



**REQUEST FOR PROPOSALS**

**FOR**

**TELECOMMUNICATIONS SERVICE**

**Telephone Services**

**(RFP 2012-03)**

**Request for Proposals Issued: January 26, 2012**

**Deadline for Submittal of Proposals: February 24, 2012**

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**I.**

District reserves the right to accept all or part of any proposal or to cancel in part or in its entirety this Request for Proposals. The District further reserves the right to accept the proposal that it considers to be in the best interest of the District.

All requirements must be addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of the District. Firms are responsible for checking the website periodically for any updates or revisions to the RFP.

### **Requests for Information**

Questions related to this RFP should be submitted in writing via electronic mail to [erate15@scusd.edu](mailto:erate15@scusd.edu) no later than Monday, February 6, 2012. Specify "RFP for Telephone Services" in the subject line. Responses to all questions received will be posted on the Districts website.

### **III. SPECIAL CONDITIONS**

1. Prices to remain firm through approval, execution, and duration of the proposed contract. In the event of a price decrease for service or from the manufacturer, said decrease shall be passed on to the District and documented with new price sheet sent to District.
2. All equipment/services costs must be new and included and identified separately.
3. Any prospective bidder, who contacts any Sacramento City Unified School District Board Member during the RFP process will be disqualified from consideration for the RFP award.
4. Manufacturer must warrant all parts and equipment.
5. This RFP is subject to E-Rate and Sacramento City Unified School District funding availability.

### **IV. MULTI-YEAR CONTRACT**

The Sacramento City Unified School District is requesting that the selected vendor enter into a one year contract for E-Rate Eligible Equipment and Services with the option to extend the contract on an annual basis if determined to be in the best interest of the District. The contract shall begin on July 1, 2012 and can be extended on an annual basis for a maximum of five (5) years at the sole discretion of the District.

### **V. VENDOR REQUIREMENTS**

Vendor must meet or exceed all minimum qualification requirements.

All submitted quotes must provide at a minimum, all requested information in this document. Each response will be reviewed to determine if it is complete prior to evaluation. The information should be organized as indicated in the requirements. Any portions of the proposal, which are to be treated by the Sacramento City Unified School District as proprietary and confidential information, must be clearly marked as such.

The Sacramento City Unified School District reserves the right to eliminate from further consideration any response, which is deemed to be substantially or materially unresponsive to the Request for Proposal, contained in this section.

1. Vendors must include a reference for a project of equal size and scope that has been completed within the past three (3) years. References from school districts or county offices of education in California are preferred. The following information should be included:

- Job Location
- Contact name and telephone number
- Date of contract
- Project Description
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**VIII. ADDITIONAL INSTRUCTIONS & INFORMATION TO BIDDERS**

1. PROPOSALS: Each proposal shall be submitted on forms supplied by District. Each proposal shall conform and be responsive to District specifications. Bidder shall furnish complete specifications and rates for all services requested. Additional pricing schedules

10. **EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose proposal is under consideration for the award of the Contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his experience and organization available for the performance of the contract.
11. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The District reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularity of any proposal. No proposal may be withdrawn for a period of ninety (90) days without written approval of the District.
12. **PREVAILING LAW:** In the event of any conflicts or ambiguities between these specifications and state or federal laws, regulations or rules, then the latter shall prevail.
13. **BRANDS:** When a particular brand or b

District may, at its option, annul and set aside the contract, either in whole or in part, and may enter into a new contract in accordance with law for furnishing such item. Any additional cost or expense incurred by the District in the making of such contract or any additional cost of supplying an item by reason of the failure of the Bidder, as described in this paragraph, shall be paid by the Bidder or his surety.

19. **INSPECTION OF ITEMS FURNISHED:** All items furnished shall be subject to inspection and rejection by the District for defects or non-compliance with the specifications. The cost of inspection on deliveries or offers for delivery which do not meet specifications may be deducted from the contract price.
20. **INABILITY TO PERFORM:** In the event that Bidder is prevented from making delivery or otherwise performing on time as specified in the contract by fire, flood, earthquake, labor or transportation problems, war, acts of government, or any other similar cause commonly





## APPENDIX A

### Sacramento City Unified School District Schools

<b>School</b>	<b>Address</b>	<b>Zip</b>
John H. Still Elementary	2200 John Still Drive	95832
John H. Still Middle	2250 John Still Drive	95832

Any other location within the Greater Sacramento area designated by the District.

**APPENDIX B**

**BID FORM (RFP 2012-03)**

**TELEPHONE SERVICES**

**FISCAL YEAR 2012-2013**

**Vendor Name:** \_\_\_\_\_

**Printed Name & Title of Person Authorized to Submit Bid:**

\_\_\_\_\_

**Vendor SPIN:** \_\_\_\_\_

**Vendor Phone:** \_\_\_\_\_

**District is looking for two, three and five year terms  
on sites listed below.**

**EXISTING SERVICES (highlighted below) and PROPOSED SERVICES**

Item no.	Site					
1	John Still Elementary					
2	John Still Middle					

**BIDS DUE: FRIDAY, FEBRUARY 24, 2012  
NO LATER THAN 4:30 P.M.**

Pursuant to the terms of Sacramento City Unified School District RFP 2012-03 for Telephone Se4( )0 1 426.1 612.58 Tm(Tel

**WORKERS' COMPENSATION**

**Request for Proposal (2012-03)  
Sacramento City Unified School District  
Telecommunications Services (Telephone Services)**

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature\_\_\_\_\_

**NONCOLLUSION AFFIDAVIT**

**Request for Proposal (2012-03)  
Sacramento City Unified School District  
Telecommunications Service (Telephone Services)**

State of California            )  
  )ss.  
County of                        )

\_\_\_\_\_ (Name), being first duly sworn, deposes and says that he is  
\_\_\_\_\_ (title) of the \_\_\_\_\_ (Name) party making the  
attached bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership,  
company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the  
bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not  
directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid,  
or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by  
agreement, comm

**E-rate Service Provider Contact Information  
Fiscal Year 2012-13**

Vendor must provide the following information

Person authorized to negotiate and sign the terms and conditions of any agreement between vendor and Sacramento City Unified School District:

Name: \_\_\_\_\_

Title School DiC BT1 MCID 10564.94 Tm1 Cmo/P MCID 112le Schoo