

DAVENPORT COMMUNITY SCHOOL DISTRICT
1606 BRADY HARRISON STREET
DAVENPORT, IOWA 52803

“THE BEST PLACE TO LEARN”

REQUEST FOR PROPOSAL

The Davenport Community School District invites written sealed proposal for Basic Local Telephone Services. The proposal shall be submitted in accordance with the Scope of Work and General Instructions. The proposals will be received by the Purchasing Department at the Administration Service Center, 1606 Brady Street, Davenport Iowa, 52803. Proposals must arrive before 3:00 p.m. local time January 12, 2009. Proposals must be submitted in a sealed envelope clearly marked “Basic Local Telephone Services”. Fax proposals will not be accepted. Late proposals will be returned unopened.

PROPOSED TIME LINE:

December 12, 2008 RFP Issued
January 12, 2009 RFP Received
January 26, 2009 Award

INTRODUCTION AND GENERAL INFORMATION

PURPOSE:

Contract to provide basic local telephone services for the Davenport Community School District as described in this proposal. Service is comprised of 217 existing POTS lines and two existing DSS voice T1 lines each with 24 two-way trunks. Proposals may address either POTS or the voice T1's or both.

TERM:

The full term of this contract will be effective July 1, 2009 terminating on June 30, 2014.

CONTACT PERSON:

All questions concerning the RFP shall be addressed to K.E. Bohling, Buyer at 563-336-5049 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

AWARD:

No proposal may be withdrawn for a period of thirty days (30) days after the opening to allow for committee selection. By virtue of statutory requirement of the State of Iowa (section 1171-b1) a preference will be given to products grown or produced within the State of Iowa and that a preference will be given to Iowa labor and or targeted small businesses.

A contract shall be awarded by the Board of Directors at their January 26, 2009 meeting, after reviewing the recommendation from the evaluation committee. Vendors will be notified of decision. The award of the contract will be on the basis of price, quality and delivery, with the Board of Directors reserving the right to reject any and all proposals if it is in the best interest of the School District.

TERMINATION:

The District may terminate the contract resulting from this request at any time that a vendor fails to carry out the provisions.

The District shall provide the contractor in writing, with a twenty four-hour notice of conditions endangering performance. If after the notice, the contractor fails to remedy the conditions contained in the notice in a timely manner, the District shall terminate the contract.

The District shall be obligated only for services rendered and accepted before the date of notice of termination, less any damages that may be assessed from non-performance.

With mutual agreement of both parties upon receipt and acceptance of not less than thirty days written notice, the contract may be terminated on an agreed date before the end of the contract period without penalty to either party.

Notwithstanding any other provisions of the contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming either through the failure of the State or the District to appropriate funds or through discontinuance of material alteration of the program for which funds were provided, the District shall have the right to terminate this contract without penalty by giving not less than thirty days written notice documenting the lack of funds.

The contract will be re-negotiated without penalty to either party, should at any time during the contract period the District choose to switch to a voice over IP system.

DISCLAIMERS:

The District reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate. Receipt of Proposal materials by the District or submission of a Proposal to the District confers no rights upon the agent nor obligates the District in any manner. The District reserves the right to waive minor irregularities in the proposals, provided that such actions is in the best interest of the District. Any such waiver shall not modify any remaining RFP requirements or excuse the agent from full compliance with the RFP specifications and other contract requirements if the agent is awarded the contract

PAYMENT TERMS:

Paper invoices will be sent monthly by building to our accounting department. Cafeteria invoices will be kept separate. Any and all administrative fees will be included in your bid response separate from the line charges.

The School District will make payment after acceptance of the service performed and in accordance with the terms of this contract. All invoices received for payment must be approved by the Board of Directors for the Davenport Community School District at their regularity-scheduled meetings.

AMENDMENTS:

The District will issue amendments to this document as deemed necessary

PROPOSAL OPENING:

Proposals will be opened publicly in a manner to avoid public disclosure of contents; however, names of the offers will be read aloud.

PROPRIETARY INFORMATION:

The District operates under a public information law, which permits access to most records and documents. Proprietary information in your response shall be identified and will be protected to the extent legally permissible.

PROPOSALS COSTS:

The District will not be liable in any way for any cost incurred by offerors in the preparation of their proposals in response to this RFP nor for the presentation of their proposals and/or participation in any discussions or negotiations.

PROPOSAL FORMAT:

To assure a uniform review process and to obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

LETTER OF TRANSMITTAL:

The Letter of Transmittal should be a formal letter from the offeror prepared in standard business format. It should be brief, signed by a person who is authorized to commit the offeror organization to perform the service included in the proposal, and should identify all material and enclosures being forwarded in response to the RFP.

EXECUTIVE SUMMARY:

The Executive Summary of the Proposal shall be limited to three single spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the RFP.

VENDOR PROFILE:

The offeror shall provide the following information:

The name, title, address, and telephone number of person(s) who will be assigned to act as agent for the offeror.

Adequate information to describe the scope of the offeror's previous experience in providing volume services.

Adequate information to describe the nature of the offeror's experience in providing the services required in the Scope of Work described below. In your response to this RFP list at least three (3) references currently under contract to you.

The offeror shall provide the District with their USF SPIN number.

IMPLEMENTATION PLAN:

A detailed narrative statement to demonstrate the offeror's understanding of the Scope of Work described in the Proposal Form at the end of this document. The statement shall include but not necessarily be limited to the offeror's proposed organizational structure, procedures to provide the required service under the contract, cost of service broken down as follows: Building Name, Building Phone Number, Monthly Service Cost, Federal Access Charges, Universal Service Fund (USF) charges, Grand Total for Basic Local Service and any other information not specifically required elsewhere in this RFP but considered pertinent by the Agent.

PROPOSAL FORM

Page 1 of the Proposal Form must be completed and signed. Part 2 (pages 2-3) of the Proposal Form lists the number of lines at each of our 35 locations. Each line will be a separate Erate funding request and requires sufficient detail to separate ineligible costs from eligible costs. Please complete this form or provide a reasonable facsimile.

SERVICES REQUIRED:

The District will require priority response status to all calls placed for interruption of service from the D-marc out.

Move, add or change requests will be handled in a timely manner.

The District will require forty-eight hours notice for all scheduled interruptions in service

The District will require that the repair personnel responding to calls be located within the Quad City Metro Area.

The District will require separate invoices be provided for each building

Invoices will have detailed cost breakdown in readable language.

The District is not interested in any other services.

The District is not interested in adding any enhancing devices to existing equipment.

The District account is not for resale and any attempts will be considered as grounds for termination.

Offeror must include monthly per line charge based on the number lines furnished in this request.

Offeror must include all charges other than basic services. Under separate cover fully describe these charges that will be applicable to each line.

HOURS OF OPERATION:

The offeror shall provide service to the District seven days a week twenty- four (24) hours a day. This includes all holidays.

EVALUATION FACTORS

EVUALATION PROCESS/FACTORS:

Proposals shall be evaluated by an Evaluation Committee using the following factors, listed, in order of importance:

- A. Ability to Perform Required Services
- B. Cost of Service
- C. Timelines of Service
- D. Certified repair personnel
- E. Years of Experience.

AWARD:

The evaluation committee will determine the proposal most advantageous to the District using the evaluation factors listed above. Successful agent will then be notified as to the date and time their proposal will be presented to the Board of Education for final approval. At that time a contract shall be executed. The District reserves the right to reject all offers and end the process without executing a contract. The POTS and voice T1's may be awarded separately.

TERMS AND CONDITIONS:

The terms and conditions of any contract resulting from this RFP shall be those of the District.

GENERAL CONDITIONS:

The Davenport School District is an Equal Opportunity Employer and pursues Affirmative Action Policies: therefore we require that every successful Offeror be non - discriminatory in their hiring practices.

Offeror certifies that he or she has read, understands, and will fully and faithfully comply with this invitation for proposal, its attachments and any referenced documents. Offeror also certifies that the prices offered were independently developed without collusion with any other Offeror or potential offeror. The offeror hereby agrees to furnish items and/or services, at the prices quoted, pursuant to all requirements and specifications contained in this document, upon either the receipt of an authorized purchase order issued by our Purchasing Department or when an official contract is issued and signed by the successful offeror and the Board of Education President and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

Contract Documents will consist of the RFP notice as advertised, the invitation for proposal, the Proposal Form and the signed and accepted contract.

PROPOSAL FORM



Project Title: Basic Local Telephone Services

Proposal To: Administration Service Center
Davenport Community School District
1606 Brady Street
Davenport, Iowa 52803

Proposal Opening: 3:00 p.m. CST, January 12, 2009

The undersigned vendor agrees to abide by the RFP requirements in submitting this proposal. It is understood that the Davenport Community School District reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept the proposal deemed to be in its best interest.

Each vendor is required to be familiar with the specifications listed in the RFP and to offer products or services that meet or exceed said specifications. No consideration will be granted for alleged misunderstanding of the products or services to be provided. The specifications listed in the RFP are minimum specifications. It is further understood that the submission of a proposal is an agreement to all items and conditions herein.

Service Name (identifier) _____

Service Description (attach to Proposal Form)

Company Name _____

SPIN Number _____

Contact Person _____

Contact Person Email Address _____

Business Address _____

Phone No. _____ Fax No. _____

Authorized Signature _____ **Date** _____

Basic Local Telephone Services - Proposal Form



School	Phone (563)	Address	City, St	ZIP	Lines	Cost/Line *	Total Cost
Central High School	323-9900	1120 Main St.	Davenport, IA	52803	20		
Central High School Cafeteria	323-3096	1120 Main St.	Davenport, IA	52803	1		
North High School	388-9880	626 W. 53rd St.	Davenport, IA	52806	10		
North High School Cafeteria	388-9846	626 W. 53rd St.	Davenport, IA	52806	1		
West High School	386-5500	3505 W. Locust St.	Davenport, IA	52804	13		
West High School Cafeteria	386-9588	3505 W. Locust St.	Davenport, IA	52804	1		
Smart Intermediate School	323-1837	1934 W. 5th St.	Davenport, IA	52802	5		
Smart Intermediate School Cafeteria	323-1046	1934 W. 5th St.	Davenport, IA	52802	1		
Sudlow Intermediate School	326-3502	1414 E. Locust	Davenport, IA	52803	5		
Sudlow Intermediate School Cafeteria	323-2064	1414 E. Locust	Davenport, IA	52803	1		
Walcott School	284-6253	545 E. James St.	Walcott, IA	52773	5		
Walcott School Cafeteria	284-6102	545 E. James St.	Walcott, IA	52773	1		
Williams Intermediate School	391-6550	3040 N. Division	Davenport, IA	52804	6		
Williams Intermediate School Cafeteria	391-6553	3040 N. Division	Davenport, IA	52804	1		
Wood Intermediate School	391-6350	5701 N. Division	Davenport, IA	52806	5		
Wood Intermediate School Cafeteria	391-2867	5701 N. Division	Davenport, IA	52806	1		
Young Intermediate School	326-4432	1702 Main St.	Davenport, IA	52803	5		
Young Intermediate School Cafeteria	322-2498	1702 Main St.	Davenport, IA	52803	1		
Adams Elementary School	391-6563	3029 N. Division	Davenport, IA	52804	4		
Adams Elementary School Cafeteria	391-6491	3029 N. Division	Davenport, IA	52804	1		
Blue Grass Elementary School	381-1712	226 Sycamore St.	Blue Grass, IA	52726	4		
Blue Grass Elementary School Cafeteria	381-4399	226 Sycamore St.	Blue Grass, IA	52726	1		
Buchanan Elementary School	391-1463	4515 N. Fairmount St.	Davenport, IA	52806	3		
Buchanan Elementary School Cafeteria	391-0871	4515 N. Fairmount St.	Davenport, IA	52806	1		
Buffalo Elementary School	381-2232	1000 Jefferson Street	Buffalo, IA	52728	3		
Buffalo Elementary School Cafeteria	381-4130	1000 Jefferson Street	Buffalo, IA	52728	1		
Children's Village at Hoover	322-7649	1002 Spring St.	Davenport, IA	52802	5		
Children's Village West	823-2086	2826 W. Locust St.	Davenport, IA	52804	7		
Eisenhower Elementary School	355-2604	2827 Jersey Ridge Rd.	Davenport, IA	52807	4		
Eisenhower Elementary School Cafeteria	355-3516	2827 Jersey Ridge Rd.	Davenport, IA	52807	1		
Fillmore Elementary School	391-1740	7307 N. Pacific St.	Davenport, IA	52806	5		
Fillmore Elementary School Cafeteria	386-7727	7307 N. Pacific St.	Davenport, IA	52806	1		
Garfield Elementary School	322-1922	902 E. 29th St.	Davenport, IA	52803	4		
Garfield Elementary School Cafeteria	322-2079	902 E. 29th St.	Davenport, IA	52803	1		
Harrison Elementary School	391-3113	1032 W. 53rd St.	Davenport, IA	52806	4		
Harrison Elementary School Cafeteria	391-3881	1032 W. 53rd St.	Davenport, IA	52806	1		
Hayes Elementary School	322-2601	622 S. Concord St.	Davenport, IA	52802	4		
Hayes Elementary School Cafeteria	323-8384	622 S. Concord St.	Davenport, IA	52802	1		
Hayes (Children's Village)	823-0267	622 S. Concord St	Davenport, IA	52802	1		
Jackson Elementary School	322-1787	1307 Wisconsin	Davenport, IA	52806	4		
Jackson Elementary School Cafeteria	324-6156	1307 Wisconsin	Davenport, IA	52806	1		
Jefferson Elementary School Cafeteria	322-8334	1027 Marquette St.	Davenport, IA	52804	1		
Lincoln Elementary School	324-0497	318 E. 7th St.	Davenport, IA	52803	3		
Lincoln Elementary School Cafeteria	323-9029	318 E. 7th St.	Davenport, IA	52803	1		
Madison Elementary School	326-5391	116 E. Locust St.	Davenport, IA	52803	6		
Madison Elementary School Cafeteria	326-2029	116 E. Locust St.	Davenport, IA	52803	1		
McKinley Elementary School	324-0403	1716 Kenwood Ave.	Davenport, IA	52803	3		
McKinley Elementary School Cafeteria	324-8532	1716 Kenwood Ave.	Davenport, IA	52803	1		
Monroe Elementary School	322-3559	1926 W. 4th St.	Davenport, IA	52802	4		
Monroe Elementary School Cafeteria	324-9561	1926 W. 4th St.	Davenport, IA	52802	1		
Truman Elementary School	386-6450	5506 N. Pine St.	Davenport, IA	52806	6		

Basic Local Telephone Services - Proposal Form

Truman Elementary School Cafeteria	386-7766	5506 N. Pine St.	Davenport, IA	52806	1		
Washington Elementary School	322-0905	1608 E. Locust St.	Davenport, IA	52803	3		
Washington Elementary School Cafeteria	322-7846	1608 E. Locust St.	Davenport, IA	52803	1		
Wilson Elementary School	391-0903	2002 N. Clark	Davenport, IA	52804	5		
Wilson Elementary School Cafeteria	391-0901	2002 N. Clark	Davenport, IA	52804	1		
Kimberly Center	386-5840	1002 W. Kimberly Rd.	Davenport, IA	52806	14		
Operations Center	386-3351	1008 W. Kimberly Rd.	Davenport, IA	52806	16		
Brady St Stadium (Athletic Field)	386-2624	3600 N. Brady St.	Davenport, IA	52807	2		
Transition Alliance	344-2140	5320 Appomattox Rd.	Davenport, IA	52806	2		
TOTAL					217		
School	Phone (563)	Address	City, St	ZIP	DSS T1	Cost/Line	Total Cost
Administration Service Center	386-5000	1606 Brady St.	Davenport, IA	52803	2		
* Must include all Erate eligible costs including but not limited to FAC, USF, and portability surcharge							