

**INVITATION TO BID**  
**NORTH HAVEN PUBLIC SCHOOLS**

Sealed bids **for purchase, configuration, and installation of a Cisco VoIP System and Singlewire/Informacast Solution** will be received at the North Haven Public School Central Office, 5 Linsley Street, North Haven, Connecticut, until **1:00 P.M. ( local time) May 10, 2018**, at which time and place they will be opened and publicly read aloud. Bid Specifications may be obtained from the Office of Business and Operations by calling 203-239-2581 (8 a.m.-4 p.m.) or by visiting the website [www.north-haven.k12.ct.us/business&finance/bids](http://www.north-haven.k12.ct.us/business&finance/bids). After bids are received, the Director of Business and Operations may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Business and Operations may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Business and Operations reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of North Haven Public Schools. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

April 25, 2018

Any On-Site Visits and Meetings: April 30, 2018 8am-3pm

Bids Due By: May 10, 2018 - 1pm

Project to Begin By: June 1, 2018

Project to be Completed By: August 15, 2018

Late Submissions Will Not Be Considered

## **GENERAL INFORMATION TO BIDDERS**

North Haven Public Schools will be accepting bids for the purchase, configuration and installation of Cisco VoIP equipment as specified with no substitutions provided in the Project Scope. (See below for project details. )

Sealed bids will be received at the **Department of Business and Operations, North Haven Public Schools Central Office, 5 Linsley Street, North Haven, Connecticut until 1:00 P.M. ( local time) May 10, 2018.** All bids must be on the bid form see Attachment A. Bids received after the specified closing time will not be accepted and will be returned to the prospective bidder unopened.

Submission of a Bid signifies that the Bidder will sign the contract presented by North Haven Public Schools (if awarded) without alteration. Refusal to sign or exceptions taken to the contract will give North Haven Public Schools the right to reject the bid.

The Bid Specifications must be followed and complied with in all respects.

The successful bidder shall comply with all applicable Federal, State, and local laws and regulations and all Town of North Haven requirements.

All bids shall be held firm by the bidders for a period not less than ninety (90) days. No Bidder shall withdraw their bid during that time period.

No oral or facsimile bid proposals are permitted or shall be considered as valid for the purposes of the bid.

North Haven Public Schools reserves the right to reject any and all bids or to waive any informalities, irregularities, omissions, or technical defects in the bids.

The successful bidder shall participate and comply with all applicable affirmative action, equal opportunity employment, non-discrimination and local hiring preferences established by the Town of North Haven and North Haven Public Schools for application on this bid.

All Bidders must comply with and satisfy the Town's Qualification Statement and Standard Bid and Contract Terms and Conditions, a copy of which is available from the Town of North Haven's Department of Finance and Administration.

These contracts are being bid pursuant to Section 406 of the Charter for the Town of North Haven. The attention of the bidders is also directed to the Ordinances of the Town of North Haven, including Chapter 95 – BID PREFERENCE FOR TOWN-BASED BUSINESSES.

After bids are received, the Director of Business and Operations may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids,

the Director of Business and Operations may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Business and Operations reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of North Haven Public Schools.

### **Questions Pertaining to Contract Specifications and Plans**

All bidders' questions pertaining to the contract specifications and plans under this contract shall be placed in writing and directed to the Director of Educational and Informational Technology at [kozniowski.jenn@northhavenschools.org](mailto:kozniowski.jenn@northhavenschools.org)

All questions regarding the contract specifications and plans will be accepted by North Haven Public Schools Director of IT in writing, up to and including the close of business day (4 P.M.) May 9th 2018. NO QUESTIONS WILL BE ACCEPTED OR ANSWERED AFTER May 9, 2018 CLOSE OF BUSINESS DAY.

### **Applicable Licenses**

Successful bidder must have all applicable licenses to perform task. All those working on the project must also have all applicable licenses. Licenses must be presented upon request.

### **Insurance**

See Standard Instructions to Bidders for basic coverage requirements. The Town of North Haven and the North Haven Board of Education must be named as additional insured on the contractor's liability insurance policy. Insurance coverage shall remain in full force for the duration of the contract term.

The successful bidder will be required to submit a Certificate of Insurance upon receipt of award and before starting work.

### **Warranty of Work**

The successful bidder shall provide a minimum of a one (1) year warranty for all work, equipment and material installations conducted under the Scope of Work and this contract.

### **Commencement of Work**

No work shall commence under the contract without the issuance of a Notice to Proceed or Award and a Purchase Order from North Haven Public School's Department of Business and

Operations. The successful contractor shall not exceed the total contract price without advance written approval from North Haven Public School's Department of Business and Operations.

The successful Bidder shall execute the Contract provided by the district without alteration, within fifteen (15) days of the Notice of Proceed or Award.

### **Product Substitutions**

The contract specifications and plans clearly specify certain brands or manufacturers of equipment. These brands and associated models have been carefully researched and selected by North Haven Public Schools and no substitutions will be permitted under this contract.

### **Disposal of Equipment and Materials**

All materials and equipment replaced under this contract shall be disposed of by the contractor at his/her sole expense unless otherwise approved of by Supervisor of Buildings and Grounds.

## **Scope of Project**

North Haven Public Schools has a requirement for the installation and of a Cisco voice over IP (VoIP) telephony system and Singlewire InformaCast Emergency Communications system at 5 of their schools as well as the Board of Education Office in North Haven, CT. This document describes the system requirements and the parameters of installation and configuration needed for providing a quote for this Project. North Haven Public Schools shall be referred to as NHPS from herein.

This Invitation to Bid is for the purchase, installation, configuration of a Cisco VoIP telephony system and Emergency Communications System for the buildings specified above. The company responding to this Invitation to Bid (the Offeror) shall agree to furnish and install the proposed products and services in accordance with the conditions, requirements and specifications of this Invitation and the Offeror's quote. The successful Offeror shall become the vendor for the telecommunications system project (the Vendor).

### Locations of Installation:

North Haven Board of Education  
5 Linsley Street 3rd Floor  
North Haven CT

North Haven High School  
221 Elm Street  
North Haven CT

Clintonville Elementary School  
456 Clintonville Rd  
North Haven CT

Green Acres Elementary School  
146 Upper State Street  
North Haven CT

Montowese Elementary School  
145 Fitch Street  
North Haven CT

Ridge Road Elementary School  
1341 Ridge Road  
North Haven CT

## **Project Requirements and Information:**

1. A Cisco Business Edition 6000 high density server to be installed at the high school.
2. A medium density Cisco Business Edition 6000 server will be installed at the Board of Education building. Cisco routers will be installed at the four elementary schools.
3. The solution must provide a secondary subscriber (Board of Education) and the primary publisher (high school) deployment along with local SRST to the routers at the four elementary schools.
4. Two new Frontier PRI voice circuits are being ordered –one for the high school and one for the Board of Education.
5. The buildings in the district are connected via fiber. The Power over Ethernet switches (existing Cisco infrastructure) will be provided by the customer.
6. A total of 215 Cisco 3905 IP phones to be deployed for the classrooms along with 71 model 8841 IP phones and 83 model 7841 IP phones for administration and offices throughout the district (vendor to place, patch, and test each phone)
7. Phones must be supplied with a 14' ethernet cable.
8. Vendor must assist the customer in setting up VLANs.
9. Expressway must be deployed at the high school only.
10. The Vendor will implement up to two Jabber clients.
11. The remaining jabber clients (total of 35 available) will be deployed by NHPS.
12. The InformaCast Emergency Notification system must be implemented with up to 400 seats to broadcast emergencies throughout the district (with the exception of the middle school).
13. Project must be financed through Cisco Financial or other acceptable institution over 60 months at no or low interest, this must be facilitated by the vendor
14. All equipment must be delivered in good condition or the vendor will replace any equipment not deemed to be in good condition by NHPS
15. Existing phones and phone equipment to be removed from rooms and placed in NHPS provided bags or bins ( including current PBX phone system control units)
16. Advanced E-911 Implementation (ALI integration) must be configured and installed by the vendor with per-building location identification.
17. New Cisco phone system in each building must be connected to and configured for overhead paging on external overhead system
18. The Informacast paging application that enables voice paging through IP phones and "Internet of Things" must be installed and configured
19. Cisco Jabber Instant Messaging must be installed and configured, vendor must assist with first two client installs.
20. Unified Messaging must be configured and tested. Vendor will assist North Haven Board of Education with two client installations.
21. Unity Connection with the High Availability option must be installed configured and tested.
22. Cisco routers/trunk gateways must be installed and configured to support WAN and PSTN connectivity.
23. Cisco Unified Computing System server(s) must be installed to host the Cisco Business Edition application servers.
24. The High Availability option of the Cisco Business Edition 6000 must be installed and tested.

**Professional Services must be included to perform the following configuration tasks on the Cisco Unified Communications Manager cluster:**

- Recommend IP addressing configuration along with applicable network configurations consisting of DHCP, DNS, and Default GW
- Configure TFTP (trivial file transfer protocol) server as part of the Cisco Unified Communications Manager
- Use customer provided information for the Communications Manager configuration templates to load all IP Phone profiles, Extension Mobility profiles, etc.
- Configure Time Server within existing NTP Domain
- Configure an average of (10) Call Pickup Groups
- Configure Device Pools (will be defined during onsite detail design meeting)
- Provide DHCP requirements to staff for IP address assignment to IP phones
- Configure and test 911 dialing
- Configure software Conference Bridge feature on Cisco Unified Communications Manager
- Configure (2) default Music on Hold files
- Configure an average of (10) Default Phone Template
- Configure Default LOAD ID for phones (will be defined during detail design session)
- Configure Cisco Disaster Recovery by arranging for the storage location for system backups on customer provided SFTP server
- Configure dial plan for inbound / outbound dialing
- Configure translation patterns (If needed)
- Configure up to (10) Unified Mobility Profiles (Single Number Reach)
- Configure voice mail boxes for all users
- Configure a basic Automated Attendant
- Configure Telco (PSTN) gateways

Basic configuration training must be provided to NHPS technology staff, it must include:

- Voice mailbox changes
- Resetting user passwords and/or PINS
- Directory Name Changes
- Button Reconfigurations
- All applications (voicemail, auto-attendant configurations)
- Basic call routing changes

**Ongoing Service:**

All proposals must include \$15,000 worth of support hours (please include hourly fee chart) to be used on any kind of labor needs falling outside the scope of the original proposal over the course of 60 months, beginning June 1st, 2018. Labor may include but is not limited to: new call routing needs, system upgrades and patching, software or hardware repair labor, etc.

**NHPS Will Provide:**

All switching equipment (Cisco PoE) and cabling (Cat5-Cat6) is already in place. NHPS will provide building maps and lists of phone locations for installation, extension number and user name per phone, tie-in to or export of users from Active Directory. NHPS will provide reasonable building access for equipment install and continuous internet access for vendor to configure and install equipment.

## Equipment:

Equipment requests are not to be substituted with other brands, models or part numbers.

Description	Part #	Qty.
<b>North Haven High School - 221 Elm St., North Haven CT 06473</b>		
Cisco Business Edition 6000H Svr (M4), Export Restricted SW	BE6H-M4-K9=	1
SNTC-8X5X4 Cisco Business Edition 6000H Server, Exp	CON-SNTE-BE6HM4K9	5
Intel i350 Quad Port 1Gb Adapter	UCSC-PCIE-IRJ45=	1
BE6000 Starter Bundle with 35 UWL Standard Licenses	BE6K-START-UWL35	1
Cisco Business Edition 6000 - Essential User Connect License	BE6K-UCL-ESS	217
Cisco Business Edition 6000 - Enhanced User Connect License	BE6K-UCL-ENH	117
Cisco Business Edition 6000- Voicemail/Unified Messaging UCL	BE6K-UCL-VM	322
SWSS UPGRADES BE6K UCM 10X Enhance	CON-ECMU-UCMENHUC	585
SWSS UPGRADES BE6K UCM 10X Essenti	CON-ECMU-UCMESSUC	1085
SWSS UPGRADES BE6K - Unity Connect	CON-ECMU-UCN10XVM	1610
SWSS UPGRADES BE6000 v11 UWL Standard Starter licenses	CON-ECMU-BE11WXUR	5
<b>North Haven High School Router - 221 Elm St., North Haven CT 06473</b>		
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1
SRST-5 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-5	1
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	1
SRST-100 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-100	1
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	NIM-1MFT-T1/E1	1
32-channel DSP module	PVDM4-32	1
<b>North Haven Board of Education - 5 Linsley St., North Haven CT 06473</b>		
Cisco Business Edition 6000M Svr (M4), Export Restricted SW	BE6M-M4-K9=	1
SNTC-8X5X4 Cisco Business Edition 6000M Svr (M4), E	CON-SNTE-BE6M4M4K	5
Cisco UCS 770W AC Power Supply for Rack Server	UCSC-PSU1-770W=	1
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	1
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
1 port Multiflex Trunk Voice/Clear-channel Data T1/E1 Module	NIM-1MFT-T1/E1	1
32-channel DSP module	PVDM4-32	1
<b>Clintonville Elementary School - 456 Clintonville Rd., North Haven CT 06473</b>		
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1

Description	Part #	Qty.
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	3
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
<b>Green Acres Elementary School -146 Upper State St., North Haven CT 06473</b>		
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	2
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
SRST-5 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-5	1
<b>Montowese Elementary School - 145 Fitch St., North Haven CT 06473</b>		
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	2
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
SRST-5 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-5	2
<b>Ridge Road Elementary School - 1341 Ridge Rd., North Haven CT 06473</b>		
Cisco ISR 4431 UC Bundle, PVDM4-64, UC License, CUBE-25	ISR4431-V/K9	1
SOLN SUPP 8X5X4 Cisco ISR 4431 UC Bundle, PVDM4-64, UC Licen	CON-SSSNE-ISR4431V	5
AC Power Supply (Secondary PS) for Cisco ISR 4430	PWR-4430-AC/2	1
SRST-25 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-25	2
2-Port FXS/FXS-E/DID and 4-Port FXO Network Interface Module	NIM-2FXS/4FXO	1
SRST-5 Seat License (CME uses CUCME Phone License ONLY)	FL-CME-SRST-5	1
<b>Cisco IP phones for the District</b>		
Cisco IP Phone 8841	CP-8841-K9=	71
Cisco UC Phone 7841	CP-7841-K9=	83
Cisco Unified SIP Phone 3905, Charcoal, Standard Handset	CP-3905=	215
Cisco IP Phone 8800 Key Expansion Module	CP-BEKEM=	12
<b>SingleWire Emergency Notification System</b>		
One-Tie Provisioning Fee Tier 2	SS-CPF-2	1
InformaCast Fusion IP Endpoints Add On T1 5Yrs 50-200	ssf-5yr-usr-Tier 1	50
InformaCast Fusion IP Endpoints Add On T2 5Yrs 250-950	ssf-5yr-epa-Tier 2	350
InformaCast Fusion Hardware Appliance	IPTA-IFS	6

## Award Information:

All bids are due according to specifications listed on cover page. Bids will be assessed using an e-rate style assessment with a total of 115 possible quality points. Winning vendor will be notified within 48 hours of close of submissions, bid will be awarded once signed by necessary North Haven Board of Education personnel.

VENDOR SCORING for VoIP Project						
		Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Vendor Name:						
Date Bid Received:						
Bid Amount:						
Selection Criteria	Max Points	Points	Points	Points	Points	Points
Prices/Charges	30					
Understanding of Needs	20					
Prior Experience	20					
Local or In-State Vendor	15					
Personel qualifications	15					
Technical Staffing	10					
Quality of Proposal	5					
<b>TOTAL Points</b>	<b>115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

