

A.W.BROWN
LEADERSHIP ACADEMY

Request for Proposal for

**Two Way Paging/Intercom System
(Classroom/Paging/Integrated Services)**

Due Date: January 30, 2019

I. Introduction

This document contains a Request for Proposals for providing the A.W. Brown Leadership Academy with a *Two-Way Paging/Intercom System*. The contents in this package sets forth the terms and conditions applicable to the proposed procurement.

II. LEGAL NOTICE

Notice is hereby given that A.W. Brown Leadership Academy intends to examine proposals for a Two-Way paging/intercom system. All interested parties may follow the instructions below to request a copy of the Request for Proposal.

No offer of intent should be construed from this legal notice that A.W. Brown Leadership Academy intends to enter unless, in the sole opinion of the charter school, it is in the best interest of the charter school to do so.

All costs involved in the preparation and submittal of alternatives to A.W. Brown Leadership Academy to acquire a Two-way paging/intercom system shall be borne in full by the interested party and should be included in the total price for the system. A copy of the Request for Proposal may be obtained by contacting one of the following three options:

- 1) Jayson Walton
Director of Facilities
A.W. Brown Leadership Academy
- 2) www.buyboard.com
- 3) www.awbrown.org

Use Request for Proposal as subject line and include in email:

- company name
- contract person name
- address, city, state, zip
- contact phone number & email address

A.W. Brown Leadership Academy reserves the right to accept any proposal which it deems most favorable to the interest of the charter school and to reject any or all proposals or any portion of any proposal submitted which, is not in the best interest of the charter school.

III. INSTRUCTIONS TO VENDORS

1. At any time prior to the specified time and date set for proposal opening, a vendor (Note: or a designated representative) may withdraw a submitted proposal by submitting a request in writing.
2. The company representative must sign the Request for Proposal Signature Page and return it in the proposal package.
3. All responsive proposals shall include the forms provided in this proposal invitation package. It is permissible to copy these forms as necessary.
4. Sealed proposals are to arrive no later than 12:00 p.m. on January 30, 2020 and shall be addressed to:

A.W. Brown Leadership Academy
C/O Jayson Walton
3810 W. Red Bird Lane
Dallas, Texas 75237

Please submit two (2) copies of the proposal.

5. Late proposals will not be considered under any circumstances. All late proposals shall be returned to the appropriate company unopened.
6. No proposal shall be altered, amended, or withdrawn after the specified time for opening proposals.
7. Periods of time, stated as number of days, are calendar days.
8. It is the responsibility of all vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.
9. Awards shall be made with reasonable promptness to the vendor(s) whose proposal(s) are in accordance with the Evaluation Worksheet best conforms to the invitation and will be the most advantageous to A.W. Brown Leadership Academy. Award(s) may be made to other than the lowest price proposal.

- a. A.W. Brown Leadership Academy Board of Directors, notwithstanding any other provision of this Request for Proposal (including all attached documents), expressly reserves the right to:

Waive any insignificant defect or informality in any proposal procedure.

- Reject any or all proposals.
- Reissue a Request for Proposal.

- b. A Proposal, in response to the Request for Proposal, is an offer to contract with A.W. Brown Leadership Academy based upon the terms, conditions, and specifications of this Request for Proposal.

IV. RFP SIGNATURE PAGE

Proposals will be received until 12:00 noon, January 30, 2020 for supplying A.W. Brown Leadership Academy with a Two-way paging/intercom system, with options for renewal of the contract not to exceed two additional years.

Sealed proposals, subject to the conditions and specifications attached hereto, will be received in the office of A.W. Brown Leadership Academy and shall be marked on the envelope, Two-way paging/intercom system.

In accepting proposals, A.W. Brown Leadership Academy reserves the right to reject any and all proposals in order to take actions which it deems to be in the best interest of the district/charter school.

Additional information required to adequately respond to this Request for Proposal may be obtained from the charter school business office via email jwalton@awbrown.org.

Contracts entered into on the basis of submitted proposals are revocable if contrary to law. See attached specifications.

We, as an interested party, agree to the above criteria and the attached specifications and have submitted our proposal as requested. (Note: Failure to sign will disqualify bid.)

COMPANY _____

ADDRESS _____

CITY, STATE, ZIP _____

SIGNATURE _____

TITLE _____

TELEPHONE _____ DATE _____

EMAIL _____

V. GENERAL CONDITIONS

- I. Qualifications of Vendor: Each vendor must submit for consideration such records of work and further evidence as may be required by the Board of Directors regarding experience, financial standing, and assurance that they have, or will promptly provide, suitable materials, labor, and equipment to satisfactorily provide the services specified. Failure to furnish such a record of work and evidence of capacity, or the inclusion of any false or misleading statements therein, shall be sufficient cause for the rejection of the proposal. The qualification data shall be submitted by each vendor along with the sealed proposal and shall include the information and format as follows:

Vendor must be incorporated or licensed to do business in the State of Texas, and must be in good standing with all governing regulatory authorities.

The interested party should be familiar with the State and Federal regulations pertaining to operations in a public school setting.

The vendor should be presently operating a comparable, successful, and sustainable integrated systems company with the capacity to remove and install technology systems for school districts.

The vendor must comply with all state, county, and city health and sanitation requirements.

A company representative must certify by signature acceptance of the basis for the criteria, and it should include the basis for the selection of the interested company stated in the Weighted Criteria Evaluation Worksheet.

All contracts must contain provisions that:

1. Installation of audio visual classroom systems for both campuses (Genesis and Quest.)
2. Installation of classroom AV system that will consist of an input plate, amplifier, and interactive display with speaker re-use capability.
3. Ensure that the input plate will contain a HDMI, USB B (for the interactive display) and a VGA/3.5mm audio inputs.
4. Ensure that control of these classroom systems will be handled with the display remote. Power on/off, volume, source.

5. Ensure the amplifier has a mute function so when a page is being made, the local sound does not drown it out.
6. Is capable of discarding the existing AMX AV equipment.
7. Installation capabilities of a Two-Way Paging/Intercom system.
8. Provide and install an Extron IP paging system on our school's network for both campuses with remote access (Genesis and Quest).
9. Capable of installing the software on our school district's server to act as one big paging system with multiple bell schedule options and multiple zones.
10. Capable of conducting a demo to discard of the existing AMX intercom equipment.
11. Capable of installing zone specific areas on both campuses (Genesis and Quest) by grade levels with maximum quantity of speakers on a single 70v speaker run.
12. Capable of installing APH20T Outdoor Horn 20W 8ohm, weather resistant, metal swivel mount, molded ABS with UV protection.
13. Capable of installing "6" surface mount wall baffle 2 way speakers with IP module control output, push button input, 2 added control inputs, built-in mi, Auxiliary 20 W amplified output, POE.

Contract

1. Vendor may make recommendations to charter school regarding the quality, extent and general nature of the two-way intercom/paging system and the prices to be charged for the installation and service; but charter school will retain control over such aspects of the operation and shall have the right to make the final decisions regarding such matters.
2. The contract will be a one-year contract with two one-year renewal options. A 60-day cancellation clause on the part of either party will be included.
3. The contract will be kept on file in accordance with the State of Texas record retention requirements for review by the Texas Education Agency and other appropriate state and federal agencies.
4. If any invoices presented for payment that are not paid within the number of days specified in the contract, the charges from the invoice may be subject to a late fee, the terms must be outlined in the contract. Any late fees must be paid from the General Fund Interest charged to the district/charter school by a vendor for late payment of invoices cannot exceed one percent of the balances of the invoice due, per month, as stipulated by state law.
5. In the event of a breach of the agreement, if any, entered into pursuant to this proposal by either district/charter school or vendor, the non-breaching party shall give the breaching party written notice specifying the default, and the breaching party shall have thirty (30) days within which to cure the default. If the default is not cured within that time, the non-breaching party shall have the right to terminate this agreement by giving the breaching party thirty (30) days written notice of its intention to terminate.
6. The term of the contract must coincide with the school calendar year.

By reading and accepting this pre-qualification outline, the interested party acknowledges that A.W. Brown Leadership Academy has no obligation to contract unless in its sole opinion; it is in its own best interest to do so.

VI. SPECIFICATIONS

I. Scope: Vendor shall provide the Two-way paging/intercom services in accordance with this A.W. Brown Leadership Academy Request for Proposal; including present schools, plus any schools or campuses to be added during the course of the contract.

A. The purpose of the Request for Proposal is to obtain complete data, from each interested vendor, to be considered in the award of the Two-way paging/intercom contract for the service program to enable A.W. Brown Leadership Academy to determine which vendor is best able to meet the criteria of the district/charter school. Each interested vendor shall furnish as part of this proposal a complete general description of experience in the field of removing existing and installing new high quality functioning Two-way paging/intercom systems. Included in this shall be the following:

1. Name and address of the vending company.
2. Documentation of licensure to do business in the State of Texas
3. Documentation of incorporation.
4. The duration and extent of experience in the operation of technology systems, or other federal technology programs.
5. List of Texas public/charter schools and locations where the vendor is currently operating school technology Two-way paging/intercom programs or systems. Give name and address, length of service; include the contact persons' name and contact information for each district/charter school listed.
6. Proof of General Comprehensive Liability Insurance must be provided in accordance with specifications of the school district/charter school.
7. Documentation of size and structure of the company with the qualifications of key vendor supervisory and support personnel.
8. All statements submitted by the vendor are required to be complete and accurate.
9. Other such information as the interested vendor deems pertinent for consideration by the district/charter school shall be provided.

VII. Evaluation of Proposals

1. A.W. Brown Leadership Academy reserves the right to accept or reject any or all proposals as may be deemed in the best interest of A.W. Brown Leadership Academy. A.W. Brown Leadership Academy will evaluate all proposals according to the criteria outlined below.
2. A.W. Brown Leadership Academy reserves the right to approve the selection of any of the Vendor's employees assigned to work at A.W. Brown Leadership Academy. The Vendor is responsible for having background checks performed on all employees servicing A.W. Brown Leadership Academy.
3. A.W. Brown Leadership Academy shall retain responsibility for determining:

Mandatory Criteria		
1. Must be properly incorporated or licensed to do business in the State of Texas		
2. Must be experienced and capable of removing, installing, and managing a two-way paging/intercom operation on a contractual basis.		
3. Must not have a record of substandard work, but high quality work.		
4. Must submit a proposal meeting all of the requirements in the <u>Request for Proposal</u> .		
Criteria	Maximum Score	Vendor Score
1. Cost	20	
2. Innovative Cost options	15	
3. Education, Awareness, and Support options	15	
4. Service Capability	15	
5. Experience and References	25	
6. Submission of all required forms <ul style="list-style-type: none"> • Business License • Permit(s) • Certificate of Liability Insurance • Attached Exhibits A-C 	10	
Total	100	

ANTI-COLLUSION AFFIDAVIT

STATE OF)

COUNTY OF)

_, of lawful age, being first sworn on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Signed

Subscribed and sworn before me this day of , .

Notary Public (or Clerk or Judge)

My commission expires _

Compliance with Clean Air and Water Act

USDA requires CEs to comply with the Clean Air and Water Act in contracts that exceed \$100,000. The following verbiage should be included in bids for the prospective vendors to complete. I, the vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(1) regarding reporting violations to the grantor agency and to the United States Environmental Protection Agency Assistant Administrator of the Enforcement.

Organization Name:

Name of authorized Representative:

Title:

Signature:

Date:

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets the requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE
USE ONLY**

Date Received

Name of person who has a business relationship with local governmental entity.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity	Date
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