



**Cardinal**  
**Big Rapids**

<http://www.brps.k12.mi.us>



Public Schools

**Technology**



## Request for Proposal

Dear Vendor:

This request for proposals addresses Long Distance Service as part of the Erate process, for Big Rapids Public Schools. The due date for RFP responses is Friday, February 3, 2012, no later than 3:00 p.m.

Thank you for taking part in this process. If you have any questions or require clarification, feel free to contact:

Director	Email Address
Joe Bouman	Jbouman@brps.org

Sincerely,

Joe Bouman  
Technology Director  
Big Rapids Public Schools

## **Uniform Proposal Requirements**

The following pages represent the uniform requirements that must be met in order to submit bids/quotes to Big Rapids Public Schools for the equipment and installation listed.

### **1.00 Advertisement for Bids**

- 1.01 Big Rapids Public Schools will receive proposals from Erate participating providers for Long Distance services.
- 1.02 The bid opening will be at 3:00 P.M. on Friday, February 3, 2012. All bids must be received by 3:00 P.M. on Friday, February 3, 2012 to be included in the bid opening. No late bids will be considered. Bid responses must be sealed and sent to the following address:
- Big Rapids Public Schools  
Cardinal Technology Office  
ATTN: Erate Long Distance Service / Joe Bouman  
500 N. Warren  
Big Rapids MI 49307
- 1.03 Big Rapids Public Schools reserves the right to accept or reject any and all bids. Purchase of this service is contingent upon successful receipt of USF funds.
- 1.04 Vendor must participate with the Universal Service Fund operated by the Schools and Libraries Corporation and provide a proper SPIN number on the submitted quotation. For information on the Universal Service Fund or the Schools and Libraries Corporation. Visit their web site at <http://www.sl.universalservice.org/>.

## **2.00 Scope of Work**

Big Rapids Public Schools will consider one (1) year, two (2) year and three (3) year agreement options for these services.

All respondents must be able to provide detailed billing, in both hard copy and electronic formats with on-line access provided to Big Rapids Public Schools.

Big Rapids Public Schools basic telephone service consists of centrex and non-centrex telephone lines. Currently, the total lines at BRPS totals 85, of which approximately 75 of the lines are centrex. Long distance services are required for all of these local telephone lines.

### **3.0 General Provisions**

These specifications set forth conditions, and include the work to be performed, equipment to be installed, and certain methods to be employed to implement a complete operable installation.

#### **3.01 Submittals**

- 3.01.1 Consideration of alternate equipment shall be solely at the discretion of the Owner.
- 3.01.2 Any and all proposed alternate equipment, cable, terminations, methods, etc must be submitted for approval not less than 5 days prior to the bid due date.
- 3.01.3 After review of the submittals, the Owner will determine acceptability of alternate proposals.
- 3.01.4 Each sheet of descriptive literature submitted shall be clearly marked to identify the material or equipment as follows.
- 3.01.5 Submit manufacturer's product data. A manufacturer's standard flyer showing the specific item highlighted will be accepted.

#### **4.0 Products**

- 4.0.1 Material and equipment shall be furnished new and listed by Underwriters' Laboratories Inc. or other applicable testing agencies.

#### **5.0 Installer Qualifications and System Warranty**

- 5.0.1 Warranty shall be provided by system manufacturer at the completion of installation. Manufacturer shall warrant and guarantee operation of all components individually and as a system.

#### **6.0 Installation**

- 6.01 Not Applicable

#### **7.0 Discrepancies**

- 7.01 In the event of discrepancy, immediately notify the Owner.