

REQUEST FOR SEALED BID PROPOSAL

District Phone System

GUTHRIE PUBLIC SCHOOLS I-001

802 East Vilas
Guthrie, OK 73044

Primary Contact

Dee Benson

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BIDS DUE:

Thursday May 2nd, 2024 10:00 am

Bid Opening will be publicly held at this time

Guthrie Public Schools Administration Building

802 East Vilas Guthrie, Ok 73044

All bid Proposals must be sealed in a manila envelope and labeled:

District Phone System

No 3 ring binders will be accepted.

GUTHRIE PUBLIC SCHOOLS
District Phone System

Proposals will be received by the Board of Education of Independent School District #001, Logan County, Guthrie, Oklahoma, 73044 until Thursday May 2nd, 2024 at 10:00 am for consideration to furnish the district with a District Phone System. Vendor agrees to comply with all terms and conditions in this Invitation to Bid. All Vendors shall complete the cost factor sheet (Attachment #1).

In order to be considered, vendors shall execute the attached non-collusion affidavit (Attachment #2) and affidavit of compliance (Attachment #3) as required by the laws of the State of Oklahoma and submit such affidavits as part of the proposal.

The District is under no obligation to accept any proposal. The District reserves the right to reject any or all proposals and to accept proposals considering specifications, price, quality, performance, service, reliability and delivery time.

Guthrie Public Schools will not accept proposals for Refurbished or Off-Lease equipment. All units must be New/Unused.

It is anticipated that acceptance will be awarded by the Board of Education no later than Monday, May 13th, 2024. Vendor must be able to meet a delivery Deadline of August 1, 2024. If vendor is able to provide an earlier delivery time frame, please note in the proposal. Vendor shall schedule with Guthrie Public Schools the delivery of proposed products according to Guthrie Public Schools availability to receive the products.

Instructions to Bidders:

1. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS:

Should a Bidder find discrepancies, omissions, or be in doubt as to their meaning, the bidder must notify Dee Benson, Director of Technology, by email (dee.benson@guthrie.net).

2. BIDDER QUALIFICATION:

The bidder shall have the capacity and capability in all respects to fully satisfy all of the requirements of the project. On separate paper, describe the company: ownership, years in business, years in Oklahoma City area, type of services provided, years providing each service, and total number of local employees. List at least 3 references of similar size and scope, including name and phone number.

This should be labeled as **Bidder Attachment # 4**.

3. FORM OF PROPOSAL:

3.1 Before submitting the proposal, carefully examine all bid documents. Failure or omission of the Bidder to receive or examine any form, addendum or other document, shall not relieve the Bidder from obligations with respect to his bid or to contract requirements. Submission of the Bid Proposal Form shall be taken as prima facie evidence of compliance with this division.

3.2 Proposals shall be made only on the forms provided (or a photocopy) in these specifications. Blank spaces on the form shall be fully filled out, signatures signed in longhand. All bids must be sealed. Bids submitted by facsimile or Email are not acceptable.

3.3 Guthrie Public Schools are tax exempt.

4. Unit/Location information

Guthrie Public Schools is seeking sealed bid proposals for a **District Phone System**.

All devices will be bulk shipped to:
Guthrie Public Schools
200 N Crooks Drive
Guthrie, OK 73044

5. Minimum Specifications:

The district anticipates 92 Full Users and 76 Shared Users

District Phone System

E911 Required to fully comply Kari's Law and Ray Baums Act
Call Recording (Both on Demand and Full Time by individual extension)
Voice Mail
Caller ID
Conference Calling
Call Forwarding
Presence Monitoring
Corporate Directory of All Users
Ability to create a personal directory
Intercom
Paging\Zone Paging
Redial
Speed Dial
Bluetooth
Call Reporting (Detailed list of Incoming and Outgoing calls to all extensions)
Unlimited Local\Long Distance
Web Portal Management
200 DID Numbers
Installation Included
24 Hour Customer Support
On-Site Training

- **The above specifications are minimums and may be exceeded.**
- **Network Cabling will be provided to each phone location by GPS.**
- **Systems must be manufactured by a national vendor with a proven track record in the K-12 educational environments.**

6. Delivery and Installation

- All Units will be bulk shipped to Guthrie Public Schools
- Minimal packaging should be used

Attachment #1
Cost Factor Sheet

All costs must include the unit according to specifications plus delivery cost.

System Brand/Model Number _____

What is the Estimated Delivery time Frame after PO is received? _____

Should Guthrie Public School determine that it needs more units of the same format, how long will this proposed pricing be viable for additional purchases? _____

What is the first-year cost? _____

What is the cost for the second and following years? _____

A detailed line item listing of all phone options with pricing is required.

Printed Name of Proposer _____

Proposing Company _____

Signature _____

Date _____

Attachment #2
NON-COLLUSION AFFIDAVIT

The following affidavit must be submitted, fully executed and notarized by all persons, entities, corporations or companies that desire to submit a bid for providing goods or services to this district.

STATE OF OKLAHOMA]

]

ss

COUNTY OF _____]

I, _____ of lawful age and being first duly sworn upon oath, state that I am the designated agent, officer or official of _____ (hereinafter referred to as "bidder") duly authorized to submit the attached competitive bid for an on behalf of bidder, that I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached, and that I have been personally and directly

involved in the proceedings leading to the submission of this bid on behalf of bidder and, therefore, further confirm and state, under oath as follows:

That there has been no collusion among bidders and/or between bidders and school district officials or employees regarding any matter relevant to the contract or project being bid or the bid therewith submitted by bidder;

That nothing of value has been given or offered to school district personnel by bidder, or the agents, officials, officers or employees of bidder, in return for special consideration in the letting of the contract pursuant to the bid to which this statement is attached;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any agreement to bid at a fixed price or to refrain from bidding;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any collusion with any school district official or employee as to quantity, quality of price in the prospective contract, or as to any other terms of such prospective contract;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any discussions between bidders and/or any school district official or employee whereby bidder, or any other bidder, would or could obtain an unfair competitive advantage or money or other thing of value would change hands relative to the consideration or awarding of the contract being herewith bid.

Signature of Affiant _____

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the ___ day of _____, _____.

(SEAL)

Notary Public

My Commission Expires: _____

AFFIDAVIT OF COMPLIANCE

(Regarding Prohibition of Felony & Sex Offenders on School Premises)

State of Oklahoma

SS

County of Oklahoma _____ I

I, _____ an independent contractor with and for the GUTHRIE PUBLIC SCHOOLS, being first duly sworn upon oath, herewith allege and state as follows:

(1) That I have not ever been convicted in this State, the united states or another state, of any sex defense subject to the Sex Offenders Registration act nor am I subject to another State's or the federal sex offender registration provisions.

(2) That no employee who will be working on school premises during normal working hours, or with Guthrie students, under the authority of the contract between myself and the Guthrie Public Schools, has been convicted in this State, the United States or another State of any sex defense subject to the Sex Offenders Registration act or is subject to another State's or the federal sex offender registration provisions.

(3) That I have not been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(4) That no employee who will be working on school premises during normal working hours, or with Guthrie students, under the authority of the contract between myself and the Guthrie Public Schools, has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(5) Further understand that Title 57, Oklahoma Statutes, section 589 provides as follows to wit:

It is unlawful for any person registered pursuant to the Sex Offenders Registration act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contracts for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration Act. upon conviction for any violation of this of shall be guilty of misdemeanor and/or punishable by a fine not to exceed One Thousand Dollars (\$1000.00). In addition, the violator may be liable for civil damages:

Dated this the ____ day of _____, 20__.

PRINT NAME _____

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the ____ day of _____, 20__.

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____