

STO-ROX SCHOOL DISTRICT
600 RUSSELWOOD AVE.
MCKEES ROCKS, PA 15136
BID #: YR210003

Sheet Number: 1 of 12

Sealed bids for the services listed herein will be received in the STO-ROX SD (SRSD) Administration Office, located at 600 RUSSELWOOD AVE., MCKEES ROCKS, PA 15136 - ATTN: MS. JACKIE HARDIMAN, BUSINESS MANAGER until 10:00 A.M., FEBRUARY 6, 2018 and will be opened at approx. 10:00 A.M. the same day in the Administration Building Conference Room. Respondents are invited to attend the bid opening however no bid modifications will be permitted only clarifications pertaining to submitted responses or defining deliverables within the RFP. BIDDERS ARE RESPONSIBLE FOR CHECKING THE WEBSITE WHERE THEY ACQUIRED THIS BID FOR ANY POTENTIAL ADDENDUMS AND/OR CHANGE OF DATES.

1. **Two (2) hard copies** (signed with original signatures where noted) and **two (2) soft copies on USB drives** with the official Bid document and the corresponding Respondent-populated Excel file (as defined in this document) for this bid inquiry are to be returned to **SRSD** as instructed below in item numbers 2 and 3. **All items identified to be returned shall constitute a complete bid response to this inquiry. Incomplete responses shall not be considered. This bid document modified from its original format in any manner by the respondent shall not be considered.** Respondents may include any other documents along with the original bid documents. All bid responses shall be returned in sealed envelopes and addressed to **SRSD** at the address stated above. **Please show the bid number (BID#: YR210003- SRSD) on the outside of the envelope.**
2. **Additionally, a soft copy of the Respondent's documents (signed submitted proposal in .word or .pdf and corresponding excel spreadsheet in excel format only!) MUST be attached and emailed with a subject line of "SRSD BIDYR210003- SRSD" to e-rateyr21bidresponse@advanedgesolutions.com.**

The email must be sent prior to the date/time as outlined above.

3. The Bidder is responsible for ensuring that the Bid response, inside a sealed envelope, is received **via registered mail or carrier service** prior to 10:00 A.M. on the date stated above. Hand delivering the Bid documents without tracking to a **SRSD** employee, even if a signature is obtained, **is not** sufficient to meet the requirements of this Bid Condition. **SRSD** is not responsible for the failure of any of its employees or any mail delivery service to receive this bid document prior to the time and date for the opening of this Bid.
4. Bid responses shall be submitted on this Bid document which must be signed by a duly authorized agent or officer of the Company making the bid response. Absence of original signature of person duly authorized to sign for the Company submitting this bid response will automatically leave this bid response null and void.
5. Prices quoted must include all costs for delivery of requested services including any and all installation, support and engineering charges. Optional related equipment may be quoted separately.
6. Not more than one alternate service may be quoted on any single item of the bid. Description and pricing for any such alternate/hybrid/migration solutions must be typed in on the back side of this document and be accompanied with a valid signature from the submitting vendor.
7. The school Staff /Resources shall have full power and authority to reject any and all bid responses furnished which in their opinion, are not in strict compliance and/or conformity with the specifications. The decision of said group shall be final, conclusive, and without challenge.
8. **SRSD** reserves the right to reject any or all bid responses, and to accept or reject any item or group of items, for which a bid has been submitted.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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9. Upon identification of the selected bid for identified services and installations (if warranted) the successful bidder will be notified in writing. It should be noted that all bid responses will commit the respondent to hold submitted quoted pricing for the entire term(s) as outlined in this bid. The school may commence services prior to a program funding award. The school reserves the right to not deploy and services in-whole or in-part as outlined in this bid.
10. Bid Proposals received after the date and time set for the Bid opening shall be considered a non-response and returned unopened to the Bidder.
11. The school may/will award all items in-whole or in-part as a bundle to a single service provider
12. 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.
13. 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 (see Insurance Requirements)
 - 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
14. The respondent affirms 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: _____

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**BID SPECIFICATIONS
FOR
LOCAL & LONG DISTANCE VOICE SERVICES**

THE STO-ROX SCHOOL DISTRICT IS SEEKING A MULTI-YEAR CONTRACT FOR HOSTED VOIP AND POTS VOICE SERVICES AND DELIVERY OF SAID SERVICE TO A SINGLE SITE. THE SERVICE CONTRACT WILL EXTEND FROM A PERIOD RANGING FROM JULY 1ST, 2018 THROUGH JUNE 30TH, 2020 OR JULY 1ST, 2018 THROUGH JUNE 30TH, 2021. **SRSD RESERVES THE RIGHT TO EXTEND THE CONTRACT VIA VOLUNTARY EXTENSIONS ON A MONTHLY AND/OR ANNUAL BASIS IF SO NEEDED OR REDUCE, CANCEL AND/OR IMPLEMENT SERVICES 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 AWARD AGREEMENT" LETTER, NO OTHER AGREEMENT WILL SUPERSEDE THE INDICATED TERM ON THAT LETTER UPON CONTRACT EXPIRATION, AND AUTO-RENEWAL OF THE TERM OF THIS CONTRACT IS PROHIBITED. NOTE: FOR RFP SCORING THAT COST WILL BE THE HEAVIEST WEIGHTED FACTOR.**

ANY/ALL QUESTIONS PERTAINING TO THIS BID PROCESS AND/OR TECHNICAL QUESTIONS SHOULD BE E-MAILED TO:

ERATESUPPORT2018@ADVANEDGESOLUTIONS.COM

NOTE: PLEASE REFERENCE "SRS" – BID# YR210003" WITHIN THE SUBJECT AREA OF YOUR E-MAIL.

IT SHOULD BE NOTED THAT ORIGINAL SIGNATURES ARE REQUIRED AT THE BOTTOM OF EACH PAGE IN THIS BID WHEN THE APPROPRIATE SIGNATURE LINES ARE PROVIDED. FAILURE TO PROVIDE THESE SIGNATURES AS INSTRUCTED WILL VOID THE ENTIRE BID RESPONSE FOR THAT PARTICULAR RESPONDENT.

FOR ANY ADDITIONAL POSTED INFORMATION/CLARIFICATIONS AND/OR ANY UPDATES PLEASE PERIODICALLY REVIEW WWW.ADVANEDGESOLUTIONS.COM

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Signature: _____

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SERVICE ITEMS

ITEM/SERVICE DESCRIPTION

PRICING FOR THE FOLLOWING SERVICES IS BEING SOUGHT TO PROVIDE SRSD VARIOUS SERVICE OPTIONS. VENDOR MUST RETAIN/PORT ANY EXISTING PHONE NUMBERS AND MUST LEVERAGE EXISTING, ON-PREMISES EQUIPMENT WHERE RELEVANT IN ORDER TO FACILITATE SERVICE IMPLEMENTATION AND REDUCE CUSTOMER'S COSTS. 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 DISTRICT RESERVES THE RIGHT TO AWARD ALL ITEMS AS A GROUP.

TWO YEAR PRICING:

ANALOG 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
COST PER MINUTE: _____

3. PRICE PER CALL PER MINUTE FOR LONG DISTANCE TOLL SERVICE OUTSIDE THE SCHOOL'S AREA CODES
COST PER MINUTE: _____

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Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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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 SOLUTION INCLUSIVE 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 145 TOTAL END USERS (APPROX 35 ADMIN, 110 CLASSROOM) SPREAD ACROSS 4 BUILDING(S) WITH VOICEMAIL FOR ALL USERS AND SYSTEM TRAINING (NOT END-USER TRAINING).

- 4. MONTHLY SERVICE COST PER ADMIN USER: _____
- 5. MONTHLY SERVICE COST PER CLASSROOM USER: _____
- 6. ONE-TIME INSTALL COST PER ADMIN USER: _____
- 7. ONE-TIME INSTALL COST PER CLASSROOM USER: _____
- 8. MONTHLY VOICE-MAIL COST PER USER: _____
- 9. MONTHLY COST FOR UNLIMITED LOCAL CALLS FOR ALL USERS: _____
- 10. MONTHLY COST FOR A MINIMUM 5000 MINUTES POOL OF LONG DISTANCE CALLS FOR ALL USERS: _____
- 11. MONTHLY ACCESS LINE COST (if not internet based): _____
- 12. MONTHLY COST PER DIRECT INWARD DIAL (DID): _____
- 13. MONTHLY COST PER VFAX / ALARM TYPE LINE: _____
- 14. MONTHLY COST FOR E911: _____
- 15. ONE-TIME VENDOR INSTALL COST FOR ONE SITE: _____
- 16. ONE-TIME COST FOR SYSTEM TRAINING: _____
- 17. MONTHLY COST FOR A SERVICE AGREEMENT(S) NOT INCLUDED WITHIN YOUR MONTHLY SERVICE COSTS: _____

IDENTIFY IF APPLICABLE HERE: _____

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Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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THREE YEAR PRICING:

ANALOG LINES:

18. PRICE PER LINE FOR ANALOG POTS SERVICE
COST PER LINE PER MONTH: _____
ONE-TIME INSTALLATION COST: _____

19. PRICE PER CALL PER MINUTE FOR LOCAL TOLL SERVICE
COST PER MINUTE: _____

20. PRICE PER CALL PER MINUTE FOR LONG DISTANCE TOLL SERVICE OUTSIDE
THE SCHOOL'S AREA CODES
COST PER MINUTE: _____

NOTE: VENDOR SOLUTION SHOULD ASSUME AN ESTIMATED **145** TOTAL END
USERS (APPROX 35 ADMIN, 110 CLASSROOM) SPREAD ACROSS **4** BUILDING(S) WITH
VOICEMAIL FOR ALL USERS AND SYSTEM TRAINING (NOT END-USER TRAINING).

- 21. MONTHLY SERVICE COST PER ADMIN USER: _____
- 22. MONTHLY SERVICE COST PER CLASSROOM USER: _____
- 23. ONE-TIME INSTALL COST PER ADMIN USER: _____
- 24. ONE-TIME INSTALL COST PER CLASSROOM USER: _____
- 25. MONTHLY VOICE-MAIL COST PER USER: _____
- 26. MONTHLY COST FOR UNLIMITED LOCAL CALLS
FOR ALL USERS: _____
- 27. MONTHLY COST FOR A MINIMUM 5000 MINUTES
POOL OF LONG DISTANCE CALLS FOR ALL USERS: _____
- 28. MONTHLY ACCESS LINE COST (if not internet based): _____
- 29. MONTHLY COST PER DIRECT INWARD DIAL (DID): _____
- 30. MONTHLY COST PER VFAX / ALARM TYPE LINE: _____
- 31. MONTHLY COST FOR E911: _____
- 32. ONE-TIME VENDOR INSTALL COST FOR ONE SITE: _____
- 33. ONE-TIME COST FOR SYSTEM TRAINING: _____
- 34. MONTHLY COST FOR A SERVICE AGREEMENT(S)
NOT INCLUDED WITHIN YOUR MONTHLY SERVICE
COSTS: _____

IDENTIFY IF APPLICABLE HERE: _____

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

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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. INCLUDE THIS SEPARATE PRICING QUOTE DOCUMENT ON THE USB FLASH/THUMB DRIVES

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:**

- I. **“SRSD YR210003 VOICE SERVICE BID RESPONDENT SPREADSHEET”**:
THIS DOCUMENT CONTAINS SPECIFIC AREAS FOR VENDOR ENTRY AND MUST BE COMPLETED AND SUBMITTED BACK TO THE SCHOOL 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

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

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BID CONDITIONS:

1. BID CONTRACT ITEMS/CONDITIONS:
 - A. IF THE BID RESPONDENT WOULD REQUIRE A RESPONDENT'S DOCUMENT TO BE SIGNED AND EXECUTED BY **SRSD** UPON AWARD OF THIS BID THEN **TWO (2) COPIES OF SAID DOCUMENT, CONTAINING ALL REQUIRED RESPONDENT SIGNATURES, MUST BE SUBMITTED WITH THIS BID RESPONSE DOCUMENT AND RESPONDENT PROPOSAL. PLEASE NOTE THAT THIS SIGNED AND DATED BID CONTRACT DOCUMENT WHEN ACCOMPANIED BY THE DUALY SIGNED (SCHOOL ADMINISTRATOR AND RESPONDENT'S AGENT) CONTRACT AGREEMENT LETTER WILL BE THE CONTRACT OF RECORD FOR THE IDENTIFIED SERVICES. NO OTHER DOCUMENTS AND/OR ADDED LANGUAGE WILL SUPERCEDE THIS CONTRACT DOCUMENT PROCESS**
 - B. NO CONTRACT LANGUAGE MAY BE INSERTED OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT REFERS TO ANY ISSUES, PROVISIONS OR ADDITIONAL ITEMS NOT SPECIFICALLY DETAILED WITHIN THIS BID DOCUMENT.
 - C. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT WOULD CONFLICT WITH THE FEDERAL E-RATE PROGRAM'S ELIGIBILITY REQUIREMENTS AND/OR GUIDELINES AS DEFINED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD).
 - D. NO CONTRACT LANGUAGE MAY BE INSERTED INTO OR CONTAINED WITHIN THE RESPONDENT'S ADDITIONAL DOCUMENT/S THAT WOULD REPLACE OR MAKE INVALID ANY STATEMENT OR CONDITION OUTLINED WITHIN THIS BID CONTRACT DOCUMENT.
 - E. THE VENDOR CAN NOT EXTEND THE TERM OF THIS CONTRACT IF/WHEN THE SCHOOL ELECTS TO ADD ADDITIONAL USERS AT ANYTIME UNDER THIS AGREEMENT. ALSO, VENDOR AGREES THAT ANY USERS ADDED BY THE SCHOOL WILL BE AT THE ORIGINAL COST PER USER IDENTIFIED.
2. LIABILITY FOR TERMINATION OF SERVICES:
 - A. THERE SHALL BE NO LIABILITY LEVERAGED AGAINST **SRSD** FOR TERMINATION OF SERVICES TO ANY BUILDING THAT IS CLOSED OR IN SITUATIONS WHERE THE BUILDING LEASE BECOMES NULL OR VOIDED.

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- B. THERE WILL BE NO LIABILITY FOR TERMINATION OR REDUCTION OF SERVICE AT ANY ACTIVE EDUCATIONAL FACILITY OTHER THAN A MINIMAL CHARGE FOR RE-ENGINEERING AND EQUIPMENT DIFFERENTIAL.

- C. IN THE EVENT THAT **SRSD** MUST DISCONTINUE VOICE SERVICE DUE TO BUDGET ISSUES AND/OR E-RATE CHANGES THERE SHALL BE NO TERMINATION LIABILITY IMPOSED UPON **SRSD** SO LONG AS **SRSD** DOES NOT ENTER INTO AGREEMENT WITH A DIFFERENT PROVIDER FOR COMPETITIVE SERVICE(S).

- D. **SRSD** 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.

ANY RESPONDENT WISHING TO SUBMIT A PROPOSAL TO THIS BID DOCUMENT MUST BE WILLING TO PARTICIPATE IN THE FEDERAL COMMUNICATIONS COMMISSION'S (FCC) UNIVERSAL SERVICE ORDER AS DETAILED IN THE TELECOMMUNICATIONS ACT OF 1996. **SRSD** WILL BE SUBMITTING FUNDING REQUESTS FOR ALL ELIGIBLE SERVICES TO THE SLD AND UPON VERIFICATION OF FUNDING WILL EXPECT THE AWARDED RESPONDENT TO PARTICIPATE IN THE PROGRAM.

THE RESPONDENT CAN PROVIDE "SPI" BILLING: **YES OR NO**

- 3. THE LEVEL OF PARTICAPATION FROM THE RESPONDENT WILL INCLUDE THE FOLLOWING:
 - A. PROVIDE DISCOUNTED BILLING...WHEREAS **SRSD** WILL BE INVOICED DIRECTLY FOR ITS "FAIR-SHARE" PORTION OF ELIGIBLE SERVICES WHILE THE RESPONDENT DIRECTLY INVOICES THE E-RATE PROGRAM FOR THE REMAINING PORTION (To be determined on a yearly basis).

 - B. 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 #: _____

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- C. THE RESPONDENT MUST NOTE BELOW IF THEY ARE/WERE LISTED ON THE FCC "RED-LIGHT" STATUS LIST OR SELECTIVE REVIEW LIST. **FAILURE TO ANSWER THE QUESTION BELOW WILL VOID THE RESPONDENT'S PROPOSAL.**

RESPONDENT ON SLD FCC "RED-LIGHT" STATUS OR SELECTIVE REVIEW LIST?
YES or **NO**
(Please indicate either "YES" or "NO")

- D. THE SUCCESSFUL VENDOR MUST IDENTIFY TO **SRSD** IN WRITING, E-MAIL AND VIA VOICE WHEN/IF THEY SHOULD HAPPEN TO BECOME ENGAGED IN ANY SLD INVESTIGATIONS WHICH MAY RESULT IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS.

- E. SHOULD THE SUCCESSFUL VENDOR BECOME RED-LIGHTED BY THE FCC OR BECOME ENGAGED IN OTHER SLD INVESTIGATIONS RESULTING IN EXTENDED DELAYS OF SERVICE FUNDING AWARDS **SRSD** SHALL HAVE THE RIGHT TO TERMINATE THE CONTRACT AND SELECT ANOTHER VENDOR WITHOUT PENALTY OR COSTS

4. CONTRACT REDUCTION/MODIFICATION:

- A. THE AWARDED RESPONDENT MUST COMMIT TO A REDUCTION IN THE COST OF THE PER-SITE LEASED SERVICES IN THE EVENT THAT COMMERCIAL LEASE RATES/TARIFFS FOR SIMILAR SERVICES DROP BELOW THE CONTRACTED RATE OF THIS CONTRACT AT ANY TIME DURING THE LIFE OF THE CONTRACT.

5. BIDS WILL NOT BE CONSIDERED FROM "RESELLERS" OF VOICE NETWORK SERVICE PROVIDERS THAT DO NOT OWN AND/OR OPERATE AND MANAGE THE PHYSICAL CONNECTIONS FOR EACH SITE (CURRENT AND FUTURE) WITH THE
6. ABILITY FOR REAL-TIME MONITORING AND 24X7X365 MAINTENANCE OF THE BIDDER'S NETWORK AND CORRESPONDING SERVICES TO THE SCHOOL.

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7. THE LOCATION OF PARTICAPATION FROM THE RESPONDENT WILL/MAY INCLUDE THE FOLLOWING SITES:
- A. STO-ROX JR/SR HIGH SCHOOL
1105 VALLEY STREET, MCKEES ROCK, PA 15136
 - B. STO-ROX UPPER ELEMENTARY SCHOOL
298 EWING ROAD, MCKEESPORT, PA 15136
 - C. STO-ROX PRIMARY CENTER
300 EWING ROAD, MCKEESPORT, PA 15136
 - D. STO-ROX ADMINISTRATIVE OFFICES
600 RUSSELLWOOD AVENUE, MCKEESPORT, PA 15136
 - E. ANY FUTURE SRSD SITE(S) (TBD)
ALLENTOWN, PA AREA
NOTE: IF THERE IS A SEPARATE ONE-TIME INSTALLATION CHARGE FOR A FUTURE SITE PLEASE STIPULATE ACCORDINGLY:
-
8. IT IS THE VENDOR'S RESPONSIBILITY TO NOTIFY THE SCHOOL DIRECTLY VIA E-MAIL AND PHONE CALL OF ANY ANTICIPATED AND/OR IDENTIFIED EXTENDED SERVICE OUTAGES. VENDOR WILL BE HELD RESPONSIBLE FOR ANY COSTS INHERITED BY THE SCHOOL DUE TO EXTENDED SERVICE OUTAGE AND/OR LACK OF NOTIFICATION.
9. THE VENDOR AGREES THAT THIS CONTRACT IN-WHOLE OR IN-PART CAN/WILL BE MODIFIED IN ACCORDANCE WITH ANY CHANGES TO VOICE SERVICES WITHIN THE E-RATE PROGRAM IN ORDER TO ALIGN THIS CONTRACT WITH ANY SUBSEQUENT CHANGES IN SERVICES, INVOICING, ELIGIBILITY, ETC. THIS WILL INCLUDE BUT NOT LIMITED TO ITEMIZING OVERALL SERVICE COSTS AT INDIVIDUAL CONTRIBUTING SERVICES AND/OR SUB-SERVICES LEVELS.
10. 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.

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

STO-ROX SCHOOL DISTRICT
600 RUSSELWOOD AVE.
MCKEES ROCKS, PA 15136
BID #: YR210003

Sheet Number: 12 of 12

BID SCORING CRITERIA:

COST WILL BE THE HEAVIEST WEIGHTED FACTOR AS REQUIRED. SEE THE CORRESPONDING RESPONDENT SPREADSHEET FOR THE SCORING CRITERIA.

FINAL BID CONDITION - SERVICE PROVIDER MUST SIGN AND RETURN TWO HARD COPIES AND SUBMIT ELECTRONIC COPIES (VIA EMAIL AS OUTLINED ON PAGE 1) OF THE ATTACHED “CONTRACT AGREEMENT” (AT THE AREAS MARKED WITH “X”). ONLY THE SIGNATURE AND NAME/TITLE LINES ARE TO BE COMPLETED, THE SCHOOL WILL COMPLETE THE REMAINING ITEMS. CONTINGENT UPON AWARD OF THIS CONTRACT, THIS LETTER WILL BE RETURNED TO THE SELECTED VENDOR DUALY SIGNED BY SRSD 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.**

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

STO-ROX SCHOOL DISTRICT
600 RUSSELWOOD AVE.
MCKEES ROCKS, PA 15136
BID #: YR210003

CONTRACT AWARD AGREEMENT

RESPONDENT: **X** _____ SPIN: **X** _____

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

RE: SRSB ANALOG LINES/POTS SERVICES

BID #: SRSB YR210003 SERVICE(S) AWARDED: _____

TERM: TWO (2) Year Term (July 1, 2018 through June 30, 2020): _____

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]: **"X"** _____ [Name & Title]: **"X"** _____

Authorized School representative:

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

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

STO-ROX SCHOOL DISTRICT
600 RUSSELWOOD AVE.
MCKEES ROCKS, PA 15136
BID #: YR210003

CONTRACT AWARD AGREEMENT

RESPONDENT: _____ SPIN: _____

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

RE: SRS D HOSTED VOIP SERVICES CONTRACT

BID #: SRS D YR210003 SERVICE(S) AWARDED: _____

TERM: TWO (2) Year Term (July 1, 2018 through June 30, 2020): _____

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.

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

Authorized vendor representative confirmation:

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

Authorized School representative:

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

The undersigned, as authorized representatives of the identified company listed below, hereby propose and agree to provide the originators of this Bid process any/all of the items/services to which a cost has been submitted. This proposal is subject to all terms of the specifications, bid conditions and instructions outlined herein, where we hereby agree to provide such item/s as awarded to us. This bid is only valid when completed with an original signature of a properly authorized representative of the submitting company.

Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____

STO-ROX SCHOOL DISTRICT
600 RUSSELWOOD AVE.
MCKEES ROCKS, PA 15136
BID #: YR210003

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Company Name: _____

Signature: _____

Printed Name: _____

Phone Number: _____ E-mail: _____