

PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235
(412) 793-7000

BID YR210003

Sheet Number: 1 of 11

NOTE: Bid opening date - 10:00 A.M., JANUARY 9TH, 2018

SEND BID TO ATTENTION OF:

**MS. DOMINIQUE ANSANI, SUPERINTENDENT'S
SECRETARY, PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235**

The Penn Hills School District does not discriminate on the basis of age, race, color, national or ethnic origin, sex, or handicap in employment practices or in administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Ms. Eileen Navish, has been identified as the Title VI/Title IX/Section 504/AMD Coordinator, Penn Hills School District, 260 Aster Street, Pittsburgh, PA 15235.

DATE: NOVEMBER 29, 2017

ITEM (S) OR SERVICES BEING BID: VOICE SERVICES (LOCAL & LONG DISTANCE)
TERM: 1 YEAR OR 3 YEARS

INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

1. All bids shall be SEALED AND ADDRESSED to: **The Penn Hills School District, Administrative Office, 260 ASTER STREET, Penn Hills, PA 15235, c/o Ms. Dominique Ansani, Superintendent's Secretary.**
2. All bids shall be delivered by the specified time in sealed envelope with a NOTATION ON THE FRONT of the envelope indicating "**BID: #YR210003: VOICE SERVICES**" stating time and due date of such bid.
3. Bids received prior to the time of opening shall be held unopened. No responsibility will be assumed by the district or its representatives for the premature opening of a BID NOT PROPERLY IDENTIFIED as stated in item 2 above.
4. ALL BIDS ARE DUE no later than **10:00A.M.** prevailing time, **January 9th, 2018**, and will be opened by the Business Office Secretary at that time, at the Penn Hills School District Administrative Office, which is located at 260 ASTER STREET. Bids may NOT BE HAND DELIVERED and the district is not responsible for any bid(s) which are not received either through registered mail or carrier service for which a receipt signature is required. All bids delivered by U. S. Postal service or commercial delivery service must be received by 10:00 A.M. on the date of the bid opening.

After recording the bids received, the bids will be referred to the appropriate administrative office for tabulation, review, and subsequent recommendations for Board action. Upon acceptance from the Board a Bid Contract Acceptance Sheet will be provided to the successful respondent for appropriate signatures. IT SHOULD BE NOTED THAT THIS SIGNED/DATED BID CONTRACT DOCUMENT ALONG WITH THE SIGNED/DATED BID CONTRACT ACCEPTANCE SHEET WILL BE THE CONTRACT OF RECORD FOR THESE SERVICES. NO ADDITIONAL ATTACHMENT SHEETS OR SUBMITTED SERVICE AGREEMENT/S FORMS SHALL CONTAIN LANGUAGE WHICH IMPLIES ADDITIONAL AND/OR DIFFERENT TERMS OTHER THAN WHAT IS IDENTIFIED WITHIN THIS BID CONTRACT DOCUMENT.

5. It is REQUIRED THAT BIDS BE SUBMITTED ON THIS PENN HILLS SCHOOL DISTRICT OFFICIAL FORM. All bids must be signed and dated on the bottom of each/every page by an authorized officer or agent submitting the bid. No other method of bid response will be accepted.

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

**PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235
(412) 793-7000**

BID YR210003

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Each prospective bidder should print three (3) copies of the bid in its entirety. Three (3) original signed and dated copies of this bid contract document in its entirety must be submitted to the district on or before the identified deadline. Additionally, respondent is required to provide their perspective bid response in electronic format on three (3) separate CD/USB flash drives. All hard copies of submitted bids must be presented in a 3-hole binder along with corresponding copies (3) of any/all additional materials submitted with the signed bid contract documents. All material must be 3-hole drilled. It should be noted that the bottom of each and every page of this bid contract document must be signed and dated to validate the respondent's proposal. In the event the bidder is awarded a purchase order for a successful bid, the bid/item number shown on the price submission portion of this document, will serve as a reference for completing the purchase order.

6. The bidder shall state his bid either typewritten, or written in ink. In the case of bids that require both unit prices and extended prices, UNIT PRICES WILL GOVERN the extended bid, should an error in the extended be determined.
7. Bidders are required to bid on units, quantities, or services AS SPECIFIED. Failure to do so will result in rejection of the bid. The Penn Hills School District reserves the right to increase or decrease quantities/levels of service(s) throughout the term of this bid contract without penalty. Pricing quoted by the respondent shall be valid for the complete term requested in this bid.
8. All bids shall EXCLUDE SALES AND EXCISE TAXES since The Penn Hills School District is exempt from paying such taxes. The district upon request, if required, will furnish exemption certificates after award of said bid contract(s).
9. The services specified within this bid are E-Rate eligible and correspondingly ALL BID PRICES submitted shall be FIRM UP UNTIL TO THE TIME THE DISTRICT BECOMES FUNDED FOR THE SERVICES AND CORRESPONDING NOTIFICATION/REQUEST FOR SERVICE IS GIVEN. No bid shall be considered which contains any letter or memorandum or other writing qualifying the same, to the detriment of the school district.
10. All bids for services shall include installation and termination within the designated school/building at the location identified by the district (typically the MDF network closet). Successful bidders will be advised via the scheduled site walk-through as to the location to which services are to be delivered/terminated.
11. All bidders should be aware that the services contained within this bid are E-Rate eligible. Correspondingly, bidders are required to participate in the E-Rate program and provide appropriate discounted billing to the district for said services while directly billing E-Rate for the funded portion(s).
12. The Board of School Directors reserves the RIGHT TO WAIVE any informalities, REJECT ANY AND ALL BIDS, or to accept or reject any item or groups of items.
13. The bidder agrees, if awarded a contract, to furnish and deliver the specified products or services, at such time, and in such places, and in such quantities as herein specified; and that all of the products or services provided shall be subject to inspection and approval of the district. In the event that any of the said products or services SHALL BE REJECTED AS UNSUITABLE, of not in conformity with these specifications, such products or services shall be obtained in proper conformity by the district through any option available to the district. Costs involved in such substitution, will be at the expense of the original successful bidder.
14. The bidder agrees that, contracts awarded by the district WILL NOT BE ASSIGNED, transferred, or sublet unless specific permission to do so is requested in writing and granted in writing by the district.
15. Delivered services CANNOT START BEFORE JULY 1ST, 2018 as per E-Rate regulations

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235
(412) 793-7000

BID YR210003

Sheet Number: 3 of 11

16. All business relating to bids shall be transacted IN SCHOOL DISTRICT OFFICES.
17. All vendors will receive EQUAL CONSIDERATION in the bidding procedures.
18. Bids will be awarded to the BIDDER who MEETS SPECIFICATIONS, complies with all INSTRUCTIONS AND CONDITIONS, and demonstrates product superiority. PRICING will be the heaviest weighted consideration.
19. When an upgrade in Technology and/or a change in regional market pricing for the specified services within this bid result in expanded service(s) and/or reduced pricing it is the vendor's responsibility to extend these benefits to the district throughout the length of this bid contract without challenge or additional costs.
20. The BIDDER SHALL be responsible for any damages to property caused by the supplier/contractor or his agents. The bidder further covenants and agrees and does hereby ASSUME ALL LIABILITY for, and shall and does agree to indemnify and save harmless the Penn Hills School District against any and all loss, costs, suits, claims, charges, or damages arising from injuries sustained by mechanics, laborers, workmen, or by any person or persons whatsoever, to their persons or property, whether employed in or about the said work or otherwise by reason of any accidents, damages, or injuries, torts, or trespasses happening in and about, or in any way incident to or by reason of the performances of this contract and the performance of said work and labor, including costs, counsel fees, and all expenses of defense, and agrees to carry the usual Property Damage and Liability Insurance and to furnish certificates therefore, when required by the Penn Hills School District.
21. The school reserves the right to invoke voluntary extension(s) and extend the term and price match monthly service costs of this contract on a MTM and/or annual basis if so needed for a period of up to 12 months.
22. The BIDDER SHALL upon delivery be required to provide appropriate labels and data sheets for those substances identified as HAZARDOUS on the Pennsylvania Department of Labor and Industry Hazardous Materials List.
23. There shall be no liability leveraged against the district for termination of services to any building that is closed or in situations where the building lease becomes null or voided
24. In the event that the district must discontinue this service due to district budget issues and/or E-rate program changes there shall be no termination liability imposed upon the district.
25. The bidder (if maintaining commercial or residential property) shall provide proof of current real estate tax payment to the district.
26. The district reserves the right to cancel services at any time with a 30-day written notice for insufficient, inconsistent or otherwise deemed services and/or support. All attempts to resolve any issues (service, support, invoicing, etc.) will be made before exercising this right.
27. The bidder (if maintaining commercial or residential property) shall provide proof of current real estate tax payment to the district.
28. BID DEPOSIT required: **NONE**
29. The bid will be awarded at an available district Board Meeting post-dating the submission of this request. Purchase order will be issued when appropriate based on E-Rate rules and district service needs.

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

_____ *signature*

_____ *date*

30. THE RESPONDENT MUST HAVE AN ACTIVE/VALID SPIN NUMBER AND PROVIDE IT BELOW.
FAILURE TO PROVIDE SPIN NUMBER WILL VOID THE RESPONDENT'S PROPOSAL.
SPIN #: _____
31. The school may/will award all items in-whole or in-part as a bundle to a single service provider
32. Local, State and Federal Compliance Requirements:
Successful Bidders shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the school.
33. Bid Proposals received omitting any/all of the following items and/or not meeting specific criteria will be subject to disqualification:
- Service Provider Identification Number (SPIN/498)
 - Service Provider must have an FCC Registration Number
 - Service Provider must provide a copy of general and professional liability insurance certificates upon request
 - Service Provider does not offer program discount billing
 - Service provider must be registered to conduct business in PA
 - Service Provider solution does not meet/offer the requested service(s)
 - Service Provider solution is incompatible with school's current infrastructure
 - Service Providers bid response is not received within the identified timelines or is incomplete
 - Service Provider failure to sign all pages as required
 - Spam, generic and telecom broker inquiries will not be considered
 - Service Provider is on E-rate Program "Red-Light" Status or in "Select Review"
 - Service Providers previous workmanship with the school is deemed "unfavorable"
 - Service Provider response must include this bid document and the corresponding excel response sheet
34. The respondent affirms by signature below the following:
- No employees of the respondent are employed by the school
 - The respondent will not provide the school any gifts in relation to this agreement
 - The respondent is registered to conduct business in PA

RESPONDENT CONTACT INFORMATION (IF DIFFERENT THAN SIGNATURE PERSON)

Name: _____ Title: _____

Phone: _____

Email: _____

Questions pertaining to this bid should be directed to Mr. Dave Miller, at ratesupport2018@advanedgesolutions.com with a subject line of "Penn Hills SD"

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

PENN HILLS SCHOOL DISTRICT - BID: #YR210003: VOICE SERVICES
ITEM NUMBERS 1 - 40

IMPORTANT – REQUIREMENT – ALL PAGES OF THIS DOCUMENT MUST BE RETURNED SIGNED WITH APPROPRIATE ORIGINAL SIGNATURES AND DATE AT THE BOTTOM OF EVERY PAGE. FAILURE TO DO SO WILL NULLIFY THE VENDOR’S PROPOSAL.

BIDDER NAME: _____

SERVICE DESCRIPTION: VOICE SERVICES (LOCAL & LONG DISTANCE)

PENN HILLS SCHOOL DISTRICT IS SEEKING A MULTI-YEAR CONTRACT FOR LOCAL AND LONG DISTANCE VOICE SERVICE AND DELIVERY OF SAID SERVICE TO MULTIPLE SITES. THE SERVICE CONTRACT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1ST, 2018 THROUGH JUNE 30TH, 2019 **OR** JULY 1ST, 2018 THROUGH JUNE 30TH, 2021. PENN HILLS SCHOOL DISTRICT RESERVES THE RIGHT TO EXTEND THE CONTRACT VIA VOLUNTARY EXTENSIONS ON A MONTHLY AND/OR ANNUAL BASIS IF SO NEEDED AT ANY TIME WITHOUT PENALTY. THE SERVICE WILL/MAY COMMENSE SOMETIME AFTER JULY 1ST, 2018 AND WILL/MAY CORRESPOND WITH RECEIPT OF THE SLD FUNDING LETTER FOR THE SERVICES. THE TERM OF THE CONTRACT IS DEFINED BY THE “CONTRACT AGREEMENT” LETTER, NO OTHER TERM AGREEMENT WILL SUPERSEDE THE INDICATED TERM ON THAT LETTER UPON CONTRACT EXPIRATION UNLESS MUTUALLY AGREED UPON BY BOTH PARTIES. AUTO-RENEWAL OF THE TERM OF THIS CONTRACT IS PROHIBITED. NOTE: FOR RFP SCORING THE COST SHALL BE THE HEAVIEST WEIGHTED FACTOR.

PRICING FOR THE FOLLOWING SERVICES IS BEING SOUGHT TO PROVIDE PENN HILLS SCHOOL DISTRICT VARIOUS SERVICE OPTIONS. VENDOR MUST RETAIN ANY EXISTING PHONE NUMBERS AND MUST LEVERAGE EXISTING, ON-PREMISES EQUIPMENT WHERE RELEVANT IN ORDER TO FACILITATE SERVICE IMPLEMENTATION AND REDUCE CUSTOMER’S COSTS. IF THERE IS A SITE WALK-THROUGH IT WILL BE SCHEDULED AND POSTED ON THE WWW.ADVANEDGESOLUTIONS.COM SITE TO ASSIST RESPONDENT’S IN EVALUATING PREMISE INFRASTRUCTURE, SERVICE DEMARQUE AND ANY CORRESPONDING ACCESS ISSUES. THE CUSTOMER RESERVES THE RIGHT TO INCREASE OR DECREASE SERVICES AS THE NEED ARISES WITHOUT PENALTY. LISTED BELOW ARE THE SERVICES TO BE BID. PLEASE NOTE THAT THE SERVICES LISTED ARE MEANT TO ADDRESS NUMEROUS CURRENT AND POSSIBLE PROJECTED NEEDS AND THERE IS NO GUARANTEE OF LISTED QUANTITIES AND/OR PARTICULAR SERVICES. PRICING SHOULD ADHERE TO E-RATE “LOWEST CORRESPONDING PRICE” REQUIREMENTS AS OUTLINED ON THE SLD WEBSITE <http://www.usac.org/sl/service-providers/step02/lowest-corresponding-price.aspx>. THE BASIC SERVICES LINES AND HOSTED VOIP SERVICES ITEMS REQUESTED WILL EACH BE AWARDED AS SEPARATE GROUPS.

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

ONE YEAR PRICING:

BASIC SERVICE LINES:

1. PRICE PER LINE FOR ANALOG POTS SERVICE
COST PER LINE PER MONTH: _____
ONE-TIME INSTALLATION COST: _____
2. PRICE PER CALL PER MINUTE FOR LOCAL TOLL SERVICE
MONTHLY COST PER MINUTE: _____
3. PRICE PER CALL PER MINUTE FOR LONG DISTANCE TOLL SERVICE OUTSIDE THE
SCHOOL'S AREA CODES
MONTHLY COST PER MINUTE: _____
4. PRICE PER PRI OR ISDN SERVICE
COST PER LINE PER MONTH: _____
ONE-TIME INSTALLATION COST: _____
5. PRICE PER VOICEMAIL SERVICE PER USER
MONTHLY COST PER USER: _____
6. PRICE PER DID BLOCK (20 NUMBERS)
MONTHLY COST PER DID: _____

THREE YEAR PRICING:

BASIC SERVICE LINES:

7. PRICE PER LINE FOR ANALOG POTS SERVICE
COST PER LINE PER MONTH: _____
ONE-TIME INSTALLATION COST: _____
8. PRICE PER CALL PER MINUTE FOR LOCAL TOLL SERVICE
MONTHLY COST PER MINUTE: _____
9. PRICE PER CALL PER MINUTE FOR LONG DISTANCE TOLL SERVICE OUTSIDE THE
SCHOOL'S AREA CODES
MONTHLY COST PER MINUTE: _____
10. PRICE PER PRI OR ISDN SERVICE
COST PER LINE PER MONTH: _____
ONE-TIME INSTALLATION COST: _____
11. PRICE PER VOICEMAIL SERVICE PER USER
MONTHLY COST PER USER: _____
12. PRICE PER DID BLOCK (20 NUMBERS)
MONTHLY COST PER DID: _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

_____ *signature*

_____ *date*

ONE YEAR PRICING:

VENDOR HOSTED VOIP SOLUTION:

NOTE THAT SUBMITTED SOLUTION MUST CONTAIN LINE ITEM BREAKDOWN OF **ALL** SERVICES **AND** CORRESPONDING ONE-TIME AND RECURRING COSTS (INCLUDING ANY INCLUDED POTS FAILOVER LINES, DEDICATED NON-INTERNET BASED SERVICE(S), VOICEMAIL, SYSTEM INSTALLATION/CONFIGURATION/TRAINING, ETC.). IF SAID SOLUTION RELIES ON INTERNET ACCESS TO NAVIGATE TO THE HOSTING SITE THE VENDOR DOES NOT NEED TO PROVIDE INTERNET ACCESS PRICING. THE SERVICE WILL BE ADDRESSED SEPARATELY BY THE SCHOOL. SUBMISSION OF PRICING FOR THIS SERVICE SOLUTION MUST INCLUDE SERVICE DETAIL DESCRIPTION MATERIAL AND CONTACT INFORMATION OF LEAST TWO CURRENT SCHOOL CUSTOMERS UTILIZING THE VENDOR'S SERVICE.

NOTE: VENDOR SOLUTION SHOULD ASSUME AN ESTIMATED **570** TOTAL END USERS (APPROX 300 ADMIN, 270 CLASSROOM) SPREAD ACROSS **6** BUILDING(S) WITH VOICEMAIL FOR ALL USERS AND SYSTEM TRAINING (**NOT** END-USER TRAINING).

- 13. MONTHLY SERVICE COST PER ADMIN USER: _____
- 14. MONTHLY SERVICE COST PER CLASSROOM USER: _____
- 15. ONE-TIME INSTALL COST PER ADMIN USER: _____
- 16. ONE-TIME INSTALL COST PER CLASSROOM USER: _____
- 17. MONTHLY VOICE-MAIL COST PER USER: _____
- 18. MONTHLY COST FOR UNLIMITED LOCAL CALL FOR ALL USERS: _____
- 19. MONTHLY COST FOR A MINIMUM 5000 MINUTES POOL OF LONG DISTANCE CALLS FOR ALL USERS: _____
- 20. MONTHLY ACCESS LINE COST (if not internet based): _____
- 21. MONTHLY COST PER DIRECT INWARD DIAL (DID): _____
- 22. MONTHLY COST PER VFAX / ALARM TYPE LINE: _____
- 23. MONTHLY COST FOR E911: _____
- 24. ONE-TIME VENDOR INSTALL COST FOR ONE SITE: _____
- 25. ONE-TIME COST FOR SYSTEM TRAINING: _____
- 26. MONTHLY COST FOR A SERVICE AGREEMENT(S) NOT INCLUDED WITHIN YOUR MONTHLY SERVICE COSTS: _____

IDENTIFY IF APPLICABLE HERE: _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

THREE YEAR PRICING:

VENDOR HOSTED VOIP SOLUTION:

NOTE THAT SUBMITTED SOLUTION MUST CONTAIN LINE ITEM BREAKDOWN OF ALL SERVICES AND CORRESPONDING ONE-TIME AND RECURRING COSTS (INCLUDING ANY INCLUDED POTS FAILOVER LINES, DEDICATED NON-INTERNET BASED SERVICE(S), VOICEMAIL, SYSTEM INSTALLATION/CONFIGURATION/TRAINING, ETC.). IF SAID SOLUTION RELIES ON INTERNET ACCESS TO NAVIGATE TO THE HOSTING SITE THE VENDOR DOES NOT NEED TO PROVIDE INTERNET ACCESS PRICING. THE SERVICE WILL BE ADDRESSED SEPARATELY BY THE SCHOOL. SUBMISSION OF PRICING FOR THIS SERVICE SOLUTION MUST INCLUDE SERVICE DETAIL DESCRIPTION MATERIAL AND CONTACT INFORMATION OF LEAST TWO CURRENT SCHOOL CUSTOMERS UTILIZING THE VENDOR'S SERVICE.

NOTE: VENDOR SOLUTION SHOULD ASSUME AN ESTIMATED 570 TOTAL END USERS (APPROX 300 ADMIN, 270 CLASSROOM) SPREAD ACROSS 6 BUILDING(S) WITH VOICEMAIL FOR ALL USERS AND SYSTEM TRAINING (NOT END-USER TRAINING).

- 27. MONTHLY SERVICE COST PER ADMIN USER: _____
 - 28. MONTHLY SERVICE COST PER CLASSROOM USER: _____
 - 29. ONE-TIME INSTALL COST PER ADMIN USER: _____
 - 30. ONE-TIME INSTALL COST PER CLASSROOM USER: _____
 - 31. MONTHLY VOICE-MAIL COST PER USER: _____
 - 32. MONTHLY COST FOR UNLIMITED LOCAL CALL FOR ALL USERS: _____
 - 33. MONTHLY COST FOR A MINIMUM 5000 MINUTES POOL OF LONG DISTANCE CALLS FOR ALL USERS: _____
 - 34. MONTHLY ACCESS LINE COST (if not internet based): _____
 - 35. MONTHLY COST PER DIRECT INWARD DIAL (DID): _____
 - 36. MONTHLY COST PER VFAX / ALARM TYPE LINE: _____
 - 37. MONTHLY COST FOR E911: _____
 - 38. ONE-TIME VENDOR INSTALL COST FOR ONE SITE: _____
 - 39. ONE-TIME COST FOR SYSTEM TRAINING: _____
 - 40. MONTHLY COST FOR A SERVICE AGREEMENT(S) NOT INCLUDED WITHIN YOUR MONTHLY SERVICE COSTS: _____
- IDENTIFY IF APPLICABLE HERE: _____
- _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

_____ *signature*

_____ *date*

FOR VOIP SOLUTION PLEASE ANSWER/CONFIRM (CIRCLE) THE FOLLOWING:

1. VENDOR CAN PORT ALL EXISTING PHONE NUMBERS? **YES** OR **NO**
2. VENDOR SOLUTION WILL ALLOW FOR MOBILE USAGE OF SERVICE FOR STAFF PHONE AT ANY LOCATION WITH INTERNET SERVICE? **YES** OR **NO**
3. VENDOR SOLUTION CAN INTEGRATE WITH BELL/INTERCOM SYSTEMS/NEEDS (PROVIDE DETAILS ALONG WITH ANY ASSOCIATED COSTS). **YES** OR **NO** **COMMENTS:** _____

-
4. VENDOR SOLUTION CAN INTERGRATE WITH AN ANALOG POTS FAILOVER SOLUTION? **YES** OR **NO**
 5. VENDOR SOLUTION INCLUDES FAILOVER TYPE LINES? **YES** OR **NO**
IF YES, QUANTITY INCLUDED: _____
IF YES, ARE THEY ANALOG? **YES** OR **NO**
MONTHLY COST FOR ADDITIONAL FAILOVER TYPE LINES: _____
ONE-TIME INSTALL COST PER LINE: _____

****NOTE: VENDORS ARE ENCOURAGED TO PROVIDE FULL DETAILED SOLUTION DOCUMENTATION AND PRICING BREAKDOWN WITH THIS RFP DOCUMENT. ACCUMULATIVE TOTALS SHOULD INCLUDE ALL ESTIMATED TAXES AND SURCHARGES (DETAILED BY NAME AND AMOUNT) IN THE VENDOR'S DETAILED DOCUMENTATION WHICH SHOULD BE INCLUDED WITH RESPONSE IN HARD AND SOFT (EMAIL) COPY.***

PLEASE NOTE THAT END-USER HANDSETS WILL BE IP-BASED PHONES WHICH ARE NOT PART OF THIS BID PROCESS. ANY SUCH QUOTES FOR END-USER DEVICES SHOULD BE SUBMITTED SEPARATELY ON ANOTHER DOCUMENT AND SHOULD INCLUDE MONTHLY/YEARLY LEASE PLAN OPTIONS IF AVAILABLE

INCLUDED AS PART OF THIS BID IS AN EXCEL SPREADSHEET DOCUMENT TO ASSIST IN EVALUATING THE PROJECT AND POSTING CORRESPONDING BID RESPONSES. **YOUR BID RESPONSE MUST INCLUDE YOUR COMPLETED VERSION OF THIS EXCEL SPREADSHEET IN EXCEL FORMAT ALONG WITH YOUR COMPLETED BID DOCUMENT. ITEM IS AS FOLLOWS:**

“PENN HILLS SCHOOL DISTRICT YR210003 VOICE SERVICE BID RESPONDENT SPREADSHEET”:

THIS DOCUMENT CONTAINS SPECIFIC AREAS FOR VENDOR ENTRY AND MUST BE COMPLETED AND SUBMITTED BACK TO THE SCHOOL ***IN EXCEL FORMAT (ELECTRONICALLY ON THE THUMB/FLASH USB DRIVES)*** ALONG WITH THIS FULLY SIGNED BID/CONTRACT DOCUMENT ***AND*** CONTRACT AGREEMENT LETTER. THE SPREADSHEET DOCUMENT CAN BE FOUND ON THE SAME WEBSITE WHERE THIS RFP DOCUMENT WAS DOWNLOADED.

PLEASE COMPLETE:

Company address _____

Telephone (____) - _____ - _____

Representative to be contacted (PRINT): _____

E-Mail Address: _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

NOTICE:

THE RESPONDENT MUST PROVIDE A COPY OF THEIR "RED LIGHT DISPLAY SYSTEM" STATUS WITH EACH BID RESPONSE COPY. **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S PROPOSAL.**

IS YOUR COMPANY CURRENTLY UNDER AUDIT AND/OR ANY REVIEW PROCESSES RELEVANT TO THE E-RATE PROGRAM? YES or NO (circle/mark one)

IF YES, PLEASE PROVIDE DETAILS: _____

SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED OR PLACED ON THE SELECT REVIEW LIST BY THE FCC, PENN HILLS SCHOOL DISTRICT SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS.

THE LOCATION OF PARTICAPATION FROM THE RESPONDENT WILL/MAY INCLUDE THE FOLLOWING SITES:

A. PENN HILLS HIGH SCHOOL
309 COLLINS DRIVE
PITTSBURGH, PA 15235

B. LINTON MIDDLE SCHOOL
250 ASTER STREET
PITTSBURGH, PA 15235

C. PENN HILLS ELEMENTARY SCHOOL
1079 JEFFERSON ROAD
PITTSBURGH, PA 15235

D. PENN HILLS BUS GARAGE
7035 SALTSBURG ROAD
PITTSBURGH, PA 15235

E. PENN HILLS MAINTENANCE BLDG
20 VALMARTIN DRIVE
PITTSBURGH, PA 15235

F. PENN HILLS ADMINISTRATION
260 ASTER STREET
PITTSBURGH, PA 15235

G. PENN HILLS FIELD HOUSE
20 VALMARTIN DRIVE
PITTSBURGH, PA 15235

H. PENN HILLS ATHLETIC CENTER
20 VALMARTIN DRIVE
PITTSBURGH, PA 15235

I. ANY FUTURE PENN HILLS SCHOOL DISTRICT SITE(S) (TBD)
PITTSBURGH, PA AREA

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN THREE HARD COPIES AND THREE ELECTRONIC COPIES (ON 3 SEPARATE USB FLASH DRIVES) OF THE ATTACHED "CONTRACT AWARD AGREEMENT(S)" (COMPLETE ALL AREAS MARKED WITH "X"). THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. PLEASE COMPLETE EACH LETTER AS IS RELATED TO YOUR RESPONSE(S). CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALLY SIGNED BY PENN HILLS SCHOOL DISTRICT AND WILL SERVE IN CONJUNCTION WITH THE RESPONDENT'S SIGNED BID PROPOSAL AS THE OFFICIAL CONTRACT FOR SERVICES. THE SCHOOL WILL SPECIFY THE TERM AND AWARD DATE OF THIS AGREEMENT. - DO NOT COMPLETE THOSE PORTIONS OF THE LETTER.

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

_____ signature

_____ date

PENN HILLS SCHOOL DISTRICT
260 ASTER STREET
PITTSBURGH, PA 15235
(412) 793-7000

BID YR210003

CONTRACT AWARD AGREEMENT

RESPONDENT: _____ SPIN: _____

CONTRACT #: YR21 BIDCONTRACT#: YR210003 CONTRACT AWARD DATE: _____

RE: PENN HILLS SCHOOL DISTRICT VOICE SERVICES CONTRACT
SERVICES ITEMS AWARDED: _____

TERM: BASIC VOICE SERVICES – ONE (1) Year Term (July 1, 2018 through June 30, 2019) _____
THREE (3) Year Term (July 1, 2018 through June 30, 2021) _____
To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company's price quotation(s)/proposal in accordance with the school's Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the "contract agreement" letter, no other agreement will supersede the indicated term on this letter unless agreed upon by both parties.

This purchase service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or in-part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1st, of 2018 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school's "Fair-share" portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Your support in abiding by these SLD (E-Rate) and school imposed restrictions and procedures are required and greatly appreciated. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited; however the school reserves the right to invoke voluntary extension(s) and extend the term and service costs of this contract on a monthly and/or annual basis if so needed.

In acceptance of these terms and conditions, please sign below:

Authorized vendor representative confirmation:

[Signature]: _____ [Name & Title]: _____

Authorized School representative:

[Signature]: _____ [Name & Title]: _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

signature

date

CONTRACT AWARD AGREEMENT

RESPONDENT: _____ **SPIN:** _____

CONTRACT #: YR21 BID **CONTRACT#:** YR210003 **CONTRACT AWARD DATE:** _____

RE: PENN HILLS SCHOOL DISTRICT VOICE SERVICES CONTRACT

TERM: HOSTED VOIP SERVICES – ONE (1) Year Term (July 1, 2018 through June 30, 2019) _____
THREE (3) Year Term (July 1, 2018 through June 30, 2021) _____

To Whom It May Concern:

This letter is to confirm with you the acceptance of your price quote/bid proposal for specific service items (as identified above) within your company’s price quotation(s)/proposal in accordance with the school’s Bid/Contract procedure referenced above. This dually signed letter along with your signed bid contract response constitutes the contract of record for these items/services. The term of the contract is defined by the “contract agreement” letter, no other agreement will supersede the indicated term on this letter unless agreed upon by both parties.

This purchase service agreement is/may be contingent upon E-rate funding. Upon receiving such approval from the SLD the school will/may initiate service requests pursuant to the contract terms of the Bid and E-rate regulations. Awarding of funding from SLD does not guarantee the school will move forward with the acquisition of services and/or equipment bid items, whether in-whole or in-part. Please note that there may be numerous service requests leveraged against the pricing submitted within the accepted bid response to address various site/office requirements. Services will have E-rate ramifications and cannot be received before July 1st, of 2018 (beginning service contract date). Additionally, any and all issued invoices for services with E-rate ramifications will only reflect the school’s “Fair-share” portion of said purchase when applicable. The Vendor is responsible for invoicing the E-rate program directly for the funded portion of the identified services (as specified within the Bid). Thus the school should receive discounted invoices reflecting its fair-share amount of the monthly invoices and/or one-time non-recurring costs. Your support in abiding by these SLD (E-Rate) and school imposed restrictions and procedures are required and greatly appreciated. Please note that the school has reserved the right to increase/decrease the quantities and/or levels of service items as specified within the Bid contract. Upon expiration, auto-renewal of the term of this contract is prohibited; however the school reserves the right to invoke voluntary extension(s) and extend the term and service costs of this contract on a monthly and/or annual basis if so needed.

In acceptance of these terms and conditions, please sign below:

Authorized vendor representative confirmation:

[Signature]: _____ [Name & Title]: _____

Authorized School representative:

[Signature]: _____ [Name & Title]: _____

Signature of representative authorizing the bid and confirming his/her authority to represent the above listed company in this matter:

_____ signature _____ date