical 'console' or dependence on Flash or Java for web management)
- 8.1.9. System integration with Cox Hosted IP-Centrex VOIP phone system
 - 8.1.9.1. IP phones located in offices must have option to connect to intercom directly or with configured speed dial button
- 8.1.10. Management/Server components:
 - 8.1.10.1. The district does not maintain mission-critical/student safety server infrastructure so all components of the intercom system must be self-sustaining.
 - 8.1.10.2. Vendor must provide a 2-post rack mountable server appliance
 - 8.1.10.3. minimum of 5 years of support for hardware and software licenses
- 8.1.11. (If required for the designed system) PoE switch ports installed in nearest MDF/IDF to meet the needs of the intercom system
 - 8.1.11.1. District standardizes on and requires the use of Cisco/Meraki MS350 series PoE switches
 - 8.1.11.2. Must include 5 years of cloud management/support license with purchase
- 8.1.12. SURVIVABILITY
 - 8.1.12.1. As school intercom systems are an important part of school safety, it is required that the entire system be designed with survivability in mind.
 - 8.1.12.1.1. Equipment safety
 - 8.1.12.1.1.1. All components of the system must be installed into lockable cabinets or established network data facilities
 - 8.1.12.1.1.2. Locations of backend equipment may not be accessible to the

public

8.1.12.1.2. Survivability in case of loss of Power/WAN/Internet

8.1.12.1.2.1. Power redundancy:

8.1.12.1.2.1.1. The district currently provides UPS battery backup using Tripp-Lite 2200 VA with the WEBCARDLX for network monitoring.

8.1.12.1.2.1.2. If provided equipment outside of established MDF/IDF, equipment must have properly sized Uninterruptible Power Supply(ies) (UPS)

8.1.12.2. WAN/Internet Redundancy:

8.1.12.2.1. Each site must be individually sustainable in the event of WAN/Internet outage

8.2. PROFESSIONAL SERVICES IMPLEMENTATION

8.2.1. Please provide an outline of the services provided once the solution is installed. This must include but is not limited to:

8.2.1.1. Configuration of all components of the system (Hardware programming, controller programming and management platform)

8.2.1.2. Load and configure interactive maps/diagrams for web-based UI (if applicable)

8.2.1.3. Setup role-based user accounts for district and school level administration

8.2.1.4. Configure phone connect from Cox IP-Centrex Hosted VOIP phones to intercom system

8.2.1.5. Training for office staff at each facility

8.2.1.5.1. Recorded video training (15 minutes or less) created and provided to teach administration and teaching staff to use the system

8.2.2. Cleanup and use of facilities:

8.2.2.1. Vendor is responsible for daily cleanup and trash removal in all areas accessed.

8.2.2.2. Vendor is responsible to ensure all doors are shut and locked after end of work shift.

8.2.2.3. Vendor is responsible to ensure all classrooms and offices are left in the same manner in which they were found.

8.2.2.4. Service impacting 'cut-overs' shall be scheduled with the District.

8.2.2.5. 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.

8.2.2.5.1. In most locations, classroom availability is best from 2pm-9pm on weekdays during the school year.

8.2.2.5.2. During the summer break, 7am-3pm are the most accessible hours in the buildings. Vendor must work around school floor waxing.

8.2.2.5.3. It is the vendor's responsibility to provide adequate numbers of staff to complete the project within the timelines set by the District.

8.3. PROJECT COMPLETION

8.3.1. Drawings: Upon completion, the Vendor shall provide "As-Built" drawings for each school site.

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

labels.

- 8.3.1.2. Drawings should be in Visio or CAD format. With PDFs exported versions
- 8.3.2. Vendor shall be responsible for making all repairs, not limited to wall repairs, ceiling tiles, painting, removal of exposed wiring and fixtures.
- 8.3.3. Site walk-through
 - 8.3.3.1. 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. Terminations are to use Panduit Mini-Com connectors (Orange) for all CAT6 wiring
 - 9.5.4. Plenum rated cable required
 - 9.5.5. 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. Pull strings must be replaced whenever used.
 - 9.8.2. If no cabling path exists, it will be the responsibility of the vendor to establish pathways for both copper and fiber cabling.

- 9.8.3. Where allowed, copper cable must be supported above t-bar or ceiling by JHooks, spaced no farther than 5' apart.
- 9.8.4. Walls should be fished where possible. Surface mount conduit when required.
- 9.8.5. Fiber must be installed in vendor provided UL rated innerduct
- 9.8.6. 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.
- 9.8.7. 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.
- 9.8.8. All exposed conduit ends and sleeves shall be properly protected with plastic bushings.
- 9.8.9. 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.
- 9.8.10. Pull strings must be left in all conduits and sleeves exceeding four (4) feet in length.
- 9.8.11. 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. Minority/Women Business Enterprise Participation

- 10.1. In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at

<http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> or by contacting Dorinda Keene at the MBECO at (401) 574-8670 or via email at Dorinda.Keene@doa.ri.gov.

11. Background Checks

There are a growing number of Rhode Island laws that require individuals to provide a fingerprint-based national background for purposes of employment, operating a business or serving as a caregiver. Each statute dictates where individuals may obtain the national background checks: the Office of Attorney General, the Rhode Island State Police, and/or your local police department.

Vendors must be sure to register their company with the RI Office of Attorney General (401-274-4400) before sending employees for their fingerprint-based national background check.

The following **must** obtain national background check at the Office of Attorney General Customer Service Center, located at 4 Howard Avenue, Cranston, RI.

- Firefighter
- Medical marijuana caregiver
- Dept. of Child Youth and Families (DCYF) employees
- Public and private school employees (full time, part time, substitute teacher, school bus drivers and monitors)
- **Third party public and private school vendors**

Out of State:

If you live out of state and require a national background check, please download and complete the forms at the bottom of <http://www.riag.ri.gov/homeboxes/BackgroundChecks.php> and submit with your fingerprints to the Office of Attorney General.

12. RFP# EPSD.SAFETY.2019.0003 BID FORM

12.1. 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>Is your business registered as a Minority/Women Business Enterprise with the State of Rhode Island Office of Diversity, Equity, and Opportunity?</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.2019.0003. EPSD reserves the right to withhold payment on equipment and services that do not meet these requirements.</p>	
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1. Breakdown of pricing:

Building/Facility	Solution Hardware Total	Solution Software/License Total	Solution Cabling Total	Solution Config/Training Pro Services	Annual Support Cost (after included 5 years)
Riverside Middle School					

2. Pricing for Add-on Components:

Add-On Component	Total Cost for Add-on Component
Multi-site/district components	
Visual messaging/Clocks	
Emergency/lockdown button components	
Private intercom/handset components	