

Request for Proposal

**DESIGN AND INSTALLATION OF LAYER ONE STRUCTURED
COMMUNICATIONS CABLE SYSTEMS AND LAYER TWO
DISTRIBUTION SYSTEMS INCLUDING VOIP TELEPHONY
EQUIPMENT ATTACHMENT**

for

SASED
2500 Taylor Ave. Springfield, IL 62703
Attention: Mark Strawn, Director
strawn@sased.com

2018

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

TABLE OF CONTENTS

I.	PROJECT DESCRIPTION / GENERAL SCOPE OF WORK.....	3
II.	PROJECT REQUIREMENTS.....	8
III.	SCOPE OF SERVICES.....	10
IV.	SPECIFICATIONS.....	11
V.	PROJECT SCHEDULE.....	12
VI.	INSURANCE REQUIREMENTS.....	12
VII.	DEPOSITS AND BONDS.....	13
VIII.	CONTRACT.....	13
IX.	BIDDING AND CONTRACT REQUIREMENTS.....	14
X.	ATTACHMENT FOR VoIP TELEPHONY SYSTEM.....	17

I. PROJECT DESCRIPTION / GENERAL SCOPE OF WORK

General Scope: SASSED is soliciting proposals from at least three (3) telecommunications/IT cabling/hardware vendors to design and install a complete “end-to-end” certified system for transmission of voice, video and data signals. Demands on networks by education entities will change greatly in coming years as collaboration; voice and video become an integral part of the education model thus providing a media-rich and bandwidth-intensive learning experience. The face of education will evolve and network designs need to provide a solid foundation that can adapt to changing application requirements. Any proposed structured cabling/distribution solution should provide a future-proof solution, allowing IT professionals to adopt new applications without a major infrastructure investment. All proposed solutions should include the use of an aggregated core and remote IDF locations strategically placed such that any additions to infrastructure require minimal investment. Major design goals include manageability, redundancy, fault tolerance, security, scalability, all focused on minimizing investment and maximizing return. Thus, SASSED requests *one unified proposal* from each vendor meeting all the following requirements.

Structured Cabling

1.1 SUMMARY

The Main Distribution center shall be located on the first floor functioning as the current server room for SASSED. This shall include the aggregated switching core and main cabling distribution facilities. This center shall include data rack(s), ladders, shelves, cable management (horizontal and vertical), layer three switching core, patch panels, power management (UPS) with one-hour minimum for all proposed switching equipment and fiber distribution (light interface units).

All proposals shall include 1 remote IDF center, connected to the MDF via two aggregated cat6 plenum UTP cables and armored multimode fiber connections capable of 10gb transmission. Each fiber run shall include a minimum of six terminated strands providing fault tolerance and potential for expansion. Remote IDF shall include a data rack, wire management, power management (UPS), shelves, patch panel and fiber distribution (light interface units), layer three switch(es).

A typical station location consists of a universal cable run and termination jack for one (1) category six plenum data outlet meeting TIA/EIA 568B standards. All terminations are to be clearly labeled, tested and documented providing manageability and accountability. The total number of host access locations is 88, distributed among remote IDF's and the main core locations.

Cable distribution components shall include cable trays, j-hooks, ladders, d-rings, conduit, bb-10 inserts, etc. in accordance with National Electric codes. All grounding and bonding methods are required and shall be performed in accordance with accepted code.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

- A. Section includes products and execution requirements pertaining to Division 27 systems. Copper and fiber backbone and horizontal cabling along with support systems are covered under this document.
- B. Product specifications, general design considerations, and installation guidelines are provided in this document. Quantities for all structured cabling products shall be provided as required to complete the horizontal cabling for all work stations as shown on floor plans.
- C. The same manufacturer's product shall be utilized throughout the entire project for all copper and fiber optic structured cabling.
- D. Substitutions: No substituted products shall be installed except with written approval by Owner.

1.2 DATA AND VOICE COMMUNICATIONS CONTRACT WORK

A. General:

- 1. Furnish all labor, materials, tools, equipment and services for the installation in accordance with general provisions of specifications and the Contract Drawings.
- 2. Report percentage of work completed on a monthly basis.
- 3. Completely coordinate with work of all other trades.
- 4. Provide all supplementary or miscellaneous items, appurtenances and devices incidental to or necessary for a sound, secure and complete installation, whether or not specifically indicated in the Contract Documents.
- 5. Provide all floor penetrations, floor sleeves, conduit raceways, wall penetrations, etc. not shown on the electrical plans but needed for the routing of cabling provided herein.
- 6. Provide labor for work area patch cord installation at designated workstations.
- 7. Provide labor for equipment patch cord installation at patch panel to Ethernet switch port.
- 8. Provide labor for voice patch cord installation at horizontal patch panel to voice cross-connect patch panel.
- 9. Provide labor for testing horizontal and backbone cabling.
- 10. Provide fire stopping.
- 11. Provide labor for Wireless LAN Access Point, installation and system testing.
- 12. Provide Telecommunications bonding and grounding system.

B. Provide complete installation for Structured Telecommunications Cabling and Physical Support System including but not limited to:

- 1. Category 6 UTP horizontal cables.
- 2. Multimode optical fiber backbone cables.
- 3. Work area telecommunication outlets.
- 4. Wall mounted outlets.
- 5. Equipment mounting racks and rack enclosures.
- 6. Category 6 modular and discrete patch panels.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

7. Optical fiber enclosures.
8. Optical fiber connectors.
9. Category 6 patch and equipment cords
10. Optical fiber patch cords.
11. Wire management
12. Field testing.
13. Conduit floor sleeves, conduit and supports required for installation of all cabling.
14. Fire stopping.

C. Purchasing

1. Provide complete price breakdown of materials and handling fees.
- A. Submittals shall be submitted in one single package. Partial submittals will not be considered.
 - B. Material lists, schedule of values, lists of subcontractors, and proof of Contractor qualifications shall be provided to **SASED** - upon request and shall follow the guidelines as stated in the General Requirements (Division 1 of the specification).
 - C. Insurance certifications shall be submitted by the Contractor prior to execution of the contract.
 - D. Test Reports: Submit copies of complete reports of all testing performed to the General Contractor, with copies to **SASED** prior to job completion.

1.4 QUALITY ASSURANCE

- A. Installation Reference Standards (all codes and standards compliance will be to the most current revision available, including applicable addendums): Cable installation shall comply with the following:
 1. NEC® 2011: National Electric Code®, 2011.
 2. ANSI/TIA-568-C.0 - Generic Communications Cabling for Customer Premises.
 3. ANSI/TIA -568-C.1. Commercial Building Telecommunications Cabling Standard. Part 1: General Requirements
 4. ANSI/TIA/EIA-568-C.2: Commercial Building Telecommunications Cabling Standard
 5. ANSI/TIA/EIA-568-C.3: Commercial Building Telecommunications Cabling Standard, Part 3: Optical Fiber Cabling Components Standards
 6. ANSI/TIA-569-C: Commercial Building Standard for Telecommunications Pathways and Spaces
 7. ANSI/TIA-606-B. The Administration Standard for the Telecommunications infrastructure of Commercial Building
 8. ANSI/TIA-STD-607-B. Commercial Building Bonding and Grounding (Earthing) Requirements for Telecommunications
 9. TIA-758-B – Customer Owned Outside Plant Telecommunications Infrastructure Standard

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

10. TIA-527 – Optical Power Loss Measurements of Installed Single Mode Fiber Cable Plant – OFSTP-7
11. TIA-526-14-A - Optical Power Loss Measurements of Installed Multimode Fiber Cable Plant-OFSTP-14A.
12. TIA-598-C – Optical Fiber Cable Color Coding (January 2005).

B. Materials:

1. All materials shall be UL or ETL listed and verified and shall be marked as such.
2. Products shall be regularly catalogued items of the manufacturer and shall be supplied as a complete unit in accordance with the manufacturer's standard specifications with any optional items required for proper installation unless otherwise noted.
3. Material shall be delivered to the site in the original packing.
4. Approved Products
 1. 4-pair UTP Cable: Superior Essex
 2. Optical Fiber Cable: Superior Essex
 3. UTP Outlets: Ortronics
 4. Fiber Optic Cabinets: Ortronics
 5. Fiber Optic connectors/splices/couplers: Ortronics
 6. Rack and Cabinet: Ortronics
 7. Patch Panel: Ortronics
 8. UTP Patch Cords: Ortronics
 9. Fiber Optic Patch Cords: Ortronics
 10. Cable Tray: Cablofil
 11. Pathways and Poke-Thru Devices: Wiremold
 12. Firestop Devices: Wiremold

C. Contractor Qualifications:

1. The Contractor shall have experience in the installation and testing of similar systems as specified herein and shall have completed at least two projects of similar size and scope within the last 24 months. The Contractor shall provide references upon request (including the project name, address, date of implementation, client name, title, telephone number, and project description.)
2. The Contractor bidding on communication systems specified herein shall be an Ortronics Certified Contractor at a CIP-ESP, CIP or CI level. The awarded contractor must be able to install, service, and warranty the specified product prior to the time of bid and throughout the duration of the installation; or, the bidding Contractor shall utilize a sub-Contractor(s) certified by Ortronics to install, service, and warranty the specified product. The awarded contractor must be eligible to support the nCompass™ 20 Year Warranty. Manufacturer certifications shall not be project specific and should be valid for any and all projects completed by Contractor.
3. The Contractor must meet all training requirements from Ortronics as a CIP-ESP, CIP, or CI contractor. The contractor must be in good standing with minimum 70% of the technicians on site and at least one manager current with the required training.
4. The contractor is responsible for workmanship and installation practices in accordance with Ortronics Certified Contractor Program for copper, fiber and Layer Zero installation.
5. The Contractor must maintain a state Contractor's license if required by the state.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

Networking Equipment

All vendors are required to design, install, program all equipment necessary for this request and train IT staff on managing proposed equipment. Networking equipment requirements include an aggregated core, with capacity for all fiber connections to remote switches. All remote switches should be layer three capable and have SFP fiber connections to the core as well as a redundant aggregated copper link. This must be included as part of your proposal and not as a separate proposed item. The structured cable design and network distribution equipment portion needed for this request are not mutually exclusive therefore, the final design must depend on one unified model. A hierarchical model is recommended and should be an integral part in the design and final proposal.

All switches shall be managed, accessible via command line and web interface.

All switch ports shall provide power over Ethernet to host without additional power supplies.

IEEE 802.3af, 802.3at compliant.

All switch ports shall be gigabit capable.

IEEE 802.3-2008 compliant.

All fiber backbone connections will have at least a 2.5 gigabit link speed and be capable of up to 10 gigabit.

All switches shall support vlan trunking and vlan access control.

IEEE 802.1Q compliant.

All switches shall support Q.O.S. for media applications including voip.

IEEE 802.1P compliant.

All switches shall have built in wireless controllers for future implementation.

All switches shall be layer three capable to adapt to changing demands.

Supporting routing RIP(V1,V2), OSPF, BGP, VRRP

All switches shall implement spanning tree protocol for redundant links and loop avoidance.

All switches shall implement link aggregation for redundancy which shall be controlled by spanning tree.

All switches shall provide a stacking technology allowing up to 4 switches to be interconnected and actively managed as a single logical chassis-like system. The aggregated core shall support up to 200 switch ports and can share a single configuration file. Any proposed solution will allow one single administration access portal using one IP address thus allowing SMEs to cost-effectively add capacity, simplify administration of interconnected switches and improve network resiliency. The aggregated core must

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

implement a management tool comparable to Adtran's active chassis stackable technology accommodating growth at the core level in a non-blocking framework.

All switches must be VoIP capable supporting LLDP/ LLDP-MED.

All switches must have a limited lifetime warranty.

All switches proposed must be comparable to the feature set of the Adtran 1638P or Adtran 1550P.

All switches shall have the ability to enable and disable Ethernet ports based on time of day. This ability to schedule available ports allows for added security and can significantly lower power consumption during off hours saving on utility cost.

All switches shall be able to provide optimization for iSCSI Area Networks(SANs) deployments.

Network administrator can take advantage of features such as jumbo frame support (up to 12K), separation of iSCSI network traffic utilizing VLANs, IEEE 802.3x flow control.

The goal for this request is to provide the infrastructure needed to implement new applications currently available (VoIP, video, wireless) without restricting the choices available to SASED.

II. PROJECT REQUIREMENTS

- A. Each Cabling Vendor responding to this RFP represents that (i) this document has been read and fully understood, (ii) it has visited or waived the opportunity to visit the proposed site and has included in its bid all appropriate labor, material, and cost provisions to account for site conditions, and (iv) that the proposal submitted is based upon a full understanding of the requirements and specifications described in this RFP.
- B. SASED reserves the right to accept or reject any or all proposals in part or in whole, or to negotiate separately with any source whatsoever in any manner necessary to best serve SASED, and makes no representation, implied or expressed, that it shall accept any proposal submitted to it. SASED will not be liable for any cost incurred by the bidders in preparing responses to this RFP or negotiations associated with award of a contract. SASED reserves the right to waive any minor informality or irregularity.
- C. SASED reserves the right to immediately terminate any contract resulting from this RFP based upon the selected Cabling Vendor's failure to correct deficiencies. As they are identified, SASED shall give written notice to the selected Cabling Vendor stating any and all deficiencies to be corrected within five (5) working days.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

- D. SASSED reserves the right to require the replacement of the Cabling Vendor's project manager or any employee at any time during the contracted period.
- E. All work shall be in accordance with all guidelines specified by the latest EIA/TIA Building Telecommunications Wiring Standards, and manufacturer/vendor installation guidelines. These documents and standards form the basis for the installation, testing, and acceptance of the structured communications cable system
- F. Cabling Vendor must be a reputable company having a minimum of ten (10) years experience designing and installing structured communications wiring systems.
- G. The selected Cabling Vendor shall comply with all applicable laws, ordinances, rules, regulations and orders of the Municipal, Federal, and other governmental authorities having jurisdiction affecting any work to be done to provide the services required. The Cabling Vendor shall provide all necessary safeguards for safety and protection, as set forth by the U.S. Department of Labor, Occupational Safety and Health Administration.
- H. Cabling Vendor shall supply all necessary labor, tools, equipment, and permits required to execute the design and installation of the scope of work required by this RFP and by the best industry standards. In the event of a conflict, the most stringent and highest standard shall be applied for the benefit of SASSED. The selected vendor must own testing equipment and possess the ability to test to the most current adopted EIA/TIA standards.
- I. None of SASSED's existing voice equipment will be relocated and reused at the new location. Some or all of SASSED existing data equipment may be relocated into the new racks.
- J. Include overtime for after-hours and weekends which may be required to complete the installation, migration, and cut-over.
- K. Solution Vendor will not subcontract services or labor without the express knowledge and consent of SASSED.
- L. The Main Distribution Frame (MDF) will be located in the server room. All cabling will be continuous (home-run) from each point-of-termination at the outlet to the point-of-termination in the MDF.
- M. Cabling Vendor will be responsible for the daily clean-up of debris from its work to a central location on the floor.
- N. Cabling Vendor shall make all wall penetrations necessary to complete the work and will be responsible for patch and repair related to same. Cabling Vendor will be responsible for fire sealing/acoustical sealing all penetrations in floors or walls made by and/or used by the Cabling Vendor in the execution of its work.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

III. SCOPE OF SERVICES

The anticipated scope of work to be addressed under this proposal is described as follows.

Phase 1 – Planning Tasks

- A. Mandatory Walk-Thru of facility: February 23, 2018 meeting at SASSED Administrative Office at 9:00 a.m.
- B. Review Existing Physical Conditions: Inspect the premises and the architectural conditions.
- C. Standards Development: Develop design criteria based upon information gathered from RFP, walk-thru of facility and responses to submitted questions. Prepare a narrative description of the system architecture.
- D. Regulatory Approvals: Identify applicable regulatory approval requirements.
- E. Questions: All vendors will submit questions via email. All questions pertaining to this Request for Proposal shall be answered by email and shared with all prospective vendors by 2:00 pm, February 27, 2018 to Tony Grider at grider@sased.com. Vendors are prohibited from contacting staff of SASSED regarding this Request as specifically set forth herein. Failure to comply with this provision may result in rejection of proposal.

Phase 2 – Design Documentation Tasks

- F. Regulatory Approvals: Secure all necessary regulatory approvals.

Phase 3 – Installation

- G. Coordinate installation with the SASSED so to not conflict with class schedule.
- H. Cross-connect/patch and terminate fiber optic/copper riser cables and station cables based on final design. Provide the connection to the electronic hardware, and grounding of all racks, cabinets, patch cables, and patch fields.
- I. Provide all labeling and documentation of all horizontal and vertical cabling installed, including providing a graphical mapping of all cabling systems. Handwritten labels are not acceptable.

Phase 4 – Project Close-out

- J. Testing: Provide a copy of testing procedures and methodology for approval. The Cabling Vendor shall define a start-up acceptance period and a start of warranty

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

period beyond same. Cables which fail any of the parameters will be re-terminated and re-tested, or removed and reinstalled. Each bidder shall include a sample of its test results report with its proposal response.

- K. Provide a statement of warranty on the installation of the Category 6 networking cabling. The materials and the installation shall be warranted for a minimum of one (20) year.
- L. Provide a guaranteed maximum of twenty-four (24) hour response time to repair/replace defective cables or connections. This guarantee shall apply to all materials and installation performed under the contract. Provide a guaranteed maximum four (4) hour response time for emergencies.

IV. SPECIFICATIONS

- A. Each voice/data single outlet will be supported by one (1) dedicated 4-Pair CMP Category 6 cable rated for exposed use in ceiling plenums.
- B. All cabling shall be "CMP" rated for use in air conditioning plenum spaces without conduit. Bridle ring or "Caddy" sling horizontal distribution shall be used for cable runs above ceilings. Quantity and installation techniques in distribution of the cable runs shall comply with system manufacturer's specifications.
- C. All horizontal/vertical cabling shall be:
 - C.1 Category 6 compliant, in accordance with the most current EIA/TIA standards.
 - C.2 less than one hundred (100) meters in length.
 - C.3 free of splices to fulfill the requirements of this specification and be terminated in accordance with the most current EIA/TIA standards.
 - C.4 routed to be concealed within walls and ceilings where possible, except in transfer closets, or secured to structure above.
 - C.5 placed parallel and perpendicular to the building lines and follow cable tray pathways and hallways where practical from the MDF and IDF's to the station termination outlets.
- D. Category 6 CMP Data Cabling Testing: All cable shall be tested to EIA/TIA 568A, (proposed TSB 67) Category 6 specifications and standards. At a minimum, test all Category 6 UTP cabling for wire map, length, near-end crosstalk (NEXT), PS NEXT, Return Loss, and attenuation, and provide a detailed report of all cable tests.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

V. PROJECT SCHEDULE

Time is of the essence in the development of this project. All consultants, contractors, and vendors will be expected to expedite the completion of each task by committing to applying sufficient resources as required to meet the milestones identified below.

Provide estimated durations for the following phases:

Activity	Duration (weeks)
Phase I- Planning	
Phase II – Design Documentation Tasks	
Phase III - Installation	
Phase IV – Project Close-out	

VI. INSURANCE REQUIREMENTS

The Cabling Vendor shall be required to obtain and maintain such insurance types with minimal coverage as follows.

Insurance Type	Coverage Amount
Workmen’s Compensation and Employer’s Liability Insurance	Statutory Amount
Comprehensive Automobile and Commercial General Liability (per occurrence)	\$1,000,000
Errors and Omission and Professional Liability Insurance (per occurrence)	\$500,000

The cost for all such insurance coverage shall be included within the lump sum proposal.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

VII. DEPOSITS AND BONDS

Each bid shall be accompanied by a bid deposit in the form of a certified check or bid bond in the amount of 5% of the base bid, payable to Sangamon Area Special Education District, Springfield, IL. A Performance Bond and Payment Bond will be required of the bidder(s) to whom a contract is awarded.

VIII. CONTRACT

SASED ultimately intends to enter into a lump sum contract with a Cabling Vendor. SASED is under no obligation to accept any proposal received.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

IX. BIDDING AND CONTRACT REQUIREMENTS

A. SUBMISSION OF BID PROPOSAL

- 1) Bids will be received at: SASSED, Administrative Office, 2500 Taylor Ave, Springfield, Illinois 62703 and must be submitted by 2:00pm local time on March 1, 2018.
- 2) Proposals received after the time specified or unsigned will be returned to the Bidder unopened and will not be considered.
- 3) Bidders will be held strictly to the Proposals as submitted. Withdrawal by the Bidder of any quotation following submission of the document will result in disqualification of the Proposal.

B. PROPOSAL FORM

- 1) Proposals must be submitted in duplicate in a sealed opaque envelope marked "PROPOSAL - SASSED – Structured Communications Cable Systems & VoIP Telephony System".
- 2) All bids must be typewritten or prepared in ink using this RFP form.
- 3) All bids must be signed by a legally qualified person to sign such documents. By signing the Proposal Form, the bidder forms the contract, understanding that said "contract" includes all portions of the Specifications and Drawings.
- 4) All prices are to be F.O.B. SASSED, Business Office, 2500 Taylor Ave., Springfield, Illinois 62703 freight prepaid. Prices submitted on this document shall be considered firm for a period of sixty (60) days from the due date as stated in this document.

C. TAX EXEMPTIONS

- 1) The Contractor is advised that SASSED is subject to the tax exemptions of Rule 15 of the Illinois Revenue Code. This exemption applies to all materials, which are incorporated into the structure, but does not apply to labor, materials and equipment necessary and utilized by the Contractor, which are not incorporated as a part of the final structure.

D. OPENING OF BIDS

- 1) Bids will be opened at the District Office of SASSED, 2500 Taylor Ave., Springfield, Illinois 62703 on March 1, 2018 at 2:00pm.
- 2) SASSED reserves the right to waive any informalities in Bids received, determine the lowest responsible Bidder, or reject any or all Bids.
- 3) SASSED reserves the right to make such investigations as are necessary to assure itself that Bidder is properly qualified and competent to fulfill bid requirements.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

E. AWARD OF CONTRACT

- 1) The Bids shall be submitted on a sixty (60) day firm basis and the Contract will be awarded within sixty (60) days after the Bids are opened, unless all Bids are rejected or irregularities occur in the bidding process.
- 2) Award of successful bid shall be accomplished by acceptance of the bid by SASSED and the execution of a purchase order to the successful Bidder.

F. REGULATORY GUIDELINES

- 1) The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County, and other local government agencies, which may in any manner affect the performance of the Contract including, but not limited to: laws pertaining to bid-rigging or bid rotation, safety, wage rates, discrimination, intimidation of employees and preference to citizens of the United States and the State of Illinois. Provisions of said Acts are hereby incorporated by reference and become a part of these Specifications.
- 2) Should it be necessary, an Asbestos Contractor hired by SASSED shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of the work and properly execute all notices required by regulatory bodies.
- 3) SASSED is required to file a building permit application with the City of Springfield, if work meets threshold standard for permit application. There may be municipal permit application fees associated with the project. SASSED will file a building Permit Application with the Regional Office of Education (at no cost to the Contractor).

G. INSPECTION

- 1) Upon completion of the work under this Contract, a person designated by SASSED shall make final inspection, and finding the work to be in compliance with all requirements set forth, will recommend acceptance of the work by SASSED. If any defects or omissions in the work are hidden or concealed at the time of acceptance but become apparent within one year after the final acceptance of the work, the Contractor shall immediately correct and make good the same upon written notice by SASSED, and if he fails, refuses or neglects to do so, SASSED may correct and make good the same and the Contractor hereby agrees to pay on demand the cost and expense of doing such work.

H. DAMAGE AND NEGLIGENCE

- 1) The Contractor agrees to indemnify and save harmless SASSED and its employees from any and against all loss, including costs and attorneys' fees, by reasons or liability imposed by law upon SASSED for damages because of Bodily injury, including death at any time resulting there from, sustained by any person or persons or on account of damage to property, including loss of use thereof, whether caused by or continued to be said SASSED or its employees.

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

I. BIDDER INFORMATION & SIGNATURE

Company Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____

Facsimile #: _____

Contact Name: _____

Contact Email: _____

The UNDERSIGNED:

Acknowledges receipt of this bid document, has examined the site and bidding documents, including all drawings and specifications, and agrees to hold this bid open until sixty (60) calendar days after bid opening date or as otherwise noted. The UNDERSIGNED certifies he is not barred from bidding on public contracts for bid-rigging or bid rotation and further agrees to enter into and execute a contract with SASSED, if awarded on the basis of this bid, and in connection therewith to accomplish the work in accordance with the Contract and complete the work within the contract time herein specified, which is hereby stated as: Complete all work by June 30, 2018.

Certifies: A) the bidder has not received any citations, complaints, summons, decisions, determinations, judgments or other allegations for findings of any violation from OSHA, FLMA, FLSA, ADA, ADEA, NLRA, the Federal Civil Rights Act, the Illinois Human Rights Act, the Illinois Wage and Hour Law or the Prevailing Wage Act within the last three (3) years and B) the bidder is an active participant in the respective apprenticeship and training programs approved by and registered with the United States Department of Laborer's Bureau of Apprenticeship and Training for each trade or classification of work as referenced and defined by the Prevailing Wage Act.

Signature of Authorized Agent: _____

Printed Name of Authorized Agent: _____

Title of Authorized Agent: _____

Signature Date: _____

SASED

2500 Taylor Ave. Springfield, IL 62703

Attention: Mark Strawn, Director strawn@sased.com

**REQUEST FOR
PROPOSAL FOR
VoIP PHONE SYSTEM AND EQUIPMENT**

PROPOSALS DUE: March 1, 2018 @ 2:00PM

REQUEST FOR PROPOSAL

Design & Install of Structured Cabling, Network Distribution & VoIP Telephony Systems

SASED is requesting proposals from qualified providers of Voice over IP (VoIP) phone service new telephone system equipment in accordance with the requirements outlined in this Request for Proposals (RFP). All interested parties shall submit a Proposal with their quote in the format described in this RFP.

This RFP describes the background, purpose and scope of work. It also describes the requirements for submittal of a Proposal for consideration, and the selection process. Failure to submit information in accordance with the requirements and procedures set forth herein may result in disqualification.

RFP PURPOSE

The purpose of this project is to replace the telephony system at our main office with the best solution that provides a reliable and secure system today and into the future. There are no remote locations.

SCOPE/CURRENT SYSTEM ASSESSMENT

All SASED telephones will be replaced with devices that support basic VoIP telephony features. The intent of this RFP is that the responder shall provide a complete, end to end, solution for the proposed installation. The vendor shall provide any necessary design, planning, installation, network analysis, training and post-installation support for the project.

Questions: All vendors will submit questions via email. All questions pertaining to this Request for Proposal shall be answered by email and shared with all prospective vendors by 2:00 pm, February 27, 2018 to Tony Grider at grider@sased.com. Vendors are prohibited from contacting staff of SASED regarding this Request as specifically set forth herein. Failure to comply with this provision may result in rejection of proposal.

Current telephone equipment is at least 10 years old. There are currently 60 handsets, 9 analog lines, two analog fax lines, and one analog alarm line. High speed internet service provided through Comcast.

PROJECT SCOPE & PROPOSAL REQUIREMENTS

Vendor responses should cover the following general topics:

- IP-based Voice capabilities and Intelligent Network Infrastructure
- Support for 9 analog voice lines
- 53 IP 32 button self-labeling Handsets with Ethernet to GIG support
- 1 Attendant Console
- Auto Attendant
- 65 Voicemail Boxes
- 53 15 foot Patch Cords
- Voice Messaging with voicemail to email integration
- UC Desktop Client for 60 users (Server to run application provided by SASSED)
- Quality of Service (QoS)
- System Administration
- Support/Service Capabilities
- Scalability
- Simplicity of Installation
- Training and Usage
- Transition Plan
- 5 year Software and Hardware Warranty
- 10 years Experience and 3 References
- Maintenance Contracts and Anticipated Costs during product lifespan
- On-site service plan(s)

SUBMISSION INSTRUCTIONS

One (1) copy of each proposal must be received at the 2500 Taylor Ave. Springfield, IL 62703

Attention: Mark Strawn, by March 1, 2018 at 2:00pm. All proposals must be valid for 60 days.

SELECTION PROCESS

All proposals received by the specified deadline will be reviewed by SASSED for responsiveness, understanding of the work, proposed project approach, detailed scope of work, technical ability and expertise, proposed fee, and references. SASSED expects to award the contract within 30 days of the specified deadline.

INSURANCE

The following insurance coverage will be required by SASSED during the course of work:

- ✓ Workers' Compensation Insurance with the limits established and required by the State of Illinois;
- ✓ Employers' Liability Insurance with the limits set forth below;
- ✓ Comprehensive General Liability, Product / Completed Operations Liability, Contractual Liability, Independent Contractors Liability, and Automobile Insurance with at least the following limits of liability:
 - Primary Bodily Injury Liability limits of \$1,000,000 per occurrence;
 - Primary Property Damage Liability limits of \$1,000,000 per occurrence.

Prior to SASSED issuance of a contract, the Proposer must furnish to the District a **Certificate of Insurance** which shall certify the Proposer's insurance policy adequately covers the above listed requirements. Documents may be delivered by mail or electronic mail to said office. Language on the certificate shall confirm the following:

- ✓ SASSED is designated as an additional insured on the Comprehensive Liability and Automobile Liability Insurance described hereinabove.
- ✓ The coverage shall be primary as to any other insurance with respect to performance hereunder.
- ✓ Thirty (30) days written notice of cancellation or material change to SASSED.

RIGHT TO REJECT

This RFP does not commit SASSED to award a contract, to pay any costs incurred in preparation of a proposal/quote, or to procure or contract for any services. SASSED reserves the right to cancel in part or in its entirety this RFP, to accept or to reject any or all quotes/proposals submitted, or to request additional information from, or to negotiate with any or all proposers. All proposals and materials submitted will become the property of the District and will not be deemed confidential.

REQUEST FOR PROPOSAL
Design & Install of Structured Communications Cabling & Network Distribution Systems