



2400 MASON EAGLES DR.  
ERIE, MI 48133  
ERIEMASON.K12.MI.US

**Mason Consolidated Schools  
2400 Mason Eagles Drive  
Erie, MI 48133**

**REQUEST FOR PROPOSALS  
FOR  
2021 Mason Consolidated Schools PHONE  
SYSTEM**

<https://eriemason.k12.mi.us/bids-proposals-sale>

## 1. WORK INCLUDED

You are invited to submit a sealed proposal in accordance with the requirements of the RFP for 2021 Mason Consolidated Schools Phone System for the Mason Consolidated School District (hereinafter referred to as "Owner").

## 2. BIDDING PROCEDURES

- 2.1 No oral, telephone, fax bids or email bids will be accepted.
- 2.2 A representative of the company authorized to commit to the provisions of this bid must sign all proposals.
- 2.3 Sealed proposals (One (1) Original and One (1) copy), clearly marked **"2021 MASON CONSOLIDATED SCHOOLS PHONE SYSTEM" AND ADDRESSED TO DANA BLAIR, FINANCE DIRECTOR MUST BE RECEIVED BY March 31, 2021 AT 2:00 PM.**

### 2.4 BIDS WILL BE OPENED AND READ ALOUD:

**Date: March 31, 2021**  
**Time: 2:00 P.M. (EST)**  
**Location: Mason Consolidated Schools**  
**Office of Dana Blair**  
**Finance Director**  
**2400 Mason Eagles Drive**  
**Erie, MI 48133**  
**(734) 848-9302**

- 2.5 Vendors mailing proposals should allow a sufficient mail delivery period to insure timely receipt of their proposals by the issuing office. Proposals received after the time and date due will be immediately rejected and returned unopened.
- 2.6 **WARRANTY**  
Include all warranty/guarantee information.
- 2.7 **RETURN AND EXCHANGE POLICY**  
Include return policy.

**3. CONSIDERATION OF PROPOSALS:**

**3.1 Rights Reserved by Owner** – The Owner reserves the right to waive any irregularities, reject any or all bids or accept the bid that in the opinion of the Owner will serve the best interest of the Owner.

**4. PAYMENT TERMS:**

**4.1** Payment terms will be mutually agreed upon by the Owner and Vendor. Payments and/or deposits will not be made by the Owner prior to delivery of the equipment.

**5. QUESTIONS:**

**5.1** Please contact Jason Burt at (734) 848-9328 or [burt@eriemason.k12.mi.us](mailto:burt@eriemason.k12.mi.us).

**5.2** All questions must be received by March 30, 2021 at 12:00 p.m. (EST).

**6. SCOPE OF WORK**

Please provide a cost for equipment, warranty, and support cost on the specifications below.

**7. DESCRIPTION/SPECIFICATIONS:**

The Owner will consider purchasing a new phone system to replace an aging Toshiba Stratagy phone system. The Owner will purchase phones and will be using a T1/PRI and potentially 2 SIP trunks for incoming/outgoing calls.

- Elementary School Phones 40
- Middle School Phones 31
- High School Phones 45
- Business Office Phones 7
- Bus Garage 2
- Spares 5

Currently, Mason is using 1 PRI/T1 for voice service. Please include any hardware necessary to integrate our current PRI/T1 (although we are considering moving to SIP trunks and may have 2 prepped for implementation).

After reviewing various phone system solutions, the Owner will be purchasing a Switchvox branded system with the following minimum

specifications listed below to standardize with other Monroe County school districts.

Changes and deviations to the specifications below will be considered but the Vendor should include reasons for any changes. If there are other components needed or should be considered to make the phone system functional, the Vendor shall include those components in their bid.

### 7.1 Switchvox Phone System Hardware Specifications

The Owner will consider purchasing the following phone system hardware components. The Owner will plan on running one (1) virtual server installations of the Switchvox SMB software on existing servers. Phones will be connecting to Cisco 2960S PoE+ switches so no power adapter will be needed with the phones.

<u>Qty</u>	<u>Item</u>
1	Switchvox SMB Software for Virtual Server Installation
28	Office Phones, D65, 6-Line SIP with HD Voice, Gigabit, Bluetooth, 4.3 Inch Color Display, Icon Keys
12	Side Cars – EXP150 expansion modules
102	Classroom Phones, D62, 2-Line SIP with HD Voice, Gigabit, 4.3 Inch Color Display, Icon Keys
102	Wall Mounts for Phones

### 7.2 Support and Maintenance

The Owner will consider the following options for support and maintenance of hardware and licensing

- The Owner will consider both Platinum and Titanium Switchvox User Support and Maintenance subscriptions for 1, 3, and 5-year subscriptions. If vendor quotes Titanium subscription, vendor must include any additional costs including labor associated with the support and describe how the district would receive support by the vendor when needed.

### 7.3 Installation and Deployment Services

The Owner will consider the following services for installation and deployment.

- Option 1: Configuration Assistance Only  
The Vendor would help set up and configure the new phone system configuration for basic and advanced system routing, install software, perform basic and advanced programming, and train IT staff on how to manage and troubleshoot the system. The Owner will be responsible for PoE network connectivity and deploy and test the handsets. In addition, we are asking for assistance with setting up scheduled backups and develop procedures and

instructions on how to turn on the backup phone server in the event of a disaster. Estimated about 20 hours.

- Option 2: Configuration and Deployment  
Same as Option 1 but the Vendor would also deploy and test the handsets in each room. The Owner will be responsible for PoE network connectivity.

**8. SHIPPING:**

**8.1** Any shipping costs must be included and presented in this proposal.

**9 PROPOSAL PREPARATION INSTRUCTIONS**

Each submittal shall be one (1) original and one (1) copy. Each submission shall be bound and organized as follows:

**Cover Page:** Total Costs and Organizational Information

**Appendices**

- Appendix 1: Certification of Compliance –Iran Economic Act
- Appendix 2: Certification Regarding Disbarment and Mandatory Disclosure Requirements of Contractor Business Ethics
- Appendix 3: Certificate of Independent Price Determination

**2021 Mason Consolidated Schools Phone System RFP**  
**Response**

<b>Company Name:</b>
<b>Address:</b>
<b>Phone:</b>
<b>Contact Person:</b>
<b>Email:</b>

<b>Section</b>	<b>Description</b>	<b>Total Cost</b>
7.1	Phone Hardware	
7.2	Support and Maintenance	<i>Please attach quotes for various options requested in the RFP for consideration.</i>
7.3	Installation and Deployment Services	
	Option 1: Configure Only	
	Option 2: Configure and Deployment	

# **Appendix 1:**

## **CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT Michigan Public Act No. 517 of 2012**

The undersigned, the owner, or authorized officer of the below-named company (the "Company") hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Monroe County ISD as a result of an RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Mason Consolidated School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date that it is determined that the person has submitted the false certification.

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Name of Company

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Name and Title of Authorized Representative

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Signature

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Date

## **Appendix 2:**

### **CERTIFICATION REGARDING DISBARMENT AND MANDATORY DISCLOSURE REQUIREMENTS OF CONTRACTOR BUSINESS ETHICS**

1. The supplier certifies to the best of his/her knowledge and beliefs that the supplier and/or any of its principles are not presently disbarred, suspended, proposed for disbarment, or declared ineligible for the award of contracts by any federal agency.
2. The supplier certifies that there is no credible evidence to the best of his/her knowledge and belief that the supplier and/or any of its principles have violated federal criminal law including fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code.
3. The supplier certifies that there is no credible evidence to the best of his/her knowledge and belief that the supplier and/or any of its principles have violated the civil False Claims Act (31 U.S.C. §§ 3729-3733).
4. The supplier certifies that there is no credible evidence to the best of his/her knowledge and belief that the supplier and/or any of its principles have received significant overpayment(s) on contracts, other than overpayments resulting from contract financing payments as defined in FAR 32.001.
5. The term “principles”, for the purpose of this certification, means officers, directors, owners, partners and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, plant manager, or head of subsidiary, division or business segment, and similar positions).
6. The supplier shall provide immediate written notice to Mason Consolidated Schools, attention Dana Blair, if at any time prior to contract award, the supplier learns that its certification was untrue when submitted or has become untrue due to changed circumstances.
7. The certification in paragraphs 1-4 is a material representation of fact upon which reliance will be placed when making awards. If it is determined that the supplier knowingly rendered an untrue certification, in addition to other remedies available to the Mason Consolidated School District, the Mason Consolidated School District may terminate any contract resulting from any solicitation for default.

Vendor/Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

Typed or Printed Name of Authorized Official \_\_\_\_\_

Title of Authorized Official \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix 3:**

### **CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

1. By submission of this bid, the bidder certifies and in the case of a joint bid, each party thereto certifies as to its own organizations, that in connection with this procurement:
  - A. Prices have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  - B. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly to any other bidder or to any competitor.
  - C. No attempt has been made — or will be made — by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition.
  
2. Each person signing this bid certifies that:
  - A. He/she is the person in the bidder's organization responsible for the decision of prices being offered herein and that he/she has not participated/ will not participate in any action contrary to the statements above; or
  - B. He/she is not the person in the bidder's organization responsible for the decision of prices being offered herein but he/she has written authorization to act as an agent for the persons responsible for such a decision in certifying that such persons have not participated and will not participate in any action contrary to the statements above.

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Company Representative's Signature

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Date

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Title