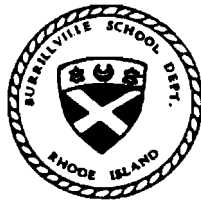


Burrillville School Department

ADMINISTRATIVE OFFICES
2300 BRONCO HIGHWAY
HARRISVILLE, RI 02830



TELEPHONE: 401-568-1303
TTY: 1-800-745-5555
VOICE: 1-800-745-6575
FAX: 401-568-1337

REQUEST FOR PROPOSALS OFFICE OF THE SUPERINTENDENT OF SCHOOLS

THE BURRILLVILLE SCHOOL DEPARTMENT is accepting proposals for a telecommunications service company to provide the Burrillville School Department telecommunication services as needed.

Request for Proposals forms and Instructions to Proposers may be obtained at the Burrillville School Department Administration Office, 2300 Bronco Highway, Harrisville, RI 02830

The deadline for submission of proposal and bid opening will be 2:00 on Wednesday, February 3, 2010.

All proposals must be received by the School Department in the Administration Office, 2300 Bronco Highway, Harrisville, RI 02830, no later than 2:00 on Wednesday, February 3, 2010, in sealed envelopes, plainly marked with the name of the company submitting the proposal and the phrase "Telecommunication Service RFP".

Failure to submit copies of these forms by the time and date to the Burrillville School Department Administration Office will result in forfeiture of rights to bid on this project. Facsimile copies are not acceptable.

Proposals will be publicly opened and read at 2:00 on February 3, 2010 in the Burrillville School Department Administration Office. The Burrillville School Department reserves the right to reject any and all bids or to waive any informality in the bidding.

FOR THE SCHOOL DEPARTMENT

A handwritten signature in black ink, appearing to read 'Robin Kimatian', written over a horizontal line.

Robin Kimatian,
Supervisor of Business

BURRILLVILLE SCHOOL DEPARTMENT
Telecommunication Service Contract
SCOPE OF WORK

Provide the Burrillville School Department with a telecommunication service contract including local and long distance telephone services. This contract should be applicable for three (3) years, with an optional extension for two (2) additional years.

Current system is compiled of sixty-three Centrex telecommunication lines located at six different locations. (Locations are listed below) In the future School Department may change the method of transport. (e.g. Centrex to CIP) Responses to telecommunication request for proposal should include different methods of transport available. Expansion of existing telecommunication lines may be required in the future. Note: All present telephone numbers must remain the same as the current existing numbers.

Locations:

Burrillville High School 425 East Avenue, Harrisville, RI 02830
Burrillville Middle School, 2220 Bronco Highway, Harrisville, RI 02830
Austin T. Levy School, 135 Main Street, Harrisville, RI 02830
Steere Farm Elementary, 915 Steere Farm Road, Pascoag, RI 02859
William L. Callahan School, 75 Callahan School Street, Harrisville, RI 02830
Administration Building, 2300 Bronco Highway, Harrisville, RI 02830

**BURRILLVILLE SCHOOL DEPARTMENT
Telecommunication Service**

RFP PROPOSAL FORM

WHEREAS, the BURRILLVILLE SCHOOL DISTRICT has duly asked for bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below;

The offer shall remain open and irrevocable until the BURRILLVILLE SCHOOL DISTRICT shall transform the bid into a contract.

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S PRINTED NAME: _____

TITLE: _____

DATE: _____

TELEPHONE NUMBER: _____

BURRILLVILLE SCHOOL DEPARTMENT
Telecommunication Services

REQUIRED TERMS AND CONDITIONS FOR BIDDERS

All proposals must be submitted in sealed envelopes, plainly marked in the lower left-hand corner, with the date and time of opening, the title of work, service, material or equipment to which they relate endorsed thereon. The envelope will be addressed to: **Office of the Superintendent of Schools, 2300 Bronco Highway, Harrisville, RI 02830** and will be received by said Office at the proposal opening to be held on **February 3, 2010 at 2:00** and at that time publicly opened in the Office of the Superintendent of Schools.

PROPOSALS MUST BE RECEIVED IN THE SUPERINTENDENT'S NO LATER THAN 2:00PM ON THE DAY OF PROPOSAL OPENING. PROPOSALS RECEIVED AFTER 2:00PM WILL NOT BE CONSIDERED.

IF MAILING YOUR PROPOSAL IN ENVELOPES PROVIDED BY UPS, FEDERAL EXPRESS, ETC., YOUR SEALED AND PROPERLY MARKED PROPOSAL MUST BE CONTAINED IN THE MAILER.

Proposals must be prepared in conformity with, and shall be based upon and submitted to all requirements of the specifications together with all addenda thereto. Failure to comply with these requisites may result in the proposal being misdirected, opened in error prior to official opening, and possible rejection of the proposal.

All prices indicated in the proposal shall be non-erasable. The official submitting and signing the proposal must initial any changes. Prices should be written in words and figures. In the event of a discrepancy, the written price shall prevail. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon and the total shall be stated in the space provided at the end of the schedule.

Proposals may be withdrawn only on written request received prior to the hour fixed for the opening of proposals. No proposal may be withdrawn during a sixty (60) day period following the opening. Negligence on the part of the bidder in preparing the proposal confers no rights for withdrawal of the proposal after it has been opened.

When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, he/she must submit a letter or memorandum giving full details and the name of the manufacturer of the article that is to be furnished 10 days prior to the bid opening. The contractor may later be required to submit samples before the contract award. If no such information or memorandum is submitted, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after the bid is opened and recorded.

A performance bond may be required of the successful bidder. All performance bonds must be in the sum equal to one hundred percent (100%) of the accepted proposal unless otherwise noted in specifications contained herein.

It is not the intent of these specifications to limit the bidding to any one manufacturer but, it is the

intent to define the essential minimum requirements as to quality of materials, construction, finish and overall workmanship. Minor variations from the specified methods and details of construction will be considered by the Owner for acceptability; providing quality, workmanship, economy of operation, maintenance, service and suitability for the purpose for which the equipment is intended, is not impaired. No substitutions for materials specified will be accepted.

The successful bidder must take into consideration that school sessions may be in operation and must be continued as usual during the progress of the work.

The safety of the pupils and teachers requires that nothing shall be done, in any way, to block the passageways in or about the exits themselves. Neither shall there be any unauthorized interference with the free and unobstructed use of hallways, stairways, toilets and rooms. When necessary for mechanics to work in any portion of the premises normally occupied by the school, application must be made, before entering, to the Owner, who will perfect a working agreement with the principal of the school so that work may be carried forward in a manner to interfere as little as possible with the school session. **PERMISSION FOR WORKING OVERTIME:** no work shall be done on the job before 6:00 a.m. or after 3:00 p.m.; nor shall any work be done on Saturdays, Sundays or legal holidays unless the successful bidder shall have given the Owner at least 48 hours advance notice in writing.

REJECTION OF PROPOSALS:

The Burrillville School Department reserves the right to reject the proposal of any bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or who is not in a position to perform the contract, or who has habitually and without just cause, neglected the payment of bills or disregarded its obligations to sub-contractors, material, or employees.

The Burrillville School Department further reserves the right to make an award on an item-by-item basis, or aggregately, OR to reject any and all proposals if it is deemed in the best interest of the School Department.

The Burrillville School Department, at its discretion, can waive any technicality, irregularity or informality in proposals whenever such rejection or waiver is in the best interest of the School Department.

Bidders submitting proposals must be prepared to show without a reasonable doubt that they have a suitable financial status to meet all obligations incident to the work, have adequate equipment to properly and expeditiously perform the contract, and that they have appropriated technical experience, and maintain a permanent, regular place of business. It is the responsibility of each bidder to familiarize themselves with the conditions listed herein and all additional requirements and specifications.

All proposals shall be rejected and/or disqualified from consideration for award if there is reason for believing that collusion exists among those submitting proposals. Bidders are hereby notified that the Burrillville School Department reserves the right to reject any proposal submitted for failure to comply with any provisions listed.

Arrangements for viewing opened proposals may be made by calling the Burrillville School Department no sooner than two (2) days after the proposal opening.

REFERENCES: The names of at least three (3) client references – preferably school departments in Rhode Island – who have been served by the proposer within the past five (5) years must be submitted with proposal.

AGENTS: Proposals signed by an Agent must be accompanied by evidence of his authority.

TELEGRAPHS/FAX: Telegraph or Facsimile proposals will NOT be considered.

SAMPLES: Samples of items, when required, must be submitted within the time specified and at no expense to the School Department. If not destroyed by testing, they will be returned at bidder's request and expense, unless otherwise specified in the proposal.

MAILING OF PROPOSAL DOCUMENTS: Proposal specifications/plans will only be mailed if vendor supplies their carrier's account number. The Burrillville School Department cannot mail proposal documents at the expense of the School Department.

PREVAILING WAGE/WORKERS' COMPENSATION: Attention of all bidders is called to **Title 37, Chapter 13, of the General Laws of Rhode Island, 1956**, relative to the payment of prevailing wages, obligations, and charges by contractors on public works projects. A certificate of current in-force general liability and workers' compensation insurance of at least \$1 million in coverage will be required prior to the contracting for services with proposers.

PERMITS: The successful contractor shall be responsible for obtaining all state and local permits as may be required. This shall include but not be limited to building, electrical, mechanical, and plumbing permits.

Successful contractor shall provide applicable permit(s) to the Facilities Manager prior to the commencement of any work.

TAX EXEMPTION: Purchases made by the Town of Burrillville School Department are exempt from federal excise and RI sales taxes; prices/quotes must exclude any such taxes. Tax exemption certificate will be furnished upon request.

I. INSTRUCTIONS/CONDITIONS TO BIDDERS

Sealed proposals for the furnishing, delivery, and installing, where called for, of the services, materials, equipment, and/or supplies, as required by the School District and as set forth in the following specifications prepared under the direction of the Burrillville School Committee will be opened at the Business Office on the day and hour stated on bid specification page.

The person, firm or corporation making such proposal shall submit the bid in a sealed envelope to the Director of Administration or his/her duly designated representative at the place herein mentioned on or before the hour and day stated on page one hereof, and the envelope shall be endorsed on its face with the name of the person, firm or corporation making such proposal, the date of its presentation and the title of the service, materials, equipment or supplies for which such proposal is made.

The bidder shall insert the price per stated unit and extension against each item in the schedule hereto annexed which he/she proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon and the total shall be stated in the space provided at the end of the schedule.

When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, he/she must submit a letter or memorandum giving full details and the name of the manufacturer of the article that is to be furnished 10 days prior to the bid opening. The contractor may later be required to submit samples before the contract award. If no such information or memorandum is submitted, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after the bid is opened and recorded.

Time of delivery and/or installation will be considered as a factor in bids.

No charge will be allowed for cases, boxes, carboys, bottles, etc. nor for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc. will be returned to the bidder or contractors and none will be paid for by the Burrillville School Department. Such empty cases, boxes, etc. may be removed by the bidder or contractor at their expense.

Deliveries shall be made between the hours of 7:00 a.m. and 2:00 p.m. on weekdays other than Saturdays and holidays, unless otherwise specified. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.

Each bidder is requested to read carefully the Instructions to Bidders and the Specifications, since in fairness to those who submit bids properly, bidders will be held to strict compliance with such Instruction to Bidders and Specifications. The information contained in the specifications is believed to be reasonably correct, but is not to be considered in any way, as a warranty.

All bids received after the designated time as stated in the Notice to Bidders, will not be considered by the Burrillville School District and returned to the bidder unopened. The bidder assumes the risk of any delay in the mail or in the handling of bids by employees of the Burrillville School District whether sent by mail

or by means of personal delivery; the bidder assumes the responsibility for having his/her bid deposited at the Business Office of the Burrillville School District.

No bid will be considered from any person whose performance on any previous contract with the Burrillville School District has been unsatisfactory in the opinion of the Burrillville School District.

OWNER'S RIGHTS: In addition to the Instruction to Bidders, the Owner reserves the right to reject any or all bids or any part thereof, or to accept any bids or any part thereof, or to waive any technical defect or any informalities of the bid and to award the contract to other than the lowest bidder if the evidence submitted by or investigation of such a bidder fails to satisfy the Owner that such bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work contemplated therein. Failure to meet any of the requirements of the Instructions to Bidders in Paragraph 14, may be sufficient cause for the rejection of any or all bids.

It is not the intent of these specifications to limit the bidding to any one manufacturer but, it is the intent to define the essential minimum requirements as to quality of materials, construction, finish and overall workmanship. Minor variations from the specified methods and details of construction will be considered by the Owner for acceptability; providing quality, workmanship, economy of operation, maintenance, service and suitability for the purpose for which the equipment is intended, is not impaired. No substitutions for materials specified will be accepted.

The successful bidder must take into consideration that school sessions may be in operation and must be continued as usual during the progress of the work.

The safety of the pupils and teachers requires that nothing shall be done, in any way, to block the passageways in or about the exits themselves. Neither shall there be any unauthorized interference with the free and unobstructed use of hallways, stairways, toilets and rooms. When necessary for mechanics to work in any portion of the premises normally occupied by the school, application must be made, before entering, to the Owner, who will perfect a working agreement with the principal of the school so that work may be carried forward in a manner to interfere as little as possible with the school session. **PERMISSION FOR WORKING OVERTIME:** No work shall be done on the job before 6:00 a.m. nor after 3:00 p.m.; nor shall any work be done on Saturdays, Sundays or legal holidays unless the successful bidder shall have given the Owner at least 48 hours advance notice in writing.

OPERATING AND MAINTENANCE BROCHURES: The successful bidder shall furnish the Owner with all applicable operating and maintenance brochures for all equipment and accessories purchased by the Burrillville School District.

REQUIREMENT FOR BIDDERS: When stated in the specifications:

The bidder must submit the bid proposal on Bid Forms accompanying the specification and must itemize the bid according to the list of items and totals as applicable on separate sheets attached to the Bid Form.

Before submitting a proposal, bidders shall carefully examine the drawings and specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or drawings or have any doubt as to their meaning, the bidder shall notify the Owner who will make clarifications. The bidder shall be responsible for all work

on plans as well as in "Equipment Schedule".

Bidder must submit the following data with the proposal.

The successful bidder must, upon request, furnish evidence of financial responsibility.

A list of other installations of similar equipment specified herein, a minimum of 10 which the Owner may easily visit for inspection.

A plan, with elevations, showing any variations in design, arrangement, sizes and the like which bidder proposes to furnish as different from those called for in the specifications.

Cuts of each item proposed as alternate equipment to that specified, with a list of any variation from specified methods and details of construction and from specified designs. The bidder shall state in the proposal the number of days required to complete installation of this equipment from the date of authorization to proceed with the work.

The Burrillville School District may, subject to the following provisions, by written notice of default to the contractor, terminate the whole or any part of this contract in any one of the following circumstances:

If the contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extensions thereof; or if the contractor fails to perform any of the other provisions of this contract, or fails to make progress such as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not remedy such failure within a period of 10 days after receipt of notice from the Director of Administration specifying such failure.

In the event the Burrillville School District terminates this contract in whole or in part, the Burrillville School District may procure, upon such terms and in such manner as the School Committee may deem appropriate, supplies or services similar to those so terminated and the contractor shall be liable to the Burrillville School District for any excess costs for such similar supplies or services: Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

Employment, Hours and Wages: The contractor shall pay the prevailing wage rates. The contractor shall comply with all of the labor laws of the State of Rhode Island, and under no condition shall the contractor, sub-contractor or their employees, obstruct any person employed by the School District. The State Labor Laws, particularly Title 37, Chapter 13, General Laws of Rhode Island as amended, prevailing wage scales, state, and local building codes and ordinances must be complied with at all times. All costs, fees and permits are to be paid by the contractor. The contractor shall make every effort to utilize local labor, if at all possible.

The Burrillville School District and all of its facilities are smoke-free. As required by law your employees are not allowed to smoke any where on our facilities. We reserve the right to deduct the cost of clean up of smoking residue caused by contractor employees smoking on campus.

CONDITIONS

All bids must be in writing and in sealed envelopes delivered to the Office of the Director of

Administration, Burrillville School District, 2005. No quotes, changes, or amendments to any quotes submitted after that hour and date will be considered. It shall be the sole responsibility of the bidder to deliver his/her quote to the Office of the Director of Administration on or before the closing hour and date.

The bidder is not to separate the instructions, conditions, specifications and bid contract form from the proposal form and must return the same complete.

The bidder will complete the bid contract form.

The bidder agrees to all stipulations noted in the instructions to bidders.

The bidder will supply a complete description of each item bid upon.

PERMITS

THE SUCCESSFUL CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL STATE AND LOCAL PERMITS AS MAY BE REQUIRED. THIS SHALL INCLUDE BUT NOT BE LIMITED TO BUILDING, ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS.

SUCCESSFUL CONTRACTOR SHALL PROVIDE APPLICABLE PERMIT(S) TO THE DIRECTOR OF ADMINISTRATION PRIOR TO THE COMMENCEMENT OF ANY WORK.